



COLLEGE OF  
PUBLIC HEALTH

# POLICIES & PROCEDURES

Revised February, 2013

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# **ADMINISTRATION OF THE COLLEGE OF PUBLIC HEALTH**

## **I. STRUCTURE**

### **A. Departments**

The primary administrative units of the College of Public Health (COPH) will be Departments, as approved by the Board of Regents. All faculty appointments shall reside in a Department of the COPH. The Departments shall be organized to improve the health care of the people of Nebraska by conducting education, research and/or service as related to their discipline and as supportive of the purpose and goals of the COPH. The Departments of the College of Public Health are as follows:

- Biostatistics
- Environmental, Agricultural & Occupational Health
- Epidemiology
- Health Promotion, Social & Behavioral Health
- Health Service Research & Administration

New Departments may be created upon recommendation by the Dean of the COPH and the Chancellor of the University of Nebraska Medical Center (UNMC), and approval by the Board of Regents.

Department status will be considered by the Leadership Council and the Office of the Dean when:

- The endeavor of the proposed department's discipline encompasses a technology, and/or identified sphere of public health knowledge.
- There is a faculty of sufficient number and diversity of skills to carry a program of academic excellence.
- The respective faculty can conduct programs of education, research, and/or service that are of demonstrable need to the people of Nebraska.

#### 1. Department Chair.

Appointment shall be made by the Dean in accordance with the Bylaws of the Board of Regents and in consultation with the designated search committee when applicable.

#### Duties and Responsibilities of the Department Chair.

- a. Provide leadership and initiative for academic activities of the faculty.
- b. Develop an organizational structure.
- c. Recommend to the Dean candidates for academic appointment.
- d. Recommend to the Dean and Faculty Standing Committee on Promotion and tenure, faculty members for promotions and/or tenure.
- e. Conduct departmental faculty and staff annual evaluations.
- f. Be responsible to the Dean for the establishment of an annual budget.
- g. Negotiate a contract with each faculty member where appropriate or required.
- h. Plan and conduct public health care programs, research programs, and Graduate and Continuing Education programs, as appropriate.
- i. Be responsible to the Dean for the functions of the Department.

2. Faculty Appointments.

Faculty appointments and responsibilities, as well as Copenhague governance and administration, are outlined in the Copenhague Bylaws of the Governing Faculty.

3. Procedure for Appointment.

Faculty recruitment and hire shall follow procedures outlined under the Copenhague Hiring Policy. Faculty rank shall be determined in consultation with the Dean of the Copenhague and shall follow the criteria for rank as outlined in the Copenhague Promotion and Tenure Guidelines.

4. Committee Appointments and Responsibilities.

Committees of the Copenhague, outlined in the Copenhague Bylaws of the Governing Faculty, include Standing Committees and Special Committees as established by the Dean. Committees shall follow responsibilities listed in the Bylaws.

**B. Centers**

Centers may be designated by the Dean, subject to approval by the Board of Regents when required. Centers are established for one or more of the following purposes:

- To establish and continue a multi-disciplinary research program
- To conduct specific programs consistent with the mission of the college

1. Director. The Center Directors shall be appointed by and be responsible to the Dean.

Duties and Responsibilities of the Director.

- a. Develop an organizational structure.
- b. Select a professional and support staff.
- c. Be responsible to the Dean for the establishment of an annual budget.
- d. Plan and conduct the programs in support of the Center's stated mission.
- e. Be responsible to the Dean for the function of the Center and its personnel.

**C. Instructional Programs [THIS SECTION CHANGED SIGNIFICANTLY BUT WE REVERTED BACK FOR THE ACCREDITATION SELF STUDY. UNCLEAR WHETHER LEADERSHIP COUNCIL EVER APPROVED THE CHANGES BELOW.]**

The College of Public Health has administrative responsibility for the professional programs, which include the certificate in public health (generalist) and the Master of Public Health degree. The academic programs, which include the doctoral and Master of Science degrees, reside administratively under the Graduate College of the University of Nebraska.

The Copenhague Curriculum Committee is the designated faculty advisory body for the MPH program, the doctoral programs and professional certificates. The Committee's charge and responsibilities are outlined in the Copenhague Bylaws of the Governing Faculty.

The COPH Doctoral Program Committee is the designated faculty advisory body to help coordinate all of the doctoral programs. It also ensures establishing and implementing overarching doctoral competencies. Each doctoral program has a Graduate Program Committee, charged with the development and oversight of its program's curriculum. The Chair of each Graduate Program Committee sits on the Doctoral Program Committee and reports to the Director of Doctoral Programs.

Other positions involved in the administration of the instructional programs include the Associate Dean for Academic Affairs, Associate Dean for Student Affairs, Director of Doctoral Programs, and the Director of Masters Programs, Administrator for Finance and Human Resources, Administrative Programs Coordinator, Director of the Office of Educational Services, Director of Distance Learning by Remote Communication and Scholarship, and the Information Technology Manager. Responsibilities include, but are not limited to, advocacy for the programs and its students, resource allocation and budgeting, course scheduling, and assigning faculty workload.

### 1. Professional Programs.

The College of Public Health offers certificates in public health and a Master of Public Health degree. Academic and admissions policies and procedures are stated in the College of Public Health Student Handbook.

### 2. Academic Programs.

The academic programs operate within the general framework of the Graduate College of the University of Nebraska, a system-wide college with programs administered on each of the University of Nebraska campuses. The Dean of the Graduate College, in conjunction with the Executive Graduate Council representing the graduate faculty (i.e., faculty members who have been approved to teach graduate level courses and advise graduate students), is responsible for the Graduate College's activities, including system-wide policy development, planning, and setting general academic, research and service standards, expectations, and policies.

College of Public Health graduate courses are designed to provide students with the instruction and research experience necessary to become high quality academic faculty, researchers, and public health leaders. Programs include, but are not limited to:

- Biostatistics
- Epidemiology
- Environmental Health, Occupational Health, and Toxicology
- Health Promotion and Disease Prevention Research
- Health Services Research, Administration, and Policy

### 3. Program, Concentration, and Course Development and Revision.

All new programs, concentrations, and courses must be reviewed by the COPH Curriculum Committee at least 30 days prior to submission for review by the UNMC Graduate Council (concentrations are exempt from UNMC Graduate Council

review). All material, whether for professional or academic (graduate level) programs, must be reviewed by the Department Chair and submitted to the Chair of Curriculum Committee. Once the Curriculum Committee approves the material, the Curriculum Committee Chair submits the material to the Associate Dean for Academic Affairs. After review and approval, the Associate Dean for Academic Affairs then submits the material for programs and courses (concentrations are exempt) to the UNMC Dean for Graduate Studies. Professional level programs, concentrations and courses are included in this level of review because they are intended to be cross-listed with graduate courses. New programs are additionally submitted to the Board of Regents for approval.

#### 4. Course Enrollment.

This policy applies to all College of Public Health instructional program courses, i.e., professional and academic courses that begin with a college prefix to their number (CPH, EPI, etc.).

As a general rule, courses delivered by UNMC faculty in the COPH must have a minimum of 5 students to be offered in any semester, including summer. Because of circumstances that necessitate a course being taught where the minimum is not met, the following options will be available to and considered by the Dean of the College of Public Health in making a decision on whether the course is taught.

- Delivering the course as Independent Study
- Delivering the course, as intended, with the existing number of students if requested by the instructor
- Delivering a new course to enable it to be evaluated and revised

Faculty members must obtain the dean's or associate dean for academic affairs' approval before cancelling a course.

Maximum enrollment for 800-level classes will be 25 students in the College. If a course will have more than 25 students, the Department Chair will determine:

- Opening a second session (in the same semester or following semester). If students are from outside the college, this will be done in accordance to MOUs signed with the appropriate colleges.
- Have students, beyond the maximum 25, enroll in the scheduled course during its next scheduled offering
- Allow over the limit class size.

For Seminar and 900-level courses, the maximum enrollment will be 10 students. If a seminar or 900-level course will have more than 10 students, the department chair will have the same options as noted above for 800-level courses.

The college recognizes that certain courses will have regular over-the-limit enrollment. These specific courses may be allowed a waiver of this policy, by the Associate Dean for Academic Affairs, for maximum enrollment as long as quality



of student learning is assured through support staff for the instructor or by other means deemed sufficient by the Department Chair and Associate Dean for Academic Affairs. This waiver will be noted in the course documents.

5. Distance Education.

Three distance modalities for course delivery currently exist at UNMC:

- Synchronous IP (Internet Protocol) two-way video and audio
  - transmission to facilities within the University of Nebraska system: UNK, UNL, and Scottsbluff (note: all university sites have agreed to host transmission with possible extra costs for security after regular business hours)
  - student must be on-site to access
  - asynchronous archive placed on Blackboard or other website for future download within a day or two
- Synchronous live-video streaming with one way-video and audio
  - student access is through personal computer – not site dependent
  - audio from student is transmitted to instructor through telephone bridge during synchronous transmission
  - asynchronous archive placed on Blackboard or other website for future download within a day or two
- Asynchronous on-line Blackboard
  - Usually text only, but can insert webcast (audio and video) and other features
  - Chat function is synchronous

Instructors in College of Public Health courses may choose IP video, live-video streaming, or both modalities depending on the geographic location of distance students. If IP video is chosen and if students cannot travel to the Kearney, Lincoln, or Scottsbluff sites, the student must make a special request for access to determine if transmission is possible and feasible.

Live-video streaming is not place-dependent so can be streamed to personal computers anywhere. Instructors must notify program staff if a telephone bridge is requested.

Blackboard is used by many instructors for placement of course materials and other functions. No special request of program staff is needed.

If an instructor has no distance students in the class, no special considerations need to be made unless video archiving is desired.

6. Evaluation of Course and Instructor(s).

To meet accreditation, college and campus goals, the COPH must participate in student evaluation of all COPH courses. Evaluation is required for all Governing

Faculty who are actively participating in course instruction and all CPH graduate programs.

All CPH courses (courses with a BIOS, CPH, ENV, EPI, HPRO, HSRA prefix) will be evaluated by students using the UNMC evaluation method. CPH courses that are cross-listed as UNO courses will also be evaluated using the UNO evaluation method. Exceptions:

- a) Governing faculty based at UNO who do not hold joint appointments with UNMC may elect to use both the UNO and UNMC methods, or may use only the UNO method. Governing faculty must contact the CPH Administrator if they want the UNMC method of evaluation to be used for their course. The UNMC evaluations will not be sent to students without prior authorization from the UNO faculty member.
- b) Unless requested by the instructor, student evaluations will not be provided for:
  - Guest lecturers
  - 896: Research Other Than Thesis
  - 970: Seminar
  - 998: Special Topics

MPH Program students additionally participate in evaluation of MPH competencies.

Timeline. Notice of student evaluation is communicated via email to enrolled students three weeks prior to end of semester. Evaluations should be completed by the end of the semester; however the end date may be extended if needed. Reminders are emailed to students one week prior to end date.

For the UNMC evaluation method, at the discretion of the primary instructor, grades may be delayed for students who do not complete assigned evaluations. In order to withhold grades:

- Primary instructor must note on the grade roster which student has not yet completed evaluation and forward to UNMC Student Services with a note to withhold those grades until further notice.
- Notification must be sent to CPH System Administrator so that student notification may be provided.

Reports. Faculty will have access to evaluation data after student grades have been assigned. Report distribution will not take place until grade assignment is complete. Reports are distributed to:

- Primary course instructor
- Primary course instructor's department Chair
- CPH Dean and Associate Dean for Academic Affairs

The Director of Masters Programs will receive MPH-specific data only.

Primary course instructors are responsible for distribution to guest lecturers, although not required. When the primary instructor has many guest lecturers, he/she may request lecturer evaluations throughout semester in order to avoid student confusion with multiple guest lecturers.

#### 7. Academic Standing.

To maintain good standing, students in College of Public Health instructional programs are required to maintain a grade point average of at least a B (3.00) in his/her program of study. A student who fails to maintain a 3.00 average in any given semester will automatically be placed on academic probation and may not continue his/her program of study without special permission of the Associate Dean for Academic Affairs. The recommendation must include a review of the student's status and a plan of remediation which addresses the student's intent and timeline to retake the course. To continue in the program, the student must remove the probationary status (i.e., return to an overall 3.0 grade point average) within the next twelve (12) months.

Minimum acceptable grades. To receive credit in a core MPH or required doctoral course, the student must attain a grade of B- (2.67) or higher. A grade of C (2.00) may be accepted for no more than one other course. Receipt of two grades of C or any grade below a C is not acceptable for graduate credit and may result in dismissal from the program.

Because research activities comprise a major part of the endeavors of graduate students, excellence in research is expected of all students. Therefore, a failing grade in any research activity (non-thesis research, Master's Thesis, or Doctoral Dissertation) may be grounds for dismissal.

Grade appeal. A student wishing to appeal a course grade must follow the "Grade Appeal Process" outlined in the UNMC Graduate Studies Bulletin.

Grading system. Students are graded by letter grades as follows: A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, P (Pass), F (Fail), WP (Withdrew Passing), WF (Withdrew Failing), and I (Incomplete). Only a Pass/Fail grade is to be used for research projects, thesis or dissertation work.

The grade of "I" is to be used by an instructor at the end of a term to designate incomplete work in a course. It is used when a student, due to extenuating circumstances such as illness, military service, hardship or death in the immediate family, is unable to complete the requirements of the course in the term in which the student is registered for credit. A grade of Incomplete is given only if a student has already substantially completed the major requirements of a course. Each instructor must judge each situation.

The instructor must also indicate by a departmental record, with a copy to the student, how and by when the Incomplete is to be removed, and if he/she is at the University at the time of the removal, supervise the makeup work and report the

permanent grade. In the event that the instructor is not available at the time of the student's application for removal of an Incomplete, the department chairperson shall supervise the removal of the Incomplete and turn in the permanent grade for the student.

Grades of Incomplete must be completed within one semester after they have been awarded or they will be automatically changed to a grade of F. Any extensions to the one-semester time frame must be arranged with the Dean for Graduate Studies prior to the Incomplete being changed to a grade of F.

A student with two or more current grades of Incomplete will not be permitted to enroll in any new courses until the number of current Incomplete grades becomes less than two.

All grades of "I" on courses which are part of the degree requirements must be removed at least one month before the final oral/written examination for the Master's or Ph.D. degrees.

Doctoral, masters, and MPH students who are in Service-Learning/Capstone, may be given an IP (in progress) when work is not completed within the semester time frame. When work is completed, IP is changed to Pass/Fail.

The following quality points are given for courses completed:

Grade	Quality Points
A+	4.0
A	4.0
A-	3.67
B+	3.33
B	3.0
B-	2.67
C+	2.33
C	2.0
D+	1.33
D	1.0
D-	0.67
F	0

8. Disciplinary Committees.

Student Discipline Hearing Board. The UNMC Graduate Faculty-Student Appeals Committee will serve as the Faculty-Student Appeals Committee for the COPH instructional programs.

Faculty-Student Appeals Committee. The UNMC Graduate Student Discipline Hearing Board will serve as the Student Discipline Hearing Board for the COPH instructional programs.

9. Compensation - Instructors.

Faculty of the COPH will participate in the teaching activities of the College. Adjunct faculty shall receive compensation for their teaching activity on behalf of the COPH. Teaching load will determine compensation. Additional compensation for course development will be determined on individual basis.

<u>Compensation</u>	<u>Course Participation</u>
\$625	¼ course minimum
\$1250	½ course
\$1875	¾ course
\$2500	full course

#### 10. Teaching Excellence Award

The College of Public Health recognizes the importance of teaching and supports the continued improvement and emphasis on improvement of methods for teaching to facilitate the highest levels of student learning. To that effect, the college is implementing a Teaching Award to recognize those governing faculty members with outstanding teaching contributions each academic year. Excellence in teaching will be recognized by the College of Public Health through a process of nomination, evaluation, and award.

##### **The nomination process**

A student or faculty member may nominate a governing faculty member for excellence in teaching. The nomination will be submitted to the Teaching Excellence Committee. The Committee will collect information regarding the faculty member's excellence in teaching. Information will include students' evaluations, faculty peer reviews, CV, and other material from the faculty member nominated. The award will be considered for excellence in teaching, including classroom instruction, innovation in teaching methods, advising, and other activities that have promoted and expanded the students' learning experience.

##### **Evaluation**

The committee will review the information and determine a governing faculty member that best meets the criteria set for the award.

##### **Evidence needed** (but not limited to):

- 1) A copy of the current CV of the nominee
- 2) Data pertaining to selection criteria
  - a. Titles and credit hours of each course taught
  - b. Number of students enrolled in each course taught or number of students supervised in clinical activity
  - c. Number of direct contact hours spent with students in each course taught
  - d. Summary of student evaluations of teaching for each course (copies of teaching evaluations). At least two course evaluations- either two different courses or same course given at two different times.

- e. Summary of peer evaluations of teaching (copies), if available
- f. Copy of course(s) syllabi
- g. Letter from faculty explaining innovative teaching/learning strategies (instructional method recognized as being innovative by a regional or national audience)
- h. Presentation of innovative strategies at a conference if applicable
- i. Publishing innovative strategies if applicable

### **Evaluation criteria**

The Committee will evaluate the applicants using criteria for teaching outlined in the COPH Promotion and Tenure guidelines as well as the following:

1. Facilitation of student learning
2. Use of creative teaching methods
3. Command of the subject
4. Creation of learning environment in and outside class
5. Contributions to curriculum and instructions (development of course materials, participation in departmental, COPH and/or campus curriculum development)
6. Direction of student research
7. Advising
8. Guidance and supervision of graduate student instructors

### **Award**

The award for excellence in teaching will be a one-time stipend allocated to the faculty member's professional development funds or as a personal stipend, choice of which will be left up to the awarded faculty member. The award will be a \$3,500 stipend awarded annually. Faculty members that have won a teaching award will only be eligible for another award after 5 years. In addition to the award, a plaque with the faculty's name will be placed outside the COPH Dean's office.

### **Time line**

March 1: Nominations due

March 31: Application materials due

April: Applicant review by awards committee

May: Announcement of award

## 11. *Compensation and Guidelines – Graduate Assistants and Doctoral Students.*

Compensation for graduate assistants and doctoral students performing work related duties on behalf of the COPH shall be as follows:

Level 1: \$17,000

- MPH students

Level 2: NIH Annual Recommended Rate

- Doctoral students

Exception: Compensation for Level 1 students may be increased to Level 2 upon request from the Department Chair to the COPH Dean. Email requests are acceptable and should include justification to support the increase.

Annual (fiscal year) increases will be granted for all graduate assistants and doctoral students in proportion to the campus annual recommendation.

Compensation levels as outlined above may be revised after consultation with the COPH Dean and Leadership Council.

Graduate Assistant Guidelines. A graduate assistantship is classified as a Temporary appointment at the University of Nebraska Medical Center. The assistantship will be given a definitive start and end date, however the University may terminate the appointment at anytime by giving the graduate assistant a minimum two week written notice. Should the graduate assistant for any reason fail to complete the assistantship, wages will be prorated through the last day of service. Grant assistantships are often funded by grants or other similar temporary sources. Should the grant or funding source supporting the position become unavailable for any reason the termination of the graduate assistantship will coincide with the termination of the funding source.

Appointment Period. Assistantships may be awarded on an academic-year basis, a calendar-year basis, or semester-by-semester basis. Students may apply and be appointed to a graduate assistant position anytime. However, in order to have the tuition remitted for the semester, the student should be appointed to a graduate assistant position at least two weeks prior to the first day of class. Some exceptions may be granted when circumstances require later appointment; however, notification must be provided to and approval received from the Office of Graduate Studies. Appointments must be for the entire semester, and the student must be assigned to work at least .33 FTE (approximately 13 hours per week) and not more than .50 FTE (20 hours per week) within the University of Nebraska system. If the appointment is made for any time period less than a full semester or less than 13 hours per week, the student will receive only the monetary stipend. Tuition is not remitted.

Students appointed to a graduate assistant position for the entire semester will receive tuition remission in accordance with the Board of Regents policy on tuition remission for graduate assistants. If a student resigns from their position before the end of the semester, they will be responsible for paying the full amount of tuition due for that semester.

Registration. Students must be enrolled for at least one credit hour of graduate level course work during the entire period of their appointment. They may not enroll for over 12 credit hours during this period without special permission from the Graduate Dean. Tuition remission pays for no more than 12 credit hours per semester. In order for a graduate assistant to remain exempt from FICA (Social Security) and Medicare withholding they must be enrolled for at least 4 or more credit hours in the academic semester or 3 or more credits for all summer sessions combined, which is considered half-time status. If a student chooses to be enrolled less than half-time, FICA and Medicare will be withheld at a rate of 7.65% of their wages.

**Prior to the beginning of each new semester, graduate assistants must report to the UNMC Graduate Studies Office the number of classes in which they are enrolled at all University of Nebraska campuses. This must be done in order to ensure full tuition remission.**

Other University of Nebraska Employment. Students working as graduate assistants may not be employed in the University of Nebraska system for a total of more than .50 FTE (20 hours per week) including the UNMC graduate assistantship appointment.

Summer Schedule. If assigned during the summer, the student must be continually enrolled (at least 1 credit in the 8-week session and at least 1 credit in either the 1st or 2nd 5-week summer session).

Leave (sick and vacation). Graduate assistants do not earn sick leave or vacation hours. The department administrator or immediate supervisor must approve make-up time or schedule adjustments.

Employment Benefits. Graduate assistant appointments are considered “exempt” from the Fair Labor Standards Act (FLSA). The exempt status has several implications, including no expectation of timecards and no overtime pay. In addition, students on graduate assistantships do not receive traditional benefits as part of the position appointment (retirement contribution, health insurance, vacation accrual, etc.) The Student Services Offices may be contacted for information about Student Health Insurance plans.

12. Tuition Scholarships for Non-Residents.

The purpose of the Non-Resident Tuition Scholarship program (NRTS) is to serve as a recruitment tool to attract to the College highly qualified students with promising potential in Public Health and to retain non-resident students maintaining academic excellence during their degree program.

Definition. Non-Resident Tuition Scholarship (NRTS) applies to international as well as non-Nebraska resident students. Students receiving this scholarship will pay tuition at the same rate as Nebraska residents.

The program adheres to the guidelines provided by the Board of Regents of the University of Nebraska (RP-5.8.3).

Both partial and full waiver requests and assignment are acceptable.



Criteria. Non-Resident Tuition Scholarship is competitive. Minimum criteria for graduate students to be eligible for consideration include:

- Student must be fully admitted to a graduate degree program in the College of Public Health;
- Student must also adhere to the following criteria from the Board of Regents Policies (RP- 5.8.3):

Tuition scholarships for an amount up to the difference between resident and nonresident tuition may be awarded to selected students who are not residents of Nebraska. The number of students receiving tuition scholarships under this competitive program shall be determined at each campus by the Chancellor.

The following students, having met all other requirements for admission, will be eligible for consideration for such tuition scholarships under this program:

Graduate and Professional

- a. Entering graduate and professional students who have a cumulative GPA of 3.00 for all previous work attempted at all colleges attended prior to enrollment at the University of Nebraska;
- b. Students who enter the program according to the above criterion and continue in good academic standing;
- c. Underrepresented minorities or individuals with special talents.

Process of application.

New Students

A non-resident applicant may complete a NRTS form and submit it with the admissions packet. The Graduate Program Committee will review and submit its recommendation to the Associate Dean for final decision. Notification to students should be included in the admission letter. NRTSs are granted College-wide and are not Program specific. However, distribution will be as equitable as possible across COPH Programs. NRTS is provided on an annual basis but can be available per semester.

- This scholarship is not automatically renewed. Students must apply for Non-Resident Tuition Scholarships every academic year.

Returning/continuing Students

A non-resident returning/continuing student may complete a Returning Student NRTW form and submit it to the Graduate Program Committee Chair. The Graduate Program Committee will review and submit its recommendation to the Associate Dean for final decision. NRTSs are granted College-wide and are not Program specific. However, distribution will be as equitable as possible across COPH Programs. NRTS is provided on an annual basis but can be available per semester.

NRTW is not available to students already receiving graduate assistantships that include a stipend or tuition remission.

13. *Other Scholarships.*

Other scholarships will be funded through the College of Public Health annual budget and philanthropic contribution.

# COPH BUSINESS AND FINANCE

## Allocation of Funding within the COPH

COPH Policy No: 601

Effective Date: 08/06/2008

Revised Date: 04/01/2013

### 1. Purpose

2. To define the two general types of funding support to the COPH: 1) Intramural and 2) Extramural; and to establish a policy regarding distribution of funds within the COPH.

2.1. The College of Public Health broadly defines *intramural* funds as funding from the State of Nebraska, the University of Nebraska System, and UNMC comprising the following types:

2.1.1. State appropriations..

2.1.2. Program of Excellence (POE) funds - State funds applied for and awarded by the President of the university.

2.1.3. Nebraska Research Initiative (NRI) funds - provides support for a research base within the university that encourages economic growth and development in Nebraska.

2.1.4. Faculty Diversity funds – managed by the UNMC Associate Vice Chancellor for Academic Affairs to advance the strategic recruitment of underrepresented faculty.

2.1.5. Nebraska Tobacco Settlement Biomedical Research Development funds – managed by the UNMC Vice Chancellor of Research to provide financial and administrative support for underrepresented minority research projects and to reduce health care disparities in the underrepresented minority populations.

2.1.6. Memorandum of Understanding (MOU) funds – agreement between the COPH Dean's Office and other UNMC units in support of COPH participation in collaborative activities.

2.1.7. VA Appointment funds – when supports a joint appointment with the VA. (Funds granted by the VA in support of research, rather than an appointment, may be considered extramural.)

2.1.8. Special contracts with state agencies or others that create positions (either full or joint), or arrangements the equivalent thereof.

2.1.9. Endowed Professorships or Chairs.

2.2. *Extramural* funds comprise support resulting from grants, contracts, and other fee-for-service agreements with sponsored agencies.

### 3. Policy

## **Distribution of Funding Within the College of Public Health**

### **3.1. Grant Return Funds.**

#### Definition.

Grant Return funds are created by displacing state-aided faculty salaries with extramural grants and contracts.

#### Distribution.

- 37.5% of the displaced salary will be returned to the Department/Center of the grant principal investigator.
  - Departments/Centers may distribute their grant return allocation as desired within their unit consistent with the annual budget approved by the Dean.
- 37.5% of the displaced salary will be retained by the Dean's Office.

#### Distribution Exceptions.

- Displacement of faculty salaries which are comprised of intramural funding other than state-aided sources may be subject to exceptions to the distribution policy, to be determined by the COPH Office of the Dean. (Ex: VA appointment. The VA funding may be subject to regulations which could disallow certain forms of distribution of displaced funds.)
- Grant return from displacement of salary funded by POE, MOU, NRI or Faculty Diversity funds must be used for the original purpose of the funds, and require a report to the Dean documenting their allocation for the original purpose.
- VA appointments and endowed Professorship/Chair funding will not generate grant return.
- Grants and contracts principally identified with a Center must include an agreement on grant return between the Center Director and Chair of the Department in which the PI is appointed, and requires approval by the Dean. Such grants shall be considered the responsibility of the Center.

#### Use of Distributed Funds.

Grant return funds that are distributed to Departments/Centers may be spent on any university approved business expense, consistent with the annual budget approved by the Dean. The amount distributed must be spent by the end of the following fiscal year. Unexpended balances at the end of the following fiscal year will revert to the Dean's Office. Funds that revert to the Dean's Office may be available for special requests.

### **3.2. Faculty Salary Supplemental Compensation**

#### Definition.

The CPH Supplemental Compensation Plan allows faculty members, as defined in Section 3.2 of the Supplemental Compensation Plan, to supplement their wages, up to a maximum of 25% of their base salary, on a monthly basis by displacing their base salary with extramural grants and contracts. Annual agreements are secured with those who participate in the Plan.

Distribution.

- Up to a maximum of 25% of the displaced salary will be returned to the faculty member as supplemental compensation.

Distribution Exceptions.

- Faculty salaries which are displaced by intramural awards are not eligible for salary supplemental compensation.
- Displacement of faculty salaries which are comprised of intramural funding other than state-aided sources may be subject to exceptions to the distribution policy, to be determined by the CPH Office of the Dean. (Ex: VA appointment. The VA funding may be subject to regulations which could disallow certain forms of distribution of displaced funds.)
- POE, MOU and Faculty Diversity must be used for the original purpose of award, and may not be allocated for supplemental compensation. Supplemental compensation from displacement of base salary funded by sources other than state-aided, such as these, is therefore subject to availability of state-aided funds to support the supplemental compensation.
- Base salaries funded by VA appointment funding NRI and endowed Professorship/Chair funding will not generate salary supplemental compensation.

3.3. Chart of Distribution: Grant Return and Faculty Salary Supplemental Compensation.

Extramural grants and contracts may result in the following distribution of funds.

Salary Source	Distribution Eligibility		
	Salary Supplemental Compensation	Grant Return	Grant Return Required Use
<i>Base Funding:</i>			
State appropriations or College-wide POE	25% Source: State fund allocation	a) 37.5% displaced State funds to Dean b) 37.5% displaced State funds to Dept/Ctr	Any university approved expense

MOU	25% Source: Dept discretionary funds	100% displaced MOU funds to Dept/Center of origin	Support of original funding purpose
POE – Specific Projects	25% Source: Dept discretionary funds	100% displaced Dept POE funds to Specific Project	Support of original funding purpose
Faculty Diversity	25% Source: Dept discretionary funds	100% displaced Faculty Diversity to Office of the Vice Chancellor	Support of original funding purpose

### 3.4. Indirect Cost Return.

#### Definition.

UNMC collects indirect costs on sponsored projects awarded by the federal government and by various other sponsors. Sponsors pay indirect costs to reimburse UNMC for costs such as utilities and administration that cannot be charged to projects directly. Indirect costs are often referred to as facilities and administrative (F&A) costs.

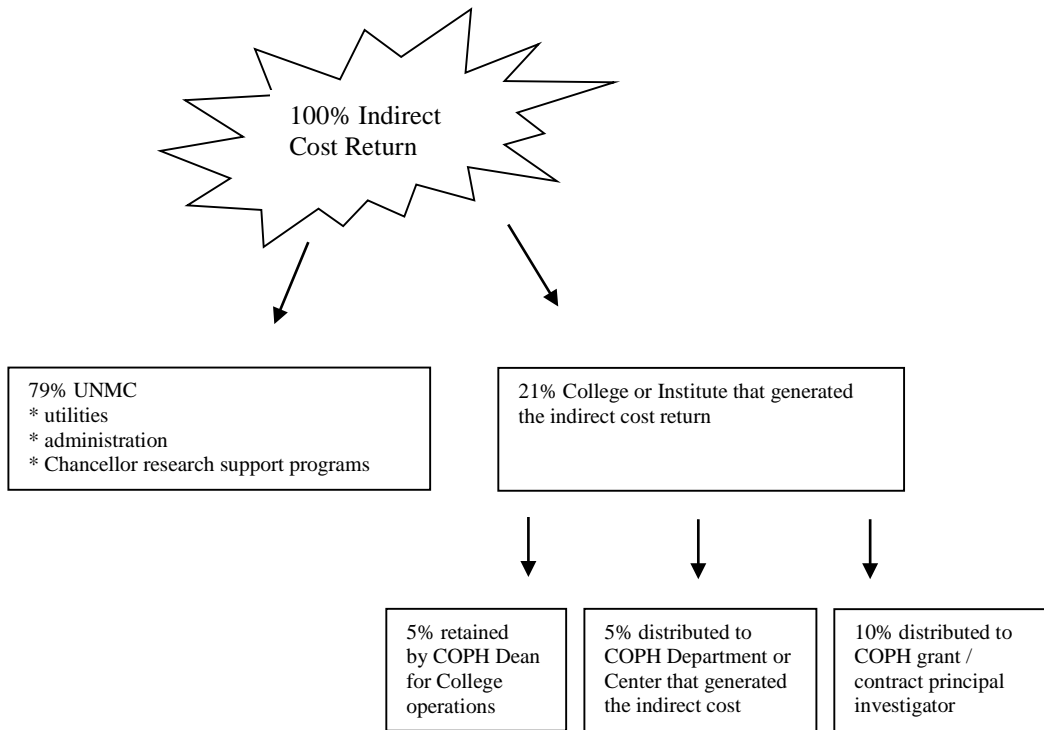
#### Distribution.

UNMC distributes a portion of indirect cost revenue to those colleges and institutes that generate the revenue. This percentage is calculated annually using a formula that will produce a higher percentage as indirect cost revenue to the campus grows.

Deans and directors determine how indirect cost distributed to their college or institute will be used centrally or further distributed to Department/Centers and/or PIs.

The COPH distribution of indirect cost return allocation is as follows:

- 10% of total campus indirect to COPH grant/contract principal investigator
- 5% of total campus indirect to COPH Dean's Office
- 5% of total campus indirect to COPH Department/Center of grant/contract principal investigator



**Distribution Exceptions.**

Distribution exceptions will occur for COPH grants/contracts principally identified with a Center. Such grants/contracts must include an agreement on indirect cost return between the Center Director and Chair of the Department in which the PI is appointed, and require approval by the Dean. Such grants/contracts shall be considered the responsibility of the Center.

**Use of Distributed Funds.**

Indirect cost return funds may be spent on any university approved business expense which supports and furthers research. Reports are periodically required detailing expenditure activity. Indirect cost revenue retained at the campus level is also used to support and further research.

The first distribution of indirect cost return from the campus is in August, based on grant activity during the month of July (the first period of the fiscal year).

Distribution is monthly, including Period 13, which closes the fiscal year.

Departments and Centers are required to spend monthly allocations by the end of the fiscal year (June allocation must also be spent by the end of the fiscal year on June 30).

**3.5. Operational Costs.**

Each Department and Center within the COPH will be responsible for their operating expenses. Departments and Centers will submit a projected budget to the Dean's Office prior to the beginning of each fiscal year. The projected budget will include:

- projected revenue
- projected operating expense, including electronics and hardware/software equipment costs (with approval of Information Systems Manager), and source of coverage
- reported expenditures and revenue from the previous fiscal year

Grant return and indirect cost return funds are widely used by University Colleges and Departments for coverage of their operating expenses.

Departments and Centers with insufficient funds to support their operating costs may submit a request with justification for additional funds. Requests to the Dean's Office should be made prior to the fourth quarter of the fiscal year.

### 3.6. *TBA Funds for Vacant Positions.*

Available funds from vacant positions are known as "tba" lines. TBA funds are uniformly retained at the COPH Dean's Office for coverage of college expenses until a new person is hired into the vacant position.

### 3.7. *Professional Development.*

#### Definition.

Professional development funds are for the purpose of advancing faculty and staff career/educational goals.

#### Distribution.

A percentage of funds from the previous year Dean's Office grant return allocation will be available to Departments and Centers for the professional development of all "regular" employees of the COPH with an appointment of 50% FTE or greater, prorated according to appointed FTE. Those with appointments less than 50% FTE or in a "temporary" status are not eligible for professional development funds; however special requests may be submitted by all employees to the Dean's Office for support of special requests or public health activities. Requests for funds in excess of employee annual allocation may be submitted to the Department Chair or Center Director.

#### Use of Distributed Funds.

Professional development funds must be used for professional purposes related to the faculty/staff member's position. Items that may be purchased using professional development funds include:

- books or journal subscriptions related to area of research or position
- professional memberships related to area of research or position
- training costs for business-related purposes
- equipment purchases with approval of Information Systems Manager



- travel and associated expenses to professional meetings related to area of research or position, or which may be of benefit to the College or UNMC

Use of professional development funds require the approval of the COPH Administrator of Finance and Human Resources and is subject to the approval of the usual university requisition process.

Professional development funds must be spent in entirety by fiscal year end **following the year of allocation**. Funds not expended will revert to the Office of the Dean.

### 3.8. Outside Professional Activity.

Definition.

Consulting activities and other outside professional activity by faculty and staff are governed by the bylaws of the University of Nebraska Board of Regents and requires submission of an "Outside Professional Activity" form which is processed through and must be approved by the Department Chair, COPH Dean and the UNMC Office of Academic Affairs. Faculty appointments less than .5 FTE should submit a copy of the Outside Professional Activity form from their primary UNMC college/department to the COPH Dean in lieu of submitting a separate report.

Outside professional activity requiring Board of Regents approval include:

1. Being retained over a time period lasting more than two years.
2. Accepting outside employment requiring more than two business days per month. Activity in excess of two days per month requires use of vacation or other available leave.
3. Charging fees for work performed in university buildings with university equipment and materials (does not include research contracts or grants).

Other activities that require form submission:

1. Honoraria for speaking/consulting activity for pharmaceutical companies.
2. Payment of expenses for travel to pharmaceutical companies.
3. Serving on a scientific advisory board or governing board of a pharmaceutical company.
4. Recurring and major use of university facilities and resources.
5. Paid professional activities: expert witness, running editorial office at the university; industry consultant.

Some activities that do not require approval include:

1. Honoraria for speaking engagements at professional meetings or in other academic settings.
2. Payment of expenses for travel to professional meetings, CME sessions or study sections.
3. Serving on advisory or editorial board for a professional organization, journal or academic institution.

4. Royalties for books or similar products of your academic professional activity.
5. Incidental and minor use of university facilities and resources.
6. Unpaid volunteer professional activities.

Distribution.

Distribution of consulting funds or product revenue from outside professional activity will be determined by the Department Chair or Center Director of the faculty/staff member generating the funds.

Use of Distributed Funds.

Consulting funds and product revenue may be spent on any university approved business expense.

3.9. Other Sources of Funding.

The previously mentioned sources of funding do not include all funds that may be available to the COPH. Distribution of other funds generated by the COPH will be at the discretion of the Dean.

## INSERT P-CARD POLICY

### **COPH BUSINESS AND FINANCE** **Grant and Contract Activities**

**COPH Policy No: 603**  
**Effective Date: 08/06/2008**  
**Revised Date: 04/01/2013**

#### **1. Purpose**

To establish a policy regarding grant/contract development and collaboration and outline College of Public Health internal grant process requirements.

#### **2. Policy**

Grant projects should be discussed with Department and Center Chairs and Directors and appropriate personnel before commitments are made. University faculty and staff are not authorized to commit the University to grants/contracts; therefore grant and contract information must be routed through proper University channels for approval before submission to the funding agency, as follows:

- Grant and contract applications requiring the transfer of intellectual knowledge must be submitted to funding agencies by the UNMC Office of Sponsored Programs. Applications are typically submitted to Sponsored Programs by the grant/financial accountant of the submitting unit.
- Contracts which are generally service in nature, and fee-for-service contracts, must be approved by the Office of the Dean and then submitted to the Vice Chancellor for Business and Finance for final approval and signature.

All grant applications with a public health focus developed by COPH Governing Faculty members should be submitted through the College of Public Health / UNMC Office of Sponsored Programs. COPH joint-appointment faculty with paid appointments are eligible, in consultation with their COPH Department Chair and Dean, for increased FTE through the COPH when necessary due to public health research levels. Grant submissions for Governing Faculty members without a specified COPH FTE should also be submitted through the COPH / UNMC Office of Sponsored Programs when the focus is public health. In such cases, the joint appointment faculty member / principal investigator will be treated as a subcontract to UNMC, with explanation in the grant application regarding the collaborative nature of the College of Public Health within the University of Nebraska.

**All grant budgets must be submitted for signature approval by the Chair of the relevant COPH Department in which the principal grant personnel are appointed. Grants principally identified with a Center must include an agreement on indirect cost return between the Center Director and Chair of the Department in which the PI is appointed, and require approval by the Dean as well as Department Chair signature. Such grants shall be considered the responsibility of the Center. Signature approval**

**must also be obtained from other unit Chairs of participating grant personnel prior to submission to the Office of Sponsored Programs.**

2. *Institutional Review Board and Institutional Animal Care and Use Committee.*

The Institutional Review Board (IRB) has been established to assure the protection of all human subjects in research projects conducted by anyone on the premises of UNMC and to research conducted elsewhere by faculty, students, staff, or other representatives of UNMC in connection with their institutional responsibilities. Information on the IRB website located at [www.unmc.edu/irb](http://www.unmc.edu/irb) can help determine the type of IRB submission a research project requires. IRB staff in the Office of Regulatory Affairs are also available for consultation regarding research projects.

The Institutional Animal Care and Use Committee (IACUC) has been established to assure compliance with the Public Health Service (PHS) policy on Humane Care and Use of Laboratory Animals. Information on submission for research projects can be located at [www.unmc.edu/dept/iacuc](http://www.unmc.edu/dept/iacuc).

3. *Grant Preparation Review and Approval Process.*

a. *Department/Center Review*

UNMC grant applications that meet the following criteria may be reviewed and approved at the Department/Center level and do not require COPH Dean's Office review. If the following criteria are not met, then they must be submitted to the COPH Administrator for review by the Dean's Office prior to submission to the Office of Sponsored Programs.

- i. Grants and contracts must be at standard rates of 47% federal and 26% industry.
- ii. Indirect costs should not be waived or reduced if allowed by the grant agency.
- iii. Cost sharing does not exceed 10% of direct costs.
- iv. Faculty members with time and effort exceeding 50% funding should not submit a grant that includes cost sharing or reduced indirect costs.
- v. Grant PI is a member of the faculty.
- vi. PI salaries are included in grant budget unless prohibited by sponsor.
- vii. Grant does not require additional space or post financial obligations.
- viii. Grant does not have post financial obligations.
- ix. Grant or Grant Principal Investigator does not have any conflict of interest.
- x. University intellectual property is not subject to limitations.
- xi. Inflationary numbers are 3-4%.

b. *Internal Grant Process.*

The following are general guidelines for grant application submissions. There is flexibility built into the schedule to allow for last minute revisions, etc, and for grant support staff workload.

*4-6 weeks before deadline (6-8 weeks preferred for electronic grant submissions when possible):*

- Advise department chair or center director and grant support staff of intent to submit a grant. Grant support staff will need a copy of the proposal guidelines. Consultation is required with all Departments/Centers that have participating personnel on the grant.
- **Principal investigators submitting grants on behalf of a Center should include a recommendation of the amount, if any, grant/indirect return allocated to the Department in which the principal investigator is housed. Approval of the recommendation will be required by the Dean or Associate Dean of the COPH.**
- As soon as possible, coordinate development of the project budget with department/center grant accountant. Grant support staff will input information on the required forms. To develop budget, they will need:
  - participating personnel and percent time they will work on the grant project. Include funding for support staff in the grant budget (programmers, statisticians, analysts, research support staff and clerical if appropriate).
  - proposed start date of grant project and the number of years for granting period.
  - amount for supplies, travel, and equipment needed for grant project in each year.
- Grant support staff will also need to know if it should be a modular or standard budget. Modular budgets have increments of \$25,000. To account for annual salary increases, PI will have to indicate what budget should decrease annually (i.e. equipment) to allow for salary increases, or request additional budget modules in following years. The college standard rate for salary increases in budgets for future years is 4%; benefits are budgeted at 28% of salary.

*15 business days before electronic grant submissions.*

- Electronic grants should be submitted at this time. Electronic grants must undergo a series of electronic checks by NIH. Requests for modification are common, and each request delays the final submission, sometimes resulting in delay beyond the final due date. When the final due date is not met, even if due to NIH requested changes, the Principal Investigator is typically required to withdraw the application until the next round of submission.

Note: Less time is acceptable in exceptional circumstances; however, grant support staff, the Office of Sponsored Programs, and others as appropriate should be alerted to the shortened timeline. In addition, if an

agency asks for UNMC participation (subcontract) and needs to submit the grant application on short notice, an email of necessary documents is possible. However, development of budget must still be coordinated with department/center grant accountant, who will forward copies of the information to the Office of Sponsored Programs for their files.

*5 business days before deadline:*

- Turn in final draft of narrative to grant support staff so they can put the entire grant together.
- Grant support staff obtains signatures from PI, Department Chair and Center Director if grant is principally identified with a Center, Dean's Office if review criteria is not met, and the Office of Sponsored Programs.
- Although the Dean's Office does not need to review grants that meet review criteria, a copy of the grant budget and abstract or summary should be submitted to the COPH Administrator (electronic is acceptable).
- Grant due to the Office of Sponsored Programs by 5 pm. Grant support staff will copy all documents prior to submission. One copy will be given to the PI and one copy will be retained by the grant support staff. Sponsored Programs will return a copy of the internal routing pages with all signatures in place.

*1 business day before deadline:*

- The Office of Sponsored Programs submits grant via FedEx.

c. Forms Preparation by Grant Support Staff.

- Internal budget forms
- PI assurance form
- Disclosure of interest
- F & A waiver (if required)
- Intent to form subcontract (if required)
- Major projects form (if required)
- Required funding agency grant forms

### **3. Collaboration with University Colleges and Units**

1. UNMC Collaboration.

College of Public Health faculty and staff provide unfunded research consultation and teaching to colleges and units of UNMC. The College of Medicine (including the School of Allied Health and Munroe-Meyer Institute), the Eppley Institute, the College of Nursing, the College of Pharmacy, College of Dentistry, and other units benefit from research and teaching service provided by COPH faculty/staff.

The COPH will continue to provide these teaching and research consultative services in the future. The College will assure the commitment to continuation of

services through memoranda of understanding with partner units of UNMC. The central objectives of the memoranda of understanding are:

1. Assure that the unique research expertise of the COPH (particularly biostatistics, epidemiology, and health service research, and information technology) supports the research needs of all colleges and units of UNMC.
2. Assure that the unique teaching disciplines of the COPH (particularly biostatistics, epidemiology, and health service administration, humanities, ethics, and law) supports the teaching needs of all colleges and units of UNMC.
3. Maintain central core consultative units in biostatistics, epidemiology, health services research, humanities and law, and information technology in the College to provide optimal access for all UNMC to a broad array of expertise. The central core concept will facilitate recruitment and retention of comprehensive expertise more effectively than would separate smaller consultative units in each UNMC College or Eppley.
4. In the interest of facilitating interdisciplinary collaboration, each fiscal year the COPH will contribute a sum total of 0.5 unfunded FTE of combined faculty and staff effort from the COPH consultative research and teaching services to other colleges and units, to be distributed proportionately across the units.
5. For consultative research and teaching services in excess of 0.5 FTE we will assure ongoing teaching and research consultative services through funding agreements between the COPH and other UNMC units.

A memorandum of understanding with each college and Eppley will be finalized to provide for continued assurance of the services and appropriate funding.

#### **4. Fundraising Activities**

Private fundraising efforts are very important to future development of the COPH. The COPH will place major emphasis on endowed chairs, endowed centers, endowed scholarships and traineeships, funding for recruitment start-up packages, research seed funding, and the new College building. In order to maximize success, **private fundraising efforts require advanced approval and oversight from the Dean of the COPH who has responsibility for assuring coordination with the Chancellor and NU Foundation.**

This policy does not apply to normal grants and contracts secured competitively from extramural funding agencies (federal, state or private foundation for research purposes). In addition, inconsequential gifts and donations from university employees or others may be directed to the University of Nebraska Foundation after consultation with the COPH Dean's Office.

The COPH encourages all efforts aimed at potential private funding opportunities and the Dean's office is ready and anxious to work with all faculty on pursuing private gifts in support of the College and faculty interests.

## **5. Purchasing Card Use**

1. All cardholders must sign and accept the terms and conditions of the University of Nebraska Purchasing Card Program Cardholder Agreement.
2. All purchase transactions processed against the Purchasing Card must be made by the individual to whom the card is issued.
3. The Purchasing Card can be used to purchase approved commodities. These include but are not limited to:
  - Dues, memberships or subscriptions if made in the name of the University and mailed/delivered to a campus address or location.
  - Conference registration fees. The name of the person, purpose of the trip, traveling dates and destination must be included in the backup documentation.
  - Office supplies.
  - Maintenance/repair supplies.
  - Computer supplies.
  - Research supplies.
4. The Purchasing Card **CAN NOT** be used for the following transactions:
  1. Alcoholic beverages, drugs or pharmaceutical products.
  2. Flowers, holiday decorations or personal objects (such as tissues, greeting cards, invitations, paper cups or plates, pictures, radios, coffee pots, heaters, refrigerators, microwave ovens or art objects).
  3. Food items, except for laboratory research projects.
  4. Payments for hotel/motel rooms or conference lodging deposits.
  5. Travel expenses such as airline, rail or bus tickets, entertainment, parking fees, lodging, vehicle rental, bus fares, taxi expenses, or food.
  6. Payments to individuals, employees or students for any reason.
  7. Honorarium and consulting/contractual service payments.
  8. Student aid payments.
  9. Expenses for faculty and staff recruiting or entertainment of perspective employees.
  10. Moving expenses.
  11. Gifts, donations or contributions to individuals or organizations.
  12. Payments to other University departments, except University Bookstore or NBDC for departmental purchases.
  13. Refunds of revenue.
  14. Firearms or ammunition.



15. Purchase of or removal of hazardous or radioactive materials and chemicals
  16. Lab animals.
  17. Time Payments.
  18. Pyramiding (multiple purchases to cover the same transaction).
  19. Tuition payments.
  20. Cash advances.
  21. Construction and renovation items.
  22. Personal items.
5. All Purchasing Card transactions for non-restricted (acceptable) commodities cannot exceed \$4,999 per transaction including all delivery, shipping and/or handling charges.
  6. Purchases must be for the use and benefit of the University. No personal purchases are allowed.
  7. It is the cardholder's responsibility to maintain the documentation for all transactions in accordance with the University's Record Retention Policy as stated in the Proof of Purchase Documentation.
  8. It is the cardholder's responsibility to report the loss of any card immediately to the issuing bank (U.S. Bank, NA 1-800-344-5696) and the Purchasing Card Program Administrator (UNMC Purchasing 402-559-5853).
  9. It is the cardholder's responsibility as an agent of the University to ensure the proper use of the University's Sales Tax Exempt Number.
  10. The cardholder and the department/center reconciler are responsible for ensuring that the proper University Cost Objects and GL Accounts are charged for the purchase.
  11. It is the cardholder's responsibility to attempt to resolve a dispute with the vendor within fifteen (15) days of receipt of a disputed purchase. If resolution is not possible, the cardholder must report the problem to the UNMC Purchasing Card Program Administrator, who will report the dispute to U.S. Bank, NA.
  12. Fraudulent use of the Purchasing Card will result in corrective action in accordance with the policies of the Human Resources department.

### **III. HUMAN RESOURCES**

#### **A. Hiring Policy**

1. *Faculty.*

Each department will be responsible for recruiting new faculty, including coordinating campus visits, consistent with UNMC and Copenh policies and procedures. After a search committee and the department have completed interviews and before any offer is made, the chair will meet with the dean of the Copenh to discuss the strengths and weaknesses of the top candidate and whether or not an offer should be made. This discussion will include consideration of college-wide priorities for new faculty hires. Should the decision be made to make an offer the chair and dean will agree to the terms of that offer. The letter of offer must be reviewed and approved by the dean's office. The department chair and the dean will both sign the letter. Any subsequent negotiations require the ascent of both the dean and the department chair.

Requests for hire with tenure must be submitted by the Department Chair to the Copenh Promotion and Tenure Committee and the Copenh Dean. Such requests will receive expedited review. If approved, a request for the hire with tenure must be submitted by the Copenh Dean to the Chancellor and approved prior to inclusion in the letter of offer to the faculty candidate. A recommended alternate plan leading to tenure may also be included in the offer letter, subject to approval by the Promotion and Tenure Committee and the Copenh Dean.

Requests for hire at the level of full Professor must also receive expedited review by the Promotion and Tenure Committee and the Copenh Dean. These requests do not require approval by the Chancellor.

Letters of Offer and Contracts. Copenh templates for letters of offer and contracts, available through the Dean's Office, must be used for faculty appointments.

1. Staff.

Each department/center will be responsible for coordination of the hiring process with the UNMC Office of Human Resources, Strategic Staffing and Compensation for employees classified as "non-academic", otherwise designated as "office/service" and "managerial/professional". Base salary and other terms of employment should be determined in consultation with the Copenh Administrator.

3. Temporary Employees.

Use of temporary employees must be consistent with the UNMC Office of Human Resources policies, including those regarding age requirements, nepotism, and length of employment. The hire of Graduate Assistants, whose classification is that of temporary, should be coordinated with UNMC Graduate Studies to ensure guidelines for tuition remission eligibility are met.

4. International Employees.

Application fees to support permanent residency will be negotiated with candidates prior to hire. When supported by university funds, application and legal fees will be

limited to the UNMC employee application and issues which are employment related. Application and legal fees related to spouse, dependents, and issues which are not employment related will be the responsibility of the employee. All agreements regarding employment of non-U.S. citizens should be determined in consultation with the COPH Administrator.

## **B. Performance Reviews**

Employee performance review is an important process for all College of Public Health (COPH) faculty and staff. Review provides opportunity for employees to learn what the supervisor views as important to be successful and identifies development opportunities to attain that success. A copy of the appropriate performance review template should be shared and discussed with each new employee upon hire.

Performance reviews will occur annually during March/April:

1. A survey of all faculty and staff will be initiated during the first two weeks of March to assess the leadership skills and abilities of COPH department chairs and center directors.
2. Upon completion of the survey, faculty and staff performance reviews may begin and should be complete by mid-April.
3. Upon completion of faculty and staff performance reviews, department chairs and center directors will be evaluated by the COPH Dean. Discussion will include the summarized survey results collected from faculty and staff.

All COPH evaluations should be complete by April 30.

### **March 1 – 14**

#### 1. Faculty/Staff Survey of Chair and Director Leadership

A survey to assess the leadership skills and abilities of COPH department chairs and center directors will be distributed to all COPH governing faculty and staff. The survey instrument will include employee designations of: a) full-time faculty, b) joint appointment faculty, c) staff member. This information will help determine appropriate level of any necessary adjustments.

To ensure the survey is an accurate reflection of the entire year activities, faculty and staff performance reviews will not take place until collection of surveys is complete. Additionally, survey results will be held and not discussed with department chairs and center directors until all faculty and staff performance reviews are complete. Survey results will be summarized and discussed with chairs and directors during their performance review with the COPH Dean.

All faculty and staff should be encouraged to complete this survey.

Surveys desired for supervisors (other than chair or director) within a department or center is at the discretion of the chair/director, and should be managed at the department/center level rather than the Dean's Office.

## **March 15 – April 15**

### **2. Staff Performance Review**

Staff performance reviews are required annually for all UNMC regular managerial/professional, other academic, and office/service staff. Review of temporary staff is optional. Performance reviews will begin March 15 and may extend through April 15. Performance review templates may be obtained from the UNMC Human Resources NU Values website, located at: <http://www.unmc.edu/nuvalues>. In addition, the COPH requires two additional sections (4 and 5) be added to the template; obtainable through the COPH Administrator.

Staff evaluations will be performed by department chair, center director, or designee.

- a) Department chair and center director may obtain input from others through use of the optional "multi-source input form" for staff appointments with responsibility in more than one department or center.
- b) Individualized performance review templates should be distributed to staff for completion of section 4.
- c) Upon return, the chair/director will complete all other areas and follow with employee meeting to review results.

Copies of the department's completed staff evaluations should be forwarded to the COPH Dean by April 15 for placement in the employee personnel file.

#### Template Outline.

Section 1: Employee personnel information – to be completed by department chair or center director.

Section 2: Review of competencies that are required of all UNMC employees.

Section 3: Key expectations of position - as outlined on employee job description. Chairs/directors must fill in key expectations/requirements section for each new employee. Each key expectation will include detailed requirements necessary for fulfillment of the expectation. If desired, requirements may be designed at minimum and high levels for acknowledgement of employee growth. Fields are available to allow chairs/directors opportunity to share employee results and identified

development opportunities pertaining to the expectation. The rating scale used for each expectation is 1-5, with default set at 3 (satisfactory).

Section 4: Employee self assessment of strengths, weaknesses, and suggested plans for development of self and department.

Section 5: Employer assessment of employee strengths, weaknesses, and suggested plans for development of self and department.

Section 6: Summary of ratings and final employer/employee comments.

### 3. Faculty Performance Review – UNMC, UNL

Faculty performance reviews will occur simultaneously with staff reviews; to begin March 15 and extend through April 15. Faculty reviews will be performed by COPH department chairs. Performance review templates may be obtained from the COPH Administrator, and should be used for:

- All COPH full-time governing faculty defined as .5 fte or greater.
- All COPH joint appointment governing faculty, for completion of duties on behalf of the COPH. Exception: faculty with primary appointment at UNO are exempt from COPH annual performance review.
- Center directors, for completion regarding faculty responsibilities (ie, teaching activities, research).
- Department chairs, for completion regarding faculty responsibilities and review with COPH Dean.

Note: Due to administrative responsibilities, chair and director FTE devoted to faculty responsibilities will not equal 100%. FTE devoted to faculty activities should be estimated.

- a) Forms should be directed to faculty for completion of sections 1- 5.
- b) Upon return, the chair/director will complete sections 6-7 and sign in blue ink.
- c) Section 8 is to be completed by the faculty member during or after the evaluation meeting with department chair. Faculty member should sign in blue ink and each page of the form should be initialed by the faculty member in blue ink.

Copies of the department's completed faculty evaluations should be forwarded to the COPH Dean by April 15 for placement in the employee personnel file.

Faculty evaluations may only be reviewed by the following: faculty member, chair, associate dean for academic affairs, dean. Exception: for governing faculty with principal appointments in a UNMC department or college other than the COPH, the evaluation will be shared with the primary home department Chair. Principal faculty from partner campuses or colleges will not have the evaluation results submitted from the COPH to their primary home department or college. However, the faculty member is free to share this information on their own.

Template Outline.

- Section 1: Employee information, plus FTE devoted to COPH activities, as outlined in letter of appointment. If FTE is not specified in letter of appointment, COPH FTE should be estimated.
- Section 2: CV should be prepared using format required for Promotion & Tenure, and attached to evaluation form.
- Section 3: Summary of goals/objectives and achieved progress. In addition, total extramural funding should be included in the summary. Detail may be copied from faculty cv. Teaching detail should also be included in summary, and may be copied from cv.
- Section 4: Faculty development activities.
- Section 5: Distribution of current effort extends to categories of: teaching, clinical service, research/scholarship and administration/service. Distribution should equal 100% for COPH full-time faculty. Governing faculty with joint appointments should distribute total FTE devoted to COPH activities.
- Distribution of current MOU effort refers to public health activity performed on behalf of units outside the COPH. Total percent effort should only equal amount of FTE dedicated to these activities. Those without MOU activity may leave this section blank.
- Distribution of proposed effort should include estimated FTE that will be spent on listed activities in the next fiscal year. Distribution should equal 100% for COPH full-time faculty. Governing faculty with joint appointments should distribute total FTE devoted to COPH activities.
- Section 6-7: To be completed by department chair.
- Section 8: To be completed by faculty member.

**April 16 – 30**

4. Department Chair and Center Director Performance Review

In addition to faculty responsibility, chairs and directors have administrative responsibility for the leadership of a department or center. This requires a separate form, necessitated by those with dual roles (ie, faculty appointment in department A, to be evaluated by department A chair; additional administrative appointment as chair in department B, to be evaluated by COPH Dean). FTE devoted to administrative responsibility should be estimated by chair/director. Administrative performance will be reviewed with the COPH Dean and a copy of the review placed in the chair/director personnel folder.

The chair/director performance review template is a combination of the COPH faculty evaluation and the survey which is sent to faculty/staff to assess chair/director leadership abilities. Chairs and directors must provide an assessment of their own leadership abilities. The “no-opinion” response has been eliminated from the chair/director assessment.

### **C. UNO Governing Faculty Annual Appointment Renewal / Non-Renewal**

College of Public Health (COPH) Governing Faculty appointments of UNO faculty members will be considered for renewal annually. On or before May 1 of each year, all UNO faculty members who hold Governing Faculty status appointments in the COPH will provide a summary of their COPH activities during the year. The annual report will pertain only to COPH responsibilities as stated in COPH Governing Faculty appointment letter or previous year activities summary. In addition, the annual report will outline planned new year activities, to be negotiated between the UNO governing faculty member and the department chair of the faculty member’s COPH appointment, subject to the approval of the COPH Dean. A letter of notification will be sent to the faculty member and UNO primary home department chair regarding renewal or non-renewal of COPH Governing Faculty appointment.

### **D. Annual Merit Increases**

Salary increases are granted at the beginning of each fiscal year and follow the recommendation by the UNMC Chancellor. Increases within the COPH are based upon merit; however if performance is sufficient for all personnel then across-the-board increases are also acceptable. Increases recommended by Department Chairs and Center Directors will be reviewed and final approval granted by the Dean.

Funds supporting the increase are paid by the base salary source of the position (state provides increase for salaries with state-aided base source; dean provides increase for salaries with MOU base source; department/center provides increase for salaries with department/center base source).

Employees currently on probation or hired after May 1 are not eligible for an increase unless the increase was a condition of employment at the time of hire. Other increase guidelines are available from the COPH Administrator.

### **E. Outstanding Performance Stipends**

The Outstanding Performance Stipend program was developed to enable the UNMC to recognize and financially reward employees for exemplary work or other activities contributing to the accomplishment of the mission of UNMC during the fiscal year. All managerial/professional, office/service, graduate assistant and other academic employees (research associate, research assistant, teaching assistant, teaching fellow and house officer) eligible for an Annual Salary Adjustment are eligible for an Outstanding Performance Stipend. Faculty and Academic-Administrative staff (as designated by the Board of Regents) are no longer eligible for an Outstanding Performance Stipend; however, they are eligible for Research Excellence Awards.

*Budget.* The COPH Office of the Dean will reserve 0.5% of the current fiscal year salary base to form an ongoing pool of funds to recognize outstanding performance.

Stipends provided for outstanding performance do not increase ongoing base salary; they are provided as a one-time increase to regular pay. Performance stipends are subject to payroll taxes and regular deductions.

*Criteria for Award.* Stipends may be granted based on any of the following criteria, or other criteria as may be established at the Department/Center level:

- a. Sustained performance exceeding expectations
- b. Participation in a special project or program requiring exceptional effort
- c. Contributions to a climate enhancing diversity
- d. Contributions in the form of suggestions that improve operations
- e. Acquisition of knowledge or skills that increase ability to contribute
- f. Participation on a team that exceeded expectations.

*Award Specification.* Award ranges are \$250 minimum/\$2,500 maximum; however stipends of less than the minimum may be awarded when necessary in order to recognize teams, and/or to address funding inconsistencies (i.e., instances in which funds distribution is not consistent with stipend award recommendations or requirements).

*Submission of Nominations.* Department Chairs and Center Directors may submit nominations to the Office of Dean for award of outstanding performance stipends by November 31 each year for December awards. Nominations should include a paragraph with justification for award, and should be separated into two categories:

- low level bonus
- high level bonus

The Office of the Dean shall make final determination of those selected for award, and will provide a letter of communication to selected employees regarding the operation of the program and the award.

## **F. Supplemental Compensation Plan**



The COPH Supplemental Compensation Plan is adopted pursuant to the Board of Regents Policy Authorizing the Establishment of Supplemental Compensation Plans (appended). The definitions, guidelines and requirements stated in the Regents' policy apply to this plan. This plan includes additional requirements, limitations and restrictions, as permitted by the Regents' policy. This plan shall be effective and compensation will be determined from the beginning of the 2007-2008 fiscal year.

Note: the term "academic staff" is equivalent to academic faculty.

1. Authorization.

Authorization for the COPH Supplemental Compensation Plan is the Board of Regents Policy Authorizing the Establishment of Supplemental Compensation Plans at the University of Nebraska Medical Center.

2. Purpose.

The purpose of the Regents' policy is to authorize the establishment of a supplemental compensation plan within the COPH for the benefit of members of the eligible academic staff of the College, and to prescribe the fundamental guidelines and requirements of such supplemental compensation plan.

3. Definitions.

3.1 Base University Salary. The term base University salary shall mean the regular salary and benefits paid by the University to a member of the College academic staff on an all-year appointment or on an academic-year appointment as provided in Section 3.3.1 of the Bylaws of the Board of Regents.

3.2 Eligible Academic Staff Member. The term eligible academic staff member shall mean any member of the College academic staff as defined in Section 3.1.1.1 of the Bylaws of the Board of Regents, provided they hold at least a one-half time equivalent (.5 FTE) appointment within the college at the rank of assistant professor or above and are funded 100% within the college. Eligible academic staff funded at less than 100% in the college will be adjusted in proportion to their college funding, and those with appointments less than .5 FTE in the college are subject to any limitations imposed by their primary home department and/or campus.

3.3 Participating Staff Member. The term participating staff member shall mean any eligible academic staff member participating in this supplemental compensation plan.

4. Requirements for Supplemental Compensation Plan.

4.1 Participation in this Supplemental Compensation Plan. No eligible academic staff member shall have any absolute right to participate in this Supplemental Compensation Plan, and the determination of whether or not any eligible academic staff member shall be offered supplemental compensation shall be made at the sole discretion of the University Administration.

4.2 Components of Total University Compensation. Under the Supplemental Compensation Plan, the total annual compensation for a participating staff member will consist of his or her base University salary plus supplemental compensation approved in accordance with the terms of this supplemental compensation plan.

4.3 Sources of Funds for Supplemental Compensation Plan. Supplemental compensation to be made available for distribution to participating staff members under this supplemental compensation plan will be derived exclusively from funds available for academic salaries and associated fringe benefits in (a) the University Trust Fund established by Neb. Rev. Stat. § 85-123.01, (b) the Temporary University Fund established by Neb. Rev. Stat. § 85-124, except that portion of the Temporary University Fund derived from funds appropriated by the Legislature, (c) the University Cash Fund established by Neb. Rev. Stat. § 85-125, and (d) the COPH Development Fund.

4.4 Determination of Supplemental Compensation. Subject to the requirements of Section 4.5, 4.6 and 6.2, supplemental compensation in the form of supplemental salary and supplemental retirement benefits to be paid to each participating staff member under this supplemental compensation plan over and above his or her base University salary and benefits will be individually negotiated each fiscal year by the appropriate department chairperson with approval by the Dean and reduced to writing in a Terms of Employment Agreement. Each Terms of Employment Agreement shall be in a format approved by the Executive Vice President and Provost and shall expressly provide:

- (a) That full payment of the stipulated supplemental compensation over and above the participating staff member's base University salary will be made only when funds are freed up as a result of funds received through University administered extramural grants and contracts and only if funds are available in the appropriate college subaccount of the supplemental compensation plan to pay in full the approved supplemental compensation for all college staff members participating in the plan; and
- (b) That in the event there are not adequate funds available in the appropriate college subaccount of the supplemental compensation, to pay in full the approved supplemental compensation for all participating college staff members, then the amount of supplemental compensation to be paid to each participating staff member of the college will be reduced by uniform percentage based upon the funds available in the college subaccount of the supplemental compensation plan for distribution as supplemental compensation.

4.5 Maximum Supplemental Salary. The maximum level of supplemental salary which may be paid to a participating staff member under this supplemental compensation plan is 25% of base University salary.

4.6 Minimum Supplemental Salary. A minimum level of supplemental salary shall be offered exclusively to each eligible academic staff member where a portion of his or her salary line has been freed-up by extramural salary funds for reallocation. The minimum supplemental salary offered to any such eligible academic staff member will be one-quarter of the amount of salary funds freed-up for reallocation by salary funds made available for the staff member by University administered extramural grants and contracts or 25% of the staff member's base University salary, whichever is less.

4.7 Participation Voluntary. Participation in the plan by eligible academic staff members is voluntary, and no eligible academic staff member shall be adversely affected with respect to the amount of his or her base University salary or with respect to any other term or condition of University employment by reason of non-participation in this supplemental compensation plan.

4.8 Withdrawal from the Plan. Withdrawal from the plan by a participating staff member will automatically result upon death or upon termination of employment in the college. Withdrawal may also be accomplished by voluntary withdrawal by giving the Dean at least 30 days advance written notice of withdrawal from the plan.

5. Accountability and Administration.

5.1 General. The Vice Chancellor for Business and Finance and the Dean shall be responsible for the proper administration of the COPH Supplemental Compensation Plan. Standard University policies and procedures for billing, receipting, purchasing and payroll shall be observed in administering this plan. Supplemental compensation to participating staff members will be disbursed using the normal payroll procedures and paid on a monthly basis. The University will not assess an administrative fee as long as the plan is administered in accordance with University policies and procedures. The Vice Chancellor for Business and Finance shall from time to time review and audit this supplemental compensation plan for conformance with University policies and procedures.

An annual report of the activities of this supplemental compensation plan shall be made to the Chancellor, or at such shorter intervals as he or she may request.

5.2 Establishment of Plan Account and Departmental Subaccounts. The Vice Chancellor for Business and Finance shall establish a separate University account for the COPH Supplemental Compensation Plan. Monies received from the sources permitted in Section 4.3 of this plan shall be credited to the college subaccount of the plan.

5.3 Disbursements. Disbursements of supplemental compensation, any reduction in supplemental compensation and final settlement of supplemental compensation for each participating staff member shall be made in accordance with Section 5.3, 5.4, 5.5 and 5.8 of the Board of Regents Policy Authorizing Establishment of Supplemental Compensation Plans, as applicable, and this plan.

5.4 Procedure for Approval of Terms of Employment Agreements. The procedure for approval of the Supplemental Compensation Plan - Terms of Employment Agreement shall be as follows:

- (a) \* The eligible academic staff member and department chairperson will annually negotiate a Supplemental Compensation Plan - Terms of Employment Agreement (SCP-TEA).
- (b) The chairperson will submit the signed SCP-TEA to the Dean's office for approval.
- (c) The Dean's office will review, amend as necessary, and approve each eligible academic staff member's annual SCP-TEA.

5.5 Business Office Procedures. Each business office shall accomplish the following in connection with each SCP-TEA:

- (a) A Personnel Action Form (PAF) will be submitted with each SCP-TEA or when the SCPTEA is modified because there are not adequate funds in the subaccount to pay the full approved supplemental compensation.
- (b) Supplemental compensation will be coded as such in the appointment block of the PAF.
- (c) The business office will prepare necessary accounting entries for each SCP-TEA.

6. Benefits.

6.1 General. Benefits to be provided to participating staff members under this supplemental compensation plan shall be limited to salary supplements and supplemental retirement benefits. Other supplemental compensation benefits described in the Regents' policy authorizing this plan are not included and will not be paid to participating staff members.

6.2 Supplemental Retirement Benefits and Contributions. Subject to the availability of funds in the appropriate college subaccount, supplemental retirement benefits will be provided to participating staff members in accordance with Section 3.12.4.7 of the Bylaws of the Board of Regents through payments made from the appropriate college subaccount of the Plan not to exceed an amount determined by applying the prevailing percentage of employer (University) contribution paid on account of

the participating staff member's base University salary to the total supplemental salary paid to the participating staff member. For example, if the prevailing percentage of the employer (University) contribution is 7% of the participating staff member's base University salary and the total supplemental salary paid is \$7,000.00, then the maximum supplemental retirement benefit is \$490.00. Further, each participating staff member shall contribute a portion of his or her supplemental salary to his or her retirement account in accordance with the rate established by the Board of Regents pursuant to Section 3.12.4.7 of the Bylaws of the Board of Regents.

## IV. INFORMATION TECHNOLOGY

Computing issues and questions within the COPH should be referred to the COPH Information Technology staff.

All information system policies contained herein are secondary to published University policies and procedures including (but not limited to) Executive Memorandum No. 16, and UNMC policies 6045, and 6051.

### A. Access

Access to all COPH Information Technology (IT) resources, including computers, printers and other peripheral devices, and PDAs is provided at the discretion of Department Chairs and Center Directors. Unauthorized access to information systems is prohibited.

#### 1. Academic Departments.

The COPH is committed to providing all members of academic departments with the basic information technology tools required to meet their needs. The College provides access to a secure network server, network printers, and professional IT staff for system configuration, trouble-shooting, and applications development.

In addition, the College provides a desktop computer (PC) sufficient to meet the needs of faculty and staff appointments and the corresponding basic software. Desktop computers in the College will be replaced based on a 4-year lifecycle. "Power users" (i.e. users performing "significant" statistical analyses, using GIS applications, using desktop publication software, or otherwise regularly requiring substantial computing power) will receive a new system every two years, with their old machines going to users with less demanding computing requirements. It is anticipated that new desktop computers will be obtained largely in a single once-a-year purchase.

The College will provide a basic suite of software for use on all College academic department computers. This will include an operating system, required security

software, campus-approved email software, Microsoft Office software, and other utility software deemed necessary by the College IT staff.

Provision of additional hardware or software required by faculty and staff will be the financial responsibility of individual departments and obtained, given their prior approval, by the College IT staff. This includes specialized application software for data analysis (e.g. SAS, SPSS, Stata, NVivo), GIS software (e.g. ArcView and associated components), utility software (e.g. WinEdt, AQT, StatTransfer), and others. It also includes additional hardware requirements such as PDAs (e.g. Blackberries), USB storage devices (e.g. "thumb drives", or others) laptop computers, and desktop printers.

## 2. Centers.

COPH centers are the foci for multi-disciplinary activities involving faculty and staff located in the COPH departments and elsewhere. Centers will maintain independent staff to the extent needed to support funded research and service. Given that faculty and staff of departments and other units will have IT equipment (desk top computers, basic software) through their primary appointment and that centers will generate revenues to support independent staff, centers will be mostly financially self-sufficient as regards IT needs. It is expected that College centers will be financially self-sufficient.

The COPH provides basic information technology services to non-academic department members of its research centers. This includes access to a secure network server, and professional IT staff for system configuration, and computer trouble-shooting. All other needs of non-department based staff are to be funded by center-generated revenues. When necessary (e.g., to invest in personnel or projects that are expected to generate grant funding exceeding the original expenditure), the center director may petition the Dean for funds to cover necessary IT infrastructure during temporary budget shortfalls.

All orders for equipment and software will be routed through the IT staff of the COPH. We have put this system in place to assure that needs are met in the most cost-effective manner possible. IT staff will provide consultation regarding the equipment configuration and software capability that best meets needs of the individual and center. Most equipment purchasing will occur on a one-time annual basis in order to take advantage of volume purchasing arrangements.

## **B. Appropriate Use**

Misuse of COPH information systems is prohibited. Misuse includes attempting to modify or remove computer hardware or software without appropriate authorization, accessing computer hardware, software, or systems without proper authorization, sending fraudulent electronic communication, using information systems for any illegal or unauthorized purpose, using university information systems to handle obscene materials; and, downloading or posting illegal, proprietary or damaging material. A

more complete description of information system misuses can be found in UNMC Policy No. 6051 "Computer Use and Electronic Information Security Policy", Section C.

**C. Email Use**

Appropriate use, as defined in UNMC Policy No. 6051 "Computer Use and Electronic Information Security Policy".

**D. Cellular Phone and University-sponsored Communication Devices**

The College of Public Health (COPH) adheres to the UNMC Cellular Phone Policy #6076. The COPH additionally requires the following of employees who require use of a cell phone, "smart phone" (e.g. Blackberry), air cards or other University-sponsored communication device.

Business justification is required for purchase and use of cell phone or similar device in addition to landline to transact business.

Approval for purchase and monthly plan for University-based cellular phones, air cards, and similar devices must be obtained from department chair or center director. The COPH Cellular Phone or Other Communication Device Request Form is required to be completed by employee and forwarded to COPH IT after obtaining appropriate signatures.

Equipment type and monthly plan necessary to meet business requirements will be determined following consultation with employee, COPH IT, and UNMC Purchasing. The monthly plan will be monitored by department/center financial staff and UNMC Purchasing and may be altered at any time if determined necessary.

If the machine is intended to be used internationally, it is the responsibility of the employee to notify COPH IT prior to travel in order to modify plan to incur the minimum possible cost.

Only business related calls are allowable. Employees are expected to exercise good judgment with cell phone and similar communication devices to avoid excessive cost to the University, and to be aware of circumstances which may increase fees for use and exercise caution so as not to exceed the monthly plan. Employees may be expected to reimburse the University for costs which exceed their monthly plan and may be subject to disciplinary measures for egregious circumstances.

**E. Information Use**

Protected Health Information (PHI) is individually identifiable health information. Department Chairs and Center Directors determine what information entrusted to their Department/Center is private and/or confidential. They are also responsible for protecting that information. Additional information on handling confidential information

can be found in UNMC Policy No. 6045 "Privacy, Confidentiality and Information Security Policy".



## **F. Laptops**

The college usually has available laptops that may be borrowed for general use. Contact the COPH IT staff.

## **G. Letterhead**

All university correspondence must meet university identification standards. COPH approved letterhead and fax cover sheets in conformance with university identity standards are available as Word document templates for utilization by Departments and Centers. These can be saved as templates on computers.

## **H. Passwords**

Access to all information systems should require a password. Use of another person's user ID or password is not allowable; nor should anyone provide his or her ID or password to another, except in the cases necessary to facilitate computer maintenance and repairs by the COPH Information Technology staff.

## **I. Portable Media**

Portable media, including diskettes, USB mass storage devices (i.e. "flash drives"), CDs, and laptop computers present a potent threat to information security by virtue of their portability. They reside outside the protection of the university network firewall and they are easily lost and/or stolen. As such, confidential information, including protected health information (PHI), should never be placed on portable media.

## **J. Printing**

Default printers will be installed on computers and will normally be the printer closest to the computer. Users should exercise discretion in utilizing college printing resources:

- Printing on color printers is significantly more expensive than printing on monochrome printers. Color printers should only be used when necessary.
- The university urges personnel to save paper when possible. Where possible, users should try to save paper by printing on both sides of the sheet (duplex printing).

## **K. Remote Access**

Remote access to a Department or Center computer must receive approval from the Department Chair or Center Director and from COPH IT administration.

## **L. Storage and Backup**

Computer use involves working with electronic files. Word documents, Excel spreadsheets, web pages, SAS programs, datasets, and software itself are all types of electronic files.

The COPH maintains a network file server for the storage of electronic files. The server is located in a secure, environmentally-controlled facility and is regularly backed up in a routine, secure fashion. As all computer media is subject to eventual malfunction, failure to store user files on a securely backed up system can result in catastrophic loss of work. All user-created and maintained files, including documents, spreadsheets, programs, databases, and others should be stored on the college network file server.

The policies of the College of Public Health may be subject to revision upon consultation with the COPH Dean and the Leadership Council.

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