

## Interim NSP Faculty Leadership Roles and Responsibilities for AY 22-23

<b>Interim Director</b> <i>(May be unfilled for AY 22-23)</i>						
Other Administrative Roles in NSP	Undergraduate Program Coordinator (UPC)*	Undergraduate Experiential Learning Associate Director*	Graduate Program Coordinator (GPC)*	MPH Program Director*	GCPD Program Director*	Associate Director for Research*
	<ul style="list-style-type: none"> <li>• SPH Undergraduate Workgroup Representative</li> <li>• PH-GH Steering Committee Representative</li> </ul>		<ul style="list-style-type: none"> <li>• SPH Graduate Program Directors and Managers Representative</li> </ul>	<ul style="list-style-type: none"> <li>• SPH MPH Steering Committee Representative</li> </ul>	<ul style="list-style-type: none"> <li>• SPH Graduate Program Directors and Managers Representative</li> </ul>	<ul style="list-style-type: none"> <li>• Representative to SPH Research Council</li> </ul>

*\*Note: All Roles above have FTE and/or ADS*

<b>Committee Chairs and Representatives on SPH Committees</b>							
<b>Graduate Admissions CHAIR</b>	<b>Curriculum CHAIR</b>	<b>Academic Personnel CHAIR</b>	<b>Student Affairs CHAIR</b>	<b>SPH Rep for CHSIE/IPE/IPSLAC</b>	<b>SPH EDI Committee Rep</b>	<b>SPH Faculty Council Rep (elected)</b>	<b>Co-Chair UW Farm Advisory Committee</b>

Roles and Responsibilities of Positions in NSP		
Role for AY 22-23	Primary Responsibilities	Committee Service and SPH Representation
<b>NSP Director</b> <i>(May be unfilled for 22-23)</i>	Provides leadership and strategic direction for the Program, aligning with the mission, vision, and values of SPH and UW. Oversees budgetary decision-making, and identifies and implements expansion of resources, including advancement. Oversees faculty affairs, including partnering with departments for hiring and reviewing faculty. In collaboration with the GPC, UPC, and GCPD Director, assigns annual teaching assignments. Assigns space and supervises the Program Administrator.	Academic Personnel Committee Chair, Budget and Management Committee
<b>Graduate Program Coordinator (GPC) Averill</b>	Required by the Graduate School, the GPC official role has defined responsibilities and is restricted to certain ranks. The full description/reference <a href="#">here</a> , but primarily ensures that the Graduate School policies and procedures are followed from admission to graduation. In NSP this role provides graduate program oversight, faculty advising and mentoring, and coordinates with the GCPD Program Director and the MPH Program Director, ensuring all CEPH accreditation standards are met. Responsible for all non-RDN, non-MPH experiential learning and coordination of portfolio review. Leads graduate program evaluation and improvement efforts, including convening discussions about developing new masters programs in NSP and/or expanding the scope of existing programs. Convenes all faculty instructing in the graduate program, and partners with Student and Academic Services around admissions, student progress, academic success, academic policies, program improvement, and student experience goals	Curriculum Committee Graduate Admissions Committee SPH Graduate Program Directors and Managers Budget and Management Committee
<b>MPH Program Director Harris</b>	Manages graduate-level experiential learning for MPH students who are not in the RDN program. Develops and supports partnerships to provide high quality experiential learning opportunities. Works closely with both the Undergraduate Experiential Learning Associate Director and the GCPD Program Director to foster a coordinated approach to involvement of community partners.	SPH Graduate Program Directors and Managers SPH MPH Steering Committee Curriculum Committee Graduate Admissions Committee SPH Practice Working Group
<b>GCPD (RDN) Program Director Lund</b>	In coordination with the GPC, oversee all areas of administration for the Graduate Coordinated Program in Dietetics, including supplying instruction, advising GCPD students and managing practical training and placement for students in the RDN program. Maintain and assure that all accreditation standards Accreditation Council for Education in Nutrition and Dietetics (ACEND®) are met and followed, providing leadership and guidance to all GCPD instructors. Coordinates with PCE on budget, class scheduling and enrollment. Supervises the GCPD Student Services Coordinator. Works closely with both the Undergraduate Experiential Learning Associate Director and the MPH Program Director to foster a coordinated approach to involvement of community partners.	Curriculum Committee Graduate Admissions Committee SPH Graduate Program Directors and Managers SPH Practice Working Group

Roles and Responsibilities of Positions in NSP (Continued)		
Role for AY 22-23	Primary Responsibilities	Committee Service and SPH Representation
<b>Undergraduate Program Coordinator (UPC) Bilfield &amp; Collier</b>	Provides general oversight and coordination of the FSNH major, Nutrition minor, and service courses. Works closely with the Student and Academic Services by supplying oversight for undergraduate admissions, student progress, academic success, and academic policies (reinstatement, grievance, graduation petitions, grade appeals). Partners with the NSP curriculum committee to ensure consistency and standardization across undergraduate courses for grading, assessment, Canvas pages while meeting accreditation standards. Leads undergraduate program evaluation and improvement efforts and provides and ensures coordination with the Undergraduate Experiential Learning Associate Director. Regularly convenes all undergraduate instructors in FSNH. Partners with Student and Academic Services around admissions, student progress, academic success, academic policies, program improvement, and student experience goals.	Curriculum Committee SPH Undergraduate Programs Workgroup PH-GH Steering Committee Budget and Management Committee
<b>Associate Director for Research Otten</b>	Serves as NSP faculty representative to the SPH Research Council. Gathers input from NSP faculty, sends out information about research opportunities, and reports back to NSP faculty at faculty meetings. Convenes discussions of NSP faculty about potential new areas for research; serves as liaison for students and external groups interested in collaborating with NSP faculty on research projects.	SPH Research Council
<b>Undergraduate Associate Director for Experiential Learning Sipos</b>	Manages undergraduate experiential learning, including internship and capstone activities. Develop and support partnerships to supply high quality experiential learning opportunities. Works closely with the graduate MPH Program Director and the GCPD Program Director to foster a coordinated approach to involvement of community partners.	Curriculum Committee
<b>SPH CHSIE/IPE/IPSLAC Steering Committee Rep Averill</b>	Serves as SPH faculty representative to the UW Interprofessional Education Steering Committee and the Interprofessional Service Learning Advisory Council (overseeing service learning offered via the UW Medicine Service Learning Volunteer Catalog. (Note that this position is currently occupied by an NSP faculty member, but does not necessarily need to be.)	UW IPE Steering Committee UW IPSLAC
<b>SPH EDI Committee Rep Sipos</b>	Serves as NSP faculty representative to the SPH EDI Committee; surveys NSP faculty for input and reports back to NSP faculty at faculty meetings.	SPH EDI Committee Budget and Management Committee
<b>SPH Faculty Council Rep Otten</b>	Serves on SPH Faculty Council as NSP Representative; surveys NSP faculty for input and reports back to NSP faculty at faculty meetings.	SPH Faculty Council
<b>Co-Chair UW Farm Advisory Committee Sipos</b>	Serves as NSP faculty representative to the UW Farm and serves on the UW Farm Strategic Planning Team; surveys NSP faculty for input and reports back to NSP faculty at faculty meetings.	UW Farm Advisory Committee

Committees in NSP		
Name	Primary Purpose	Membership
<b>Graduate Admissions</b>	Using a clear, transparent, and holistic review process and input from all voting faculty, select students to receive offers of admission to NSP Graduate programs, supplying at least two faculty reviews to every applicant.	Chair—GPC <b>Averill</b> GCPD Director <b>Lund</b> MPH Director <b>Harris</b> NSP Faculty Rep <b>Spiker</b> NSP Faculty Rep <b>Otten</b> Support Staff from Student Services
<b>Curriculum Committee (Voting)</b>	Required by faculty code, all course and curriculum/program changes must be voted upon and approved by the curriculum committee. This committee ensures that competencies are met and provides general review and oversight for all academic programs. Also, in coordination with the experiential learning associate directors, provides oversight of experiential learning, independent study, and related academic activities, as needed. Develops and ensures regular assessments of all academic programs. Voting conducted on all proposals and changes for courses and program (does not develop proposals).	Chair— <b>Gloster</b> --serves as NSP rep to SPH CEPC GPC <b>Averill</b> UPC <b>Bilfield &amp; Collier</b> GCPD Director <b>Lund</b> MPH Director <b>Harris</b> Undergraduate Experiential Learning Associate Director <b>Sipos</b> Support Staff from Student Services Ad hoc student rep--TBD
<b>Academic Personnel Committee</b>	Coordinates with home departments for promotion and review of faculty and related academic affairs as needed. Assigns peer review of teaching.	Chair— <b>Jones-Smith</b> NSP Faculty Rep <b>Kirk</b> NSP Faculty Rep <b>Harris</b> Support Staff: Program Administrator
<b>Student Affairs Committee</b>	Provide general oversight for student affairs, in coordination with the Student and Academic Services team, and especially for student recognition, awards, (including Top Scholar), scholarships, community building, and leadership opportunities (for example, inclusion of students on various committees). Oversees and works collaboratively with NSP instructional faculty and student and academic services manager on process for advertising and selecting teaching assistants for NSP courses.	Chair— <b>Spiker</b> NSP Faculty Rep <b>Bilfield</b> NSP Faculty Rep <b>Harris</b> Support Staff: Student and Academic Services Manager
<b>Budget and Management Committee</b>	Advises the NSP Director and NSP Administrator on NSP budget and general program management.	Chair—Uli as Dean's Rep (until new Director) GPC <b>Averill</b> UPC <b>Bilfield &amp; Collier</b> SPH EDI Committee Rep <b>Sipos</b> Support staff: Administrator
<b>Search Committee for NSP Director</b>	Conduct International search for a new NSP Director.	Chair— not from NSP faculty Members from NSP Faculty Members from UW and SPH Support Staff: Program Administrator Ex officio student & staff reps

### **NSP Committee Guidelines**

Each Committee will have a SharePoint folder to use for the year.

Use agenda and meeting minute templates provided.

Post non-confidential documents on SharePoint, use protected folder permissions for confidential documents

Support staff will document attendance and assist with scheduling committee meetings

Committee members will RSVP and review minutes from the previous meeting prior to each meeting

The Committee Chair will collaborate with support staff to draft an agenda in advance of each meeting and submit a report to the Director and faculty of NSP at the end of each academic year.

If a voting committee, ensure that [Roberts Rules](#) are followed and votes are recorded. All others are encouraged to follow Roberts Rules.

The NSP Director will update the charge annually, as necessary, with input from committee members.

### **Support Staff Roles and Responsibilities**

Every committee is assigned at least one support staff person to perform the following duties:

If Professional Staff, participate as an Ex-Officio, non-voting member, with a role that provides knowledge and experience to the committee and takes follow up actions, as appropriate, from committee decisions.

Classified staff roles are more administrative and will not serve as Ex-Officio.

Schedule committee meetings (using Outlook), including the zoom or meeting room.

Collaborate with the committee chair to draft each meeting's agenda, to be posted at least 48 hours prior to the meeting.

Maintain the committee's SharePoint page, take meeting minutes, and post a draft of the minutes one week following each meeting.

Assist the committee chair with setting up and maintaining folders for confidential documents, if necessary.

Help facilitate the flow of information between committees and administration.

\*Note: Additional duties may be performed based on the support staff's involvement with the committee's work. This should be discussed each year with the designated support staff member and included in the committee's charge.