

Interim NSP (FSNH) Faculty Leadership Roles and Responsibilities for AY 23-24

Interim Director <i>(Averill)</i>					
Undergraduate Program Coordinator (UPC)*	Undergraduate Experiential Learning Associate Director*	Graduate Program Coordinator (GPC)*	MPH Program Director*	GCPD Program Director*	Associate Director for Scholarship and Faculty Engagement*
<ul style="list-style-type: none"> SPH Undergraduate Workgroup Representative PH-GH Steering Committee Representative 		<ul style="list-style-type: none"> SPH Graduate Program Directors and Managers Representative 	<ul style="list-style-type: none"> SPH MPH Steering Committee Representative 	<ul style="list-style-type: none"> SPH Graduate Program Directors and Managers Representative 	

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

Committee Chairs and Representatives on SPH Committees						
Graduate Admissions CHAIR	Curriculum CHAIR	Academic Personnel CHAIR	Student Affairs CHAIR	SPH EDI Committee Rep	Ad Hoc Graduate Program Working Group CHAIR	UW Farm Advisory Committee Co-CHAIRS

Roles and Responsibilities of Positions in NSP (FSNH)		
Role for AY 22-23	Primary Responsibilities	Committee Service and SPH Representation
NSP Interim Director Averill	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.	Chair, Budget and Management Committee SPH Graduate Program Directors and Managers
Graduate Program Coordinator (GPC) Harris	Required by the Graduate School, the GPC official role has defined responsibilities and is restricted to certain ranks. The full description/reference here , but primarily ensures that the Graduate School policies and procedures are followed from admission to graduation. In NSP this role also provides graduate program oversight, in coordination with the GCPD Program Director and the MPH Program Director, to ensure appropriate student advising and that all CEPH accreditation standards are met. Responsible for coordinating portfolio review.	Curriculum Committee Graduate Admissions Committee
MPH Program Director Lund	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 Practicum Faculty Leads
GCPD (RDN) Program Director Lund	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 Practicum Faculty Leads Budget and Management Committee

Roles and Responsibilities of Positions in NSP (Continued)		
Role for AY 22-23	Primary Responsibilities	Committee Service and SPH Representation
Undergraduate Program Coordinator (UPC) Otten	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). 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 to ensure consistency and standardization across undergraduate courses for grading, assessment, and Canvas pages while meeting accreditation standards. 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
Associate Director Scholarship and Faculty Engagement Collier	Promotes a shared research and scholarship identity among Program faculty, graduate students, and other trainees, with a primary focus on the intersection of research, scholarship, and graduate training. Organizes an annual research seminar series and participates in planning an annual Program retreat. Provides regular updates on faculty and student research/scholarship milestones. Supports efforts among faculty and by students to secure external funding for training (i.e., training grants and student/postdoctoral fellowships). Represents the interests of research-active faculty to Program leadership, provides input for future hiring plans regarding research and mentoring scope and capacity, supports the PhD reinvigoration efforts, and provides other relevant input as needed.	Graduate Program Working Group Leadership Team Budget and Management Committee
Undergraduate Experiential Learning Associate Director Sipos	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.	
SPH EDI Committee Rep Sipos	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
Co-Chairs UW Farm Advisory Committee Sipos/Wheat	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
Graduate Admissions	<p>All faculty will be invited to review graduate applications using a clear, transparent, and holistic review process. Those on the committee will be asked to review and update the application rubric, participate in interviews, and participate in decisions on which applications should be offered an interview and selecting students to receive offers of admission to NSP Graduate programs. All decisions are to be made with input from all voting faculty. A smaller subgroup of the committee will meet more frequently to review and update policies and procedures related to admissions (including process for reviewing prerequisites, recruitment efforts, and coordinating communications with applicants).</p>	<p>Chair—Chaparro* Committee: Lund (GCPD/MPH)* Harris (GPC) Kirk Lampe Ogata Bilfield (Student Affairs Rep) Averill* Support Staff from Student Services *policies/procedures subgroup</p>
Curriculum Committee (Voting)	<p>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. Works with SAS to ensure regular assessments of all academic programs. Voting conducted on all proposals and changes for courses and program (does not develop proposals). Offers support for academic activities as needed.</p>	<p>Chair—Gloster (serves as NSP rep to SPH CEPC Committee) Committee: Harris (GPC) Otten (UPC) Lund (GCPD/MPH) Support Staff from Student Services Ad hoc student rep—TBD Averill (Ex officio) <i>As needed, connect with the Undergraduate Experiential Learning Associate Director to offer support and oversight of experiential learning, internships, independent study.</i></p>
Academic Personnel Committee	<p>Coordinates with home departments for promotion and review of faculty and related academic affairs as needed. Assigns peer review of teaching. Analyzes and reports to the faculty and curriculum committee the results of student course evaluations.</p>	<p>Chair—Jones-Smith Committee: Kirk (NSP Faculty Rep) Harris (NSP Faculty Rep) Support Staff: Program Administrator</p>
Student Affairs Committee	<p>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.</p>	<p>Chair—Spiker Committee: Bilfield Wheat Averill (Ex officio) Support Staff from Student Services <i>As needed connects with UPC, GPC, Chair of Admissions, and the Associate Director Scholarship and Faculty Engagement to solicit input across student affairs.</i></p>

<p>Budget and Management Committee</p>	<p>Advises the NSP Director and NSP Administrator on NSP budget and general program management.</p>	<p>Chair—Averill Committee: Otten (UPC) Lund (Graduate/GCPD Representative) Collier (Faculty Research/Scholarship Representative) Sipos (EDI Rep) Support staff: Program Administrator <i>As needed connect with the SPH Associate Dean for Education</i></p>
<p>Graduate Working Group</p>	<p>Ad hoc group focused on reviewing and improving the graduate program. The group's purpose is both to focus on re-instatement of the PhD Program and to inform future steps for the master's program, ensuring it aligns with the department's research and educational goals.</p>	<p>Chair – Averill Committee: Otten Collier Neuhouser Chapparo Jones-Smith Lund Gloster</p>
<p>Search Committee for NSP Director (Pending approval for AY 2024-2025)</p>	<p>Conduct International search for a permanent NSP Director.</p>	<p>Chair— not from NSP faculty Members from NSP Faculty Members from UW and SPH Support Staff: Program Administrator Ex officio student & staff reps</p>

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 or consensus decision making (example framework: http://foodnotbombs.net/CONSENSUS_FLOW_CHART.pdf).

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.