New Employee Orientation
August 2018
Welcome
Bo Fernhall
Dean and Professor
UIC College of Applied Health Sciences
Who We Are

Educators
Discoverers
Collaborators
Advocates

We envision a world in which every person can live a healthy and self-determined life.
Vision

The UIC College of Applied Health Sciences will be recognized as a national and international leader in health sciences through our excellence in preparing highly qualified professionals, leading scholars and community leaders.

Our scholarly, academic efforts and community engagement will transform society through improved health, inclusion and participation without discrimination in a complex interdisciplinary and multicultural world.

Mission

The College of Applied Health Sciences is a socially conscious, research-intensive academic community whose mission is to broaden understanding of applied health sciences and disability.

We strive to identify and meet the health needs of our society and pursue our mission by:

- educating health professionals and scholars who excel in a complex, multicultural world.
- discovering and translating new knowledge that transforms health care practice, social systems and related technologies for the benefit of individuals, families and communities.
- collaborating with our urban community partners in mutually beneficial ways.
- providing health services of the highest quality with emphasis on eliminating health disparities affecting individuals and communities.
- advocating for public policies, perceptions and practices that lead to the inclusion and participation of people with disabilities in society.
• One of 15 colleges at UIC
• One of seven UIC health sciences college
• 25 degree programs
  • Five bachelor’s, seven master’s, two professional, four PhD and seven certificate
• Five academic departments
  • BHIS, DHD, KN, OT and PT
• Three main healthcare delivery locations
  • PT Faculty Practice, Assistive Technology Unit and Developmental Disabilities Family Clinic
• UI Health
  • Consisting of the seven UIC health science colleges and a healthcare delivery enterprise
Key Accomplishments and Points of Pride

- Eight academic programs ranked in the top 25 of their discipline:

- MS in occupational therapy program ranked No. 4 in the U.S. and No. 1 among public universities by U.S. News and World Report.

- Doctor in physical therapy program ranked No. 15 in the U.S. and No. 6 among public universities by U.S. News and World Report.

- Two disability studies programs ranked No. 4 by Universities.com.

- BS in health information management program ranked No. 2 among bachelor's programs with the highest six-year graduation rates by U.S. News and World Report.

- MS in health informatics program ranked No. 2 among all health informatics degree programs by TheBestsSchools.org.

- Ph.D. in kinesiology and nutrition program ranked No. 14 by The National Academy of Kinesiology.

- MS in Nutrition ranked No. 25 in U.S. by TheBestSchools.org.
Key Accomplishments and Points of Pride

Biomedical and Health Information Sciences

- Ph.D. in biomedical and health informatics is the first degree program of its kind in Illinois
- Home to the world’s first accredited online MS in health informatics program
- Master’s in biomedical visualization program is the second oldest program of its kind and currently the largest in the U.S.

Disability and Human Development

- BS in disability and human development is the first degree program of its kind in Illinois
- Ph.D. in disability studies program was the first interdisciplinary studies doctoral program of its kind in the U.S.
- Home to Illinois’ only University Center of Excellence in Developmental Disabilities, Education, Research and Service
- National leader in research and training on disabilities with five large federally funded centers
Key Accomplishments and Points of Pride

**Kinesiology & Nutrition**
- Six faculty are fellows of national or honorific academies and societies
- Six faculty sit on the editorial boards of highest-impact disciplinary journals
- 100 percent pass rate on the national registered dietician exam within 12 months of graduation

**Physical Therapy**
- 100 percent of DPT graduates employed within six months of graduation
- 100 percent of DPT graduates pass national licensing exam on first attempt
- Home to one of the few orthopedic PT residency programs in country

**Occupational Therapy**
- 100 percent pass rate on national licensing exam within 12 months of graduation
- Home to internationally acclaimed Model of Human Occupation Clearing House
Human Resources and Benefits

Elda Rubio
Director of Human Resources
UIC College of Applied Health Sciences
UIC Benefits

- Orientation Benefits Registration
- Employees newly eligible for benefits have 30 calendar days from their hire or eligibility date to make plan elections including waiving or opting out of coverage
- SURS allows 6 months to make a selection

Benefit selections are managed through: www.MyBenefits.Illinois.gov or 844 251-1777

SURT will mail a packet to the home address you have in Nessie
UIC Benefits
Open Enrollment Period

• Election Period May 1-May 31
• Benefit Plan year is based on a fiscal year July 1-June 30
• Enroll/Re-enroll in Flexible spending and dependent care
• Ability to add/remove dependents change health plan

• Opt out/in of health care
• Increase/decrease optional life insurance
• Only other time to make a change is during a qualifying event. Which allows 60 days from the date of the event.
Discounts and Services

Perks

• Travel discounts through preferred vendors for transportation and lodging
• Relocation assistance with moving companies
• Computer hardware, software & accessories discounts
• Ford, Chrysler and General Motors vehicle discount
• Cellular phone plan discounts

Tuition Waivers

• Academic appointment of 25% or more
• Civil service appointment of 50% or more
• Retirees
• Children of current employees with 7 years of service are eligible for a 50% tuition waiver for up to 4 years at an Illinois state college or university
Leaves

- Family and Medical, Parental, Bereavement, Disability, Summer Academic Break/Layoff, Jury Duty, Military, Educational, and Personal
- Certain Leaves, such as Educational, Disability, Family and Medical can be either paid or unpaid.
- Personal Leaves are always unpaid.

Vacation/Sick Leave Reporting

- Vacation/Sick time accruals based on appointment type and FTE
- 2 Floating Holidays
- AVSL system is used by 12 month faculty and staff only used to report
- Civil Service report time off biweekly on timesheets
- 9 month only accrue cumulative sick time
QUESTIONS?

Elda Rubio
Director of Human Resources

312-996-4310
elda@uic.edu

College of Applied Health Sciences| Office of the Dean
Communications and Marketing Resources

Erika Chavez
Director of Marketing and Communications
UIC College of Applied Health Sciences
What I do

Support advancement activities (alumni engagement and giving)
Liaise within and between AHS, and external entities, offices
Resource identification
Consulting
Manage channels and assets
Enforce brand standards
AHS chief communicator (Make sure everyone knows about all the great people and activities at AHS)
Assets and channels

Digital screens
First and fifth floors AHSB
First floor DHSP

AHS Magazine
Biannual: February and August

AHS Connection
Bimonthly newsletter outlining engagement opportunities for AHS alumni

Social media
Facebook: facebook.com/UICAHS
Twitter: @UICAHS
LinkedIn: linkedin.com/company/uicahs

AHS Website (external facing)
Primary audiences: Prospective students, prospective faculty, alumni and donors

Inside AHS (internal facing)
The online community for and by AHS students, faculty and staff

Inside AHS Weekly
Weekly aggregate of news and events posted on Inside AHS

Listservs
Main AHS listserv: cahs@listserv.uic.edu
Inside AHS
The online community for and by AHS students, faculty and staff

What “lives” on Inside AHS?

- AHS events, news and announcements
- Student resources
  - Advising, forms, handbooks, policies, graduation and more.
- Faculty and staff resources
  - Human resources, IT, AHS College Awards, policies, college committees, and more.
- Office of Research
- Office of Student Affairs

What should you share on Inside AHS?

- Publications accepted, published
- Awards and recognition
- Grants
- Appointments and engagements
- Talks, presentations, lectures
- Media mentions, appearances
- Everything!
Your web directory profile

All AHS faculty and staff are required to have a website directory profile

Your department’s web content manager who serves as your primary contact for assistance with everything web-related including your directory profile:

- BHIS: Alyssa Nelson, alyssan@uic.edu, 312-996-7337
- DHD: Kristen Connolly, kball2@uic.edu, 312-413-3027
- KN: Juan Gonzalez, jgonza13@uic.edu, 312-996-8055
- OT: Maria Larson, mlarso1@uic.edu, 312-413-0124
- OFD: Webmaster search open, contact Erika Chavez at eachavez@uic.edyyh
- PT: Mollie Rose, mhrrose@uic.edu, 312-996-2411

Creating a web directory profile
styleguide.ahslabs.uic.edu/your-ahs-directory-profile
Step-by-step guide to creating and maintaining your AHS web directory profile

AHS FACULTY: Remember to add your degree affiliations and focus areas of research, scholarship and expertise!
Resources and reference

AHS web style guide
[styleguide.ahslabs.uic.edu](styleguide.ahslabs.uic.edu)
Helps maintain a consistency in style, grammar, terminology and tone across our website

Submitting to Inside AHS
[styleguide.ahslabs.uic.edu/submitting-to-inside-ahs](styleguide.ahslabs.uic.edu/submitting-to-inside-ahs)
Guide to posting news, announcements and events on Inside AHS

Creating a web directory profile
[styleguide.ahslabs.uic.edu/your-ahs-directory-profile](styleguide.ahslabs.uic.edu/your-ahs-directory-profile)
Step-by-step guide to creating and maintaining your AHS web directory profile

AHS communications resource center
[ahs.uic.edu/inside-ahs/faculty-and-staff-resources/#communications](ahs.uic.edu/inside-ahs/faculty-and-staff-resources/#communications)

ACCC
Web publishing services, tools to build forms and surveys, file storage and sharing

UIC Creative and Digital Services
[creative.uic.edu](creative.uic.edu)
Provides print, graphic design, photography, videography services and more

UIC Today
[today.uic.edu](today.uic.edu)
Campus news, announcements, and events

UIC Office of Public and Government Affairs
[pga.uic.edu](pga.uic.edu)
Oversees community relations, government relations, public affairs, marketing and brand management, digital communications

UIC Marketing and Brand Management
[marketing.uic.edu](marketing.uic.edu)
Logos, banners, licensing, stationery, university style guide, endorsement policy, film office

UIC Visual Assets
[uic.photoshelter.com](uic.photoshelter.com)
Download photos and videos

People.uic.edu
[people.uic.edu](people.uic.edu)
Build your own personal website hosted by UIC
QUESTIONS?

Erika Chavez
Director of Marketing and Communications

312-996-6385
eachavez@uic.edu

College of Applied Health Sciences | Office of the Dean
Office of Student Affairs

Eileen Doran
Assistant Dean for Student Affairs
UIC College of Applied Health Sciences
AHS Student Overview

• Approximately 2000 students enrolled in AHS
• AHS is fourth largest undergraduate college
• Fall 2018 target enrollment
  • Undergraduate: 1066
  • Graduate: 709
  • Professional: 192
Enrollment Distribution by Level

Estimated Fall 2018 Enrollment

- Undergraduate: 52%
- Graduate: 39%
- Professional: 9%
Geographic Origin of AHS Students

- Chicago: 27%
- Cook County: 26%
- Illinois: 22%
- International: 5%
- Out of State: 20%
AHS Office of Student Affairs

MISSION

• The mission of the Applied Health Sciences Office of Student Affairs is to support students through all stages of their academic and professional development from pre-enrollment through graduation and ultimately as leaders in their fields and alumni of the college.

• We support and collaborate with our faculty and staff to foster a community and culture where students thrive.
What We Do

• Serve as a referral service for faculty, staff, and students on issues related to student academic and personal support
• Host student events (welcome luncheon, professional development workshops, student socials, commencement, etc.)
• Assist with registration, records and degree issues
• Assist with any disciplinary and/or grievance related matters
• Liaison for student organizations
• Student listserv
Faculty and Staff Support

Primary areas of support

• Issues related to grade entry
• Identify resources to support students
• Student conduct or disciplinary concerns
• Liaison with Disability Resource Center
• Campus policies related to students and teaching
• General enrollment reports
Resource Highlights

- Dean of Students Office
- U and I Care
- Teaching Related Policies
- my.UIC
- Office of Institutional Research
- Academic Support and Achievement Program
QUESTIONS?

Eileen Doran  
Assistant Dean for Student Affairs

312-996-2078  
516 AHSB  
eileend2@uic.edu

College of Applied Health Sciences | Office of the Dean
An Intro to the Promotion and Tenure Process

Mark D. Grabiner
Professor
UIC College of Applied Health Sciences
“…evaluated on the basis of impact and merit… defined by the norms established by the unit(s) and college(s) to which the candidate is appointed.”
The role of *impact* in promotion

Tenure Track

Impact: “…determined by peer review and a public presence within one’s discipline.”

Non-tenure track

Impact: “…determined by recognized teaching excellence, peer review and a public presence within one’s discipline.”
“…evaluated on the basis of *impact* and merit… defined by the norms established by the unit(s) and college(s) to which the candidate is appointed.”

Revised Promotion & Tenure Guidelines (Draft)

*Approved by AHS Department Heads: April 18, 2018
Approved by AHS Executive Committee: April 16, 2018*

To be voted upon by during the ASH Fall Meeting, 7 September 2018
Outline of Process

• Departmental
  paperwork preparer
  preparation of paperwork
  evaluative (i.e., confidential) vs. non-evaluative components
  teaching, research and service statements
  department P&T committee
  endorsement/non-endorsement by UEO

• College
  college P&T committee
  endorsement/non-endorsement by college dean

• University
  campus P&T committee
  recommendation by Provost, VPHA & Dean of Graduate College to Chancellor
  recommendation by Chancellor to Board of Trustees
Things to Consider

- campus Promotion and Tenure Form
- AHS Promotion and Tenure Guidelines
- department-specific Promotion and Tenure Guidelines
- peer review of teaching
- student evaluations of teaching
- classes taught
- non-classroom student/trainee mentorship/direction
- mentors
QUESTIONS?

Mark D. Grabiner
Professor, Department of Kinesiology and Nutrition
Professor, Department of Bioengineering
UIC Associate Vice Chancellor for Research

312-996-2757
648 AHSB
grabiner@uic.edu

College of Applied Health Sciences| Office of the Dean
Who are we?

- Michelle Belcher, Grant Administrator
- Faith Thurmond, Sr. Grant Administrator
- Natalie Dagres, Asst Dean Finance
- Sandra Rahbe, Reg Affairs Coordinator
- Ed Wang, PhD, Statistician
- Jinsong Chen, PhD, Statistician
- Norman Mui, Student Assistant
MISSION

ASSIST

development and submission of funding proposals

INFORM

UIC and agency policies and opportunities

PROMOTE

AHS research and scholarly activities
What do we do?

• Assist faculty in preparation of grant budgets/administrative pages
• Assist with routing and submission of grant applications
• College level review of grant submissions
• Assist with submission of IRB applications
• Statistical consultation
• Help with identifying funding opportunities
• Consult on grant proposal plans
• Facilitate external review of proposals
• Post-award assistance
Pre-Award Services

For each project: Faith, Michelle or Natalie will assist faculty:

- Providing timeline (with 20 working days notice before deadline)
- Initiating application, verify eligibility
- Revising and finalizing budget
- Incorporating budget and related documents into application
- Completing administrative forms, both institutional and the sponsor’s
- Routing the application to ORS for submission
Post-Award Services

Some post-award services provided (with the assistance of the unit’s business manager):

- Requesting/set up Anticipation accounts
- JITs, and other communications with sponsor
- Completing and routing Research Project Transfer Applications, and other forms
- Assisting faculty with Grant/Contract Early-Terminations
- Reviewing ROE (Report of Expenditures) with PI, when requested
- Complete administrative forms, both institutional and the sponsor’s forms for close-outs
- Approve and route close-out documents to Grants & Contracts for final submission to sponsors
Poster Printing Services

Upon receiving the requisition form provided on the AHS website, we will:

• Print your poster file (specified size)
• Notify the requestor when the poster is ready for pick – up (and payment)
• Process payments for these services
Our Contact Information

Please contact our office by emailing us:
AHS-research@listserv.uic.edu
Institutional Review Board (IRB)

Purpose:

• Provides administrative support for the review and approval of research protocols involving humans

• Ensures that regulations are adhered to for the protection and welfare of subjects, investigators, and the University
Education & Training

Initial IRB education requirements:

1. CITI Human Subjects Research Basic Course, and
2. CITI Information Privacy and Security Health Privacy (HIPAA) Basic Course (If using PHI)
3. Continuing Ed: 2 contact hours every 3 years

www.research.uic.edu/compliance/irb/education-training
IRB Contact

Administrative Office Building (AOB), Suite 203
1737 W. Polk St., MC 672
312-996-1711
uicirb@uic.edu
www.research.uic.edu/compliance/irb

OPRS Live: Electronic IRB submission system
https://oprslive.ovcr.uic.edu/
Sandra Rahbe

Regulatory Support

• Pre-submission consultation
• Preliminary review & assistance drafting documents

Email: srahbe@uic.edu
Phone: 312-413-3961
Office: AHSB Room 540
What do we do?

- Announcements of major agency policy changes and new grant opportunities
- Facilitate pilot grant program ($20K/1 yr)
- Host Research Day to highlight AHS research
- Provide access to iThenticate
- Print posters for professional conferences
- Organize faculty professional development workshops through CCTS
Internal Funding Opportunities

• AHS Interdisciplinary Pilot Grants
  $20K/1 yr, 2 deadlines per year
• CCTS Pilot grants
  $60K/2 yr, 1 deadline per year, LOI required
• Midwest Roybal Center (Aging)
  $50K/1 yr, 2 deadlines per year
• Chancellor’s Innovation Fund (Technology)
  $50K phase 1/$150K phase 2, LOI required
External Funding Opportunities

- COS Pivot
- AASCU Grants Resource Center monthly update in Research Blast
Help us help you

Contact us through the listserve

AHS-Research@listserv.uic.edu
QUESTIONS?

AHS Office of Research

312-413-3854
5th floor AHSB
AHS-research@listserv.uic.edu

College of Applied Health Sciences | Office of the Dean
History of AHS

Gail Fisher
Clinical Associate Professor
UIC College of Applied Health Sciences
History of AHS Departments

Free standing departments → School in College of Medicine → Free standing college


Occupational Therapy  Medical Technology  Medical Dietetics  College of Associated Health Professions
Medical Art (UIUC)  Medical Records  Physical Therapy  College of Associated Health Professions

Added later:
1993: School of Kinesiology
1998: Department of Disability and Human Development

Merged:
• Around 2000: Departments of Biomedical Visualization, Health Information Management and Medical Laboratory Sciences become the School of Biomedical and Health Information Sciences
• 2007: Departments of Movement Sciences and Human Nutrition become Department of Kinesiology and Nutrition

Closed: Medical Laboratory Sciences, Physical Education major in the Department of Kinesiology
First classes of OT and PT students

1945: OT War Course students with department founder Beatrice Wade (back row, 4th from the right)

1943-46: The OT “guinea pig class”

1973: The first PT class
Established as a **school** in the College of Medicine in 1963 and a freestanding **college** in 1979

- The College of Medicine resisted establishing more “allied health” programs from 1943 to 1963 due to concerns that the new programs would drain resources from educating physicians.

- Medicine’s concerns resulted in their support for establishing a freestanding **College of Associated Health Professions** in 1979, ending 36 years of our departments being housed in the College of Medicine.
Trends Over Time

- Merging departments has facilitated collaboration across related disciplines.
- Change in college name from College of Associated Health Professions to the College of Applied Health Sciences (in 2001) reflected the evolving campus and college mission to conduct research in addition to training professionals.
- Initially we only had undergraduate degrees, over time more than 10 graduate and professional degrees including PhD programs were added, 3 BS programs were closed, now adding more undergrads in Rehab Sciences and DHD.
- Degree programs are more linked to service to the people of Chicago and have built a more diverse student body.
History of Diversity in AHS

• Department Heads
• Faculty
• Students
• The importance of creating a pipeline for diverse graduate students and faculty
• Programs: Urban Allied Health Academy (now Health and Diversity Academy) established about 2007
• Campus and College: Diversity Strategic Planning (2011)
• College Committee: Diversity and Equity Committee (2012)
QUESTIONS?

Gail Fisher
Clinical Associate Professor
Department of Occupational Therapy

312-996-4371
317 AHSB
gfisher@uic.edu

College of Applied Health Sciences | Office of the Dean