

Roles and Responsibilities for OISSE Appointed Positions

1. Co-Directors

(Appointed by Dean, School of Pharmacy and Health Professions)

1.1. Roles of the Co-Directors

The co-Directors will:

- Act as liaison between the OISSE and the Dean of SPAHP, as well as other appropriate administrative structures across the Health Science and University programs in the promotion of the mission and values of Creighton University
- Monitor the overall activities of OISSE
- Develop and manage the OISSE budget
- Supervise the activities of the OISSE staff personnel
- Demonstrate a vested interest in specific community-based programs.
- Identify community needs
- Link community needs with curricular learning opportunities to foster the development of meaningful programming in the OISSE
- Aid in the development of meaningful community-based learning opportunities
- Advocate for student involvement and community resources to facilitate engagement in community-based learning opportunities
- Provide educational opportunities for faculty, staff, community members and students about the OISSE
- Promote community-based learning opportunities to faculty, staff, community members and students
- Provide feedback and expertise related to development, implementation and assessment of the School's local and international outreach programs

2. Administrative Liaison

(Appointed by Dean, SPAHP)

2.1. Roles of the Administrative Liaison

The Administrative Liaison will act as a consultant, advocate, advisor and administrative liaison for OISSE. The Administrative Liaison will:

- Provide consultative feedback and guidance to OISSE Co-directors
- Engage in mentorship of faculty and staff
- Assist in grant writing initiatives
- Assist in short and long range planning
- Promote the role and visibility of OISSE internally and externally
- Facilitate networking and communication linkages for the OISSE both internally and externally
- Attend OISSE meetings, retreats and planning functions
- Participate in grant writing/scholarly activities
- Interface with administration when needed

3. Core Faculty

(Appointed by the Department Chair)

3.1. Roles of the Core Faculty

The Core Faculty will be expected to:

- Act as liaison between the Departmental Programs in the School of Pharmacy and Health Professions and OISSE in the promotion of the mission and values of Creighton University
- Demonstrate a vested interest in specific community-based programs
- Identify community needs
- Link community needs with curricular learning opportunities to foster the development of meaningful programming in the OISSE
- Aid in the development of meaningful community-based learning opportunities
- Advocate for student involvement and community resources to facilitate engagement in community-based learning opportunities
- Educate faculty, staff, community members and students about the OISSE
- Promote community-based learning opportunities to faculty, staff, community members and students
- Actively participate in the annual OISSE retreat
- Provide feedback and expertise related to development, implementation and assessment of the School's local and international outreach programs

4. Faculty Associates

(Appointed by Core Faculty based on Nomination Packet)

4.1. Eligibility Criteria for Faculty Associates

- Potential Faculty Associates will have written support from Chairperson (or appropriate supervisor) regarding this appointment and reappointment.
- Faculty Associates will be Creighton University faculty or staffs who have a vested interest in contributing to and supporting OISSE's Mission and Objectives.
- Faculty Associates will have documented evidence of expertise and/or interest related to the Mission and Objectives of the OISSE.
- Faculty Associates will be appointed for a three-year term with the possibility of renewal.

4.2. Roles of Faculty Associates

The Faculty Associate will be expected to:

- Attend the meetings of the full OISSE faculty when these are called by the Co-Director(s) (approximately twice per year)
- Take active roles, as requested, in planning or execution of major events organized or co-sponsored by the OISSE.
- Attend, whenever possible, OISSE-sponsored public events such as the Grand Rounds, presentations by guest speakers, etc.
- Serve, if so requested by the co-Director(s), on at least one OISSE committee.
- Promote community-based learning opportunities to faculty, staff, community members and students
- Educate faculty, staff, community members and students about the OISSE
- Participate annually in OISSE educational programming - health fairs, guest lecturing, leading a small group discussion, or participating/ moderating a panel discussion.
- Actively participate in the research activities of the OISSE by collaborating in scholarship related to OISSE mission endeavors or providing expert advice to OISSE faculty members

4.3. Evaluation and Re-Appointment of Faculty Associates

OISSE Faculty Associates will be evaluated on a tri-annual basis according to the expectation criteria established commensurate with level of appointment. Affiliates are expected to develop a specific, individualized plan of activity for the three-year appointment that will be jointly approved by the Core Faculty. Approximately six months before the end of the three year period, the Co-Directors and Affiliate will participate in an activity evaluation related to the established goals, and will extend re-appointment if mutually acceptable.

5. Community Associates

(Appointed by Core Faculty based on Nomination Packet)

5.1. Eligibility Criteria for Community Associates

- Community Associates will be non full-time Creighton University Faculty or staffs who have an interest in contributing to and supporting the Mission and Objectives of the OISSE.
- Community Associates will have documented evidence of expertise and/or interest related to the Mission and Objectives of the OISSE.
- Community Associates will be appointed for a three-year term with the possibility of renewal.

5.2. Roles of Community Associates

The OISSE Community Associate will be expected to:

- Attend the meetings of the full OISSE faculty (approximately twice per year)
- Participate in the annual OISSE retreat
- Take active roles, as requested, in planning or execution of major events organized or co-sponsored by the OISSE.
- Serve, if so requested by the Co-Director(s), on at least one OISSE committee.
- Assist in the educational programming of OISSE by:
 - Giving a guest lecture in one of the ongoing courses
 - Serving as a small group discussion leader
 - Participating in panel discussions
 - Providing community-engagement opportunities to Creighton students

5.3. Evaluation and Re-Appointment of Community Associates

OISSE Community Associates will be evaluated on a tri-annual basis according to the expectation criteria established for level of appointment. Associates are expected to develop a specific, individualized plan of activity for the three-year appointment that will be jointly approved by the Core Faculty. Approximately six months before the end of the three year period, the Co-Directors and the Community Associate will participate in an activity evaluation related to the established goals, and will extend re-appointment if mutually acceptable.

6. Process for Encouraging Nomination of Candidates for OISSE Positions

6.1. Faculty Associate Positions

Early in the fall semester, a letter will be sent to all academic unit leaders summarizing appointment status of individuals currently involved (e.g., when appointment is up for review), and encouraging the nomination of new, suitable candidates from respective departments. Additionally, self-nomination of interested candidates will be encouraged. A letter of nomination including the nominee's curriculum vitae will be required. Notification of appointment will be announced no later than the first week of October.

6.2. Community Associate Positions

As candidates are identified, a letter will be sent to the potential candidate and his/her employer summarizing opportunity for recognized involvement and appointment status to encourage participation by the candidate. Additionally, self-nomination of interested candidates will be encouraged from community sites. A letter of nomination including the nominee's curriculum vitae will be required. Notification of appointment will be announced no later than one month following OISSE receipt of nomination packet.

Note: This document is scheduled for review and update annually.