WELCOME!

WE ARE EXCITED THAT YOU ARE JOINING THE DEDICATED TEAM IN THE COLLEGE OF HEALTH SCIENCES WHO ACTIVELY PURSUE INNOVATION, INSPIRATION AND IMPACT.

You have been selected for your expertise and enthusiasm, and we are thrilled that you will be utilizing your unique talents to expand the impact of the College—whether that is through creating transformative learning experiences for our students, providing top quality clinical care, performing cutting-edge research or serving a critical role in our infrastructure as a staff member. We are ALL an integral part in creating the future of healthcare!

I encourage you to explore the breadth and depth of this College by:

- Engaging with others beyond your department! I believe that we have the best team at the University. Please get to know the talented people we have across the College. Take advantage of College and University sponsored events, seminars and activities. There are lots of great opportunities to interact with not only our staff and faculty but also with alumni, students, community partners and others across UD.
- Getting involved with some of the unique initiatives that are housed in our College. First Step Grand Challenges, high school mentor program and Employee Health & Wellbeing offerings are just a few of the many opportunities! Take advantage of the services available in our clinics. Volunteer at an event. The possibilities are endless.
- Visiting the STAR Health Sciences Complex and the newly opened Tower at STAR. We have worked hard to create a space where the University and surrounding community are able to interact and benefit from each other. Take some time to tour the building and see the wide variety of activities that occur on a daily basis. Grab breakfast or lunch at the GoBabyGo Café, and meet with collaborators for an impromptu meeting in the atrium areas. The complex is meant to be a space utilized by everyone in the College, and we hope you will take advantage of it!

This manual is designed to serve as a resource as you get acclimated to the College. We want to ensure that you have tools that contribute to your success. As you get started, if you find additional information that would be helpful to add in this manual, please let us know in the dean’s office or contact your unit/department head.

Again, welcome to the College of Health Sciences. As you engage with others and make contributions with your unique abilities we will continue to expand the College’s impact across not only the University but across the state, region, nation and the world. The Sky is the Limit!

All the best,

Kathleen S. Matt, PhD
Professor and Dean, College of Health Sciences
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College of Health Sciences

The University of Delaware’s College of Health Sciences is a hub of multidisciplinary research, education, patient services and public outreach.

We are a key academic health center for the state of Delaware—cultivating an environment of inclusive excellence, interdisciplinary learning, successful students and innovations, research and solutions that impact the world. We are armed with gifted students, faculty and staff and partnerships, with leading healthcare and community organizations, as well as experts and professionals in industry, highly ranked national programs, and state-of-the art facilities at the Science Technology and Advanced Research (STAR) Campus and other buildings across campus. Above all, we are dedicated to being the living embodiment of a new direction in healthcare, which our students, faculty and staff are forging now through education, research, care and innovation.

Our students – future clinicians, nurses, therapists, scientists and other healthcare professionals – are individuals who think big, dream bigger and strive to achieve better health for all people. Our faculty and staff provide them with the tools to succeed and challenge them to change the world through high-quality undergraduate and graduate programs, clinical research projects and a rich array of classroom, laboratory and real-world clinical, service and experiential learning opportunities.

One of the greatest challenges of the 21st century will be discovering innovative ways to help people maintain good health – in our own communities, in vulnerable populations across Delaware, throughout the region and the world. We strive not only to respond to those needs, but to anticipate them, as well. As a result of our significant growth and success over the past years, we have invested in our academic, research and clinical settings in order to test new models of healthcare delivery while serving as a resource for the state and beyond.

Learn more at: chs.udel.edu
7TH FLOOR - TOWER AT STAR
ADMINISTRATION

Dean
Kathy Matt
ksmatt@udel.edu
x8370

Deputy Dean
VACANT

Associate Dean, Research
Dave Edwards
dge@udel.edu – x3363

Assistant Dean, Student Services / Occupational Therapy Program
Catherine Stoner
cstoner@udel.edu – x8073

Associate Dean, Administration & Operations
Frank Newton
fanewt@udel.edu – x8385

Associate Dean, Diversity & Inclusion
Regina Wright
rsims@udel.edu – x8364

Associate Dean, Interdisciplinary Initiatives & Interprofessional Education
Barret Michalec
bMichal@udel.edu – x1205
7th Floor - Tower at STAR

Administrative Support

Chief of Staff
Gina Porter
gporter@udel.edu - x3630

Assistant to the Dean
Margie Cox
mcox@udel.edu – x8370

Main Reception/Advisory Council
Barb Vogt
bvoqt@udel.edu – x8370

Building Manager, STAR
HSC/Tower at STAR
Debbie Martini
dmartini@udel.edu – x1060
The function of the Communications and Marketing Team for the College is to help showcase the academic, research and clinical care opportunities the College has to offer to a variety of audiences locally, regionally and around the globe. Areas of focus are web development, web design, graphic design, social media, social media marketing, data analytics, public relations, grassroots marketing, digital marketing, advertising, photography and videography. The College uses all of these core focus areas to leverage the stories being told, the programs being offered, the research available to the community and the clinical care opportunities as we train the next generation of healthcare professionals and demonstrate a commitment to community impact.

Comm-Request Form: chs-events@udel.edu/comm-request
Development is the fundraising arm of the University, but it is also the way our alumni and our community engage with the University to share their time, treasure and talent to help preserve the University’s legacy and ensure that tomorrow’s Blue Hens have the very best educational opportunities we can offer. Philanthropic support for the College has never been more important than it is today. Donor support provides assistance for students with financial needs, the ability to recruit and retain exceptional faculty, a thriving research and teaching environment and state-of-the-art facilities conducive to maximizing experiential learning opportunities for our students.
REQUESTING SPACE FOR EVENTS/MEETINGS AT STAR HSC

The common spaces available for use are:

- Room 113 – Max Occupancy: 40 // 20 conference room chairs are in the room
- Atrium – Max Occupancy: 160 // 100 chairs and several long tables are available for use

To request Room 113, the atrium or the Tower at STAR for a meeting or event, please email basic information (date requested, time, purpose of the meeting, number of attendees, and any additional information you have) to chs-events@udel.edu. This will ensure that whoever can respond first will be in touch to confirm details.

If there is not an event scheduled, seating venues in the atrium areas can be used for smaller huddles/meetings.

Shares spaces within the Tower can be requested by accessing the Resource Scheduler from the CHS homepage: Resources > Intranet (password: CHS2018) > Information Technology > Resource Scheduler.

Events Manager (CHS/STAR Events)
Kim DeShields
kimd@udel.edu - x4774

Request an Event: chs-events@udel.edu
CHS Gala
Typically held the first Friday in May, the CHS Gala is a semi-formal fundraising and friend-raising event held at the STAR HSC.

NOTE: The 2018 Gala has been moved to the Fall to coincide with the grand opening of the Tower at STAR.

CHS New Faculty Reception
Typically held in September/October, this is an opportunity for new faculty members to share their background and areas of research with all staff/faculty in the College. This provides an opportunity to meet potential collaborators and others across the College.

CHS Town Halls
Held once per semester (typically in September/October and February/March), this meeting provides an opportunity for the dean’s team to share updates with all staff/faculty.

CHS College Meetings
Held once per semester (typically held on the first Friday of December and on Reading Day in May), this meeting is an opportunity for departments and committees to share updates with all staff/faculty. NOTE: The College’s Holiday Party is held immediately following the December College Meeting.

Alumni Weekend
Alumni Weekend is held the first weekend in June and is an opportunity for alumni to return to campus. The College hosts its annual Alumni, Staff and Faculty Awards the Friday evening of Alumni Weekend. Activities occur all across campus beginning Friday evening and continuing through Sunday afternoon.

Homecoming
Homecoming is another tradition where we welcome alumni back to the University. Besides the football game on Saturday, it usually includes a range of activities for students and alumni. It is typically held in October or early November.
In the College of Health Sciences, we believe that diversity and inclusion are key drivers of academic excellence, impactful research and proficient practice. We are committed to developing and implementing strategies to recruit and retain highly qualified students, faculty and staff from diverse backgrounds, experience and perspectives, as we nurture an inclusive environment with a sense of belonging and engagement. As a leader in health sciences training, it is our mission to train and mentor future clinicians and scientists who understand and appreciate diversity and have the cultural competence to interact effectively in a diversifying nation and world.

Diversity and Inclusion efforts in the College of Health Sciences are headed by the Associate Dean for Diversity, Dr. Regina Wright.

Dr. Wright, along with the CHS Diversity and Inclusion Committee, are working to increase the diversity of the College’s faculty, staff and students, as well as ensure an inclusive climate. We provide opportunities for diversity and inclusion training, and we can direct faculty, staff and students to university-wide resources for support. To learn more about, or to join our efforts, visit our web page at chs.udel.edu/diversity and/or contact Dr. Wright.

Associate Dean, Diversity & Inclusion
Regina Wright
rsims@udel.edu – x8364

Learn more at: chs.udel.edu/diversity
The Employee Health and Wellbeing Program is a benefit that serves to support and foster an inclusive and engaging culture of health and wellbeing here at the University of Delaware. Our mission is to enable employees to bring their best selves to work each day. The workshops, programs, activities, individual counseling and customized departmental services are designed to meet the diverse needs of our faculty and staff. As part of the comprehensive benefits package, employees and retirees of UD receive Wellness Dollars to defray the cost of participating in wellbeing, fitness and recreational activities. Visit the www.udel.edu/wellbeing or call 302-831-8388 to learn more about all of the programs and services offered.
The College finance unit provides support related to college budget and planning. The unit works closely with the department chairs and business administrators to budget College resources including space, equipment, personnel and funding to advance the strategic mission and support excellence in student teaching and faculty research. The finance unit also works closely with the central Budget office, Finance, Procurement, Facilities and HR on behalf of the College and its departments.

Chief Business Officer  
Sam Wilson  
wilsons@udel.edu – x8927

Financial Analyst  
Sue Villermaux  
viller@udel.edu – x8602
The College **Human Resources** unit provides services that will attract, develop and reward our College’s most valuable asset—its people. The unit works closely with departmental HR Liaisons to ensure faculty & staff have the resources needed to succeed here at the College of Health Sciences. The HR unit also works closely with central HR on issues surrounding payroll, benefits, compensation, employee relations and employee development.

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**HR Manager/Hiring & Onboarding**
Amanda Boone
boonea@udel.edu – x4711

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**CENTRAL HUMAN RESOURCES ORGANIZATION CHART**

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June 2018
**DEPARTMENT HR LIAISONS**

<table>
<thead>
<tr>
<th>Department</th>
<th>Liaison</th>
<th>Email</th>
<th>Extension</th>
<th>Office Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>BHAN</td>
<td>Karen Murphy</td>
<td><a href="mailto:kmurphy@udel.edu">kmurphy@udel.edu</a></td>
<td>x2265</td>
<td>CSB-026</td>
</tr>
<tr>
<td>CHART</td>
<td>Kelly Stevenson</td>
<td><a href="mailto:stevensk@udel.edu">stevensk@udel.edu</a></td>
<td>x4712</td>
<td>STAR - 210B</td>
</tr>
<tr>
<td>CSCD</td>
<td>Julie Campagna</td>
<td><a href="mailto:juliec@udel.edu">juliec@udel.edu</a></td>
<td>x4710</td>
<td>STAR - 210FF</td>
</tr>
<tr>
<td>KAAP</td>
<td>Shelley Rust</td>
<td><a href="mailto:strust@udel.edu">strust@udel.edu</a></td>
<td>x8006</td>
<td>STAR 201AA</td>
</tr>
<tr>
<td>MMS</td>
<td>Alyson Mann</td>
<td><a href="mailto:gmann@udel.edu">gmann@udel.edu</a></td>
<td>x2849</td>
<td>Willard - 305K</td>
</tr>
<tr>
<td>NURS</td>
<td>Mayra Ortiz</td>
<td><a href="mailto:ortizm@udel.edu">ortizm@udel.edu</a></td>
<td>x8109</td>
<td>Willard - 305</td>
</tr>
<tr>
<td>PHTY</td>
<td>Sheila Boulden</td>
<td><a href="mailto:sboulden@udel.edu">sboulden@udel.edu</a></td>
<td>x4576</td>
<td>STAR - 210C</td>
</tr>
</tbody>
</table>

**CENTRAL UNIVERSITY OF DELAWARE HR**

udel.edu/faculty-staff/human-resources

**Interim Chief Human Resources**

Officer: Darcell Griffith

<table>
<thead>
<tr>
<th>Department</th>
<th>Email</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compensation</td>
<td><a href="mailto:hr-comp@udel.edu">hr-comp@udel.edu</a></td>
<td>x2171</td>
</tr>
<tr>
<td>Benefits</td>
<td><a href="mailto:hhrhelp@udel.edu">hhrhelp@udel.edu</a></td>
<td>x2171</td>
</tr>
<tr>
<td>Employee Development</td>
<td><a href="mailto:employee-training@udel.edu">employee-training@udel.edu</a></td>
<td>x2171</td>
</tr>
<tr>
<td>Employee Relations</td>
<td><a href="mailto:employee-relations@udel.edu">employee-relations@udel.edu</a></td>
<td>x2171</td>
</tr>
<tr>
<td>HR Systems</td>
<td><a href="mailto:hrsystemsadmin@udel.edu">hrsystemsadmin@udel.edu</a></td>
<td>x8677</td>
</tr>
<tr>
<td>Payroll</td>
<td><a href="mailto:pr-staff@udel.edu">pr-staff@udel.edu</a></td>
<td>x8677</td>
</tr>
<tr>
<td>UD Time</td>
<td><a href="mailto:ud-time@udel.edu">ud-time@udel.edu</a></td>
<td>x8677</td>
</tr>
</tbody>
</table>

**Employment & Development Opportunities:**

Connecting U: udel.edu/faculty-staff/human-resources/employee-development
With a focus on Delawareans and underrepresented students, the College’s Pipeline Program exposes middle and high school students to the breadth of health science career choices and aids in preparation for the academic rigor of higher education. A goal is to recruit and develop highly educated professionals — the future local leaders of the healthcare profession.

Investing in these students provides opportunities for them to be competitive and better prepared for college.

Key initiatives include: dual credit courses in local high schools, UD students who mentor high school students, the Health Sciences Summer Camp, HOSA State Leadership Conference, and school field trips for elementary through high school classes.

Program Director
Alyssa Benjamin
abenjamin@udel.edu – x8375

Learn more at: chs.udel.edu/chs-pipeline-program
Mike and Rita excel at developing and strengthening partnerships between the College and other entities throughout the state and region. As the former Delaware Secretary for Health and Human Services, Rita has specific experience in the areas of health, disability and aging policy, state governance and implementation of state/federal programs within the health and social services platform, non-profit development and administration. As the former director of the Greater Newark Economic Development Partnership, Mike has developed strong relationships with the City of Newark, the State and New Castle County Chambers of Commerce, state and federal legislators and a wide range of local organizations and individuals.

The Partnership for Healthy Communities will focus on the social, economic, and environmental conditions that support and sustain healthy communities and the relationship of these conditions to a cost-effective healthcare system. Many UD faculty, professionals, and students already are working to address community health challenges and have developed relationships with community and state institutions to promote healthy communities. PHC will help to support and grow these relationships into full-scale and sustained community-campus partnerships that achieve greater impact in Delaware and beyond. PHC also will facilitate interdisciplinary scholarship, graduate and undergraduate programs, and collaborations across university units and with community institutions.

**Director – UD Partnership for Health Communities and Professor of Practice and Distinguished Health & Social Services Administrator in Residence:**
Rita Landgraf
landgraf@udel.edu – x3899

**Director for Strategic Initiatives**
Mike Smith
smithm@udel.edu – x4785

**Coordinator, Partnerships for Healthy Communities**
Noel Sincere Ducksworth
noel@udel.edu – x0683
The CHS Research Office provides both end-to-end research support for CHS Principal Investigators (PI), including biostatistical support, grants management and proposal development, data management and programming expertise, as well as opportunities for mentorship and professional development. The Research Office serves as a single point of contact for research support and referrals. It also assists with transfer of existing projects and serve as a liaison with the University Research Office to ensure that the PI’s transition to the University of Delaware goes as smoothly as possible.

## RESEARCH RESOURCES

<table>
<thead>
<tr>
<th>Animal Subjects in Research</th>
<th>A resource for researchers to ensure the humane care of animals used in approved research.</th>
<th><a href="https://www1.udel.edu/research/preparing/animalcare.html">https://www1.udel.edu/research/preparing/animalcare.html</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>CHS Administrative Policies</td>
<td>Developed specifically for the College of Health Sciences, research faculty and staff will find policies to assist the research community with streamlining everyday activities.</td>
<td><a href="http://www.udel.edu/003997">http://www.udel.edu/003997</a></td>
</tr>
<tr>
<td>Conflict of Interest policies in research</td>
<td>By requiring full disclosures of potential conflicts from the members of UD’s research community, the University seeks to maintain an environment of transparency that enables objectivity in research and ensures compliance.</td>
<td><a href="https://www1.udel.edu/research/preparing/conflict.html">https://www1.udel.edu/research/preparing/conflict.html</a></td>
</tr>
<tr>
<td>Economic Innovation and Partnerships</td>
<td>Providing startup recourses for faculty and developing and marketing knowledge based assets within the UD community.</td>
<td><a href="http://www.oeip.udel.edu/">http://www.oeip.udel.edu/</a></td>
</tr>
<tr>
<td>Equity and Inclusion</td>
<td>Serving to ensure that all members of the UD community institutionalize diversity as a force that fosters personal and professional growth and academic excellence.</td>
<td><a href="http://sites.udel.edu/oei/">http://sites.udel.edu/oei/</a></td>
</tr>
<tr>
<td>First Step Grand Challenge</td>
<td>In a joint venture by CHS and the Horn Program in Entrepreneurship, this program invites undergraduate students from all disciplines to identify important societal and environmental challenges and develop novel solutions.</td>
<td><a href="http://udel.edu/firststep">http://udel.edu/firststep</a></td>
</tr>
<tr>
<td>Funding Opportunities</td>
<td>View the available funding opportunities for sponsored research projects offered by federal and state agencies and private foundations.</td>
<td><a href="http://www1.udel.edu/research/preparing/funding.html">http://www1.udel.edu/research/preparing/funding.html</a></td>
</tr>
<tr>
<td>Intellectual Property</td>
<td>Providing counsel and advice to UD faculty and staff regarding the disclosure of innovations, patents, copyrights and more.</td>
<td><a href="http://www1.udel.edu/research/researchers/ipguide.html">http://www1.udel.edu/research/researchers/ipguide.html</a></td>
</tr>
<tr>
<td>Institutional Review</td>
<td>All research involving living human subjects must be reviewed and approved by an Institutional Review Board (IRB).</td>
<td><a href="http://www1.udel.edu/research/preparing/humansub.html">http://www1.udel.edu/research/preparing/humansub.html</a></td>
</tr>
<tr>
<td>NIH Grant Policy Statement</td>
<td>The National Institutes of Health Grants Policy Statement (NIHGPS) makes available, in a single document, the policy requirements that serve as the terms and conditions of NIH grant awards.</td>
<td><a href="https://grants.nih.gov/policy/index.htm">https://grants.nih.gov/policy/index.htm</a></td>
</tr>
<tr>
<td>Reproducible Research Seminars</td>
<td>The biostatistics team and Data Analyst present a seminar series introducing some tools and techniques of reproducible research and how the use of these tools can improve the quality and efficiency of research.</td>
<td></td>
</tr>
<tr>
<td>Researcher’s Toolbox</td>
<td>Developed by UD’s Research Office, this site supports the research activity of UD faculty and staff. Designed to help both first-time researchers and experienced veterans, tools are available to help prepare proposals, manage grants and present results.</td>
<td><a href="http://www1.udel.edu/research/researchers/index.html">http://www1.udel.edu/research/researchers/index.html</a></td>
</tr>
<tr>
<td>UD Administrative Policies</td>
<td>Developed by the Office of General Counsel, this site compiles policies that support the University’s mission with regard to Research, Sponsored Program, and Technology Transfer.</td>
<td><a href="http://www.udel.edu/003998">http://www.udel.edu/003998</a></td>
</tr>
</tbody>
</table>
Associate Dean for Research
Dave Edwards
dge@udel.edu – x3363

Grants Manager
LaVonne Sumler
lsumler@udel.edu – x0216

Biostatistician Manager
Ryan Pohlig
rpohlig@udel.edu – x7578
RESEARCH SUPPORT TEAM

Biostatistician
Melissa Ziegler
mlz@udel.edu – x3955

Biostatistician
Bary Bodt
babodt@udel.edu – x6239

Sr. Sponsored Programs Coordinator
Danielle Zack
dzack@udel.edu – x4541

Sr. Sponsored Programs Coordinator
Jes Mitchell
jeswill@udel.edu – x3468

Sr. Sponsored Programs Coordinator
Karen Steuernagle
kstreuern@udel.edu – x3972
The College of Health Sciences Technology Services group is dedicated to providing the highest quality service to the faculty and staff. Services include consultation, budget and acquisition, and maintenance of network infrastructure, computing software and hardware, and technology systems in the college. We are also responsible to ensure best practices are followed for security and control as defined in UD policy and procedures. For more information about our services or to schedule a consultation, please email chs-it@udel.edu.

Create a ticket: chs-it@udel.edu
The Undergraduate Student Services (USS) office provides academic advisement and problem-solving to undergraduate students, as well as support to the College of Health Sciences departments. Additionally, we ensure students connect to various university resources depending on their individual needs. Examples of resources include, but are not limited to, academic enrichment programs, counseling services, tutoring, undergraduate research, service learning experience and study abroad opportunities.

Blue & Golden Saturdays
Blue & Golden Saturdays are University-wide open house days held in the fall for students interested in attending the University of Delaware. During these Saturdays, prospective students, generally high school seniors, have the chance to attend information sessions and meet with current student ambassadors. They are typically held in the months of September and October.

Parents & Family Weekend
Usually held the second weekend in October, Parents & Family Weekend includes events, programs and activities organized by a variety of departments and groups on campus for students and their families. There is a “Connect with Your College” event at the Family Fest Tailgate held at the Bob Carpenter Center that gives students and their families the opportunity to visit with faculty and staff in each college. Individual departments may also have additional activities.

Decision Days
Decision Days are University-wide open houses catered to students that have already been admitted to the University and are trying to decide on which college to choose. They are typically held in the months of February and April.

New Student Orientation
The goal of the New Student Orientation is to provide the incoming class of students and parents with information they will need to learn about their accepted major and career path, prepare for move in and upcoming Fall semester and explore UD’s activities and program. It is held every weekday during most of June and July.

Learn more at: chs.udel.edu/undergraduate-student-services

*If not an urgent situation, students should make an appointment to meet with Catherine Stoner or Debbie Allen (Randee can assist) and should email chs-advise@udel.edu with background information and student ID. Catherine’s direct number is x8371, but please do not share that extension with students/parents.
Academic and research programs in this Department focus on the nutritional, behavioral, physiological and psychosocial aspects of health, wellness, illness and aging within a socio-ecological framework. Undergraduate academic programs include Bachelor of Science degrees in: Health Behavior Science, Nutrition Science, Applied Nutrition, and Dietetics. Graduate academic programs include Masters of Science degrees in Health Promotion and Nutrition Science. The Department also has a Dietetic Internship program, a Graduate Certificate in Health Coaching, and Doctoral degree programs in Health Behavior and Nutrition Science.

BHAN supports a number of research labs, such as: Energy Balance and Nutrition Lab, Social Marketing and Health Communications Lab, Applied Health Behavior Science Lab and the Center for Innovative Health Research. In addition, BHAN operates a Foods Lab, Nutrition Counseling Clinic and a Health Coaching Clinic. BHAN has a strong record of outstanding research, teaching, community engagement and student mentorship and development, and it is strategically focused on innovative and effective research and teaching to meet the dynamic needs of the 21st century.

Contacts:
Chair Mike Peterson pmpeter@udel.edu x1014
Assistant Chair Marc Lodyga mlodyga@udel.edu x6670
Associate Chair Jillian Trabulsi trabulsi@udel.edu x4991
Nutrition
Academic Counselors
• Emily Lodyga (A-L) eldyga@udel.edu x6167
• Susan Coffing (M-Z) scoffing@udel.edu x2252
General Office Number Tory McHugh victoria@udel.edu x2079
DI and Graduate Carrie Johns cbonnett@udel.edu x8729
Programs
Business Administrator Karen Murphy kmurphy@udel.edu x2265

Full Directory: http://sites.udel.edu/bhan/directory/

Learn more at: udel.edu/bhan
The Communication Sciences & Disorders graduate program focuses on communication and swallowing development and disorders across the lifetime. Students that complete the two year, full-time Masters of Arts program are on track to become certified Speech-Language Pathologists through the American Speech-Language Hearing Association.

The mission of the Communication Sciences & Disorders program is:

- to prepare master's level speech-language pathologists who:
  1. use a systematic and logical approach in their assessment and treatment of individuals with communication and swallowing disorders across the lifespan;
  2. base their decision making on research evidence; client values and beliefs, clinical expertise, ethical standards, and the constraints of the clinical setting; and
  3. possess the skills to deliver services effectively and efficiently.
- to advance the understanding of human communication and related disorders through faculty and student research activities.

This program fulfills this mission by providing opportunities for learning the theoretical bases for clinical practice and the application of knowledge to clinical practice in a learning community that values diversity, advocates for life-long learning, promotes a culture of respect for others and guides the development of professionals who provide competent and compassionate service to people with communication and swallowing disorders and their families through the lifespan in educational and health care settings. The Speech Language and Hearing Clinic serves at the first hands-on clinical experience for the students of the program.

Contacts - Leadership Team
Founding Director and Professor:
Aquiles Iglesias
aquiles@udel.edu

Director of Research and Clinical Services:
Christine Cook
cvcook@udel.edu - x3398

Director of Clinical Education:
Jacquie Truluck
jtruluck@udel.edu - x7105

SLH Clinic Office Manager:
Elizabeth Blanchfield

Business Administrator
Julie Campagna
juliec@udel.edu - x4710

SPEECH LANGUAGE & HEARING CLINIC
Please refer to website to see team of Master Clinicians.
Directory: sites.udel.edu/cscd/people-2/

Learn more at: udel.edu/cscd
This department provides its students with an outstanding educational experience that prepares them for careers in the health professions or health sciences, and it conducts research that addresses important issues related to human health. It offers undergraduate majors in exercise science and sports health, with both majors designed as platforms for subsequent graduate and clinical education. Most of the graduates of these majors gain entrance to programs in physical or occupational therapy, medical or dental school, physician assistant programs, or graduate school. KAAP students have many opportunities for undergraduate enrichment experiences, including an honors degree track for all majors, course credit for assisting faculty with ongoing research, professionally supervised practicum and internship experiences, organized trips for students to professional conferences and study abroad programs in a variety of countries. KAAP graduate programs include:

- M.S. in exercise science, with concentrations in biomechanics, clinical exercise physiology, exercise physiology, motor control, and sports medicine
- Ph.D. in applied physiology, which provides advanced training to prepare students for research-based careers
- M.S. and Ph.D. degrees through UD’s highly ranked Biomechanics and Movement Science (BIOMS) Program
- M.S. in Athletic Training, which prepares students as entry-level professionals in athletic training

KAAP students have access to over 20 state-of-the-art research laboratories, focusing on cardiovascular health, the neural basis of movement disorders, brain imaging, concussion research and recovery, biomechanics as well as other labs and facilities in affiliated programs at the University of Delaware. They gain valuable research experience through involvement in more than $11 million in federally funded research projects and interaction with a variety of interdisciplinary research groups.

Contacts:

Department Chair
John Jeka
jjeka@udel.edu
x4648

Assistant Chair
Todd Royer
royer@udel.edu
x4351

Academic Advisor A-L
Kathy Masso
kcmasso@udel.edu
x4909

Academic Advisor M-Z
Joyce Muller
jsmuller@udel.edu
x6036

General Office Information
Kristin Zumar
kzumar@udel.edu
x2937

Graduate Student Support
Megan Murphy
mlmurphy@udel.edu
x1543

Business/HR Contact
Shelley Rust
strust@udel.edu
x8006

Full Directory: sites.udel.edu/kaap/directory

Learn more at: udel.edu/kaap
The Department of Medical & Molecular Sciences offers undergraduate majors in Medical Laboratory Science, Medical Diagnostics (with or without concentration in pre-PA available) and Applied Molecular Biology and Biotechnology. Minors are available in Medical Diagnostics, Forensic Science, Molecular Diagnostics and Genetic Counseling. A certificate is offered in Molecular Diagnostics. The Department graduate education offerings include a master’s degree in Medical Sciences, interdisciplinary Ph.D. Program in Medical Sciences and graduate certificate in Molecular Diagnostics.

With award winning faculty and staff who are both master educators and researchers, this department endeavors to ensure that its students are ready to “hit the ground running” in their chosen fields. Its outcomes speak for themselves, with nearly 100% job placement for those seeking employment following graduation, MMS board pass rates well above the national average and excellent placement in graduate and professional schools. Students have the opportunity to conduct research with nationally recognized faculty within the department or through our affiliates on wide range of topics, including cancer, RNA biomarkers, inherited visual disease, microbiomes, infectious disease, diabetes and cardiovascular disease.

The Department of Medical & Molecular Sciences is committed to providing skilled, critically-thinking practitioners equipped to be future leaders in health sciences. The department is committed to actively engaging undergraduate and graduate students in experiential learning, to forming collaborative partnerships with educational, clinical, industrial and research experts locally and globally, to discovering innovative breakthroughs in research and to functioning as an expert resource regarding all issues related to Medical Molecular Science.

Contacts:

**Professor and Chair**
Dr. Esther Biswas-Fiss
ebiswas@udel.edu x2912

**Academic Support Coordinator**
Diana Levering
levering@udel.edu x2849

**Administrative Specialist**
Alyson Mann
amann@udel.edu x8109

**Instructor and MMS Program Director**
Mrs. Leslie Allshouse
allshous@udel.edu x2755

**Associate Professor and MDD Program Director**
Dr. Donald Lehman
dlehman@udel.edu x8432

**Associate Professor and MDD Pre-PA Program Director**
Virginia Hughes
vhughes@udel.edu x3865

**Professor and Graduate Program Director**
Dr. Esther Biswass-Fiss
ebiswas@udel.edu x2912

Full Directory: sites.udel.edu/mms/directory

Learn more at: udel.edu/mms
The School of Nursing offers a rich environment for interdisciplinary research and a wealth of educational resources to refine each student’s learning. A nursing shortage has forced schools to explore a variety of venues and technologies to meet the challenges of today’s nursing workforce. The University of Delaware has taken advantage of this technology and information revolution and structured its programs not only to meet the needs of the state, but also to address the national nursing shortage.

Contacts:

Senior Associate Dean (Interim)  Barbara Habermann PhD, RN, FAAN  habermanb@udel.edu  MDH 207
Associate Dean of Education and Practice (Interim)  Della Campbell PhD, APN, NE-BC, CNL  drdee@udel.edu  MDH 359
Associate Dean for Translational Research, PhD Program Director  Barbara Habermann, PhD, RN, FAAN  habermab@udel.edu  MDH 207
Director of Graduate Practice Programs  Paula Klemm, PhD, RN  klemmpa@udel.edu  MDH 303
Director of the Undergraduate BSN Programs  Pia Inguito, PhD, RN  pia@udel.edu  MDH 383
Business Administrator  Mayra Ortiz  ortizm@udel.edu  MDH 393
Office Assistant/Faculty Support  Janice Logan  loganjm@udel.edu  MDH 386
Admin Assistant to Barbara Habermann  Karen Holden  krolden@udel.edu  MDH 391
Admin Assistant/Academic Coordinator  Marian Lucas  marianl@udel.edu  MDH 349
Admin Assistant, Simulation Labs  Trudy Springer  trudy@udel.edu  MDH 211

Full Directory: http://sites.udel.edu/nursing/directory

NURSE MANAGED PRIMARY CARE CENTER
sites.udel.edu/nmhc
The Department of Physical Therapy offers a DPT program that is ranked #1 in the nation by US News & World Report. Accredited by the Commission on Accreditation of Physical Therapy Education (CAPTE) since 1976, the 2.5-year accelerated program consists of a didactic and clinical education that fully prepares students to become licensed physical therapists in the United States. The success of the DPT program is evidenced by a 100% pass rate on the national licensing examination for all graduates. Based on a 10-year average, 96% of admitted students graduate from the program.

Students enrolled in the DPT program may also earn a Master of Science in Anatomy and Clinical Health Science. The master's degree is offered exclusively to the university's DPT students; students from other programs or academic institutions may not enroll in the program.

As part of the interdisciplinary Biomechanics and Movement Science (BIOMS) Program, the department offers a highly successfully Ph.D. degree program in which students work with a faculty advisor to design an academically unique plan of study that focuses on their research interests. The department's world-renowned faculty are awarded nearly $12 million annually in federal and state grants to conduct cutting-edge research that advances the field of physical therapy.

In addition to its academic programs, the department runs two physical therapy clinics that provide outstanding rehabilitation services to the community. By offering clinical fellowship programs in sports, orthopedic and geriatric physical therapy, the clinics serve as educational settings for students, fellows and practicing clinicians.

The department is located on the university’s new STAR Campus, which houses state-of-the-art laboratories and facilities.

**KEY CONTACTS**

**Department Chair**  
Dr. Gregory Hicks  
ghicks@udel.edu  
x2690

**Associate Chair**  
Dr. Darcy Reisman  
dreisman@udel.edu  
x0508

**Director, DPT Program**  
Dr. Ellen Hakim Wruble  
ewruble@udel.edu  
x1124

**Director, PT Clinic**  
Dr. Tara Manal  
tarajo@udel.edu  
x8893

**Manager, PT Clinic**  
Gina Pusey  
gina@udel.edu  
x8420

**Academic Program Coordinator**  
Jeanne Warrington  
jeannekw@udel.edu  
x8910

**Business Administrator/HR Liason**  
Sheila Boulden  
sboulden@udel.edu  
x4576

**Receptionist**  
Lisa Shakespeare  
lishakes@udel.edu  
x8521

Full Directory: [http://sites.udel.edu/pt/directory](http://sites.udel.edu/pt/directory)

Delaware Physical Therapy Clinic  
udel.edu/ptclinic
Directed by David Tulsky, Ph.D., the **Center for Health Assessment Research and Translation (CHART)** at the University of Delaware is the leading rehabilitation outcomes measurement center in the country. CHART investigators are housed in the rapidly expanding Science, Technology and Advanced Research (STAR) Campus (www.udel.edu/star), which is a mixed-use health sciences campus for education, research and ambulatory care. CHART is a UD Cross-College Center that spans three colleges across the campus (College of Health Sciences, College of Education and Human Development, and College of Arts and Sciences). In addition to Dr. David Tulsky, a Professor in the Department of Physical Therapy, CHART is currently comprised of two additional full professors (Drs. Ratna Nandakumar and Joseph Glutting from the University of Delaware School of Education), three assistant professors (Drs. Jerry Slotkin, Matthew Cohen, Callie Tyner), a research scientist (Pamela Kisala, M.A.) and a senior biostatistician (Dr. Aaron Boulton). The mission of CHART is to improve measurement strategies, and ultimately, the quality of life of children and adults. CHART has been funded through multiple grants from the NIH, National Institute on Disability, Independent Living, and Rehabilitation Research (NIDILRR) and the Department of Defense. Dr. Tulsky and his colleagues have optimized the Patient Reported Outcomes Measurement Information System (PROMIS) for individuals with disabilities as well as developed new item banks targeted to individuals with TBI and spinal cord injury (SCI) (TBI-QOL, SCI-QOL and SCI-FI), which are the only rehabilitation-specific patient reported outcomes measures that were developed using PROMIS scientific standards. Furthermore, CHART investigators were fundamental in the validation of pediatric PROMIS products. Dr. Tulsky has also been involved in the development of the Neurology Quality of Life (Neuro-QOL) measurement system. Drs. Slotkin and Tulsky have played major roles in the development and enhancement of the NIH Toolbox for Assessment of Neurological and Behavioral Functioning. Dr. Tulsky is the Project PI and led the first (multi-site) study to validate the NIH Toolbox in individuals with disabilities as part of a grant obtained through the Rehabilitation Institute of Chicago.

**Contacts:**

Dr. David Tulsky, Director
dtulsky@udel.edu

Dr. Jerry Slotkin, Assistant Director
slotkinj@udel.edu

Kelly Stevenson, HR Liason
stevensk@udel.edu

Learn more at: udel.edu/chart
The mission of the Interdisciplinary Program in Biomechanics & Movement Science (BIOMS) is to advance the understanding of complex human systems through interaction of experts who cross traditional divisions of academic study. We strive to train outstanding researchers who will contribute to the advancement of health science through translational and interdisciplinary research. Research findings are disseminated through peer reviewed publications in high impact journals and presentations at national and international conferences.

The BIOMS program comprises faculty from the Colleges of Arts & Sciences, Engineering, and Health Sciences who use an interdisciplinary approach to research and graduate education. The Carnegie Foundation for the Advancement of Teaching classifies the University of Delaware as a research university with very high research activity, a designation given to less than 3% of U.S. colleges and universities. The University of Delaware also ranks among the nation’s top 100 universities in federal research and development support for science and engineering. In 2015, the University of Delaware received a NAFSA Paul Simon Award for Campus Internationalization, which recognizes colleges and universities that have excelled in expanding global learning for students and scholars.

Our graduate students choose one of five Areas of Study that cross traditional academic boundaries:

- Applied Anatomy and Physiology
- Biomechanics
- Cytomechanics
- Motor Control and Behavior
- Clinical and Translational Science.

Each student works with his or her chosen faculty advisor to design a Plan of Study of unique academic and research interests. Our students have gained research experience through involvement in over $30 million in federally funded research projects; and through interaction with a variety of interdisciplinary research groups. We invite you to explore our program and discover the rich and diverse opportunities we offer!

Contacts:

Director
Sam Lee
slee@udel.edu – x2450

Academic Support Coordinator (BIOMS)
Megan Murphy
mlmurphy@udel.edu – x6147

Full Directory: sites.udel.edu/bioms/executivecommittee/

Learn more at: sites.udel.edu/bioms
A new direction in healthcare...

The excellence of the College’s research and education informs what is integrated into the clinical services it offers through STAR Health. Its clinical services are open to UD employees and community members alike. Discovery in the labs, by outstanding faculty and engaged students, leads to innovative delivery including new techniques, technologies, interventions and treatments. That delivery gives its students experiential learning opportunities that translate into practice, and not just theory. Its clinics include:

**Speech-Language-Hearing Clinic 302.831.7100**
Evaluates and treats children and adults having communication disorders. Children and adults diagnosed with speech, language, or hearing impairments may receive individual or small group treatment services:

- Articulation
- Voice
- Motor speech disorders
- Swallowing disorders
- Cognitive-communication
- Oral and written language

**Delaware Physical Therapy Clinic 302.831.8893**
Full service clinic is open to the community while providing educational experiences for physical therapy students and research opportunities for faculty.

- ACL rehab
- Arthritis pain
- Balance/falls
- Concussions
- Dizziness/vertigo
- Ergonomic and work-related injuries
- Hip, knee, foot, ankle
- Neurologic conditions for older adults
- Parkinson’s Disease therapy
- Post-surgical care
- Shoulder, elbow, wrist/hand
- Spine (neck and back pain)
- Sports and orthopedic injuries
- Stroke
- Total joint replacement

**Nurse Managed Primary Care Center 302.831.3195**
Offers comprehensive, holistic, primary care by developing interdisciplinary plans to achieve and maintain wellness.

- Complete physicals with focus on health promotion and disease prevention
- Adult immunizations (including flu shots)
- Illness treatment such as: red eye, ear aches, sinus infections, sore throats, upper respiratory tract infections, etc.
- Chronic disease management
- Ability to login to a secure patient portal to request an appointment, a medication refill, or communicate directly with your provider.
Directory Information

A directory of all UD staff and faculty can be found online through the UD Directory Search at https://primus.nss.udel.edu/directory/search.
Interim Vice Provost for Graduate and Professional Education
Douglas Doren

Vice President for Communications and Marketing
Glenn Carter

Vice Provost for Libraries and Museums and May Morris University Librarian
Trevor A. Dawes

Vice President for Development and Alumni Relations
James Dicker

Vice President and General Counsel
Laure Ergin

Vice President and University Secretary
Jeffrey W. Garland

Vice President for Facilities, Real Estate and Auxiliary Services and University Architect
Peter Krawchyk

Vice President for Finance and Deputy Treasurer
Gregory S. Oler

Vice President for Information Technologies
Sharon Pitt

Director of Intercollegiate Athletics and Recreation Services
Christine Rawak

Vice President for Strategic Planning and Analysis
Mary Messina Remmler

Vice President for Research, Scholarship and Innovation
Charles Riordan
University of Delaware Administration

DEANS

College of Agriculture and Natural Resources
Dean: Mark Rieger

College of Arts and Sciences
Interim Dean: John Pelasko

Alfred Lerner College of Business and Economics
Dean: Bruce Weber

College of Earth, Ocean, and the Environment
Dean: Estella Atekwana

College of Engineering
Dean: Levi Thompson
(Starting Oct 1.)

College of Education and Human Development
Dean: Carol Vukelich

College of Health Sciences
Dean: Kathleen Matt
CHS – Work Culture & Collaboration

The College of Health Sciences has a well-deserved reputation for being responsive and collaborative while providing superior service to our constituents. This has been achieved because of the dedication and hard work of those on our team. Due to our unique position; engaging not only with staff, faculty and students but also University Administration and the general public, it is critically important that we continue to be accessible and responsive.

While it is understood that situations can pull staff away from work, the expectation is that CHS staff and faculty will adopt the following practices, in addition to University policy, to best communicate absences while maintaining/providing the most responsive levels of service to our colleagues, students & community.

- **CHS expectation is that work will be performed from your primary work location, the majority of which are on the UD Newark Campus.**
  - If working from other locations (i.e., clinical assignments, off-site meetings, working from home, etc), discussion with, and approval from supervisor(s) must be obtained prior to the occurrence.
  - The location of work should be documented on the individual’s work calendar and communicated to all appropriate colleagues. This will help us to better facilitate the day to day operations.
  - If this alternate work location is repetitive and consistent, a flexible work arrangement form must be completed. [http://sites.udel.edu/generalcounsel/policies/flexible-work-arrangements/](http://sites.udel.edu/generalcounsel/policies/flexible-work-arrangements/)

- **CHS Office hours are 8am-5pm, M-F**
  - Any schedules that deviate from that time frame should be pre-approved by unit leads/supervisors and communicated to the Dean and Administrative Specialist.
  - If this schedule deviates more than two hours plus or minus, please complete a Flexible Work Arrangement Request Form. [http://sites.udel.edu/generalcounsel/policies/flexible-work-arrangements/](http://sites.udel.edu/generalcounsel/policies/flexible-work-arrangements/)

- **Overtime**
  - **Non-Exempt:**
    - It is the expectation that all non-exempt employees work the hours they are contracted to work.
    - Additional hours or time spent must be pre-approved by the manager.
    - Managers must then send additional hours and justification to their department HR liaison for payment processing.
  - **Exempt:**
    - Exempt employees are not hourly and should work the schedule that is determined for the semester, with business need driving any variation.

**All Hands on Deck!**

As with any business/agency, there are certain time of year that are more demanding. The College leadership strongly encourages that employees avoid scheduling vacation or time away from work during the following time periods:

- First two weeks of the semester
- Last two weeks of the semester
- Two weeks prior to the start of the Fall and Spring semester
Individual units or departments may have additional high-need times dictated by unit needs. Be sure to discuss with your individual unit lead/supervisor.

**Anticipated Time Out of the Office**
University policy for requesting time off: sites.udel.edu/generalcounsel/policies/attendance-policy/

In addition to the University policy, CHS expectations are:
- Employee will request any anticipated time off to unit lead/manager as much in advance as possible. As a part of the request, the employee should provide a plan for work coverage during the time away.
- Unit lead/manager will review work/task coverage & compare against blackout dates and unit needs before approving.
- Unit lead/manager will email Dean Matt (cc: Margie Cox), confirming the dates their employee will be out of the office, noting who will be covering the responsibilities until they return and how they will be reachable in case of an emergency.
- Unit lead/manager will communicate final approval to employee.
- Employee will submit leave request web form prior to the time out of the office.

**Flexible Work Arrangements**
University policy for flexible work arrangements. sites.udel.edu/generalcounsel/policies/flexible-work-arrangements/

If it is necessary to make an adjustment that is a departure from normal work schedule or location, flexible work arrangement paperwork must be completed. The paperwork will be approved on a case-by-case basis. Completing the paperwork does not guarantee that the request will be approved. The request needs to be reviewed by unit lead/supervisor, CHS Dean and the University. Changes to the work schedule/location will only be permitted if and when: employee is meeting standard work performance expectations; it assists in meeting operational needs and requirements; is consistent with maintenance of high levels of service; and accommodates the personal/family needs of the employee.

If an FWA is approved, it will be implemented for a specified, predetermined period of time, not to exceed one year. The department will evaluate the effectiveness of the FWA after six months and at every annual performance appraisal. The FWA can be extended only by mutual agreement of the employee, supervisor, CHS Dean & University. Approved copies of the FWA and Telecommuting requests will then be sent to Departmental HR Liaison, CHS HR & Office of Human Resources. If changes are made to the FWA or the employee returns to the original schedule/location, the designated HR Liaison must alert CHS HR, Office of Human Resources and HR Systems to this change.

Cc: Attendance Policy (4-43)
Flexible Work Arrangements (4-114)
Flexible Work Arrangement Request Form
Telecommuting Request Form
Business Cards
For business card ordering please see your departmental HR Liaison.

Building Access
- Keys – Each unit distributes keys to their new employees. Please work with your unit/department liaison to secure the necessary keys (building, office, etc.).
- Fobs – Each employee working at the STAR HSC and The Tower at STAR should have their own fob to access the building.
  Requests for fobs can be made by completing the online form on the College’s Intranet page: http://www.chs.udel.edu/chs-intranet/ (password: CHS2017) and is listed under “Forms & Policies.” Once a fob has been issued it can be picked up from the front desk. Fobs are for work purposes only and should be returned on your last day of work.

Campus Map: https://www1.udel.edu/police/downloads/walkaboutmap.pdf

CHS Intranet Page
The College’s Intranet page has additional resources including templates and forms for use by CHS employees. The site can be accessed from the CHS homepage menu or at: chs.udel.edu/chs-intranet/ (password: CHS2017).

Emergency Procedures
University employees can register for UD Alerts to be sent via text (www1.udel.edu/alert/alert-instructions.html) or through other mechanisms (www1.udel.edu/alert/index.html).

EMERGENCY: 9-911 (officer and ambulance will be automatically dispatched)
- Provide the location of the emergency
- Stay on the line with the operator
- Clear your area of obstacles

Parking Lot Safety: Blue light phones connect directly to UD police.

Evacuation/Fire:
- Leave building – bring keys to vehicles and outerwear if easily accessible.
- Do not close door and remain in office
- Convene in parking lot far away from paths of emergency vehicles
- Stairwells are emergency shelter if your exit from the building is blocked
- Check with your unit/department for additional unit-specific specific instructions.

Non-Emergency Campus Police:
x2222 (officer will NOT be automatically dispatched, decision will be made on the line)
- Suspicious activity
- Distressed person (i.e. mental health issues)
Health & Wellbeing

Health & Wellbeing services open to UD employees, include:

Delaware Physical Therapy Clinic 302.831.8893
Full service clinic specializing in:

- ACL rehab
- Arthritis pain
- Balance/falls
- Concussions
- Dizziness/vertigo
- Ergonomic and work-related injuries
- Hip, knee, foot, ankle
- Neurologic conditions for older adults

- Parkinson's Disease therapy
- Post-surgical care
- Shoulder, elbow, wrist/hand
- Spine (neck and back pain)
- Sports and orthopedic injuries
- Stroke
- Total joint replacement

Employee Health & Wellbeing 302-831-8388
The Employee Health and Wellbeing Program is a benefit that serves to support and foster an inclusive and engaging culture of health and wellbeing here at the University of Delaware. The workshops, programs, activities, individual counseling and customized departmental services are designed to meet the diverse needs of our faculty and staff. As part of the comprehensive benefits package, employees and retirees of UD receive Wellness Dollars to defray the cost of participating in wellbeing, fitness and recreational activities. Visit the www.udel.edu/wellbeing to learn more about all of the programs and services offered.

Nurse Managed Primary Care Center 302.831.3195
Offers comprehensive, holistic, primary care by developing interdisciplinary plans to achieve and maintain wellness.

- Complete physicals with focus on health promotion and disease prevention
- Adult immunizations (including flu shots)
- Illness treatment such as: red eye, ear aches, sinus infections, sore throats, upper respiratory tract infections, etc.
- Chronic disease management
- Ability to login to a secure patient portal to request an appointment, a medication refill, or communicate directly with your provider.

Speech-Language-Hearing Clinic 302.831.7100
Evaluates and treats children and adults having communication disorders. Children and adults diagnosed with speech, language, or hearing impairments may receive individual or small group treatment services:

- Articulation
- Voice
- Motor speech disorders
- Swallowing disorders
- Cognitive-communication
- Oral and written language
Inclement Weather/Closures
In the event of inclement weather, the College and STAR Health Clinics will follow any University closings and delays. Please visit the UD home page for weather-related updates. Notice of snow delays are typically made via email and noted on the University website around 6:00am.

Mail
For all buildings except the STAR HSC, incoming USPS mail is delivered through Campus Mail and then distributed across campus. Campus Mail is delivered each day. Campus Mail can accept any mail with/without postage (as long as a department is listed as the return address). USPS delivers directly to the STAR HSC once a day. There is one bin for incoming mail and one for outgoing mail at the main reception desk. USPS can only take mail that includes postage.
For outgoing UPS or FedEx packages: a pickup should be requested directly with UPS or FedEx to ensure it goes out. FedEx Ground will not accept FedEx Express packages—and vice versa.
Your department/unit administrative assistant can provide additional guidance.

Parking
University staff, faculty and students are required to have a permit to park in University designated parking lots. A parking map showing proximity to campus buildings can be found at https://www1.udel.edu/transportation/parking/maps/parkingmap.pdf. Parking permits can be purchased online at http://www1.udel.edu/transportation/parking/ or in person at the Parking Services office in Perkins Student Center.

Payroll
If you need help with anything payroll related please contact the UD Payroll Department at: 302-831-8677 or PR-STAFF@udel.edu

How to view your paystub:
1. Go to www.udel.edu
2. Faculty and Staff Tab
3. Employee Resources
4. WebView
5. Sign-in
6. PayStub Views
*There is a dropbox to choose back dated pay stubs

How to change your direct deposit:
1. Go to www.udel.edu
2. Faculty and Staff Tab
3. Employee Resources
4. Webforms
5. Sign-in
6. Blanks Tab
7. Pay Direct Deposit Form
*Please submit backup documentation to the Payroll Office

To Change your W-4:
1. Go to www.udel.edu
2. Faculty and Staff Tab
3. Webforms
4. Sign-In
5. Blanks Tab
6. Pay W-4

How to change your home address:
1. Go to www.udel.edu
2. Faculty and Staff Tab
3. Employee Resources
4. Webforms
5. Sign-in
6. Blanks Tab
7. HR Employee Emergency Notification Form
Professional Headshots
So that the college has a current photo to use for the CHS website and publications, please contact Cheryl Cunningham, Photo Coordinator in Communications & Public Affairs at 302-831-1150 or ccunning@udel.edu to have a headshot photo taken. It should only take approximately 5 minutes, but Cheryl sets up appointment times to keep things running smoothly so either contact her by phone or email. The photo would be taken in 102 Academy Bldg. which is located at 105 East Main Street in Newark. Tell Cheryl that Barbara Vogt from the CHS Dean’s Office sent you and she will send the proofs to both you and Barbara, so that we will have your photo on file. Barbara will also forward it to our graphics staff and your HR liaison. There are usually 3 poses and you will choose the one you prefer. Please let Barbara know your choice (bvogt@udel.edu) and she will handle it from that point. There is no fee for this service but you do need to make an appointment.

Telephone Services
The Telephone Services website provides information regarding phone equipment, how to set up voicemail, and a host of other information. http://www1.udel.edu/TelephoneServices/conference-calling.html

Training & Development
The University offers an array of programs & resources to support faculty & employees in learning new skills and advancing their careers. http://www.udel.edu/faculty-staff/human-resources/employee-development/
- ULEAD: Recommended for University Leadership, Education and Development
- HR Atlas: HR Appendix of training, learning and HR systems

Employee Development Opportunities
Connecting U: udel.edu/faculty-staff/human-resources/employee-development/

UD REQUIRED TRAINING:

For all faculty & Staff:
Valuing Diversity & Differences for Positive Results
Title 9 (online)
Cyber Security (online)

For Managers:
Management Essentials: Hiring for Success (online)
FLSA Overview for Managers (online)

UD Shuttle
UD Shuttles provide transportation across all parts of campus, including the STAR Health Sciences Complex. During the semester, shuttles run about every 10 minutes. During the summer, about every half hour. Up to the minute shuttle information can be accessed online: http://www1.udel.edu/udshuttle/

University Shuttle Buses run on an abbreviated schedule during University break periods (spring break, winter break, etc.). Buses do not run when University offices are closed. For holidays or other non-typical time periods (e.g. final exam periods), check the Holiday & Special Routes page for schedules.
Hail to thee proud Delaware,
In loyalty we stand.
We give thee thanks
for glorious days
Beneath thy guiding hand.
Full often will we praise thy name,
Thy colors proudly bear;
We lift our voices now to sing
All hail to Delaware.
And then we’ll fight! fight! fight!
for Delaware,
Fight for the Blue and Gold,
And when we hit that line,
Our team is there
with a daring spirit bold
And when we strike with might
Let foes beware
Our glorious name we’ll uphold

And then we’ll fight! fight! fight!
for Delaware,
Fight for the Blue and Gold,
Delaware will shine to-night,
Delaware will shine.
When the sun goes down and
the moon comes up,
Delaware will shine.
And then we’ll fight! fight! fight! for Delaware...