

! Pp t h L t s o n Q P S Q u s X l P P d S S i s t t p S s t u b i S Q S s u b i S l i n o t P b i s t o ! Y ° H s u u o d b i S Q S S t u S Q u s o S S d S p u X
X i l o i S t o o i b P S s t u l i o s l u o b u n n i t u n n u b u b o d i S s t o n S S S S S m P S t s o i b u n t o b l w m t o n n o s t i b o ° P S S i d S u b o S
! Y ° H s u

5. Information below is to be completed by the UTRGV Requestor/Supervisor:

Supervisor Name: _____ Supervisor Email: _____

Supervisor UTRGV ID: _____ Supervisor Phone Number: _____

Supervisor's Department: _____ Building: _____

Room Number: _____ Start Date of POI account: _____ End Date of POI account: _____

Division: _____ POI Title: _____

For a definition of the titles below, please visit the HR [website](#)

Select one of the titles below:

- POI Community Faculty
- POI ROTC
- POI Collaborator
- POI Visiting Scholar
- POI Guest
- POI Volunteer
- POI Vendor/Contractor
- POI Instructor
- POI Clinical Community Faculty

Reason for Access:

Is the POI expected to utilize their POI account on a daily basis through the end date stated above? Yes No.

If not, what is the expected frequency and duration of the POI activities through the stated end date: (e.g., 1 visit/ activity every 3 months lasting 1-2 days):

Frequency: _____ visit/activity every _____ week(s) OR _____ month(s)

Duration: _____ hour(s) OR _____ day(s) per visit.

POI Campus Location:

Edinburg

Other

Brownsville

Off campus/Fully Remote

McAllen

Hybrid (On campus & Remote) If hybrid, please indicate the

Harlingen

[frequency](#) and duration of onsite activities:

Questions for the UTRGV Department

Section 1: Additional Access

If no additional access will be provided, please select the first checkbox and move to Section 2.

The POI applicant will **not** receive any additional access privileges through the designating department. Physical keys and electronic access, through a key card or ID badge, to UTRGV controlled buildings (requires appropriate approval – contact hpartners@utrgv.edu for more information)

Section 2: POI Activities

Check the box if any answers are a “Yes”

A “Yes” response to any of the following questions may require additional training.

Yes No

1. Will the POI work directly with minors?
2. Will the POI be interacting with any UTRGV student in a role of authority? For example, will the POI be teaching classes or skills to students, mentoring students, or assigning work or projects to students?
3. Will the POI engage in any of the following activities? (Required) Teaching, lecturing, or assisting with labs or students’ research in any capacity?
4. Interact with current or former students or their data and/or records in any format?
5. Requiring access to any student data from, or access to, platforms including, for example:
 - the student information system (Banner) and/or Degree Works
 - the learning management system (Blackboard or Brightspace)
 - EAB Navigate or similar advising tools
 - University recreation or housing systems
 - Admissions databases for any dual enrollment, undergraduate, graduate, professional, or post-professional students
 - Student databases and/or applications managed at the IT level
6. Maintaining a presence at a UTRGV clinical facility providing UT Health RGV patient care, patient advice or any other service to patients?
7. Have access to UTRGV patient records?
8. Billing for services provided at any of the UT Health RGV clinical facilities?
9. Supervising SOM residents or healthcare professionals during their clinical rotations?
10. Interacting with any UTRGV students in a role of perceived authority? For example, will the POI teach a class or skills to students, formally mentor students, or assign a project or task to students?
11. Assisting faculty or students with lab work or research in any capacity?
12. Interacting with current or former students, their data, or their records in any manner?

Section 3: Conflict of Interest

Does the POI have any ownership interest in a company or ongoing ties to the government or political system of a foreign adversary as defined by the U.S. Department of Commerce? _____

Section 4: Supervisor Responsibilities

By proceeding with this request, I acknowledge the following:

- The POI cannot be the supervisor of a UTRGV employee, including a student employee, nor can they be the supervisor of another POI. Exceptions must be approved in writing by the Division head and Human Resources.
- The POI will complete all assigned UTRGV compliance training as required within 30 days of the POI start date. The POI risks losing all access privileges if any training is incomplete by deadline.
- The POI may not serve on a search committee as a faculty voting member.
- The POI may not be reimbursed for any expenses.

- The POI may not make purchases or possess a Pcard.
- The POI may not drive university vehicles.
- I will provide the POI the UTRGV Standards of Conduct Guide on the POI start date.

If you have any questions regarding supervisor responsibilities, please contact hrpartners@utrgv.edu.

Supervisor Signature

Date