

This Application is intended for an individual who is not an employee or a student and is formally designated by a UTRGV employee/ department to be granted a temporary affiliation to the university in order to support institutional activities for a short term or limited purposes. The individual is not compensated for the activities through a fee-for-services agreement or otherwise paid directly by UTRGV. Any member of the university community, including a person who holds a university faculty appointment such as POIs and community faculty, are subject to appropriate oversight of outside activities to successfully manage potential conflicts of interest as critical to the success of the University.

First and Last name	Date of Birth
Cell Phone	Home Address
State, City and Zip Code	Personal Email
Emergency Contact Name, Phone Number and Relation	UTRGV email
Gender	United States Citizen
Are you related to any UTRGV employee? If yes please name the employee.	Do you share a residence with any member of UTRGV? If yes please name the employee.

UTRGV Department

1. The requestor /Supervisor must submit the appropriate approval from the Dean, Associate VP, or higher.
 - a. POI Approval Form Template
 - b. Note: An approval email or a contract/ MOA is also acceptable to attach.
2. The requestor / supervisor will share the Criminal Background Check (CBC) link with the POI applicant and inform the POI to complete with in 24 HRS of completing this form.
3. Note: The POI application will not be reviewed without completion of the criminal background check.
4. All POI assignments will be disabled at the end of the fiscal year, August 31, or by the end date entered below, whichever comes first. If continuation of access is needed, please contact hrpartners@utrgv.edu.

UTRGV Department contd. – Information below is to be completed by the UTRGV Requestor/ Supervisor:

SUPERVISOR NAME

Supervisor Email

SUPERVISOR UTRGV ID

Supervisor Phone Number

SUPERVISOR Department

Building/ Room Number

POI Start Date- End Date

POI Title / Division

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

Select one of the titles below:

- | | |
|---|--|
| ☐ POI Community Faculty | ☐ POI Visiting Scholar |
| ☐ POI ROTC | ☐ POI Guest |
| ☐ POI Collaborator | ☐ POI Volunteer |
| ☐ POI Instructor | ☐ POI Vendor/Contractor |
| | ☐ 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 ?

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):

POI Campus Location:

- | | |
|-----------------------------------|--|
| ☐ Edinburg | ☐ Other |
| ☐ Brownsville | ☐ Off Campus/ Fully Remote |
| ☐ McAllen | ☐ Hybrid (On Campus & Remote) If hybrid, please indicate |
| ☐ Harlingen | the frequency and duration of onsite activities: |

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 designated 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.)

POI Activities

- | Yes | No | |
|--------------------------|--------------------------|--|
| ☐ | ☐ | 1. Will the POI work Directly with minors? |
| ☐ | ☐ | 2. Will the POI be interacting with any UTRGV students in a role of authority? For example, will the POI be teaching classes or skills to the 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: <ul style="list-style-type: none"> a. the student information system (Banner) and/or Degree Works b. the learning management system (Blackboard or Brightspace) c. EAB Navigate or similar advising tools d. University recreation or housing systems e. Admissions databases for any dual enrollment, undergraduate, graduate, professional, or post professional students f. 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 Clinic facilities. |
| ☐ | ☐ | 9. Supervising SOM residents or healthcare professionals during their clinical rotations? |

Foreign Adversary 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? _____

Supervisor Responsibilities – (if you have any questions, please contact hpartners@utrgv.edu)

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.

Supervisor Signature: _____

Date: _____