

## **Designated Campus Colleague (DCC) protocols – Nutritional Sciences**

The Department of Nutritional Sciences welcomes visiting faculty, scientists, and collaborators to establish their association with us as a Designated Campus Colleague. The DCC status identifies contributions and collaborations with and to our academic and research mission. Because a DCC may be granted access to UA systems and other privileges, it is imperative that we grant this status only to those who are *actively* contributing to our mission. These DCC affiliations are not intended to continue year-to-year without an active purpose and contribution. Each year, you will be asked to affirm, in writing, the continuing nature of the contribution and status, or to confirm that the status is no longer required.

Review the appropriate category described below and request either a [DCC Worksheet](#) or an [Intermittent/Occasional volunteer form](#) from the Business Center. When complete, send this form to Angelica Aros ([aros@arizona.edu](mailto:aros@arizona.edu)) for processing. For DCCs in the Associates category, a current CV or resume must also be provided.

### **DCC Worksheet is used for:**

#### **Associates**

Individuals such as unpaid faculty, principal investigators, visiting scholars, dissertation committee special members, and others who are regularly engaged in activities that directly support the University's teaching and research mission.

#### **Independent Contractors**

Individuals who perform services as a "business entity" or with a contracted business entity rather than as employee. The department only determines what an independent contractor/contractor will do or what results will be produced, not how the work will be performed. This DCC relationship is for independent contractors/contractors who need access to systems or services to perform their contracted services.

#### **Interns**

Interns who are participating in an unpaid, structured learning experience in a work setting at the University in order to enhance their understanding of their career field of choice. Internships are short-term (generally one summer or one semester). They are distinguished from a Volunteer or Associate relationship by the fact that internships have learning objectives and the primary benefit is for the student intern.

#### **Department Intern**

Individuals who meet the definition for Interns (above) and who (a) do not need access to University systems or services, (b) will not perform security- or safety-sensitive or export control duties, and (c) do not have assignments that involve interacting with non-enrolled minors or require specialized University training.

#### **Department Volunteers**

Individuals serve the University's mission assisting departments as docents, coordinators, or with other department-specific support functions. Volunteers are eligible for NetIDs and University email accounts which may be used to access University systems, services, and specialized University training. They

may perform security- or safety-sensitive or export control duties but may not have assignments interacting with non-enrolled minors.

**IOV form is used for:**

**Intermittent/Occasional Volunteer**

Individuals who support special events, cultural activities, docents and other University sponsored activities. IOVs do not need access to University systems or services, will not perform security- or safety-sensitive or export control duties and do not have assignments interacting with nonenrolled minors, and/or requiring specialized University training.

More information can be found here: <https://hr.arizona.edu/workforce-systems/uaccess-resources/designated-campus-colleagues>

DCC Self Service Guide: [https://hr.arizona.edu/sites/default/files/hr/Workforce-Systems/training-guides/DCC\\_Self\\_Self\\_Service\\_Guide.pdf](https://hr.arizona.edu/sites/default/files/hr/Workforce-Systems/training-guides/DCC_Self_Self_Service_Guide.pdf)

DCC Self Service Quick Access: [https://hr.arizona.edu/sites/default/files/hr/Workforce-Systems/training-guides/DCC\\_Quick\\_Reference\\_Self\\_Service\\_Guide.pdf](https://hr.arizona.edu/sites/default/files/hr/Workforce-Systems/training-guides/DCC_Quick_Reference_Self_Service_Guide.pdf)