

## Designated Campus Colleague (DCC) protocols – Biosystems Engineering

Biosystems Engineering welcomes visiting faculty, scientists, and collaborators to establish their association with us as a Designated Campus Colleague (DCC). The DCC status identifies contributions and collaborations with and to our academic, research, and/or extension missions. 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.

The procedure to become a DCC is:

1. A departmental faculty (including jointly-appointed faculty members) or staff member requests to the department head that a person become a DCC (indicating the type of DCC being requested), and thus becomes the sponsor.
2. The department head approves/denies the request and has the administrative associate start entering data into the appropriate UA worksheet.
3. The administrative associate submits the worksheet to the proposed DCC along with any other requests (e.g., submitting a current CV) needed to complete the DCC process and cc's to Business Center.
4. The DCC completes the worksheet and returns it with any additional requested documentation to the BE Administrative Associate.
5. The Administrative Associate forwards the DCC packet to the Business Center.
6. The Business Center enters the required data into the UA system.

NOTE: There are various types of DCCs. Review the appropriate category described below and request either a [DCC Worksheet](#) or an [Intermittent/Occasional Volunteer Worksheet](#) 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:

#### **1. 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, research, and/or Extension missions.

#### **2. 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.

### **3. Interns**

Interns who are participating in an unpaid, structured learning experience in a work setting at the University 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.

### **4. 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.

### **5. 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:**

##### **1. Intermittent/Occasional Volunteer (IOV)**

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 non-enrolled 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)