



HEALTHIER WORKPLACES | A HEALTHIER WORLD

# AIHA Academic Portal Procedures

*Drafted November 2022*

AIHA has created a new academic portal (<https://www.aiha.org/public-resources/aiha-academic-portal>) that contains a variety of free educational materials to assist academic faculty in supplementing their occupational and environmental health and safety (OEHS) curricula. These topics are designed to enhance the student learning experience and help them become better-prepared professionals as they embark on their careers.

*NOTE: There are NO restrictions to any of the materials posted on the portal; in theory, anyone from the public could therefore gain access.*

To help guide staff, members, and other stakeholders interested in donating content to the AIHA, the following procedures are required:

1. The contributor completes an [online form](#) that requests the following information:
  - a. Brief statement explaining how they envision the materials might be used by faculty and students
  - b. Copyright release (Refer to the Attachment on page 2)
2. Consistent with AIHA internal IT/web policies, staff determines the appropriate place to post submitted materials. For example, “static” files are generally posted directly to the AIHA web portal in PDF format, whereas videos are linked to a corresponding YouTube or Vimeo site.
3. Staff reserves the right to have materials peer-reviewed by technical experts to ensure content is appropriate and suitable for student audiences. Reviewers may include Michele Twilley, Staff CIH, members of the Academic Advisory Group, and others based on the subject matter.
4. Staff uploads materials to the appropriate place on the Academic Portal and notifies the contributor.



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