



# **2012-2013 Faculty Handbook**

Please send any revisions, suggestions, and/or modifications to [provoff@fiu.edu](mailto:provoff@fiu.edu)

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## VISION:

Florida International University will be a leading urban public research university focused on student learning, innovation, and collaboration.

## MISSION:

Florida International University is an urban, multi-campus, public research university serving its students and the diverse population of South Florida. We are committed to high-quality teaching, state-of-the-art research and creative activity, and collaborative engagement with our local and global communities.

## VALUES:

Florida International University is committed to the following core values:

- Truth—in the pursuit, generation, dissemination, and application of knowledge
- Freedom—of thought and expression
- Respect—for diversity and the dignity of the individual
- Responsibility—as stewards of the environment and citizens of the world
- Excellence—in intellectual, personal, and operational endeavors
- 

**These words, from President Mark B. Rosenberg’s installation speech, capture the essence of FIU’s future:**

*We are here today to celebrate this magnificent institution.*

*We are here today because we care.*

*We are here today because of our hungry heart for FIU.*

*We are here today because of our commitment to the life of the 21st century mind – to learning, to entrepreneurship, research, innovation, and to creativity.*

*We are here today because we know we can work better together to prevent and solve problems using the blessings of our knowledge and passion.*

*We are here today because there is more to be done. In this New Era, students will be at the center, research and creative activity will be the driver, and engagement and partnerships will be the mode.*

## **I. BENEFITS, RESOURCES, AND SERVICES**

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### **1. Human Resources Benefits and Services**

FIU provides a wide range of benefits and services to faculty. The Division of Human Resources' [Benefits Department](#) provides important information concerning various insurance options as well as guidelines for choosing specific plans. Their website also provides a description of tax-sheltered annuity, savings bond, retirement programs, and payroll deduction options.

### **2. Faculty Group Practice**

The FIU Healthcare Network-run [Faculty Group Practice](#) provides healthcare services on the MMC campus for faculty and staff. The group's helpful New Patient Guide is available upon request.

### **3. University Advancement**

The [Division of University Advancement](#) can help you identify and approach private sources of support for research, teaching, and service projects. The office has access to the latest materials on foundation and corporate grants and information on deadlines. It is recommended that you contact the advancement officer assigned to your respective college or school.

### **4. Sabbaticals and Professional Development Leaves**

Sabbatical leaves for tenured faculty are available on a competitive and non-competitive basis. Faculty members who do not hold tenure-earning or tenured positions, and who have three years or more of service are eligible to be considered for professional development leaves. Contract and grant employees are eligible only if the contract/grant through which they are compensated allows for such leave. Leaves are not automatic. For more information visit the [Office of Academic Budget and Personnel](#) website.

### **5. University Webpage**

The FIU [web page](#) is an excellent resource for up-to-date information on FIU programs, policies, and services, and contains pertinent information for faculty. FIU has a news portal: [news@FIU.edu](mailto:news@FIU.edu), which is updated hourly. Almost all departments maintain their own web pages and use RSS feeds to link updates of interest to the FIU community. Visit

the [University calendar](#) for campus-wide events and deadlines.

## **6. Libraries**

The [University Libraries](#) consist of over 1.7 million volumes, and more than 20,000 current serial subscriptions, including over 3,000 journals in electronic full text. The collections are reflected in ALEPH, the online catalog of the State University Libraries of Florida.

### **a. Electronic Access to the Library**

The libraries' homepage serves as a gateway to a myriad of library resources and services. Resources available electronically include: the library catalog, over 250 databases, more than 3,000 online journals, more than 20,000 electronic books, newspapers, digital library materials, and much more. Subject databases across the disciplines are available from various providers such as FirstSearch, Cambridge Scientific Abstracts, and ProQuest.

Among the services accessible from the homepage are online renewals, interlibrary loan, intercampus loan, and Ask-A-Librarian e-mail and chat assistance.

### **b. Borrowing Library Materials**

The [FIU One Card](#) [your picture ID which may be obtained at the ID Office in the Gold Garage] is your library card. Faculty members may borrow circulating materials for a period of three months. Materials may be renewed online to avoid a replacement charge for each item not returned within 30 days after the due date.

### **c. Intercampus and Interlibrary Loan**

Intercampus and interlibrary loan services are available for materials not owned at the FIU Libraries. Requests may be submitted in person or online.

### **d. Course Reserves**

Faculty may place materials on reserve for students to use in specific classes. The reserve system is especially useful when large numbers of students need access to a limited number of copies. When appropriate, materials will be placed on electronic reserve to maximize access. The library will secure copyright permission for copyrighted materials when required.

### **e. Off-Campus Access**

Access to many of the databases offered by the FIU Libraries is restricted to currently registered students, staff, and faculty of the University. When connecting to these services from home you are required to let the system know you are currently affiliated with FIU. The [EZ-Proxy server](#) will verify you as a member of the FIU community and allow access to these resources.

#### **f. Information and Library Instruction**

The libraries seek to promote information literacy through instruction on the organization of knowledge, gathering data using both print and information technology resources, and evaluation of the relevance and authority of information in all its forms. Students will be given several opportunities for library instruction during their undergraduate careers. Library instruction components are currently linked to English Composition courses to teach students basic research skills. Faculty members are encouraged to speak with a librarian or schedule a library instruction session for their students when assigning research projects at both the graduate and undergraduate levels. Library workshops may also be designed for specific departments or faculty groups as requested.

#### **g. Geographic Information Systems and Remote Sensing Centers**

The [Geographic Information Systems \(GIS\)](#) and Remote Sensing (RS) Centers are housed respectively in the Green Library on the Modesto A. Maidique Campus and in the Hubert Library on Biscayne Bay Campus. The Centers support research and teaching for many academic units in the areas of computerized cartography, GIS, RS, 3-D visualization, and spatial statistical analysis and modeling. The Centers also host a graduate certificate program in Geographic Information Systems.

#### **h. Sound and Image**

Resources in a variety of formats are available in the [Sound and Image Department](#), including art slides, music records and scores, microcomputer software, and videocassettes. These materials are primarily available for in-library and classroom use. Some materials may be checked out for home use as well.

#### **i. Adding Books to the Collection**

Additions to library collections may be requested through your departmental library representative. Ask your departmental representative for the user ID and password for your department to access the web request form.

#### **j. For More Information**

For more information on the FIU Libraries' collections, policies, or services, please visit the Libraries' [homepage](#). Locations include the Law Library (located in RDB 2073) and the Steven and Dorothea Green Library (GL) on the Modesto A. Maidique Campus, and the Library Building (LIB) on the Biscayne Bay Campus.

### **7. Statistical Consulting Service**

Academic Affairs and the Department of Statistics provide [statistical consulting](#) to assist faculty members and graduate students with their research and data analysis. You and your graduate students can obtain statistical assistance in a variety of areas including:

- Examination of surveys and questionnaires for validity and reliability.
- Determination of sample sizes and judgments about response rates.



- Help in setting up code sheets.
- Help in running the programs for data analysis.
- Interpretation of computer printouts of statistical results.
- Editing drafts of the statistical results and conclusions.
- Help with the statistical sections of any journal articles you might be reviewing.
- Advice on the statistical sections of grant proposals.
- Service on graduate committees and statistical help for graduate student research.

In addition, the Statistical Consulting Service conducts overview lectures on statistical packages at the beginning of each semester and, upon request, provides introductory lectures on these packages for individual classes. For more information call (305) 348-2261.

## 8. Division of IT and University Technology Services

[UTS](#) is the central technology resource provider at FIU. Its mission is to provide leadership, consultation, access, and support for technology that serves UTS customers and FIU's academic, research, and business goals. Services most relevant to the faculty include:

- a. Customer Care / Support Center:** One-stop Help Desk for technology support; self-service web site including technology Knowledge Base. Call (305) 348-2284 or visit the support center [online](#).
- b. User Account Management:** Web accessible FIU E-mail accounts; network accounts for file sharing; Solix/Unix computing and web site accounts. Please visit us [online](#).
- c. Networking / Connectivity Services:** High-bandwidth and robust campus network infrastructure; wireless connectivity in key locations. Please visit the [website](#) for more information.
- d. Site-licensed software:** Discounted or free applications [software](#) purchased via volume-based licenses, such as Microsoft Office, McAfee Anti-virus, SPSS, SAS, Adobe products, etc.
- e. UTS Training Center:** Hands-on [technology training](#) for faculty and staff: MS-Office, MS-Windows, web design, and more.
- f. Media Equipment & Engineering Services:** E-classroom planning & operation, checkout of AV / IT equipment for class presentations: projectors, TVs, VCRs, tape recorders, camcorders, laptops, etc. See the unit's website is [here](#).

- g. Broadcast Video Production:** Technical, creative, and professional services in the production of video, audio, and multimedia programs for instruction, research, training, general information, and promotion purposes.
- h. Instructional Design:** [Instructional design services](#) are available on a one-on-one basis and are tailored to your individual needs, whether you want assistance in a specific area, or want to collaborate in the design or redesign of a course from start to finish.
- i. Instructional Photography & Graphics:** Faculty have access to [photographic and graphic design services](#) for instructional, research, promotional, and presentation purposes.
- j. Computing Labs:** There are five “open” and eight instructional/research labs at the Modesto Maidique and Biscayne Bay Campuses, with state-of-the-art workstations and software as well as direct FIUnet/Internet [access](#).
- k. Resource Center for Educational Technology:** [The Resource Center](#) is a place for faculty to explore possibilities, create dynamic materials for their courses and collaborate with colleagues. In addition to traditional computer workstations, the Resource Center also offers a video editing suite, audio recording/editing suite, digital copy stand, flatbed and film scanners.
- l. Hardware Maintenance:** On-campus [repair and maintenance of personal computers](#) and peripherals.
- m. Enterprise Web Services (EWS):** Provides [web services for the university community](#). Provides services with creating interactive presentations and sites to web programming and analytics, web projects etc.
- n. ShopUTS:** Take advantage of [ShopUTS](#), your online university-shopping cart. With a click of your mouse you can purchase software and hardware for personal use at substantially discounted prices.

## 9. Employee Assistance Program

The [Office of Employee Assistance](#) (OEA) at FIU provides free, confidential assistance to help employees and their families resolve problems that affect their personal lives or job performance. The mission of the Program is to enhance the quality of life of faculty and staff, to improve personal and organizational effectiveness, and to create a healthier campus community by providing mental health assessment and referral, group development facilitation, and educational/training programs. Assistance may be provided to department heads and supervisors to assist with workplace issues. Please visit the

OEA website for information on how to schedule a (confidential) appointment or to speak with the OEA Director.

## **10. Campus Recreation**

Recreation Centers are open on both the Modesto A. Maidique and Biscayne Bay Campuses. These state-of-the-art facilities offer a variety of strength and cardio fitness equipment, and group fitness classes including: aerobics, yoga, spinning and more. Both campuses house basketball/volleyball courts, jogging trails, tennis courts, and locker rooms with showers.

The Biscayne Bay Campus includes an Aquatic Center, and offers kayaking on the bay; while the Modesto A. Maidique Campus includes indoor basketball courts, and a lighted recreation field. For up-to-the-minute details, membership fees, and other programs and services available to FIU faculty, please see the [Recreation Services' web site](#).

## **11. Children's Creative Learning Center**

The [Children's Creative Learning Center](#) on the Modesto A. Maidique Campus is an educational preschool for children, ages 2½ to 5 years. The center is an educational research center for child development that provides developmentally appropriate, hands-on experiences that encourage each child to work towards his/her maximum potential. Children of students, staff, faculty, alumni, and the community are eligible for enrollment.

## **12. Faculty Club**

The [Faculty Club](#) on the Modesto A. Maidique Campus is located in GC 118. The dining room has tables available for lunch reservations, along with two small meeting rooms. Membership to the Faculty Club requires a \$50.00 per-year fee, which also entitles you to bring guests.

## **13. The Wolfe University Center**

The [Wolfe University Center](#) is the community center on Biscayne Bay Campus for any student, staff, faculty member, or guest. It hosts national and regional conferences and has a variety of meeting spaces available, ranging from an intimate gathering room to a 300-seat auditorium equipped with up-to-date technology. The Center also houses the

University Credit Union, ID office, food court, campus operator and information desk, fitness center, counter for discount theatre tickets for local and touring Broadway productions, Student Affairs Department, campus bookstore, and a host of other services. For additional information regarding Campus Life events, scheduling space, or submitting grand marquis announcement requests see the Wolfe University Center website.

#### **14. Disability Resource Center**

There are a number of resources available to faculty and students with disabilities. The [Disability Resource Center](#) provides sign language interpreters, note takers, readers, and research assistants for students who are unable to use the library. It also assists faculty in adapting tests for disabled students and it provides some specialized equipment. It is essential that faculty abide the Federal laws governing the treatment of students with disabilities. If you are a faculty member with a disability, the university will provide you with reasonable job accommodations. In order to apply for accommodation, you will need to fill out a [Request for Accommodation of Applicant/Employee form](#), which your department chairperson, or dean will then forward to Human Resources.

#### **15. Tuition Waivers and Degrees**

Faculty members, as full time State employees,, may be allowed to enroll for up to six (6) credit hours of courses per term on a space-available basis, provided they meet the criteria specified by the [Office of the Registrar](#). In addition, the [University Graduate School](#) has also published a set of guidelines with respect to graduate degrees. As defined by the Florida Administrative Code, a member of the faculty may not pursue a graduate degree in the same school or college to which he/she is appointed.

## **II. TENURE, PROMOTION, AND EVALUATION**

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### **1. Tenure and Promotion**

Two important documents govern the promotion and tenure of faculty members on tenure-earning lines. The first is the University's [Tenure and Promotion Manual](#), which discusses the University's criteria for tenure, and promotion, including eligibility, and also describes the University's procedures. Individual academic units (schools, colleges, and departments) may have additional criteria and procedures as well.

The second document is the [Collective Bargaining Agreement](#), informally called the *Contract* or *CBA*. The terms and condition of tenure and promotion for bargaining-unit faculty are to be found in the *Collective Bargaining Agreement*.

## 2. Summary of the Collective Bargaining Agreement

The *Collective Bargaining Agreement* is a labor contract negotiated between representatives of the Board of Trustees (BOT) and representatives of the United Faculty of Florida (UFF) at FIU. The UFF-FIU is the local chapter of the Florida State University System faculty union. The Agreement contains management rights, employee rights, and a number of significant [policies](#) posted online.

The provisions of the *Collective Bargaining Agreement* and BOT-UFF policies apply to all members of "the bargaining unit." The bargaining unit includes all regular faculty, tenure earning or not, and librarians. Those excluded from the bargaining unit include: chairpersons, faculty in the College of Law and the College of Medicine, assistant and associate deans, deans, the Chairperson of the Faculty Senate, and those with higher-level administrative titles. Non-bargaining unit faculty however, are subject to other University policies; such faculty should check with their chairperson and dean for unit level procedures. If you are unsure of your status, check with your chairperson or dean.

Should a member of the bargaining unit believe that a violation of the *Collective Bargaining Agreement* has occurred, members may present grievances by following the procedures outlined in Article 10. Alleged violation of bargained policies is reviewed under the Neutral and Internal Resolution of Disputes procedure. A grievant can choose to be represented by the United Faculty of Florida (UFF), by an attorney, or by him/herself. The [UFF](#) has an office located in PC 111.

## 3. Faculty Assignments and Evaluation

Faculty must be notified of their assignment for the year in writing at the beginning of employment, and at the beginning of each academic year. Most faculty will have assignments in teaching, research, public and/or professional service, and/or University governance. Some will have administrative assignments or assignments in curriculum planning and development. In most units, the assignment is given on a standard form and the assignments may be made in terms of course schedules or time percentages (e.g. 50% teaching, 10% advisement, 30% research, 10% service). Assignments will vary from unit to unit and sometimes from individual to individual. However, tenure-earning faculty who are not already full professors must be given assignments that provide equitable opportunities in relation to others in the department in order to meet the criteria for promotion and tenure. Your supervisor (chairperson, dean, or director) must contact you before making your assignment final.

The assignment of responsibilities is important because your annual performance evaluation is based on your assigned duties. Your annual evaluation must be submitted in writing, and you have the right to discuss it with your supervisor before it is placed in

your evaluation file. The evaluation must be signed and dated by you and by your supervisor. You have the right to attach a concise statement to your annual performance evaluation, and you are entitled to a copy of the evaluation. Your performance evaluations will be included in your tenure and/or promotion file should you be a candidate for either.

The annual performance evaluation is very important because personnel decisions such as tenure, promotion, and raises are partially based on it. Your annual evaluation must be written within 30 days of the end of the academic year, for most faculty that would be within 30 days of the end of the spring term.

If you hold a teaching assignment, your annual performance evaluation will also include an evaluation of your teaching. Your student evaluations will be a part of this process, and in addition, you have the right to submit any material relevant to your teaching assignment, for example: syllabi, course materials, etc. The performance evaluator must take all submitted items into consideration.

You are also entitled to annual appraisals conducted by your supervisor of your progress toward tenure and promotion. See the Tenure and Promotion section above.

For bargaining-unit faculty the assignments and evaluations are governed by the BOT-UFF negotiated policies. Non-bargaining faculty should check with their chairperson or dean for policies relevant to their unit.

#### **4. Faculty Evaluation File**

The Faculty Evaluation File is the only resource used in the evaluation process, excluding tenure and promotion files. The official personnel file, maintained by the Office of Human Resources, is not used for tenure, promotion, or salary decisions. The evaluation file is kept in the departmental or dean's office.

Like student files, faculty evaluation files are confidential. Only individuals authorized by the University or by you can have access to your file. With the exception of student evaluations solicited as part of the regular evaluation procedure, no anonymous material can be placed in your evaluation file. If student comments from routine student evaluations are included in your evaluation file, all student comments obtained from a given course must be included. Neither you nor the Administration can pick and choose.

It is a good idea to examine the contents of your evaluation file periodically, which you have the right to do with reasonable advance notice. The assignment of duties, the annual performance evaluation, and the evaluation file are all closely tied to personnel actions like promotion, tenure, and raises.

## 5. Promotion of Lecturers and Instructors

Since the academic year 2010/2011, instructors and lecturers have the opportunity to be promoted to Senior Instructor or Senior Lecturer. The objective of a promotion track for non-tenure-track instructors and lecturers is to build a stronger University through the recognition of their outstanding academic performance and contribution to the University. For further information, please visit the [Academic Affairs faculty resources website](#).

## 6. Non-Reappointment

If you are a non-tenured faculty member and your contract is not renewed, the notice to which you are entitled will depend on your circumstances. Bargaining unit faculty members should review the policy on the [Separations of Employment website](#). Non-bargaining unit faculty should check with their chairperson and dean for unit level procedures. If you are unsure of your status, check with your chairperson or dean.

# III. WORKING CONDITIONS

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## 1. Faculty Administrator Assessment System

The [Faculty Administrator Assessment System](#) (FAAS) gives faculty an opportunity to annually assess their respective administrators (for most that will be the College Dean, Associate Deans, Assistant Deans, Department Director, and Department Chairperson). The system is designed to collect assessment responses/comments online while maintaining the participants' anonymity. The [Office of Planning and Institutional Research](#) is available to answer any questions regarding this process. The Provost notifies faculty of FAAS in advance via e-mail.

## 2. Smoke and Tobacco Free Campus

Effective January 2011, the Florida International University Board of Trustees approved the [University smoke and tobacco-free regulation](#), joining a growing national trend on university campuses that is intended to promote healthy living. Smoking and the use of tobacco products is prohibited on all university-owned properties, including Modesto A. Maidique Campus, Biscayne Bay Campus, Engineering Campus, recreational facilities, residential facilities, and all parking lots and garages.

### 3. Division of Research

The primary commitment of the [Division of Research](#) is to support the University's research mission, and to promote research development. The mission of the Division of Research is to provide leadership in research administration, to support the research endeavors of the University's research community in order to catalyze research productivity, provide research infrastructure in support of the University's strategic research goals, and ensure the responsible stewardship of research activities.

The Division of Research accomplishes its mission by minimizing the impediments to research activity, promoting research conduct that meets the highest standards of ethical integrity, and ensuring that research activity is compliant with all local, state, and federal regulations.

The Division of Research has various components that provide up-to-date knowledge and expertise. These include:

- a. **Office of Sponsored Research Administration** consisting of Pre-Award, Post-Award, and Research Decision Support.
  - i. **Pre-Award** personnel provide training and expertise designed to better acquaint the University community with the tools and resources available to identify funding opportunities, and to successfully prepare a winning proposal according to sponsor guidelines and legal/regulatory requirements. If the sponsor awards a proposal, Pre-Award negotiates and executes the award with the sponsor and works with Post-Award to authorize the establishment of the award for the project and have a Project ID processed so that the Principal Investigator may begin the project. Once the Project ID is issued, the fiscal administration of the project is managed by Post-Award. Pre-Award also assists with several post-award items such as the preparation of sub-awards, consulting agreements, certain prior approval requests, and no cost extensions.
  - ii. **Post-Award** works with the Principal Investigator and his/her staff to monitor the financial aspects of all awards from the initial project set up to the final project closeout. This includes all financial reporting, invoicing, and collections along with approvals of various expenditures and budget modifications.
  - iii. **Research Decision Support** provides internal consultative support to the Division of Research in matters relating to technology and business process optimization. The team has a high degree of technical expertise in Research Information Systems as well as extensive experience providing decision and implementation support for key projects affecting the Division of Research.



- a. Office of Research Integrity** committed to setting the highest standards of quality research, and to the continued success of its researchers by developing, implementing, and evaluating operational policies and procedures that are related to human subject protection, animal welfare, research safety, research misconduct, export controls, and recombinant DNA. FIU operates a centralized program to review all human subjects' research: the [Institutional Review Board \(IRB\)](#). The purpose of the FIU IRB is to assure that the rights and welfare of the human subjects are adequately protected in research. The IRB reviews projects in a wide range of medical, social and behavioral fields.
- b. Office of Research Development (ORD)** whose mission is to engage FIU researchers in the development of interdisciplinary research, and to support the research needs of faculty, postdoctoral fellows, and students. The Office provides an array of services ranging from one-on-one consultation, to the coordination of University-wide seminars and training workshops. Other services include:

  - i.** Providing internal funding mechanisms such as bridge funding, new researcher awards, and others that help expand research capabilities and opportunities throughout the University.
  - ii.** Advising interdisciplinary research teams on proposal development strategies.
  - iii.** Maintaining research space, including allocating space, and upgrading existing facilities.
  - iv.** Coordinating with the colleges to accommodate new faculty hires and assisting in their transition to the FIU systems.
- c. Office of Budget and Cost Analysis** manages the budget for the Division of Research, as well as the budget exception process for research funds, and has oversight for department IDs assigned to research funds. The office negotiates new facilities and administrative (F&A) rates, as well as the distribution of the F&A to colleges/departments. Responsible for the approval and monitoring of research service centers and performing cost analysis for the Division of Research. The office provides administrative support to the FIU Research foundation.
- d. Office of Intellectual Property Management** is primarily responsible for the management of disclosures, inventions, and patenting. The office also manages the evaluation of disclosed technology, through assessment of patentability, economic value, and other factors that could affect its commercialization.

If you plan to seek outside funding for your research or training projects, be sure to contact the Division of Research. The Division acts as a clearinghouse for all University proposals and related incoming grants and contracts. The Division of Research must approve all proposals before they can be submitted to the granting

agency. See the Division of Research policies and procedures in the [University Policy Library](#).

#### **4. Taking University Property Off-Campus**

University property can be taken off-campus only by special arrangement. In order to do so, you must fill out the [Authority for University Property to be Used Off-Campus](#) form. Your department chairperson, program director, or dean must also sign this form. This procedure applies to all major items, such as personal computers, laboratory equipment, etc.

#### **5. Travel and Reimbursement Policies**

##### **a. Travel**

Each academic unit has its own policy for allocating travel money. In some units, each faculty member is entitled to a set dollar amount per year; in other units, travel money is allocated on a case-by-case basis. You should check with your chairperson, director, or dean regarding how travel money is allocated in your unit.

Budget exigencies have a profound effect on travel policies and may necessitate the need to limit travel. Be sure to find out what the exigency travel policies are in your unit.

Anytime you plan to travel on University business, a Travel Authorization form must be submitted on-line in the [PantherSoft Financials System](#). You are encouraged to discuss the procedures and requirements with your chairperson and/or departmental secretary.

##### **b. Reimbursement**

If your trip falls under the travel guidelines issued by your unit, the University may reimburse you for applicable travel costs up to the amount you have been allocated. Reimbursement is, of course, dependent on available funds. Travel expenses eligible for reimbursement include: airline tickets, car rentals, taxis, tolls, parking, business telephone calls, *per diem* expenses, conference fees, and if you are traveling to or from a foreign country a departure tax. There are limits on reimbursements, so please consult with your chairperson and departmental secretary before you travel. Receipts must be retained for reimbursement – **be sure to keep your airline ticket coupon, hotel bills, and obtain original receipts for taxis, tolls, parking, etc.**

There are two travel cards that can be used to cover approved travel costs: a Departmental Travel Card, used to charge airfare, hotels, registration, and other expenses for department members and candidates, and an individual Travel & Entertainment Card (T&E Card) for individual travelers who travel three times or more a year. For information on travel cards, see your chairperson and/or departmental secretary. For additional information, contact the [Controller's Office Travel Section](#) at (305) 348-2438.

**c. State of Florida Purchasing Card**

The University offers a [Commodity Card](#) to individual departments, which is used for the purchase of office supplies, etc. See your departmental secretary for office procedures regarding such purchases.

**6. Contract Authority**

Only certain University administrators have contract authority. Do not make purchasing commitments without going through the proper channels. If you order an item in the name of the University without authorization, you may be required to pay for it yourself.

**7. Telephone System**

All FIU campuses operate with the [VoIP telephone system](#). VoIP stands for Voice over Internet Protocol, which essentially means that voice services are transmitted via the Internet. The VoIP system at FIU provides the University with:

- A Unified Dialing Plan that features intercampus 5-digit dialing.
- A Unified Messaging environment that integrates FIU's Microsoft Exchange 2010 email servers for remote retrieval of voicemails via Outlook email.
- A standard Caller ID, Call Directory, Corporate Directory, and On-line Speed Dial and Call Forwarding for Cisco 7960 IP Phones.
- Improved reliability and reduced redundancy of both network and voice services.

**8. Parking**

You must have a faculty parking decal to park in the faculty spaces. You can obtain a decal by paying the appropriate fee at the [Department of Parking and Traffic](#).

If you park on campus without a parking decal, you will be ticketed. The University police are certified law enforcement officers; therefore the tickets they issue cannot be ignored. If you are issued a ticket you feel is undeserved, you can appeal it through the University Traffic Appeals Board. Appeal forms are available at the Department of Parking and Traffic on each campus.

One-semester parking decals are available for adjunct faculty and others who are teaching part time.

**9. Stolen Property**

The University is self-insured; therefore, personal property stolen from your office is not insured. It is not a good idea to keep things of value there. If you do, seek insurance coverage for that property. If University property is stolen you should inform both your chairperson or dean's office and FIU's [Police Department](#).

## **10. Firearms**

State law prohibits firearms on campus except for authorized bearers (i.e., the police). If you observe an armed individual, you should call the Campus Police immediately. Concealed weapons permits are not valid on University property.

## **11. HIV/AIDS Policy**

Florida International University is committed to providing students, faculty, staff, and the South Florida community with education on the nature and transmission of the HIV Spectrum Disease. It is the policy of Florida International University to recognize the rights of persons with HIV Spectrum Disease to an education and/or employment and the right of all students and university employees to be protected from discrimination.

Florida International University will be flexible in its response to incidents of the disease on campus, evaluating each occurrence in the light of its general policy with latest medical information available. A university committee consisting of faculty, staff, health professionals, and student representatives selected by the University President shall be responsible for implementing and administering the SUS Policy on HIV/AIDS in specific cases and coordinating the University's efforts to educate the University community and the local community concerning the prevention of HIV Spectrum Disease. [The University Health Services Center](#) offers anonymous and confidential HIV Testing for students and faculty/staff and also sponsors periodic free tests on-campus performed by the local public health department.

## **12. Unsafe Conditions**

Any unsafe conditions on campus should be immediately reported to the Director of Risk Management and Environmental Health and Safety. Unsafe conditions include: broken fire extinguishers, hazardous waste, etc. Submit a written report to the [Office of Risk Management & Environmental Health & Safety](#) in CSC 152 or by phone at (305) 348-2621 on the Modesto A. Maidique Campus, or in SO1 115 or by phone at (305) 919-5225 on the Biscayne Bay Campus.

## **13. Emergency Procedures**

[University Health Services](#) provides care to employees and students in emergency situations. In life threatening cases, an employee may be transported to the nearest hospital for emergency medical treatment.

Call the University Police in the event of an emergency (i.e. fires, accidents, threatening students). If you are on the Modesto A. Maidique campus at night, emergency phones are located in all of the elevators. On Biscayne Bay Campus, there are also emergency phones in the parking lots and near the swimming pool. University Police can be reached at (305) 348-5911 [7-5911] on Modesto A. Maidique Campus, and at (305) 919-5999 [6-5911] on Biscayne Bay Campus. Public Safety Offices on the Modesto A. Maidique and Biscayne Bay Campuses are open 24 hours a day. The non-emergency numbers for University Police are: (305) 348-2626 [7-2626] on Modesto A. Maidique Campus, and (305) 919-2626 [6-2626] on Biscayne Bay Campus.

If anyone threatens you physically, call Public Safety immediately; if that person is a student, first call Public Safety, then call the Office of Student Conduct at (305) 348-3939 as soon as possible. Public Safety will give you assistance while you are on campus.

## **IV. REPRESENTATION AND RESPONSIBILITIES**

### **1. Faculty Senate**

The [Faculty Senate](#) is the elected, academic policy-recommending body, which addresses faculty concerns in the areas of curriculum and governance. The Senate has a number of standing committees that help to govern the University. For example, no new course can be offered without the approval of the Curriculum Committee and the Senate. Similarly, no new graduate program can be launched without the approval of the Graduate Council and the Senate. Many of the policies in this handbook originated from the Faculty Senate. The Senate is pleased to consider the concerns and issues of non-Senators.

### **2. United Faculty of Florida**

[UFF-FIU](#), the faculty union, is the certified bargaining agent for faculty in the State University System. The UFF's role is to bargain salaries and conditions of employment, and to assist in resolving grievances arising under the *Collective Bargaining Agreement*. UFF also assists in dealing with problems before they turn into grievances.

Through its affiliate, the National Education Association, UFF provides a number of benefits to its members that are not available through the State. These benefits include automatic professional liability insurance; discount purchasing services; and an attorney referral program. The UFF-FIU is located in PC 111.

### 3. Office of Equal Opportunity Programs

You can obtain information regarding general equity issues, sexual harassment and other forms of discrimination, and accommodation of employees with disabilities, etc., from the [Office of Equal Opportunity Programs](#) website.

### 4. Academic Freedom and Responsibility

The University is committed to the principles of academic freedom and academic responsibility. As a faculty member in the State University System, you have the freedom to present and discuss your own academic subjects frankly and forthrightly without fear of censorship. You also have the right to select instructional material and determine grades in accordance with University policies. You are free to engage in scholarly and creative activity and publish the results in a manner consistent with your professional obligations. Academic Freedom is affirmed in University rule, as well as the [Collective Bargaining Agreement](#).

Academic responsibility means that you will be forthright and honest in the pursuit and communication of scientific and scholarly knowledge, that you will respect students as individuals, and that you will avoid any exploitation of students for private advantage. You should avoid remarks that may be perceived as discriminatory by students. Academic responsibility also means that when it is appropriate, you will indicate that you are not presenting yourself as an institutional representative, unless you are authorized to do so. For example, **you should not** use University letterhead in conjunction with non-University business or when taking a political position on matters outside the University.

### 5. Outside Employment and Conflict of Interest

In order to comply with applicable federal and state laws, the University has policies and procedures in place, and now an electronic disclosure process that allows faculty and staff to disclose outside activities and financial interests that may constitute a conflict of interest between their personal interests and their public duties on behalf of FIU.

If you expect to engage in any outside activity which you believe might create a conflict of interest, or you plan to engage in outside professional activity for which you will be paid, you **must** inform your chairperson/director, your dean, and the Provost, prior to engaging in such activity. By policy, teaching at another educational institution is considered a conflict of interest. Also, you must report if you are planning to use a textbook that you have authored in your class. You are required to submit the appropriate Faculty Outside Activities and Conflict of Interest Report [online](#).

You must provide enough information for reviewers to determine whether the outside activity constitutes a conflict of interest and whether it can be approved. Failure to report such activity is a violation of state law. If the proposed outside activity or financial interest is determined to be a conflict of interest, you will be required to forgo engagement in the activity. Exceptions are listed in the [Conflict of Interest policy](#).

Please note that this policy requires annual completion of this form irrespective of there being any outside activity to report.

## **6. Personal Liability**

The [Office of the General Counsel](#) represents the University and its employees. However, they do not represent a faculty member when he/she is sued individually. Any action a faculty member takes that is not within the course and scope of employment (e.g., tort action) may require you to obtain legal representation at your own expense. Faculty members may wish to obtain professional liability insurance through the faculty union (professional liability coverage is automatic with UFF membership) or as part of your homeowner's policy. Contact your insurance agent and/or the [University Personnel Office](#) for information.

## **7. Misadvisement**

Misadvising can cause serious legal problems for the University. Courts generally hold that a catalog is a university's contract with the fully admitted student. Generally, a student cannot be asked to comply with program requirements beyond or different from those stated by the catalog. If you advise students, it is essential that you are familiar with the information in the [Catalog](#) pertaining to University Core Curriculum, the major requirements in your discipline, and any other pertinent educational requirements. See the section on advisement under Teaching and review the appropriate sections of the Catalog.

## **8. Arbitrary, Capricious or Differential Treatment**

It is essential that all students be treated equitably. Provide your students with a comprehensive syllabus, and do not give certain students preferential treatment. Reasonable accommodations provided to disabled students are not considered preferential treatment. See the discussion of equitable treatment in the Teaching section of this handbook.

## **9. Mistreatment and Unprofessional Conduct**

Faculty members risk personal liability and lawsuits when they engage in unprofessional conduct. Examples of unprofessional conduct include: offensive behavior or language, discriminatory remarks (e.g., ethnic or racial jokes), ridiculing students, sexual harassment, and conduct unbecoming a professional.

**a. University Rule To Prohibit Sexual Harassment**

The University takes allegations of sexual harassment seriously. FIU requires that **all employees**—faculty and staff—receive training on sexual harassment awareness and prevention provided by the Office of Equal Opportunity Programs. FIU's rule defines sexual harassment as:

*any unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature which 1) makes submission to or rejection of such conduct either an explicit or implicit basis for employment and/or academic decisions affecting the individual; or 2) unreasonably interferes with the individual's employment or academic performance by creating an intimidating, hostile or offensive environment.*

Faculty have a great deal of power over students, junior faculty, and staff members, therefore, faculty should use the utmost sensitivity when interacting with students, staff, and each other. All faculty members, male and female, must monitor their own behavior carefully. If you observe someone behaving in a harassing manner (examples of such behavior are included in the [policy](#)), remind that individual of the kinds of behavior that constitute sexual harassment and let him/her know that the University has a strong policy against such behavior. If a student, staff member, or faculty member comes to you with allegations of sexual harassment, see that he/she receives a copy of the University Sexual Harassment Policy and refer him/her to the [Office of Equal Opportunity Programs](#).

This rule includes both an informal and a formal [procedure](#) for handling sexual harassment complaints; the choice of procedure will depend on the nature of the complaint and the wishes of the complainant. Sexual Harassment complaints are filed with the Office of Equal Opportunity Programs. There are strict timelines in both the informal and formal procedures, so be sure to read the entire rule carefully before initiating a complaint. In the event that a claim of sexual harassment is found to be frivolous or malicious, appropriate University sanctions will be taken against the complainant.

**Dating a student in your class, or a student whom you advise, or whose work you will be supervising or evaluating in any manner (for example, as a member of the student's thesis or dissertation committee) creates a *de facto* conflict of interest** according to the University's Sexual Harassment rule, which states:

*The University discourages amorous or sexual relations between employees and students. Such relationships, even when consensual, may be exploitive, and imperil the integrity of the educational process or work environment... The*



*University requires the resolution of any conflict of interest created by these relationships.*

In addition the policy states that:

*Whenever a conflict of interest situation arises or is reasonably foreseen, the employee in a position of authority must resolve any potential conflict of interest by taking necessary steps, including removing himself or herself from evaluative decisions concerning the other individual. If he or she is unable to resolve personally the conflict of interest, he or she is required to inform the immediate supervisor promptly and seek advice and counsel in dealing with the conflict... Failure to resolve potential or actual conflict of interest...may result in disciplinary action...*

#### **b. Nepotism**

The University has policies prohibiting nepotism, which preclude related individuals from being supervised, or working in the same unit without prior approval as set forth in the applicable policy. The Office of Sponsored Research Administration has a nepotism policy that applies to sponsored projects. These policies are located in the [University Policies and Procedures Library](#). Faculty must report such situations, and accommodations must be made in order to prevent a conflict of interest.

#### **c. Misconduct in Research**

The University policy regarding misconduct in research is found on the [University Policies and Procedures Library](#). Research misconduct includes fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results. Cases of alleged research misconduct are investigated in accordance with the procedures set forth in the [Research Misconduct policy](#).

#### **d. Language in the Workplace**

FIU acknowledges the right of employees to speak a language other than English in the workplace. It also recognizes that common courtesy indicates that employees should use a language understood by all when they are engaged in a general discussion at work.

### **10. Copyright Violations – the Fair Use Doctrine**

Faculty members are urged to read the [Fair Use Doctrine](#) in its entirety. Copyright violations are often committed unwittingly, but nevertheless, the penalties can be severe. In general, you are allowed to make a single copy of a book chapter, periodical or newspaper article, short story, poem, essay, chart, graph, diagram, drawing, cartoon, or picture. You are also allowed to make one copy for each student in your class, provided the document not only meets the tests of brevity, spontaneity, and cumulative effect, but also contains notice of copyright.

**Brevity** - A selection meets the "brevity" test if it is a poem of no more than two pages and/or less than 250 words; a prose selection of less than 2500 words; a selection of not more than 1000 words or 10% of the piece from a prose work; a single chart, graph, diagram, drawing, cartoon, or picture per book or periodical; or "special" works in which copy and illustration interact to form the message.

**Spontaneity** - A selection meets the test of spontaneity if the selection is required very soon and there is not time to receive a response for a request.

**Cumulative Effect** - A selection meets the test for cumulative effect if the copy is made for only one course in the school in which the copies are made, not more than one short selection is copied from the same author (nor more than three from the same collective work during a single class term), and there are no more than nine instances of such multiple copying for one course during a class term.

You cannot use copies to create or replace anthologies, compilations, or collective works. You cannot copy from works designed to be "consumable" (i.e., workbooks, exercises, etc). You should never use copying to substitute for the purchase of books, and you may not recopy the same material for more than one term. Students cannot be charged for copies beyond the actual cost of photocopying.

The taping of television and radio selections for non-profit instructional use is sometimes possible, but you should check with the library to find out which programming is available for education purposes.

If you wish to obtain permission to copy something, determine who owns the copyright (this information is usually on front or back of the title page), or request permission to duplicate copy righted material, visit the [Copyright Clearance Center](#) website.

## **VI. TEACHING POLICIES AND RESOURCES**

The relationship between teaching faculty and students is exceedingly critical. Our reputation as an institution depends on effective teaching and advising, as well as high quality research. Students expect to receive a solid education and to be treated fairly; they are not inclined to tolerate irresponsible or unprofessional behavior on the part of an instructor. They object to cancelled classes, chronic tardiness, lack of preparation, and unequal treatment of students. The following sections, some of which are strictly informative, some of which are recommended procedure, and some of which are University policies, should help you be a more informed and effective teacher.

### **A. CLASSROOM POLICIES**

## 1. Syllabus

Students must have a syllabus that outlines the expected learning goals and objectives of your course. Most student grievances against faculty are a result of misunderstandings over faculty expectations. Therefore, you are required to provide your students with a syllabus. The Faculty Senate recommends that all syllabi be placed on-line. Please note the following University expectations<sup>1</sup> regarding all course syllabi:

- 1) All instructors of record are required to provide students with a printed or published on-line syllabus for any course in which students receive academic credit, and for non-credit courses required for a degree or academic certificate.
- 2) Students should receive or have access to the course syllabus no later than the first class meeting for lecture, lab, and on-line courses, and no later than the end of the first week of the semester for internships, practicum, independent study, readings, or any other courses. Exceptions to the time constraints of this policy may be made on a case-by-case basis by department chairpersons or school directors when instructors are assigned on an emergency basis.

Each department or school will maintain a file of current course syllabi either on-line or in printed copy during the semester, which will be available for public examination.

Further, note that every course syllabus *must* contain the following information:

- The name of the course, course and section numbers, course description, course objectives and learning outcomes, prerequisites and co-requisites (if any), and semester and year offered.
- The instructor's name, telephone number, e-mail address, department or school, office location and office hours.
- Required purchases including texts (include ISBN), lab supplies, artistic supplies, professional and ancillary items.
- Grading standards to be used in calculating final grades.
- A tentative outline that includes major topics, anticipated dates of assignments, performances, artistic submissions, and/or examinations.
- Performance measures that will be considered for evaluation in awarding final grades.
- Any policies of the instructor and/or department policies that may impact a student's enrollment or final grade.
- Attendance standards, if required.

Instructors are *encouraged* to include the following in course syllabi:

- The University drop date (see the [Academic Calendar](#)).

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<sup>1</sup> See official university policy [here](#).

- Instructor's policy on make-up examinations, assignments or performance measures.
- That you accommodate legitimate, verifiable cases of illness and emergencies. Note that you must also accommodate religious holy days.
- Method of determining final grades. It is not advisable to change your grading policies after the syllabus is distributed, however, if for some reason you need to do so, you must inform your students of the change in writing.
- Recommended purchases including supplemental texts, lab supplies, artistic supplies, professional and ancillary items.
- [The University's Code of Academic Integrity](#)
- Reference to University [policies](#) on sexual harassment, and religious holidays.
- Information on [services](#) for students with disabilities.
- If you are using the plagiarism detection services of Turnitin.com (see below in this section), you should also clearly indicate that on your syllabus.
- Reference to University policies on [academic misconduct](#).

The following passage, relating to academic conduct, is also recommended for inclusion on syllabi:

*Florida International University is a community dedicated to generating and imparting knowledge through excellent teaching and research, the rigorous and respectful exchange of ideas, and community service. All students should respect the right of others to have an equitable opportunity to learn and to honestly demonstrate the quality of their learning. Therefore, all students are expected to adhere to a standard of academic conduct, which demonstrates respect for themselves, their fellow students, and the educational mission of the University. All students are deemed by the University to understand that if they are found responsible for academic misconduct, they will be subject to the Academic Misconduct procedures and sanctions, as outlined in the Student Handbook.*

Instructors retain the right to modify the course syllabus for any reason throughout the semester provided that:

- Fair and adequate notice is given to enrolled students either by e-mail, in writing, or through online publishing.
- Modifications to the syllabus are not arbitrary or capricious.
- Students are not unfairly disadvantaged by mid-semester changes to grading standards, attendance standards, or performance measures.

## **2. Drop Date**

As of the Fall 2011 semester, the ability for a student to DROP a class, thereby earning a DR grade with no GPA impact, has been extended through the 11th week of the semester. This change affects Fall and Spring semesters only, as Summer semesters have different

deadlines. Please refer to the [Academic Calendar](#) for specific dates. Students are financially liable for all dropped courses, and non-attendance or non-payment will NOT constitute a drop.

### 3. Class Rolls

Class rosters can be viewed under the faculty tab via the [PantherSoft system](#). After signing in with your PantherSoft ID and password, clicking on the Faculty Center link will take you to current semester information. The information displayed is specifically linked to your PantherSoft ID.

Please note that all faculty members, including adjunct faculty, have access to view their class rosters in PantherSoft. However, access to a class roster is available only if your department has assigned you to that specific class within PantherSoft. Please contact your department chairperson if you identify any discrepancies with your class schedule.

### 4. Meeting Classes

A professor must meet **every** scheduled class, and should meet for the entire scheduled time. On those rare occasions when professional obligations, an emergency, or illness require that you miss a class, notify your chairperson in advance, and make provisions for covering your class if at all possible. If there is no one available to cover your class, make sure that someone notifies your students. **Never hire anyone to teach a course to which you have been assigned.** During the final week of the semester, you should plan for either a final exam, or some type of culmination project or capstone experience.

### 5. Student Attendance

If attendance is required in your course, indicate that fact on the syllabus. Students who participate in University-sanctioned events, including athletics, debates, performances, etc., must inform you in advance of any event that will conflict with class time, and they must make up any work they missed.

### 6. Final Examinations

To avoid exam conflicts for students, final examinations **must** be given only on the official exam days noted on the [academic calendar](#). **Final exams are not to be given before the final week of the semester.** Summer semesters do not have final examination periods and course examinations may be given at the discretion of the faculty member teaching the course.

## 7. Classroom Maintenance

As a courtesy to your colleagues, be sure that your classroom is in order before you leave. If you have rearranged tables and/or chairs, return them to their normal positions. Clean the board and ask students to dispose of their trash in trash bins.

## 8. Field Trips

If you take your students off-campus to attend art shows, lectures, displays, geological or environmental expeditions, etc., you should obtain a release from each student indicating that he/she is participating on a voluntary basis and that he/she agrees to accept any risks involved. Please visit the website of the Office of the General Counsel to obtain [waiver forms](#).

# **B. TEACHING POLICIES**

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## 1. Office Hours

A frequent, significant point of contention with students is that faculty do not offer sufficient office hours. Although faculty may have heavy research and service assignments in addition to teaching, **adequate office hours should be available for students during the designated times**. What constitutes 'adequate' is defined by each academic unit, but as a rule of thumb, 1 hour per credit hour is what is customary. One measure of adequacy relates to the number of students in your classes. All teaching faculty must be available to meet with students outside of class time. If you have an assigned office, be sure to post your office hours outside your door; also, give a copy to your secretary so that your hours can be posted in the department. If you teach on another campus other than your primary campus, be sure to post and hold office hours there as well. Students should also be able to meet with you by appointment, particularly those who work or have other classes that conflict with your posted office hours. Include your office hours, your office room number, email address, and your office telephone number on your syllabus.

It is important that students have your office telephone number and email address. Voice mail is available on both the Modesto Maidique and Biscayne Bay Campuses. Your secretary can advise you on how to access the system.

If you are an adjunct faculty without a designated office, your department chairperson will find a suitable place where you can meet students, receive messages and mail. If you do not have your own individual mailbox, ask your department chairperson for one. Having an on-campus mailbox makes receiving materials from and leaving materials for

students more efficient, and assures a modicum of privacy.

## 2. Grades

Be sure that you understand the University grading system. The definition of each grade and the number of points it earns is explained in the University Course [Catalog](#). Most courses use either the conventional letter grading system (A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, and F0), or the Pass/Fail (P, F) option. In some cases students can elect to take a course for either a letter grade or pass/fail. You should review the grading options for students in your class on your grade roll, and if they have an option, you should encourage students to verify the option they have selected during the first week of classes — after that point they cannot change this option, there are no exceptions to this deadline. Students may also audit courses, in which case an AU grade is recorded on their record. To register for an audit, students must obtain the instructor's permission. This option is not subject to change.

The incomplete (IN) is given at the instructor's discretion to a student who has been unable to complete the course due to a serious interruption not caused by the student's own negligence. When the instructor assigns an IN grade, he/she also assigns a default grade — the grade the student will receive if the prescribed work is not completed by the end of the next two academic semesters (the Summer terms are considered a single semester for purposes of the Incomplete Policy). An incomplete must be completed within **two sequential semesters** or it will automatically revert to the default grade. You may require a student to finish an incomplete in a shorter period of time. You must have a signed written agreement, containing a firm deadline with the student that should be attached to the incomplete-grade form and forwarded to your chairperson and dean for approval. Specify as short a period as is reasonable; experience shows that the longer an incomplete drags on, the less likely a student is to complete the work. Please advise students that they should not re-register for a course in order to make up an incomplete.

Any student who applies to graduate at the end of a given semester, and who has received an "IN" grade in that or a previous semester, must complete the required course work before the end of the fourth week of the anticipated semester of graduation so that the change-of-grade form may be processed. If the student fails to complete the course in a timely fashion, or the department fails to submit the change-of-grade form, the graduation application will be canceled.

An incomplete should only be given to a student who has successfully completed at least half of the course work. Students retain the option to drop a class through the end of the eleventh week of the semester. Students who do not exercise their right to drop by that point should be prepared to receive the grade they have earned. It is possible for a student to drop or withdraw after the eleventh week, if circumstances beyond his/her control make it impossible to continue. Under such circumstances, the student must submit an Appeal for Late Drop or an Appeal for Late Withdrawal to the Office of

Registrar. If the student's appeal is approved, the Office of the Registrar will request that you indicate on a special form whether the student was passing or failing at the time of the drop/withdrawal. The grades WI (withdrew), and DR (drop) are only administratively assigned and never assigned by the faculty. For deadlines for drops and withdrawals, check the [academic calendar](#). If a student's name does not appear on your grade roll, notify the student so that he/she can contact the Office of Registration and Records to obtain a Course Registration Correction form.

If the name of a student who has not been in your class appears on your grade roll, the Registrar recommends assigning that student an **F0**. If there is a registration error, the grade will prompt the student to contact the Registrar. **Non-attendance and non-payment do not constitute a drop**. Sometimes students fail to pay for a course thinking this will automatically delete them from the course roll. This works only if the student is taking just that one course.

**Make sure that your students understand that a C- is not a C**, and may not constitute passing for most majors. It is suggested that you place this information in your syllabus. Students are usually required to earn a C or better in major courses, and must earn a C or better in Gordon Rule courses. A C- does not constitute fulfilling requirements.

If you are an adjunct or if you are leaving the University, please prepare a photocopy of your grade book and your syllabi, and leave the copies with your department chairperson at the end of the semester.

### 3. Changing Grades

Once submitted, end-of-semester grades, apart from incompletes, are final and can be changed only to correct an error or cases in which some part of the student's work was unintentionally overlooked. A change-of-grade form must be submitted within one calendar year of the term in which the grade was earned. You must indicate the reason for the change of grade on the front of the form. Forms must be submitted to the department for signature and then to the Registrar's Office. Do not give the form to the student.

### 4. Making Grades Available

Students often want to know what grade they have earned before grades are available *via* the web or kiosk. At the same time, Federal law (i.e., the "Buckley Amendment") makes it illegal to violate a student's right to privacy; **this means that you may not post grades using a student's name or social security number, and that you should not leave graded exams and papers outside your office door. In addition, grades must be posted on the class website in a manner in which students cannot be identified.** Furthermore, grades should not be given out over the phone. Instruct your students NOT



to ask secretaries or other staff members about grades. If students are going to need their grades before they receive the official reports, have them leave you stamped, self-addressed envelopes. Students can, of course, come to your office and ask you about grades or request them by e-mail.

## **5. Saving Instructional Records**

It is strongly advised that you keep instructional records like grade books and syllabi for at least five years. It is also advisable to keep any student work (exams, papers, projects, etc.) that was not returned to or picked up by the student for at least a year. Sometimes students complain about grades or file grievances. Without syllabi, copies of exams and assignments, and grade records, evaluating the merits of a student complaint is very difficult.

If you are an adjunct or if you are leaving the University, you should leave a photocopy of your grade book and a copy of your syllabus with your chairperson at the end of the semester. Adjuncts should provide this material at the end of each semester they teach.

## **6. Plagiarism Detection through Turnitin.com**

Turnitin is a plagiarism detection tool available to all faculty via an institutional license. Turnitin creates an originality report of the assignments that students upload to the site. It helps with improving students' research techniques and citation methods, in addition to providing faculty with a paperless format for grading assignments.

Faculty members can access and use Turnitin directly through Turnitin.com, or through the Learning Management Systems - Blackboard CE6, Moodle, and Learn 9. Video tutorials and documentation are available at [Turnitin](#). For faculty who prefer a face-to-face format, the Resource Center for Educational Technology hosts regular Turnitin [faculty workshops](#) throughout the fall and spring semesters. For further questions or to request access to Turnitin, contact [The Resource Center for Educational Technology](#).

## **7. Forgiveness Policy**

### **a. Undergraduate Students**

The Forgiveness Policy allows students to repeat a limited number of courses, provided the grade earned is less than a "C" to improve their grade point average (GPA). Only the grade received on the last repeat is used in the GPA calculation. Under the University's forgiveness policy, students must file a Repeated Course Form with the Office of the Registrar. The form should be completed and submitted once the student has repeated the course and grades are posted. There is no time limit on the use of the forgiveness policy for grades; however, the forgiveness policy cannot be used once a degree is posted. All

courses taken with the grades earned will be recorded on the student's transcript. The repeated course form will not be processed if

- The first or repeated grade received is 'DR', 'DP', 'IF', 'W', 'WI', 'WP', 'AU', or 'EM'.
- The student receives a lower grade than for their initial attempt.

Repeated courses will be appropriately designated with a transcript comment.

Undergraduate students may use the forgiveness policy a maximum of three times for the purpose of improving their GPA. The same course (prefix and number) may be repeated up to three times or the student may use the three opportunities to apply to three different courses. Only the final grade for the three courses repeated under this policy will be counted in computing the student's GPA. In order for a course to be considered as repeated and adjusted in the GPA, the course must be the same course with identical course prefix and course number and must be repeated at the University. Students who have used their three options under the forgiveness policy may still repeat courses; grades received through repetitions of the course will be used in computing the GPA.

A course taken on a letter grade basis must be repeated on the same basis. Students will not be allowed additional credit or quality points for a repeated course unless the course is specifically designated as repeatable (independent study, studio courses, etc.). Students not using the forgiveness policy may still repeat a course. All attempts will apply to computation of the GPA but credit for one attempt will apply towards graduation. Students must check with the appropriate academic department to determine whether there are additional restrictions on repeating courses.

#### **b. Graduate Students**

FIU's Faculty Senate passed a resolution to discontinue the grade forgiveness policy for all graduate programs beginning in the Fall 2011 semester. With this policy change, students may still repeat courses, but all graduate coursework, including repeats, will be calculated in the GPA.

Because the policy change goes into effect in Fall 2011, the forgiveness policy cannot be applied to any graduate course taken in Fall 2011 or later. The forgiveness policy can be applied, however, to graduate courses taken prior to Fall 2011, but only if the "repeat" course is completed no later than summer 2012. In other words, graduate students will have one full academic year (Fall 2011, Spring 2012 and Summer 2012) to repeat a course already taken before the Fall 2011 semester.

#### **c. Textbook Affordability Regulation**

The University's Textbook Affordability Regulation requires the submission of textbook and required instructional materials to the University Bookstore **no later than 45 days before the start of the term**. The Bookstore offers a number of services to faculty and staff. As students register for their courses they can visit the Bookstore's site to find information regarding required texts, and materials' costs for the course. For faculty, the

Bookstore can put together specialized course packets – if you wish to assemble a course packet, call the Bookstore for instructions. Course packs require six to eight weeks of lead-time as the Bookstore must get permission from publishers to reprint each article. Also faculty should not purchase bundled items from publishers. By law publishers must provide these materials in an unbundled format. Book orders should be submitted [online](#) or via e-mail to [fiubook@fiu.edu](mailto:fiubook@fiu.edu) . For further reference, please consult [FIU's Textbook Affordability website](#).

## **8. Faculty Authored Books**

If you require students to purchase a book that you have written or edited, you are required by [University Policy](#) to submit the appropriate **Faculty Outside Activities and Conflicts of Interest Report** [online](#). Some faculty members donate the royalties from such sales to the FIU Scholarship Fund.

## **C. STUDENT POLICIES**

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### **1. Student Records**

The Family Educational Rights and Privacy Act of 1974, or “the Buckley Amendment”, along with various Florida statutes, governs the handling of student records.

Without written consent from a student or former student, only official University personnel with a legitimate "need to know" can examine a student's records. Parents of dependent students (IRS definition) also retain this right. Therefore, it is illegal to post student grades or test results – even by social security number or give them out over the telephone – without absolute identification, or to make a student's records public in any other way, including posting on a course web site in a manner that a student can be identified. In order to avoid liability, it is advisable to keep a log of the name, date, and intent of each person who looks at a student file.

Students and former students are allowed to review any records, files, or documents related directly to them. They are allowed to provide written explanations regarding any information therein, and they must be granted a hearing if they wish to challenge alleged inaccuracies.

### **2. Rights and Responsibilities of Students**

Infringement of student rights and student misconduct can create serious legal problems. These issues are discussed in the University's [Student Handbook](#). You can obtain a hard

copy of the handbook from the [Office of Campus Life](#) at the MMC and BBC campuses.

### 3. Academic Advising

Some units have designated professional staff or faculty who serve as academic advisors, while in other units all faculty members advise students. If you are going to be advising students, it is imperative that you are familiar with the requirements of your major and the University Core Curriculum. [Undergraduate Education](#) provides a number of resources on their website, and also has developed a training module for those who provide academic advising to undergraduate students.

Freshman entering FIU after Summer B 2003, or transfer students without an AA degree from a Florida college or university entering FIU after Fall 2003 must complete the [University Core Curriculum](#) (UCC). It is unlikely you will advise students who fall under earlier requirements, but if you do, you should consult the [Academic Advising Center](#).

Certain majors may require specific courses in one or more of the UCC areas. Students should be advised to check the plan of study on the advising website for their major to see what is required. If the major does not require specific courses, the student may select courses from any of those listed on the UCC check-off form for each category. Students can explore career options through [My Major Match](#) and track their progress at [MyMajor](#) or via my.fiu.edu.

Students seeking admission to FIU are required to have two years of high school credit in one foreign language. Transfer students who did not complete two years of the same foreign language in high school may be exempt if they have earned the appropriate college credit or were required to submit a passing score on the TOEFL exam. Students who do not meet this requirement must demonstrate proficiency in a foreign language by completing two introductory courses or one intermediate/advanced course. Please note that the College of Arts & Sciences has an additional foreign language proficiency requirement.

When you are advising students, it is important that you keep careful records. For example, if you agree to accept a course from another institution or if you agree to let a student substitute one course for another, make sure you take the following steps:

- If you are requesting or creating an exception, make sure you indicate clearly the intent of the exception. The intent of the exception will appear in the student's Panther Degree Audit (PDA) as a note. This note will remain in the student's PDA until he/she graduates.
- If you want to keep a more detailed record of your student, you can create an

advisor comment that will be only available for FIU staff.

For more information on how to request or create exceptions and to create advisor comments please visit the [Degree Audit website](#) and go to: Advisors & Faculty > Tutorials & Training > Advisor Training Manuals.

Requests for substitutions or waivers for UCC courses must be approved and processed by the Transfer and Transition Services department, located in PC 237.

Before advising make absolutely sure that you understand what is required of the student and that you have counted the student's credit hours correctly. Incorrect advising can cause major problems for students, including delays in graduation, which may result in grievances and lawsuits. As an advisor, you must ensure that all students in the same program are treated equitably – you must not show preferential treatment to some students over others in your decisions to waive or enforce requirements.

If you find yourself advising students and are unclear about the requirements, ask your chairperson or dean to arrange an advising workshop. The [University Academic Advising Center](#) is also an available resource.

#### **4. Student Evaluation of Courses**

The State of Florida and the University require that students be given an opportunity to evaluate classroom teaching. Every section of every course must be evaluated each semester it is taught, including courses taught by adjunct faculty. Such evaluations are useful in reviewing course design, choosing textbooks, and evaluating faculty performance in the classroom.

Currently, each faculty member is required to administer a standard questionnaire in each class; this questionnaire is referred to as the SUS Student Assessment of Instruction. Some units also administer a separate departmental questionnaire, or ask students for evaluative comments. Ask your department chairperson or supervisor about the specific procedures in your department or school.

In some units, staff or other faculty members administer student evaluations; in other units, faculty members take the evaluation forms to their own classes. If this is the case in your unit, **you must leave the classroom while students fill out the student evaluation forms.** Ask a student volunteer to collect the forms, to put them in an envelope, to seal the envelope, and to promptly return them to the departmental secretary or the chairperson. You will not have access to the completed evaluations until you have submitted the final grades.

#### **5. Equal Treatment of Students**

It is imperative that all your students receive equitable treatment. You may be tempted to allow certain students to retake exams, turn work in late, or do extra work, but such practices can result in student grievances and even litigation. You should present a comprehensive syllabus at the beginning of the term and apply it consistently. Reasonable accommodation of disabled students is not considered inequitable treatment.

## **6. Teaching Family Members**

[University policy](#) prohibits you from having family members as students in your classes. You should direct your family members to equivalent courses taught by other faculty. The University's nepotism policy prohibits a family member from being in a position of any authority at the University over another family member.

## **7. Student Rights and Conduct**

The University has policies on students' rights and conduct, which are contained in the "Student Conduct/Policies" section of the [Student Handbook](#) and also posted online on the [Academic Affairs website](#).

### **a. Student Rights**

Student rights include basic First Amendment rights (e.g., freedom of expression, right of assembly, freedom of association), the right to distribute literature on campus, the right to due process in any disciplinary proceeding, and the right to freedom from discrimination and sexual harassment. Students are also protected from improper disclosure of their records. Personally identifiable information contained in student educational records can be released or open to inspection only to the student or the parents of dependent students (as defined by the IRS) or in response to a served subpoena or court order. If you are not sure whether to release information to a student's parent(s), call the [Office of Academic Budget and Personnel](#) for guidance. Consult the [General Counsel's Office](#) if you receive a subpoena or court order.

Students are responsible for learning course content, but they have the right to take reasoned exception to the data or views offered in the classroom. They also have the right to expect that the course description will reflect actual course content, to receive a written syllabus for each course, either printed or online, and to be informed of the standards on which evaluation will be based.

### **b. Student Conduct Code**

The University Standards of Student Conduct addresses three major areas of moral integrity that constitute the conduct code all students are required to observe – academic honesty, respect for the law, and respect for people. This code is described in detail in the Student Handbook posted online by the office of [Campus Life](#). University policies

outline acts of student misconduct which are expressly prohibited and violate University policy. These include such actions as: disruptive conduct, theft or unauthorized possession, vandalism, hazing, falsification of records, harassment, and assault.

Alleged violations of the conduct code must be referred to the [Office of Student Conduct and Conflict Resolution](#), where they will be handled in accordance with University judicial procedures. Faculty, staff, or students may make referrals to the Office of Student Conduct. Any person filing a charge must be willing to participate in a formal hearing on the matter; failure to do so may result in the charge(s) being dropped.

Once a student has been charged with a code violation, he/she has two options: 1) a formal hearing or 2) an informal hearing.

The format for the hearings, the appeals procedures, and possible disciplinary sanctions are all outlined in the [Student Handbook](#) – be sure to read this section very carefully as it is very important to understand this process.

### **c. Academic Misconduct**

Separate policies and procedures govern [undergraduate](#) and [graduate](#) academic misconduct. Academic misconduct (i.e., academic dishonesty) includes but is not limited to: cheating, plagiarism, falsification of academic records, bribery to gain academic advantage, and misuse of computer services, including the unauthorized appropriation of another's program(s). Disciplinary penalties for academic misconduct range from counseling to expulsion from the University.

All faculty encounter situations in which students exhibit academic misconduct. It is essential that you become familiar with the procedures for handling it. All students have the right to due process, no matter how flagrant their violations may seem to you. **You do not have the right to summarily fail a student whom you suspect of cheating.** Allegations of academic misconduct must be submitted in writing to the Office of the Dean of Undergraduate Education or to the Office of the Dean of the University Graduate School within 14 calendar days of the alleged occurrence, or within the same time frame from the date the alleged violation was first discovered. Any faculty member, staff member, or student may file a written petition, although a student complainant must first inform the appropriate faculty or staff member. Forms for filing a petition are available from the appropriate Dean's Office. If you file a petition alleging academic misconduct, you must be willing to appear and testify at any hearing relating to the situation.

There are two stages required for dealing with academic misconduct as outlined in the University policies and procedures. First, you must meet with the student and confront him or her with your evidence or suspicions. Second, you must decide whether you wish to offer an informal resolution or file formal charges. Often at this informal stage, a student will agree to disciplinary action, recognizing that if the case goes into the formal procedure, the disciplinary action might be more severe. A faculty member who is not clear on what constitutes appropriate disciplinary action should talk to his or her

chairperson, dean, or director. If the faculty member and student agree on what action will be taken, they should sign a "consent agreement," which is written in conjunction with the appropriate Dean's Office.

Once the consent form is signed, the student and faculty member each receive a copy of the agreement and a copy is sent to the student's advisor with instructions to place it in the student's record. The student can request that the agreement and all documents pertaining to it be removed from his or her file upon graduation or two years after the matter has been resolved. **There are strict time-lines throughout this informal procedure. Failure to meet these deadlines or other violations of procedure might cost the University the right to discipline a student that you have caught "red-handed."** This is only a summary of the procedures for informal resolution so please refer to the full text of the policy.

Should you or the student deem an informal resolution not appropriate, especially if the student is disputing the facts, you should initiate formal resolution procedures. These procedures will not be outlined here, however, it is imperative that you thoroughly understand both the informal and formal academic misconduct procedures. Read the "Academic Misconduct" section in the [Student Handbook](#) before a problem arises.

## 8. Student Grievances

Grievances often grow out of misunderstandings or misperceptions between students and faculty regarding expectations for performance or behavior. Disagreements related to student-faculty relations should be settled informally, via open and transparent processes of communication facilitated by a department chairperson or a program director. Occasionally, however, a disagreement between a student and a faculty develops and persists despite the application of informal procedures to resolve the matter. When all means of finding an informal resolution have been exhausted, the parties involved have an impartial and transparent forum in which to seek review and resolution of the academic grievance.

The formal [undergraduate](#) and [graduate](#) academic grievance definitions and procedures are addressed in separate policies and procedures. Faculty are encouraged to thoroughly review and understand the academic misconduct procedures. The grievance procedure for discrimination cases is somewhat different as the Office of Equal Opportunity investigates such cases. A copy of the policy on complaints regarding illegal discrimination can be obtained from the [Office of Equal Opportunity Programs](#).

## 9. Graduate Programs and Students

If you teach in a program that offers graduate degrees, be sure to obtain a copy of the [Graduate Policies and Procedures Manual](#) published by the [University Graduate School](#).



This manual contains everything you need to know regarding the policies and procedures affecting graduate programs and graduate students.

Faculty members do not have the right to use students' work as their own. You must always extend credit if appropriate. This may seem so obvious that it should not have to be said, but misunderstandings do arise, especially between graduate students and faculty members who have been conducting research together. If you are working with a graduate student, make sure that there is no confusion over how the data will be used, how authorship will be indicated, or how the material will be published.

The [University Graduate School web page](#) contains a wealth of information relevant to graduate students and their professors. This site also includes a link to ETS, where students can acquire information about most standardized tests, including the GRE, LSAT, and MCAT. The University Graduate School office is located on the MMC campus in PC 230.

## **10. International Students**

If you advise international students, contact the [Office of International Student and Scholar Services](#) for information on U.S. Immigration and University regulations, and immigration requirements and procedures. Advise your students that this office also has information on special programs and activities specifically for international students. You should encourage your international students to maintain photocopies of all documentation submitted to the University.

## **11. Students with Disabilities**

Students with disabilities, as defined by law, have the right to receive appropriate accommodations if their disabilities make it difficult to perform academic tasks in the usual way or in the allotted time frame. However, in order to receive accommodation, students with disabilities must register with the [Disability Resource Center](#). This office will keep the student's written request, notify faculty who have a student with a disability enrolled in his or her class, and indicate what kinds of arrangements should be made. If a student indicates a disability and you have not been notified by the Disability Resource Center, contact that office to make a referral.

There are a number of resources available to students with disabilities and their teachers. The Disability Resource Center provides sign language interpreters, note takers, readers, and research assistants for students who are unable to use the library. It also assists faculty in adapting tests for disabled students and it provides some specialized equipment. It is essential that faculty abide the Federal laws governing the treatment of students with disabilities.

The Disability Resource Center can provide you with a copy of the Faculty Handbook on Accommodation of Students with Disabilities and assist you in implementing these guidelines.

## **12. Posthumous Degree Requirements**

By policy, a [posthumous undergraduate degree](#) may be awarded if the student was in good standing at Florida International University, met the Florida International University residency requirement, and had achieved senior status (a minimum of 30 credit hours in the major must have been completed).

By policy, a [posthumous graduate degree](#) may be awarded if (1) the successful completion of the academic work for which the student was enrolled at the time of death would have qualified him or her for graduation; or (2) there is good reason to believe that the work would have been successfully completed that semester if the death had not occurred. For graduate degrees not requiring a research product, the student must have been enrolled in courses at the time of death that would have fulfilled the degree requirements. For graduate degrees requiring a research product (dissertation, record of study, thesis, or research paper), there are additional requirements. An approved research proposal must be on file at the University Graduate School at the time of the student's death. In addition, a significant portion of the dissertation, record of study, thesis or research paper must have been reviewed by the committee and the Dean of the college and found to be acceptable.

Awarding a posthumous degree requires a formal process and several approvals; thus, it would be inappropriate to say anything to the family or friends of the deceased about the possibility that the degree will be awarded posthumously until the request receives University approval. Please address questions about such awards to your Chairperson or dean's office.

## **13. Student Services**

For a comprehensive list of student services, please visit the website of the [Division of Student Affairs](#).

## **D. RESOURCES**

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### **1. Center for the Advancement of Teaching**

The [Center for the Advancement of Teaching](#) (CAT) seeks to recognize and cultivate

learner-engaged teaching throughout the university. CAT provides support to faculty as they strive to balance cutting-edge research with thoughtful teaching. It promotes student success at FIU by supporting the faculty as they foster a culture of teaching excellence. CAT is located on the first floor of the Green Library, room GL 157.

## **2. PantherSoft**

[PantherSoft](#) encompasses the PeopleSoft Student and Financials systems used by the University. The PantherSoft name was created in 2002 when the University purchased and began its implementation of the PeopleSoft enterprise system. The PantherSoft project team continues to implement and deploy other modules, such as human resources, while continuing to support all PeopleSoft applications. The goal of PantherSoft is to deliver technology that will facilitate business processes and improve services rendered to students, faculty, and staff. Most important to faculty is that course rolls and grade reporting occurs online through PantherSoft. You should consult with your chairperson regarding gaining access to your grade rolls, as you will be required to submit grades through this system.

## **3. “Dealing with Disruptive/Troubled Students” Seminar**

The [Counseling and Psychological Services Center](#) and the [Office of Student Conduct and Conflict Resolution](#), in conjunction with the Center for the Advancement of Teaching present this seminar, which addresses issues across a broad spectrum. Its focus is on maintaining safety and order in the classroom as well as assisting faculty in coming to the aid of students who may be experiencing difficulty.

You have the right to ask a disruptive student to leave a particular class, but you must report disruptive behavior to the Office of Student Conduct in order to permanently remove a student from the classroom. If you ever feel that your safety or the safety of your class is a concern, you should contact Public Safety immediately by calling (305) 348-5911 on the Modesto A. Maidique Campus, or (305) 919-5911 on the Biscayne Bay Campus).

If you are interested in scheduling a seminar for your department or setting up a consultation regarding these issues, please contact the [Counseling and Psychological Services Center](#) in UHSC 270 or [Office of Student Conduct and Conflict Resolution](#) in GC 331, both on the Modesto A. Maidique Campus.

## **4. Academic Advising Center**

The Undergraduate Education [Academic Advising Center](#) provides assistance to students as they transition to the university and as they attempt to identify an appropriate major.

When students enter FIU as freshmen, they are assigned to work with the professional academic advisors in the Center, which is located in PC 249 on the Modesto A. Maidique Campus and ACI 180 on the Biscayne Bay Campus. Transfer students may also utilize the Academic Advising Center, especially if they are transferring courses that they hope to use to fulfill University Core Curriculum (UCC) requirements or if they transfer to FIU with less than 45 credits. The advisors in the Center specialize in working with students during their first two years, as they complete the UCC and appropriate prerequisite courses.

If you encounter a student who is unsure about his/her major, you should refer him/her to the Academic Advising Center. The Academic Advising Center is also an excellent resource for any questions you might have about the UCC or other general academic policies and procedures.

### **5. Center for Excellence in Writing**

The [Center for Excellence in Writing](#) offers individual consultations to students about writing assignments such as: papers, reports, projects for any course in any department, honors theses, master's theses, dissertations, proposals, resumes and applications for fellowships and employment, personal statements, group projects, PowerPoint presentations, and other non-print projects. Students who struggle with writing skills may be referred to this center for personalized attention from trained peer consultants. Locations are at MMC in GL 125, at BBC in Glenn Huber Library 1<sup>st</sup> floor, and at the Engineering Center in EC 2780.

### **6. University Learning Center**

The [University Learning Center](#) (ULC) offers supplemental instruction in reading, writing, and mathematics. Its staff not only assists students in acquiring study skills, but the Center also provides personal computers and some instructional software for students.

A student may call for an appointment or simply walk in. Faculty members can formally refer students to the Learning Center for tutoring, and this is often an effective way of encouraging students to go. You can obtain referral forms from the Learning Center on either campus. On the Modesto A. Maidique Campus, ULC can be found in GL 120; on the Biscayne Bay Campus it is located in ACI 160.

### **7. International Student and Scholar Services**

The [Office of International Student & Scholar Services](#) (ISSS) provides services to both faculty and students including assistance with processing and interpreting current immigration regulations, and temporary visas. It can also help to navigate you and your

international students through the maze of regulations regarding course load, health insurance, immunization, and payment of fees. International policies are constantly changing, therefore advisors should refer international students to the ISSS office. If you advise international students, you will find this office extremely useful – it is located in GC 355 on the Modesto A. Maidique Campus, and in the Wolfe University Center (WUC) 363 on the Biscayne Bay Campus.

## **8. Faculty Mentoring**

Each academic unit has adopted a formal faculty mentoring process. Faculty members are encouraged to consult with their Dean's office about their respective mentoring guidelines. In addition, the Chairs Advisory Council (CAC) has also published a compendium of mentoring resources. Please refer to the Resources section on the [CAC Website](#).

# **VI. ADJUNCT FACULTY**

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## **1. Sign-on Procedures**

The new employee [sign-on procedures](#) are posted on the Human Resources website. Discuss with your supervisor how to gain access to your course rolls online through the PantherSoft system. You will also be required submit grades through this system.

## **2. Office Space, Telephones, Keys, and Photocopying**

Each department should make accommodations for adjunct faculty to meet with students outside of the classroom. Adjunct faculty are required to keep office hours, and it is the University's obligation to see that adjunct faculty have a suitable place to conduct meetings.

If you are assigned an office, make sure that you have access to the key when you are on campus. If the office is shared, you might ask a departmental secretary to keep the key. If you teach at night and/or on weekends, you may need a key to gain access to the building, your mailbox, the photocopier, etc. If you have further questions you should direct them to your department chairperson.

You are also entitled to access to a telephone, ask your chairperson which phones are to be used for work-related calls. You must be able to receive calls even if you are not on campus full-time; there should either be a telephone upon which you can receive voice mail or the departmental secretaries should take messages for you. You also have access

to your own mailbox in which students are able to leave you messages or papers, and in which you are able to leave things for them as well.

Find out what your department's policies are on copying class materials. Some departments limit the use of the departmental copy key. If you teach only at night and/or on weekends, you may wish to make arrangements to copy materials at this time.

### **3. Office Hours**

Like all faculty members, the Florida Board of Governors and the University rules require you to hold regularly scheduled office hours. Note your office hours on your syllabi and make sure that your departmental secretaries have a copy. If you have not been assigned an office, ask your department chairperson to find a suitable space. Some faculty members meet students in the cafeteria during off-hours, although this venue may be noisy and public.

### **4. University ID Card**

You are entitled to a [picture identification card](#), FIU One Card, which will be valid for your term of employment. This card is also a library card and can serve as a debit card.

### **5. Parking Fees**

You must have a decal to park on any FIU campus. [Parking decals](#) are available at a reduced rate to anyone making less than \$25,000 annually. If you are teaching for only one semester, you can purchase a one-semester parking decal. Whatever your circumstances, be sure to purchase a decal – failure to do so will result in expensive parking tickets.

### **6. FIU E-mail Address**

All official communication is done exclusively via FIU E-mail. Every **adjunct** should acquire an [FIU E-mail address](#). This e-mail address is to be listed on the syllabus of every course. Arrangements can be made to have FIU e-mail forwarded to other carriers.

### **7. Teaching**

Be sure to read the [Teaching section](#) of this handbook carefully. All of the issues discussed in this section apply to adjunct faculty as well as regular faculty. All of the additional services and resources discussed in that section are also available to you and

your students.

## 8. Syllabi

You are required to provide your students with a detailed syllabus. Failure to do so can result in complaints and even grievances. Guidelines for syllabi are contained in the Teaching section of the handbook and the University's [policy](#) on course syllabi requirements.

## 9. Student Evaluations

Be sure that the students evaluate every course you teach. This is a Florida Board of Governors rule and there is a standardized form that students must fill out for each course. Your unit may have another form as well. Ask your chairperson or departmental secretary about the procedures in your unit.

## 10. Textbook Affordability Policy

The University's Textbook Affordability Regulation requires the submission of textbook and required instructional materials to the University Bookstore **no later than 45 days before the start of the term**. The Bookstore offers a number of services to faculty and staff. As students register for their courses they can visit the Bookstore's site to find information regarding required texts, and materials' costs for the course. For faculty, the Bookstore can put together specialized course packets – if you wish to assemble a course packet, call the Bookstore for instructions. Course packs require six to eight weeks of lead-time as the Bookstore must get permission from publishers to reprint each article. Also faculty should not purchase bundled items from publishers. By law publishers must provide these materials in an unbundled format. Book orders should be submitted [online](#). You can communicate with the FIU Bookstore via e-mail at [fiubook@fiu.edu](mailto:fiubook@fiu.edu)

For further reference, please consult [FIU's Textbook Affordability website](#).

## 11. End of Semester Responsibilities

There are some special steps that you should take as an adjunct faculty member. At the end of each semester, be sure to give your department chairperson a copy of your syllabus and copies of your grade rolls. Grade rolls are available [on-line](#). If a student should file a complaint or if a grading question arises after the semester ends, the department chairperson may have to deal with the problem without your help. If you have given an incomplete grade (IN), be certain that your department chairperson knows

what the student must do to finish the course. All students, except those who are graduating, have two semesters in which to make up an Incomplete. It is possible that you may no longer be teaching when the work is completed.

## **12. Policies**

Many of the policies discussed in this handbook apply to adjuncts, so please read them carefully. Pay special attention to the sections on Student Conduct and Policies, the section on Student Grievances, and the Policy to Prohibit Sexual Harassment. Sexual harassment and student misconduct are especially difficult areas, and both involve detailed procedures.

Be sure you understand the policies and procedures surrounding student misconduct. Instructors have the managerial responsibility to set up controls in their classes to minimize the possibility of academic dishonesty occurring. You must follow the procedures correctly or you may lose the opportunity for you or the University to discipline a student who has been found cheating or plagiarizing. You can obtain a copy of the FIU Student Handbook from the Office of [Campus Life](#), located on the Modesto A. Maidique Campus in GC 2240; or on the Biscayne Bay Campus in WUC 141. Students do sometimes file formal grievances against a faculty member. It is important that you understand the procedures involved in the grievance process. The [Student Handbook](#) contains the full text of all policies pertaining to students, including the policies on academic misconduct and sexual harassment