



2011-2012 Faculty Handbook

Please send any revisions, suggestions, and/or modifications to provoff@fiu.edu

Updated 7-29-11

Faculty Handbook - Table of Contents

1. Teaching	Page
➤ Syllabus	5
➤ Drop Date	7
➤ Class Rolls	7
➤ Equitable Treatment of Students	7
➤ Teaching Family Members	7
➤ Meeting Classes	7
➤ Student Attendance	8
➤ Final Examinations	8
➤ Office Hours	8
➤ Grades	8
➤ Changing Grades	10
➤ Making Grades Available	10
➤ Plagiarism Detection through Turnitin.com	10
➤ Forgiveness Policy	11
➤ Student Evaluation of Courses	12
➤ Academic Advising	12
➤ Saving Instructional Records	13
➤ International Students	13
➤ Book Orders	13
➤ Classroom Maintenance	14
➤ Field Trips	14
➤ Student Handbook	14
2. Resources and Services for Teaching and Research	
➤ Academic Advising Center	15
➤ Center for the Advancement of Teaching	15
➤ Center for Excellence in Writing	15
➤ Centers, Institutes & Museums	15
➤ Division of IT and University Technology Services	16
➤ PantherSoft	17
➤ Telephone System	17
➤ University Advancement	18
➤ International Student & Scholar Services	18
➤ University Learning Center	18
➤ Libraries	18
➤ Statistical Consulting Service	20
➤ University Webpage	20
➤ “Dealing with Disruptive/Troubled Students” Seminar	21
3. Important Policies	
➤ Outside Employment and Conflict of Interest	21
➤ Student Rights and Conduct	22

➤ Student Grievances	24
➤ University Rule to Prohibit Sexual Harassment	24
➤ Students and Employees with Disabilities	25
➤ Graduate Programs and Students	26
➤ Misconduct in Research	26
➤ Language in the Workplace	26
➤ Tenure & Promotion	27
➤ Appointment & Promotion of Non-Tenure Track Faculty	37
➤ Faculty Assignments & Evaluation	27
➤ Faculty Evaluation File	28
➤ Non-Reappointment	28
➤ Travel & Reimbursement Policies	29
➤ Academic Freedom & Responsibility	29
➤ Contract Authority	30
➤ Office of Research	30
➤ Animal	32
➤ Sabbaticals & Professional Development Leaves	32
➤ Taking University Property Off-Campus	32
➤ Parking	32
➤ Unsafe Conditions	32
➤ Smoke and Tobacco Free Campus	33
➤ Emergency Procedures	33
➤ Firearms	33
➤ Nepotism	33
➤ HIV/AIDS Policy	34
➤ Summary of the Collective Bargaining Agreement	34
➤ Posthumous Degree Requirements	35
4. Human Resources Benefits & Services	
➤ Overview	35
5. Additional Services and Resources	
➤ Campus Recreation	35
➤ Children’s Creative Learning Center	36
➤ Employee Assistance Program	36
➤ Faculty Club	36
➤ The Wolfe University Center at BBC	36
➤ Faculty Senate	37
➤ Office of Equal Opportunity Programs	37
➤ United Faculty of Florida	37
➤ Faculty Group Practice	37
6. Legal Concerns	
➤ Personal Liability	37
➤ Stolen Property	38
➤ Misadvisement	38

- [Arbitrary, Capricious or Differential Treatment](#)..... 38
- [Mistreatment & Unprofessional Conduct](#)..... 38
- [Class Advisement & Records](#)..... 38
- [Student Records](#)..... 38
- [Rights & Responsibilities of Students](#)..... 39
- [Copyright Violations – the Fair Use Doctrine](#)..... 39

- 7. Adjunct Faculty**
- [Sign-on Procedures](#)..... 40
- [Office Space, Telephones & Keys](#)..... 40
- [Office Hours](#)..... 41
- [University ID Card](#)..... 41
- [Parking Fees](#)..... 41
- [FIU E-mail Address](#)..... 41
- [Teaching](#)..... 41
- [Syllabi](#)..... 41
- [Student Evaluations](#)..... 41
- [Textbooks and Photocopying](#)..... 42
- [End of Semester Responsibilities](#)..... 42
- [Policies](#)..... 42

- 8. Student Services**
- [Orientation & Commuter Student Services](#)..... 43
- [Campus Life](#)..... 43
- [Housing & Residential Life](#)..... 43
- [Career Services](#)..... 44
- [University Health Services](#)..... 44
- [Counseling & Psychological Services Center](#)..... 45
- [Disability Resource Center](#)..... 45
- [University Ombudsman](#)..... 45
- [Student Conduct & Conflict Resolution](#)..... 46
- [Multicultural Programs & Services](#)..... 46
- [English Language Institute](#)..... 47
- [University Learning Center](#)..... 47
- [Volunteer Action Center](#)..... 47
- [Victim Advocacy Center](#)..... 47
- [Women’s Center](#)..... 47
- [Center for Leadership and Service](#)..... 47
- [Student Media](#)..... 58

All University policies are accessible at the University Compliance Office web site:
<http://compliance.fiu.edu>

1. TEACHING

The relationship between teaching faculty and students is extremely important. Our reputation as an institution depends on effective teaching and advising as well as 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.

SYLLABUS

You are required to provide your students with a syllabus. Students must have a clear idea of the learning goals expected from your course and a syllabus provides that information. The Faculty Senate recommends that all syllabi be placed on line. Most student grievances against faculty are a result of misunderstandings over faculty expectations. Please note the following University expectations (see official university policy [here](#)) 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 and lab courses, not later than the first day of the semester for on-line courses, and not 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 throughout the semester, which will be available for public examination.

Note, further, that each 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 (including 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; and
- attendance standards, if required.

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

- the University drop date—the University Calendar is available at: <http://registrar.fiu.edu/index.php?id=88>;
 - 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 accommodate religious holy days—see [Section 3](#) of this Handbook),
 - how final grades will be determined. It is not advisable to change your grading policies after the syllabus is distributed, but 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—information available at: http://academic.fiu.edu/academic_misconduct.html.
- reference to University policies on sexual harassment, and religious holidays (policies are available through: <http://academic.fiu.edu/>,
 - information on services for students with disabilities (see [Section 3](#) of this Handbook;
 - 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; and
 - reference to University policies on academic misconduct on <http://compliance.fiu.edu>

The following passage is recommended for inclusion on syllabi for this topic:

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; and

- students are not unfairly disadvantaged by mid-semester changes to grading standards, attendance standards, or performance measures.

DROP DATE

As of the Fall 2011 semester, the ability for a student to DROP a class—earn a DR grade (with no GPA impact) has been extended through the 11th week of the semester (Fall and Spring only; Summer terms have different deadlines). Please refer to the [Academic Calendar](#) for specific dates. Students are financially liable for all dropped courses. Non-attendance or non-payment will NOT constitute a drop.

CLASS ROLLS

Faculty may view class rosters via the PantherSoft system. The sign-on is available through <http://my.fiu.edu> under the faculty tab. Clicking on the faculty center link will take you to current semester information and the information displayed is specifically tied 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.

EQUITABLE 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 (see [Section 3](#) of this Handbook).

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 a family member.

MEETING CLASSES

A professor must meet **every** scheduled class, and should meet it 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 (in advance) if at all possible. If there is no one available to cover your class, make sure that someone notifies your students. **Never hire anyone else 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.

STUDENT ATTENDANCE

If attendance is required in your course, indicate that fact on the syllabus. Students who participate in University-sanctioned events (athletic events, 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.

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.

OFFICE HOURS

A significant point of contention with students is that frequently faculty do not have 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.** 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 and give them to your secretary so that they can be posted in the department. If you teach on a campus other than your primary campus, be sure to post and hold office hours there as well. Students should be able to see you by appointment as well; those who work or have other classes might not be able to come during 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 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 and receive messages and mail. If you do not have your own individual mailbox, ask your department chairperson for one. This makes receiving and learning materials from and for students more efficient and assures a modicum of privacy.

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 *Catalog*. Most courses use either the conventional letter grading system (A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, and F0 [see below]), or the Pass/Fail (P, F) option, but in some cases students can elect to take a course for either 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, and this option is also not subject to change.

The incomplete (IN) grade can cause special problems. This grade 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 be changed into the default grade (see the following paragraph for the rules on students who have applied for graduation) You may require a student to finish an incomplete in a shorter period of time. It is required that you have a signed written agreement, containing a firm deadline with the student. This 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, since experience shows that the longer an incomplete drags on, the less likely it is that the student will ever 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 term (or a previous term), must complete the required course work so that the change-of-grade form may be processed before the end of the fourth week of the following semester for graduation. If the student fails to complete the course (or the department fails to submit the change-of-grade form) in a timely fashion, the graduation application will be canceled.

An incomplete should be given only to a student who has successfully completed at least half of the work in the course. Students can drop a class through the eleventh week of the semester, and students who don't 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 when 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 form 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 (<http://registrar.fiu.edu/index.php?id=88>). 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 **FO**. 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. (See the explanation of the Gordon Rule and other University Core Curriculum requirements in the [Academic Advising section](#)).

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.

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.

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.

PLAGIARISM DETECTION WITH 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 and to request access to Turnitin, contact The Resource Center for Educational Technology at 305.348.2814.

FORGIVENESS POLICY

Undergraduate Students

A student is allowed to retake a course in an attempt to raise his/her grade point average. Both grades will appear on the transcript but only the last grade will be calculated into the GPA. Undergraduates may use the forgiveness policy a maximum of three times. They can retake the same course three times.

In order for a repeated course to effect an adjustment of the grade point average, the course must be the same as the earlier course. The grading option must also be the same, and the course must be repeated at this university. If a course number has changed since the student's previous enrollment, a memo to the Office of Registrar will enable the student to repeat the course.

The forgiveness policy is not automatic. Prior to graduation, the student must submit a Repeated Course form to the Office of Registration and Records. The transcript will then be adjusted so that all courses taken by the student (with the grades earned) will be reflected, but only the last grade earned in a repeated course will be calculated into the GPA. Credit hours for a repeated course can count only once.

Graduate Students

Grade Forgiveness Policy for Graduate Programs will be discontinued beginning Fall 2011. FIU's Faculty Senate passed a resolution to discontinue the grade forgiveness policy (stated below*) for all graduate programs beginning 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 of course already taken before the Fall 2011 semester.

Forgiveness Policy Discontinuation Timeline:

- **Fall 2011** – The forgiveness policy cannot be applied to any graduate course taken in fall 2011 or later.
- **Fall 2011 – Summer 2012** - Repeat course for coursework taken prior to fall 2011 will have the forgiveness policy applied.

- **After Summer 2012** – The forgiveness policy is permanently discontinued.

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, in choosing textbooks, and in evaluating faculty teaching performance.

Currently each faculty member is required to administer a standard questionnaire in each class (this questionnaire is called 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 return them to the departmental secretary or the chairperson promptly. You will not have access to the completed evaluations until you have submitted the final grades.

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 be familiar with the requirements of your major and the University Core Curriculum. Undergraduate Education provides a number of resources on their website and has also developed a training module for individuals who provide academic advising to undergraduate students.

Freshman entering FIU since the Summer B 2003, or transfer students without an AA degree from a Florida college or university entering FIU since the Fall 2003, must complete the [University Core Curriculum](#) (UCC). It is unlikely you will advise students who fall under earlier requirements (if you do, you should consult the Academic Advising Center on the Modesto A. Maidique Campus at 305-348-2892, or on the Biscayne Bay Campus at 305-919-5754).

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.

All students in the Florida State University System (SUS) and the community colleges must

either pass or be exempted from a requirement called the CLAS—the College Level Academic Skills. More information on this requirement can be found on the [Undergraduate Education](#) website.

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 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 follow these 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 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.

Make absolutely sure that you understand what is required of the student. Make sure 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 law suits. As an advisor, you must ensure that students in the same program are treated equitably. Do not waive certain requirements for some students and different requirements for other students.

If you find yourself advising students and are unclear about the requirements, ask your chairperson or dean to arrange an advising workshop. You can also utilize your college or school's academic advising or student services professionals as a resource.

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.

INTERNATIONAL STUDENTS

There are a number of U.S. Immigration and University regulations regarding international students. If you advise international students, contact the Office of International Student and Scholar Services for information on immigration requirements and procedures. You should encourage your international students to maintain photocopies of all documentation submitted to the University. To contact the Office of International Student and Scholar Services call 305-348-2421 on the Modesto A. Maidique Campus and 305-919-5813 on the Biscayne Bay Campus. This office also has information on special programs and activities for international students.

BOOK ORDERS

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**. When textbooks cannot be ordered within this time-frame, written explanations must be provided to the appropriate Dean's Office, and such orders should be completed as quickly as possible to allow for the availability of the materials. When students register for their courses they may elect to go to the Bookstore's site where they can gain information about required materials and texts, and the costs of this material. Find out what the procedures are in your unit. The Bookstore can also put together special course packets. However, course packs require six to eight weeks of lead-time because the Bookstore must get permission from the publishers to reprint each article. If you wish to assemble a course packet, call the Bookstore for instructions. Book orders may be submitted online at <http://www.fiu.bncollege.com>.

You can communicate with the FIU Bookstore by:

Phone	305-348-2691 Modesto A. Maidique Campus main phone line
	305-348-3923 Modesto A. Maidique Campus textbook office
	305-919-5580 Biscayne Bay Campus main phone line
Email	fiubook@fiu.edu

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

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.

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.

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. Call the Office of the General Counsel (305-348-2103) to obtain [waiver forms](#).

STUDENT HANDBOOK

You should be sure to obtain a copy of the [Student Handbook](#), which is available from the Office of Campus Life (on the Modesto A. Maidique Campus in GC 2240, 305-348-2138, and on the Biscayne Bay Campus in WUC 141, 305-919-5804). The handbook contains the full texts of policies pertaining to students, including the University's Academic Misconduct Procedure and the University's Student Grievance Procedure. The handbook also includes the academic calendar, which notes important University deadlines, e.g., the last day to register, the last day to drop a course, the last day to apply for graduation, etc.

2. RESOURCES AND SERVICES FOR TEACHING AND RESEARCH

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 at the Modesto A. Maidique Campus and ACI 180 at 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 or 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.

CENTER FOR THE ADVANCEMENT OF TEACHING

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

centered teaching throughout the university. It 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 (305-348-3907).

CENTER FOR EXCELLENCE IN WRITING

The [Center for Excellence in Writing](#) offers individual consultations to students about writing assignments such as papers, reports, and 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 (305-348-6634), at BBC in Glenn Huber Library 1st floor (305-919-4036) and at the Engineering Center in EC 2780 (305-348-6634).

CENTERS, INSTITUTES & MUSEUMS

The [Frost Art Museum](#) and The [Wolfsonian—FIU](#), as well as numerous [Centers and Institutes](#) at FIU provide special programs, publications, and services, which serve as excellent teaching and research resources.

DIVISION OF INFORMATION TECHNOLOGY & UNIVERSITY TECHNOLOGY SERVICES (UTS)

[UTS](#) is your central technology resource provider. 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 of most interest to the faculty include:

- **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 us [online](#).
- **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](#).
- **Networking / Connectivity Services:** High-bandwidth and robust campus network infrastructure; wireless connectivity in key locations: Please visit the [website](#) for more information.
- **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.
- **UTS Training Center:** Hands-on [technology training](#) for faculty and staff: MS-Office, MS-Windows, web design, and more.
- **Media Equipment & Engineering Services:** E-classroom planning & operation, checkout of AV / IT equipment for class presentations: projectors, TVs, VCRs, tape recorders, camcorders, laptops, etc. The unit's website is [here](#).
- **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. Please find more information online.

- **Instructional Design:** [Instructional design services](#) are available on a one-to-one basis and are tailored to your individual needs whether you want assistance in specific area or, want to collaborate in the design or redesign of a course from start to finish.
- **Instructional Photography & Graphics:** [Photographic and graphic design services](#) for instructional, research, promotional, and presentation purposes:
- **Computing Labs:** 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](#)
- **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 has available a video editing suite, audio recording/editing suite, digital copystand, and flatbed and film scanners
- **Hardware Maintenance:** On-campus [repair and maintenance of personal computers](#) and peripherals
- **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.
- **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

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 PeopleSoft enterprise system. The PantherSoft project team continues to implement and deploy other modules, e.g. 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. For complete information, visit the [PantherSoft web site](#).

Most important to faculty is the fact that course rolls and grade reporting occurs online. You need to consult with your chairperson regarding gaining access to your grade rolls which are accessed online through our PantherSoft system. You will also be required to submit grades through this system.

TELEPHONE SYSTEM

All FIU campuses operate with the [VoIP telephone system](#). VoIP stands for Voice over Internet Protocol (that basically 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 Voice Mail System (Audix),

- a standard Caller ID, Call Directory, Corporate Directory, and On-line Speed Dial and Call Forwarding for Cisco 7960 IP Phones, and
- improved reliability and redundancy of both network and voice services.

UNIVERSITY ADVANCEMENT

[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. The office of University Advancement is located in MARC 540A (305-348-6298).

OFFICE OF INTERNATIONAL STUDENT & SCHOLAR SERVICES

The [Office of International Student & Scholar Services](#) (ISSS) provides services to both faculty and students such as assistance with processing and interpreting current immigration regulations and temporary visas. It can also help you and your international students navigate through the maze of regulations regarding course load, health insurance, immunization, and payment of fees. If you advise international students, you will find this office extremely useful. International policies are constantly changing; therefore advisors should refer international students to the ISSS office. This Office is located in GC 242 on the Modesto A. Maidique Campus (305-348-2421), and in the Wolfe University Center (WUC) 257 on the Biscayne Bay Campus (305-919-5813).

UNIVERSITY LEARNING CENTER

The [University Learning Center](#) (ULC) offers supplemental instruction in reading, writing, and mathematics. Its staff also assists students in acquiring study skills. In addition to tutors, the Center has personal computers and some instructional software.

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 (305-348-2441); on the Biscayne Bay Campus it is located in ACI 160 (305-919-5927).

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.

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 3000 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.

Borrowing Library Materials

The Panther Card [your picture ID which may be obtained at the ID Office in Graham Center or Wolfe Center] 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.

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.

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.

Information and Library Instruction

The libraries seek to promote information literacy by educating students to understand the organization of knowledge, to gather data of all kinds using both print and information technology resources, and to evaluate 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.

Geographic Information Systems/Remote Sensing Center

The Geographic Information Systems (GIS) and Remote Sensing (RS) Center is housed in the Green Library and supports research and teaching from many academic units in the areas of computerized cartography, GIS, RS, 3-D visualization, and spatial statistical analysis and modeling. The Center also hosts a graduate certificate program in Geographic Information Systems.

Sound and Image

Resources in a variety of formats are available in the Sound and Image Department (e.g., 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.

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.

For More Information

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

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 section of grant proposals, and
- service on graduate committees and statistical help for graduate student research.

In addition, the statistical consultant conducts overview lectures on statistical packages at the beginning of each semester and, upon request, will also provide introductory lectures on these packages for individual classes. For more information call 305-348-2261.

UNIVERSITY WEB PAGE

A good resource for keeping up to date on University programs, policies, and services is the University [web page](#).

FIU's web page contains links to a myriad of information that is of importance and helpful. The University recently launched its news portal [news@FIU](#) which is updated hourly with up to date information.

Almost all departments maintain their own web pages and now use RSS feeds to link up to date University information to their site. A good example is the [University calendar](#), the central depository for events and deadlines.

“DEALING WITH DISRUPTIVE OR TROUBLED STUDENTS” SEMINAR

This seminar is presented by 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. It addresses issues across a broad spectrum with a focus on maintaining safety and relative order in the classroom as well as assisting faculty in coming to the aid of students who may be experiencing difficulty.

You do 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 (call 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](#), Modesto A. Maidique Campus, UHSC 270 at 305-348-2434; or [Office of Student Conduct and Conflict Resolution](#), Modesto A. Maidique Campus, GC 331 at 305-348-3939.

3. IMPORTANT POLICIES

OUTSIDE EMPLOYMENT AND CONFLICT OF INTEREST

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 in your class a textbook that you have authored. You are required to submit the appropriate Faculty Outside Activities and Conflict of Interest Report [online](#).

You need to provide enough information in order for reviewers to determine whether such 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 can be required not to engage in the activity. Exceptions are listed under the [Conflict of Interest policy](#).

STUDENTS’ 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](#).

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 appropriately 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 at 305-348-2168. Consult the General Counsel’s Office at 305-348-2103 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.

Student Conduct Code

The University Standards of Student Conduct address three major areas of moral integrity - 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](#) (305-348-3939), where they must be handled in accordance with University judicial procedures. Referrals may be made by faculty, staff, or students. 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. It is very important that you understand this process—the Handbook is available [here](#).

Academic Misconduct

Separate policies and procedures govern undergraduate and graduate academic misconduct (see the official university policy [here](#)). 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 instances when 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 made in writing and must be sent to the Office of the Dean of Undergraduate Studies or the Office of the Dean of Graduate Studies within 14 calendar days of the alleged occurrence or the date that the alleged violation was first discovered. Any faculty member, staff member, or student may file such a written petition, although a student complainant may 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.

Procedures for dealing with academic misconduct are outlined [here](#). There are two stages required for dealing with academic misconduct. First, you must meet with the student and confront him/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/her chairperson, dean, or director. If the faculty member and student agree on what action will be taken, they sign a "consent agreement," which is written in conjunction with the appropriate Dean's Office.

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/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. It is imperative, however, 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. To receive a

current copy of the [Student Handbook](#), call the Office of Campus Life (Modesto A. Maidique Campus at 305-348-2138, or Biscayne Bay Campus at 305-919-5804).

STUDENT GRIEVANCES

Often grievances 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 attempting 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 and faculty are encouraged to you thoroughly understand the academic misconduct procedures.

The grievance procedure for discrimination cases is somewhat different. Such cases are investigated by the Office of Equal Opportunity. You should obtain a copy of the policy on complaints regarding illegal discrimination from the [Office of Equal Opportunity Programs](#) (305-348-2785).

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 members, and staff members should interact with students, staff, and each other with utmost sensitivity. All faculty members, male and female, must monitor their own behavior carefully. If you observe someone behaving in a harassing way (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](#) (305-348-2785).

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...

STUDENTS AND EMPLOYEES 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 a faculty member who has a student with a disability enrolled in his/her class, and indicate what kinds of arrangements must 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 Office of Disability Services can provide sign language interpreters, note takers, readers, and research assistants for students who are unable to use the library. It can also assist faculty in adapting tests for disabled students and it can provide some specialized equipment. There are

Federal laws governing the treatment of students with disabilities and it is essential that faculty abide by these.

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.

The office 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. You may contact this office at 305-348-3532.

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 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 great deal of information of interest to graduate students and their professors. This site 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 Modesto A. Maidique Campus in PC 230 (305-348-2455).

MISCONDUCT IN RESEARCH

The University policy regarding misconduct in research is found on the [University Policies and Procedures Library](#). Research misconduct means 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.

LANGUAGE IN THE WORKPLACE

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

TENURE AND PROMOTION

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

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

APPOINTMENT AND PROMOTION OF NON-TENURE TRACK FACULTY

Since the academic year 2010/2011, FIU grants instructors and lecturers who do not pursue a tenure appointment 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 teaching and research records and contribution to the University. Please visit the [Academic Affairs faculty resources website](#) for further information.

FACULTY ASSIGNMENTS AND EVALUATION

Faculty must be told in writing at the beginning of employment and at the beginning of each year (usually the academic year), what the assignment for the year will be. 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 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 based in part 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 teach, your annual performance evaluation will include an evaluation of your teaching. Your student evaluations will be a part of this process, but in addition, you have the right to submit any material relevant to your teaching assignment, e.g., syllabi, course materials, etc. The evaluator must take these 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 bargained policies. Non-Bargaining Unit faculty should check with their chairperson or dean for the relevant policies.

FACULTY EVALUATION FILE

There can be only one file containing documents to be used in the evaluation process (excluding tenure and promotion files), that is the Faculty Evaluation File. The official personnel file, maintained by the Office of Human Resources, is not the file used for tenure, promotion, or salary decisions. Your evaluation file will be housed in your departmental office or your 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.

As you can see, the assignment of duties, the annual performance evaluation, and the evaluation file are all closely tied to personnel actions like promotion, tenure, and raises.

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 see 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.

TRAVEL AND REIMBURSEMENT POLICIES

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.

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

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 for travel. This is dependent on available funds. You can be reimbursed for airline tickets, car rentals, taxis, tolls, parking, business telephone calls, *per diem* expenses, conference fees, and even departure tax if you are traveling to/from a foreign country. Receipts must be retained for reimbursement. There are limits on reimbursements, so please consult with your chairperson and departmental secretary. **Be sure to keep your airline ticket coupon and hotel bills and obtain original receipts for taxis, tolls, parking, etc.**

There are two different travel cards 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 individual Travel & Entertainment Cards (T&E Cards) for individual travelers who travel three or more times a year. For more information on this see your chairperson and/or departmental secretary. Additional information may be obtained from the [Controller's Office Travel Section](#) by phone at 305-348-2438.

State of Florida Purchasing Card

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

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.

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.

DIVISION OF RESEARCH

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

- **Office of Sponsored Research Administration** consisting of Pre-Award, Post-Award, and Research Decision Support.
 - **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 successfully prepare a winning proposal according to sponsor guidelines and legal and 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.

- **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.
- **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.
- **Office of Research Integrity** is committed to setting the highest standards of quality research and continued success by developing, implementing, and evaluating operational policies and procedures related to human subject protection, animal welfare, research safety, research misconduct, export controls, and recombinant DNA.
- **Office of Research Development (ORD)** is a service unit of the Division of Research. The mission of the ORD 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-to-one consultation, to the coordination of University-wide seminars and training workshops. Other services include:
 - Providing internal funding mechanisms such as bridge funding, new researcher awards, and others that help expand research capabilities and opportunities throughout the University;
 - Advising interdisciplinary research teams on proposal development strategies;
 - Maintaining research space, including allocating space and upgrading existing facilities;
 - Coordinating with the colleges to accommodate new faculty hires and assisting in their transition to the FIU systems.
- **Office of Budget & Cost Analysis** manages data entry of new awards, proposals, consulting agreements and subcontracts in InfoEd. It also reconciles contracts and grants (C&G) department IDs, works closely with the grant administrators and Post-Award to clear monthly budget exceptions on grants; negotiates new facilities and administrative (F&A) rates, as well as the distribution of the F&A to colleges/departments.
- **Office of Intellectual Property Management** is primarily responsible for 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. All proposals **must** be approved by the Division of

Research before they can be submitted to the granting agency. See the Division of Research policies and procedures in the [University Policy Library](#).

ANIMAL AND HUMAN SUBJECTS

Any research (whether sponsored or not) involving human or animal subjects must be reviewed and approved by the Institutional Review Board (IRB) or the Institutional Animal Use and Care Committee (IACUC), respectively before the project may be commenced. Please Contact the [Office of Research Integrity](#) at 305-348-2494 for procedures relating to IRB and IACUC.

SABBATICALS AND PROFESSIONAL DEVELOPMENT LEAVES

Sabbatical leaves for tenured faculty are available on both 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. These leaves are not automatic. Information on these leaves is available on the website of the [Office of Academic Budget and Personnel](#).

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 a form called [Authority for University Property to be Used Off- Campus](#). This form must be signed by your department chairperson, program director, or dean. This procedure applies to major items such as personal computers, laboratory equipment, etc.

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; in other words, and the tickets they issue cannot be ignored. If you get a ticket that 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.

UNSAFE CONDITIONS

You should report any unsafe condition on campus to the Director of Environmental and Health Safety and Risk Management. Unsafe conditions include broken fire extinguishers, hazardous waste, smoking in classroom, etc. It is best to make the report in writing. On the Modesto A. Maidique Campus, this office is located in CSC 152 (305-348-2621); on the Biscayne Bay Campus, it is located in SO1 115 (305-919-5225).

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 and 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 parking lots and garages.

EMERGENCY PROCEDURES

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

In the event of an emergency (i.e. fires, accidents, threatening students) call the University Police. If you are on campus at night, you can find emergency phones in all of the elevators. At Biscayne Bay Campus, there are also emergency phones in parking lots and near the swimming pool. University Police can be reached at Modesto A. Maidique Campus: 305-348-5911 [7-5911] and Biscayne Bay Campus: 305-919-5999 [6-5911]). 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: Modesto A. Maidique Campus: 305-348-2626 [7-2626]; Biscayne Bay Campus: 305-919-2626 [6-2626].

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

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.

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.

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 and 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.

SUMMARY OF THE COLLECTIVE BARGAINING AGREEMENT

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

Please note that the Agreement is enforced by a procedure different from the enforcement of policies. The Agreement and policies constitute some of the most important rules under which the bargaining unit faculty and the administration work. It is recommended that you read these documents.

The provisions of the *Collective Bargaining Agreement* and BOT-UFF policies apply to all members of "the bargaining unit." The bargaining unit includes regular faculty (tenure-earning or not) and librarians. Chairpersons, faculty in the College of Law, and the College of Medicine, assistant deans, associate deans, deans, the Chairperson of the Faculty Senate, and those with higher-level administrative titles are excluded from the bargaining unit and are subject to other University policies. Such 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.

Members of the bargaining unit may grieve violations of the *Collective Bargaining Agreement* 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 be represented by the United Faculty of Florida (UFF), by an attorney, or by him/herself. The [UFF](#) has an office located in PC 112.

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 completed 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 posthumous degrees requires a formal process and several approvals, and, 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.

4. Human Resources Benefits and Services

Florida International University provides a wide range of benefits and services to faculty. The Division of Human Resources' [benefits web page](#) provides important information concerning various insurance options as well as guidelines for choosing specific plans. It also describes tax-sheltered annuities, savings bonds, retirement programs, and payroll deductions.

5. Additional Services and Resources

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 (aerobics, yoga, spinning and more). On both campuses there are also basketball/volleyball courts, jogging trails, and 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 [Recreation Services' web site](#).

CHILDREN'S CREATIVE LEARNING CENTER

The [Children's Creative Learning Center](#) on the Modesto A. Maidique Campus is an educational preschool serving children 2½ to 5 years of age. The Center is an educational research center for child development providing developmentally appropriate, hands-on experience that encourages each child to work towards his/her maximum potential. Children of students, staff, faculty, alumni, and the community are eligible for enrollment. For more information, visit the website or call 305-348-2143.

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; improve personal and organizational effectiveness; and create a healthier campus community by providing mental health assessment and referral, group development facilitation, and

educational and training programs. Assistance may be provided to department heads and supervisors to help deal with workplace issues. To schedule a CONFIDENTIAL appointment or to speak with the OEA Director, call 305-348-2469.

FACULTY CLUB

The [Faculty Club](#) on the Modesto A. Maidique Campus is located in GC 118. The dining room is open for lunch and tables can be reserved. The dining room has two small meeting rooms, which can be reserved as well. In order to join the Faculty Club you must pay a \$50.00 per-year fee. This fee also entitles you to bring guests. For more information, call 305-348-4129. Faculty Club reservations are made by calling 305-348-3059/2297.

THE WOLFE UNIVERSITY CENTER AT BBC

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, Federal Post Office, the 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. Additional information can also be found online at. Visit the web page to view Campus Life events, schedule space, and request information to be placed on the grand marquis at the entrance into Biscayne Bay Campus.

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, which help to govern the University. For example, no new course can be offered without the approval from the Curriculum Committee and the Senate; no new graduate program can be launched without the approval from the Graduate Council and the Senate. Many of the policies in this handbook originated with the Faculty Senate. The Senate is pleased to consider the concerns and issues of non-Senators. For more information, call 305-348-2141.

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](#) at 305-348-2785 or visit the website.

UNITED FACULTY OF FLORIDA-FLORIDA INTERNATIONAL UNIVERSITY

The [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](#) has an office located in PC 112 and can be reached at 305-348-3212.

FACULTY GROUP PRACTICE

The FIU Healthcare Network run [Faculty Group Practice](#) provides healthcare services on the MMC campus for faculty and staff. To schedule an appointment, call 305-348-DOCS(3627).

6. Legal Concerns

There are a number of legal issues that come up repeatedly at the University. Some of these issues have been addressed elsewhere in the *Faculty Handbook*, but they are important enough to be mentioned again.

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 you take 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. You 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.

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](#).

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, other education requirements, and the major requirements in your discipline. See the section on advisement under Teaching and review the appropriate sections of the Catalog.

ARBITRARY, CAPRICIOUS, OR DIFFERENTIAL TREATMENT

It is essential that all students are 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 differential treatment in the Teaching section of this handbook.

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.

CLASS ADVISEMENT & RECORDS

It is imperative that you record and maintain class data, such as attendance records (if attendance counts in your classes) and grades for 5 years. Records and any student work not picked up or returned should be kept for at least one year. Careful records should be maintained of advisement sessions as well. If you inform a student of his/her status regarding requirements, if you agree to accept a course from another institution, etc., you should include that information in the student's file and, when appropriate, in the student's SASS degree audit. Sign and date any changes that you make in the file.

STUDENT RECORDS

The Family Educational Rights and Privacy Act of 1974 ("the Buckley Amendment") and various Florida statutes govern the handling of student records.

Without written consent from a student or former student, only official University personnel with a "need to know" can examine a student's records. Parents of dependent students (IRS definition) also have this right. Therefore, it is illegal to post student grades or test results, even

by social security number, to give grades 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.

RIGHTS & RESPONSIBILITIES OF STUDENTS

Questions of student rights and student misconduct can create serious legal problems. These issues are discussed in the University's [Student Handbook](#). You can obtain the handbook from the Office of Campus Life (Modesto A. Maidique Campus 305-348-2138, Biscayne Bay Campus 305-919-5804). There is a more detailed discussion of this matter in Section 3 of this handbook.

COPYRIGHT VIOLATIONS - THE FAIR USE DOCTRINE

Faculty are urged to read the [Fair Use Doctrine](#) in its entirety. Copyright violations are often committed unwittingly, but the penalties can, nevertheless, 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 meets the tests of brevity and spontaneity, cumulative effect, and 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) and request permission to duplicate by including the following information:

1. Title, author/editor, and edition of material
2. Exact material to be used, giving page numbers, chapter, and a photocopy of the material
3. Number of copies to be made
4. Use to be made of copied material
5. Form of distribution (classroom, newsletter, etc.)
6. Whether or not material is to be sold
7. Type of reprint (ditto, photocopy, offset, typeset)

Send the request, with a self-addressed, stamped envelope to the permissions department of the publisher. You can find the address in the document itself, *Books in Print*, or *The Literary Marketplace*.

Some material may be in the public domain and have no copyright restrictions. The [Register of Copyrights](#) at the Library of Congress, Washington, D.C. 20559 can tell you if a particular work is in the public domain.

7. ADJUNCT FACULTY

SIGN-ON PROCEDURES

The [sign-on procedures for new employees](#) are posted on the Human Resources website. You need to consult with your supervisor regarding gaining access to your course rolls which are accessed online through our PantherSoft system. You will also be required to submit grades through this system.

OFFICE SPACE, TELEPHONES, AND KEYS

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 there is a place in which to meet.

If you are assigned an office, make sure that you have access to the key whenever 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. Discuss this with your department chairperson.

You are also entitled to access to a telephone. Ask your chairperson which phone you may use for work-related calls. You must be able to receive calls as well. There should be a telephone upon which you can receive voice mail or the departmental secretaries should take messages for you. You should have your own mailbox in which students are able to leave you messages and papers, and in which you are able to leave things for them as well.

OFFICE HOURS

Like all faculty members, you are required by the Florida Board of Governors and University rules 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 suitable space. Some faculty members meet students in the cafeteria during off-hours, although this venue is noisy and public.

UNIVERSITY ID CARD

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

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.

FIU E-MAIL ADDRESS

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

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 section on Additional Services and Resources discussed in that section are available to you and your students.

SYLLABI

You are required to provide your students with a detailed syllabus (see the [Syllabus section](#) under Teaching above). Failure to do so can result in complaints and even grievances. Guidelines for syllabi are contained in the Teaching section of the handbook.

STUDENT EVALUATIONS

Be sure that every course you teach is evaluated by the students. 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.

TEXTBOOKS AND PHOTOCOPYING

Teaching without books can be an extraordinary inconvenience, so it is important that you submit your book orders as soon as you know what you will be teaching. In most units, book orders are given to a departmental secretary who forwards them to the bookstore. FIU's [Textbook Affordability Policy](#) requires that textbook orders be submitted to the Bookstore no later than 45 days prior to the beginning of each semester. This allows information on required instructional materials to be available to students as they register—while making registration decisions students may click on links to the bookstore to see what the required books and other materials are, how much they cost, and other relevant information.

Find out what your department's policies are on copying class materials. Some departments limit 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. Check with the department secretary regarding departmental policy.

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. Please refer to Section 1, Teaching, and Grades.

POLICIES

Many of the policies discussed in [Section 3](#) of 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 to cheat or plagiarize. 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, 305-348-2139; and on the Biscayne Bay Campus in WUC 141, 305-919-5804). The [Student Handbook](#) contains the full text of all policies pertaining to students, including the policies on academic misconduct and sexual harassment.

Students do sometimes file formal grievances against a faculty member. It is important that you understand the procedures involved in the grievance process. This, too, is explained in the [Student Handbook](#).

8. STUDENT SERVICES

If you have students with special needs or problems, there are a number of [services and centers](#) to which you can refer them.

ORIENTATION AND COMMUTER STUDENT SERVICES

Panther Preview, [FIU's orientation program](#), is designed to introduce students and parents to FIU. It also provides various services for commuter students and assists with problems and other concerns.

CAMPUS LIFE

[Campus Life](#) is the department that organizes a myriad of social, cultural, recreational, and educational events such as lecture series, festivals, concerts, etc. Campus Life is always looking for joint partnership opportunities with the faculty to bring and co-sponsor educational programs on campus. There are over 250 student organizations, including Graduate Student Association and Honor Societies, all ready to work with faculty and academic units.

HOUSING & RESIDENTIAL LIFE

The department of [Housing and Residential Life](#) provides on-campus accommodation for students at both Modesto A. Maidique and Biscayne Bay Campuses. A variety of room styles are available. *Students interested in housing need to submit an application and deposit, and are encouraged to do so well in advance, as spaces fill up quickly.*

The [Housing Office](#), which handles student agreements, payments, and assignments, is located in the University Park Towers. The Office of Residential Life, located in Panther Hall, coordinates all programs and services provided for residents. These include the living and learning communities, leadership development opportunities, student programming and organizations, the judicial process, and other initiatives designed to ensure an enjoyable and supportive environment for residents, the living and learning communities are designed living areas for students with similar interests or majors. Current offerings include F.Y.R.S.T. (First Year Residents Succeeding Together); Honors Place, for students in the Honors College; Leaders in Residence; Music Community, for students in the School of Music; and Wellness Community, for students interested in learning more about healthy lifestyle choices.

CAREER SERVICES

[Career Services](#) is a centralized operation that provides services, to all students (undergraduate

and graduate). The Office offers career counseling for freshman and transfer students, internship/co-op opportunities, and employer networking activities, such as on-campus recruiting, career fairs, employer forums, and résumé referrals. Additionally, the Office teaches soft skills through activities such as business etiquette dinners, a How-to-Network Workshop, and a Dressing-for-Success seminar. To maximize the services available, students and alumni are encouraged to register with Career Services.

Career counselors are available to give classroom presentations on topics such as employability skills, market trends analysis related to careers, and how to prepare for a multi-career work world. The Office also publishes the *Career Handbook*.

For more information on services, including how to access employer guest speakers, call 305-348-2423 at Modesto A. Maidique Campus, 305-348-1281 at the Engineering Campus, or 305-919-5770 at Biscayne Bay Campus, or visit the Offices at GC 230 on the Modesto A. Maidique Campus, EC 2780 on the Engineering Campus, or WUC 255 on the Biscayne Bay Campus.

UNIVERSITY HEALTH SERVICES

[University Health Services](#) encompasses the General Medical Clinic, Women’s Health Services Clinic, the Wellness Center, a full-service pharmacy, and the Office of Employee Assistance. Both UP and BBC campuses feature a primary care health clinic open Mondays through Fridays that provides quality, cost-effective, confidential, and professional primary medical care services to registered students for the prevention, diagnosis, and treatment of disease and injury.

The following clinical services are covered by the student health fee and therefore, are free of charge to registered students: routine primary medical care, including office visits with registered nurses and primary care nurse practitioners and physicians; podiatry; family planning counseling. Some of the clinic services available for a nominal charge to registered students include: laboratory tests (blood, urine, and cultures), pap smears, immunizations, and office procedures, such as EKG and respiratory therapy. The Travel Clinic is open to students and faculty/staff by appointment only and features a consultation with a registered nurse and most travel vaccines (nominal charge). All clinical services are strictly confidential. The University also sponsors a low cost group PPO health insurance plan available to all registered students.

The FIU [Pharmacy](#) is conveniently located on the first floor of the University Health Services Complex at the UP campus and provides the following services to FIU students, faculty, and staff: prescription and over-the-counter medications, dietary supplements, vitamins, and herbs; feminine hygiene products; first aid supplies; medical equipment; dental products; health and beauty products; sunscreen; aromatherapy; relaxation products; and more. Most types of health insurance plans will be accepted. Call (305)348-2401 for more information.

The [Wellness Center](#) has offices on both campuses and provides health promotion services for students, faculty, and staff. Health educators provide guest-lectures for FIU academic classes;

health workshops for FIU departments, student groups or individual students and employees. The Center features the popular TriFit Fitness Assessment; personal consultations with a registered dietitian; and personal consultations on improving fitness, smoking cessation, wellness, stress management, aromatherapy, and sexual health. The Wellness Center sponsors free HIV testing; acupuncture; and mind/body conditioning classes featuring Cloud 9 relaxation room, yoga, meditation, aromatherapy, reflexology, and massage therapy. There is a nominal charge for some student and employee services.

To request a health presentation for your class, contact the [Wellness Center](#) at 305-348-2401, option 5 (at MMC) and 305-919-5307 (at BBC). For clinical appointments, call 305-348-2401 at MMC or 305-919-5620 at BBC. For general departmental information, including times of operation, contact MMC 305-348-2401 or BBC 305-919-5620.

COUNSELING AND PSYCHOLOGICAL SERVICES CENTER

The [Counseling and Psychological Services Center](#) is composed of licensed therapists. The services provided are confidential and free to all currently registered students. The Center offers individual, group, and couples counseling in a culturally sensitive environment. The Center also provides psychological testing and biofeedback training. Psycho-educational workshops and seminars can be brought to your classrooms on various related topics, such as stress management, relationships, diversity, cults, etc., to enhance the students' emotional well-being. Consultation for faculty and staff regarding concerns about a student is available by phone or in person. Your anonymity can be maintained if preferred. The Center also serves as a training facility to doctoral students in the field of mental health. The Counseling and Psychological Services Center is located at Modesto A. Maidique Campus in the University Health Services Complex (305-348-2434) and at Biscayne Bay Campus in Wolfe University Center 320 (305-919-5305).

DISABILITY RESOURCE CENTER

Students with disabilities should be referred to [Disability Resource Center](#). This office provides students with permanent and temporary disabilities with physical access and classroom accommodation. It can also meet students' special needs for sign language interpreters, readers, note takers, etc. See [Section 3](#) of this handbook for further discussion. You can obtain a *Faculty Handbook on Accommodation of Disabled Students* from this office. The office is located on the Modesto A. Maidique Campus in GC 190 (305-348-3532) and on the Biscayne Bay Campus in Wolfe University Center 139 (305-919-5345).

UNIVERSITY OMBUDSMAN

The [Ombudsman](#) acts as an impartial and confidential agent in assisting students who have encountered problems or conflicts at the University, particularly problems not being adequately addressed through normal channels or those for whom normal processes and procedures cause inordinate delay. Contact: Modesto A. Maidique Campus: GC 219, 305-348-2797; Biscayne Bay Campus: WUC 325, 305-919-5547.

STUDENT CONDUCT & CONFLICT RESOLUTION

The mission of the [Office of Student Conduct and Conflict Resolution](#) is to promote concepts of respect, civility, fairness, and conflict resolution on campus by enforcing community standards (FIU and Florida policies, federal, state, and local laws) and holding students accountable for their behavior in a fair, yet developmental manner, through the involvement of the campus community and educational development of students.

Misconduct of an academic nature should be directed to the Office of the Dean of Undergraduate Studies or Office of the Dean of Graduate Studies as appropriate. You should familiarize yourself with the [Procedures for dealing with academic misconduct](#).

Misconduct and complaints that are non-academic should be directed to Student Conduct and Conflict Resolution. This would include behavioral problems arising in the classroom. The Office of Student Conduct and Conflict Resolution also provides the following:

- Workshops for faculty and staff in conjunction with Counseling and Psychological Services on “Dealing with the Disruptive or Troubled Student.”
- Consultancy services for faculty and staff regarding student behavior concerns.
- Background checks for various agencies (Secret Service, FBI, CIA, State Department, DEA, Federal Marshals, Law Enforcement Agencies, Military, Graduate Schools, Law Schools, Dean Certifications, and Florida Bar Examiners).
- Selection and training of judicial board members and hearing officers.
- Admission clearances - the University reserves the right to review the case of any student who has been involved in misconduct prior to admission to determine eligibility for admission.

Please refer to the Student Code of Conduct section in the FIU Student Handbook or check the [web page](#) for more information regarding processes and procedures.

Student Conduct and Conflict Resolution is located on the Modesto A. Maidique Campus in GC 331, 305-348-3939.

MULTICULTURAL PROGRAMS & SERVICES

The [Office of Multicultural Programs and Services](#) provides numerous services and programs to students, including access to our Computer Lab, free tutorials, cultural events, scholarship programs, workshops, referral systems, and leadership mentoring. Contact GC 216 on the Modesto A. Maidique Campus at 305-348-6425, and WUC 253 on the Biscayne Bay Campus at 305-919-5817.

ENGLISH LANGUAGE INSTITUTE

The mission of the [English Language Institute](#) (ELI) is to teach English to non-native speakers. Its courses are not regular University courses; they do not carry credit and fees are not tied to the University tuition schedule. The ELI does not follow the FIU academic calendar and most of

its students are not regular FIU students. However, FIU students can attend classes at the ELI, and they will receive a 30% discount in tuition. You can obtain more information by calling 305-348-2222.

UNIVERSITY LEARNING CENTER

Students who need help with reading and writing skills should be sent to the University Learning Center. Please see [Section 2](#) of this handbook. The University Learning Center is located in GL 120 (305-348-2840) and ACI 160 (305-919-5927).

VOLUNTEER ACTION CENTER

This [Center](#) is the main office for student volunteer activities on campus. The Volunteer Action Center also coordinates service-learning opportunities for academic classes. Contact the Center in GC 340 at 305-348-2149 or WUC 257 on Biscayne Bay Campus at 305-919-5360.

VICTIM ADVOCACY CENTER

The [Victim Advocacy Center](#) is a crisis intervention center for any student, staff member, faculty member, or University visitor (male or female) who has been abused or victimized in any way, including sexual assault, domestic violence, stalking, assault and battery, etc. Victim Advocates are available 24 hours a day to provide support and assistance and can be reached at the Center's 24-Hour Support & Information Line 305-348-3000. The Center also offers crisis counseling, information and referral, advocacy, and educational programs. All services are offered in English and Spanish and are free-of-charge and confidential. The Victim Advocacy Center is located in the University Health Services Complex, 305-348-1215 and WUC 325 at BBC. The 24-hour crisis hotline is 305-348-3000.

THE WOMEN'S CENTER

The [Women's Center](#) in the Division of Student Affairs provides women with programs and services related to their intellectual, professional, social, and emotional growth. The Women's Center coordinates the Mentoring Partnerships Program, publishes the Muse newsletter, and organizes annual programs to commemorate Women's History Month, National Girls and Women in Sports day, and Take Our Daughter to Work day, along with other special events. Its offices on the Modesto Maidique and Biscayne Bay Campuses house lending Libraries and provide space for club meetings. The Women's Center serves as a clearinghouse of information by directing women to appropriate resources within the University and the larger community. The Modesto A. Maidique Campus office can be reached at 305-348-1506. At Biscayne Bay Campus, the office number is 305-919-5359.

CENTER FOR LEADERSHIP AND SERVICE

The [Center for Leadership and Service](#) provides students with developmental and experiential learning opportunities, which will foster leadership grounded in values and moral purpose. Visit GC 242 or call 305-348-6995.

STUDENT MEDIA

[The Beacon](#), FIU's student newspaper, is an editorially independent publication produced by students and distributed free-of-charge. Contact *The Beacon* in GC 210 at 305-348-2709 or in WUC 124 on Biscayne Bay Campus at 305-919-4722,

[WRGP Radio](#) is FIU's student operated radio station at FM 88.1. Contact WRGP in GC 319 at 305-348-3071.