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# WELCOME FROM PRESIDENT ROSENBERG



Welcome to FIU, a leading urban public research university that focuses on student learning and provides leadership in local and global engagement. By selecting FIU, you are choosing a World's Ahead employment path that will open your world to new ideas, cultures, languages, relationships and opportunities. As the gateway to the Americas, FIU serves as a model for the future of higher education. We are committed to learning, research, innovation, creativity, and entrepreneurship, so that our graduates are prepared to succeed in a global market.

Students are at the center of our University. They have high expectations both for themselves and for all of us in the FIU community. Moreover, our faculty and staff are committed to providing our students with a high quality education and service excellence through their varied levels of skill and expertise.

Your colleagues at the University are talented professionals; ask them to share their knowledge and insights as you begin your journey here. Become engaged in the life of FIU by attending the many events and activities we have on our campuses.

Welcome to your new community! We look forward to working with you.

A handwritten signature in black ink, appearing to read 'Mark B. Rosenberg', with a stylized flourish at the end.

*Mark B. Rosenberg*

President

Florida International University

# GETTING STARTED

## New Faculty Checklist

### YOUR TOP PRIORITIES

- ❑ Sign-on packet  
If you have not already done so, submit the online sign-on packet.
- ❑ Supplemental documentation  
Complete the I-9, W-4, Loyalty Oath and Outside Activities forms (when applicable) to your department's support staff or HR. What to bring with you:
  - Picture identification card
  - Social Security card
  - Visa documentation (when applicable)

Once the online sign-on packet and any necessary supplemental documentation has been submitted your employee ID (Panther ID) and FIU e-mail will be created and you can begin to access systems, e-mails, resources, and request services.

- ❑ Orientation  
Register for New Faculty Orientation Day scheduled for August 16, 2016 and also for the New Faculty & Families BBQ on August 20, 2016) at [newfaculty.fiu.edu](http://newfaculty.fiu.edu)
- ❑ Course Design Institute for New Faculty  
Wednesday, August 17, 2016 10:00-4:00 (lunch provided)  
The Center for the Advancement of Teaching invites new faculty to a comprehensive, hands-on institute designed to help participants design courses that promote long-term learning. Whether you are retooling a course, revising a colleague's syllabus, or developing a course from scratch, the session will help you to engineer a powerful learning experience for your students. Please RSVP to [teach@fiu.edu](mailto:teach@fiu.edu) by August 10.

### PROFESSIONAL AND ACADEMIC

- ❑ Staff support  
Get to know your departmental support staff either virtually or in-person. To find the contact information you can go to [phonebook.fiu.edu](http://phonebook.fiu.edu)
- ❑ Ask for help  
Contact your departmental staff for help with office and lab access when required, PC/phone set up, textbook adoptions, instructional materials, classroom/teaching resources and a warm welcome into the department!
- ❑ Teaching support 🌟  
The Center for the Advancement of Teaching can help you design your courses, hone a syllabus, develop assignments, write good exams, and much more. Call 305-348-4214 or email [teach@fiu.edu](mailto:teach@fiu.edu)
- ❑ Policies  
Review university policies (we suggest FERPA, Syllabus Requirements, ADA Compliance, Academic Integrity) at [policies.fiu.edu](http://policies.fiu.edu)
- ❑ IT Security  
Complete the required 30-minute IT Security Awareness Training at [it.fiu.edu/security](http://it.fiu.edu/security)
- ❑ Faculty handbook  
An invaluable resource at [facultyhandbook.fiu.edu](http://facultyhandbook.fiu.edu)

🌟 Unit/service will be available at New Faculty Orientation

- ❑ New faculty help  
Find more tips and useful resources at [newfaculty.fiu.edu](http://newfaculty.fiu.edu)
- ❑ Educational Technology 🌐  
Learn about media and educational technology services. Visit the Division of IT online at [it.fiu.edu](http://it.fiu.edu)
- ❑ Parking 🌐  
Register your vehicle for a virtual parking permit at [parking.fiu.edu](http://parking.fiu.edu)
- ❑ University ID Card 🌐  
Learn about the benefits of the FIU OneCard at <https://shop.fiu.edu/onecard/faculty-staff/index.html>
- ❑ Keys/access 🌐  
Submit key/access request forms at [facilities.fiu.edu/keyrequest.asp](http://facilities.fiu.edu/keyrequest.asp) (full-time faculty only)
- ❑ Photograph 🌐  
Take your official FIU portrait

## PERSONAL

- ❑ Full-Time Faculty Benefits 🌐  
Visit People First website: [peoplefirst.myflorida.com](http://peoplefirst.myflorida.com) (1-866-663-4735) OR email [benefits@fiu.edu](mailto:benefits@fiu.edu) to schedule an appointment with a HR Benefits Representative to select benefit options (You have 60 calendar days from your effective hired date to enroll in health and supplemental insurance plans and 90 days to select retirement plans and options)  
Health and retirement benefits for eligible faculty can be viewed here:  
<http://hr.fiu.edu/index.php?name=insurance>
- ❑ Adjunct Faculty Benefits  
For determination of eligibility as an Adjunct faculty member, please verify directly with People First at 1-866-663-4735
- ❑ Health care 🌐  
Learn about/register for health care services through FIU Health's Faculty Group Practice or visit [hcn.fiu.edu](http://hcn.fiu.edu)
- ❑ Housing  
Check out housing offers by FIU faculty/staff/students [classifieds.fiu.edu](http://classifieds.fiu.edu)  
Want to see where other FIU faculty reside? Visit [newfaculty.fiu.edu](http://newfaculty.fiu.edu)
- ❑ Child care 🌐  
Learn about our Children's Creative Learning Center [children.fiu.edu](http://children.fiu.edu). FIU faculty receive tuition discounts at KinderCare® Learning Centers, Champions® Before and After-School Programs and participating CCLC® Child Care Centers. For more information about centers and sites near you call 877-914-7683 or visit <http://www.careiseverywhere.com>.

🌐 Unit/service will be available at New Faculty Orientation

## Institutional Vision, Mission, and Values

### **VISION STATEMENT**

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

### **MISSION STATEMENT**

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

### **VALUES**

Florida International University is committed to the following core values:

#### **Truth**

In the pursuit, generation, dissemination, and application of knowledge

#### **Freedom**

Of thought and expression

#### **Respect**

For diversity and the dignity of the individual

#### **Responsibility**

As stewards of the environment and citizens of the world

#### **Excellence**

In intellectual, personal, and operational endeavors

## Strategic Plan - FIU *BeyondPossible* 2020

We recognize that student success is everyone's responsibility. Through this strategic plan, we will nurture a culture of continuously improving student success for all faculty, of service excellence for all staff, and of collaboration among units and individuals. With this approach, we will move forward as one to make *FIUBeyondPossible2020* a reality.

*FIUBeyondPossible2020* is FIU's roadmap to turn ideas into action and action into impact. We must draw our strength from each other and give our students and community our very best, leveraging the *Worlds Ahead* brand attributes that define FIU: Vibrant. Community focused. Entrepreneurial. Global. Accessible. Ideally located.

Development of this plan was a collaborative effort in which students, faculty, staff, alumni and community leaders offered their feedback through their participation on one of the four strategic plan focus committees, their attendance at town hall meetings or their anonymous feedback. The process focused on four key areas:

- 1) Student Success
- 2) Preeminent Programs
- 3) Carnegie Very High Research Designation
- 4) Financial Base/Efficiency.

The plan's name, *FIUBeyondPossible2020*, reflects the fact that these are precedent-setting goals. We plan to be the first public, majority-minority research institution to achieve these goals because in achieving these goals, FIU will better serve our students, faculty, staff and community. For full details, please visit [stratplan.fiu.edu](http://stratplan.fiu.edu).



# CAMPUS RESOURCES

## Parking and Transportation on Campus

All vehicles parked at the University must be registered with the Department of Parking & Transportation. You are encouraged to review the FIU Parking Rules & Regulations, schedules and hours of operations at [parking.fiu.edu](http://parking.fiu.edu). All parking permits are now virtual!

Vehicles parked in Pay by Phone metered spaces must pay for the space, even those with FIU parking decals or other forms of permit. To prevent your vehicle from being booted or towed, please do not accumulate any violations. The University assumes no liability for vehicles parked or operated on University property.

**EV-Charging Stations** – several locations at MMC and EC, also coming soon at BBC. See [parking.fiu.edu/information](http://parking.fiu.edu/information).

**Golden Panther Express Shuttle (GPE)** - transports between MMC and BBC. Fare (\$5.00) is automatically deducted from your FIU ONE CARD <http://shop.fiu.edu/onecard/>.

**CATS Shuttle** - transports between MMC and Engineering campus. There is no charge for this service.

**Panther Mover** - shuttle that runs continuously at the MMC between the Panther Garage and Primera Casa (PC) with stops throughout the route. Hours of Operation: 8:00am to 6:00pm

**Panther Safety Tram** - provides transportation throughout the campus at night. Call 305-348-6173 (MMC and BBC) to schedule a pickup. Hours of Operation: 7:00pm-1:00am (MMC), 7:00pm-11:00pm (BBC)

**SFCS- FIU Carpool Program** - <http://get2fiu.com/>

**Public Transportation-** EASY card/tickets for the Metromover/Metrorail are available in the Parking office.

**Modesto A. Maidique Campus**  
PG-5 Market Station  
305-348-3615

**Biscayne Bay Campus**  
Wolfe University Center 353  
305-919-5558

**Hours:** Mon. through Fri.  
8:00 a.m. to 4:30 p.m.  
[parking.fiu.edu](http://parking.fiu.edu)

## FIU One Card

All employees are required to carry their FIU One Card for identification purposes. The card will designate you as faculty, and will have your Panther ID, your unique number to be used in various University transactions. In addition to being the office ID card, the FIU One Card can be used to access campus resources

1. Computer Labs
2. Campus Libraries and databases
3. Recreation Centers at MMC and BBC (fees apply for faculty and staff)
4. Panther Dining locations
5. Bookstore discounts and personalized Faculty Account
6. Security and door-entry systems in some locations
7. Golden Panther Express (GPE) Shuttle from MMC to BBC
8. Use as a Wells Fargo ATM/Debit Card (There is no requirement to open an account)

**How to Get Your FIU One Card-**Bring a valid government-issued photo ID to one of the ID card offices to receive your FIU One Card. 📍Available at New Faculty Orientation

**Modesto A. Maidique Campus**  
Gold Garage

**Biscayne Bay Campus**  
Wolfe University Center 143

**Hours:**  
Mon. through Thu.  
8:30 a.m. to 6:00 p.m.  
Fri. 8:30 a.m. to 5:00 p.m.



## Technology Resources and Services

### ESSENTIAL TECHNOLOGY SERVICES

**FIU Faculty/Staff Computer Accounts** - Computing accounts are automatically created for faculty and staff when they are hired by the university. To look up your username and password, visit [myaccounts.fiu.edu](https://myaccounts.fiu.edu). Here, you will also be able to manage your account information and maintain one password for multiple technology services on campus (e.g. email, wireless access, PantherSoft, etc.).

**Telephone / Voice Mail Services** - The VoIP Telephone system is installed at all campuses and sites and hosts a variety of features. Voicemail is a feature available upon request and can be accessed from your VoIP telephone or by calling 305.348.8000 from any phone. To request a new line, acquire an existing telephone, or set up voicemail, please contact our Support Center. More information can be found at the "Telephones" section of the IT Web site.

**Desktop Computer Support** - Support in the areas of software installations, network connections/configurations, and general computer and phone troubleshooting are available through our Support Center at 305.348.2284. Online help is available via [Chat](#) and through our Automated Service Request system.

**FIU Panther TECH** - Our on-campus technology store is your one-stop shop for computer repairs and upgrades, along with your software and hardware needs. Panther TECH is an authorized service provider for Apple, Dell and Lenovo computers/tablets and HP printers, and all of our services come with a 30-day guarantee. The FIU Panther TECH store is located in the GC 165 [panthertech.fiu.edu](https://panthertech.fiu.edu).

### FIU CODE OF COMPUTING PRACTICE

Any unauthorized, deliberate action which damages or disrupts a computing system, alters its normal performance, or causes it to malfunction is a violation of this Code, regardless of system location or time duration. The complete code of conduct is located here:

<https://it.fiu.edu/about/fiu-code-computing-practice/>

### IT Support

305.348.2284

## MY.FIU.EDU

The MY.FIU.EDU Portal ([MY.FIU.EDU](https://my.fiu.edu)) is the gateway for all students, faculty, and staff to interact with FIU's enterprise management system powered by PeopleSoft. Also known as **PantherSoft**, this system includes Campus Solutions, Financials, and Human Resources self-service functionalities. Your homepage will have a link at the top for you to access your Employee and Faculty home pages. On the Faculty page, you will be able to access the "Faculty Center / My Schedule" which displays your schedule, class roster, and grade roster.

### Electronic W-2

All employees must consent to receive their W-2 electronically. You can easily complete your consent by using the link "Electronic W2 Consent Form" in the center of your Employee home page.

## **View Paycheck**

You can view and print a copy of your paycheck from [MY.FIU.EDU](http://MY.FIU.EDU). From the Enterprise Menu, select: Human Resources Self-Service > Employee Self-Service > Payroll and Compensation > Paycheck. You can select the paycheck date, and review the details about your pay and deductions.

## **Leave Reporting**

Exempt faculty are paid a salary and report only on leave taken. Leave includes sick time, annual leave, and holidays. Accrued leave is reported through [MY.FIU.EDU](http://MY.FIU.EDU). Employee main menu > Human Resources Self-Service > Employee Self-Service > Time Reporting > Timesheet.

## **Updating Your Address**

MY.FIU.EDU employee portal is also the primary source for each employees' contact information. Important benefits information will be sent to the address shown in your profile. It also provides FIU with an emergency point of contact. To receive timely information make sure that your personal information is updated in PantherSoft after any changes. Simply use the Employee main menu > Human Resources Self-Service > Employee Self-Service > My Account > Update My Directory Profile.

## **Managing Your Class**

The PantherSoft Campus Solutions team has created online tutorials that help new faculty manage their online courses.

<http://panthersoft.fiu.edu/online-training-3/> > Campus Solutions

## **FIU Calendars**

Many activities and events occur across FIU throughout the year. To help you keep track of important events below are links to some of the University's main calendars.

University events calendar:

<http://calendar.fiu.edu>

Academic calendar:

<http://onestop.fiu.edu/academic-calendar/>

Payroll calendar:

<http://hr.fiu.edu/index.php?name=calendars/schedules>

## Campus Health, Safety & Security

### Environmental Health and Safety

EH&S provides the University with support and guidance to protect people, the environment and property while assuring regulatory compliance. EH&S programs are designed to ensure general safety on campus and specific safety in areas such as biological, chemical, radiation safety, etc. Contact EH&S at 305.348.2621 or [ehs@fiu.edu](mailto:ehs@fiu.edu) to find out about training specific to your area of expertise.

### Emergency Management

The [Department of Emergency Management](#) offers helpful resources, guides and trainings that make the FIU community on and off campus safer during time of disaster (both natural and man-made). We encourage you to use the department's website [dem.fiu.edu](http://dem.fiu.edu). For additional information, please contact the staff at 305.348.6975.

### FIU Police

In compliance with the Federal Crime Awareness and Campus Security Act of 1990 (Clery Act), FIU's [Police Department](#) publishes the [Annual Security and Fire Safety Report](#) that contains the following information:

- How to report criminal actions or other emergencies occurring on campus and its available facilities.
- Policies on the security of, access to, and maintenance of campus facilities, including campus residences.
- Details about campus law enforcement's authority and how FIU Police Department works with state and local police agencies. Policies that encourage accurate and prompt reporting of all crimes to the campus police and the appropriate police agencies.
- A policy to assist monitoring and recording by local police agencies of criminal activity committed by students at off-campus locations of recognized FIU student organizations, including student organizations with off-campus housing facilities.
- A description of the types and frequency of programs to:
- Inform students and employees about campus security procedures.
- Encourage students and employees to be responsible for their own security and the security of others.
- Inform students and employees on crime prevention.
- A statement of policy regarding the institution's campus sexual assault prevention programs, and procedures to follow should a sex offense occur.
- Statistics concerning the occurrence of particular criminal offenses on campus to including those that manifest evidence of prejudice based on race, religion sexual orientation, or ethnicity as prescribed by the Hate Crimes Statistics Act.
- A description of available drug and alcohol abuse education programs, including appropriate policy statements.
- Statistics concerning the number of arrests on campus for liquor law violations, drug abuse violations, and weapons possessions, including those that manifest evidence of prejudice as prescribed by the Hate Crimes Statistics Act.

A copy of this report may be obtained from the University Police Dept. or via the web by visiting: <http://police.fiu.edu>

#### Modesto Maidique Campus

885 S.W. 109th Avenue, PG-5 Market Station, Miami, FL 33199  
Tel: (305) 348-2626 Fax: (305) 348-1566 Emergency: (305) 348-5911

#### Biscayne Bay Campus

3000 N.E. 151st Street Building SO II, North Miami, FL 33181  
Tel: (305) 919-5559 Fax: (305) 919-5505 Emergency: (305) 919-5911

EMERGENCY PHONE NUMBERS: 24 Hours – 7 Days a Week

MMC: (305) 348-5911 BBC: (305) 919-5911

## **FIU Alert**

FIU Alert is an emergency notification system that will notify registered users of emergencies occurring on or near Florida International University campuses using text messages directed at user cell phones. Users receive alerts about hazardous weather, criminal threats and other emergency situations. Instructions to sign up for text alerts: [dem.fiu.edu/fiu-alert](http://dem.fiu.edu/fiu-alert) >> Employee Sign Up.

Faculty and staff should register for FIU Alert text messages at [my.fiu.edu](http://my.fiu.edu). (Main Menu > Human Resources > Employee Self Service > Emergency Management > FIU Alert)

## **FIU Mobile**

FIU's Mobile App is available by downloading from Apple's App Store, Android's Google Play, or by accessing [m.fiu.edu](http://m.fiu.edu) from your mobile device browser. You can access important information on the go such as courses, maps, places, directory, transit, athletics, news, events, links, and the library.

## **News and Updates**

### **FIU NEWS**

For your daily source of fascinating research and information about our outstanding students, faculty and staff go to FIU News ([news.fiu.edu](http://news.fiu.edu)). FIU News is maintained and updated daily by the Office of News and Communications. Their writers are expert communicators, some placed in your colleges and units. This network of account managers offers a seamless continuum of marketing and public relations services and a deeper understanding of your specific industries and needs.

We value your suggestions and feedback. Got an idea for a story, video, or photo you would like to see on FIU News? Email [news@fiu.edu](mailto:news@fiu.edu).

### **THE BEACON**

The vibrant student-run newspaper, *The Beacon*, is published three times weekly during Fall and Spring semesters and once a week on Wednesday during the second half of the Summer semester. *The Beacon* is available free campus-wide mainly in the residence halls, Graham Center and campus buildings and usually contains a mix of campus and local news coverage.

### **FIU MAGAZINE**

FIU Magazine inspires heart-pounding pride by telling our stories with truth, boldness and the highest standards of artistic and editorial excellence. It is the flagship quarterly publication of FIU, published in print three times a year and a fourth issue is published online only.

### **HR NEWS AND UPDATES**

The Division of Human Resources' biweekly newsletter provides faculty and staff news on topics such as benefits, regulatory updates, opportunities for professional development, and campus events.

### **UNIVMAIL ANNOUNCEMENTS**

Univmail Announcements is a daily email digest that allows FIU employees to communicate important University information, events, and other items. Information submitted is approved and must agree with the University's policy statement in order to be posted.

In order to subscribe, you must have an FIU domain email account ([username@fiu.edu](mailto:username@fiu.edu)). You can request to be subscribed by contacting the UTS Support Center at 305 348 2284 and request that you be subscribed.

# ACADEMIC RESOURCES

## Office of Faculty and Global Affairs

In full alignment with the University's mission and Provost Kenneth G. Furton's strategic priorities, the [Office of Faculty and Global Affairs](#) (OFGA) was established in February 2015 under the leadership of Vice Provost Meredith A. Newman and serves as a key resource and driver in faculty academic excellence and success. OFGA provides guidance and resources to sustain and enhance our faculty's success through career growth, development and reward programs. OFGA also underlines the institutional commitment to cross- and inter-cultural readiness for the 21st century. It will lead the university community in its strategic internationalization for 21st century and global readiness. The Office synergizes FIU's international educational, research and engagement activities by focusing on efficiencies and creating new opportunities in support of our collective international educational goals. Please let us know how we can support you! Call us at 305-348-8267 or visit us in PC 520.

One of the most comprehensive information resources for faculty is the [Faculty Handbook](#). It will guide your daily academic and professional conduct and provide contact information for campus representatives who may serve as subject matter experts should you need additional assistance.

## Office of Research and Economic Development

The mission of the [Office of Research and Economic Development](#) (ORED) is to provide leadership in research administration, support the endeavors of the University's research community, and ensure the responsible stewardship of research activities. ORED 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.

ORED is comprised of various units, which serve the progressive needs of FIU's research community. The [Researcher's Timeline](#) outlines typical milestones in the funding process, from early conceptualization of the project to the closeout of the project, and shows which group within ORED specializes in each area. The left hand navigation will direct you to more information about each office. If you are not sure which office to contact, please call 305-348-2494.

## Center for the Advancement of Teaching (CAT)

Whether you are designing or redesigning a course from the ground up, tweaking a syllabus handed down from your department, developing good assignments or tests, or just eager to learn more about FIU students, the [Center for the Advancement of Teaching](#) is your resource. CAT can help you with any aspect of crafting an effective learning experience for our students, and we're eager to help you start your teaching career at FIU on the right foot. Contact CAT by email at [teach@fiu.edu](mailto:teach@fiu.edu) or phone 305-348-4214 for support with any issue related to teaching and learning.

## Instructional Technology Services

Support for faculty is available for enhancing the learning experience through the use of technology. Through the Resource Center for Educational Technology, faculty have access to a suite of resources and support for teaching with technology, including: Blackboard training workshops, online course development and delivery, flatbed and film scanning, *Turnitin* and other software. Photography, broadcast video production, and instructional design and graphics are also available. The Resource Center is located in GL 150. For assistance please call 305.348.2814 or submit an online request.

## FIU Online

FIU Online's [Faculty Center](#) offers a detailed Faculty Support Guide, professional development, pedagogical and many other resources. Instructional designers are pleased to assist you in developing your expertise as FIU pursues an ambitious growth strategy for face-to-face, hybrid and courses delivered fully online.

## Libraries

The FIU Libraries are pleased to offer [Faculty Services](#) through designated [library liaisons](#). These services include:

### Library Instruction Services

Schedule a library instruction session to develop your student's research skills:

- [Instruction Request Form](#)
- [Library Instruction Calendars](#)
- [Instruction Services](#)

### Resources for Teaching and Learning

Explore these guides and tools to integrate the library resources and services into your teaching and research:

- [Resources for Online Teaching & Learning](#)
- [Citation Analysis & Journal Rankings](#)
- [Electronic Textbooks](#)
- [Copyright](#)
- [Library Hacks](#)
- [Streaming Media Collections](#)

### Course Reserves

Place items on reserve for courses and projects, including electronic reserves and multimedia materials. Please use the [Reserves Request Form](#) and view the [Library Reserves Policy](#).

### Faculty Document Delivery Services

[Faculty Document Delivery Services](#) provide electronic desktop delivery of articles and pull and hold services for books at the Green Library on the Modesto Maidique and the Hubert Library on the Biscayne Bay Campus.

### Request Materials for the Library Collection

Use our [Faculty Materials Request Form](#) to request an item for the library collection.

### Request an Audiovisual Item for Classroom Use

Please use the [A/V Request Form](#) to borrow items for in-class viewing.

## Museums

FIU enjoys the benefits of three fully accredited museums that not only enrich the cultural and arts experience of our community but serve as resources and research centers to our faculty:

### **The Patricia & Phillip Frost Art Museum**

Housed on the Modesto Maidique Campus, [The Patricia & Phillip Frost Art Museum](#) (formerly The Art Museum at FIU) opened in 1977. Initially a small gallery of less than 3000 square feet, the Museum grew to achieve local, national and international recognition as one of South Florida's key cultural institutions. Following the groundbreaking for its new facilities in 2003, the Art Museum at FIU was officially renamed The Patricia & Phillip Frost Art Museum. The museum gained a respected reputation for its innovative exhibitions, outstanding lecture series and educational outreach programs for South Florida's diverse audiences. Through generous support from private donations as well as state and local government agencies, the Frost Art Museum is able to offer free admission to all exhibitions and public events.

Student and faculty exhibitions, an important component of the Museum's academic function, present the work of artists who have achieved significant state and national recognition, including NEA, MacArthur, Guggenheim and Florida Visual Artist Fellowships.

The Frost Art Museum presents exhibitions in Latin America and is working on future collaborations and partnerships with leading art institutions in these regions. These efforts to foster cultural, educational, and artistic exchanges compliment Florida International University's commitment to its ever-growing international audiences.

**Phone** - 305.348.2890

**Museum Hours Daily** -10a.m.–5p.m. (Open at noon Sun)

**Closed** - Mon

### **The Wolfsonian-FIU**

[The Wolfsonian–FIU](#) is a museum, library, and research center located in the Art Deco District on Miami Beach. The Wolfsonian-FIU uses objects to illustrate the persuasive power of art and design, to explore what it means to be modern, and to tell the story of social, historical, and technological changes that have transformed our world. The collections comprise approximately 120,000 objects from the period of 1885 to 1945—the height of the Industrial Revolution to the end of the Second World War—in a variety of media including furniture; industrial-design objects; works in glass, ceramics, and metal; rare books; periodicals; ephemera; works on paper; paintings; textiles; and medals. Opened to the public in 1995, The Wolfsonian-FIU has received wide recognition among scholars, collectors, educators, the media, museum professionals, and visitors for its unrivaled collection of modern material culture and its multidisciplinary approach to looking at objects as both agents and expressions of change. While these objects can best be understood in the context in which they were created, they illuminate as much about our times as they reveal about their own. The museum supports scholarship and develops and disseminates critically acclaimed exhibitions, publications, and educational programs that highlight the impact of design in shaping the modern world.

**Phone** - 305.531.1001

**Museum Hours Daily** - 10a.m.–6p.m. (Open at noon Sun) (Until 9pm Thu)

**Closed** - Wed

**Free** - 6–9pm Fri

### **Jewish Museum of Florida-FIU**

[The Jewish Museum of Florida-FIU](#), a historic partnership that leverages the resources of the museum and Florida International University, has ignited a new era of interdisciplinary education and research focused on the history of the Jewish experience in Florida, the ways in which Florida Jews influence and are influenced by the cultural dynamics of Florida, the nation, and the world, and issues of discrimination against

all peoples in Florida throughout history. Located in Miami Beach, the museum's historical collections, research library, endowment, and other assets will augment an academic plan that focuses on the museum's and FIU's shared missions of education, research and outreach. A key component of the academic plan for the JMOF-FIU is the relocation of a variety of programs, including the Jewish Studies Certificate Program, to the museum's facilities. The plan also includes the expansion of academic programs and research endeavors designed to educate FIU students, faculty, and the greater South Florida community about the challenges of the immigrant experiences shared by all ethnicities in the state of Florida.

**Phone** - 305.672.5044

**Museum Hours Open** - Tues-Sun 10a.m.-5p.m.



# TEACHING & LEARNING ESSENTIALS

By the Center for the Advancement of Teaching

Welcome to FIU! We polled previous new faculty to find out what they wished they'd known during the first year, and compiled the answers to their most frequently asked questions related to teaching and learning. We hope the answers will help you as you begin your journey at FIU.

## **What am I required to include on my course syllabus?**

FIU has an official university policy regarding the contents of a course syllabus. The policy can be found in <https://policies.fiu.edu/files/736.pdf> and the FIU [Faculty Handbook](#). Read more about syllabus design on the [Center for the Advancement of Teaching \(CAT\)](#) website.

## **How do I gain access to my classroom and the technology equipment?**

Your department staff support contact is your best resource for learning the location of your classroom and how to gain access; you can also consult this [map](#). University computing accounts are created for faculty when they are hired. You can access the technology equipment in your classroom with these credentials. If you encounter a problem, you can contact IT support - New Faculty Hotline at 305-348-2284 (Choose Option 7 for new faculty). If your classroom does not have the necessary audio-visual equipment, you can request it at <https://it.fiu.edu/media-educational-technology/media-equipment/>

## **How do I prepare for and what should I do on the first day of class?**

The first day of class is exciting: it's a moment of thrilling opportunity for your students (and for you) and you'll want to take advantage of it. When you decide what your goals are for the first day of class, it will be important to set a tone that will stimulate students' interest in the material and maximize the learning that will happen in your course. You might want to provoke their curiosity, or let them know what big questions the courses will answer. What will they be able to do or accomplish because they've had your course? Although we're often tempted to spend our time going over important policies, it's more valuable to spend some time on introductions (both to people and to course content) and on some activity that relates clearly to the content and learning goals of your course. Those policies can go in the syllabus—and while you're expected to provide a syllabus by the first day of class, you're not obliged to waste your class time going over it. That can be homework, or the first group project. Many instructors like to plan an icebreaker for the first day so that students and the instructor will get to know one another better and develop a positive teacher-student relationship. An icebreaker that's connected to course content, and that sets a positive tone in the classroom, will help your students to achieve the learning goals for the course. Whatever you have students do (or whatever you don't do) on the first day will create a precedent for the rest of the semester, so it's important to get students engaged and active right from the start. You can read more about the [first day of class](#) on our website and in Professor Kevin Gannon's, [The Absolute Worst Way to Start the Semester](#) presented by the *Chronicle of Higher Education*.

## **What kind of class attendance policy should I have?**

When you're developing your classroom attendance policy, it's a good idea to check if your department has a particular policy, and familiarize yourself with university policies on holidays, university breaks and student travel for authorized university events. When you develop your own policy, taking these into account, it's important to think about what students will gain from attending. Will they be accomplishing important work in class? Solving problems, honing their skills, practicing difficult thinking? If so (and we hope so!) the value of this work should be reflected in the grading and attendance policies. Points are the currency of a class: they communicate to students how we expect them to apportion their time and effort.

## Where can I find pedagogical best practices and technical assistance for fully online courses?

FIU recognizes the importance of providing faculty with the essential resources for teaching online and hybrid courses. The [FIU Online Faculty Support Center](#) among other wonderful resources has a [FAQ page](#) for online teaching. Additionally, the FIU [Online Faculty Support Guide](#) expands on the FAQ page providing a wealth of valuable information about working with FIU Online, collaborating with an instructional designer, and enhancing your course with multimedia and innovative teaching strategies. CAT staff members are also available to assist you with course design and other pedagogical questions. We offer individual consultations and a variety of [workshops](#) and [book groups](#). Feel free to email us at [teach@fiu.edu](mailto:teach@fiu.edu) -- we look forward to hearing from you! You can also request a one-on-one consultation for assistance with Blackboard, the university's learning management system, at <http://online.fiu.edu/faculty/professional-development/request-a-consultation/index.php>

## How do I engage my students so that they learn more?

Noted author and academic Maryellen Weimer, PhD shares [Six Things Faculty Can Do to Promote Engagement](#).

- Redefine Participation
- Cultivate a teacher presence that invites engagement
- Devote time to talk about learning--what it entails and why it's important
- Give students a stake in the process
- Design authentic assignments and learning experiences
- Use cumulative quizzes, finals and exams

To learn more about Professor Weimer's ideas and others, below are a few of our favorite books on teaching and learning – where you'll find information on the latest developments in the science on learning, great discussions of practical techniques, and a variety of strategies to assist you in developing courses that maximize student engagement.

*How Learning Works: Seven Research-Based Principles for Smart Teaching*

*Learner-Centered Teaching: Putting the Research on Learning into Practice*

*Cheating Lessons: Learning from Academic Dishonesty*

*Why Students Don't like School: A Cognitive Scientist Answers Questions About How the Mind Works and What it Means for the Classroom*

*Teaching to Transgress*

*Teaching First-Year College Students*

CAT also has a large library of resources available to you. Click [here](#) to see more of our offerings.

## What is a flipped classroom?

The flipped classroom is an active learning strategy where the lecture and homework elements of a course are reversed, so that content delivery happens outside of the physical space of the classroom, and the precious class time is used more powerfully to offer students opportunities for practice and feedback. Students often get stuck when they first apply new concepts, so in a flipped model this happens in class, with support, rather than in isolation—so students are less likely to give up.

A flipped classroom “repurpose[es]class time into a workshop where students can inquire about lecture content [they've viewed outside of class], test their skills in applying knowledge, and interact with one another in hands-on activities. In flipped classrooms, the instructor is a facilitator, supporting and encouraging students in the process of inquiry and collaboration.” We can steer you to lots of resources on [active learning](#) and [flipped classrooms](#).

## What do my students expect of me?

Students will learn best when they know what's expected of *them*. It's often surprisingly difficult to articulate exactly what good performance in our courses will look like (for example, “critical thinking” combines so many component skills that it means something a little different to each discipline, and often varies from

course to course!), but it's worth the effort to make our expectations as explicit and concrete as possible. Your syllabus will probably offer these:

- A clear articulation of the course goals and objectives
- An explanation of what students should know before taking the course (i.e. prerequisites)
- A clear explanation of how they should use their time, and when assignments are due or exams are scheduled
- Clearly stated policies and rules
- Course activities that are designed with course goals in mind, so that students can see how the activities help them attain the goals
- Precise grading criteria that are consistent, fair, defensible, and impartial
- Transparency in course purpose, goals, activities and assignments.
- A clear explanation of what they must do to ensure learning and success in your course

### **How do I get my research going?**

FIU offers several resources to assist faculty in the development and implementation of their research agendas. Please visit <http://research.fiu.edu/>, review the [Research Guide for New Faculty](#) and seek out colleagues in your department with whom you can collaborate. Also, attending campus events like [Fundamentals Workshops](#) or [Faculty Book Groups](#) are excellent opportunities to meet and build research partnerships with colleagues from other disciplines.

### **How do I know if I am moving in a successful direction?**

Consult with your department chair regarding the research and teaching expectations of your department, then set research and teaching goals for yourself in your new position, as well as the ways you'll measure your progress toward achievement of your goals. Consider consultations with a CAT staff member to help you craft your teaching and student learning goals.

### **What is Blackboard, and how do I use it?**

[Blackboard](#) is a learning management system (LMS). Many faculty post their syllabus, course readings, and course announcements on Blackboard for students. In addition, faculty frequently have students submit assignments, including papers and multimedia projects, through this portal. Blackboard also enables you to email your class and/or individual students, post assignments and grades, manage message boards or blogs, add supplemental documents, upload media, see pictures of your students, and more. If you have problems with using Blackboard, use the "Chat" button at the top of the login page or contact [Blackboard Support Services](#) for assistance.

### **Am I required to use Blackboard?**

While there is no university-wide policy requiring faculty to use Blackboard, you are encouraged to discuss your department's general practice. Blackboard is one of the most widely used ways that faculty communicate with their students, and it offers many tools that facilitate interaction between you and your students. In order to request a blackboard shell for your course, visit [ecampus](#).

### **Where do I find instructional media equipment to use in my class?**

FIU offers a variety of instructional equipment for your use. In addition to the typical media equipment, you can reserve through [instructional media](#). You can explore the possibilities for teaching with technology at the Resource Center for Educational Technology ([RCET](#) is located in GL 150, and at 305-348-2814). At the Resource Center, faculty have access to computer workstations (MACs and PCs) outfitted with a variety of software, the latest in video editing software, and audio equipment for recording and editing. They also have a digital copy stand for large items, flatbed scanners, and digital film scanners (for slides and negatives). You can also find support and training on the use of the *clicker* response system in your class.

### **And what are *clickers*?**

Clickers are classroom response devices that allow you to poll your class in real time and see the results immediately. You can use them for quizzes, or for in-class problem solving, or a variety of other strategies. Their great benefit is that they facilitate class participation and activity even in very large classes. You can learn more about them here [http://derekbruff.org/?page\\_id=2](http://derekbruff.org/?page_id=2) or by dropping by [CAT](#) or the [RCET](#).

**What resources are available for my students?**

You can familiarize yourself with all of the resources and services the university offers students at <http://www.fiu.edu/current-students/>

**How do I contact my students?**

You can contact your students via email. Class rosters include your student's FIU email addresses. You can view class rosters at <https://my.fiu.edu/>.

Best practices suggest that you contact your students via their university email addresses; and in compliance with FERPA guidelines, you should not send student's grades or other personal information via email.

**If a student is in trouble – missing class, not submitting assignments, being disruptive, etc. – to whom should I turn for guidance and assistance?**

We encourage you to discuss the situation with your department after which you have several sources of support in these situations. It is advisable that you submit an [early alert](#) to the student's advisor first; however, you may also seek guidance from the [Office of Student Conduct and Conflict Resolution](#) or the [Counseling and Psychological Services Center](#)

**What do I do if I have questions about an issue and don't know who to ask?**

You may have to check with a couple of sources. The fact is that there are so many policies and procedures on campus that there are few people who know them all. Check with your Chair, senior colleagues, and or the staff support person in your department. Additionally, many of the university's policies, procedures and resources can be found on the [Faculty & Staff Resources](#) page. If you need answers during a time when offices are closed, a quick search of FIU's website can get you moving in the right direction. On the [FIU Homepage](#), type a few keywords related to the issue into the search box to get started.

And if your question is related to teaching in any way, please contact us! We're at [teach@fiu.edu](mailto:teach@fiu.edu), 305-348-3907, [cat.fiu.edu](http://cat.fiu.edu), and in GL 154. We look forward to working with you!

# EMPLOYEE RESOURCES

We are delighted that you have chosen Florida International University to expand your career trajectory. To help acclimate you to the world of "Blue and Gold", we are providing you with a quick reference Benefits Guide to assist you in making informed decisions about your benefits choices.

Part of what makes FIU a great place to work is its benefits package. Based on your role, you may be eligible to enroll in one or both of two types of insurance programs: State-sponsored health plans and FIU-sponsored supplemental benefits. Use this as a quick reference to assist you in locating information about your benefits choices. Carefully review all of the options before enrolling to ensure you've signed up for the plan with the best insurance options for you and your dependents. (The information contained here is current for the 2016-2017 fiscal year).

For more information about FIU's benefits, please visit: [hr.fiu.edu](http://hr.fiu.edu) > Under Quick Links > My Benefits  
 For comprehensive information about the State of Florida benefits, the guide can be found at: [http://mybenefits.myflorida.com/health/benefits\\_guide](http://mybenefits.myflorida.com/health/benefits_guide)  
 Please feel free to call 305-348-2181 or email [benefits@fiu.edu](mailto:benefits@fiu.edu) to make an appointment with a Benefits Specialist for additional assistance and information.

## State-sponsored plans through People First (PF)\*

*\*For determination of eligibility as an **Adjunct faculty member**, please verify directly with People First at 1-866-663-4735*

Benefits	Options	What you Should Consider
<b>Health</b>	Standard PPO Standard HMO Health Investor PPO Health Investor HMO	Current and future medical and prescription needs and services
<b>Life</b>	Basic Optional Dependents	Your family's financial needs in case of your or your dependents death
<b>Dental</b>	Prepaid Dental PPO Indemnity with PPO Indemnity	Current and anticipated dental costs Plans that pay for orthodontia Plans having dentists accepting new patients in your area
<b>Vision</b>	Exam Plus Materials	Next year's needs including eye exams, glasses or contacts. Some coverage may be available under your health plan
<b>Other Supplemental Plans</b>	Accident Cancer Disability Hospital Intensive Care Hospitalization	Your income protection needs.
<b>Tax-Favored Accounts</b>	Flexible Spending Accounts	Out of pocket costs for medical expenses or care of qualified dependents
	Health Savings Account	Out-of-pocket costs for medical expenses if enrolled in Health Investor Plan

## Signing Up for State-Sponsored Benefits plans

**Eligible employees must enroll within the first 60 calendar days from their date of hire to enroll in State-sponsored plans through People First.**

After your appointment has been processed in Panther Soft (our Human Resources Information System), a People First ID (PFID) will be mailed to your address on record. The People First ID is assigned by People First and it is different from your PantherSoft ID. The People First ID is required in order to access state-sponsored plans listed in the previous chart. All enrollment elections submitted are final and can only be changed during open enrollment or if there is a qualifying status change.

Before starting the enrollment process, please make sure you have made the decisions concerning which plans you wish to enroll in. Additionally, have all of your dependents' required information at hand: 1) social security number, 2) date of birth and 3) legal name. (For the eligible dependents without a social security number, please contact FIU Benefits Administration at (305) 348-2181 or send an email to [benefits@fiu.edu](mailto:benefits@fiu.edu)).

There are three (3) ways to enroll in People First Benefits as indicated below:

1. Call People First at **1(866) 663-4735**
2. Online via <https://peoplefirst.myflorida.com>
3. Make an Appointment with a Benefits Specialist at (305) 348-2181

### How to Access People First Online

1. People First will mail a new hire enrollment informational package, with the following:
  - User ID: People First ID number
  - Default Password: **Pfddmmyy** (date of birth: two digit day/month/year)
2. Logon to People First at: <https://peoplefirst.myflorida.com>
3. Create Password Reset and Security Questions
4. "Save and Logon" > Start"
5. Under Health & Insurance, Select "Change My Benefits"
6. "Go to Next Step" button to proceed
7. Add dependents (legal name, birth date, and social security number are required for each entry)
8. Click "Add" to select a plan or "Cancel" to remove a plan. Select dependents for each plan, if applicable. Verify your selections and dependents' enrollment. 'Health' is the only plan that provides an option to request an earlier coverage date for new hires.
9. Click "Enroll Now" if you are ready to enroll.
10. Enter your password and click the 'Complete Enrollment' button to finalize your elections.  
**Enrollment is final once you finalize your elections.**

**NOTE:** If you select early coverage for Health Insurance; the total "premium amount due" must be paid directly to People First, the State Benefits Administrator (People First Service Center P.O. Box 863477 Orlando, Florida 32886) as soon as possible. (i.e.: select 09/01/2016 coverage, a personal check or money order made payable to DSGI – Division of State Group Insurance). **Please e-mail FIU Benefits Administration at [Benefits@fiu.edu](mailto:Benefits@fiu.edu) after payment has been sent to People First; FIU will send in the employer's portion for your coverage.**

## Eligible Dependents

*Spouse* – a person to whom you are legally married.

*Child* – your biological, or legally adopted child.

*Child with a disability* – your covered child who is permanently mentally or physically disabled. This child may continue health insurance coverage after reaching age 26 if you provide adequate documentation and the child remains continuously covered in a State Group Insurance health plan. The child must be unmarried, dependent on you for care and for financial support, medically documented disability, and can have no dependents of his/ her own.

*Stepchild* – the child of your spouse for as long as you remain legally married to the child's parent.

*Foster child* – a child that has been placed in your home by the Department of Children and Families Foster Care Program or the foster care program of a licensed private agency.

*Legal guardianship* – a child (your ward) for whom you have legal guardianship in accordance with an Order of Guardianship pursuant to applicable state and federal laws. Your ward may be eligible until his or her age of maturity.

*Grandchild* – a newborn dependent of your covered child. Coverage may remain in effect for up to 18 months of age as long as the newborn's parent remains covered.

*Over-age dependent* – your child after the end of the calendar year in which he or she turns age 26 through the end of the calendar year in which he or she reaches 30 if he or she is unmarried, has no dependents of his or her own, is dependent on you for financial support, lives in Florida or attends school.

Dependent eligibility for state/People First plans can be found at:

<http://mybenefits.myflorida.com/health/eligibility/dependents>.

**IMPORTANT NOTICE:** You may be required to provide documentation for your eligible dependents. If you fail to provide requested documentation, you may be liable for medical and prescription claims or premiums back to the date you enrolled. Fax documentation to **800-422-3128** or mail it to People First Service Center, P.O. Box 6830, Tallahassee, FL 32314. Write your People First ID number on the top right corner of each page of your fax or other documentation.

## Qualifying Status Changes

IRS regulations state that changes to benefits can only be made during Open Enrollment or if there is a "qualifying status change." [Qualifying status changes \(http://hr.fiu.edu\)](http://hr.fiu.edu) include marriage, divorce, birth, adoption, change in legal guardianship, death of a spouse or dependent, change in a spouse's employment, or change in a dependent's eligibility or similar circumstance; that results in a gain or loss of eligibility for coverage. You have **60 calendar days** (unless otherwise noted) from the date of the event to make changes to your benefits.

Please see [Qualifying Status Change Matrix](http://mybenefits.myflorida.com) at <http://mybenefits.myflorida.com> for the complete list of QSC events and documentation requirements. All qualifying status changes must be reported to People First for State-sponsored plans through People First [Online](https://peoplefirst.myflorida.com) (<https://peoplefirst.myflorida.com>) access or Call People First Customer Service Center at (866) 663-4735. **IMPORTANT: In general, if the change is not reported or made within 60 days, you must wait until the next Open Enrollment period to update your elections.**

## Spouse Program

If an employee and the spouse are both Florida state employees, both are eligible for the State-sponsored Group Health Insurance and may enroll in the [Spouse Program](#) which provides the same level of pay less for health insurance coverage at a reduced premium. To enroll in the Spouse Program, both employee and the spouse must do the following:

- Complete and sign the [Spouse Program Election Form](http://hr.fiu.edu) (<http://hr.fiu.edu>) and list all eligible dependents within 60 calendar days of the marriage to another state employee or start date of employment with the state.
- Both Employee and the spouse must enroll in the same health plan,
- Both Employee and spouse must notify the People First Service Center within 60 days of becoming ineligible for the Spouse Program, should circumstances change rendering them ineligible to participate.

## Health Insurance

The State of Florida offers several insurance plan options as referenced below:

1. Preferred Provider Organization (PPO with Florida Blue)
2. Health Maintenance Organizations (HMO with: AvMed & Aetna)
3. Health Investor High Deductible plans with a Health Savings Account (PPO with Florida Blue & HMOs Aetna and AvMed; HSA with Chard Snyder)

The core benefits between the State Employees' PPO Plan and the HMO plans are comparable. The PPO coverage provides broader “**in-network**” and “**out-of-network**” access to doctors, hospitals and other medical providers. The HMO coverage provides “**in-network only**” and may provide more predictability regarding medical costs. There are two types of PPO and HMO coverages: the Standard (HMO/PPO) and Health Investor plans (HMO/PPO). The distinctions are outlined in the chart below.

State health insurance premiums are deducted on a *pre-tax* basis unless post-tax deductions are requested through a state pre-tax waiver during the initial enrollment and/or open enrollment period.

For eligible employees, premium rates for all Standard plans and for all Health Investor plans are the same in 2016 as shown below. *Part-time salaried* employees' rates are based on their full-time equivalency (FTE). Log in to People First for premium rates.

Monthly Premiums (standard weekly hours of 30 or more)	Standard HMO/PPO		Health Investor plans	
	Employee Pays	FIU Pays		Employee Pays
Individual	\$ 50.00	\$ 591.52	Individual	\$ 50.00
Family	\$ 180.00	\$ 1,264.06	Family	\$ 180.00
Spouse Program (For married couple both are FL State employees)	\$ 15.00	\$ 714.54	Spouse Program (For married couple both are FL State employees)	\$ 15.00

**IMPORTANT: Premium rates are subject to change at any time due to legislative action.**

For more detailed information, including links to provider websites for Benefits, please visit [My Benefits](http://mybenefits.myflorida.com) through <http://hr.fiu.edu> or <http://mybenefits.myflorida.com>.

### Preferred Provider Organization (PPO)

The State Employees' Standard and Health Investor PPO Plans are self-insured health plans. This means the state pays medical and prescription drug claims. Florida Blue (<http://www.floridablue.com>) administers medical coverage, and CVS/Caremark administers prescription drug coverage for the PPO plans.

### **Charges for the Standard PPO Plan and Health Investor PPO Plans:**



- **Pre-Negotiated Fees:** Florida Blue negotiates reduced fees with all network providers; these fees are lower than the providers' actual charges. Remaining in network allows you to take advantage of these lower fees.
- **Annual Deductible:** A yearly amount, based on the allowed amount, which must be paid for certain services before *the plan* starts paying. The deductible varies based on the network status of the provider (a network or non-network provider), the type of plan (either individual or family), and whether you are enrolled in the Standard or Health Investor PPO Plan. Once the deductible is met, you typically only pay your coinsurance or copayment for eligible services. To *meet a deductible* means you pay all medical costs (and prescription drug costs in the Health Investor PPO Plan) before your plan covers anything *but* office visit copays and some preventive care. If you are enrolled in the State Employees' PPO Plan and you see a non-network PPO provider, the amount you pay increases significantly. Additionally, deductible costs are much higher when you go "out of network".
- **Coinsurance:** A percentage of the medical costs, based on the allowed amount, which must be paid for certain services after you meet your annual deductible. This includes prescription drug costs under the Health Investor PPO Plan.
- **Copayment:** A per-visit fee for office visits, emergency room services, and prescription drugs if you are enrolled in the *Standard PPO Plan*.

### Health Maintenance Organizations (HMO)

Health Maintenance Organizations provide health services for eligible employees who live or work for the state **within** the HMO's contracted service area (for MIAMI-DADE, BROWARD and PALM BEACH counties, AvMed and Aetna are contracted providers), CVS/Caremark administers prescription drug coverage. There is limited or no coverage for services outside the HMO service areas except in emergencies. Carefully consider the HMO's policy, especially if you have dependents that do not live in the service area.

### **Charges for Standard HMO Plan:**

Copayment: A payment for physician services, urgent care, emergency room visits and hospital admissions fees.

### Health Investor Health Plans

The Health Investor PPO and HMO plans have lower premiums than the standard State PPO and HMO plans but have much higher deductibles. The high deductible associated with these plans means you must meet the plan deductible (individual plan \$1,300/family plan \$2,600) for all services and prescriptions first, except certain preventive services, before the plan begins to pay on a coinsurance basis.

Carefully review the plan booklets before you make your final choice. To help offset expenses related to the plan, employees may also enroll in a health savings account (HSA), where employer and employee money can be contributed on a pre-tax basis. Funds in the HSA can then be used to help pay the deductible, copays, coinsurance, etc., which reduce out-of-pocket expenses.

Please visit [http://mybenefits.myflorida.com/health/health\\_insurance\\_plans](http://mybenefits.myflorida.com/health/health_insurance_plans) for more detailed information.

## Prescription Drug Plans

The State Employees' Prescription Drug Plan is managed by [CVS/Caremark](#). After enrolling in a Medical plan, participants will receive member ID cards from the Medical insurance carrier and CVS/Caremark. For information about CVS/Caremark, please call 888-766-5490 or visit [www.caremark.com/sofrxplan](http://www.caremark.com/sofrxplan).

The chart below illustrates the copays based on your health insurance plan:

Type of Medication	Standard HMOs and Standard PPO** (in network)		Health Investor HMO and PPO ** (in network)	Standard PPO ** & Health Investor Plan PPO (out of network)
	Retail (up to a 30-day Supply)	Mail Order Program (up to a 90-day Supply)	Retail and Mail Order*	Retail and Mail Order*
Generic	\$7	\$14	30%	Pay in full and file a claim
Preferred Brand-Name	\$30	\$60	30%	
Non-preferred Brand-Name	\$50	\$100	50%	

## Dental Insurance

The State of Florida offers you comprehensive dental coverage through an array of dental plans. Each plan is designed to meet the needs of employees based on their individual/family plan usage, flexibility in using network or non-network dentists and cost.

Refer to the plan documents or contact the plans directly for monthly premiums, out-of-pocket costs and specific questions you have about coverage. (Log in to [People First](#) for premium rates.)

For more detailed information, including links to provider websites visit [http://mybenefits.myflorida.com/health/supplemental\\_insurance\\_plans/dental\\_plans](http://mybenefits.myflorida.com/health/supplemental_insurance_plans/dental_plans)

## Vision Insurance

Humana Vision offers a pretax vision plan. Review the online benefits chart, keeping in mind that some coverage of vision services may be available under your health plan. For the plan highlights, visit: [http://mybenefits.myflorida.com/health/supplemental\\_insurance\\_plans/vision\\_plan](http://mybenefits.myflorida.com/health/supplemental_insurance_plans/vision_plan)

For more information, please contact Humana at 1-800-939-5369 or visit: <https://www.humana.com/vision/ad/humanavisioncare>

## Tax-Favored Accounts

The state offers [eligible employees](#) three reimbursement accounts (also called flexible spending accounts or FSAs) that can provide you with a tax break on your predictable out-of-pocket costs.

1. Medical Reimbursement Account (MRA)
2. Limited Purpose Medical Reimbursement Account (LPMRA)
3. Dependent Care Reimbursement Account (DCRA)

## How Flexible Spending Accounts (FSA) work

- Set aside pre-tax dollars from your paycheck.
- Submit eligible expenses for reimbursement throughout the year.
- You are reimbursed from your FSA funds set aside for the eligible expenses you submit.
- FSAs have a "use it or lose it" policy: You may use what you set aside for the plan year for services up to March 15<sup>th</sup> of the following year.

For more information about tax-favored accounts go to:

[http://mybenefits.myflorida.com/health/tax\\_favored\\_accounts](http://mybenefits.myflorida.com/health/tax_favored_accounts)

## Health Savings Account (HSA)

A Health Savings Account (HSA) is an account associated with both, the *Health Investor HMO and PPO* plans that allow you to use pretax dollars to pay your share of the cost for eligible medical, prescription, dental or vision care services not covered by your insurance plans. When you are eligible for an HSA and have completed the appropriate steps, the state contributes money to your account; you may also add your own pretax contributions to your HSA.

### The HSA differs from an FSA in three ways:

- You *must be* in a Health Investor HMO or PPO plan to contribute to an HSA.
- Any unused HSA funds at the end of a year *carry forward* to the next year; you may also take unused HSA balances with you if you stop working for the state.

See chart below for more information about HSA:

HSA Contribution Limits for 2016			
	State Contributes	Employee can add:	Total Contributions (from state and you)
Individual Coverage (employee only)	up to \$500/year	up to \$2,850/year tax-free	...up to \$3,350/year
Family Coverage (employee + dependents)	up to \$1,000/year	up to \$5,750/year tax-free	...up to \$6,750/year

Please visit <http://mybenefits.myflorida.com> for more detail.

## Life Insurance Plans

The State of Florida offers term life insurance to eligible employees and their dependents. To learn more about additional services available to plan participants, please contact [Minnesota Life](#) insurance company at 1-888-826-2756 or visit [www.lifebenefits.com/florida](http://www.lifebenefits.com/florida).

See link below for more information about Life Insurance Plans:

[http://mybenefits.myflorida.com/health/life\\_insurance\\_plans](http://mybenefits.myflorida.com/health/life_insurance_plans)

## Other State-Sponsored Supplemental Insurance Plans

The state offers active employees the opportunity to participate in optional, employee-pay-all, supplemental insurance plans as below. You can enroll through People First website.

- Accident coverage through Colonial Insurance (<http://www.visityouville.com/stateoffl>)

- Cancer coverage through Colonial Insurance ( <http://www.visityouville.com/stateoffl>) and Aflac (through Capital Insurance Agency <https://www.capitalins.com>)
- Disability coverage through Colonial Insurance (<http://www.visityouville.com/stateoffl>)
- Hospitalization coverage through Cigna Health and Life Insurance Company (through Capital Insurance Agency <http://www.capitalins.com>) and New Era (<http://www.ssc-life.com/>)
- Hospital Intensive Care coverage through Aflac (through Capital Insurance Agency <http://www.capitalins.com>)

For more detailed information, including links to provider websites for Benefits, please visit [My Benefits](#) through <http://hr.fiu.edu> or <http://mybenefits.myflorida.com>

## FIU Voluntary Benefits

To sign up for FIU select benefit plans, please visit Benefits Administration website (<http://hr.fiu.edu>) or email [benefits@fiu.edu](mailto:benefits@fiu.edu) for more information.

Benefits	Options	Who's Eligible	Provider
Legal Service	<ul style="list-style-type: none"> <li>• LegalGuard legal Plan</li> <li>• Identity Coverage</li> </ul>	<ul style="list-style-type: none"> <li>• Benefits earning employees</li> </ul>	<a href="#">LegalEase</a>
Optional Life Insurance	<ul style="list-style-type: none"> <li>• Permanent Life Insurance (Universal Life Extra)</li> <li>• Level Term Life Insurance</li> <li>• Group Term Life</li> </ul>	<ul style="list-style-type: none"> <li>• Benefits earning employees and eligible spouses</li> <li>• Benefits earning employees</li> <li>• Benefits earning employees</li> </ul>	<a href="#">Gabor Agency</a>
Long Term Care	<ul style="list-style-type: none"> <li>• Custom Care III</li> </ul>	<ul style="list-style-type: none"> <li>• Benefits earning employees</li> </ul>	<a href="#">Gabor Agency</a>
Long Term Disability	Benefit Waiting Period: <ul style="list-style-type: none"> <li>• 30 days</li> <li>• 90 days</li> </ul>	<ul style="list-style-type: none"> <li>• Benefits earning employees actively at work at least 20 hours each work</li> </ul>	<a href="#">Gabor Agency</a>
Pet Assure	<ul style="list-style-type: none"> <li>• Veterinary Discount Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Benefits earning employee</li> </ul>	<a href="#">PetAssure</a>

## Retirement

As a new benefits earning employee, you must choose one of three retirement plans available to eligible faculty and staff prior to the **90-day** deadline. You have an important choice to make. The three retirement plans listed below, include employer and mandatory employee contributions:

- The State University System Optional Retirement Program (SUSORP),  
*Note: College of Medicine faculty are compulsory members of the State University System Optional Retirement Program (SUSORP).*
- The Florida Retirement System (FRS) Investment Plan, or
- The FRS Pension Plan.

### **State University System Optional Retirement Program (SUSORP)**

The SUSORP is a qualified defined contribution plan. The amount of your benefit at retirement is determined by the contributions made to your account and the performance of your investment choices.

#### **To Enroll:**

1. Complete a *contract* with an SUSORP Provider Company (see list below) by creating an account.

- Submit the State of Florida [enrollment forms](https://www.rol.frs.state.fl.us/forms/orp-enroll.pdf) to the Division of Retirement.  
<https://www.rol.frs.state.fl.us/forms/orp-enroll.pdf>

Eligible employees must enroll ***within 90 calendar days from the date of hire***, or they will automatically be enrolled in the FRS Pension Plan.

**Vesting:** Enrollees are immediately vested (*eligible for a retirement benefit*).

**Employee Contribution:** 3% of salary (Participants may also choose to make additional voluntary contributions up to the maximum allowed by current IRS guidelines).

**Employer Contribution:** 5.14% of salary (May be subject to change due to legislative action.)

PROGRAM (SUSORP) PLAN PROVIDERS		
Company Name	Agent	Phone Number
<b>AXA</b>	Michael Goldberg Alejandro Gonzalez Alyson Hardin	(954) 298-9977 <a href="mailto:Michael.goldberg2@axa-advisors.com">Michael.goldberg2@axa-advisors.com</a> (305) 332-4420 <a href="mailto:Alejandro.gonzalez@axa-advisors.com">Alejandro.gonzalez@axa-advisors.com</a> (954) 495-5628 <a href="mailto:Alyson.Hardin@axa-advisors.com">Alyson.Hardin@axa-advisors.com</a> Customer Service: (866) 401- 3030
<b>MetLife</b> <a href="https://metlife.retirementpartner.com">https://metlife.retirementpartner.com</a> (on-line enrollment not available)	Richard Akirmaian	(954) 434-0351 <a href="mailto:rakirmaian@metlife.com">rakirmaian@metlife.com</a> Customer Service: (800) 543-2520
<b>TIAA-CREF</b> <a href="http://www.tiaa-cref.org/tcm/florp">http://www.tiaa-cref.org/tcm/florp</a>	Sharon Mohan Hope Glashen	(561) 393-1310 <a href="mailto:smohan@tiaa-cref.org">smohan@tiaa-cref.org</a> (561) 393-1330 <a href="mailto:hope.glashen@tiaa-cref.org">hope.glashen@tiaa-cref.org</a> Customer service: (800) 842-2252
<b>VALIC</b> <a href="http://www.valic.com/FLORIDAORP">www.valic.com/FLORIDAORP</a>	Jim Hopler Mark Braginsky Cesar Olivera	(305) 213-8895 <a href="mailto:jim.hopler@valic.com">jim.hopler@valic.com</a> (305) 240-2451 <a href="mailto:mark.braginsky@valic.com">mark.braginsky@valic.com</a> (305) 817-2250 <a href="mailto:cesar.olivera@valic.com">cesar.olivera@valic.com</a> Customer Service: (800) 448-2542
<b>VOYA</b> Customer Service: (800) 525-4225 <a href="http://www.ingretirementplans.com/custom/floorp/">www.ingretirementplans.com/custom/floorp/</a>	Kevin Cox Greg Sokolow Local Office	(954) 200-9399 <a href="mailto:kcox@gaboragency.com">kcox@gaboragency.com</a> (305) 761-3532 <a href="mailto:greg@gaboragency.com">greg@gaboragency.com</a> (305) 348-8222; fax (305)348-8275

### **Florida Retirement System Investment Plan (FIP)**

The FRS Investment Plan is a defined contribution plan. All retirement benefits eligible employees are eligible to consider enrollment in the Florida Investment Plan.

#### **To Enroll:**

- The employee may enroll within **five (5) months** from his or her date of appointment. The FIP vesting period is one year.
- Formal counseling for this plan is conducted by the MyFRS financial guidance counselors. For more information, please visit [www.myfrs.com](http://www.myfrs.com).

**Vesting:** Enrollees are vested after completing one year of service

**Employee Contribution:** 3% of salary **Employer Contribution:** 3.30% of salary

### **Florida Retirement System Pension Plan (FPP)**

The Florida Pension Plan is a defined benefit plan. This is a traditional retirement plan designed for longer-service employees. Annual benefits are calculated on an average of the eight years of highest

earnings multiplied by a percentage factor that is based on age or years of service with the state. Thirty-three years of service also entitles an employee to full benefits upon retirement, regardless of age. **All retirement benefits eligible employees who are not qualified or do not enroll in the Optional Retirement Plan or FRS Investment Plan will default to the FRS Pension Plan.**

**Vesting:** After *eight* years of service, an eligible employee has vested rights in the FPP and may retire at age 65 with full benefits, or at an earlier age with reduced benefits.

**Employee Contribution:** 3% of salary

For more information, please visit [www.myfrs.com](http://www.myfrs.com) or contact 1-866-446-9377

### **Voluntary Retirement Plans - All Faculty members**

All FIU Faculty members are eligible to participate in all [Voluntary Retirement plans](#) at any time. Contributions and allocation of funds are made solely by employees. Voluntary Retirement Plans include [Tax Deferred Annuity / 403 \(b\)](#) and [Deferred Compensation / 457](#); faculty members are eligible to enroll in either one or both plan types.

To enroll:

- Execute a contract with a provider from the [list](#) available online at [hr.fiu.edu](http://hr.fiu.edu).
- Go to [my.fiu.edu](http://my.fiu.edu) and fill out the Voluntary Retirement Contribution Form ( Human Resources Self Service - Employee Self Service - Employee Resources - Employee Forms - Benefits Forms - Retirement Voluntary Contribution)

### **The FICA Alternative Plan-Adjunct Faculty**

Adjunct faculty who are not covered by the State Retirement System, excluding students, are automatically enrolled into the [FICA Alternative Plan](#) administered through [Bencor, Inc.](#) In lieu of paying 6.2 percent of after-tax wages to Social Security, eligible employees will contribute 7.5 percent of their 'before-tax' wages to an investment account under their name (Medicare contributions of 1.45 percent will continue to be withheld and matched by FIU); employees have the ability to manage his/her own account. Funds invested into the FICA Alternative Plan are portable and may leave with the adjunct faculty.

## **Wellness**

### **Recreation and Wellness Centers**

Both the MMC and BBC locations offer recreation and fitness centers. Amenities include a fully equipped gym, fitness classes, and personal training. FIU faculty are eligible to purchase a Wellness & Recreation Center membership. For details visit <https://recreation.fiu.edu/>.

### **Office of Employee Assistance**

The Office of Employee Assistance is the faculty/staff employee assistance program of Florida International University. The OEA provides free and confidential professional assistance to help employees and their families resolve personal problems that affect their personal lives or job performance.

Individuals who elect to use the service at their own initiative should contact OEA directly. An OEA clinician will work with the person to assist in identifying the problems, causes and strategies for resolution. When appropriate, the OEA professional will assist the individual to obtain treatment, counseling, or community services when required services are beyond the scope of OEA. All information obtained by the clinician is privileged information except for legal limits on confidentiality. Questions and concerns about limits of confidentiality will be fully explained by OEA professional staff.

**Schedule an Appointment** [oea.fiu.edu](http://oea.fiu.edu)

For a confidential consultation at either the Modesto A. Maidique or Biscayne Bay campus, please call (305)348-2469. Initial appointments are usually scheduled between 9:00 a.m. and 5:00 p.m. Monday through Friday. However, alternative arrangements may be made upon request. If you call and do not reach us, please leave a message and we will return your call as soon as possible.

**Modesto Maidique Campus** - GL 473

**Biscayne Bay Campus** - ACI 203

### **Panthers Active Wellness Services**

Panthers Active Wellness Services (PAWS) is the faculty/staff wellness program of Florida International University. PAWS offers programs to all faculty and staff to help them on the path to optimal well-being.

PAWS offers programs and resources that will help employees feel their best – emotionally, physically, spiritually, and mentally. These wellness programs run year-round along with constant health and well-being communications.

For more information please contact Nathan Burandt at [nburandt@fiu.edu](mailto:nburandt@fiu.edu) or 305-348-2530

## **Equal Employment Opportunity Programs and Diversity**

Florida International University aims to provide every member of its community with equal access to all its programs. The Office of Equal Opportunity Programs and Diversity assists with achieving this goal by coordinating the University Access and Equity Committee (A&E). Committee members are appointed by the president and are charged with monitoring the implementation of the University's Affirmative Action Plan as well as making insightful recommendations for improvement.

The University Access and Equity Committee is comprised of FIU faculty, administrators, and staff from the Modesto A. Maidique, Biscayne Bay, and Pines Center campuses. Its members are men and women, some of whom may have a disability, who reflect the racial and ethnic diversity of the University community. Representatives from Academic Affairs, Human Resources, and Planning and Institutional Effectiveness serve as ex-officio members of the committee. Additionally, some subcommittees include representation of administrators, students, and faculty who, while not official members of the Committee, assist in their areas of interest and expertise. The standing subcommittees include:

**Access-Ability Advisory:** The mandate of this sub-committee is to provide perspective and recommendations to the A&E Committee regarding the development of the FIU's policies and program to educate and inform on matters affecting employees and students with disabilities; and ways FIU can be more inclusive for existing and future community members with disabilities by addressing the physical, social, and attitudinal barriers.

**Diversity Advisory:** Recommends policies and activities that will raise awareness and encourage all employees and students to value and respect diversity in everyday educational and work settings.

**Gay, Lesbian, Bisexual, & Transgender Alliance (GLBTA):** Provides recommendations to improve the campus climate for gay and lesbian students as well as work on issues directly affecting this community.

**Women and Minorities Initiatives:** Focuses on ensuring minority and female students are provided equal access and opportunities.

**Quality of Life & Work:** Examines quality of life issues and assesses the perceptions of the university climate in a range of areas including: workplace satisfaction, perceptions of institutional sensitivity, faculty tenure, promotions, salary, and other related issues.

### **Sexual Harassment**

If any student, employee, applicant has a good faith belief that they have been discriminated/harassed based on Age, Color, Disability, Gender, Marital Status, Ethnic/National Origin, Race, Religion, Retaliation, Sexual Harassment or any other protected category, EOPD encourages them to fill out the Discrimination

Complaint Processing Form. EOPD will investigate the complaint in accordance with University policy and procedures.

Policy: [http://hr.fiu.edu/uploads/file/EOP/Sexual\\_Harassment\\_Policy\\_as\\_of\\_02-10.pdf](http://hr.fiu.edu/uploads/file/EOP/Sexual_Harassment_Policy_as_of_02-10.pdf)

## **Title IX**

FIU is committed to the safety and well-being of all members of the university community, and encourages anyone who experiences or witnesses discrimination, harassment or sexual misconduct in connection with academic, educational, extracurricular, athletic, and other programs of the school to report the incident, whether it takes place on or off campus. At FIU, such behaviors are not tolerated and are prohibited both by law and by University policy.

The Title IX Coordinator provides advice and oversight on policies, preventive educational programs, resources and services required under Title IX, and in addition, oversees all complaints of sexual harassment and sexual violence, as well as identifies and addresses any patterns or systematic problems that arise during the review of complaints.

### **Reporting Discrimination, Harassment and Sexual Misconduct**

FIU is committed to providing a campus climate free from illegal discrimination and/or harassment. Anyone within our campus community that has witnessed or experienced sexual harassment, discrimination, or any form of sexual violence can speak with any of the following Title IX coordinators.

The Title IX and Equal Opportunity Coordinator oversees all discrimination, harassment and sexual misconduct complaints made by employees, students and visitors. The Vice-President of Human Resources has designated Shirlyon McWhorter, Director of Equal Opportunity Programs and Diversity, as the Title IX Coordinator.

### **How do I file a Title IX complaint?**

You may file a complaint with one of the Title IX coordinators listed below. Alternatively, you may file an anonymous complaint using our Ethical Panther Reporting Line, *Convercent* by calling 844-312-5358 or online at <https://compliance.fiu.edu/hotline.html>

Shirlyon McWhorter, Title IX Coordinator - Director, Equal Opportunity Programs and Diversity

PC321 Phone: (305) 348-1509

E-Mail: [eopd@fiu.edu](mailto:eopd@fiu.edu)

For reports or inquiries of gender inequity or gender-based misconduct concerning faculty, staff, and outside contractors, visitors or vendors.

Kristen Kawczynski, Deputy Title IX Coordinator - Director, Student Conduct and Conflict Resolution

GC311A Phone: (305) 348-3939

E-Mail: [kristin.kawczynski@fiu.edu](mailto:kristin.kawczynski@fiu.edu)

For reports or inquiries of gender inequity or gender-based misconduct concerning students

Julie Berg, Deputy Title IX Coordinator - Senior Associate Athletic Director

USCBA 202A Phone: (305) 348-2352

Email: [julie.berg-Mc\\_Graw@fiu.edu](mailto:julie.berg-Mc_Graw@fiu.edu)

For reports or inquiries of gender inequity or gender-based misconduct involving athletics

To file a written complaint of discrimination or harassment complete the Discrimination Complaint Form at [hr.fiu.edu](http://hr.fiu.edu). You may email, fax, mail or hand-deliver it to the Title IX/ EO Coordinator.

Contexts in which Title IX applies:

Title IX applies to all University services and academic programs both on and off campus.