As we approach the beginning of the Fall 2015 semester, we would like to share a few updates and reminders with you for a successful start to the academic year. We encourage you to use this memo as a guide. As always, please remember that the Office of the Provost serves as a resource to you and provides support as you engage in the meaningful work of educating our students.

Reminders

Syllabus Requirements
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;
- 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 that may impact a student’s enrollment or final grade;
- how the final grade is to be calculated;
- attendance standards, if required; and
- a statement regarding the nature of the course activities during the Final Week of Instruction (formally called final examination week).

Instructors are reminded that final exams are not to be given prior to this week, and that they must identify the activities that will occur during the scheduled time for their classes during the Final Week of Instruction.

Don’t Forget

Syllabus requirements
Submit your annual Outside Activity / Conflict of Interest form
Complete your IT Security Awareness Training
Prepare for potential emergencies
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. CAT provides support to faculty as they strive to balance cutting-edge research with thoughtful teaching. The Center wants to help our faculty harness the excitement and innovation of ground-breaking research and bring it to the classroom setting, where learning becomes the proper object of our study. CAT promotes student success at FIU by supporting the faculty as they foster a culture of teaching excellence. FIU CAT provides a space for intellectual exchange about teaching and learning, encouraging faculty at all levels to devote their energy to student learning and assisting them to find new ways of facilitating our community project, education.

Faculty Ombuds
The Faculty Ombuds, Ms. Barbara Bader, assists members of our faculty with addressing concerns and conflicts in an informal and confidential manner outside of the grievance process and other formal channels. She serves as an independent, neutral, informal and confidential resource with the objective to identify solutions leading to faculty success. This new appointment underlines the Provost’s commitment to effective faculty relations and enhancing the workplace experience at the institution. Ms. Bader may be reached at baderb@fiu.edu or 305-348-0296.

STEM Transformation Institute
The STEM Transformation Institute (STI) is a multidisciplinary collaboration across the Colleges of Arts & Sciences, Education, and Engineering & Computing for the research and development of effective educational practices that lead to substantial increases in the number of well-prepared STEM professionals, including teachers, graduating FIU. Undertaking this challenge requires STI to partner with local K12 systems and colleges, businesses and industry, foundations, and national education leaders in order to create an educational landscape that supports all students, coming through multiple pathways, and leading to a productive workforce. The STEM Institute capitalizes on the unique skills our diverse student population brings to their learning and ultimately the workforce. The Institute is FIU’s response to the national calls for 100,000 new STEM teachers and an additional 1,000,000 STEM professionals over the next 10 years; hence, the Institute’s vision that it serve as a living laboratory that disseminates practices, policies, and STEM professionals across the nation.

FIU Online Policy on Exams
FIU continues to increase its online program offerings and enrollments by recruiting Florida residents, non-Florida residents, and international students. Given this growth, it is important for faculty to design their courses to accommodate these students regardless of their place of residence. One of the most important considerations in designing an online course is the practice of
administering proctored exams. The university policy and other information for online course exams may be accessed here.

**New for Fall 2015**

**Faculty Fellow for Academic Integrity Appointed**
Academic Integrity is fundamental to the success of all the members of the FIU community. The new Faculty Fellow for Academic Integrity, Dr. Valerie George, will work with the FIU Committee for Academic Integrity, faculty, students, staff and administration to develop plans, strategies, systems and initiatives to help cultivate and support academic integrity at the institution. These efforts will be focused on supporting our FIUBeyondPossible2020 Strategic Plan and the State’s performance expectations. Dr. George can be reached at georgev@fiu.edu.

**First-Time Online and Hybrid Teaching Pilot Program**
The Office of the Provost is piloting a program for first-time online and hybrid teaching, to provide support and training to faculty who volunteer to expand their teaching repertoire to include these delivery modes. More details will be forthcoming.

**Official Travel to Countries Under Travel Warning**
For FIU faculty traveling to countries under travel warning from the US Department of State, please send an e-mail to Dr. Meredith Newman, Vice Provost for Faculty & Global Affairs, before the trip at ofga@fiu.edu. Please include the location, dates of travel, trip purpose, funded by/hosted by. The subject line of the e-mail should read: International Travel. If you plan a trip and are not sure if there is a travel alert or warning in place, please review the State Department’s Alerts and Warnings website.

**Official Travel to Cuba**
As announced on July 23, 2015, the removal of Cuba from the State Department’s list of countries that sponsor terrorism as well as the lifting of the State of Florida’s travel restrictions to Cuba now that formal diplomatic relations have been re-established, means university employees may engage with colleagues on the island, as well as plan research and educational programming, including study abroad trips, in line with our academic mission. Your travel must be consistent with the requirements for general licenses established by the federal government, or if not, a special license must be obtained, in accordance with the amended regulations announced by the Office of Foreign Assets Control (OFAC) of the U.S. Department of Treasury. It also must follow the university’s procedures for travel.

**Global Learning Professional Development**
The Office of Global Learning Initiatives is offering a new slate of professional development opportunities. All events promote active, interdisciplinary,
problem-based strategies for face-to-face, web-assisted, and online courses. Opportunities include a Brown Bag Lunch series; a reading/working group on collaborative learning, co-sponsored with the Center for the Advancement of Teaching; and a symposium on the Collaborative Online International Learning (COIL) method, co-sponsored with the College of Arts and Sciences. Please enroll online.

2016 Global Learning Faculty Fellowship Call for Proposals
The 2016 Global Learning Faculty Fellowship Call for Proposals has been released. Three fellowships of up to $4,000 apiece will fund research collaborations between faculty and undergraduate students. Please view the call and past Fellows’ projects here.

FIU Joins the Scholars at Risk Network
The Office of Faculty and Global Affairs has recently joined Scholars at Risk (SAR) http://scholarsatrisk.nyu.edu/. SAR is a network of over 360 member universities and institutions in 37 countries working to promote academic freedom and protect threatened scholars worldwide. For 15 years, SAR members have been saving lives through advocacy and outreach and by providing sanctuary to threatened professors, lecturers and researchers. The benefits of SAR membership include the ability to host threatened scholars on campus as well as the privilege of access to both advocacy seminars and collaborations with scholars from around the globe. Among current SARs projects are the following: Scholars in Prison project and the SAR Speakers Series. For questions on SAR and/or information on how to get involved, please contact, Dr. Rebecca Friedman, Faculty Fellow, Office of the Provost, at friedmar@fiu.edu or 305-348-0169 or -8266.

Please also support us in welcoming the 170 new faculty members throughout our colleges and schools who have joined our university family throughout the past year. We thank you in advance for your commitment to academic excellence and your service to our students and the local and global community.

You will also be interested to know that the contract negotiations will resume between the UFF and Administration in the coming weeks, as we work towards our new Collective Bargaining Agreement.

At any time should you have any questions, please do not hesitate to contact us at bejare@fiu.edu or 305-348-2151, and newmanm@fiu.edu at 305-348-8267.