New Faculty Guide
This document is intended for general guidance. Should any information in the guide conflict with a collective bargaining agreement or with any federal or state law, the applicable agreement or provision of law will take precedence. This handbook is not intended to substitute, replace, overrule, or modify any existing federal and state laws, agency rules, regulations or policies, or terms of a collective bargaining agreement (if relevant), nor be inclusive of every policy.
Getting Started
New Faculty Checklist

YOUR TOP PRIORITIES

- Sign on
  Once you submit your online sign-on packet your employee ID (Panther ID) will be created and you can begin to access systems, e-mails, resources, and request services.

- Supplemental documentation
  Complete the I-9, W-4, Loyalty Oath and Outside Activities forms (when applicable).

- Orientation
  Register for New Faculty Orientation Day scheduled for August 19, 2015 and also for the New Faculty & Families BBQ on August 22, 2015 at newfaculty.fiu.edu

- New Faculty Pedagogy Orientation (mandatory)
  Thursday, August 20, 2015 10:00-noon AHC5 212, Modesto Maidique Campus (MMC)
  This session will pick up where we left off on Wednesday during New Faculty Orientation, sharing research-based principles about learning and information about the FIU student population; and reflecting on the implications of each for maximizing the effectiveness of your teaching. Please register here by using the password “teach”.

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

- Ask for help
  Contact your departmental staff for help with office access, 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

- Policies
  Review university policies (we suggest FERPA, Syllabus Requirements, ADA Compliance, Academic Integrity) at policies.fiu.edu

- IT Security
  Complete the required 20-minute IT Security Awareness Training at it.fiu.edu/security

- Faculty handbook
  An invaluable resource at facultyhandbook.fiu.edu

- New faculty help
  Find more tips and useful resources at newfaculty.fiu.edu

- Educational Technology
  Learn about media and educational technology services. Visit the Division of IT online at it.fiu.edu

- Unit/service will be available at New Faculty Orientation
Parking
Register your vehicle for a virtual parking permit - parking.fiu.edu

University ID Card
Get your FIU One Card

Keys/access
Submit key/access request forms at facilities.fiu.edu/keyrequest.asp

Photograph
Take your official FIU portrait

PERSONAL

Benefits
Visit People First website: peoplefirst.myflorida.com (1-866-663-4735) OR email 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

Health care
Learn about/register for health care services through FIU Health’s Faculty Group Practice or visit hcn.fiu.edu

Housing
Check out housing offers by FIU faculty/staff/students classifieds.fiu.edu
Want to see where other FIU faculty reside? Visit newfaculty.fiu.edu

Child care
Learn about our Children’s Creative Learning Center 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 - FIUBeyondPossible 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.
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. 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.

**Golden Panther Express Shuttle (GPE)** - transports between MMC and BBC. Fare ($2.50) is automatically deducted from your FIU ONE CARD [http://shop.fiu.edu/onecard/](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/](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

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. 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 305.348.6000 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 panther.tech.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/ftu-code-computing-practice/

IT Support
New Faculty Hotline

305.348.2284
Option 7 (New Faculty)

MY.FIU.EDU

The MY.FIU.EDU Portal (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. 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. 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 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. 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 >> Employee Sign Up.

Faculty and staff should register for FIU Alert text messages at 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 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). 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.

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.
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.

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 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.
EMPLOYEE RESOURCES

Part of what makes FIU a great place to work are the benefits package and resources available to faculty and staff. Based on your role, you may be eligible to enroll in 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 following information is current to the 2015-2016 fiscal year)

To find out more information about FIU’s benefits: hr.fiu.edu > Under Quick Links > My Benefits

A comprehensive State of Florida benefits guide can be found here: http://mybenefits.myflorida.com/health/benefits_guide

Call 305.348.2181 or email benefits@fiu.edu for an appointments with a benefits specialist.

State-sponsored plans through People First (PF)

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Signing Up for State-Sponsored Benefits Plans

Eligible employees must enroll within the first sixty (60) calendar days from the 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) and password will be mailed to your home address on record. The People First ID is assigned by People First and it is different from your Panther ID. The People First ID is required in order to access state-sponsored plans, such as medical, dental, vision, etc. All enrollment elections submitted are final and can only be changed during open enrollment or in the event of a qualifying status change.

Before beginning the process, please make sure you have made selections of all plans for enrollment. Be sure you also have the following information for all of your dependents: 1) social security numbers, 2) date of birth and 3) legal names with you. (For the eligible dependents without a social security number, please contact FIU Benefits Administration)

There are three ways to enroll in People First benefits:

1. Call People First at 1(866) 663-4735
2. Online (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: Pfidmmmyy (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 09/01/2015 coverage, a personal check or money order made payable to DSGI – Division of State Group Insurance.) Please contact FIU Benefits Administration after payment has been sent to People First.
Eligible Dependents

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

**Child** – your biological child, 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, 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](http://mybenefits.myflorida.com/health/eligibility/dependents).

You will 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.

**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 and so on; 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://hr.fiu.edu) at 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.

**Spouse Program**

When an employee and the spouse are both Florida State employees, both are eligible for State-sponsored Group Health Insurance and may enroll in the Spouse Program with the benefits of paying for health insurance at a reduced premium. To enroll in the Spouse Program, both employee and the spouse must complete and sign the Spouse Program Election Form ([http://hr.fiu.edu](http://hr.fiu.edu)) as well as list all eligible dependents within 60 calendar days of the marriage to another State employee or the employment with the State.
Both Employee and the spouse must enroll in the same health plan, and agree to notify the People First Service Center within 60 days of becoming ineligible for the Spouse Program.

Health Insurance

State of Florida offers several insurance plan options through People First:

1. Preferred Provider Organization (PPO with Florida Blue)
2. Health Maintenance Organizations (HMO with AvMed and Coventry)
3. Health Investor High Deductible plans with a Health Savings Account (PPO & HMOs are available under multiple vendors)

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 give you more predictability regarding your medical costs. There are two types of PPO and HMO coverages: the Standard (HMO/PPO) and Health Investor plans (HMO/PPO).

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

For eligible employees, premium rates for all Standard plans for all Health Investor plans are the same in 2015 as below. Part-time salaried employees’ rates are based on their full-time equivalency (FTE). Log in to People First for premium rates.

**IMPORTANT: Premium rates are set by the Florida legislature.**

<table>
<thead>
<tr>
<th>Monthly Premiums (standard weekly hours of 30 or more)</th>
<th>Standard HMO/PPO</th>
<th>Health Investor plans</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Employee Pays</td>
<td>FIU Pays</td>
</tr>
<tr>
<td>Individual</td>
<td>$</td>
<td>50.00</td>
</tr>
<tr>
<td></td>
<td>15.00</td>
<td>591.52</td>
</tr>
<tr>
<td>Family</td>
<td>$</td>
<td>180.00</td>
</tr>
<tr>
<td></td>
<td>64.30</td>
<td>1,264.06</td>
</tr>
<tr>
<td>Spouse Program (For married couple both are FL State employees)</td>
<td>$ 15.00</td>
<td>714.54</td>
</tr>
</tbody>
</table>

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

Pre-Negotiated Fees: Florida Blue negotiates reduced fees with all network providers; these fees are lower than the providers’ actual charges, so if you stay in the network, you take advantage of these lower fees.

Annual Deductible is a yearly amount, based on the allowed amount, you must pay 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 (individual or family), and whether you are enrolled in the Standard or Health Investor PPO Plan. Once you meet your deductible, 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, with the exceptions of 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 “out of network”.

**Coinsurance** is a percentage of the medical costs, based on the allowed amount, you must pay for certain services after you meet your annual deductible. This includes prescription drug costs under the Health Investor PPO Plan.

**Copayment** is 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 and BROWARD counties, **AvMed** and **Coventry** 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 except certain preventive services first; 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 (HAS), 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](http://mybenefits.myflorida.com)* for more detail.
Prescription Drug Plans
The State Employees’ Prescription Drug Plan is managed through CVS/Caremark. After enrolling in a state-sponsored health insurance plan, participants will receive member ID cards from their insurance carrier and CVS/Caremark. For information about CVS/Caremark, please call 888-766-5490 or visit www.caremark.com/sofrxplan.

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

<table>
<thead>
<tr>
<th>Type of Medication</th>
<th>Retail (up to a 30-day Supply)</th>
<th>Mail Order Program (up to a 90-day Supply)</th>
<th>Retail and Mail Order*</th>
<th>Standard PPO **&amp; Health Investor Plan PPO (out of network)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Generic</td>
<td>$7</td>
<td>$14</td>
<td>30%</td>
<td>Pay in full and file a claim</td>
</tr>
<tr>
<td>Preferred Brand-Name</td>
<td>$30</td>
<td>$60</td>
<td>30%</td>
<td></td>
</tr>
<tr>
<td>Non-preferred Brand-Name</td>
<td>$50</td>
<td>$100</td>
<td>50%</td>
<td></td>
</tr>
</tbody>
</table>

*Member cost of prescription after satisfying the appropriate individual or family annual deductible.
**Mandatory mail-in order for maintenance drugs.

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

Vision Insurance
Humana Vision offers a pretax vision plan. Review the benefits chart, keeping in mind that you may have some coverage of vision services available under your health plan. For the plan highlights go to: http://mybenefits.myflorida.com/health/supplemental_insurance_plans/vision_plan

For more information, please contact Humana at 1-800-939-5369 or visit www.compbenefits.com/custom/state-of-fla-vision/
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.

Medical Reimbursement Account (MRA)

Limited Purpose Medical Reimbursement Account (LPMRA)

Dependent Care Reimbursement Account (DCRA)

How Flexible Spending Accounts (FSA) work

- You set aside pre-tax dollars from your paycheck.
- You submit eligible expenses for reimbursement throughout the year.
- You are reimbursed from your FSA 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 of the following year.

For more information about tax-favored accounts go to: http://mybenefits.myflorida.com/health/tax_favored_accounts

Health Savings Account (HSA)

A Health Savings Account (HSA) is an account associated with 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:

1. You must be in a Health Investor HMO or PPO plan to contribute to an HSA.
2. You must open a personal HSA bank account at Tallahassee State Bank by completing the HSA Bank Account Application on the People First website.
3. 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

<table>
<thead>
<tr>
<th>HSA Contribution Limits for 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>State</strong></td>
</tr>
<tr>
<td><strong>Individual Coverage (employee only)</strong></td>
</tr>
<tr>
<td><strong>Family Coverage (employee + dependants)</strong></td>
</tr>
</tbody>
</table>

Please visit http://mybenefits.myflorida.com for more detail.
Life Insurance Plans
The State of Florida offers term life insurance to eligible employees. 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

See link below for more information about Life Insurance Plans: http://mybenefits.myflorida.com/health/life_insurance_plans

Other State-Sponsored Supplemental Insurance Plans
The state offers employees the opportunity to participate in optional, supplemental insurance plans as below. You can enroll through the People First website.

Accident coverage through Colonial Insurance (http://www.visityouville.com/stateoff)

Cancer coverage through Colonial Insurance (http://www.visityouville.com/stateoff) and Aflac (through Capital Insurance Agency http://www.capitalins.com/)

Disability coverage through Colonial Insurance (http://www.visityouville.com/stateoff)


Hospital Intensive Care coverage through Aflac (through Capital Insurance Agency http://www.capitalins.com/)

Visit My Benefits through http://hr.fiu.edu or http://mybenefits.myflorida.com for more information.

FIU Voluntary Benefits

<table>
<thead>
<tr>
<th>Benefits</th>
<th>Options</th>
<th>Who's Eligible</th>
<th>Provider</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Service</td>
<td>LegalGuard Legal Plan</td>
<td>Benefits earning employees</td>
<td>LegalEase</td>
</tr>
<tr>
<td></td>
<td>Identity Coverage</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Optional Life Insurance</td>
<td>Permanent Life Insurance (Universal Life Extra)</td>
<td>Benefits earning employees and eligible spouses</td>
<td>Gabor Agency</td>
</tr>
<tr>
<td></td>
<td>Level Term Life Insurance</td>
<td>Benefits earning employees</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Group Term Life</td>
<td>Benefits earning employees</td>
<td></td>
</tr>
<tr>
<td>Long Term Care</td>
<td>Custom Care III Underwritten by John Hancock Life Insurance Company</td>
<td>Benefits earning employees</td>
<td>Gabor Agency</td>
</tr>
<tr>
<td>Long Term Disability</td>
<td>Benefit Waiting Period</td>
<td>Benefits earning employees actively at work at least 20 hours each work</td>
<td>Gabor Agency</td>
</tr>
<tr>
<td></td>
<td>30 days</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>90 days</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pet Assure</td>
<td>Veterinary Discount Plan</td>
<td>Benefits earning employee</td>
<td>PetAssure</td>
</tr>
</tbody>
</table>

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

As a new 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 both employer and mandatory employee contributions. These contributions are fixed and set each year by the Florida legislature (the contribution percentages have been set for 2015-2016 fiscal year).

1. State University System Optional Retirement Program (SUSORP),
   Note: College of Medicine faculty are compulsory members of the SUSORP.
2. Florida Retirement System (FRS) Investment Plan; or
3. 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.
2. Submit the State of Florida enrollment forms 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

<table>
<thead>
<tr>
<th>SUSORP PLAN PROVIDERS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Company Name</strong></td>
</tr>
</tbody>
</table>
| AXA | Michael Goldberg  
Alejandro Gonzalez  
Laura Cosse | 954.298.9977 michael.goldberg2@axa-advisors.com  
305.332.4420 alejandro.gonzalez@axa-advisors.com  
305.405.3671 laura.cosse@axa-advisors.com |
| MetLife  
www.metlife.com (online enrollment is not available) | Richard Akirmaian  
Customer Service | 954.434.0351 rakirmaian@metlife.com  
800.560.5001 |
| TIAA-CREF  
www.tiaa-cref.org/tcm/florp | Richard Chandres  
Sharon Mohan | 305.921.6809 rchandres@tiaa-cref.org  
561.393.1310 smohan@tiaa-cref.org |
| VALIC | Jim Hopler  
Mark Braginsky  
Customer Service | 305.213.8895 jm.hopler@valic.com  
305.240.2451 mark.braginsky@valic.com  
800.448.2542 |
| VOYA  
www.ingreimentplans.com/custom/florp | Kevin Cox  
Greg Sokolow  
Local Office  
Customer Service | 954.200.9399 kcox@gaboragency.com  
305.761.3532 greg@gaboragency.com  
305.348.8222; fax 305.348.8275  
800.525.4225 |
Florida Retirement System Investment Plan (FIP)

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:

1. The employee may enroll within five months from his or her date of appointment. The FIP vesting period is one year.
2. Formal counseling for this plan is conducted by the MyFRS financial guidance counselors. For more information, please visit www.myfrs.com.

Vesting: Enrollees are vested after completing one year of service
Contribution: 3% of salary
Employer Contribution: 3.30% of salary

Florida Retirement System Pension Plan (FPP)

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 http://www.myfrs.com or contact 1-866-446-9377

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)

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 - ACII 246 B**

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.

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
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
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
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. 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.