# FIU Faculty Handbook

## Academic Year 2024-2025

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# I. FACULTY HANDBOOK OVERVIEW

## A. FACULTY HANDBOOK PURPOSE

The Faculty Handbook is a guide designed to present general information about Florida International University (FIU or the University), including regulations and policies that principally affect the Faculty. The Faculty Handbook is not all encompassing of the regulations and policies that may affect a Faculty member and their work. In particular, units have their own policies and procedures, such as bylaws, policies and procedures for items such as unit promotion criteria and differential assignment procedures. Individual unit policies and procedures act as a supplement to this Faculty Handbook (aka the Handbook), the United Faculty of Florida-FIU [Collective Bargaining Agreement](#) (UFF-FIU CBA), the Tenure and Promotion Manual, and other University-wide regulations and policies.

The Handbook is maintained by the Office of the Provost and is updated in consultation with the relevant units including but not limited to Academic Affairs, Faculty Senate, and Student Affairs. For suggestions to the Handbook, please contact the Office of Faculty Leadership and Success at faculty@fiu.edu. All polices or procedures which are referenced in the Handbook are the prevailing documents.

## B. FLORIDA INTERNATIONAL UNIVERSITY VISION, MISSION, AND VALUES

### VISION:
Florida International University will achieve exceptional student-centered learning and upward economic mobility, produce meaningful research and creative activities, and lead transformative innovations locally and globally, resulting in recognition as a Top-50 public university.

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

### VALUES:
Florida International University is committed to the following core values:

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

### C. STATEMENT OF FREE EXPRESSION

FIU endorses the Florida Board of Governor's Statement of Free Expression to support and encourage full and open discourse and the robust exchange of ideas and perspectives on our campuses. In addition to supporting this legal right, we view this as an integral part of our ability to deliver a high-quality academic experience for our students, engage in meaningful and productive research, and provide valuable public service.

### D. FLORIDA INTERNATIONAL UNIVERSITY STRATEGIC PLAN

The vision for FIU's current strategic plan, ***NextHorizon2025***, states:

*FIU will achieve exceptional student-centered learning and upward economic mobility, produce meaningful research and creative activities, and lead transformative innovations locally and globally, resulting in recognition as a Top-50 public university.*

The three pillars of this plan are:

  i. amplify learner success and institutional affinity,
  ii. accelerate preeminence, research and innovation impact, and
  iii. assure responsible stewardship of our resources (human, economic and environmental).

For more information about *NextHorizon2025* plan:
https://stratplan.fiu.edu/docs/20338_EXT_Strategic_Plan_2025_Booklet_Phase_2_052720.pdf.

### E. STATE UNIVERSITY SYSTEM PERFORMANCE FUNDING

It is important to understand the Florida Board of Governors (BOG) Performance Funding Model which evaluates each of the universities within the State University System (SUS). Funding is disbursed based on how each university ranks in the Performance Funding Model. Further, the performance of the faculty is critical to FIU's ability to obtain a high ranking in the Performance Funding Model. The BOG describes this model as follows:

The Performance Funding Model includes 10 metrics that evaluate the institutions on a range of issues. Two of the 10 metrics are Choice metrics; one picked by the Board and one by the university boards of trustees. These metrics were chosen after reviewing over 40 metrics identified in the University Work Plans. The model has four guiding principles: 1) use metrics that align with SUS Strategic Plan goals, 2) reward Excellence or Improvement, 3) have a few clear, simple metrics, and 4) acknowledge the unique mission of the different institutions.

The current metrics applicable to FIU are:

1. Percent of Bachelor's Graduates Employed (Earning $25,000+) or Continuing their Education
2. Median Wages of Bachelor's Graduates Employed Full-time
3. Average Cost to the Student (Net Tuition per 120 Credit Hours)
4. Four Year Graduation Rate (Full-time FTIC)
5. Academic Progress Rate (2nd Year Retention with GPA Above 2.0)
6. Bachelor's Degrees Awarded in Areas of Strategic Emphasis
7. University Access Rate (Percent of Undergraduates with a Pell-grant)
8. Graduate Degrees Awarded in Areas of Strategic Emphasis
9. Three-Year Graduation Rate for FCS Associate in Arts, Transfer Student

    9.b Six-Year Graduation Rate for Students who are Awarded a Pell Grant in their First Year
    9.b.1 Academic Progress Rate, 2nd Year Retention for FTIC with a Pell Grant

10. Number of postdoctoral appointees

For more information about the BOG Performance Funding Model: https://www.flbog.edu/finance/performance-based-funding/.

## II. UNIVERSITY GOVERNANCE & FACULTY SUPPORTING UNITS

### A. BOARD OF TRUSTEES

Florida International University (FIU) is a public university in the state of Florida, governed by a [Board of Trustees](). The FIU Board of Trustees is composed of 13 members: five appointed by the state Board of Governors; six appointed by Florida's governor; and faculty and student representation by the University's Faculty Senate chair and student government president. The Board is responsible for developing cost-effective policies, implementing and maintaining high-quality education programs consistent with the University's mission, conducting performance evaluations, and assuring that the University meets state policy, budgeting, and education standards.

### B. FACULTY SENATE

The Faculty Senate (aka the Senate) is the elected body that provides a process, independent of collective bargaining, for faculty to play an active and responsible role in academic governance. It especially addresses all faculty concerns in academic policy, curriculum, and governance.

The Senate has a number of standing committees that help govern the University. The Faculty Senate makes recommendations for the Provost to accept or reject. For example, no new course can be offered without the recommendation of the University Curriculum Committee and the Senate. Similarly, no new graduate program can be launched without the recommendation of the University Graduate Council and the Senate. Many of the policies in this handbook originated from the Faculty Senate. The Senate is pleased to consider the concerns and issues of all members of the FIU community.

### C. UNITED FACULTY OF FLORIDA-FIU (UFF-FIU)

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

Through its affiliate, the National Education Association, UFF-FIU provides a number of benefits to its members that are not available through the State. These benefits include automatic professional liability insurance; discount purchasing services; and an attorney referral program. The [UFF-FIU]() Office is located in PC111.

### D. OFFICE OF PROVOST

Dr. Elizabeth M. Bejar is the Provost and Chief Academic Officer and reports to the President. Provost Bejar leads the development and implementation of the academic priorities of the university and the allocation of resources that will support those priorities. The Provost is responsible for maintaining and enhancing the academic quality, intellectual inquiry, and research, creative, and scholarly activities across the University. The Provost oversees vice provosts, academic deans, vice presidents, department heads, faculty and staff in the formation and delivery of the university's academic programs. University leadership reporting the Provost can be found on the Office of the Provost's website.

Under the direction of Provost Bejar, the Office of the Provost is responsible for leading the following University's priorities:

- Review and approval of the University's annual budget together with the President and CFO
- Creation of the University's Strategic Plan
- Accountability of measurable progress and achievements of the University to stakeholders (e.g., State Chancellor, BOG, BOT)
- Review and approval of tenure and promotion of faculty
- Approval of academic programs and curricula
- Oversight of faculty governance
- Work closely with the Faculty Senate Chair and provide regular updates at the Faculty Senate Meetings.

### E. OFFICE OF FACULTY LEADERSHIP AND SUCCESS (FLS)

The Office of Faculty Leadership and Success serves as a key resource and driver in faculty academic excellence and success. FLS provides guidance and resources to sustain and enhance our faculty's success through career growth, development and recognition programs. The Office works closely with the Center for the Advancement of Teaching (CAT) in providing resources to support faculty in their commitment to teaching excellence. FLS is located in PC238 and can be reached by phone at 305-348-4904 or by email at faculty@fiu.edu.

CAT supports faculty as they strive to balance their research and service with reflective teaching. The center's mission is to foster collaboration, learning, and growth toward learning-centered, evidenced-based, and inclusive teaching. CAT supports faculty at all levels across all modalities and is located in PC 237-8. Email CAT at teach@fiu.edu

**F. OFFICE OF ACCESS, COMPLIANCE AND EQUAL OPPORTUNITY (ACE)**

The Office of Access, Compliance, and Equal Opportunity (ACE) is comprised of the Office of Civil Rights & Accessibility (CRCA) and the Office of Equal Opportunity (EO), and provides a range of learning opportunities that are either on-demand or can be tailored to departmental training needs. CRCA is the branch of ACE tasked with promoting cultural diversity and inclusive working and learning environments; if a student, employee or applicant has a good faith belief that they have been discriminated against or harassed please contact CRCA. OE leads in ensuring that the University is a safe, inclusive community for all students, faculty and staff.

The Office of Access, Compliance and Equal Opportunity (ACE) is responsible for advancing and monitoring the University's equal opportunities (EO), sexual misconduct regulation, affirmative action and the Americans with Disabilities Act (ADA). Our primary role is:

- The promotion of equal opportunity in employment, programs, and activities in compliance with the federal, state, and local civil rights law.
- The promotion of a work environment that encourages an employee environment that continually promotes a multigenerational, multiracial, and multi-background workforce and student body.
- Providing training in the areas of Title IX (sexual misconduct), Title VII (discrimination), and the Americans with Disabilities Act.
- Serving as the liaison between FIU and the federal and state agencies in areas of contract compliance, reporting, and regulatory matters.

**Americans with Disabilities Act.** The University has a long-standing policy of employing qualified persons with disabilities in a broad range of positions. On occasion, the nature of an individual's disability may require them to receive a work-site accommodation. ACE serves as a resource for employees who have documented a qualified disability and need reasonable accommodations to perform essential job functions. ADA Accommodation.

**Equal Opportunity (EO) and Affirmative Action.** Written affirmative action programs are also maintained by the University for the employment of women, members of government-designated racial or ethnic minority groups, persons with disabilities, special disabled veterans, veterans of the Vietnam era, and other covered veterans. Copies of these programs are available for review in the Office of Equal Opportunity.

**Discrimination and Title IX.** Sexual harassment and sexual misconduct are forms of sex discrimination and prohibited by the FIU Regulation 105. FIU has designated Jaqueline Moise Gibbs, Director & Title IX Coordinator, as the individual

responsible for the coordination and administration of its nondiscrimination and harassment policies.

To obtain information regarding concerns and/or questions about general equity issues, discrimination and harassment (including sexual harassment and sexual violence) contact Jaqueline Moise Gibbs, Director & Title IX Coordinator, in the Office of Civil Rights Compliance and Accessibility (CRCA), by calling (305) 348-2785, or visiting PC 220. To report an incident, use report.fiu.edu.

### G. OFFICE OF EMPLOYEE & LABOR RELATIONS

The Office of Employee & Labor Relations (ELR) is available to all faculty and staff to help navigate through any issues or concerns faculty and staff may experience while ensuring that the university community remains compliant with federal, state, and local laws, collective bargaining agreements, and University regulations, policies and procedures. Further, ELR works in collaboration with the Office of the Provost to address employee relations matters.

### H. DIVISION OF ACADEMIC & STUDENT AFFAIRS

Division of Academic and Student Affairs is an institutional leader in promoting excellence and fostering student learning. We support the mission of the University by engaging students in becoming active contributors in an evolving global and technological society. We teach civic responsibility, leadership, and commitment to service; nurture an understanding of diversity; and contribute to academic success by providing students with support services and experiential learning opportunities that foster an enduring connection to the university.

### I. OFFICE OF RESEARCH AND ECONOMIC DEVELOPMENT (ORED)

FIU is Carnegie-designated as both an R1: Doctoral Universities - Highest Research Activity university as well as a Community-engaged university. FIU is also a Preeminent State Research University. The Office of Research and Economic Development (ORED) provides support services such as grant development, award management, compliance training, and technology management and commercialization. ORED also aids researchers when dealing with human subjects or animal research and reviews protocols to ensure compliance.

The mission of the 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 provides up-to-date knowledge and expertise through the following service units:

- Research Development and Pre-Award
- Innovation and Economic Development
- Partnerships & Economic Development
- Technology Management & Commercialization
- Strategic Planning and Operations
- Budget & Cost Analysis Human Resources
- Post-Award
- Research Management Solutions
- International Research, Space Optimization & Compliance
- Laboratory Animal Research
- Research Integrity
- Training & International Research Initiatives
- Research Information Systems

In addition, the Applied Research Center (ARC), the Faculty-Student Research Training and Access (FSRTA) office, the Center for Leadership, and the Extreme Events Institute (EEI), which includes the International Hurricane Research Center (IHRC), report to the Vice President for Research and Economic Development.

## J. OFFICE OF UNIVERSITY COMPLIANCE & INTEGRITY

The [Office of University Compliance & Integrity](#) maintains, fortifies, and continuously improves upon the FIU Compliance and Ethics program in support of the University's academic, research, and community service activities.

The goals of the FIU Compliance and Ethics Program are two-fold:

i. To proactively promote a culture within the institution that encourages ethical conduct and a commitment to compliance with laws; and,

ii. To effectively assist in the prevention and detection of conduct that is contrary to applicable law or established University policy.

Each member of the University community should seek to enhance a culture that promotes the University's commitment to ethical conduct, compliance with the law, and doing the right thing! We encourage open reporting and communication here at FIU. Reporting ethical violations is part of everyone's job and is expected. Retaliation against an employee who makes a good faith report is prohibited and will not be tolerated. In addition, the University's Ethical Panther Line provides a confidential internet and telephone-based reporting tool to give University faculty,

staff and students an anonymous and confidential way to address misconduct in the workplace or classroom setting due to mismanagement of funds, fraud, abuse or other violations of law or University policy.

The Office of Compliance and Integrity works with various units and departments at the University to:

- Provide education and training on compliance-related topics
- Assist in developing university policies
- Support the process of policy development
- Explain the responsibilities and obligations of public employees
- Clarify or interpret University policies, procedures or regulations

### K. OFFICE OF ANALYSIS AND INFORMATION MANAGEMENT (AIM)

Analysis and Information Management (AIM) provides statistical information to support decision making processes within all academic and administrative units of FIU and prepares reports and files for submission to the Board of Governors and other agencies. AIM provides data on student retention and graduation, Student Perception of Teaching surveys (SPOTs), and other reports to support student success, and the planning and growth of departments, centers and programs. For more information, visit us at: https://aim.fiu.edu/

### L. FIU GLOBAL

FIU Global is the dedicated umbrella office for campus internationalization. FIU Global oversees Education Abroad, the International Students and Scholarship Services (ISSS), the English Language Institute (ELI), Collaborative Online International Learning (COIL) and FIU in Genoa. FIU Global also closely collaborates with the Office of Global Learning Initiative, Global First Year and International Admissions. For more information, please visit https://global.fiu.edu/.

FIU Global aids faculty with applying for a prestigious Fulbright fellowship or hosting an international Fulbright visitor at FIU. The Fulbright Scholar Program provides grants to faculty and professionals at any stage in their career (junior and senior faculty, instructors, adjuncts, emeritus) to teach, conduct research, or do both abroad for 1-2 semesters. The Fulbright Specialist Program matches senior faculty to complete a professional, technical project at a host institution abroad for 2-6 weeks. FIU Global also assists with determining the feasibility for hosting Fulbright Visiting Scholars. For more information, please visit FIU Global's Fulbright website or email FIU's Fulbright Campus Liaison at global@fiu.edu.

**M. OFFICE OF THE PROVOST PLANNING AND FINANCE**

The Office of the Provost, Planning and Finance is responsible for oversight of all faculty personnel processes, budget and finances for Academic Affairs. This includes financial reporting, credentialing, faculty recruitment, new position requests, tenure and promotion, non-tenure track promotion, UFF-FIU collective bargaining, adjunct and instructional additional compensation contracts, Panther180 and other faculty support services.

## III. RESPONSIBILITIES

### A. ACADEMIC FREEDOM AND RESPONSIBILITY

The University is committed to the principles of academic freedom and academic responsibility. Faculty in the State University System have the freedom to present and discuss their own academic subjects frankly and forthrightly without fear of censorship, including the right to select instructional material and determine grades in accordance with University policies. Engaging in scholarly and creative activity and publishing results in a manner consistent with professional obligations is part of academic freedom.

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

### B. MISCONDUCT IN RESEARCH

Cases of alleged research misconduct are investigated in accordance with the procedures set forth in the [Research Misconduct Policy]() (FIU policy #2370.070):

> *It is the policy of the University that each faculty member, staff member and student maintain high ethical standards in the conduct and reporting of their research. Allegations of research misconduct are to be reported and shall be investigated, and if the allegations are substantiated, sanctioned by, the University as set forth in this policy. This policy applies to students and all individuals who are employed by or are agents of, the University, or who are affiliated with the University by contract or agreement and who are engaged in any University research project whether or not the research is supported by external funding.*

Please refer to the policy for the procedures related to research misconduct at FIU. Information is also available on the [Office of Research and Economic Development Research Misconduct webpage]().

**C. INTELLECTUAL PROPERTY CONSIDERATIONS**

### 1. Copyright Information-The Fair Use Doctrine

The Library has an in-depth website on copyright basics and laws that are important for every faculty member to know. Copyright violations are often committed unwittingly, but nevertheless, the penalties can be severe. In general, you are allowed to make a single copy of a book chapter, periodical or newspaper article, short story, poem, essay, chart, graph, diagram, drawing, cartoon, or picture. You are also allowed to make one copy for each student in your class, provided the document not only meets the tests of brevity, spontaneity, and cumulative effect, but also contains notice of copyright.

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

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

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

The UFF-FIU CBA has provisions addressing the ownership of copyrightable works created while working at FIU. All faculty, including out-of-unit faculty, are governed by this policy, Works and Copyrightable Materials, Policy #1710.345.

### 2. Patent Information

It is important to note that the ability to receive a patent may be barred if certain activities such as a public disclosure (i.e., academic article is published, a poster is presented at a conference, etc.) are done prior to seeking patent protection and/or a certain period of time has passed since such activity occurred. The Technology Management and Commercialization (TMC) group within the ORED can discuss any potential invention and the patenting process with you. Contact information and more information can be found on the TMC website. TMC is tasked with assisting faculty, staff and students with the review and protection of inventions and the

commercialization of such inventions. Inventions can be disclosed electronically to the TMC group and more information can be found at http://research.fiu.edu/disclosure.

The UFF-FIU CBA has provisions addressing the ownership of inventions created while working at FIU. All faculty, including out-of-unit faculty, are governed by this policy, Inventions and Patents, Policy #2390.001.

## D. OUTSIDE EMPLOYMENT AND CONFLICT OF INTEREST

To comply with applicable federal and state laws, the University has policies and procedures in place regarding the disclosure and approval/disapproval of conflicts of interest. All faculty and staff must disclose potential conflicts of interest through an electronic disclosure process. In-unit faculty may access the UFF-FIU Conflict of Interest/Outside Activity policy form by logging in through the employee.

Staff and out of unit faculty will use the FIU Conflict of Interest Policy for University Staff (non-bargaining unit faculty and employees). Reporting outside activity helps to ensure that our academic, research, and administrative affairs are conducted with utmost integrity and in compliance with all legal requirements.

If you expect to engage in any outside activity which you believe might create a conflict of interest (including a commitment of time that will divert you from your FIU duties), or you plan to engage in outside professional activity for which you will be paid, you must seek approval from your chairperson/director, dean, and the Provost prior to engaging in such activity. Some examples of conflicts may include teaching at another educational institution, and if you require or recommend the purchase and use of textbooks, supplies, equipment or other instructional materials that you have published or by an entity in which you have financial interest.

Additionally, FIU promotes objectivity in research by establishing and maintaining standards that require the design, conduct, and reporting of research conducted at the University, or on its behalf, be free from bias due to any financial conflict of interest as defined in the Conflict of Interest in Research Policy. To this end, all investigators, as defined by the policy, on proposed or existing research projects must disclose to the University all significant financial interests (as defined by the policy) in relation to the investigators' University responsibilities and the University will approve and manage or disapprove any financial conflict(s) of Interest in accordance with the policy. Please see further information regarding the conflict-of-interest disclosure requirements and processes related to research on the ORED Conflict-of-Interest webpage.

The Report of Outside Activity form must be completed on an annual basis and/or when an outside activity begins or substantially changes or has not been previously reported. Faculty employees must make this report each year even if they are not

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

### E. CONTRACTING AUTHORITY

The faculty do not have the authority to enter into contracts that will bind the University. For a list of those University officials who have contracting authority and the level of their contracting authority, see the Signature Authority listed on the Office of General Counsel website.

The BOT has also established a document describing the delegation of authority within which the FIU administration operates. See [https://bot.fiu.edu/meetings/meeting- archive/]. If you order an item in the name of the University without authorization or make unauthorized commitments, you may be required to pay for it yourself or be subject to disciplinary action.

### F. PERSONAL LIABILITY

The Office of the General Counsel represents the University. A faculty member who is acting within the course and scope of employment should be protected by Florida Statute Section 768.28 (commonly referred to as sovereign immunity) for most common actions (e.g., tort actions, most discrimination claims). If a faculty member acts in bad faith, with malicious purpose, or in a manner exhibiting wanton and willful disregard of human rights, safety, or property, the sovereign immunity statute does not apply. There are a few statutes that allow faculty members to be sued individually, such as defamation.

If a faculty member is personally named in a lawsuit, the State Risk Department will determine whether that person can be afforded a defense. For the rare instances, a faculty member may wish to or be required to (depending on the circumstances) obtain legal representation at their expense. Faculty members may wish to obtain professional liability insurance through the faculty union (professional liability coverage is automatic with UFF-FIU membership). Please contact UFF-FIU at 305-348-3212 or your insurance agent for additional information.

### G. MIS-ADVISEMENT

Misadvising can cause serious legal problems for the University. Courts generally hold that a catalog is a university's contract with the fully admitted student. Generally, a student cannot be asked to comply with program requirements beyond

or different from those stated by the catalog in the term the student begins their program of study. If you advise students, it is essential that you are familiar with the information in the Catalog pertaining to University Core Curriculum, the major requirements in your discipline, and any other pertinent educational requirements.

## H. ARBITARY, CAPRICIOUS OR DIFFERENTIAL TREATMENT

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

## I. MISTREATEMENT AND UNPROFESSIONAL CONDUCT

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

## J. LANGUAGE IN THE WORKPLACE

FIU acknowledges the right of employees to speak a language other than English in the workplace. It also recognizes that common courtesy indicates that employees should use a language understood by all when they are engaged in a general discussion at work. Faculty are required to be proficient in English per Florida Statute section 1012.93 and the CBA.

## K. NEPOTISM

The University has policies prohibiting nepotism, which preclude related individuals from being supervised, or working in, the same unit without prior approval as set forth in the Nepotism Policy. The Office of Research & Economic Development has a Nepotism Policy that applies to sponsored projects. Faculty must report such situations, and accommodations must be made to prevent a conflict of interest. Additionally, the University does not permit faculty having family members as students in their classes. Family members should be directed to equivalent courses taught by another faculty.

## L. HOSTING INTERNATIONAL GUESTS/DELEGATIONS

International guests and delegations to FIU campuses allow for interpersonal exchange and deeper exploration of innovative approaches which are critical to the formation of strategic global partnerships. As such, we support our academic and business units in welcoming guests from across the globe. FIU Global is the central

office coordinating short-term, exploratory visits of international guests and delegations; and ensure that such visits are conducted in compliance with federal, state, and institutional regulations and protocols. Please register international visitors by submitting an online form at https://global.fiu.edu/for-partners/delegation-visits/index.html. Either the FIU host or the international guest/head of delegation may submit the request. We expect formal requests to be submitted 10 business days (or more) in advance of a visit. Visits with fewer than 10 business days notice may not be accommodated. We will respond to your visit request within three business days or less. For questions, please contact FIU Global at 305-348-8267 or global@fiu.edu.

## IV. FACULTY BENEFITS

### A. FACULTY AWARDS AND RECOGNITIONS

FIU recognizes that academic excellence is driven by dedicated faculty who instruct, research, create, mentor and serve our community of students and colleagues, and the profession. While many colleges and departments have their own recognition ceremonies or events, the Provost annually recognizes outstanding faculty achievements. The following recognition ceremonies are hosted annually by the Provost:

- **Top Scholars Reception** – celebrates faculty accomplishments for the previous calendar year in the following areas: notable appointments, creative works, research funding, academic awards, and teaching. Faculty are nominated by their college Dean or Chair for this recognition.
- **Rewarding Excellence in Teaching Initiative (RETI) Award** – recognizes up to 24 full-time and part-time faculty who are working to create learning-centered, inclusive classroom experiences by using evidence and/or information from their own classrooms to inform instructional design and practice. Nominations are open in the spring and self-nominations are encouraged.
- **Gateway Award for Excellence in Teaching** – recognizes a faculty member for exceptional learning-centered, evidence- based teaching in FIU's Gateway and Gateway-to-Graduation courses. These courses offer students the critical building blocks for success in their university careers and beyond. Candidates for the award can be nominated by their direct faculty supervisors, other faculty members in their major department, department chairpersons, or deans; self-nominations are also encouraged. The Center for the Advancement of Teaching coordinates the application process, and a panel of faculty select awardees.
- **Adjunct Award for Excellence in Teaching** - recognizes an adjunct faculty member for exceptional learning-centered, evidence- based teaching. Candidates for the award can be nominated by their direct faculty supervisors, other faculty members in their major department, department chairpersons, or deans; self-nominations are also encouraged. The Center for the Advancement of Teaching coordinates the application process, and a panel of faculty select awardees.
- **Book Authors Reception** - recognizes faculty who have published books and creative works in the previous calendar year. Faculty must

self-report during the spring semester when the call goes out in order to be recognized.

- **Tenure and Promotion Reception** – recognizes faculty who are being granted tenure and tenured faculty who are being promoted.
- **Promotion Reception** – recognizes faculty who are in the tracks of Teaching Professor, Instructor, Lecturer, Research, Clinical, Professional Practice and Library Faculty – recognizes non-tenured faculty who are being promoted.
- **FIU Inventor's Reception** – honors the work that faculty have done to research and develop a patent within the previous academic year. Faculty are encouraged to advance their patents through entrepreneurship opportunities and other innovative opportunities. Patents must be registered through the Office of Research and Economic Development to be recognized.
- **Faculty Convocation Award Ceremony and Dinner** - celebrates the collective accomplishments of our faculty in the areas of teaching, research and creative activities, service, engagement and librarianship. In addition, outstanding faculty who teach Gateway courses and Adjunct Faculty are also celebrated. Recipients can either be self-nominated or nominated by their peers. For additional information regarding the nomination and selection process please visit the [Faculty Senate website.](#)
- **The Fain Fellowship** – recognizes outstanding performance by faculty in advancing the university's mission and encourages the continued development of exceptional initiatives. Awardees are named Fain Fellows and receive The Fain Medal at the annual Faculty Convocation.
- **Distinguished University Professor** – this is the highest recognition available to Full Professors who are leaders of FIU and set the example of research, scholarship, creative activities, teaching, and service excellence.

## B. SABBATICALS AND PROFESSIONAL DEVELOPMENT LEAVES

Sabbatical leaves for tenured faculty are available on competitive and non-competitive bases. Faculty members who are not tenure-earning or are out of unit and who have six (6) years or more of service are eligible to be considered for professional development leaves. Contract and grant employees are eligible only if the contract/grant through which they are compensated allows for such leave. Leaves are not automatic. For more information on the application process review our [Faculty Resources](#) website or email sabbatical@fiu.edu.

## C. TUITION REIMBURSEMENT: FIU COURSES FOR EMPLOYEES

The employee tuition waiver benefit allows employees and their qualifying family members to enroll in up to a combined maximum of ten (10) credit hours of FIU instruction per term (fall, spring, or summer) with eligible employees enrolling in no more than six (6) credit hours of the total ten (10) credit hours per term without payment of the in-state portion of tuition, tuition differential, or the following per credit fees: financial aid fees, capital improvement trust fund fees, athletic fees, technology fees and activity and service fees. Normal term fees charged to students, specifically health, athletic, photo ID, and parking will also be waived for eligible employees. Any special laboratory, distance learning or any other fee must be paid by the employee and/or family member. For specific exclusions and limitations of the Tuition Waiver Program, please refer to the UFF-FIU CBA Section 7 of the Benefits Policy (if in-unit) or the Tuition Waiver Program, Policy #1710.325 (if out-of- unit) see policy.

In addition, the University Graduate School has a policy with respect to graduate degrees. A member of the faculty may not pursue a graduate degree in the same school or college to which he/she is appointed.

## D. TUITION REIMBURSEMENT: OTHERINSTITUTIONS

The University will reimburse eligible employees who lack a terminal degree reimbursement for tuition expenses incurred while earning a terminal degree at another fully accredited university, subject to the conditions set forth in the UFF-FIU CBA. This is provided to increase the employee's value to the University, not as a reward for service. All employees with two (2) or more years of full-time continuous service at FIU and who do not hold a terminal degree in their discipline shall be eligible to apply for tuition reimbursement under this program. The employee must remain at the University for at least one (1) academic year following the reimbursement, if requested by the University. If this condition is not met the employee may be required to return to the University the full amount reimbursed under this program. There is no comparable policy for out-of-unit faculty.

## E. IMMIGRATION PROCESS FOR INTERNATIONAL FACULTY

Office of Provost, Planning and Finance provides immigration services to international faculty who are qualified for either work authorization sponsorship or permanent residence. In addition, the office also serves as a liaison between retained law firm and FIU business units to assist and coordinate immigration matters and process. Office of Provost, Planning and Finance is in PC 529 on the Modesto A. Maidique Campus. You may contact the staff at immigration@fiu.edu or (305)-348-6727. For specific information regarding to H-1B and Green Card process, please

visit [FIU Immigration](#).

**F. EMERITUS STATUS**

Emeritus status may be bestowed by the President or his designee upon a retired faculty with a record of outstanding University teaching, research or service after a minimum of five (5) years of employment at FIU. An award of emeritus status shall be based on the employee's past contributions to the University and the profession demonstrated through a record of outstanding teaching, service or research/creative activities. For details on how to nominate a member of the faculty for emeritus status, please view the Emeritus Faculty policy in the [UFF-FIU CBA](#) or Policy#320.091 for the out-of-unit faculty.

## V. IMPORTANT LAWS

### A. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Florida International University (FIU) maintains Student education records in a confidential and secure manner in accordance with the Family Educational Rights and Privacy Act (FERPA) codified in 20 U.S.C. § 1232g, and sections 1002.225 and 1006.52, Florida Statutes. The University will not release or permit access to education records or personally identifiable information (PII) maintained on a student except as otherwise permitted by law and FIU Regulation 108 – Access to Student Education Records. When a student reaches 18 years of age or attends an institution of postsecondary education at any age, the student becomes an "eligible student," and all rights under FERPA transfer from the parent to the student. At FIU, we do NOT provide student parents access to student records without student consent. More information is available at: The Family Educational Rights and Privacy Act Guidance for Parents.

- Right to review and inspect education records
- Right to seek amendment of an education record
- Right to have some control over the disclosure of information
- Right to access education records within a reasonable time
- Right to file a complaint with the Department of Education, Family Policy Compliance Office

An education record is defined as a record maintained by the University that is directly related to a student and that includes personally identifiable information. Personally identifiable information is any information or data that can easily identify a student or makes the student's identity easily traceable. Examples include:

- Social security number
- Grades recorded in the grade book
- Class schedule
- Religion
- Academic standing
- Panther ID
- GPA
- Race
- Test Scores
- Gender

Education records include:

- Student's transcripts
- Student disciplinary records
- Student's class attendance records
- Student's grades and/or evaluations

The following are not education records:

- Sole possession records
- Law enforcement records
- Employment records
- Parents' financial records
- Treatment records
- Alumni records
- Directory Information

FERPA allows disclosure without the student's written consent. Examples include:

- Legitimate educational interest (need-to-know)
- Via subpoena (after providing reasonable notice to the student)
- Health or safety emergency to appropriate parties when there is a significant threat as long as the threat exists
- Directory information

[FIU Regulation 108 Access to Student Education Records](#) sets forth the records that are directory information. The student's campus email address is not directory information and, therefore, cannot be released without the student's consent.

Failure to follow FERPA may result in the University losing federal funds.

## B. FIU REGULATION 105 PROHIBITING SEXUAL MISCONDUCT (Title IX)

[FIU Regulation 105 Prohibiting Sexual Misconduct](#) (Title IX) prohibits sexual harassment. The University takes allegations of sexual harassment very seriously. FIU requires that **all employees**—faculty and staff—receive training on sexual harassment awareness and prevention provided by the [Office of Access, Compliance, and Equal Opportunity. Virtual resources are also available.](#) FIU's regulation defines sexual harassment as: a*ny unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature which 1) makes submission to or rejection of such conduct either an explicit or implicit basis for employment and/or academic decisions affecting the individual; or 2) unreasonably interferes with the individual's employment or academic performance by creating an intimidating, hostile or offensive environment.*

As with all members of the FIU community, faculty should always act respectfully to each other, students, and staff members. Given that faculty have a great deal of power over students, junior faculty, and staff, it is incumbent upon all faculty to act in ways that promote and sustain a learning and meeting environment that is safe and conducive for thoughtful work for everyone.

If you observe someone behaving in a harassing manner, you may remind that individual of the behaviors that constitute sexual harassment, and that the University has a strong policy against such behavior. If a student, staff member, or faculty member comes to you with allegations of sexual harassment, refer them to

the Office of Access, Compliance, and Equal Opportunity. They may also use report.fiu.edu. If you experience sexual harassment yourself, you may reach out to the Office of Access, Compliance, and Equal Opportunity, use report.fiu.edu, or contact Employee Labor Relations at elr@fiu.edu.

**Dating anyone you supervise, mentor or have as a student, including being a member of the student's thesis or dissertation committee, creates a *de facto* conflict of interest (Spouses and Relatives as Students, Policy #320.093).**

Additionally, the University considers amorous or sexual relations between employees and students, especially when there is a supervisory relationship, a conflict of interest. Such relationships, even when consensual, may be exploitive, and imperil the integrity of the educational process or work environment. The University requires the resolution of any conflict of interest created by these relationships; the employee in a position of authority must resolve any potential conflict of interest, including removing themselves from evaluative decisions concerning the other individual. If they are unable to resolve the conflict of interest, they are required to inform their immediate supervisor promptly and seek advice and counsel towards a resolution. Failure to resolve a potential or actual conflict of interest may result in disciplinary action.

## C. FIU REGULATION 106 NONDISCRIMINATION, HARASSEMENT AND RETALIATION (Title VII)

Florida International University (the University) affirms its commitment to ensure that each member of the University community shall be permitted to work or study in an environment free from any form of illegal discrimination, including race, color, sex, pregnancy, religion, age, disability, national origin, marital status, and veteran status. FIU Regulation 106 Nondiscrimination, Harassment and Retaliation (Title VII) prohibits discrimination, harassment, and retaliation on one or more of the protected statuses. The Office of Access, Compliance, and Equal Opportunity (ACE) is responsible for addressing such discrimination, harassment, or retaliation. If you feel that there is a situation that might fall within this regulation, please contact the ACE office or use report.fiu.edu.

## D. CODE OF ETHICS FOR PUBLIC OFFICERS AND EMPLOYEES

### 1. Florida Statute on Ethics

Florida Statute Section 112.313 sets forth the standards of conduct for public employees, including the faculty. The Statute addresses the conditions when a public employee may or may not solicit or accept gifts, do business with the University, vote on a matter affecting a public employee's salary, what constitutes the misuse of public position, what constitutes a conflict of employment or contractual relationship, the requirement of certain public employees to disclose

certain financial information, and the post-employment restrictions. Any questions about this statute and whether it applies to your situation should be directed to the Office of Compliance and Integrity or the Office of the General Counsel.

### 2. *University Policies Governing Ethical Behavior*

The University has a number of policies governing ethical behavior that are important to know about and abide by Guidance for the following policies and other policies governing ethical behavior as a university employee can be found in the [FIU Policy and Procedures Library](#), housed in the Office of Compliance and Integrity.

- **Gift & Honoraria Policy** – outlines the parameters for the ethical acceptance of gifts and/or honoraria ([Gift Policy #140.131](#))
- **Ethics in Purchasing Policy** – provides guidance for doing business with, or on behalf of, the University ([Ethics in Purchasing Policy #140.105](#))
- **Conflict of Interest** – several policies exist addressing the reporting of potential conflict of interest.

    o Conflict of Interest – conflicts of interest, whether they arise from University or outside activities, are prohibited ([Conflict of Interest Policy # 1710.075](#))
    o Conflict of Interest in Research – to promote objectivity in research by establishing and maintaining standards that require the design, conduct and reporting of research. This is multifaceted and covers many aspects necessary for research ([Conflict of Interest in Research Policy and Procedure # 2370.005](#))
    o Institutional Conflict of Interest – to establish a disclosure and review policy that ensures that institutional conflicts of interest are properly reviewed, managed, mitigated or eliminated ([Institutional Conflict of Interest Policy # 150.200](#))
    o Conflict of Interest regarding Spouses and Relatives as Students – to avoid directly supervising and/or teaching family members whenever possible ([Spouses and Relatives as Students # 320.093](#))

### E. PUBLIC RECORS AND THE SUNSHINE OPEN MEETING LAWS

### 1. *Public Records Law*

The Public Records law of the State of Florida, Chapter 119 of the Florida Statutes provides in part as follows:

> *"All documents . . . regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or . . .*

*in connection with the transaction of official business by any agency" is a public record."*

This includes emails and text messages if these communications are made in the course of FIU business.

There are some exemptions which make public records either exempt or confidential. Confidential records are not allowed to be released to the public. The personnel files of University employees are public records except for the academic evaluations of faculty.

The University is required to provide, upon request, any public record within a reasonable time of the request. If you receive a public records request, please forward that to the Office of General Council (OGC) at generalc@fiu.edu. For most information, please visit the OGC website: https://generalcounsel.fiu.edu/.

### 2. *Sunshine Open Meeting Law*

Any time that two (2) or more members of a Sunshine committee or board communicate about a matter that is or may come before that committee or board for consideration or action, the meeting must be held in the Sunshine and is subject to Sunshine Law requirements. "Meetings" include any workshops, telephone conversations, written electronic communications (such as emailing or texting), social gatherings, or other interactions where information related to matters that are or may come before the committee is exchanged.

Most meetings at FIU are not subject to the Sunshine Law. (The law does not ordinarily apply to staff committees or meetings.) It is the nature of the acts performed by the committee (not the make-up of the committee) that determines whether a meeting must be conducted in the Sunshine.

Examples of meetings that must be conducted in the Sunshine include:

- Meetings of the FIU Board of Trustees and its committees
- Meetings of the Board of Directors of the FIU Foundation, Inc., and the University's other direct-support organizations, and meetings of their respective committees
- Meetings of employment search and screen committees engaged in the hiring process
- Meetings of Purchasing evaluation committees; and
- Collective bargaining negotiations conducted on behalf of the Board of Trustees.

The requirements for a Sunshine meeting are:

- Reasonable prior notice (generally 7 days) of the public meeting must be provided and posted.
- The meeting must be open to the public.
- The meeting must be held in a location accessible to the public.
- Minutes must be taken to reflect what occurred at the meeting.

For more information, please visit https://generalcounsel.fiu.edu/faqs/.

## F. NOTEWORTHY BOT REGULATIONS

BOT regulations regulate conduct at the University. For your convenience, they are listed and linked below:

### Chapter 100 - University-Wide Governance and Guidance
- FIU-102 Regulations
- FIU-105 Sexual Misconduct (Title IX)
- FIU-106 Nondiscrimination, Harassment and Retaliation (Title VII)
- FIU-108 Access to Student Education Records
- FIU-110 Expressive Activities in Outdoor Areas on Campus
- FIU-111 Camping
- FIU-112 Use of University Facilities
- FIU-113 Smoke, Vape-Free and Tobacco-Free Campus
- FIU-114 Commercial Solicitation and Advertising
- FIU-115 Skateboarding, Skates, Scooters, Ripsticks, and Other
- FIU-116 Educational Sites

### Chapter 400 – Admissions

- FIU-402 Admission to the University
- FIU-406 Foreign Student Admissions
- FIU-408 Foreign Exchange Visitor Insurance Requirements
- FIU-410 Application Fee and Admissions Deposit

### Chapter 1100 - Finance and Administration

- FIU-1101 Tuition and Fees Schedule
- FIU-1103 Textbook Affordability and Transparency
- FIU-1105 University Traffic and Parking Regulations
- FIU-1107 Investment of Agency and Activity Funds
- FIU-1109 Student Debt Collection
- FIU-1111 Employee Debt Collection
- FIU-1113 Waiver of Tuition and Fees
- FIU-1114 Tuition and Fee Refunds

**Chapter 1300 - Enrollment Services**

- FIU-1305 Students in Military Service
- FIU-1310 Student Financial Aid

**Chapter 1500 - Foundation and Affiliated Entities**

- FIU-1502 Direct Support Organizations

**Chapter 2200 – Purchasing**

- FIU-2201 Purchasing
- FIU-2202 Prompt Payment
- FIU-2203 Authority to Debar or Suspend Vendors

**Chapter 2500 - Academic & Student Affairs**

- FIU-2501 Student Conduct and Honor Code
- FIU-2502 Children's Creative Learning Center at FIU
- FIU-2503 Registration of Non-Student Organizations
- FIU-2504 Student Religious Observances, Practices, and Beliefs
- FIU-2505 Alcoholic Beverages
- FIU-2506 Academic Program Termination and Temporary Suspension of New Enrollments

## VI.  CLASSROOM, TEACHING, AND STUDENT-RELATEDPOLICIES

The relationship between faculty and students is critical. Our reputation as an institution depends on effective teaching and advising as well as high quality research. Students expect to receive a solid education and to be treated fairly; they expect responsible and professional behavior on the part of an instructor or mentor. They object to cancelled classes, chronic tardiness, lack of preparation, and unequal treatment of students. The following sections, some of which are strictly informative, some of which are recommended procedure, and some of which are University policies, will help guide you to be a more informed and effective teacher.

### A. CLASSROOM POLICIES

#### 1.  Digital *Accessibility Policy*

The FIU Digital Accessibility Policy (# 1705.020) establishes FIU's Minimum Accessibility Standards and Guidelines that support the University's mission to disseminate knowledge and enable opportunity for every member of its community regardless of ability, and comply with state and federal
law. The policy states:

> *All digital information and digital services acquired, developed, or delivered by any campus, college, or vice presidential (VP) unit must be accessible and in compliance with the Minimum Digital Accessibility Standards (MDAS). In compliance with the Americans with Disabilities Act (ADA) and Sections 504 and 508 of the Rehabilitation Act of 1973, the Web Content Accessibility Guidelines (WCAG )2.0, Level AA is established as Florida International University's MDAS. This includes all manual checks as required by the WCAG 2.0, Level AA standard. For non-web digital information and digital services, the Electronic and Information Technology Accessibility Standards under Section 508 of the Rehabilitation Act of 1973 is the minimum standard.*

#### 2.  CANVAS: *Learning Management System (LMS) Requirements*

**Canvas** is the university's online learning management system (LMS). The Provost's Canvas Usage Initiative sets the expectation that all academic courses utilize the LMS. All courses regardless of modality will have a Canvas course automatically created. Each academic course, faculty must:

i.    Provide the course syllabus in Canvas: Upload your existing syllabus document or develop one using syllabus tools in Canvas (Canvas Syllabus Tool, CreatorPro, or Simple Syllabus).

ii.   Personalize the Canvas front page: This page introduces students

to you and your course, including contact information, course description and expectations, office hours, etc.

iii. Pursuant to Florida Statute 1004.085, s.5, University Core Curriculum classes (i.e. general education) must have course syllabi publicly available 45 days before the first day of classes. FIU uses the Simple Syllabus tool embedded in Canvas to meet this requirement. University deadlines are published on the Academic Calendar webpage

Faculty are strongly encouraged (but not required) to use Canvas communication and collaboration tools. Canvas can help organize your messages and announcements, simplify the logistics of student collaboration and group work, and serve as a landing page for all course materials.

Educational Technology Services (ETS) and FIU Online administrators and instructional designers will support you in providing the training and resources you need to best utilize the Canvas as system.

### 3. Modalities

Classes will be taught in one of three modalities to accommodate differences in student needs and in response to safety precautions needed on campus. These modalities are:

- In-person classes: take place in person and on campus at set times. In-person classes may not be taught using video conferencing technologies.
- Hybrid classes: in-class sessions at set days and times and out-of-class learning experiences that are asynchronous. At FIU, Hybrid courses are designed to meet synchronously in-person and on-campus for 50% of class time; there are no virtual class meetings for hybrid courses. The out-of-class part of the course is designed to be asynchronous with a best practice focused on experiential-; reflective-based learning activities that build independent learning and critical thinking skills and prepare students for the next class meeting.
- Online classes: 100% online, asynchronous; learners must complete assignments by due dates within the fixed course timeframe (has a distance learning fee). Courses designated as Online cannot have regularly scheduled virtual class lectures/meetings. Holding regularly scheduled weekly lectures for an online course poses a disadvantage to students who did not register for this course modality with that expectation and is not permitted by the state. This includes "voluntary help sessions" that are offered as a replacement

for in-class lectures. The state's definition of an online course structure is 80% or more asynchronous with up to 20% of synchronous meeting time. This synchronous meeting time can be used for group assignments, content reviews, guest or special lectures, or proctored exams with a specified time frame. Synchronous meetings are not limited to these as the possibilities in complementary course design are ever-emerging and creative. All required synchronous meetings must be in the syllabus.

Faculty offering virtual help sessions, must ensure students are not penalized or have less opportunity to succeed in the class if they are unable to attend the voluntary, synchronous activity. In those instances, equivalent alternative activities are to be made available asynchronously.

The aforementioned does not pertain to fully online (2.0) degree programs.

There are some exceptions to these definitions, such as market rate programs and pilot programs like Online Live. However, the rationales for these exceptions are based in pedagogical/student success needs.

## 4. Syllabus

Faculty must provide students with a syllabus that outlines the expected learning goals and objectives of your course. Most student grievances against faculty are a result of misunderstandings over faculty expectations. Therefore, according to the University's policy on Course Syllabi Requirements, you must provide your students with a syllabus for all courses in which students receive a grade. This includes internships, seminars, independent study, practicum, dissertation, and thesis course, etc. As of the 2018 Canvas Usage Initiative, all courses for which students receive a grade (including Pass/Fail) must have a syllabus published in Canvas.

Please note the following University expectations regarding all course syllabi:

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

when instructors are assigned on an emergency basis.

- Faculty teaching University Core Curriculum courses must publish their syllabi 45 days before the start of the classes using the Simple Syllabus. See *Syllabi for University Core Curriculum (UCC) Courses*. University deadlines are published on the Academic Calendar webpage.

For non-UCC courses, each department or school will maintain a file of current course syllabi either online or in printed copy during the semester, which will be available for public examination. Departments or schools may use Simple Syllabus for non-UCC courses so that all of their syllabi are published in a central location.

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

- The name of the course, course and section numbers, course description, course objectives/goals and student learning outcomes, prerequisites, and co-requisites (if any), and semester and year.
- The instructor's name, telephone number, email address, department or school, office location and office hours.
- Required purchases including texts (include ISBN and all authors), lab supplies, artistic supplies, professional and ancillary items (including items that do not need to be purchased).
- A tentative outline that includes major topics, anticipated dates of assignments, performances, artistic submissions, and/or examinations.
- Grading standards to be used in calculating final grades.
- Instructor's policy on make-up examinations, assignments or performance measures.
- Performance measures that will be considered for evaluation in awarding final grades.
- Method of determining final grades. It is not advisable to change your grading policies after the syllabus is distributed, however, if for some reason you need to do so, you must inform your students of the change in writing.
- Any policies of the instructor and/or department policies that may impact a student's enrollment or final grade.
- Attendance standards, if required.
- Any other expectations that affect the enrollment or final grade.

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

- The University drop date (see the Academic Calendar).
- That you accommodate legitimate, verifiable cases of illness and emergencies. Note that you must also accommodate religious holy days in accordance with FIU Regulation 2504 Student Religious Observations, Practices & Beliefs.

- Recommended purchases including supplemental texts, lab supplies, artistic supplies, professional and ancillary items. FIU Regulation 2501 Student Conduct and Honor Code. See (https://regulations.fiu.edu/regulation=FIU-2501).
- Reference to University regulations on Sexual Misconduct, FIU Regulation 105 Sexual Misconduct (Title IX). See https://regulations.fiu.edu/regulation=FIU-105.
- Information on policies and services for students with disabilities. See also the University policy on Substitution or Modification Accommodations for Students with Disabilities number 300.014.
- If you are using the plagiarism detection services of Turnitin.com (see below in this section), you should also clearly indicate that on your syllabus.
- Reference to student intellectual property rights: (recommended statement below)
- Reference to University policies on academic misconduct for undergraduate and graduate students.
- Recommended to add information related to Panther Care and CAPS services (see below sample language)

The following passage, relating to academic conduct, is recommended for inclusion on syllabi. This sample language includes a statement on the use of Artificial Intelligence (AI). For more AI-related syllabus options, visit CAT's Teaching with AI sample syllabus language:

> *Florida International University is a community dedicated to generating and imparting knowledge through excellent teaching and research, the rigorous and respectful exchange of ideas, and community service. All students should respect the right of others to have an equitable opportunity to learn and to honestly demonstrate the quality of their learning. Therefore, you are expected to be honest in all academic work, consistent with the academic integrity policy as outlined in the Code of Student Conduct and any additional syllabus language. All work is to be appropriately cited when it is borrowed, directly or indirectly, from another source. Unauthorized and/or unacknowledged collaboration on any work, or the presentation of someone else's work, is plagiarism. Content generated by an Artificial Intelligence third-party service or site (AI-generated content) without proper attribution or authorization is another form of plagiarism. If you are unsure about whether something may be plagiarism or another form of academic dishonesty, please reach out to me to discuss it as soon as possible.*

You may also consider including the following clause to inform students with disabilities that accommodations may be requested through the Disability Resource Center:

> *The Disability Resource Center (DRC) collaborates with university faculty to provide inclusive learning environments. If you have a disability and plan to utilize academic accommodations, additional information may be found in the DRC's website: drc.fiu.edu.*

You are also encouraged to include information for FIU Panthers Cares and CAPS services.

> *If you are looking for help for yourself or a fellow classmate, Panthers Care encourages you to express any concerns you may come across as it relates to any personal behavior concerns or worries you, for the classmate's well-being or yours; you are encouraged to share your concerns with FIU's Panthers Care website: http://PanthersCare.fiu.edu/.*
>
> *Counseling and Psychological Services (CAPS) offers free and confidential help for anxiety, depression, stress, and other concerns that life brings. Learn more about CAPS at caps.fiu.edu Professional counselors are available for same-day appointments. Don't wait, call 305-348-2277 to set up a time to talk, visit the website to make an appointment, or use the self-help portal.*

Faculty are encouraged to add reference to the intellectual property rights of the student. A recommended statement is below.

> *Student work submitted to the College/School/Department in satisfaction of course or degree requirements becomes the physical property of the College/School/Department. This work may include papers, drawings, models, and other materials. However, students retain all rights to the intellectual property of such work created as part of an academic course, and may request that, upon completion of the academic course, the College/School/Department return any such work to the student holding the intellectual property rights therein. If a student declines to accept physical possession of their student work, the College/School/Department may, at its discretion and in accordance with public records laws and Florida statutes, retain, return, or discard such materials. The College/School/Department will not normally discard the materials of currently enrolled students. If the College/School/Department wishes to use the student's work, it will request that the student voluntarily consent in writing to the use. If consent is given, the College/School/Department will include the student's name when using the student's work.*

Instructors retain the right to modify the course syllabus for any reason

throughout the semester provided that:

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

### 5. *Drop Date*

The drop date is the last day in which a student may drop a class with no impact on their GPA. However, dropping a class does impact course taking attempts and may be counted towards excess credits. Please refer to the Academic Calendar for specific dates. Students are financially liable for all dropped courses, and non-attendance or non-payment will NOT constitute a drop.

### 6. *Class Rosters*

Class rosters can be viewed under the faculty tab via my.fiu.edu. After signing in with your Panther ID and password, the Faculty Center link will take you to current semester information. The information displayed is specifically linked to your individual Panther ID.

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

Faculty roster instructions can be found online at: Advisor Assignment

### 7. *Class Meetings*

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

### 8. *Providing Students with Timely Feedback*

It is imperative that students receive timely and appropriate feedback to further their learning in your class. As their guide in the learning process, your feedback helps form the foundation for thinking about and learning the subject matter at a new level, that of higher education. If students do not receive feedback in a timely manner, they are more likely to miss connecting important ideas or make changes to study/work habits. The Center for the Advancement of Teaching can help faculty develop assessments, assignments, and grading practices that provide formative feedback while recognizing faculty time limitations.

### 9. *Student Attendance and Mid-Semester Grade in University Core Curriculum (UCC) Courses*

The Office of the Provost implemented a student success strategy which involves enforcing mandatory attendance for UCC classes during the first two (2) weeks of classes via the Canvas learning management system. The University may drop students who do not have verified attendance (by in person or electronic means) or refer them for intensive advising. Please note that, based on advisor recommendations, the Office of the Provost may implement alternative interventions that may not result in the student's removal from the class.

If attendance is required on your course, indicate that fact on the syllabus. Students who participate in university-sanctioned events, including athletics, debates, performances, etc., must inform you in advance of any event that will conflict with class time, and they must make up any work they missed.
To assist with meeting the attendance requirement, the university has implemented an electronic attendance solution called FIU Check-In in all general classrooms. FIU Check-In captures classroom attendance by having students "check in" using their smartphone. Global fencing helps minimize the practice of checking in while not in the classroom. Faculty can then easily view student attendance within Canvas. For more information visit [attendance.fiu.edu.](attendance.fiu.edu) In addition to the Attendance Requirement, UCC faculty are also required to record a Mid-Semester Grade for UCC courses.

Reporting dates for Attendance and Mid-Semester Grade change each semester. For current due dates and specific UCC Requirements for Face-to- Face, Hybrid, and Online UCC courses, visit the [Faculty UCC Requirements](#) page.

### 10. *Missed Class Related to Authorized University Events*

Students may be asked to represent the university at authorized university events or activities during the semester. The participation in such events may interfere with attendance and completion of course work and/or assignments in the students'

courses. It is [university policy](#) that instructors must afford students a reasonable amount of time to complete course work and/or assignments missed during their approved absence. The approved make-up assignment must be equivalent in content, type, and grading scale to the missed coursework and/or assignment.

### 11. Final Examinations

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

### 12. Classroom Maintenance

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

### 13. Field Trips

If you take your students off-campus to attend art shows, lectures, displays, geological or environmental expeditions, etc., you should obtain a release from each student indicating that he/she is participating on a voluntary basis and that he/she agrees to accept any risks involved. Various types of release form can be found on the Office of the General Counsel website at [https://generalcounsel.fiu.edu/contract-forms/](https://generalcounsel.fiu.edu/contract-forms/)

### 14. End of Semester Responsibilities for Adjuncts

There are some special steps that you should take if you are an adjunct faculty member. At the end of each semester, be sure to give your department chairperson a copy of your syllabus and grade rolls. Grade rolls are available prior to the end of the semester and can be accessed by logging into your [FIU faculty page](#). If a student should file a complaint or if a grading question arises after the semester ends, the department chairperson may have to deal with the problem without your help. If you have given an incomplete grade (IN), be certain that your department chairperson knows what the student must do to finish the course. All students, except those who are graduating, have two semesters in which to make up an Incomplete. It is possible that you may no longer be teaching at FIU when the work is completed.

## B. TEACHING POLICIES

The relationship between faculty and students is critical. Our reputation as an institution depends on effective teaching and advising as well as high quality research. Students expect to receive a solid education and to be treated fairly; they expect responsible and professional behavior on the part of an instructor. They object to cancelled classes, chronic tardiness, lack of preparation, and unequal treatment of students. The following sections, some of which are strictly informative, some of which are recommended procedure, and some of which are University policies, will guide you to be a more informed and effective teacher.

### 1. CANVAS: Learning Management System (LMS) Requirements

The Fall 2018 Provost's Canvas Usage Initiative set the expectation that all academic courses utilize the Canvas LMS. All courses, regardless of modality, will have a Canvas course automatically created. For each course, faculty must:

- Provide the course syllabus in Canvas - Upload your existing syllabus document or develop one using the tools available within Canvas.
- Personalize the Canvas front page - This page introduces students to you and your course, including contact information, course description and expectations, office hours, etc.
- Faculty teaching University Core Curriculum courses (i.e. general education) must use the Simple Syllabus tool embedded in Canvas to publish course syllabi at least 45 days prior to the first day of classes. University deadlines are published on the Academic Calendar webpage.

It is strongly encouraged but not required to use Canvas communication and collaboration tools.

### 2. Accessible Digital Course Content

The FIU Digital Accessibility Policy (#1705.020) identifies the responsibilities of faculty, designers, staff, and student employees who acquire, develop, and/or deliver digital information and services as a part of their university duties to be:

   i. Understand and implement the Minimum Digital Accessibility Standards and available accessibility assessment tools.
   ii. Inform and approve, as applicable, unit decisions related to acquisition, development, and delivery of digital information and services.
   iii. Be aware of, complete, and appropriately disseminate training and technical assistance.
   iv. Assist in evaluating digital information, services, and delivery.

v.   Respond to users encountering accessibility barriers.
vi.  Make digital information available in accessible formats.

### 3. *Office Hours*

A frequent, significant point of contention with students is that faculty do not offer sufficient office hours. Although faculty may have heavy research and service assignments in addition to teaching, **adequate office hours should be available for students during designated times**. What constitutes 'adequate' is defined by each academic unit, but as a rule of thumb, four (4) hours per week is what is customary. One measure of adequacy relates to the number of students in your classes. Faculty who are teaching must be available to meet with students outside of class time. If you have an assigned office, be sure to post your office hours outside your door; also, notify departmental staff so that your hours can be posted in the department. If you teach on another campus other than your primary campus, be sure to post and hold office hours there as well. Students should also be able to meet with you by appointment, particularly those who work or have other classes that conflict with your posted office hours. Include your office hours, your office room number, email address, and your office telephone number on your syllabus.

Adjunct faculty are required to have scheduled office hours. Adjuncts should note office hours on the course syllabi. If you are an adjunct faculty without a designated office, your department chairperson will find a suitable place where you can meet students, receive messages and mail. If you do not have your own individual mailbox, ask your department chairperson for one. Having an on- campus mailbox makes receiving materials from and leaving materials for students more efficient and assures a modicum of privacy.

### 4. *Photocopies of Course Materials and Tests*

Enquire regarding your department's policies on copying class materials. Some departments limit the use of the departmental copy key. For adjuncts who teach only night and/or on weekends, you may wish to make arrangements to copy materials at this time.

### 5. *Grades*

In Fall 2016, the Faculty Senate approved changes to the grading system used to calculate a student's Grade Point Average (GPA). The majority of courses include either a pass/fail grading option or a letter grade (A, A-, B+, B, B-, C+, C, D, F); the following table provides the grades and numeric values that comprise the standard grading system for calculating GPA:

| Grade | Points Per Credit Hour |
|---|---|
| **A** | 4.00 |
| **A-** | 3.67 |
| **B+** | 3.33 |
| **B** | 3.00 |
| **B-** | 2.67 |
| **C+** | 2.33 |
| **C** | 2.00 |
| **D** | 1.00 |
| **F (Fail)** | 0.00 |
| **P (Pass)** | N/A |
| **S (Satisfactory)** | N/A |
| **U (Unsatisfactory)** | N/A |
| **IN (Incomplete)** | N/A |

Through this grading scale, the faculty intend to reduce student confusion about what constitutes a passing grade by aligning the grading scale with majors that require students to earn a minimum grade of "C" in prerequisite courses. Since this grading scale does not include percentages, faculty should use professional judgment to determine percentages relative to letter grades. The Center for the Advancement of Teaching remains a resource for you should you have any questions or seek any recommendations.

See the FIU Grading System for more information.

**Letter Grade, Pass/Fail, and Audit:** As determined by the academic units, some courses may be offered for a letter grade (A, A-, B+, B, B-, C+, C, D, F) or Pass/Fail (P for pass or F for fail). Courses offered with a grading option (OP) allow students to choose a letter grade or a Pass/Fail grade. The grading option must be indicated at the time of registration and may not be changed after the Add/Drop period. There are no exceptions to this deadline. Additionally, students may choose to audit courses; in which case an AU grade is recorded on their record. To do so, students must obtain written permission from the instructor on departmental letterhead. Students have until the end of the Add/Drop period to request an Audit. There are no exceptions to this deadline. Once a course has been requested as an audit, students cannot change their grading options.

**NC (no credit) Grade:** For freshmen students entering academic year 2016 or later, and dual enrollment students enrolled in Fall 2023 and thereafter, a No Credit (NC) grade will be applied in certain circumstances. The Faculty Senate approved this action to minimize the permanent impact on students' GPA's as they transition to

their university experiences. The NC grade will appear on the student's transcript but will have no impact on their GPA. However, NC grades count in the calculation of excess hours, credits attempted, and academic standing (Academic Warning, Probation, and Dismissal).

Freshmen (Students, including transfer students, who have earned up to but not more than 29 credit hours) will be eligible to receive this grade under the following conditions:

  i.   The student earned a D or an F grade in a UCC (or other qualifying) course within one year of their first enrollment date, or while enrolled as a dual enrollment student.

  ii.  The Office of the Registrar can provide a student with only two NC grades per term; and only four NC grades for the entire undergraduate careers.

  iii. See the No Credit (NC) Grade Policy # 1360.050 for more detailed information.

The Office of the Registrar will assign NC grades automatically based on the above conditions. However, when a student earns more grades eligible for NC than the Office of the Registrar can assign for any given term or for the student's career, then they will replace F grades before D grades. Through their advisors, students can submit formal requests to restore D grades that the Office of the Registrar replaced with NC.

**F Grade:** An F grade is an earned grade. This means that the student attempted the course and did not meet academic standards set forth by the faculty to successfully pass the course. F grades require the faculty member to select an attendance option on the grade roster. The attendance option should be understood in the following manner (to comply with financial aid regulations):

> Began & Stopped after 60% Date: This option should be selected if the student began and completed the course or stopped attending after the 60% date.

> Began & Stopped by 60% Date: This option should be selected if a student began the course and the instructor has a record that the student's last day of attendance was prior to the 60% Date.

> Began and Cannot Determine: This option should be selected if the instructor knows that the student began coursework but cannot determine when attendance stopped. If the student never attended the course, the instructor should select an F0 grade for Never Attended.

**F0 Grade**: An F0 grade denotes that a student never attended the course. When entering a grade of F0 for a student, the Attendance Option for 60% Stop Date is automatically set to Never Attended.

**IN Grade**: Prior to assigning an IN (incomplete) grade, please review and make sure the student meets the university's IN Grade policy. An incomplete grade "IN" is a temporary symbol given at the discretion of the faculty member when a student was unable to complete the semester's work because of serious interruption not caused by the student's own negligence. An IN should only be given to a student who has successfully completed at least half of the course work, as students can drop a class through the posted Drop Date. Students who do not exercise their right to drop by that point should be prepared to receive the grade they have earned. When an IN is appropriate and granted, it must be made up as quickly as possible as but no later than two consecutive semesters (including summers) after the initial taking of the course or it will automatically default to an "F" grade.

There is no extension of the two-semester deadline. The student must not register again for the course to make up the incomplete.

If a student receives an incomplete grade and has applied for graduation at the end of the term, he or she must complete the incomplete grade prior to the conferral of the degree. The Graduation Office begins to confer degrees on the day grades are released and continues within the timeframe given to them by the State of Florida. If the student does not complete the incomplete with the established timeframe, the student's graduation will be denied and he or she will need to apply for graduation for the following term.

In such cases where the faculty member determines it is appropriate to grant a student a grade of "IN" the faculty member should follow the steps outlined in the Office of Registrar's Grade Roster Manual. When entering a grade of "IN" for a student on my.fiu.edu, the faculty member will be automatically directed to the Student Incomplete Form which must be completed.

Using an official University form, the course instructor will report the following:
   i.   The grade earned by the student to date.
   ii.  The missing work and the percentage of the final grade it represents (this requires the details of the specific missing assignment).
   iii. The date the instructor expects the missing work to be submitted or in the case of an examination made up.
   iv.  The justification for awarding the grade of "IN".

Once the student satisfies the requirements for a grade, the faculty member can use the Request Grade Change link in their course grade rosters found under the *My Schedule* tile located in their my.fiu.edu Faculty profile. Detail instructions can be found in the Grade Change Instructor Training Guide.

**DR/W and Late Drop:** In extraordinary circumstance beyond the students' control,

students can drop a course (with a DR/W grade and fee liability) until the last day to drop as listed on the academic calendar. After the deadline, a student may qualify for a late drop by submitting a Student Petition for Late Drop to the OneStop. All petitions are submitted electronically as stated in the OneStop petition website. You can find specific enrollment dates including deadlines on the enrollment services academic calendar.

If a student's name does not appear on your grade roll, notify the student so that he/she can contact OneStop.

If you are an adjunct or if you are leaving the University, please provide your department with a copy of the grade book, syllabi, and student work that has not been returned with your department chairperson at the end of the semester.

### 6. *Making Grades Available*

Students often want to know what grade they have earned before grades are available via the web. FERPA makes it illegal to violate a student's right to privacy; this means that you may not publicly post grades using the whole or partial student's name, social security number or student ID number, and that you should not leave graded exams and papers on your desk or outside your office door. In addition, if you decide to post grades, it must be in a manner in which students cannot identify any other student's grade.

Additionally, grades should not be given out over the phone. Instruct your students NOT to ask staff members about grades. If a student needs their final grade before it is officially posted, have the student come to your office or message them individually through the secure Canvas platform to protect student privacy. Grades should not be sent via email, even through FIU email.

### 7. *Saving Instructional Records*

It is strongly advised that you keep instructional records like grade books and syllabi for at least five years. It is also advisable to keep any student work (exams, papers, projects, etc.) for at least one year. Sometimes students complain about grades or file grievances. Without syllabi, copies of exams and assignments, and grade records, evaluating the merits of a grievance is very difficult. For detailed information about saving instructional records and/or student work, see the State of Florida General Records Schedule GS5 for Public Universities and Colleges and the FIU Records Management website. When it is time to discard student work, consult with your department. You may not dispose of student work in regular trash or recycling receptacles.

### 8. *Plagiarism and AI Detection through Turnitin.com*

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

False positive disclaimer:

> *Turnitin does not make a determination of misconduct even in the space of text similarity; rather, we provide data for educators to make an informed decision based on their academic and institutional policies. The same is true for our AI writing detection—given that our false positive rate is not zero, you as the instructor will need to apply your professional judgment, knowledge of your students, and the specific context surrounding the assignment.*

> *Making that decision should include alignment with institutional policies, the expectations you have set for your course or assignment, and an understanding of exactly what you are seeking to evaluate through the assignment.*

[i](Turnitin, 2025)

### 9. *Forgiveness Policy*

#### a. *Undergraduate Students*

The Forgiveness Policy allows students to repeat a limited number of courses, provided the grade earned is less than a "C," to improve their grade point average (GPA). Only the grade received on the last attempt is used in the GPA calculation. Under the University's forgiveness policy, students must file a Grade Forgiveness Request. This request should be completed and submitted once the student has repeated the course and grades are posted. The forgiveness policy cannot be used once a degree is posted.

The grade forgiveness will only be processed if;
- the original grade is less than a C (i.e. NC, DR, C, B-, B, A- cannot be forgiven), and
- the student receives a higher grade in the repeated attempt than for the initial attempt(s).

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

A course taken on a letter grade basis must be repeated on the same basis. Students will not be allowed additional credit or quality points for a repeated course unless the course is specifically designated as repeatable (independent study, studio courses, etc.).

Students not using the forgiveness policy may still repeat a course. However, all attempts will appear on the academic transcript and apply to the computation of the GPA but credit for only one attempt will apply towards graduation. Students must check with the appropriate academic department to determine whether there are additional restrictions on repeating courses.

Students may not re-enroll in courses for which they have received a grade of "C" or higher without permission from their academic advisor. Students may repeat courses which are specifically designated as repeatable for credit.

Repeatable courses may be taken up to the maximum number of times or hours as stated in the course description and/or university catalog. Course enrollment beyond these limits will not count toward the student's earned hours.

### b. Graduate Students

There is no forgiveness policy for graduate students. However, students may still repeat courses, but all graduate coursework, including repeats, will appear on the academic transcript and calculated in the GPA.

### 10. Textbook Affordability and Transparency Regulation

According to Florida Statue 1004.085 and FIU Regulation 1103 on Textbook and Instructional Materials Affordability and Transparency, instructors must adopt and submit required and recommended textbooks and instructional materials to Adoptions & Insights Portal (AIP) for lecture and lab type courses no later than 45 days before the start of the semester. Should no materials be required for purchase,

the instructor must state so in the system as well. Because all other course types (i.e. dissertations, supervised teaching/reading, internships) rarely require course materials, the administration defaults those sections to "no course materials for purchase are required." Any modification to an adoption(s) posted after the legal deadline require(s) a justification. This is to ensure that students have sufficient time to shop for the best price and thus reduce course costs. The FIU Barnes & Noble bookstores can put together specialized course packets. Course packs require six to eight weeks of lead- time as the bookstore must get permission from publishers to reprint each article. Also, faculty should not require bundled items unless all items in the bundle are required for the course. By law publishers must provide these materials in an unbundled format. Effective July 1, 2022, all adopted textbooks and course materials are publicly posted, searchable and downloadable at http://tim.fiu.edu as required by Florida SB 7044. For additional questions please consult FIU's Textbook Affordability and Transparency website.

### 11. *Syllabi for University Core Curriculum (UCC) Courses (aka Simple Syllabus)*

All UCC Courses must have syllabi published in Simple Syllabus at least 45 days prior to the start of classes. Syllabi must include a description of the course curriculum, course goals, student learning objectives, expectations of the course, and how student performance will be measured. Expectations of the course include any policies or practices that may impact a student grade or enrollment. As required by Florida statute, FIU UCC course syllabi may be viewed, searched, and printed at https://fiu.simplesyllabus.com.

### 12. *Faculty Authored Books*

If you require or recommend students to purchase a book that you have written, edited, or have any financial interest you are required through the University's Conflict of Interest Policy to submit the appropriate **Faculty Outside Activities and Conflicts of Interest Report**. Please also consult with your Chair or Dean regarding any procedures that may pertain to your unit.

## C. STUDENT POLICIES

### 1. *Student Services*

For a comprehensive list of student services, please visit the website of the Division of Academic and Student Affairs

### 2. *Academic Advising*

All units have designated professional staff who serve as academic advisors. Once students have been admitted and matriculated (i.e., they have paid their enrollment

deposit), they are assigned to a professional academic advisor from their academic department. Providing all undergraduate students with access to professional academic advisors is part of FIU's commitment to helping students succeed. Students also have access to electronic tools that provide information on academic requirements, track their progress toward a degree, and connect them with their assigned academic advisor. Panther Success Network (PSN) is the primary tool for students to interact with their assigned advisor, and can be accessed via my.fiu.edu through the Academic Advising tile or through the Navigate App. This tool not only enables students to make appointments with and send messages to their advisor, it allows both the student and the advisor to monitor academic progress.

Faculty members have access to submit Progress Reports through PSN for undergraduate students who are struggling during the semester. Visit the PSN Faculty Manual website for more information on how to access PSN and submit Progress Reports. Students and advisors also have access to the Panther Degree Audit (PDA) through my.fiu.edu which outlines all graduation requirements and keeps track of which requirements have been satisfied. Students who are unsure about their major or career options can utilize the Stepping Blocks personality assessment and explore the various majors offered by FIU on the MyMajor website.

While faculty members are not part of the formal academic advising system, they are a vital part of the mentoring and guidance that undergraduates receive throughout their academic journey. In addition to providing valuable information about career development, they also may be called upon from time to time to assist with providing academic advice to students. The Office of Career and Talent Development offers job and internship search support, career events and workshops, networking tools, coaching, and connections to local employers.

Our professional academic advisors are trained on all university and departmental academic requirements so they are not only a great resource for students but also for faculty members who encounter students with questions about the required curriculum and other academic policies.

Freshman entering FIU or transfer students without an AA degree from a Florida college or university must complete the University Core Curriculum (UCC). There are early versions of the core curriculum, so consult with the advising office in the student's college/department for students that matriculated prior to Fall 2024.

Before providing any academic advising, ensure that you are following the requirements for the degree using the official requirements found in the University Catalog and that you have counted the student's credit hours correctly. The Division of Academic and Student Affairs website has extensive advising resources available for faculty. Incorrect advising can cause major problems for students, including delays in graduation and additional financial costs, which may result in grievances

and lawsuits. When in doubt, consult with the student's assigned professional academic advisor. Departments may not show preferential treatment to some students over others in decisions to waive or enforce requirements.

FIU freshmen who have not selected or are unsure of a degree program work with professional academic advisors trained in helping Exploratory students. The Exploratory advisors are located in ZEB 210 on the Modesto A. Maidique Campus and ACI 300 on the Biscayne Bay Campus. If you encounter students who are unsure about their majors, refer them to the Exploratory Advisors.

### 3. Equitable Treatment of Students

It is imperative that all your students receive equitable treatment. You should present a comprehensive syllabus at the beginning of the term and apply it consistently. Reasonable accommodation of disabled students addresses barriers not experienced by other students, and therefore imparts equitable treatment.

### 4. Academic Integrity

Academic integrity is fundamental to the success of the teaching and learning community. In the Fall of 2015, the Provost created the position of the Faculty Fellow for Academic Integrity. The Fellow works with the FIU Faculty Senate Committee for Academic Integrity, the Office of Student Conduct and Academic Integrity, faculty, students, staff and administration to develop plans, strategies, systems and initiatives to help cultivate and support academic integrity at the institution.

### 5. Academic Misconduct

Academic Misconduct matters are handled through the Office of Student Conduct and Academic Integrity (SCAI). Information on policies and procedures for academic misconduct for undergraduate, graduate and professional students can be found in the Student Conduct and Honor Code on the Division of Academic & Student Affairs. Academic misconduct is defined as any act or omission by a student, which violates the concept of academic integrity and undermines the academic mission of the University. Academic misconduct (i.e., academic dishonesty) includes but is not limited to bribery to gain academic advantage, cheating, commercial use violations, complicity, falsification of academic records, and plagiarism. Disciplinary penalties for academic misconduct range from reduction in grade to expulsion from the University. See syllabus language that includes use of AI.

Any faculty can encounter situations in which students exhibit academic misconduct. It is essential that you become familiar with the Student Conduct and Honor Code procedures. All students have the right to due process, no matter how flagrant their alleged violations may seem. Faculty **may not** summarily assign failing

or reduced grades to a student whom they suspect of cheating. A charged student is entitled to a resolution of any alleged violation of the Code through a disciplinary proceeding unless waived as set forth in the code. Allegations of academic misconduct must be submitted online using the Academic Misconduct Report Form, along with any accompanying documentation, within ninety (90) calendar days of the incident or obtaining knowledge about the incident, whichever is later. According to the Student Conduct and Honor Code, any person or entity (including University departments, offices, officials, and community members) may report an alleged violation(s) of the Honor Code for review by the SCAI. Members of the community that are not the instructor of record for the course in which the alleged incident occurred may use the Incident Reporting Form.

The process to charge a student with academic misconduct follows the following steps:

- Report received.
- SCAI Director or designee reviews whether further fact-finding is needed and whether there is sufficient information to file charges regardless of the participation of any party in the proceedings.
- If needed, SCAI Director or designee reviews relevant information and consults with relevant parties.
- Instructors may request an intake meeting with SCAI to review allegations, charges, and possible resolutions/sanctions or to better understand the process.

- Reasonable efforts will be made to hold requested intake meetings at least ten (10) business days before any scheduled hearing. All students charged with academic misconduct are provided an information session about the hearing process as well as access to the documentation supporting the charges. A summary resolution is available when the charged student waives the right to a hearing and requests that the hearing officer conducting the information session determine the findings and sanctions if applicable. If the student requests a hearing, the instructor of the course in which the alleged Academic Misconduct violation(s) have occurred will always be requested to attend the hearing. The instructor is strongly encouraged to participate in the hearing procedure. If the charged student or instructor fails to appear at the scheduled hearing, the hearing will be held, and a decision will be rendered in their absence. Sanctions may only be imposed when a student has been found in violation of the Code. In cases where a student has been found "Not Responsible" for the alleged violation(s), no sanctions will be assigned. In this case, the student must be assigned the grade they would have received in the course based on their academic performance.

### 6. Student Grievances

Grievances often grow out of misunderstandings or misperceptions between students and faculty regarding expectations for performance or behavior.

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

The formal undergraduate and graduate academic grievance definitions and procedures are addressed in separate policies and procedures that can be found on the Academic Grievances website. The grievance procedure for discrimination cases is different and addressed by FIU's Regulation 106 Nondiscrimination, Harassment, and Retaliation policy. A copy of the policy on complaints regarding illegal discrimination can be obtained from the Office of Access, Compliance, and Equal Opportunity.

### 7. Student Perceptions of Teaching survey (SPOTs)

The University requires that students be given an opportunity to provide their perceptions of FIU courses and faculty teaching. The Student Perceptions of Teaching Survey (SPOTs) is administered electronically each academic term. Student perceptions are collected in accordance with FIU SPOTs Policy and Procedures which precludes students in some classes from receiving the survey. This is to preserve student anonymity. Questions about course eligibility for SPOTs should be sent to teach@fiu.edu.

Some academic units also administer a separate departmental questionnaire or ask students for additional evaluative comments. Ask your department chairperson or supervisor about the specific procedures in your department or school. The Center for the Advancement of Teaching offers faculty the option to also use the Gateway Survey. This survey explores classroom climate and student sense of belonging with questions like "I feel comfortable asking questions in this class." and "How much did attending class contribute to your learning in this course?". Faculty wishing to explore using the Gateway Survey may email teach@fiu.edu.

SPOTs and other survey data can be useful in identifying areas for revisions or refinements in a course, and, when used in conjunction with other sources of information, in evaluating the effectiveness of faculty teaching. It is essential to remember that survey data on perceptions of teaching can be influenced by things other than instructional design or teaching skill. Therefore, faculty are encouraged

to explore their departmental Evaluation of Teaching guidelines or visit the Center for the Advancement of Teaching.

To encourage completion of the SPOTs or other student perception surveys,

- Set aside time in class for students to complete the survey.
- Share how you use the information to revise course materials and/or class policy. Giving examples of past revisions is effective.
- Inform students that, as a token of our gratitude for their perceptions of teaching (i.e. survey completion), FIU grants them access to their grades before they are officially posted for each class SPOTs they complete.
- To assuage fears of retaliation, faculty do not have access to the completed SPOTs data until they have submitted final grades.

### 8. Teaching Family Members

To avoid any potential conflict of interest, faculty are encouraged to avoid instances where their family members become their students, mentees, or graduate students. For more complete guidance, please see Spouses and Relatives as Students, Policy # 320.093.

### 9. Student Rights and Conduct

The University has policies on students' rights and conduct, which are contained in the "Student Conduct/Policies" section of the Student Handbook. Infringement of student rights and student misconduct can create serious legal problems. You can obtain a hard copy of the handbook from the Department of Student Experiences.

### a. Student Rights and Responsibilities

Student rights include basic First Amendment rights (e.g., freedom of expression, right of assembly, freedom of association), the right to distribute literature on campus, the right to due process in any disciplinary proceeding, and the right to freedom from discrimination and sexual harassment. Students are also protected from improper disclosure of their records. Student education records are entitled to protection under the Family Educational Privacy Rights Act (FERPA) and FIU Regulation 108 – Access to Student Education Record.

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

### b. Student Conduct and Honor Code ([FIU Regulation 2501](#))

As expressed in the [Student Conduct and Honor Code (Code)](#): As an academic community, Florida International University (FIU) fosters the intellectual exchange of ideas, knowledge, and experience. It is the responsibility of the University to provide a safe and stimulating environment in which scholarship and personal growth may occur. The desired effect is that Students will take advantage of this environment to develop intellectually as well as to participate as responsible, contributing citizens of our community.

Being a contributing student also comes with responsibility to adhere to the Code. The ultimate responsibility for knowing University requirements and regulations rests with the student, regardless of institutional or program affiliation. Nothing in this regulation should be interpreted to abridge the right of any member of the University community of rights granted under the United States or Florida Constitutions and/or any other applicable law including, but not limited to, the [freedom of expression protected by the First Amendment](#).

Those charged with and found responsible for violations of the Code will be subject to appropriate action as outlined herein. For the most updated Code, please refer to the website of the [Office of Student Conduct & Academic Integrity (SCAI)](#).

Academic integrity is the adherence to special values regarding life and work in an academic community. Code violations may lead to suspension or expulsion from the University if a determination of responsibility has been made. These sanctions will be determined based on severity of incident and prior violations of the Code.

The safety and well-being of our community is the University's foremost concern. FIU has zero tolerance for acts that compromise the safety and well-being of members of the University community. It is the policy of the University that acts of harassment and violence will not be tolerated. Any act of intimidation, threat of violence, or act of violence committed against other members of the University when committed within the jurisdiction of the Code is prohibited. Any student or student organization found responsible for a violation of this standard will be subject to discipline up to and including expulsion pursuant to the Code. Code violations in the following list may lead to suspension or expulsion from the University if a determination of responsibility has been made: Drug distribution and/or sales, Endangerment, Hazing, Sexual Misconduct, Stalking, and Weapons.

Alleged violations of the Student Conduct and Honor Code must be referred to the [Office of Student Conduct and Academic Integrity](#), where they will be handled in accordance with University procedures. Faculty, staff, or students may submit an incident report. Anyone who submits an incident report is highly encouraged to

participate as a witness, should a formal hearing be scheduled. Should the reporting party not be available to participate at a formal hearing, a written statement can be submitted to the Office of Student Conduct and Academic Integrity, prior to a formal hearing.

The format for the hearings, the appeals procedures, and possible disciplinary sanctions are all outlined in the [Student Conduct and Honor Code FIU Regulation 2501.](#)

### 10. Students with Disabilities

Students with disabilities, as defined by law, have protections afforded to them as provided by the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. Recognizing that the university may not discriminate on the basis of disability, it must ensure that the programs and academic courses it offers, including extracurricular activities, are accessible to students with disabilities. FIU provides access to students with disabilities by providing architectural access, providing aids and services necessary for effective communication, and by modifying policies, practices and procedures. All programs and services must be provided in an integrated setting.

### a. Disability Resource Center (DRC)

For a student to receive accommodations based on a disability, the student must register with the FIU Disability Resource Center (DRC). It is a student's responsibility to make his/her needs known so that necessary support can be provided. It is then the faculty's responsibility to work with the student and the

DRC to make reasonable modifications or provide appropriate services in a timely manner.

DRC can assist faculty with the modification of classroom policies or practices for students with disabilities. Some examples include rescheduling classes to an accessible location, early enrollment options for students with disabilities to allow time to arrange accommodations, substitution of specific courses required for completion of degree requirements, allowing service animals in the classroom, providing students with disabilities with a syllabus prior to the beginning of class, clearly communicating course requirements, assignments, due dates, grading criteria both orally and in written form, providing written outlines or summaries of class lectures, or integrating this information into comments at the beginning and end of class, and recording lectures. Modifications will vary based on the individual student's needs.

Modification of policies and practices are not required only if it would fundamentally alter the nature of the service, program, or activity. The DRC provides American Sign Language (ASL) interpreters, captioning services, qualified readers, electronic

textbook access, Braille materials, large print materials and magnification equipment (CCTV), and adapted computers and specialized screen reading software (JAWS). These are examples of auxiliary aids and services that support effective communication and reduce participation barriers for students with disabilities.

Faculty are responsible for providing tests that are accessible to students with disabilities. While each student's needs are individual, examples of testing accommodations include extended time to complete a test or providing a distraction-free space, sign language interpreters, readers, scribes, or alternative test formats. The purpose of providing testing accommodations is to enable students with disabilities to demonstrate their mastery of the subject matter being tested, not to provide lesser academic or professional standards for students with disabilities. Accommodations may affect how a test is taken, but not what it measures. The DRC provides test administration support for undergraduate courses and consultative support on graduate programs and professional school examinations' accessibility standards.

Attendance requirements vary. Programs and courses have attendance policies which may not be flexible. Attendance modifications based on a disability (disability related absences) are vetted through the DRC. A reasonable amount of time must be afforded to students with disabilities so as to complete course work missed during their absence. For additional information regarding attendance for DRC students, please visit the DRC's website: http://studentaffairs.fiu.edu/get-support/disability-resource-center/. If you are not familiar with the requirements of ADA or Section 504, or the purpose of accommodating students with disabilities, or feel classroom or testing accommodations give students with disabilities an unfair advantage over other students, the DRC is available for educational and compliance- based training which addresses the legal standards, purpose of accommodations and, to assist with the logistics of providing accommodations.

### b. Service and Emotional Support Animals on Campus

Florida International University allows students to have service and emotional support animals with the appropriate documentation in allowable areas on campus. Pets and non-research animals are always restricted on university property and therefore not covered under this policy. Under federal law, service animals are allowed in public areas in the university so long as they meet the guidelines set forth in this policy. In addition, Emotional support animals are only allowed in university housing on campus with prior approval. FIU Policy #2509.002 provides detailed information regarding this area.

### 11. Graduate Programs and Students

If you teach in a program that offers graduate degrees, be sure to review the Graduate Policies and Procedures available on the University Graduate School

under both the Faculty/Staff and Students headings at the top of the page.

Faculty members do not have the right to use students' work as their own. You must always extend credit as appropriate. If you are working with a graduate student, make sure that there is no confusion over how the data will be used, how authorship will be indicated, or how the material will be published. The University Graduate School office is located on the MMC campus in MARC 430.

### 12. University Graduate School and Graduate Faculty Membership

Tenure-track faculty will automatically have Graduate Faculty and Dissertation Advisor Status due to their research assignment. Non-tenure track faculty may apply for Graduate Faculty and Dissertation Advisor Status as warranted by their annual assignment and/or scholarship (Graduate Faculty Policy). Non-tenure track faculty demonstrating continuing scholarship or creative activity are eligible for membership in the Graduate Faculty for an initial term of seven (7) years. Continuing scholarship and creative activity are evidenced and recognized through publications, presentations, performances, exhibits, awards, and competitions. Other considerations include a continuing fulfillment of professional obligations through, for example, manuscript review, journal editorship, national advisory and review panels, and professional society leadership. An important consideration, when applicable, is the success of prior graduate students mentored by the faculty.

Individuals appointed as Graduate Faculty with Dissertation Advisor Status will be expected to show higher levels of scholarly productivity or creative activity; more extensive involvement in professional activities; successful mentoring of graduate students as evidenced by, for example, time to degree, post-degree appointment, publications from thesis or dissertation; and, in all disciplines in which external funding is available, i.e., most disciplines, evidence of acquiring external funds sufficient to support the research of their graduate students. The University Graduate School provides additional information regarding these appointments and processes.

### 13. Student Resources

#### a. Center for Excellence in Writing

The Center for Excellence in Writing offers individual consultations to students about writing assignments such as: papers, reports, projects for any course in any department, honors theses, master's theses, dissertations, proposals, resumes and applications for fellowships and employment, personal statements, group projects, PowerPoint presentations, and other non-print projects.
Students who struggle with writing skills may be referred to this center for personalized attention from trained peer consultants. Locations are at MMC in GL

125, at BBC in Glenn Hubert Library 2nd floor, and at the Engineering Center in EC 2780.

### b. University Learning Center

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

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

### c. International Student and Scholar Services

[The International Student and Scholar Services](#) (ISSS) office provides comprehensive support and advisory services to international students, scholars, faculty, and researchers in non-immigrant status (F or J visas). The staff provides advising services with processing and interpreting current immigration regulations, and temporary visas. If you advise international students, contact the ISSS for information on U.S. Immigration and University regulations, and immigration requirements and procedures. Please encourage your international students to maintain photocopies of all documentation submitted to the University.

ISSS also assists our international students and scholars with resources and information on academic, social and cultural life at Florida International University. ISSS offers ongoing orientation, immigration workshops, educational, cultural and social programming to facilitate the adjustment and adaption to the university and surrounding community. Advise your international students that this office has information on special programs and activities specifically for them.

The ISSS office is located in the Student Academic Success Center (SASC) Room 230 on the Modesto A. Maidique Campus, and in the Wolfe University Center (WUC) 363 on the Biscayne Bay Campus. You may contact the staff at [isss@.fiu.edu](mailto:isss@.fiu.edu) or (305) 348-2421 (MMC) or at (305) 919- 5813 (BBC).

### d. Centers for Student Engagement

[Centers for Student Engagement](#) (CSE) enrich the student experience through opportunities that promote intercultural competency and a greater understanding of the individual and collective elements of our diverse student body through personal exploration, mentorship, empowerment, scholarly examination, and

service as we seek to develop thought leaders among the FIU student community. The Centers for Student Engagement aspire to be spaces of knowledge, empathy, support, and community for students of all identities and the greater university community.

The Centers for Student Engagement welcomes and encourages faculty engagement and involvement with any of its programmatic offerings. Please visit the [Centers for Student Engagement | FIU Division of Academic & Student Affairs](#) website. Inquiries and/or questions may be directed to [cse@fiu.edu](mailto:cse@fiu.edu) or (305) 348-2436.

### e. Counseling and Psychological Services (CAPS)

Counseling and Psychological Services (CAPS) offers free and confidential services for FIU students who are experiencing difficulties due to anxiety, depression, or any other life stressor or mental health concern that impacts well- being or academic success. Faculty are encouraged to call and consult with one of the licensed mental health professionals about students of concern. Faculty can learn more about CAPS at [http://caps.fiu.edu](http://caps.fiu.edu). Please encourage students to call 305- 348-2277 to set up a same-day consultation to discuss their concerns.

### f. Victim Empowerment Program (VEP)

The Victim Empowerment Program's (VEP) mission is to provide free confidential assistance to FIU students, faculty, staff and university visitors who have been victimized through threatened or actual violence and to support the healing process. In addition, the center seeks to enhance safety and promote healthy relationships by sponsoring awareness activities, prevention education, peer education and collaborating with university officials. Through clinical practice and research, the VEP aims to contribute to the body of knowledge and influence public policy regarding issues related to victimization. [https://studentaffairs.fiu.edu/get-support/victim-empowerment-program/](https://studentaffairs.fiu.edu/get-support/victim-empowerment-program/).

### 14. Observance of Religious Holy Days

[FIU Regulation 2504 Student Religious Observances, Practices & Beliefs](#) states that instructors reasonably accommodate students who wish to observe religious holy days of his or her religious faith and notify their instructor preferably upon receipt or access to the syllabus, and no later than two weeks before the religious holy day. Students shall be given a reasonable amount of time to complete coursework and/or assignments missed during their approved absence. The approved make-up assignment must be equivalent in content, type, and grading scale to the missed coursework and/or assignment.

### 15. Posthumous Degree Requirements

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

By policy, [a posthumous graduate degree](#) may be awarded if (1) the successful completion of the academic work for which the student was enrolled at the time of death would have qualified him or her for graduation; or (2) there is good reason to believe that the work would have been successfully completed that semester if the death had not occurred. For graduate degrees not requiring a research product, the student must have been enrolled in courses at the time of death that would have fulfilled the degree requirements. For graduate degrees requiring a research product (dissertation, record of study, thesis, or research paper), there are additional requirements. An approved research proposal must be on file at the University Graduate School at the time of the student's death. In addition, a significant portion of the dissertation, record of study, thesis or research paper must have been reviewed by the committee and the dean of the college and found to be acceptable. Awarding a posthumous degree requires a formal process and several approvals; thus, it would be inappropriate to say anything to the family or friends of the deceased about the possibility that the degree will be awarded posthumously until the request receives University approval. Please address questions about such awards to your chairperson or dean's office.

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[i] Turnitin. (2025, February 7). *Understanding false positives within our AI writing detection capabilities.* https://www.scribbr.com/apa-examples/website/#:~:text=APA%20website%20citations%20usually%20include,time%2C%20add%20a%20retrieval%20date.

## VII. ASSIGNMENTS, EVALUATION, TENURE AND PROMOTION PROCESSES

### A. PANTHER 180

Panther180 provides a central location for faculty to record their achievements allowing units to obtain the necessary information to promote the work and scholarship of our faculty. Panther180 is used for faculty assignments and evaluations, Tenure, Promotions, Third-Year Review, Sabbaticals and Professional Development Leave, Sustained Performance Review, and Dissertation Advisor/Graduate Faculty Applications. For additional information and training resources, please visit the [Panther180 Website](#) or call 305-348- 2169.

### B. FACULTY ASSIGNMENTS

A faculty member shall be apprised in writing of his/her annual assignment of duties in teaching, research and other creative activities, professional service, and of any other specific duties assigned for the upcoming academic year.

Except for the initial assignment, the person responsible for making the assignment shall notify the employee prior to making the final written assignment. The assignment shall be communicated to each faculty member no later than six (6) weeks in advance of its starting date, if practicable. The annual assignment must be signed and dated by both the employee and the person responsible for making the assignment. Each faculty member shall be given assignments that provide equitable opportunities, in relation to other faculty members in the same department/unit, to meet the required criteria for tenure, promotion, successive fixed multi-year appointments, and merit salary increases. Faculty should also refer to his/her unit's respective differential assignment policy.

The assignment of responsibilities is important because the faculty annual performance evaluation is based on the assigned duties outlined in the annual assignment.

The proposed written annual evaluation, including the faculty member's annual assignment shall be provided to the nine-month faculty within forty-five (45) days after the end of the academic year for which such evaluation will be made, or in the case of 12- month faculty within forty-five (45) days of the end of the 12-month period for which the evaluation is made. Faculty have the right to discuss it with their direct supervisor before it is placed in their evaluation file. The evaluation must be submitted by the supervisor and acknowledged electronically by the faculty in Panther180. The faculty member has the right to attach a concise statement to their annual performance evaluation, and is entitled to a copy of the evaluation. The

performance evaluation will be become a part of faculty member's file, which is reviewed during considerations for tenure and/or promotions.

If a faculty member has a teaching assignment, the annual performance evaluation will include a teaching evaluation that is also documented in Panther180. Faculty should refer to their departmental Evaluating Teaching guidelines. These guidelines include departmental requirements for documenting teaching effectiveness, growth, and/or leadership using evidence from students, peers, and self. Additionally, the Student Perceptions of Teaching Survey (SPOTs) may be a part of this process. Faculty can find help in interpreting, reporting, and using the SPOTs results to refine their teaching in the SPOTs Guide. Faculty members have the right to submit in Panther180 additional information relevant to the evaluation of their teaching, such as syllabi, course materials, descriptions of course modifications, etc. The performance evaluator must take all submitted information into consideration. The Center for the Advancement of Teaching holds multiple Evaluation of Teaching Open Labs throughout the year to help faculty determine what and how to report information about their teaching and their instructional decisions.

Faculty should refer to the units' respective procedures for annual evaluations and the UFF-FIU Collective Bargaining Agreement for additional information.

## C. FACULTY ANNUAL EVALUATIONS AND EVALUATION FILE

All faculty, including adjunct faculty, are expected to complete annual self-evaluations. This, along with the Chair's evaluation of the faculty will be entered into the Panther180 system on an annual basis. These two documents constitute the faculty evaluation file and Panther180 is the repository where they are officially kept. The official personnel file, maintained by the Office of Human Resources, is not used for tenure, promotion, or salary decisions.

Like student files, faculty evaluation files are confidential and exempt from public records disclosure except in limited circumstances. Only individuals authorized by the University or by the faculty member have access to these files. The file is also available upon order of a court of competent jurisdiction. Apart from student evaluations solicited as part of the regular evaluation procedure, no anonymous material can be placed in the faculty member's evaluation file. If student comments from routine student evaluations are included in the faculty member's evaluation file, all student comments obtained from a given course must be included.

It is a good idea to examine the contents of your own evaluation file periodically, which each faculty member has the right to do with reasonable advance notice. See UFF-FIU CBA for details regarding the evaluation file. Records maintained in the evaluation file, such as the annual assignment of duties and the annual

performance evaluations, are all closely tied to personnel actions like promotion, tenure, and raises.

### D. TENURE AND PROMOTION

Two important documents govern the tenure and/or promotion of faculty members. The first is the University's Tenure and Promotion Manual which discusses the University's criteria for tenure, and promotion, including eligibility, and describes the University's procedures. The second document is the Collective Bargaining Agreement. These documents cover tenure-track faculty, teaching professors, instructors, lecturers, clinical professors, research professors, professional practice professors and librarians. Individual academic units (schools, colleges, and departments) will have additional discipline-specific criteria and expectations.

### E. NON-REAPPOINTMENT

If you are a non-tenured faculty member and your contract is not renewed, the notice to which you are entitled will depend on your circumstances. In-unit faculty members should review the Non-Reappointment policy in the BOT-UFF- FIU Collective Bargaining Agreement. Out-of-unit faculty are governed by the Separations of Employment policy# 1710.280. See https://policies.fiu.edu/files/71.pdf. If you are unsure of your status, check with your chairperson or dean.

### F. FACULTY PERCEPTIONS OF ADMINISTRATORS ASSESSMENT (FPOA)

Faculty Perceptions of Administrators Assessment (FPOA) gives faculty an opportunity to annually assess their respective administrators (for most that will be the College Dean, Associate Deans, Assistant Deans, Department Director, and Department Chairperson). The system is designed to collect assessment responses/comments online while maintaining the participants' anonymity. The Office of Analysis and Information Management is available to answer any questions regarding this process. The Provost notifies faculty of FPOA in advance via email.

## VIII. FACULTY RESOURCES

### A. COLLECTIVE BARGAINING AGREEMENT

The Collective Bargaining Agreement (CBA) is a labor contract negotiated between representatives of the Board of Trustees (BOT) and representatives of the United Faculty of Florida at FIU (UFF-FIU). The UFF-FIU is the local chapter of the Florida State University System faculty union. The CBA contains terms and conditions of employment applicable to members of the bargaining unit and includes a significant number of articles and policies.

The bargaining unit includes in-unit faculty. Those excluded from the bargaining unit include: those with administrative appointments *(for example directors, chairpersons, deans)*, the Chairperson of the Faculty Senate, and faculty in the College of Law and the College of Medicine. Out-of-unit faculty are treated similarly as in-unit faculty members to the extent possible. If you are unsure of your status, check with your chairperson or dean.

Should a member of the bargaining unit believe that a violation of one of the CBA articles has occurred, members may present grievances by following the procedures outlined in the Employee Concerns webpage. Alleged violations of bargained policies are reviewed under the Neutral and Internal Resolution of Disputes procedure. A grievant/complainant can choose to be represented by the UFF-FIU, by an attorney, or by him/herself. The UFF-FIU has an office located in PC 111 and can be contacted at 305-348-3212. For more information, please visit the UFF-FIU website.

### B. POLICIES APPLICABLE TO OUT OF UNIT FACULTY

Faculty members at the Herbert Wertheim College of Medicine and the College of Law are out of unit. The policies that govern these faculty can be found at the Policies Library. See https://policies.fiu.edu/.

### C. FACULTY OMBUDS

The Faculty Ombuds assists all faculty members, including faculty administrators, to resolve concerns and conflicts in an informal and confidential manner outside of the grievance process and other formal channels. They are a knowledgeable, independent, neutral, informal and confidential resource whose objective is to identify solutions leading to faculty success. They listen impartially, provide information, help with fact-finding and explain options without giving formal opinions or binding recommendations. They make referrals to appropriate offices on campus and assist with developing a mutually agreed-upon action plan.

FIU's Faculty Ombuds is a member of the International Ombudsman Association and serves all FIU faculty.

### D. CENTER FOR THE ADVANCEMENT OF TEACHING

The Center for the Advancement of Teaching (CAT) seeks to recognize and cultivate learning-centered, evidence-based teaching throughout the university. CAT provides support to faculty as they strive to balance cutting-edge research with thoughtful teaching. CAT promotes student success at FIU by supporting the faculty as they foster a culture of teaching excellence and inclusive learning environments. Programming includes practical teaching workshops, course design institutes, certification for teaching Hybrid courses, book groups, consultations, and much more. CAT is located in PC 237. Faculty can also reach out at via email at teach@fiu.edu, by calling 305-348-4214, or by requesting a consultation.

### E. FACULTY MENTORING

All new faculty should be assigned a mentor shortly after employment and each academic unit has adopted a formal faculty mentoring process. Faculty members are encouraged to consult with their chairperson and/or dean's office about their respective mentoring program.

### F. PANTHERSOFT

PantherSoft encompasses the PeopleSoft Student, Financial, Human Resource and Grant Management systems used by the University. The goal of PantherSoft is to deliver technology that will facilitate business processes and improve services rendered to students, faculty, and staff. Most important to faculty is that course rolls and grade reporting occurs online through PantherSoft. You may access your course rolls through your faculty login, as you will be required to submit grades through this system.

### G. EDUCATIONAL TECHNOLOGY SERVICES (ETS)

Ed Tech Services (ETS) is a unit within the Division of Information Technology – Office of Instructional Technology and Innovation (OITI) that provides access and support for various instructional technologies at FIU. ETS helps faculty enhance and improve the student's learning experiences by offering training, support, and troubleshooting for ed tech tools such as Canvas, Simple Syllabus, Turnitin, FIU Check-In, and more faculty course tools. ETS also supports the provost's teaching and learning initiatives, including the Canvas Usage Initiatives, and guidance for accessible course content. Additionally, ETS manages FIU Develop, a dedicated Canvas platform for professional development, training, continuing education opportunities, and university compliance training. The Faculty Resource Centers are available as a workspace exclusively for faculty and teaching staff, a computer

lab, or for help with any instructional technology issues or questions, either by walk-in or by appointment. You can find the **Faculty Resource Centers** at these locations: Modesto Maidique Campus Resource Center, **Green Library 150**, or Biscayne Bay Campus Resource Center, **Academic One 148.**

For a complete list of supported tools or to learn more about Ed Tech Services visit **edtech.fiu.edu**. If you need any help or have any questions, please reach out to ETS at etshelp@fiu.edu or 305-348-2814.

## H.C LASSROOM TECHNOLOGY

Each general classroom at FIU is equipped with a projector, screen, document camera and computer as well as an interface to plug in your laptop computer.

To obtain assistance in the classroom with the technology, you can call Media Equipment & Operations at
- 305-348-2815 (MMC) - 7:30AM to 10PM Monday - Thursday, 7:30AM to 6PM on Friday, and 8AM to 5PM on Saturday
- 305-919-5741 (BBC) - 8AM to 10PM Monday - Thursday and 8AM to 5PM on Friday.

Media Equipment & Operations can also provide multimedia resources (e.g. camcorders, digital audio recorders, laptops, projectors etc.) that students may need to complete their class projects. Professors may authorize students to check out these resources by emailing mediaeqp@fiu.edu.

FIU Check-In is an electronic attendance system that allows students to quickly log their attendance via Bluetooth that is available within all supported classrooms.

If you would like to inquire about having a class recorded or utilizing video conferencing, please visit askit.fiu.edu to submit a request.

## I. MULTI-MEDIA VIDEO AND EVENTS

As a part of Media Technology Services (MTS), Multi-Media and Events, works with faculty and staff to produce educational and training videos. MTS can help with every stage of your video creation project, from recording to online playback. Popular services include classroom recording, video editing, event support and tv studio rental; all services can be requested at MTS.

## J. TECHNOLOGY EVALUATION GROUP

The Technology Evaluation Group (TEG) at Florida International University (FIU) is a diverse, multi-department group created to assist academic and administrative units in the review and evaluation of technology. TEG evaluates all new technology submissions and ongoing renewals of existing technologies.

The TEG aims to:
- Reduce duplicative technology
- Assist in the planning of new technologies across departments
- Ensure ongoing IT security
- Guide integration and data gathering
- Review technology compliance

Before purchasing technology (software, hardware, devices, etc.), academic and administrative units must submit an evaluation questionnaire to TEG. The submission process may involve additional documentation like HECVAT Full, and the latest VPAT, and may require a FERPA addendum. For more information or to submit a technology for review visit **it.fiu.edu/teg**

### K.F IU ONLINE

FIU Online Learning Design offers support your online teaching success. Their team provides focused consulting services that best prioritize our faculty's needs in support of course design and maintenance. The learning design team can help an instructor:
- Apply teaching strategies to your specific learning environment and requirements, in either hybrid or fully online instruction modalities
- Develop learning objectives and align them with desired assessment strategies
- Increase learner collaboration through group activities and communications technologies
- Select the technology best suited to learning types and course delivery methods
- Adapt or help produce the best instructional materials for your desired course methodology and outcomes
- Provide professional development programs that offer the latest in pedagogical and technological applications in online course design and delivery
- Navigate the State University System of Florida online quality standards

Instructors wishing to enhance an existing course to meet the Panther Quality standards or significantly update their course design can opt into a one-to-one instructional design consultation by emailing your intent to onlinefiu@fiu.edu. The consultation commits you to a full development cycle. The typical cycle is 16 weeks of development prior to the start of the semester and concluding once the semester ends. All courses engaging in this enhancement process must ultimately meet Panther Quality standards. For more information, go to https://online.fiu.edu [*]

[*] *Updates to the Standard of Online Learning are currently in progress and will be incorporated into the Faculty Handbook in early Fall 2024.*

**L. DEALING WITH DISRUPTIVE/ TROUBLED STUDENTS**

If you are experiencing difficulty with a student or students, a consultation with the Office of the Dean of Students may help resolve the situation. You have the right to ask a disruptive student to leave a particular class, but you must report disruptive behavior using the Office of Student Conduct Incident Reporting Form so that the student is appropriately sanctioned. If you ever feel that your safety or the safety of your class is a concern, you should contact FIU Police Department immediately by calling (305) 348-5911 on the Modesto A. Maidique Campus, or305) 919-5911 on the Biscayne Bay Campus). See the report.fiu.edu for more information.

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

## IX. TRAVEL

### A. TRAVEL AND REIMBURSEMENT POLICIES

Each academic unit has its own policy for allocating travel money. You should check with your chairperson, director, or dean regarding how travel money is allocated in your unit. Please also refer to the University Travel and Expense Manual for university-wide travel policies and procedures for travel reimbursement.

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

Anytime you plan to travel on University business, a Travel Authorization Request form must be submitted online in the PantherSoft Financials System and fully approved prior to departure. You are encouraged to discuss the procedures and requirements with your chairperson and/or departmental staff.

### B. REIMBURSEMENT

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

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

### C. STATE OF FLORIDA PURCHASING CARD

The University offers a Commodity Card to individual departments, which is used for the purchase of office supplies, etc. See your chairperson or departmental staff for more information.

**D. INTERNATIONAL TRAVEL POLICY**

FIU's [International Travel Policy](#) clarifies the travelers' responsibilities pre-departure, while abroad, and upon return. This includes the requirements for the traveler to know of and adhere to local laws abroad as well as U.S. laws (e.g., export controls, travel on sponsored projects). Travelers also should familiarize themselves with institutional requirements concerning international trips with students (more details below) and to high-risk destinations including, but not limited to, countries at a Level 4 Advisory by the U.S. Department of State. The policy further establishes the institution's oversight of international travel. Specifically, this includes the institution's International Travel Committee's (ITC's) role in making safety/security recommendations to the Provost.

Travel to destinations classified by the U.S. Department of State as Level 4 "Do not travel", requires a petition with a justification for the trip that will be reviewed by the ITC. The ITC will issue specific recommendations and may require that you take extra precautions and arrangements pre-departure to increase your preparedness and safety. Please inquire with FIU Global at [global@fiu.edu](mailto:global@fiu.edu) to verify if specific restrictions may apply prior to making travel arrangements. The Provost or his/her designee reserves the right to restrict international travel until further notice for all travelers who do not complete and meet all legal and institutional pre-departure requirements outlined in this policy, or when risk levels may be deemed unacceptable. Non-compliance with these requirements may result in travelers having to pay any unauthorized expenses out of pocket and/or appropriate discipline. This includes grant-funded trips.

All travelers must complete an Expense Post Travel Compliance Report (ER), that must be submitted within fifteen (15) business days after the completion of the trip, even if no expenses were incurred. The ER will also require travelers to report any honoraria and/or payments received from a foreign source within the expense report system. The traveler's proxy may enter all trip related information (as provided by the traveler) in the ER, but the traveler must sign the completed ER document to certify its accuracy.

**E. INTERNATIONAL TRAVEL ASSISTANCE AND INSURANCE FOR EMPLOYEES AND STUDENTS**

All employees, students and affiliated travelers traveling on university business or programs abroad are eligible to receive [travel assistance from International SOS](#), a dedicated global service on call 24hours year-round. Our international travelers are urged to review the particular benefits prior to departure abroad and to download the International SOS app for easy access to emergency assistance. Travelers

experiencing a health, medical, safety, security, or wellbeing emergency should immediately call International SOS to request assistance. Never hesitate to call and inquire if an emergency merits the support by International SOS. FIU Global administers this group policy and should be contacted at global@fiu.edu or 1-786-232-1084 for further questions or for assistance during an emergency abroad.

## F. INTERNATIONAL TRAVEL BY STUDENTS

The Office of Education Abroad (OEA) provides services and resources to students traveling abroad individually or in groups, to study, research, teach, complete an internship abroad, or participate in a Study Abroad program whether it be led by FIU faculty or an international student exchange program. All students are required to register their international trip and complete the pre-departure orientation in order to receive the international travel assistance and insurance package. OEA staff are available to meet with faculty who are considering leading or proposing new study abroad programs for FIU credit. These programs typically range from 2 to 6 weeks in length. OEA also works with exchange partners overseas and FIU colleges and departments to develop exchange agreements for FIU students. OEA is located in SASC 230 on MMC. You may contact the staff at 305-348-1913 or at edabroad@fiu.edu.

## G. INTERNATIONAL STUDENT AND SCHOLAR SERVICES

The International Student and Scholar Services (ISSS) office provides comprehensive support and advisory services to international students, scholars, faculty, and researchers in non-immigrant status (F or J visas). The staff provides advising services with processing and interpreting current immigration regulations, and temporary visas. ISSS assists our international students and scholars with resources and information on academic, social and cultural life at Florida International University. ISSS offers ongoing orientation, immigration workshops, educational, cultural and social programming to facilitate the adjustment and adaption to the university and surrounding community.

## X. LIBRARY SERVICES

The [FIU University Libraries](#) system includes four individual libraries and several service centers. You will need your Panther ID card to access the library. The Green Library at the Modesto A. Maidique Campus houses the majority of the research and archival collections, including the Sound & Image Department, Special Collections & Archives, and the Digital Collections Center. The Hubert Library at the Biscayne Bay Campus consists primarily of undergraduate-level materials, with focused research collections for degree programs hosted at BBC. The College of Law Library and College of Medicine Library are located on the Modesto A. Maidique Campus; although their primary clientele are the students in the professional programs, these libraries support the entire FIU community.

At the broadest level, the FIU Libraries' overall holdings are estimated at 2.7 million titles with 157,000 serials titles, and subscriptions to 650 databases. The collections are reflected in ALEPH, the online [catalog](#) of the State University Libraries of Florida. The library provides many services and resources to assist faculty in their teaching and scholarly activities.

### A. INFORMATION AND RESEARCH SERVICES/ LIBRARY LIAISONS

The Information & Research Services department at both MMC and BBC support the goals and mission of the University by providing excellent research and instructional services to all users. The libraries seek to promote information literacy through instruction on not only the basics of navigating the library, but also the complexities of the information/research journey: examining sources of information and uncovering how information is created; developing search strategies; evaluating resources for authority and accuracy; and the importance of academic integrity and citations.

Faculty members are encouraged to connect with their library liaison, schedule library instruction session for their students, or avail themselves of the libraries' self-paced collection of information literacy resources when assigning research projects at both the graduate and undergraduate levels. Library workshops and course and/or assignment guides may also be designed for specific departments or faculty groups as requested.

Faculty are also encouraged to refer their students to a library liaison for assistance in utilizing the multitude of research resources provided by the University Libraries. Individual research consultations are available upon request. Additionally, general reference services are available in person at our service desks and via phone, text, online chat, or email.

## B. BORROWING LIBRARY MATERIALS

The FIU One Card [your picture ID which may be obtained at the ID Office in the Gold Garage] is your library card. Faculty members may borrow most circulating materials for a period of 365 days, with an automatic renewal for a second year to avoid a replacement charge. At the end of the renewal period, if items are not returned within 90 days, they are subject to a lost item charge.

## C. ELECTRONIC ACCESS TO THE LIBRARY

The libraries' homepage serves as a gateway to a myriad of library resources and services. Resources available electronically include: the library catalog, over 600 databases, more than 60,000 online journals, over 200,000 electronic books, newspapers, digital library materials, and much more. Subject databases across the disciplines are available from various providers such as ProQuest, Gale, and EBSCO. Among the services accessible from the homepage are online renewals, interlibrary loan, intercampus loan, library tutorials, and Ask-A-Librarian email and chat assistance.

## D. OFF-CAMPUS ACCESS

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

## E. INTERCAMPUS/INTERLIBRARY LOAN

Intercampus and InterLibrary Loan will deliver materials from other FIU Libraries as well as libraries outside of FIU to your campus, or when possible, electronically to your computer. Use the Borrow from Other Libraries link on the library homepage to access the ILLiad system and request materials.

## F. COURSE RESERVES

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

### G. THE GOVERNMNET RESOURCES AND INFORMATION DEPARTMENT

The Government Resources and Information Department (G.R.I.D.) supports the research and information needs of students, faculty, and community members. G.R.I.D. provides access to thousands of primary resources from federal, state, international, United Nations, and European Union governments and organizations. The department is also home to a unique South Florida collection comprised of resources from the five southern-most counties.

### H. GEOGRAPHIC INFORMATION SYSTEMS AND REMOTE SENSING CENTERS

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

### I. DIGITAL COLLECTIONS AND INSTITUTIONAL REPOSITORY

The Digital Collections Center develops and preserves digital information resources of interest to scholars, educators, learners, and citizens. The FIU Digital Commons is aimed at capturing, storing, providing access to and preserving the scholarly and creative output of the FIU faculty, staff, and students. Examples of resources for the institutional repository are theses and dissertations, teaching materials, conference programs/presentations/papers, video/ audio performances, working papers, and electronic journals.

### J. SPECIAL COLLECTION & UNIVERSITY ARCHIVES

Special Collections seeks to acquire and preserve rare, unique, and out-of-print materials which augment the research needs of faculty and students. It also serves as the archive/depository for official records relating to the founding, development, and future plans for FIU.

### K. ADDING BOOKS TO THE COLLECTION

Faculty are encouraged to recommend titles for library collections. If you would like to request that the library purchase a book or other materials, fill out the OLAS Faculty Materials Request Form.

## XI. OTHER UNIVERSITY SERVICES AND RESOURCES

### A. HUMAN RESOURCES BENEFITS AND SERVICES

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

### B. UNIVERSITY ADVANCEMENT (Fundraising)

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

### C. STATISTICAL CONSULTING SERVICE

The University Graduate School provides Statistical Consulting Services to assist faculty members and graduate students in the areas of:

- Experimental Design
- Data Coding
- Data Analysis
- Interpreting Output
- Statistical Software Packages (SPSS, SAS and PASS)

In addition, the Statistical Consulting Service conducts workshops on statistical packages upon request. The Statistical Consulting Services office is located in DM 409D from 9:30 – 5:00pm. For more information call (305) 348-2261.

### D. DIVISION OF INFORMATION TECHNOLOGY (IT)

The Division of Information Technology is FIU's central technology resource provider. Its mission is to provide leadership, consultation, access, and support for technology that serves the FIU community and FIU's academic, research, and business goals. They provide hands-on technology training for faculty and staff, in person and online. Services include: tech support; wireless and wired connection; event support, including audio/visual, photography, and videography; instructional design for your online course; computer labs and a faculty resource center; high-performance computing; web design and development services; and FIU Panther TECH, an on-campus technology where you can purchase software, hardware, and

accessories for work or home. To learn more about these services or to contact the Division of Information Technology, please visit [AskIT](#), IT's self- help portal.

### E. EMPLOYEE ASSISTANCE PROGRAM

The [Office of Employee Assistance](#) (OEA) at FIU provides free, confidential assistance to help employees and their families resolve problems that affect their personal lives or job performance. The mission of the Program is to enhance the quality of life of faculty and staff, to improve personal and organizational effectiveness, and to create a healthier campus community by providing mental health assessment and referral, group development facilitation, and educational/training programs. Assistance may be provided to department heads and supervisors to assist with workplace issues. Please visit the [OEA website](#) for information. You may call 305-348-2469 to schedule a (confidential) appointment or email oea@fiu.edu.

### F. CAMPUS RECREATION

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

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

### G. CHILDREN'S CREATIVE LEARNING CENTER

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

### H. FACULTY CLUB

The Faculty Club is a dining location specifically for faculty on the Modesto Maidique Campus and is located in GC 118. The dining room has tables available for lunch reservations, along with two small meeting rooms. Membership to the Faculty Club requires a nominal annual fee, which also entitles you to bring

guests. You may load your FIU One Card with dining dollars by logging in at my.fiu.edu and using the employee tab, navigate to the Dining Plan Enrollment (using the menu on the right-hand side for human resources self service).

## I. FIU EMAIL ADDRESS

All official communication is expected to be done **exclusively via FIUmail**, FIU's email system for faculty and staff. Every full-time faculty and adjunct are provided with an FIU email address and login information upon hire. If you did not receive this communication, please contact the Division of IT at 305-348- 2284.

This email address is to be listed on the syllabus of every course. Instructions for accessing FIUmail on your device are available on AskIT, the Division of IT's self-help portal. You can also access FIU email remotely at mail.fiu.edu.

## J. UNIVERSITY IDENTIFICATION CARD – FIU One Card

New employees are entitled to a University picture identification card free of charge, the FIU One Card, which will be valid for your term of employment. This card is also a library card and is required to access the libraries. Additional information can be found on the One Card Website.

## K. PARKING

All vehicles on campus must be registered online through the Department of Parking and Transportation for a virtual permit. Parking fees can be paid in full at the time of purchase or paid through payroll deductions. If you park on campus without the vehicle having been registered, you will be ticketed.

Please visit the Department of Parking and Transportation's website for other helpful information on inter-campus shuttles, on-campus shuttles, and sustainable transportation including the locations of electric vehicle charging stations throughout our campuses.

## L. TAKING UNIVERSITY PROPERTY OFF-CAMPUS

University property valued at $5,000 or more can be taken off-campus only by special arrangement. In order to do so, you must fill out the Authority for University Property to be Used Off-Campus form. Your department expense manager or project manager must approve this form.

## M. TELEPHONE SYSTEM

All FIU campuses operate with the VoIP telephone system. VoIP stands for Voice over Internet Protocol, which essentially means that voice services are transmitted via the Internet. For additional information please contact the Division of Information Technology.

## N. STOLEN PROPERTY

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

## O. WEAPONS POLICY

The University has a policy governing firearms. All persons, except for those exempted noted below, are prohibited from possessing, storing, manufacturing, or using a dangerous article, including but not limited to, firearms, destructive devices, explosives, slingshots, weapons, tear gas guns, electric weapons or devices and fireworks, on any property owned, used or under the control of Florida International University in accordance with Florida Statutes Section 790.115 except as provided by Florida Statutes Section 790.25(5). Those exempted from this policy include law enforcement officers in the official capacity of their duties; University law enforcement personnel; and Faculty in the performance of instructional or research responsibilities, only with written approval from the Provost and previous notification to the University's Chief of Police. For additional information see University policy number 1710.135.

## P. UNSAFE CONDITIONS

Any unsafe conditions on campus or safety suggestions should be immediately reported to the Department of Environmental Health and Safety. Unsafe conditions include broken fire extinguishers, hazardous waste, etc. Submit a written report to the Department of Environmental Health and Safety in CSC 146 or by phone at (305) 348-2621 on the Modesto A. Maidique Campus, or in SO1 115 or by phone at (305) 919-5225 on the Biscayne Bay Campus.

## Q. CAMPUS POLICE

Call University Police in the event of an emergency. There are blue light emergency phones throughout the parking lots on both campuses (MMC & BBC). If anyone threatens you physically, call the University Police immediately; if that person is a student, first call the University Police, then call the Office of Student Conduct at (305) 348-3939 as soon as possible. The University Police will provide assistance

while you are on campus. In an emergency, University Police can be reached at:

(305) 348-5911 [7-5911] on Modesto A. Maidique Campus
(305) 919-5999 [6-5911] on Biscayne Bay Campus.

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