

FIU

Faculty Handbook

2018-2019



Please send any revisions, suggestions, and/or modifications to

ofga@fiu.edu

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The Faculty Handbook is a guide designed to present general information about Florida International University, represents a broad array of information, including policies that principally affect Faculty and policies that may be of interest to Faculty but that apply broadly throughout the University community. 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.

The Handbook is not all encompassing of all policies that may affect a Faculty member and their work. In addition, units have their own policies and procedures, such as bylaws, policies and procedures for items such as unit promotion criteria and assignment procedures, which may supplement information in the Handbook, Collective Bargaining Agreement, and other University wide policies and procedures.

For changes to the Handbook, please contact the Office of Faculty and Global Affairs at ofga@fiu.edu. All polices or procedures which are referenced in the Handbook are the prevailing documents.



VISION:

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

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

I. UNIVERSITY GOVERNANCE & FACULTY SUPPORTING UNITS

1) Board of Trustees

Florida International University (FIU) is a public university in the state of Florida, governed by a [Board of Trustees](#). The Florida International University Board of Trustees is composed of 13 members: five appointed by the state Board of Governors; six appointed by Florida's governor; and student and faculty 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.

2) Faculty Senate

The [Faculty Senate](#) is the elected, academic policy-recommending body, which addresses faculty concerns in the areas of curriculum and governance. The Senate has a number of standing committees that help govern the University. For example, no new course can be offered without the approval of the Curriculum Committee and the Senate. Similarly, no new graduate program can be launched without the approval of the 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 non-Senators.

3) United Faculty of Florida (UFF)

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

Through its affiliate, the National Education Association, UFF provides a number of benefits to its members that are not available through the State. These benefits include automatic professional liability insurance; discount purchasing services; and an attorney referral program. The UFF-FIU Office is located in PC 111.

4) Office of the Provost

Dr. Kenneth G. Furton is the Provost and Chief Academic Officer and reports to the President. Provost Furton 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 academic deans, vice presidents, vice provosts, department heads, faculty and staff in the formation and delivery of the university's academic programs. The organizational chart for the Office of the Provost can be found [here](#).

Under the direction of Provost Furton, 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
- Works closely with the Faculty Senate Chair and provides regular updates at the Faculty Senate Meetings.

Strategic Plan - FIUBeyondPossible2020

In March 2015, Provost Kenneth G. Furton unveiled the University's Strategic Plan, *FIUBeyondPossible2020*. It is recognized that student success is everyone's responsibility. Through this strategic plan, we will nurture a culture of continuously improving student success, service excellence, and collaboration among units and individuals. With this approach, we will move forward to make *FIUBeyondPossible2020* a reality.

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

5) Office of Faculty & Global Affairs (OFGA)

The [Office of Faculty & Global Affairs](#) (OFGA) serves as a key resource and driver in faculty academic excellence and success. OFGA provides guidance and resources to sustain and enhance our faculty's success through career growth, development and recognition programs. OFGA also underlines the institutional commitment to cross- and inter-cultural readiness for the 21st century. It will lead the university community in its strategic internationalization for 21st century and global readiness. The Office synergizes

FIU's international educational, research and engagement activities by focusing on creating enhanced and new opportunities in support of our collective international educational goals. OFGA is located in PC520 and can be reached by phone at 305-348-8267.

6) Office to Advance Women, Equity and Diversity (AWED)

The mission of the [Office to Advance Women, Equity, and Diversity](#) (AWED) is to build and offer effective programs that achieve and sustain faculty equity and diversity as an essential element of FIU's academic excellence. Specific areas of focus include: placing faculty diversity and gender balance into the center of consideration; faculty mentoring to enhance professional training and progress; interdisciplinary networking; strategic planning for salary equity; policy analysis and development; and initiatives supporting faculty diversity and institutional climate. The AWED Office is located in PC 230.

7) Office of Research and Economic Development

The mission of the [Office of Research and Economic Development](#) (ORED) is to provide leadership in research administration, support the endeavors of the University's research community, and ensure the responsible stewardship of research activities. ORED accomplishes its mission by minimizing the impediments to research activity, promoting research conduct that meets the highest standards of ethical integrity, and ensuring that research activity is compliant with all local, state, and federal regulations.

ORED 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.

8) Office of Equal Opportunity Programs

Florida International University values diversity and is committed to equal opportunity for all persons regardless of age, color, disability, race, color, religion, sex, ethnicity, sexual orientation, genetic information, marital status, veteran status, national origin, gender identity and expression or any other status protected by law. The University is committed to maintaining a workplace and academic environment free from unlawful discrimination and harassment.

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. EOPD serves as a resource for employees who have documented a qualified disability and need reasonable accommodations to perform essential job functions. [ADA Accommodation](#).

Written affirmative action programs are 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 for Equal Opportunity Programs and Diversity.

You can obtain information regarding general equity issues, sexual harassment and other forms of discrimination, and accommodation of employees with disabilities, etc., from the [Office of Equal Opportunity Programs](#) website.

Shirlyon McWhorter, Director & Title IX Coordinator, PC 321, 305 348-2785, eopd@fiu.edu

II. FACULTY BENEFITS AND RESOURCES

1) **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 (UFF) at FIU. The UFF-FIU is the local chapter of the Florida State University System faculty union. The Agreement 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. 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 the *Collective Bargaining Agreement* has occurred, members may present grievances by following the procedures outlined in Article 10. Alleged violation of bargained policies are reviewed under the Neutral and Internal Resolution of Disputes procedure. A grievant can choose to be represented by the United Faculty of Florida (UFF), by an attorney, or by him/herself. The UFF has an office located in PC 111.

2) **Sabbaticals and Professional Development Leaves**

Sabbatical leaves for tenured faculty are available on a competitive and non-competitive basis. Faculty members who do not hold tenure-earning or tenured positions, and who have six 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 review our [Faculty Resources](#) website.

3) **Emeritus Status**

Emeritus status may be bestowed by the President or his designee upon a retired faculty or librarian 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.

4) Faculty Awards and Recognitions

FIU recognizes that academic excellence is driven by dedicated faculty who instruct, research, create, mentor and serve. In recognition and appreciation, the Provost annually recognizes outstanding faculty achievements. At Faculty Convocation, FIU's annual celebration of the collective accomplishments of our faculty, individuals are recognized for significant achievements in their scholarly pursuits across nine different categories. FIU's Top Scholar Awards recognizes Faculty achievements within the past year. Faculty are recognized in areas including notable appointments, creative works, funding, and awards. It is recognized that the publishing of books by faculty is a major contribution to the body of academic scholarship. The Provost annually recognizes faculty who have published a book and the publications are displayed in the "Faculty Authors" section in the FIU Bookstore. Additionally, the Provost recognizes the considerable work that faculty do to research and develop a patent. Each year the Provost hosts a reception for "FIU Inventors" to recognize faculty members who submit a patent within that academic year and encourages faculty to advance their patent through entrepreneurship opportunities, additional research, and other innovative opportunities.

5) Faculty Ombudsperson

The Faculty Ombudsperson assists members of our faculty with resolving concerns and conflicts in an informal and confidential manner outside of the grievance process and other formal channels. He/she is a knowledgeable, independent, neutral, informal and confidential resource whose objective is to identify solutions leading to faculty success. The appointment of a Faculty Ombudsperson underlines the Provost's commitment to improved faculty relations and enhancing the workplace experience at the institution.

The Faculty Ombudsperson offers confidential consultations to any member of the FIU faculty. He/she listens impartially, provides information, helps with fact-finding, and explains options without giving formal opinions or binding recommendations. He/she makes referrals to appropriate offices on campus and assists with developing a mutually agreed-upon action plan.

The Faculty Ombudsperson conducts mediation between parties, serving as a liaison to the faculty and the other party and resolves concerns in a mutually acceptable way. In the mediation process, the parties will discover information, discuss issues, review options, and outline a plan for the future.

For additional information or to contact the [Faculty Ombudsperson](#) please call the Office

of Faculty & Global Affairs at (305) 348-8267.

6) Free University Courses for Employees

The employee tuition waiver benefit allows eligible employees and their dependents to have tuition waived up to three times per year: Spring semester, summer semester, and Fall semester. The available credits are a pool to be split between the employee and dependents. The waiver covers up to six credits for employees and up to 10 credits per semester for dependents, without payment of the in-state portion of tuition, tuition differential, or the following fees: financial aid fees, capital improvement trust fund fees, building fees, athletic fees, activity and service fees. For specific exclusions and limitations of the Tuition Waiver Program, please refer to the [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.

7) Tuition Reimbursement

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 [FIU-UFF Collective Bargaining Agreement](#). 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 return to 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.

8) 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](#).

II. TENURE, PROMOTION, AND EVALUATION PROCESSES

1) 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. It is used for faculty assignments and evaluations, Tenure & Promotion, Non-Tenure Track Promotion, and Third Year Review. For additional information and training resources, please visit Provost.fiu.edu/panther180 or call 305-348-2169.

2) Tenure and Promotion

Two important documents govern the promotion and tenure of faculty members on tenure-earning lines. 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](#) (CBA). Individual academic units (schools, colleges, and departments) may have additional criteria and procedures as well.

3) Promotion for Non-Tenure Track Faculty

The objective of a promotion track for non-tenure-track faculty is to build a stronger University through the recognition of their outstanding academic performance and contributions to the institution. Non-Tenure-Track faculty serve as librarians, instructors, clinical professors, research professors and professional practice professors. Appointment and promotion guidelines for librarians are established in the library. [The University's Appointment and Promotion Guidelines for Non-Tenure Track Faculty](#) outline the procedures for promotion. Individual academic units (schools, colleges, and departments) may have additional criteria and procedures.

4) Faculty Assignments and Annual Evaluation

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 that 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 assignment of responsibilities.

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 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 signed and dated by the faculty member and their direct supervisor. 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 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 also include a teaching evaluation. [The Student Perceptions of Teaching Surveys \(SPOTs\)](#) will be a part of this process, and in addition, faculty members have the right to submit any material relevant to their teaching assignment, for example: syllabi, course materials, etc. The performance evaluator must take all submitted items into consideration.

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

5) Faculty Evaluation File

The Faculty Evaluation File is the repository of faculty evaluations, excluding tenure and promotion files. The official personnel file, maintained by the Office of Human Resources, is not used for tenure, promotion, or salary decisions. The evaluation file is kept in the departmental or dean's office.

Like student files, faculty evaluation files are confidential. 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. With the exception of 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. Records maintained in the evaluation file, such as the assignment of duties and the annual performance evaluations, are all closely tied to personnel actions like promotion, tenure, and raises.

6) 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 Collective Bargaining Agreement](#). Out-of-unit faculty should check with their chairperson and dean for unit level procedures. If you are unsure of your status, check with your chairperson or dean.

7) 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 e-mail.

IV. RESPONSIBILITIES

1) Academic Freedom and Responsibility

The University is committed to the principles of academic freedom and academic responsibility. As a faculty member in the State University System, you have the freedom to present and discuss your own academic subjects frankly and forthrightly without fear of censorship. You also have the right to select instructional material and determine grades in accordance with University policies. You are free to engage in scholarly and creative activity and publish the results in a manner consistent with your professional obligations. Academic Freedom is affirmed in University rule, as well as the [Collective Bargaining Agreement](#).

Academic responsibility means that you will be forthright and honest in the pursuit and communication of scientific and scholarly knowledge, that you will respect students as individuals, and that you will avoid any exploitation of students for private advantage. You should avoid remarks that may be perceived as discriminatory by students.

Academic responsibility also means that when it is appropriate, you will indicate that you are not presenting yourself as an institutional representative, unless you are authorized to do so. For example, **you should not** use University letterhead in conjunction with non-University business or when taking a political position on matters outside the University.

2) **Outside Employment and Conflict of Interest**

In order to comply with applicable federal and state laws, the University has policies and procedures in place, and an electronic disclosure process that allows faculty and staff to disclose outside activities and financial interests that may constitute a conflict of interest between their personal interests and their public duties on behalf of FIU. By reporting your outside activity, you help to ensure that our academic, research, and administrative affairs are conducted with utmost integrity and in compliance with all legal requirements.

Therefore, the reporting requirement must be completed by all FIU faculty and staff members on an annual basis, regardless of whether or not you have an activity to report.

If you expect to engage in any outside activity which you believe might create a conflict of interest, or you plan to engage in outside professional activity for which you will be paid, you **must** seek approval from your chairperson/director, dean, and the Provost, prior to engaging in such activity. Teaching at another educational institution is considered a conflict of interest. Also, you must report if you are planning to use a textbook that you have authored in your class. You are required to submit the appropriate Faculty Outside Activities and Conflict of Interest Report [online](#) for the various levels of approvals.

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](#).

3) **Personal Liability**

The [Office of the General Counsel](#) represents the University and its employees. However, it does not represent a faculty member when he/she is sued individually. Any action a faculty member takes that is not within the course and scope of employment (e.g., tort action) may require you to obtain legal representation at your own expense. Faculty members may wish to obtain professional liability insurance through the faculty union (professional liability coverage is automatic with UFF membership) or as part of your homeowner's policy. Contact your insurance agent and/or [Academic Affairs](#) for

additional information.

4) **Misadvisement**

Misadvising can cause serious legal problems for the University. Courts generally hold that a catalog is a university's contract with the fully admitted student. Generally, a student cannot be asked to comply with program requirements beyond or different from those stated by the catalog. If you advise students, it is essential that you are familiar with the information in the [Catalog](#) pertaining to University Core Curriculum, the major requirements in your discipline, and any other pertinent educational requirements. See the section on advisement under Teaching and review the appropriate sections of the [Catalog](#).

5) **Arbitrary, 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.

6) **Mistreatment and Unprofessional Conduct**

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

a) **University Rule To Prohibit 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 Equal Opportunity Programs](#). FIU's rule defines sexual harassment as:

any unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature which 1) makes submission to or rejection of such conduct either an explicit or implicit basis for employment and/or academic decisions affecting the individual; or 2) unreasonably interferes with the individual's employment or academic performance by creating an intimidating, hostile or offensive environment.

Faculty have a great deal of power over students, junior faculty, and staff members, therefore, faculty should use the utmost sensitivity when interacting with students, staff, and each other. All faculty members, male and female, must monitor their own

behavior carefully. If you observe someone behaving in a harassing manner remind that individual of the kinds of behavior that constitute sexual harassment and let him/her know that the University has a strong policy against such behavior. If a student, staff member, or faculty member comes to you with allegations of sexual harassment, see that he/she receives a copy of the University Sexual Harassment Regulation and refer him/her to the [Office of Equal Opportunity Programs](#).

This rule includes both an informal and a formal [procedure](#) for handling sexual harassment complaints; the choice of procedure will depend on the nature of the complaint and the wishes of the complainant. Sexual Harassment complaints are filed with the Office of Equal Opportunity Programs. There are strict timelines in both the informal and formal procedures, so be sure to read the entire rule carefully before initiating a complaint. In the event that a claim of sexual harassment is found to be frivolous or malicious, appropriate University sanctions will be taken against the complainant.

Dating a student in your class, or a student whom you advise, or whose work you will be supervising or evaluating in any manner (for example, as a member of the student's thesis or dissertation committee) creates a *de facto* conflict of interest according to the University's Sexual Harassment rule, which states:

The University discourages amorous or sexual relations between employees and students. Such relationships, even when consensual, may be exploitive, and imperil the integrity of the educational process or work environment... The University requires the resolution of any conflict of interest created by these relationships.

In addition, the policy states that:

Whenever a conflict of interest situation arises or is reasonably foreseen, the employee in a position of authority must resolve any potential conflict of interest by taking necessary steps, including removing himself or herself from evaluative decisions concerning the other individual. If he or she is unable to resolve personally the conflict of interest, he or she is required to inform the immediate supervisor promptly and seek advice and counsel in dealing with the conflict... Failure to resolve potential or actual conflict of interest...may result in disciplinary action...

7) Nepotism

The University has policies prohibiting nepotism, which preclude related individuals from being supervised, or working in the same unit without prior approval as set forth in the applicable policy. The Office of Sponsored Research Administration has a nepotism policy that applies to sponsored projects. These policies are located in [the University](#)

[Policies and Procedures Library](#). Faculty must report such situations, and accommodations must be made in order to prevent a conflict of interest.

8) Misconduct in Research

Research misconduct includes fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results. Cases of alleged research misconduct are investigated in accordance with the procedures set forth in the [Research Misconduct policy](#).

9) 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.

10) Copyright Violations - the Fair Use Doctrine

Faculty members are urged to read the [Fair Use Doctrine](#) in its entirety. 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](#).

III. WORKING CONDITIONS

1) 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 is 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.

2) 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](#).

3) Smoke and Tobacco Free Campus

Florida International University is a smoke and tobacco free campus that promotes healthy living. Smoking and the use of tobacco products is prohibited on all university-owned properties, including Modesto A. Maidique Campus, Biscayne Bay Campus, Engineering Center, recreational facilities, residential facilities, and all parking lots and garages.

4) 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.

5) 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.

6) **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 on-line in the [PantherSoft Financials System](#). You are encouraged to discuss the procedures and requirements with your chairperson and/or departmental staff.

For international travel to countries currently under [Travel Warning by the U.S. Department of State](#) please inquire with the Office of Faculty & Global Affairs (OFGA) at ofga@fiu.edu to verify if specific restrictions may apply. FIU's Travel Warning Committee may require that you take extra precautions and make arrangements pre-departure to increase your preparedness and safety. Please be advised that students are not allowed to travel on official FIU trips to countries for which Travel Warnings are in effect.

a) **International Travel Policy for Employees and Students**

FIU has established an International Travel Policy for Employees and Students to clarify the travelers' responsibilities pre-departure and while abroad. This includes the requirements for the traveler to know of and to 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 travel with students and to high-risk destinations. An approved Travel Authorization Request (TAR) is required for all employees. The policy further establishes the institution's oversight of international travel. Specifically, this includes the institution's International Travel Committee's role in making safety/security recommendations as well as the Provost's authority to restrict travel when risk levels are deemed unacceptable.

b) **Global Business Travel Insurance Coverage for Employees**

As of May 1, 2018, all employees traveling on university business abroad are covered by FIU's Global Business Travel Insurance. All full-time, part-time, student-employees, courtesy appointments, and volunteers (must be registered with HR) are eligible for coverage. No separate insurance enrollment, only an approved Travel Authorization Request (TAR) is required for this benefit to our employees. The Office of Faculty & Global Affairs administers this group policy and should be contacted for further questions or for assistance during an emergency abroad.

c) 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. Reimbursement is, of course, dependent on available funds. Travel expenses eligible for reimbursement include: airline tickets, car rentals, taxis, 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, so please consult with your chairperson and departmental staff before you travel. Receipts must be retained for reimbursement - **be sure to keep your airline ticket coupon, hotel bills, and obtain original receipts for taxis, tolls, parking, 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 times or more a year. For information on travel cards, see your chairperson and/or departmental staff. For additional information, contact the [Controller's Office Travel Section](#) at (305) 348-2438.

d) 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 departmental staff for office procedures regarding such purchases.

7) Contract Authority

Only certain University administrators have contract authority. Do not make purchasing commitments or any other contractual commitment without going through the proper channels. 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. Please contact the [Office of the General Counsel](#) for additional information.

8) 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.

9) 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](#).

10) Firearms

State law prohibits firearms on campus except for authorized bearers (i.e. FIU Police). If you observe an armed individual, you should call the Campus Police immediately. Concealed weapons permits are not valid on University property.

11) HIV/AIDS Policy

Florida International University is committed to providing students, faculty, staff, and the South Florida community with education on the nature and transmission of the HIV Spectrum Disease. It is the policy of Florida International University to recognize the rights of persons with HIV Spectrum Disease to an education and/or employment and the right of all students and university employees to be protected from discrimination.

Florida International University will be flexible in its response to incidents of the disease on campus, evaluating each occurrence in the light of its general policy with latest medical information available. A university committee consisting of faculty, staff, health professionals, and student representatives selected by the University President shall be responsible for implementing and administering the SUS Policy on HIV/AIDS in specific cases and coordinating the University's efforts to educate the University community and the local community concerning the prevention of HIV Spectrum Disease. [Student Health Services](#) offers anonymous and confidential HIV Testing for students and also sponsors periodic free tests on-campus performed by the local public health department.

12) 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.

13) Emergency Procedures

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.

VI. TEACHING POLICIES

The relationship between teaching 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 are not inclined to tolerate irresponsible or unprofessional behavior on the part of an instructor. They object to cancelled classes, chronic tardiness, lack of preparation, and unequal treatment of students. The following sections, some of which are strictly informative, some of which are recommended procedure, and some of which are University policies, should help guide you to be a more informed and effective teacher.

A. CLASSROOM POLICIES

1) CANVAS: Learning Management System (LMS) Requirements

Canvas is FIU's online LMS. Effective Fall 2018 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 course should:

1. Provide the course syllabus in Canvas: Upload your existing syllabus document or develop one in the Syllabus Tool within Canvas.
2. Personalize the Canvas front page: This page introduces students to you and your course, including contact information, course description and expectations, office hours, etc.
3. Use Canvas communication and collaboration tools (strongly encouraged but not required): It is encouraged that you take advantage of the many communication tools available in Canvas that can help organize your messages and announcements. Canvas also simplifies the logistics of student collaboration and group work.

[Educational Technology Services \(ETS\)](#) staff will support you in providing the training and support needed to best utilize the Canvas system.

2) 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. The Faculty Senate recommends that all syllabi be placed on-line. Please note the following University expectations regarding all course syllabi:

- All instructors of record are required to provide students with a printed or published on-line syllabus for any course in which students receive academic credit, and for non-credit courses required for a degree or academic certificate.
- Students should receive or have access to the course syllabus no later than the first class meeting for lecture, lab, and on-line 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.

Each department or school will maintain a file of current course syllabi either on-line or in printed copy during the semester, which will be available for public examination.

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

- The name of the course, course and section numbers, course description, course objectives and learning outcomes, prerequisites and co-requisites (if any), and semester and year offered.
- The instructor's name, telephone number, e-mail address, department or school, office location and office hours.
- Required purchases including texts (include ISBN), lab supplies, artistic supplies, professional and ancillary items.
- Grading standards to be used in calculating final grades.
- A tentative outline that includes major topics, anticipated dates of assignments, performances, artistic submissions, and/or examinations.
- Performance measures that will be considered for evaluation in awarding final grades.
- Any policies of the instructor and/or department policies that may impact a student's enrollment or final grade.
- Attendance standards, if required.

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

- The University drop date (see the [Academic Calendar](#)).
- Instructor's policy on make-up examinations, assignments or performance measures.
- That you accommodate legitimate, verifiable cases of illness and emergencies. Note that you must also accommodate religious holy days.

- 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.
- Recommended purchases including supplemental texts, lab supplies, artistic supplies, professional and ancillary items.
- [The University's Code of Academic Integrity](#)
- Reference to University [policies](#) on sexual harassment, and religious holy days.
- Information on [policies and services](#) for students with disabilities.
- 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 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:

Florida International University is a community dedicated to generating and imparting knowledge through excellent teaching and research, the rigorous and respectful exchange of ideas, and community service. All students should respect the right of others to have an equitable opportunity to learn and to honestly demonstrate the quality of their learning. Therefore, all students are expected to adhere to a standard of academic conduct, which demonstrates respect for themselves, their fellow students, and the educational mission of the University. All students are deemed by the University to understand that if they are found responsible for academic misconduct, they will be subject to the Academic Misconduct procedures and sanctions, as outlined in the [Student Handbook](#).

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 to call 305-348-2277 to set up a time to talk or visit the online [self-help portal](#).

Instructors retain the right to modify the course syllabus for any reason throughout the semester provided that:

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

3) Drop Date

The ability for a student to drop a class, thereby earning a DR grade with no GPA impact, is effective to the 11th week of the semester. This affects Fall and Spring semesters only, as Summer semesters have different deadlines. 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.

4) 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. Please contact your department chairperson immediately if you identify any discrepancies with your class schedule.

5) Meeting Classes

A professor must meet **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. **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.

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

As of Fall 2017, The Office of the Provost implemented a student success strategy which involves enforcing mandatory attendance for UCC classes during the first two 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 in 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.

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.

7) **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.

8) **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.

9) 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.

10) 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. Please contact the Office of the General Counsel at 348-2103 to obtain the specific waiver form applicable for the event.

11) End of Semester Responsibilities for Adjuncts

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

B. TEACHING POLICIES

1) 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, 1 hour per credit hour per week is what is customary. One measure of adequacy relates to the number of students in your classes. All teaching faculty must be available to meet with students outside of class time. If you have an assigned office, be sure to post your office hours outside your door; also, give a

copy to your 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.

2) 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.

3) Grades

In Fall 2016 the [Faculty Senate](#) approved changes to the grading system. These changes are in effect and appear in the academic catalog. The majority of courses include either a pass/fail grading option or a standard grading system; the following table provides the grades and numeric values that comprise the standard grading system:

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	0.00

Through this grading scale, the faculty intend to reduce student confusion about what constitutes a passing grade, align the grading scale with majors that require students to earn a minimum grade of “C” in prerequisite courses, and minimize barriers to graduation. Since this grading scale does not include percentages, faculty should use professional judgment to determine percentages relative to letter grades and are encouraged to discuss the implications of this change with their colleagues and department chair. The [Center for the Advancement of Teaching](#) remains a resource for you should you have any questions or seek any recommendations.

The Faculty Senate approved an NC grade that became effective Fall 2016. NC indicates that a student received no credit for a class. The grade will appear on the student’s transcript, but the grade will have no impact on a student’s GPA. The Faculty Senate approved this action to minimize the permanent impact on GPA’s that students have as they transition to their university experiences.

New freshmen will be eligible to receive this grade under the following conditions:

1. The student earned a D or an F grade in a UCC (or other qualifying) course during his or her first three terms as an active student.
2. 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.

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.

In some cases, students can elect to take a course for either a letter grade or pass/fail. You should review the grading options for students in your class on your grade roll, and if they have an option, you should encourage students to verify the option they have selected during the first week of classes. After the first week of classes, students cannot change their grading options. Students may also audit courses, in which case an AU grade is recorded on their record. To register for an audit, students must obtain the faculty member’s permission. This option is not subject to change.

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.

An incomplete grade "IN" is a temporary symbol given at the discretion of the faculty member for work not completed because of serious interruption not caused by the student's own negligence. An incomplete must be made up as quickly as possible as but no later than two consecutive semesters 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. Students who have incomplete grades on their records must remove the incomplete by the end of the fourth week of the term in which they plan to graduate. Failure to do so will result in a cancellation of graduation.

In such cases where the faculty member determines it is appropriate to award 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:

1. The grade earned by the student to date.
2. The missing work and the percentage of the final grade it represents (this requires the details of the specific missing assignment).
3. The date the instructor expects the missing work to be submitted or in the case of an examination made up.
4. The justification for awarding the grade of "IN".

Once the student satisfies the requirements for a grade, the faculty member can use the

Online Grade Change Process to update the student's grade; you can find instructions for managing grades on the [Registrar's web page](#) under the Faculty & Staff Manuals heading.

An incomplete should only be given to a student who has successfully completed at least half of the course work. Students can drop a class through the end of the eleventh week of the semester. Students who do not exercise their right to drop by that point should be prepared to receive the grade they have earned.

In extraordinary circumstance beyond the students' control, students can drop a course (with a DR/W grade and fee liability) after the eleventh week of the term. Under such circumstances, the student must submit a Student Petition for Late Drop to the [OneStop](#); please note that students can submit the petition form and all supporting documentation via to OneStop in person at BBC or MMC. For students who are completely unable to submit the documentation in person, the petitions forms may be emailed to OneStop. You can find specific enrollment dates including deadlines on the enrollment services' extended [academic calendar](#).

If a student's name does not appear on your grade roll, notify the student so that he/she can contact the [Office of the Registrar](#). If a student appears on your roll but has attended no class sessions, you can assign that student an F0 grade. Please note that you should reserve the F0 grade only for student who fail your class for nonattendance.

If you are an adjunct or if you are leaving the University, please prepare a photocopy of your grade book and your syllabi, and leave the copies with your department chairperson at the end of the semester.

4) Changing Grades

Once submitted, end-of-semester grades, apart from incompletes, are final and can be changed only to correct an error or cases in which some part of the student's work was unintentionally overlooked. Faculty members will submit a Grade Change request through [my.fiu.edu](#) and will no longer need to submit a paper form request. Faculty should follow the steps outlined in the [Grade Change Guide](#) from the Office of the Register. Faculty may also refer to [Registrar's webpage](#) for other grade reporting manuals and guides.

5) Making Grades Available

Students often want to know what grade they have earned before grades are available via the web or kiosk. At the same time, Federal law (i.e., the "Buckley Amendment") makes it illegal to violate a student's right to privacy; this means that you may not 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, grades must be posted on the class website in a manner in which students cannot be identified.

Furthermore, grades should not be given out over the phone. Instruct your students NOT to ask staff members about grades. If students are going to need their grades before they receive the official reports, have them leave you stamped, self-addressed envelopes. Students can, of course, come to your office and ask you about grades or request them by e-mail. You must make certain that the e-mail does not contain information about any other student.

6) Saving Instructional Records

It is strongly advised that you keep instructional records like grade books and syllabi for at least five years. It is also advisable to keep any student work (exams, papers, projects, etc.) that was not returned to or picked up by the student for at least 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 student complaint is very difficult.

7) Plagiarism Detection through Turnitin.com

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

Faculty members can access and use Turnitin directly through Canvas. The Faculty Resource Center hosts regular Turnitin faculty workshops throughout the Fall and Spring semesters. To request access to Turnitin.com contact the Division of IT's [Faculty Resource Center](#) at 305-348-2814.

8) 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 repeat is used in the GPA calculation. Under the University's forgiveness policy, students must file a Grade Forgiveness Request online. 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. All courses taken with the grades earned will be recorded on the student's transcript. The repeated course form will not be processed if;

- the first or repeated grade received is 'DR', 'DP', 'IF', 'W', 'WI', 'WP', 'AU', or 'EM'.
- the student receives a lower grade in the repeated attempt than for the initial attempt.

Repeated courses will be appropriately designated with a transcript comment.

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. In order 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 University. Students who have used their three options under the forgiveness policy may still repeat courses; grades received through 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. All attempts will apply to computation of the GPA but credit for one attempt will apply towards graduation. Students must check with the appropriate academic department to determine whether there are additional restrictions on repeating courses.

b. Graduate Students

FIU's Faculty Senate passed a resolution to discontinue the grade forgiveness policy for all graduate programs beginning in the Fall 2011 semester. With this policy change, students may still repeat courses, but all graduate coursework, including repeats, will be calculated in the GPA.

9) Textbook Affordability Regulation

According to the Educational Affordability Act, [Florida House Bill 7019](#) and [FIU](#)

[Regulation 1103](#) on Textbook Affordability, instructors must adopt and submit required and recommended textbooks and instructional materials to [FacultyEnlight](#) **no later than 45 days before the start of the term**. Should no materials be required, the instructor must state so in the system as well. This is to ensure that students have sufficient time to shop for the best price for these items 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 purchase bundled items from publishers. By law publishers must provide these materials in an unbundled format. Book orders should be submitted through the bookstore's [FacultyEnlight website](#). For additional questions please consult [FIU's Textbook Affordability website](#).

10) Faculty Authored Books

If you require students to purchase a book that you have written or edited, you are required through the [University's Conflict of Interest Policy](#) to submit the appropriate **Faculty Outside Activities and Conflicts of Interest Report** [online](#). Some faculty members donate the royalties from such sales to the FIU Scholarship Fund.

C. STUDENT POLICIES

1) 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 Faculty Fellow for Academic Integrity. The Fellow works with the FIU Committee for Academic Integrity, faculty, students, staff and administration to develop plans, strategies, systems and initiatives to help cultivate and support academic integrity at the institution. These efforts will support our FIU

[BeyondPossible 2020 Strategic Plan](#) and the State's performance expectations. For additional information please visit the Academic Integrity [website here](#).

2) Academic Misconduct

Information on policies and procedures for [undergraduate](#) and [graduate](#) academic misconduct can be found on the Academic Integrity Website: <http://integrity.fiu.edu/>. Academic misconduct (i.e., academic dishonesty) includes but is not limited to cheating, plagiarism, falsification of academic records, bribery to gain academic advantage, and misuse of computer services, including the unauthorized appropriation of another's program(s). Disciplinary penalties for academic misconduct range from reduction in grade to expulsion from the University.

Any faculty can encounter situations in which student's exhibit academic misconduct. It is essential that you become familiar with the misconduct procedures. All students have the right to due process, no matter how flagrant their violations may seem to you. You do not have the right to summarily fail a student whom you suspect of cheating. Allegations of informal academic misconduct must be submitted online normally within 14 calendar days of the alleged occurrence, or within the same period from the date, the alleged violation was first discovered. According to FIU policies, a charge of academic misconduct may be brought against a student by a faculty member, a chair, or a Dean and these charges may be filed by the aforementioned persons on behalf of a staff person, another student, or a person not affiliated with the University. If you file a formal complaint alleging academic misconduct, you must be willing to appear and testify at a hearing or administrative disposition.

There are a number of steps to address an alleged academic misconduct. A flow chart illustrating these steps is available on the Academic Integrity website. **First**, determine if the student has a previous academic misconduct. Go to the Academic Integrity website and click Informal Resolution Form and log in and if the student does **not** have a previous misconduct you can proceed with the Informal Resolution process. Second, meet with the student and your supervisor to discuss your concerns and evidence to support your suspicions. However, if the student has had a previous misconduct you must proceed with the formal process. In reference to the Informal Resolution, if the faculty member, student and supervisor agree on what action/sanction will be taken, they will all sign an "Informal Resolution Form electronically. This process may take place online or through skype or other technology that facilitates the communication. At graduation, the Informal Resolution form will automatically be expunged if the students has completed all sanctions.

If the student has a previous misconduct or is unwilling to sign the Informal Resolution Form, they can choose one of two options, an Administrative Disposition or a Hearing. Detailed information on formal procedures can be found on the Academic Integrity website flow chart and in the policies. It is important that you familiarize yourself with the timeline for specific procedures to avoid complications in the processing of academic misconduct. Formal resolutions are not expunged.

3) 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 Integrity Website <http://integrity.fiu.edu/>. Faculty are encouraged to thoroughly review and understand the grievance procedures. The grievance procedure for discrimination cases is somewhat different as the Office of Equal Opportunity investigates such cases. A copy of the policy on complaints regarding illegal discrimination can be obtained from the [Office of Equal Opportunity Programs](#).

4) Student Records

The Family Educational Rights and Privacy Act of 1974, or “the Buckley Amendment”, along with various Florida statutes, governs the handling of student records.

Generally, without written consent from a student or former student, only official University personnel with “legitimate educational interests” can examine a student's records. Therefore, it is illegal to post student grades or test results – even by social security number and Panther ID or give them out over the telephone – without absolute identification, or to make a student's records public in any other way, including posting on a course web site in a manner that a student can be identified. In order to avoid liability, it is advisable to keep a log of the name, date, and intent of each person who looks at a student file.

Parents, students and former students who request to review any records, files, or documents related directly to the student should be referred to the [University Office of the Registrar](#) or the [Office of General Counsel](#). They have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing.

Student records may be disclosed to appropriate parties, including parents, in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

5) Rights and Responsibilities of Students

Infringement of student rights and student misconduct can create serious legal problems.

These issues are discussed in the [University's Student Handbook](#). You can obtain a hard copy of the handbook from the [Office of Campus Life](#).

6) 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 one element of FIU's [Graduation Success Initiative \(GSI\)](#) which is an extensive University-wide set of innovations dedicated to helping students succeed academically. As part of GSI, students also have access to a number of electronic tools that can provide information on academic requirements, track their progress toward a degree, and connect them with their assigned academic advisor. The My eAdvisor Student Dashboard is the primary tool for students to interact with their assigned advisor, and can be accessed via my.fiu.edu. This tool not only enables students to make appointments with and send messages to their advisor, it also allows both the student and the advisor to monitor academic progress. For those students who entered FIU after Summer 2012, the tool also provides an interactive Major Map (either a 4-year map for those who entered as freshmen or a 2-year map for those who entered as transfer students) that outlines all of the degree requirements and provides alerts to students (and their assigned advisors) who are experiencing academic difficulties or falling off track. Faculty members have access to submit Early Alerts for undergraduate students who are struggling during the semester. Visit the [Early Alerts FAQ Resource](#) website for more information on how to submit Early Alerts. Students and advisors also have access to the Panther Degree Audit (PDA) 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 [My Major Match](#) 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. In order to serve as an effective resource for students you should familiarize yourself with the requirements of your major and the University Core Curriculum. [Undergraduate Education](#) provides a number of resources on its website, and also has developed a training module that the professional academic advisors can utilize to assist with their efforts to provide academic advising to undergraduate students. These professional academic advisors have been 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 \(UCC\)](#). It is unlikely you will advise students who fall under earlier requirements, but if you do, you should consult the [Academic Advising Center](#).

Requests for substitutions for UCC courses that students have completed at other institutions must be approved and processed by the [Transfer and Transition Services department](#). Requests for substitutions for UCC courses that students have completed at FIU must be approved and processed by the [Exploratory Advising Center](#). In most cases, approval to complete alternate courses should be obtained prior to a student taking those courses. Substitutions that are being considered based on documented disabilities should be discussed with a representative from the [Disability Resource Center \(DRC\)](#).

Before providing any academic advising make absolutely sure that you understand what is required of the student and that you have counted the student's credit hours correctly. Incorrect advising can cause major problems for students, including delays in graduation, which may result in grievances and lawsuits. When in doubt, consult with the student's assigned professional academic advisor. You must also ensure that all students in the same program are treated equitably – you must not show preferential treatment to some students over others in your decisions to waive or enforce requirements.

If you find yourself advising students and are unclear about the requirements, ask your chairperson or dean to arrange an advising workshop. The [Exploratory Advising Center](#) is also an available resource.

7) Student Perceptions of Teaching (Course Evaluation)

The State of Florida and the University require that students be given an opportunity to provide their perceptions of FIU courses and teaching. Their perceptions will be collected for every section of every course, each semester it is taught, including courses taught by adjunct faculty. The information generated is useful in determining what revisions or refinements to make to the course, and, when used in conjunction with other sources of information, in evaluating the effectiveness of faculty teaching.

As of Fall 2017, a standard questionnaire will be sent electronically to all FIU students, one per class. This questionnaire was referred to as the SUS Student Assessment of Instruction, and will now be known at FIU as the Student Perceptions of Teaching Survey, or SPOTS. Some 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.

When the survey was administered in person, on paper, faculty set aside time during class for students to complete the survey. We strongly encourage faculty to continue to set aside time for this important process, letting students know that they will use the information to revise future versions of the class. This will increase the survey response rate considerably. Please also let students know that, as a token of our gratitude for their perceptions of teaching (i.e., survey completion), we will let them view their grades before they are officially posted for each class SPOT they complete. Faculty, in turn, will not have access to the completed SPOTS data until they have submitted final grades.

8) 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 is not considered inequitable treatment.

9) Teaching Family Members

The University does not permit faculty having family members as students in your classes. You should direct your family members to equivalent courses taught by other faculty.

10) 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](#).

a) Student Rights

Student rights include basic First Amendment rights (e.g., freedom of expression, right of assembly, freedom of association), the right to distribute literature on campus, the right to due process in any disciplinary proceeding, and the right to freedom from discrimination and sexual harassment. Students are also protected from improper disclosure of their records. Personally identifiable information contained in student educational records can be released or open to inspection only to the student or the parents of dependent students (as defined by the IRS) or in response to a served subpoena

or court order. Parents of dependent students as defined in section 152 of the Internal Revenue Code of 1986 also retain this right. Parents, students and former students who request to review any records, files, or documents related directly to the student should be referred to the [University Office of the Registrar](#) or the [Office of General Counsel](#).

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 Code of Conduct

The University Standards of Student Conduct addresses three major areas of moral integrity that constitute the conduct code all students are required to observe – academic honesty, respect for the law, and respect for people. This code is described in detail in the Student Handbook posted online by the office of [Campus Life](#). University policies outline acts of student misconduct which are expressly prohibited and violate University policy. These include such actions as: disruptive conduct, theft or unauthorized possession, vandalism, hazing, falsification of records, harassment, and assault.

Alleged violations of the conduct code must be referred to the [Office of Student Conduct and Conflict Resolution](#), where they will be handled in accordance with University judicial procedures. Faculty, staff, or students may make referrals to the Office of Student Conduct. Any person filing a charge must be willing to participate in a formal hearing on the matter; failure to do so may result in the charge(s) being dropped.

Once a student has been charged with a code violation, he/she has two options: 1) a formal hearing or 2) an informal hearing.

The format for the hearings, the appeals procedures, and possible disciplinary sanctions are all outlined in the [Student Handbook](#) – be sure to read this section very carefully as it is very important to understand this process.

11) Observance of Religious Holy Days

The university's policy on [Observance of Religious Holy Days](#) 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.

12) 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 website](#) under both the Faculty/Staff and Current 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 240.

13) International Students

If you advise international students, contact the [Office of International Student and Scholar Services](#) for information on U.S. Immigration and University regulations, and immigration requirements and procedures. Advise your students that this office also has information on special programs and activities specifically for international students. You should encourage your international students to maintain photocopies of all documentation submitted to the University.

14) 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.

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. The modifications needed are rarely substantive. Some examples are 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 allowing students to use note takers, or to record lectures. Modifications will vary based on the individual student's needs. Modifications of policies and practices are not required when 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 text book 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, 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 requested based on a disability 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.

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.

16) Student Services

For a comprehensive list of student services, please visit the website of the [Division of Student Affairs](#).

V. RESOURCES

1) **Center for the Advancement of Teaching**

The [Center for the Advancement of Teaching](#) (CAT) seeks to recognize and cultivate learner-engaged teaching throughout the university. CAT provides support to faculty as they strive to balance cutting-edge research with thoughtful teaching. It promotes student success at FIU by supporting the faculty as they foster a culture of teaching excellence. CAT is located in PC 237.

2) **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 should consult with your chairperson regarding gaining access to your grade rolls, as you will be required to submit grades through this system.

3) **“Dealing with Disruptive/Troubled Students” Seminar**

The [Counseling and Psychological Services Center](#) and [the Office of Student Conduct and Conflict Resolution](#), in conjunction with the Center for the Advancement of Teaching present this seminar, which addresses issues across a broad spectrum. Its focus is on maintaining safety and order in the classroom as well as assisting faculty in coming to the aid of students who may be experiencing difficulty.

You have the right to ask a disruptive student to leave a particular class, but you must report disruptive behavior to the Office of Student Conduct in order to permanently remove a student from the classroom. If you ever feel that your safety or the safety of your class is a concern, you should contact Public Safety immediately by calling (305) 348-5911 on the Modesto A. Maidique Campus, or (305) 919-5911 on the Biscayne Bay Campus).

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

4) **Exploratory Advising Center**

The [Exploratory Advising Center](#) provides assistance to students as they transition to the university and as they attempt to identify an appropriate major. FIU freshmen who do not immediately select a major are assigned to work with a professional academic advisor in the Center, which is located in SASC 428 on the Modesto A. Maidique Campus and ACI 180 on the Biscayne Bay Campus. First year students who are interested in certain majors (such as Engineering and Nursing) may also be assigned to advisors in the Exploratory Advising Center while they work on prerequisites for those majors. Transfer students may also utilize the Exploratory Advising Center, especially if they are transferring courses which they hope to use to fulfill University Core Curriculum (UCC) requirements or if they are not eligible to pursue the major they wanted when they applied to FIU. The advisors in the Center specialize in working with students during their first two years, as they complete the UCC and appropriate prerequisite courses.

If you encounter a student who is unsure about his/her major, you should refer him/her to the Exploratory Advising Center. The Exploratory Advising Center is also an excellent resource for any questions you might have about the UCC or other general academic policies and procedures.

5) 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.

6) University Learning Center

[The University Learning Center](#) (ULC) 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 the Learning Center for tutoring, and this is often an effective way of encouraging students to go. You can obtain referral forms from the Learning Center on either campus. On the Modesto A. Maidique Campus, ULC can be found in GL 120; on the Biscayne Bay Campus it is located in ACI 160.

7) 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.

In addition, the office also serves as a liaison to academic and administrative departments throughout the University. The ISSS office is located in the Student Academic Success Center (SACS) 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 iss@fiu.edu or (305) 348-2421 (MMC) or at (305) 919-5813 (BBC).

8) Office of Study Abroad

The [Office of Study Abroad](#) (OSA) provides services and resources to students and faculty interested in Study Abroad programs through FIU, whether it be our faculty-led programs or our international student exchange program. OSA assists all students who are going abroad for academic credit (including internships) with travel insurance and preparation for travel and works with incoming students from partner universities. OSA staff will be pleased to meet with faculty who would like to lead study abroad programs or propose new programs for FIU credit from 2 to 6 weeks in length. OSA also works with exchange partners overseas and Colleges and Departments on campus to develop exchange agreements for FIU students. OSA is located in SASC 230 at MMC and you may contact the staff at (305)348-1913 or via e-mail at edabroad@fiu.edu.

9) 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. Additional information regarding mentoring at FIU can be found at the [FIU Mentoring Program](#) website.

10) Office of Research and Economic Development and the University Graduate School

FIU is Carnegie-designated as both a research university with high research activity and a community-engaged university. The [Office of Research and Economic Development](#)

provides support services such as grant development, award management, compliance training, and technology management and commercialization. It also provides assistance to researchers when dealing with human subjects or animal research and reviews protocols to ensure compliance.

a) University Graduate School and Graduate Faculty Membership

All faculty who demonstrate continuing scholarship or creative activity are eligible for membership in the [Graduate Faculty](#) for an initial term of seven 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 member.

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.

11) Educational Technology Services (ETS)

[Educational Technology Services \(ETS\)](#) provides faculty with tools, training and support for using technology to enhance teaching and learning, both in the classroom and online. Canvas is FIU's learning management system (LMS) enabling access for teachers and students to course materials online anytime and anywhere there is Internet. Frequently used technology tools include: Lecture capture, Lynda Campus, NBC Learn, iClicker, VoiceThread, Mediasite, Respondus, Turnitin and Adobe Connect. ETS has [Faculty Resource Centers](#) available at MMC and BBC, which are one-stop access points to tools, resources, and support from our instructional design team.

The IT Training Center offers free access to both on-campus and online trainings for members of the FIU community. On-campus workshops are available to increase

proficiency in Canvas and Microsoft Office. Additional Canvas training is available via online courses and webinars. FIU's online training partner Lynda Campus also provides 24/7/365 access to over 100,000 video tutorials on a wide array of topics.

For *non-academic courses*, the Moodle LMS offers self-paced online learning and training opportunities. More information is available at fiumdl.fiu.edu. For help with *fully online* courses visit online.fiu.edu.

12) Classroom 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 Operations at 305-348-2815** from 8AM to 10PM Monday through Thursday, and 8AM to 5PM on Friday and Saturday.

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

13) Multicultural Programs and Services (MPAS)

Multicultural Programs and Services (MPAS) LGBTQA initiatives at FIU strive to reduce homophobia and heterosexism on both campuses through education, advocacy and awareness. The program contributes to an open campus climate that is safe and accepting for all members of the University community regardless of sexual orientation. LGBTQ initiatives include LGBTQ 101 presentations, a program designed to educate students about and sensitize students to lesbian, gay, bisexual, and transgender/sexual individuals.

The LGBTQA Mentorship program aims to match FIU students who identify as Lesbian, Gay, Bisexual, Transgender, and Queer/questioning with members of the LGBTQA faculty and staff. The student will receive support and encouragement from the faculty and staff member inside and outside of the classroom. The LGBTQA mentoring program provides support, safety, and guidance to our lesbian, gay, bisexual, transgender and queer/questioning students as they discover who they are and fosters the growth and development of FIU's gay, lesbian, bisexual, transgender, queer/questioning and ally community.

The goal of the FIU Safe Zone program is to raise awareness of and to train faculty and staff to assist and serve as support networks for FIU's LGBTQA community. The training will provide faculty and staff with a basic understanding of the issues our LGBTQ student community currently faces, knowledge of the basic

LGBTQA terminology, the development and application of basic listening and helping skills, as well as providing our students with community resources and referrals. Safe Zone Training is available via professionaldevelopment.fiu.edu sign up.

For additional information and resources, [please visit their website](#).

14) 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>. Please encourage students to call 305-348-2277 to set up a same-day consultation to discuss their concerns.

VII. 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 spaces. 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 primarily consists 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.

1) Information & 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 a 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.

2) 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.

3) 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 e-mail and chat assistance.

4) 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.

5) 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.

6) 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.

7) The Government Resources and Information Department (G.R.I.D.)

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.

8) 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.

9) 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.

10) 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.

11) 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](#).

VII. OTHER UNIVERSITY SERVICES AND RESOURCES

1) 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.

2) University Advancement

[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.

3) 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.

4) Division of 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 IT, please visit [AskIT](#), IT's self-help portal.

5) 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 on how to schedule a (confidential) appointment or to speak with the OEA Director.

6) 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](#).

7) 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.

8) Faculty Club

The [Faculty Club](#) on the Modesto A. Maidique Campus 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.

9) Disability Resource Center

There are a number of resources available to faculty and students with disabilities. The [Disability Resource Center](#) provides sign language interpreters, note takers, readers, and research assistants for students who are unable to use the library. It also assists faculty in adapting tests for disabled students and it provides some specialized equipment. It is essential that faculty abide by the Federal laws governing the treatment of students with disabilities. If you are a faculty member with a disability, the university will provide you with reasonable job accommodations. In order to apply for accommodation, you will need to complete and submit a [Request for Accommodation of Applicant/Employee form](#).