



Faculty Handbook

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Please send any revisions, suggestions, and/or modifications to provoff@fiu.edu

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Faculty Handbook

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All University policies are accessible at the University Compliance Office web site:

<http://compliance.fiu.edu/index.htm>

Please send any revisions, suggestions, and/or modifications to <mailto:provoff@fiu.edu>

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1. TEACHING

The relationship between teaching faculty and students is extremely important. Our reputation as an institution depends on effective teaching and advising as well as 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 cancel 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 policy) should help you be a more informed and effective teacher.

SYLLABUS

You are required to provide your students with a syllabus very early in the term. Students must have some idea of what is expected of them in a course; a syllabus provides that information. The Faculty Senate recommends that all syllabi be placed on line. MOST STUDENT GRIEVANCES AGAINST FACULTY MEMBERS ARE A RESULT OF MISUNDERSTANDINGS OVER FACULTY EXPECTATIONS.

Some of the issues a syllabus should address are:

1. What reading material is required and where it is available (e.g., bookstore or library reserves and online reserves).
2. What the course requires in the way of exams, papers, experiments, group projects, etc.
3. Your attendance policy.
4. What your policy is on make-up exams, and late work. It is recommended that you accommodate legitimate, verifiable cases of illness and emergencies, and you must accommodate religious holy days. See [Section 3](#) of this handbook
5. How will final grades be determined? It is not advisable to change your grading policies after the syllabus is distributed, but if for some reason you need to do so, you must inform your students of the change in writing.
6. It is required that you have a statement about cheating and plagiarism on your syllabus. Plagiarism is a special problem, since it sometimes occurs through an unintentional misuse of outside sources. The widespread availability of material on the Internet has added a new dimension to the problem of plagiarism. Make sure

that your students understand that plagiarism and cheating are serious offenses and are punishable up to and including expulsion from the University. Since disciplines vary in expectations, you need to clearly indicate to your students what constitutes plagiarism and how to properly incorporate secondary sources. The section on "Academic Misconduct" in the annual *Student Handbook* also defines plagiarism and cheating. **It is imperative that you read this section of the *Student Handbook* since it explains in detail the procedures for dealing with a student who is suspected of academic misconduct.** The handbook is available in the Student Affairs Office (GC 340 and WUC 140) (305-348-2797). Academic misconduct is discussed in more detail in [Section 3](#) of this handbook.

7. If you are using the plagiarism detection services of Turnitin.com, you should also clearly indicate that in your syllabus, even if you indicate that student assignments "may be submitted..."

DROP DATE

FIU has a late drop date, which is usually 8 weeks into the semester (adjusted for the 6-week Summer term). It is strongly recommended to have students complete a major assignment (an exam, a project, a paper) before mid-term, so that you can have it graded and returned before the drop date, thus letting your students assess their progress. This is not merely a kindness; it can also have a salutary effect on a class. Students who are hopelessly lost can make a class very difficult to teach.

CLASS ROLLS

Faculty view class rosters by using the new PantherSoft system. The sign-on is available through the FIU home page (www.fiu.edu.) In the middle of the page, the PantherSoft logo and login drop-down menu or option list is available. By selecting "Student System" under the Faculty and Staff heading, faculty will be directed to the PantherSoft security login page. After entering your PantherID and password, you will access the Learning Management home page. Learning Management is PantherSoft terminology for faculty self service, which means that the information displayed is specifically tied to your PantherSoft ID.

Please note that all faculty, including adjunct faculty, have been granted access to view their class rosters in the PantherSoft System. 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 if you identify any discrepancies with your class schedule.

For additional help in accessing or using class rosters, you may refer to the video tutorial or PDF document that quickly guides you through the process at:
http://panthersoft.fiu.edu/faculty_financials.html.

EQUITABLE TREATMENT OF STUDENTS

It is imperative that all your students receive equitable treatment. You may be tempted to allow certain students to retake exams, turn work in late, or do extra work, but such practices can result in student grievances and even litigation. 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. ([Section 3](#) of this handbook).

TEACHING FAMILY MEMBERS

University policy prohibits you from having family members as students in your classes. Direct family members to equivalent courses taught by other faculty. The nepotism policy prohibits a family member from being in a position of any authority at the University over a family member.

MEETING CLASSES

A professor must meet **every** scheduled class and should meet it for the entire scheduled time. On those rare occasions when professional obligations, an emergency, or illness require that you miss a class, notify your chair in advance, and make provisions for covering your class (in advance) if at all possible. If there is no one available to cover your class, make sure that someone notifies your students. **Never hire anyone else 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

STUDENT ATTENDANCE

If attendance is required in your course, indicate that fact on the syllabus. Students who participate in University-sanctioned events (athletes, debaters, musicians, etc.) must inform you in advance of any event that will conflict with class time and they must make up any work they missed.

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FINAL EXAMINATIONS

To avoid exam conflicts for students final examinations **must** be given on the official exam days noted on the academic calendar (usually the final week of the semester). **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.

OFFICE HOURS

Faculty not having sufficient office hours is often a sore point with students. Although many of us have heavy research and service assignments in addition to teaching, we must set aside **adequate office hours**. 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 and give them to your secretary so that they can be posted in the department. If you teach on a campus other than your primary campus, be sure to post and hold office hours there as well. Students should be able to see you by appointment as well; those who work might not be able to come during your posted office hours. Include your office hours, your office room number, email address and your office telephone number on your syllabus.

It is important that students have your office telephone number and email address. Voice mail is available on the University Park and Biscayne Bay Campuses. Your secretary can tell you how to connect to the system.

If you are an adjunct faculty without an office, your department chair will find a suitable place at which you can meet students and receive messages and mail. If you do not have your own individual mailbox, ask your department chair for one. This makes receiving materials from students and leaving things for them easier and assures a modicum of privacy.

GRADES

Be sure that you understand the University grading system. The definition of each grade and the number of points it earns is explained in the University *Catalog*. Most courses use a conventional letter grading system (A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F), but some courses are taught on a pass/fail basis. In some cases, students can elect to take a course for letter grade or pass/fail. You should review the grading options of students

on your grade roll and ask students to verify the option selected during the first week of classes.

There are some grades that cause special problems. The incomplete (IN) grade is given at the instructor's discretion to a student who has been unable to complete the course due to a serious interruption not caused by the student's own negligence. When the instructor assigns an incomplete grade, he/she also assigns a default grade--the grade the student will receive if the prescribed work is not completed by the end of the next two academic semesters. Summer C term is considered a semester. An incomplete must be completed within **two sequential semesters** or it will automatically be changed into the default grade. (See the following paragraph for the rules on students who have applied for graduation.) You can require a student to finish an incomplete in a shorter period of time. It is required that you have a signed written agreement, containing a firm deadline with the student. This should be attached to the incomplete-grade form and forwarded to your chair and dean for approval. Specify as short a period as is reasonable, since experience shows that the longer an incomplete drags on, the less likely it is that the student will ever complete the work. Please advise students that they should not re-register for a course in order to make up an incomplete.

Any student who applies to graduate at the end of a given semester and who has received an "IN" grade in that term or a previous term, must complete the required course work by the end of the fourth week following graduation. **The change-of-grade form must be submitted to the Office of the Registrar by the end of the fourth week of the following semester.** If the student fails to complete the course or the department fails to submit the change-of-grade form in a timely fashion, the graduation application will be canceled.

An incomplete should be given only to a student who has successfully completed half of the work in the course. A student can drop a class through the eighth week of the semester; a student with medical, personal, or other problems may withdraw from the University altogether through the eighth week of the semester. For the actual deadlines for drops and withdrawals, check the academic calendar <http://registrar.fiu.edu/index.php?id=88>. It is possible for a student to drop or withdraw after the eighth week when circumstances beyond his/her control make it impossible to continue. Under such circumstances, the student must submit an Appeal for Late Drop or an Appeal for Late Withdrawal form to the Office of Registrar. If the student's appeal is approved, the Office of Registrar will request that you indicate on a special form whether the student was passing or failing at the time of the

drop/withdrawal. The grades WI (withdrew), DR (drop), and AU (audit) are administratively assigned. You will never give these grades.

If a student's name does not appear on your grade roll, notify the student so that he/she can contact the Office of Registration and Records to obtain a Course Registration Correction form. If the name of a student who has not been in your class appears on your grade roll, the Registrar recommends assigning that student an F0. If there is a registration error, the F will prompt the student to contact the Registrar; if the student enrolled but did not attend 60% of the class, the student has (unfortunately) earned the F0. **Non-attendance and non-payment do not constitute a drop.** Sometimes students fail to pay for a course thinking this will automatically delete them from the course roll. This works only if the student is taking just that one course.

Make sure that your students understand that a C- is not a C and may not constitute passing for most majors. It is suggested that you place this information in your syllabus. Students are usually required to earn a C or better in major courses and must earn a C or better in Gordon Rule courses; a C- does not constitute fulfilling requirements. (See the explanation of the Gordon Rule and other general education requirements in the [Academic Advising](#) section). Students need only to pass other University Core Curriculum (UCC) courses, but they must have a C average at FIU to graduate. Make sure that your students know which courses can and cannot be taken with a pass/fail option.

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

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. A change-of-grade form must be submitted within one calendar year of the term in which the grade was earned. You must indicate the reason for the change of grade on the front of the form. Forms must be submitted to the department for signature and then to the Registrar's Office. Do not give the form to the student.

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 cannot post grades using a student's name or social security number and that you should not leave graded exams and papers outside your office door. In addition, grades cannot be posted on the class website in a manner in which students can be identified.**

Furthermore, grades should not be given out over the phone by or to anyone. Instruct your students NOT to ask secretaries or other 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.

FORGIVENESS POLICY

A student is allowed to retake a course in an attempt to raise his/her grade point average. Both grades will appear on the transcript but only the last grade will be calculated into the GPA. Undergraduates may use the forgiveness policy a maximum of three times. They can retake the same course three times. For graduate students, coursework taken in fulfillment of the requirements of a graduate degree or graduate certificate may not be repeated for the purpose of raising an earned grade. This does not preclude the retaking of non-required courses for the purpose of raising an earned grade.

Only the last grade earned in a repeated course will count in calculating the GPA. In order for a repeated course to effect an adjustment of the grade point average, the course must be the same as the earlier course. The grading option must also be the same, and the course must be repeated at this university. If a course number has changed since the student's previous enrollment, a memo to the Office of Registrar will enable the student to repeat the course.

The forgiveness policy is not automatic. Within twelve months of completing a repeated course, the student must submit a Repeated Course form to the Office of Registration and Records. The transcript will then be adjusted so that all courses taken by the student (with the grades earned) will be reflected, but only the last grade earned in a repeated course will be calculated into the GPA. Credit hours for a repeated course can count only once.

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STUDENT EVALUATION OF COURSES

The State of Florida and the University require that students be given an opportunity to evaluate classroom teaching. Every section of every course must be evaluated each semester it is taught, including courses taught by adjunct faculty. Such evaluations are useful in reviewing course design, in choosing textbooks, and in evaluating teaching performance.

Currently each faculty member is required to administer a standard questionnaire in each class. (This questionnaire is called the SUS Student Assessment of Instruction.) Some units also administer a separate departmental questionnaire or ask students for evaluative comments. Ask your department chair or supervisor about the specific procedures in your department or school.

In some units, staff or other faculty members administer student evaluations; in other units, faculty members take the evaluation forms to their own classes. If this is the case in your unit, **you must leave the classroom while students fill out student evaluation forms**. Ask a student volunteer to collect the forms, to put them in an envelope, to seal the envelope, and, return it to the departmental secretary or the chair. You will not have access to the completed evaluations until you have submitted the final grades. For evening classes, ask about your department's policy and procedure.

ACADEMIC ADVISING

Some units have designated faculty advisors, while in other units all faculty members advise students. If you are going to be advising students, it is imperative that you be familiar with the requirements of your major and the University Core Curriculum.

Freshman students entering FIU on Summer B **2003 or after**, or transfer students without an AA degree from a Florida college or university entering FIU on Fall 2003 or after, **must complete the University Core Curriculum (UCC)**. The UCC includes seven areas of course work listed on the UCC Check Off form.

<http://undergrad.fiu.edu/advising/index.html>

Freshman students entering FIU **prior to Summer B 2003**, or transfer students with fewer than 36 credits entering FIU prior to Fall 2003, **must complete the Core Curriculum**. The Core includes 9 areas of course work listed on the Core Curriculum Check Off form. <http://undergrad.fiu.edu/advising/index.html>

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Certain majors may require specific courses in one or more of the UCC or Core areas. Students should be advised to check the **Plan of Study** on this website for their major to see what is required. If the major does not require specific courses, the student can select courses from any of those listed in the check-off form for each category.

All students in the Florida State University System (SUS) and the community colleges must either pass or be exempted from the [College Level Academic Skills Test](#) (CLAST), a standardized exam that measures reading, English, and math skills. Students who receive a score of 500 on the verbal section of the SAT I (SAT), will be exempt from three parts of the verbal CLAST. A score of 500 in the quantitative part of the SAT I (SAT) will exempt students from the math portion of the CLAST. A score of 21 in the English and math sections of the EACT (ACT) will serve to exempt students from the corresponding sections of the CLAST. A score of 22 on the reading section of the EACT (ACT) is necessary to be exempt from this section of the CLAST. A 2.5 minimum GPA in certain post-secondary courses is also required for exemptions to be considered. Education majors should contact their academic department to determine their CLAST requirement. The testing office website is at <http://testing.fiu.edu/>

Students who have neither passed nor been exempt from CLAST will not be allowed to earn more than 96 hours of academic credit. When you are advising students, check their transcripts and SASS audits to be sure that they have met the CLAST requirement. Any student beyond the freshman level who has not met the requirement should make arrangements with the University Testing Center to take the exam as soon as possible. Preparation for the exam is available through the University Learning Center. A student who transfers to FIU with an AA degree from another public Florida institution has completed the CLAST exam. However, a transfer who does not hold the AA degree or a transfer student from out of state may not have satisfied the CLAST requirement.

Students seeking admission to FIU are required to have two years of high school credit in one foreign language. If for some reason a student is admitted without these credits, he/she must complete one year of beginning-level credits in one foreign language before being admitted to the Upper Division.

When you are advising students, it is important that you keep careful records. For example, if you agree to accept a course from another institution or if you agree to let a student substitute one course for another, fill out a SASS Audit Course Waiver form, send the white copy to the Office of the Registrar (PC 130), and put the yellow copy in the student's file. Make absolutely sure that you understand what is required of the student. Make sure that you have counted the student's credit hours correctly.

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Incorrect advising can cause major problems for students, including delays in graduations, grievances and law suits.

As an advisor, you must ensure that students in the same program are treated equitably. Do not waive certain requirements for some students and different requirements for other students. Students can, however, be asked to take developmental work, but the request must be based on specified deficiencies. If, for example, you have a student whose writing is poor, you can forward a sample of the student's writing to the Writing Center with a request for review and evaluation. This evaluation can then form the basis for a request that the student attend the Writing Center on a regular basis.

If you find yourself advising students and are unclear about the requirements, ask your chair or dean to arrange an advising workshop.

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 a year. Sometimes students complain about grades; occasionally they file grievances. Without syllabi, copies of exams and assignments, and grade records, evaluating the merits of a student complaint is very difficult.

If you are an adjunct or if you are leaving the University, you should leave a photocopy of your grade book and a copy of your syllabus with your chair at the end of the semester. Adjuncts should provide this material at the end of each semester they teach.

INTERNATIONAL STUDENTS

There are a number of immigration and University regulations regarding international students. If you advise international students, contact the Office of International Student and Scholar Services for information on immigration requirements and procedures. You should encourage your international students to maintain photocopies of all documentation submitted to the University.

To contact the Office of International Student and Scholar Services call 305-348-2421 in University Park and 305-919-5813 on Biscayne Bay Campus. This Office also has information on special programs and activities for international students.

For more information on the services this office provides see the **Student Services** section of this handbook.

FACULTY AUTHORED BOOKS

If you require students to purchase a book that you have written or edited, you are required by policy to notify the Provost, and you must fill out the **In-Unit Faculty Outside Activities and Conflicts of Interest Report**.

<http://academic.fiu.edu/academicbudget/www/forms.html>. The Provost or designee will review your request and notify you. The Office of Academic Affairs maintains a file of these requests. Some faculty members donate the royalties from such sales to the FIU scholarship fund. It is a nice thing to do. For further clarification on this policy, see [Section 3](#) of this handbook.

BOOK ORDERS

The Bookstore requests that book orders be made no later than four weeks before the course begins. In most units, the departmental secretaries handle book orders. Find out what the procedures are in your unit. The Bookstore can also put together special course packets. However, course packs require six-eight weeks of lead-time because the Bookstore must get permission from the publishers to reprint each article. If you wish to assemble a course packet, call the Bookstore for instructions. Book orders may be done online at <http://fiu.bkstore.com/default.asp?m=0801>

You can communicate with the FIU Bookstore by:

Phone	305 348-2691 University Park main phone line
	305 348-3923 University Park textbook office
	305-919-5580 Biscayne Bay main phone line
Fax	305 226-6591 UP / 305-919-5581 BBC
Email	fiubook@fiu.edu
Website	http://fiu.bkstore.com/

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FIELD TRIPS

If you take your students off-campus to 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. Call the Office of the General Counsel (305-348-2103) to obtain waiver forms.

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.

STUDENT HANDBOOK

You should be sure to obtain a copy of the *Student Handbook*, which is available from the Division of Student Affairs (305-348-2797) or online <http://www.fiu.edu/student.htm>

The handbook contains the full texts of policies pertaining to students, including the University's academic misconduct procedure and the University's student grievance procedure. The handbook also includes a calendar, which notes important University deadlines, e.g., the last day to register, the last day to drop a course, the last day to apply for graduation, etc.

CHART OF SERVICES AND RESOURCES FOR TEACHING

There are a number of useful services and resources for teaching faculty. Those listed below are described in [Section 2](#) of this handbook.

<i>Resources for students and faculty</i>	<i>Referral services for students</i>
➤ Academic Advising Center	➤ Career Planning and Placement
➤ Academy for the Art of Teaching	➤ Counseling Services
➤ Bookstore	➤ Disability Resource Center
➤ Centers and Institutes	➤ English Language Institute
➤ Development Office	➤ Health & Wellness Center
➤ Frost Art Museum	➤ Judicial Services
➤ International Student and Scholar	➤ Learning Center

<i>Resources for students and faculty</i>	<i>Referral services for students</i>
Services ➤ International Programs and Activities ➤ Instructional Media Services ➤ Library ➤ Office of International Studies ➤ Statistical Consulting Service ➤ The Wolfsonian—FIU ➤ University Technology Services—UTS ➤ University web page	➤ Minority Student Services ➤ Multi-cultural Programs ➤ Victim Advocacy Center ➤ Women’s Center

2. RESOURCES AND SERVICES FOR TEACHING AND RESEARCH

ACADEMIC ADVISING CENTER

The Academic Advising Center provides advising for all lower division students who have not yet declared an intended major. (Lower division students who have completed 27-30 credits may elect to declare a major and when they do so, they are assigned to the school or college of their choice for advising.) The Academic Advising Center can answer any questions you might have about lower division requirements. At University Park, call 305-348-2892; at Biscayne Bay Campus call 305-919-5754 or visit <http://undergrad.fiu.edu/advising/index.html>

ACADEMY FOR THE ART OF TEACHING

The Academy for the Art of Teaching provides resources and services for the improvement of teaching and learning. It has a collection of materials on teaching effectiveness, including many videos. Personnel are available to help you with computer-aided instruction, test development, course organization, and other pedagogically oriented activities. The Academy provides numerous faculty development workshops and publishes *The Journal for the Art of Teaching*. It is located on the first floor of the Green Library, room GL 157 (305-348-3907). The Academy’s web site is located at <http://academy.fiu.edu>.

BOOKSTORE

Processing book orders takes a minimum of four to six weeks, so be sure to submit your text adoption form to your department or directly online through the bookstore. You should check your department's procedures for textbook ordering.

<http://fiu.bkstore.com/default.asp?m=0801>.

The Bookstore is pleased to order recommended texts as well as required texts. If you list recommended texts on your text adoption form, the Bookstore will see that they are labeled as such when they are placed on the shelves.

If you do not receive a desk copy of a textbook in time for the new semester, you can obtain a copy at the Bookstore. You will be charged for the book, but you will be given a refund when you return the publisher's desk copy or the unmarked purchased copy.

The Bookstore will special order any book in print. There is no charge for shipping. There is also a trade book section for which the Bookstore is anxious to receive titles from faculty.

The Bookstore also provides services for developing course packs and will help you obtain copyright permission when needed. The University Copy Center does not create course packs.

CENTERS, INSTITUTES & MUSEUMS

The Frost Art Museum and The Wolfsonian—FIU, as well as numerous Centers and Institutes at FIU provide special programs, publications, and services, which serve as excellent teaching resources. Detailed information about Museums, Centers, and Institutes is available on the FIU web page and in the [General Information section of the catalog](#).

DIVISION OF INFORMATION TECHNOLOGY

UNIVERSITY TECHNOLOGY SERVICES

(305) 348-2284; uts@fiu.edu; <http://uts.fiu.edu>

UTS is your central technology resource provider. Its mission is to provide leadership, consultation, access, and support for technology that serves UTS customers and FIU's academic, research, and business goals. Services of most interest to the faculty include

- **Customer Care / Support Center:** one-stop Help Desk for technology support; self-service web site including technology Knowledge Base. Tel. 305-348-2284 or visit <http://uts.fiu.edu/contact.html>
- **User Account Management (UAM):** web accessible FIU E-mail accounts; network accounts for file sharing; Solix/Unix computing and web site accounts. http://uts.fiu.edu/faculty_desktop_forms.html
- **Networking / Connectivity Services: High-bandwidth and robust campus network infrastructure;** wireless connectivity in key locations http://uts.fiu.edu/faculty_desktop_access.html
- **Site-licensed software:** Discounted or free applications software purchased via volume-based licenses, such as Microsoft Office, McAfee Anti-virus, SPSS, SAS, Adobe products, etc. http://uts.fiu.edu/faculty_desktop_software.html
- **Media Equipment & Engineering Services:** E-classroom planning & operation, checkout of AV / IT equipment for class presentations: projectors, TVs, VCRs, tape recorders, camcorders, laptops, etc. http://uts.fiu.edu/faculty_media.html
- **Broadcast Video Production:** Technical, creative, and professional services in the production of video, audio, and multimedia programs for instruction, research, training, general information, and promotion purposes. http://uts.fiu.edu/faculty_media_video.html
- **Instructional Design:** Instructional design services are available on a one-to-one basis and are tailored to your individual needs whether you want assistance in specific area or, want to collaborate in the design or redesign of a course from start to finish. http://uts.fiu.edu/faculty_teaching_design.html
- **Instructional Photography & Graphics:** Photographic and graphic design services for instructional, research, promotional, and presentation purposes. http://uts.fiu.edu/faculty_media_graphics.html
- **UTS Training Center:** Hands-on technology training for faculty and staff: MS-Office, MS-Windows, web design, and more. http://uts.fiu.edu/faculty_training_trainingcenter.html

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- **Computing Labs:** Five “open” and eight instructional / research labs at University Park and Biscayne Bay, with state-of-the-art workstations and software as well as direct FIUnet/Internet access. http://uts.fiu.edu/faculty_computing_labs.html
- **Resource Center for Educational Technology:** The Resource Center is a place for faculty to explore possibilities, create dynamic materials for their courses and collaborate with colleagues. In addition to traditional computer workstations the Resource Center also has available a video editing suite, audio recording/editing suite, digital copystand, and flatbed and film scanners. http://uts.fiu.edu/faculty_teaching_resource.html
- **Hardware Maintenance:** On-campus repair and maintenance of personal computers and peripherals. http://uts.fiu.edu/faculty_desktop_hardware.html
- **Enterprise Web Service (formerly the Studio of Digital Arts – SoDA):** provides web services for the university community. From creating interactive presentations and sites to web programming and analytics, EWS has the skill set and experience to meet your needs. Do you have a web project that you need help developing? Want to know more about who is visiting your site? For more information visit, http://uts.fiu.edu/faculty_media_web.html
- **ShopUTS:** Take advantage of ShopUTS, your online university shopping cart. With a click of your mouse you can purchase software and hardware for personal use at substantially discounted prices. <http://shoputs.fiu.edu>

PANTHERSOFT

PantherSoft is a multi-year project with the goal of implementing an Enterprise Resource Planning (ERP) system that will facilitate business processes and improve services rendered to students, faculty, and staff.

The goal of the PantherSoft Project is to facilitate FIU's mission of instruction, research, and community service, by improving the University's administrative functions and business processes through the implementation of comprehensive, integrated student administration, financial, human resources and in conjunction with our ADP payroll system. For complete information, visit the PantherSoft web site at <http://panthersoft.fiu.edu>.

Most important to faculty is the fact that course rolls and grade reporting occurs online. You need to consult with your chairperson regarding gaining access to your course roles

which are accessed online through our PantherSoft system. You will also be required to submit grades through this system.

TELEPHONE SYSTEM

All FIU campuses operate with the VoIP telephony system. VoIP stands for Voice over Internet Protocol (that basically means that voice services are transmitted via the Internet). The VoIP system at FIU provides the University with:

- A Unified Dialing Plan that features intercampus 5-digit dialing
- A Unified Voice Mail System (Audix)
- Standard Caller ID, Call Directory, Corporate Directory, and On-line Speed Dial and Call Forwarding for Cisco 7960 IP Phones
- Improved reliability and redundancy of both network and voice services

http://uts.fiu.edu/faculty_desktop_phone.html

There is a special state long-distance service called SUNCOM. It should always be used when making business calls to state agencies. SUNCOM numbers have different prefixes from regular telephone numbers, so be sure to consult the State of Florida directory for SUNCOM telephone numbers. SUNCOM can also be used in making calls to any telephone in the continental US, Hawaii, Puerto Rico, U.S. Virgin Islands, and Canada. These are “off-net” calls and they require no special telephone number. You must dial 8 before making any SUNCOM call and all long distance calls.

Most units have access to voice mail. Ask your department how to set up your voice mail system. http://uts.fiu.edu/faculty_desktop_phone.html

UNIVERSITY ADVANCEMENT

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. The office of University Advancement is located in MARC 540A (305-348-6298).

<http://advancement.fiu.edu>

OFFICE OF INTERNATIONAL STUDENT & SCHOLAR SERVICES

This Office is located in GC 242 at the University Park campus (305-348-2421), and in the Wolfe University Center (WUC) 257 at the Biscayne Bay Campus (305-919-5813). This Office provides services to both faculty and students. It can help you process and interpret current immigration regulations affecting international students and faculty members on temporary visas. It can also navigate you and your international students through the maze of regulations regarding course load, health insurance, immunization, and payment of fees.

If you advise international students, you will find this office extremely useful. Check the ISSS web page at <http://iss.fiu.edu>. International policies are constantly changing; therefore advisors should refer international students to the ISSS office.

UNIVERSITY LEARNING CENTER

The University Learning Center (ULC) offers supplemental instruction in reading, writing, and mathematics. Its staff also assists students in acquiring study skills. In addition to tutors, the Center has personal computers and some instructional software. ULC offers diagnostic testing and helps students prepare for the state-mandated CLAST exam.

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.

At University Park, ULC can be found in GL 153 (305-348-2180); at Biscayne Bay Campus in ACI 160 (305-919-5927). <http://learningcenter.fiu.edu>

LIBRARIES

The University Libraries are housed in the Steven and Dorothea Green Library at University Park, and in the Library Building at the Biscayne Bay Campus. The collections, including the Law Library (RDB 2073), consist of over 1.7 million volumes and more than 20,000 current serial subscriptions, including over 3,000 journals in electronic full text. The collections are reflected in ALEPH, the online catalog of the State University Libraries of Florida.

Electronic Access to the Library - <http://library.fiu.edu>

The libraries' homepage serves as a gateway to a myriad of library resources and services. Resources available electronically include the library catalog, over 250 databases, more than 3000 online journals, more than 20,000 electronic books, newspapers, digital library materials, and more. Subject databases across the disciplines are available from various providers such as FirstSearch, Cambridge Scientific Abstracts, and ProQuest.

Among the services accessible from the homepage are online renewals, interlibrary loan, intercampus loan, and Ask-A-Librarian e-mail and chat assistance.

Borrowing library materials

The Panther card is your library card. Faculty members may borrow circulating materials for a period of three months. Materials may be renewed online to avoid a replacement charge for each item not returned within 30 days after the due date.

Intercampus and interlibrary loan

Intercampus and interlibrary loan services are available for materials not owned at the FIU Libraries. Requests may be submitted in person or online.

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. When appropriate, materials will be placed on electronic reserve to maximize access. The library will secure copyright permission for copyrighted materials when required.

Information and Library Instruction

The libraries seek to promote information literacy by educating students to understand the organization of knowledge, to gather data of all kinds using both print and information technology resources, and to evaluate the relevance and authority of information in all its forms.

Students will be given several opportunities for library instruction during their undergraduate career. Library instruction components are currently linked to English Composition courses to teach students basic research skills. Upper Division students may receive subject-specific research skills within core courses in their discipline.

Faculty members are encouraged to speak with a librarian or schedule a library instruction session for their students when assigning research projects at both the graduate and undergraduate levels. Library workshops may also be designed for specific departments or faculty groups as requested.

Geographic Information Systems/Remote Sensing Center

The Geographic Information Systems (GIS) and Remote Sensing (RS) Center is housed in the Green Library and supports research and teaching from many academic units in the areas of computerized cartography, GIS, RS, 3-D visualization, and spatial statistical analysis and modeling. The Center also hosts a graduate certificate program in Geographic Information Systems.

Sound and Image

Resources in a variety of formats are available in the Sound and Image Department (e.g., art slides, music records and scores, microcomputer software, and videocassettes.) These materials are primarily available for in-library and classroom use. Some materials may be checked out for home use as well.

Adding Books to the Collection

Additions to library collections may be requested through your departmental library representative. Ask your departmental representative for the user ID and password for your department to access the web request form.

For More Information

For more information on the FIU Libraries' collections, policies, or services, please visit the Libraries' homepage at <http://library.fiu.edu>.

Information about the Law Library is available at <http://law.fiu.edu/library>.

STATISTICAL CONSULTING SERVICE

Academic Affairs and the Department of Statistics provide statistical consulting to assist faculty members and graduate students with their research and data analysis.

You and your graduate students can obtain statistical assistance in a variety of areas including:

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- examination of surveys and questionnaires for validity and reliability
- determination of sample sizes and judgments about response rates
- help in setting up code sheets
- help in running the programs for data analysis
- interpretation of computer printouts of statistical results
- editing drafts of the statistical results and conclusions
- help with the statistical sections of any journal articles you might be reviewing
- advice on the statistical section of grant proposals
- service on graduate committees and statistical help for graduate student research

In addition, the statistical consultant conducts overview lectures on statistical packages at the beginning of each semester and, upon request, will also provide introductory lectures on these packages for individual classes.

For more information call 305-348-2261 or visit www.fiu.edu/~statcon.

UNIVERSITY WEB PAGE

A good resource for keeping up to date on University programs, events, policies, and services is the University web page, which can be accessed at <http://www.fiu.edu>.

FIU's web page contains links to all the University phone numbers (<http://www.fiu.edu/phonebook.html>), the shuttle bus schedule http://parking.fiu.edu/bus_schedule.htm, information about enrollment, athletics, housing for students, Centers and Institutes, fees and a host of other things. It features a calendar of events and even allows you to check the weather via the National Hurricane Center, which is located on the University Park Campus.

Almost all departments maintain their own web pages, so it is very likely that you can get the information you need by following one of the links from the FIU general web page.

Be cautious in using the web, however, because some units do not update their information regularly. Check the dates on the postings to be sure they are reasonably current.

“DEALING WITH THE DISRUPTIVE OR TROUBLED STUDENT” SEMINAR

Presented by Counseling and Psychological Services Center and Student Conduct and Conflict Resolution in conjunction with the Academy for the Art of Teaching, this seminar addresses issues across a broad spectrum with a focus on maintaining safety and relative order in the classroom as well as assisting faculty in coming to the aid of students who may be experiencing difficulty.

As faculty, you are likely to face a difficult student at one time or another during your career here. If you have not already encountered a “situation,” then certainly your colleagues have shared a somewhat frightening or disconcerting experience with you. The fact is, no one is immune, nor can you control whether or not a troubled or disruptive student enters your classroom. There are ways you can help prepare yourself for such a situation. Early identification and intervention could help curtail a potential crisis. It is important to understand that you have the right and obligation to manage your class and intervene appropriately if student behavior is disrupting the learning environment. On the other hand, a student has due process rights under law regarding permanent removal from the class or any other action deemed to be disciplinary in nature.

You do 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, contact Public Safety immediately.

If you are interested in scheduling a seminar for your department or setting up a consultation regarding these issues, please contact Counseling and Psychological Services Center, University Park, UHSC 270 at 305-348-2434; or Student Conduct and Conflict Resolution , University Park, GC 331 at 305-348-3939.

3. IMPORTANT POLICIES

OUTSIDE EMPLOYMENT AND CONFLICT OF INTEREST

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** inform your chair/director, your dean and the Provost, prior to engaging in such activity. You are required to fill out and file a Faculty Outside Activities and

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Conflict of Interest Report. Report forms may be obtained from your dean's office or at: <http://academic.fiu.edu/AcademicBudget/www/forms/outsideactivity-8-25-06.doc>

You need to provide enough information in order for reviewers to determine whether such activity constitutes a conflict of interest and whether it can be approved. Sign and date the form and submit it to your chair/director, to be forwarded to your dean and the Provost. Please file this form well in advance of the proposed activity in order to allow time for review and approval. Failure to fill out this form is a violation of state law. If your proposed outside activity or financial interest is determined to be a conflict of interest, you can be required not to engage in the activity. Please be advised that, by policy, teaching at another educational institution is considered a conflict of interest. Exceptions are listed under the Conflict of Interest policy.

http://www.fiu.edu/hr/bargaining/PDF/uff_barg%20contract.pdf

STUDENT RIGHTS AND CONDUCT

The University has policies on student rights and conduct, which are contained in the "Student Conduct/Policies" section of the *Student Handbook*.

<http://academic.fiu.edu/docs/misconduct.htm>

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 appropriately served subpoena or court order. If you are not sure whether to release information to a student's parent(s), call the Office of Academic Budget and Personnel for guidance at 305-348-2168. Consult the General Counsel's office if you receive a subpoena or court order.

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.

Student conduct code

The University Standards of Student Conduct address three major areas of moral integrity - academic honesty, respect for the law, and respect for people. This code is described in detail in the *Student Handbook*. 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 (305-348-2436), where they must be handled in accordance with University judicial procedures. Referrals may be made by faculty, staff, or students. 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 three options: 1) administrative disposition, whereby the student may accept responsibility and a sanction is imposed by the judicial administrator; 2) a formal administrative hearing; 3) a formal hearing before the University Judicial Committee.

The format for the formal hearings, the appeals procedures, and possible disciplinary sanctions are all outlined in the *Student Handbook*. Be sure to read this section. It is very important that you understand this process. <http://www.fiu.edu/student.htm>

Academic misconduct

Separate policies and procedures govern academic misconduct. 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 counseling to expulsion from the University.

All teaching faculty encounter instances of academic misconduct; it is essential that you be familiar with the procedures for handling it. 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 academic misconduct must be made in writing and must be sent to the Office of the Provost within 14 calendar days of the alleged occurrence or the date that the alleged violation was first discovered. Any faculty member, staff member, or student may file

such a written petition, although a student complainant may first inform the appropriate faculty or staff member. Forms for filing a petition are available from the Academic Budget and Personnel Office (University Park 305-348-2168, Biscayne Bay Campus LIB 311, 305-919-5700). If you file a petition alleging academic misconduct, you must be willing to appear and testify at any hearing relating to the situation.

Procedures for dealing with academic misconduct are outlined at the following web site: <http://academic.fiu.edu/docs/misconduct.htm>. There are two stages required for dealing with academic misconduct. First, you must meet with the student and confront him/her with your evidence or suspicions. Second, you must decide whether you wish to offer an informal resolution or file formal charges. Often at this informal stage, a student will agree to disciplinary action, recognizing that if the case goes into the formal procedure, the disciplinary action might be more severe. A faculty member who is not clear on what constitutes appropriate disciplinary action should talk to his/her chair, dean, or director. If the faculty member and student agree on what action will be taken, they sign a "consent agreement," which is written in conjunction with the Academic Affairs Office. The student and faculty member each receive a copy of the agreement and a copy is sent to the student's advisor with instructions to place it in the student's record. The student can request that the agreement and all documents pertaining to it be removed from his/her file upon graduation or two years after the matter has been resolved. **There are strict time-lines throughout this informal procedure. Failure to meet these deadlines or other violations of procedure might cost the University the right to discipline a student that you have caught "red-handed."** This is only a summary of the procedures for informal resolution. Many details are missing, so be sure to read the full text of the policy: <http://academic.fiu.edu/docs/misconduct.htm>

Should you or the student deem an informal resolution not appropriate, especially if the student is disputing the facts, you should initiate formal resolution procedures. These procedures will not be outlined here. It is imperative, however, that you thoroughly understand both the informal and formal academic misconduct procedures. Read the "Academic Misconduct" section in the *Student Handbook* before a problem arises. To receive a current copy of the *Student Handbook*, call the Office of Student Affairs (University Park 305-348-3068, Biscayne Bay Campus 305-919-5700).

TURNITIN.COM

FIU offers the plagiarism detection service, Turnitin.com, to all instructors in the University. Announcements are sent out at the beginning of each term; instructions on

gaining access to this service can also be obtained by contacting the Turnitin Administrator: johnsonk@fiu.edu

STUDENT GRIEVANCES

Students have the right to bring grievances against faculty members or administrators concerning academic matters. Such matters include but are not limited to: failure to abide by the policies and procedures on the syllabus, unprofessional classroom practices, arbitrary awarding of grades, failure to respect a student's right to privacy, and discrimination based on age, sex, religion, race, marital status, national origin or disability. Claims of discrimination and sexual harassment are dealt with by the Office of Equal Opportunity Programs, not under the student grievance process.

In the student grievance process, a student is required to exhaust the remedies provided by the informal grievance procedure before filing a formal grievance. The student should attempt to resolve the academic complaint by an informal meeting with the faculty member. If the student feels that this is impossible, he/she should submit a letter of complaint to the chair (or the dean if the complaint is against the chair, or the Provost if the complaint is against the dean.) No complaint can be filed later than ten working days after the beginning of the next semester.

After receiving a written letter of complaint, the chair (or dean, or Provost) has ten working days to schedule a meeting with the parties involved. (The student may bring a counselor, a parent, friend, or an attorney.) If, after receiving a letter from the appropriate administrator on the result of the informal procedure, the student is not satisfied, he/she has ten working days in which to file a request with the Academic Affairs Office for a hearing before the University Student Grievance Committee. Within ten working days after receiving the complaint, the Academic Affairs Office must submit the complaint to the University Student Grievance Committee for review and consideration.

The chair of the Committee may request a Committee ruling on the validity of the student grievance or on whether the Committee has jurisdiction. If a formal hearing is to be held, it will normally be held at the next meeting of the Committee. The student and the faculty member have the right to be physically present and to be accompanied by a counselor. The Student Grievance Committee is composed of three faculty members (one of whom is a non-voting chair) and two students. The grieving faculty member and the charged student have the right to challenge the impartiality of up to two panel members and to request that the member(s) be excluded from participation.

After hearing the case, the Committee will meet and make a recommendation, which will be forwarded to the Academic Affairs Office. Within ten working days, the Academic Affairs Office will communicate the committee's recommendation to all parties. There is an appeal procedure in the event that any policies or procedures are violated during the course of the grievance.

This summary of the student grievance policy does not include all the details. It is important that you receive a copy of the entire policy. It is reprinted in the *Student Handbook* or you can request a copy from the Office of Academic Budget and Personnel (University Park 305-348-2168 or Biscayne Bay Campus LIB 311, 305-919-5700).

The grievance procedure for discrimination cases is somewhat different. Such cases are investigated by the Office of Equal Opportunity. You should obtain a copy of the policy on complaints regarding illegal discrimination from the Office of Equal Opportunity Programs (305-348-2785).

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 members, and staff members. We must interact with students, staff, and each other with utmost sensitivity. All faculty members, male and female, must monitor their own behavior carefully.

If you observe someone behaving in a harassing way (examples of such behavior are included in the policy), 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 Policy and refer him/her to the Office of Equal Opportunity Programs (305 348-2785)

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.

Specifically, once the conflict exists or is reasonably foreseeable, you must take all necessary steps to remove yourself from evaluating the student. If it is not within your power to take the steps necessary to resolve the conflict, you must promptly inform your supervisor (usually, the Department Chair) who is then responsible for taking the steps to ensure unbiased evaluation of the student. Failure to resolve the conflict may result in disciplinary action.

Copies of the [Sexual Harassment Policy](#) can be obtained from the Office of Equal Opportunity Programs (305-348-2785) or the Women's Studies Center (305-348-2408). <http://www.fiu.edu/orgs/diversity/publications/EOPSexH.pdf>

STUDENTS AND EMPLOYEES WITH DISABILITIES

Students with disabilities, as defined by law, have the right to receive needed accommodations if their disabilities make it difficult to perform academic tasks in the usual way or in the allotted time frame. However, in order to receive accommodation, students with must register with Disability Resource Center. This office will keep the

student's written request, notify a faculty member who has a student with a disability enrolled in his/her class, and indicate what kinds of arrangements must be made. If a student indicates a disability and you have not been notified by the Disability Resource Center, contact that office to make a referral.

There are a number of resources available to students with disabilities and their teachers. The Office of Disability Services can provide sign language interpreters, note takers, readers, and research assistants for students who are unable to use the library. It can also assist faculty in adapting tests for disabled students and it can provide some specialized equipment.

There are Federal laws governing the treatment of students with disabilities and it is essential that faculty abide by these. The office Disability Resource Center (305-348-3532) can provide you with a copy of the *Faculty Handbook on Accommodation of Students with Disabilities* and assist you in implementing these guidelines.

<http://drc.fiu.edu/>

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 fill out a Request for Accommodation of Applicant/Employee form, which your department chair, or dean will then forward to Human Resources.

GRADUATE PROGRAMS AND STUDENTS

If you teach in a program that offers graduate degrees, be sure to obtain a copy of the *Graduate Policies and Procedures Manual* published by the University Graduate School (305-348-2455) <http://www.fiu.edu/ugs>. This manual is available online at <http://gradschool.fiu.edu/policies.html> and contains everything you need to know regarding the policies and procedures affecting graduate programs and graduate students.

The University Graduate School web page contains a great deal of information of interest to graduate students and their professors. This site includes a link to ETS, where students can acquire information about most standardized tests, including the GRE, LSAT, and MCAT. The University Graduate School office is located in PC 230 (305-348-2455.)

Faculty do not have the right to use students' work as their own. You must always extend credit if appropriate. This may seem so obvious that it should not have to be

said, but misunderstandings do arise, especially between graduate students and faculty members who have been conducting research together. 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.

MISCONDUCT IN RESEARCH

The University policy regarding misconduct in research is found on the University Policies and Procedures Library at <http://policies.fiu.edu/>. Research misconduct means 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.

POLICY ON RELIGIOUS HOLY DAYS

A faculty member who wishes to observe a religious holy day should notify his/her chair and then make arrangements to have another instructor conduct the class or, if possible, reschedule the classes. Class should be rescheduled only if all the students agree.

A student who notifies you that he/she wishes to observe a religious holy day must be excused from class without penalty. While the student should be held responsible for the material, he/she must be given a reasonable amount of time to make up any work missed. Do not schedule an important test or other major class event on a significant religious holy day.

LANGUAGE IN THE WORKPLACE

FIU acknowledges the right of employees to speak a language other than English in the workplace. It recognizes that common courtesy indicates that a language understood by all should be used by employees when they are engaged in a general discussion at work.

TENURE AND PROMOTION

There are two important documents governing promotion and the tenure of faculty members on tenure-earning lines. The first is the University's [*Tenure and Promotion Manual*](#). This document discusses the University's criteria for tenure and promotion (including eligibility) and describes the University's procedures. Individual academic

units (schools, colleges, and departments) may have additional criteria and procedures as well.

The second important document is the *Collective Bargaining Agreement*, informally called the *Contract* or *CBA*. The terms and condition of tenure and promotion are to be found in the *Collective Bargaining Agreement*. This article addresses issues, such as who is eligible for tenure, when one is normally considered for tenure, and how one is recommended for tenure. It also includes a discussion of the procedures to be used in the tenure process. The procedures of individual units cannot be in violation of the University's applicable policies or the *Collective Bargaining Agreement*.

Policy requires that every employee who is eligible for tenure (i.e., on a tenure-track appointment) be given a copy of the tenure criteria, and that each eligible employee be notified annually in writing of his/her progress toward tenure. The progress toward tenure report, which is called an "appraisal," must be included as a separate component of your annual evaluation. Your supervisor is required to inform you of your progress. The purpose of this appraisal is to provide "assistance and counseling" which will help you qualify for tenure. The appraisal is normally done by the immediate supervisor (in most units that would be the department chair). **If you are not tenured but tenure-earning, be sure you obtain an appraisal each year.** These reports are not binding on the University.

Policy also requires a formal review of progress towards tenure during the third year of tenure-track.

A decision to award or deny tenure must take into account annual performance evaluations. You should receive an annual performance evaluation each year (even if you are tenured). See the section on annual employee performance evaluations below. The tenure appraisal and the annual employee performance evaluation are NOT the same thing but they may be contained in the same document. The annual evaluation is just that - an evaluation of that year's work, but a tenure appraisal, and the third-year review, of necessity assesses your progress toward tenure from the time of appointment.

Tenure guarantees annual reappointment (for the academic year) until voluntary resignation, retirement, removal for just cause, or layoff. A tenured faculty member may be terminated (i.e., fired) for "just cause" only. Just cause is defined in the *Collective Bargaining Agreement* and policy as incompetence or misconduct. If a faculty member goes on leave (parental, disability, etc.), the leave time does **not** count towards tenure eligibility unless you and the University agree that it should.

The terms and conditions of promotion and the promotion process are contained in Article 9 of the *Collective Bargaining Agreement*. Beginning with the second year of employment, candidates for promotion may request promotion appraisals annually. The request must be in writing. The appraisal is designed to assess your progress toward promotion and to provide assistance and counseling. It will be included as a separate component of your annual evaluation.

A copy of the *Collective Bargaining Agreement* can be obtained from http://www.fiu.edu/hr/bargaining/PDF/uff_barg%20contract.pdf, and a copy the University's manual, *Tenure and Promotion Policies and Procedures*, from the Office of Academic Budget and Personnel is at <http://academic.fiu.edu/docs/T&P%20Manual%20Final%202007.pdf>

FACULTY ASSIGNMENTS AND EVALUATION

Faculty must be told in writing at the beginning of employment and at the beginning of each year (usually the academic year), what your assignment for the year will be. Most faculty will have assignments in teaching, research, public and/or professional service, and/or University governance. Some will have administrative assignments or assignments in curriculum planning and development. In most units, the assignment is given on a standard form and the assignments may be made in terms of course schedules or time percentages (e.g. 50% teaching, 10% advisement, 30% research, 10% service). Assignments will vary from unit to unit and sometimes from individual to individual. However, tenure-earning faculty who are not already full professors must be given assignments that provide equitable opportunities in relation to others in the department to meet the criteria for promotion and tenure. Your supervisor (chair, dean, or director) must contact you before making your assignment final.

The assignment of responsibilities is important because your annual performance evaluation is based on your assigned duties. Your annual evaluation must be in writing and you have the right to discuss it with your supervisor before it is placed in your evaluation file. The evaluation must be signed and dated by you and by your supervisor. You have the right to attach a concise statement to your annual performance evaluation, and you are entitled to a copy of the evaluation. Your performance evaluations will be included in your tenure and/or promotion file should you be a candidate for either.

The annual performance evaluation is very important because personnel decisions such as tenure, promotion, and raises are based in part on it. Your annual evaluation must be

written within 30 days of the end of the academic year. (For most faculty that would be within 30 days of the end of the Spring term.)

If you teach, your annual performance evaluation will include an evaluation of your teaching. Your student evaluations will be a part of this process, but in addition, you have the right to submit any material relevant to your teaching assignment, e.g., syllabi, course materials, etc. The evaluator must take these items into consideration.

You are also entitled to annual appraisals by your supervisor of your progress toward tenure and promotion. See the [Tenure and Promotion](#) section above.

Assignments and Evaluations are governed by the BOT-UFF bargained policies.

FACULTY EVALUATION FILE

There can be only one file containing documents to be used in the evaluation process (excluding tenure and promotion files), that is the Faculty Evaluation File. The official personnel file, maintained by the Office of Human Resources, is not the file used for tenure, promotion, or salary decisions. Your evaluation file will be housed in your departmental office or your dean's office.

Like student files, faculty evaluation files are confidential. Only individuals authorized by the University or by you can have access to your file. With the exception of student evaluations solicited as part of the regular evaluation procedure, no anonymous material can be placed in your evaluation file. If student comments from routine student evaluations are included in your evaluation file, all student comments obtained from a given course must be included. Neither you nor the Administration can pick and choose.

It is a good idea to examine the contents of your evaluation file periodically, which you have the right to do with reasonable advance notice.

As you can see, the assignment of duties, the annual performance evaluation, and the evaluation file are all closely tied to personnel actions like promotion, tenure, and raises.

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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. See the policy on Separations of Employment at the following web site:

http://www.fiu.edu/hr/bargaining/PDF/uff_barg%20contract.pdf,

TRAVEL AND REIMBURSEMENT POLICIES

Each academic unit has its own policy for allocating travel money. In some units, each faculty member is entitled to a set dollar amount per year; in other units, travel money is allocated on a case-by-case basis. You should check with your chair, director, or dean regarding how travel money is allocated in your unit.

Whenever you plan to travel on University business, a Travel Authorization Request form, commonly called a TAR, must be completed (by you or your secretary) and signed by you and someone with budgetary authority. A TAR is available and completed online: <http://www.fiu.edu/orgs/controller/travel1.htm>. Everyone traveling on University business must fill out a TAR even if he/she or someone else is paying for the trip. Completing the TAR triggers the insurance mechanism to provide coverage while the employee is traveling.

Be sure that you or your secretary has all the information necessary to fill out a TAR. If a TAR form has errors or omissions in it, it will be returned without being processed; this can mean loss of a discount airline fare or a delay in your reimbursement. All anticipated costs should be listed on the TAR; surprise charges like a rental car when none was authorized may not be reimbursed. TARs should be submitted prior to making airline reservations, certainly no later than three days before the trip; it is best to submit them at least two weeks before the trip. Another function of a TAR is to encumber the money; if you turn in a TAR late or after the trip, you run the risk of not being reimbursed because the money has run out.

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 for travel. This is dependent on available funds. You can be reimbursed for airline tickets, car rentals, taxis, tolls, parking, business telephone calls, and even departure tax if you are traveling to/from a foreign country. Receipts must be attached to the travel reimbursement vouchers. You can also be reimbursed for conference fees. There are

limits on some reimbursements, so please go to the this web site for more information:
<http://www.fiu.edu/orgs/controller/travel1.htm> **Be sure to keep your airline ticket coupon and hotel bills and obtain original receipts for taxis, tolls, parking, etc**

To be reimbursed for University travel, submit a Reimbursement Voucher form to the Controller's Office,

The voucher must signed by both you and your supervisor, and in most units, the voucher should go through the dean's office. You will be reimbursed by the University to the limit of State law and your travel allotment.

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.

For more information, call the Controller's Office Travel Section at 305-348-2438.

The University has a contract travel agency with a branch in the Graham Center at University Park. Airline tickets ordered through the contract travel agent will be billed directly to the University and the ticket can be picked up on campus. If you should choose to purchase your ticket directly from another source, you will be required to pay for the ticket personally, and the cost of the ticket must be included with your other expenses in your reimbursement request. The contract travel agency has knowledge of the State airline rates and should be consulted prior to making other arrangements. The University will reimburse you only up to the amount of the airfare on the approved State Contract.

State of Florida Purchasing Card

The University offers employees a [State of Florida Purchasing Card](#) for purchases of small dollar commodities and business related travel expenditures. For more information visit the Purchasing web page at <http://finance.fiu.edu/index.html> or contact Purchasing at 305-348-2161.

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

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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 CBA.

Academic responsibility means that you will be forthright and honest in the pursuit and communication of scientific and scholarly knowledge and that you will respect students as individuals and 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.

CONTRACT AUTHORITY

Only certain University administrators have contract authority. Do not make purchasing commitments without going through the proper channels. If you undertake to order an item in the name of the University without authorization, you may end up having to pay for it yourself.

OFFICE OF RESEARCH AND GRADUATE SCHOOL

The Office of Research and University Graduate School (RUGS) includes the [University Graduate School](#) and the [Office of Research](#). The latter is a service unit dedicated to furthering the University's mission of creating new knowledge through research by assisting faculty, students, and staff in identifying, acquiring, and managing external research resources. In so doing, the Office of Research serves as a tool for professional development and University advancement.

The Office of Research has various components that provide up-to-date knowledge and expertise. These include:

Office of the Vice President for Research and Dean of the University Graduate School

Office of Sponsored Research Administration consisting of Pre-Award and Post-Award

The staff of the **Office of Pre-Award** provides training designed to better acquaint the University community with the tools and resources available to identify opportunities, and prepare a winning proposal according to funding agencies' guidelines. Once the proposal is funded it is delivered to Post-Award.

The **Office of Post-Award** works with the Principal Investigator and his/her staff to monitor the financial aspects of all awards from the initial project set up to the final project close-out. This includes all financial reporting, invoicing and collections along with approvals of various expenditures and budget transfers.

Office of Research Integrity is committed to setting the highest standards of quality research and continued success by developing, implementing, and evaluating operational policies and procedures related to human subject protection, animal welfare, research safety, and research misconduct.

Office of Research Systems and Budget manages the technology and budget, offers on-site training to Colleges/Schools/Departments, allocates the F&A to Colleges, works with PIs and College staff to clear budget exceptions on grants, and facilitates statistical grant related reports as needed by the University community.

Office of Intellectual Property and Technology Transfer is primarily responsible for management of disclosures, inventions and patenting. The Office also manages the evaluation of disclosed technology, through assessment of patentability, economic value, and risk factors that could affect its commercialization. Copyright issues, are primarily handled through the Vice President for Academic Affairs.

OFFICE OF SPONSORED RESEARCH ADMINISTRATION

If you plan to seek outside funding for your research or training projects, be sure to contact the Office of Sponsored Research Administration (OSRA). OSRA acts as a clearinghouse for all University proposals and related incoming grants and contracts. All proposals **must** be approved by OSRA before they can be submitted to the granting agency. See the OSRA policies and procedures in the University Policy Library at <http://policies.fiu.edu/> or on the OSRA website at <http://www.osra.fiu.edu/>.

Some of the areas in which OSRA provides assistance are:

- identification of funding sources
- assistance in proposal preparation
- application forms
- budget preparation
- obtaining funded proposals which can be used as models
- negotiation of contracts and grants
- writing of subcontracts and consulting agreements
- assistance with project problems
- assistance with project renewal and closeout

Using a computerized database, OSRA keeps on file the names and research interests of FIU faculty who want to receive information about current research support opportunities. If you would like to have your information entered in the OSRA database, please contact the OSRA Office of Systems and Budgets for assistance.

OSRA also publishes a quarterly newsletter, which is published on the OSRA website at www.osra.fiu.edu. Funding opportunities are released weekly on the OSRA website.

The Office of Sponsored Research has published an extensive policies and procedures manual, available at <http://www.fiu.edu/~dsrt/policies.htm>. If you plan to apply for any outside contracts or grants, be sure to obtain a copy of this handbook. It discusses a number of important policies related to the administration of contracts and grants. In addition to various federal, state, and University policies, the handbook also contains valuable information on how to write a successful grant or contract.

ANIMAL AND HUMAN SUBJECTS

Any research (whether sponsored or not) involving human or animal subjects must be reviewed and approved by the Institutional Review Board (IRB) or the Institutional Animal Use and Care Committee (IACUC), respectively before the project may be commenced. Please Contact the Office of Research Integrity in the Office of Sponsored Research Administration at 305-348-2494 for procedures relating to IRB and IACUC.

SABBATICALS AND PROFESSIONAL DEVELOPMENT LEAVES

Sabbatical leaves for tenured faculty are available on both competitive and non-competitive basis. Faculty members who do not hold tenure-earning or tenured positions and who have three 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.) These leaves are not automatic. The terms of professional development leaves are described in University rules. http://academic.fiu.edu/docs/budget_personnel_sabbatical.htm.

TAKING UNIVERSITY PROPERTY OFF-CAMPUS

University property can be taken off-campus only by special arrangement. In order to do so, you must fill out a form called Property Control/Authority for University Property to be Used Off- Campus. This form must be signed by your department chair, program director, or dean. You should be able to obtain this form from your dean's office. This

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procedure applies to major items such as personal computers, laboratory equipment, etc.

PARKING

You must have a faculty parking decal to park in the faculty lot. You can obtain a decal by paying the appropriate fee at the Department of Parking and Traffic.

http://www.fiu.edu/docs/parking_information.htm

If you park on campus without a parking decal, you will be ticketed. The University police are certified law enforcement officers; in other words, they are authentic police officers and the tickets they issue cannot be ignored. If you get a ticket that you feel is undeserved, you can appeal it through the University Traffic Appeals Board. Appeal forms are available at the Department of Parking and Traffic on each campus.

One-semester parking decals will be available to adjunct faculty and others who are teaching part time.

UNSAFE CONDITIONS

You should report any unsafe condition on campus to the Director of Environmental and Health Safety and Risk Management. At University Park, this office is located in CSC 152 (305-348-2621); at Biscayne Bay Campus, it is located in SO1 115 (305-919-5225). It is best to make the report in writing. Unsafe conditions include broken fire extinguishers, hazardous waste, smoking in classroom, etc.

EMERGENCY PROCEDURES:

FIRES, ACCIDENTS, THREATENING STUDENTS

In the event of an emergency, call Public Safety (305 348-5911). Public Safety on UP and BBC campuses is open 24 hours a day. If you are on campus at night, you can find emergency phones in all of the elevators. At Biscayne Bay Campus, there are also emergency phones in parking lots and near the swimming pool.

If anyone threatens you physically, call Public Safety immediately; if that person is a student, call Public Safety immediately and the Office of Student Conduct (305 348-3939) as soon as possible. Public Safety will give you assistance while you are on campus.

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The Student Health Clinic is authorized to provide care to students in emergency situations. In life threatening situations, an employee may be transported to the nearest hospital for emergency medical treatment.

FIREARMS

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

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 at <http://compliance.fiu.edu/index.htm> . Faculty must report and accommodations must be made in order to prevent a conflict of interest.

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 and 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.

The University Health Services Center offers anonymous and confidential HIV Testing for students and faculty/staff and also sponsors periodic free tests on-campus performed by the local public health department.

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SUMMARY OF THE COLLECTIVE BARGAINING AGREEMENT

The *Collective Bargaining Agreement* is a labor contract bargained by representatives of the Florida Board of Trustees and representatives of the United Faculty of Florida at FIU, the local faculty union in the Florida State University System. The Agreement contains both management rights and employee rights. The BOT and the UFF also bargained certain significant policies which can be found at this site:

http://www.fiu.edu/hr/bargaining/PDF/uff_barg%20contract.pdf

Please note that the Agreement is enforced by a procedure different from the enforcement of policies. The Agreement and policies constitute some of the most important rules under which the faculty and the administration work. It is essential that you read these documents.

The provisions of the *Collective Bargaining Agreement* and BOT-UFF policies apply to all members of "the bargaining unit." The bargaining unit includes regular faculty (tenure-earning or not) and librarians. Chairpersons, faculty in the College of Law, and the College of Medicine, assistant deans, associate deans, deans, and those with higher-level administrative titles are excluded from the bargaining unit and are subject to other University policies.

Members of the bargaining unit may grieve violations of the *Collective Bargaining Agreement* by following the procedures outlined in Article 10. Alleged violation of bargained policies is reviewed under the Neutral and Internal Resolution of Disputes procedure. A grievant can be represented by the United Faculty of Florida (UFF), by an attorney, or by him/herself. The UFF has an office located in PC 112. <http://www.uff-fiu.org/>

4. Human Resources Benefits and Services

Florida International University (FIU) provides a wide range of benefits and services to faculty. These benefits are described in the *Employee Benefits Handbook* which is available online at the Division of Human Resources webpage at http://hr.fiu.edu/index.php?name=sign-on_regular_faculty. This handbook provides important information concerning various insurance options as well as guidelines for choosing specific plans. It also describes tax-sheltered annuities, savings bonds, retirement programs, and payroll deductions. The following is an overview of items of immediate interest to you.

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RETIREMENT PROGRAMS

Regular faculty may choose between three retirement plans: The Florida Retirement System (FRS) which provides two options 1) FRS Pension Plan and 2) FRS Investment Plan or 3) the State University System Optional Retirement Program (ORP).

Initially, the faculty member is enrolled in the ORP. Under this defined contribution program, the University contributes a percentage of the employee's gross salary. At the employee's election, the contribution will be invested in any of the ORP companies available. At present, participating providers are ING/Aetna, Jefferson National Life, MetLife Resources, TIAA-CREF and AIG. In addition, the employee is able to make a tax-sheltered personal contribution up to the amount of the University's contribution. Currently, the ORP contribution rate is 10.42% of the employee's gross salary. There is no vesting requirement under the ORP program as you qualify for a benefit immediately. All ORP funds are transferable should your employment with the University end.

The FRS Pension Plan, a defined benefit program requires that employees work for a period of six (6) years to be vested (eligible for a benefit). The retirement benefit is based on years of creditable service, age at retirement and the employee's Average Final Compensation, which is based on the five highest years of salary. Regular retirement for the FRS Pension Plan is age sixty two (62) or thirty (30) years of service, whichever comes first. FIU pays for all contributions at a rate of 9.85% of gross salary (subject to change by State Legislature). Under the FRS Pension Plan, the employee is building creditable service. If your employment terminates before you complete the six years of service, you will not be entitled to any monthly benefits.

The FRS Investment Plan, a defined contribution program, requires one (1) year of employment service to qualify for a benefit. FIU contributes 9.85% of gross salary (subject to change by State Legislature). The employee decides how to allocate the contributions in the account among the available investment funds.

The decision to elect from one these plans must be made within ninety (90) days of your effective hire date and the choice is irrevocable. After ninety (90) days, the default option is the FRS Pension Plan.

HEALTH BENEFITS

You have sixty (60) days from your date of hire to select your health insurance carrier. If you fail to do so, you will be required to wait until the annual enrollment period, which

takes place September - October of each year. Changes made during the Open Enrollment period will be effective on January 1st of the following year. New faculty members who want benefits to be effective as of September 1st must complete the required health insurance enrollment forms and pay for the insurance premiums in advance. If premiums are not paid by the established deadline in August, health benefits will be delayed until October 1st. Please make certain of your start date on the insurance before you cancel any prior coverage.

PREPAID COLLEGE TUITION PLAN

Please refer to the University's Employees Benefit Handbook for the specifics on this benefit.

FINANCIAL INSTITUTIONS

Several financial institutions will provide special services to faculty, including direct deposit of payroll checks and loans at competitive rates. The University Credit Union (UCU) serves regular faculty, adjunct faculty, staff, students and graduates of FIU. It is owned by its members and directed by volunteers. Membership is initiated with the completion of a membership application card and a \$5.00 deposit. Credit Union checking accounts have no service charge. UCU has offices at several locations, including University Park and Biscayne Bay Campus. For more information visit <http://www.ucumiami.org/>

Direct deposit services are available from other local financial institutions as well. Contact your financial institution to determine whether it participates in this program. ATM machines are available on both campuses for your convenience.

PAYROLL SIGN-ON PROCEDURES

Regular Faculty

The Division of Human Resources must receive a copy of the offer letter signed by the new faculty member, an Initial Appointment Form and a completed sign-on package approved by the Office of Academic Budget & Personnel before he/she may be placed on the University payroll. Paychecks are issued on a biweekly basis. A faculty member who signs on by mid August will normally receive his/her paycheck by the first pay period of the semester. University Policy requires that all employees participate in the Direct Deposit Program as a condition of employment. Please complete the Direct Deposit Authorization Form included in the sign-on packet and attach a voided personal

check. The sign-on package may be found at <http://www.fiu.edu/hr/signon/Orientationreg.html>. You will need to pick up your first paychecks until your direct deposit has been processed. Paychecks are available for distribution every pay day Friday and every weekday thereafter at the Division of Human Resources, PC 220, University Park or LIB 322, Biscayne Bay Campus, from 8:30am to 5:00pm.

As required by federal law, all new employees must complete an Employment Eligibility Verification Form I-9 within three (3) days of employment. Certain documents are required to complete the I-9 and a list of acceptable documents can be found at <http://www.uscis.gov/files/form/i-9.pdf>.

All new employees must attend the New Employee Experience (NEE) to become familiar with University procedures, as well as to learn about all benefits available to them. During the first two (2) days of employment, all new employees must attend New Employee Experience (new hire orientation). NEE is designed to help new employees understand the University's vision, mission, and values as well as provide information about the resources, benefits, and opportunities associated with employment at FIU. Orientation is held in the Staff Development Center, Room 1144A of the Campus Support Complex and will begin at 8:30 am each day.

Adjunct Faculty

As a new Adjunct Faculty member/Graduate Assistant with FIU, you should be in contact with your hiring department that will be processing your paperwork. In order to be added to the university payroll by the established deadline, you need to complete all the forms located at <http://www.fiu.edu/hr/signon/OrientationAdj.html>. As required by federal law, all new employees must complete an Employment Eligibility Verification Form I-9 within three (3) days of employment. Certain documents are required to complete the I-9 and a list of acceptable documents can be found at <http://www.uscis.gov/files/form/i-9.pdf> Adjunct Faculty and Graduate Assistants should complete the Form I-9 in the presence of a witness within their college or department on the first day of employment.

An Adjunct Faculty member typically receives the first paycheck within four weeks of contract signing. A Graduate Assistant typically receives the first paycheck within two weeks of contract signing.

University Policy requires that all employees participate in the Direct Deposit Program as a condition of employment. Please complete the Direct Deposit Authorization Form

included in the sign-on packet and attach a voided personal check. Your hiring department then forwards the entire packet along with the contract to the Payroll Department within the Division of Human Resources. For Graduate Assistants, the entire packet can be forwarded without the contract, as they are routed separately.

You will need to pick up your first paychecks until your direct deposit is processed. Paychecks are available for distribution every pay day Friday and every weekday thereafter at the Division of Human Resources, PC 220, University Park or LIB 322, Biscayne Bay Campus, from 8:30am to 5:00pm.

SOCIAL SECURITY NUMBER

If you are a non-United States citizen applying for an original Social Security number, the following information will be helpful. You must apply **in person** at one of several Social Security offices. You must bring your foreign birth certificate (if available) OR your passport AND one or more of the following:

1. Alien Registration Receipt Card I-151 or I-551
2. U.S. Immigration Form I-94 (and I-20ID, if applicable), I-181a, I-185, I-186, I-210, or I-586 (if applicable).
3. A letter on University letterhead with an original signature stating that you have been offered employment by the University.

The Social Security Administration information number is 1-800-772-1213. Addresses for all of the local offices can be found in the Government Section of the Greater Miami telephone book under U.S. Government, Social Security Administration, or to find the nearest office by zip code, visit www.socialsecurity.gov/locator.

PANTHERCARD I.D.

The PantherCard I.D. is a computerized card that identifies you as an FIU employee. It contains your photograph, name, ID number, signature, bar code for library use, and a magnetic strip for electronic identification. It can also be used as a debit card for purchases around campus. You may call the Division of Human Resources or ask your department chair about obtaining a memo requesting you be provided an I.D. card. You can obtain a card from the I.D. Office located in the Graham Center at University Park Campus or in the Wolfe University Center at the Biscayne Bay Campus simply by presenting the signed memo.

5. Additional Services and Resources

BLACK EMPLOYEES ASSOCIATION

The Black Employees Association was established to speak to the needs of FIU employees of African descent. Its role is to improve the working environment, to foster esprit de corps, to build partnerships, and to improve the status of people of African descent. For further information, call 305-348-6092. <http://www.fiu.edu/~beafiu/>

CAMPUS RECREATION

Our new Recreation Center is open on our University Park Campus. This truly state-of-the-art facility offers a variety of strength and cardio fitness equipment, group fitness classes (aerobics, yoga, spinning and more), basketball/volleyball courts, locker rooms, a pro shop, and even an Einstein Bros. Bagels. For up to the minute details, membership fees, and other programs and services available to FIU faculty, please see Recreation Services' web site at <http://www.fiu.edu/~camprec/>

CHILDREN'S CREATIVE LEARNING ENTER

The Children's Creative Learning Center at the University Park Campus is an educational preschool serving children 2½ to 6 years of age. The Center is an educational research center for child development providing developmentally appropriate, hands-on experience that encourages each child to work towards his/her maximum potential. Children of students, staff, faculty, alumni, and the community are eligible for enrollment. For more information, visit the website <http://www.fiu.edu/~children> or call 305-348-2143.

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; improve personal and organizational effectiveness; and create a healthier campus community by providing mental health assessment and referral, group development facilitation, and educational and training programs. Assistance may be provided to department heads and supervisors to help deal with workplace issues. To schedule a CONFIDENTIAL appointment or to speak with the OEA Director, call (305) 348-2469, or visit <http://oea.fiu.edu/>

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FACULTY CLUB

The faculty dining room on the University Park campus is located in GC 118. The dining room is open for lunch and tables can be reserved. The dining room also has two small meeting rooms, which can be reserved as well. In order to join the Faculty Club you must pay a \$50.00 per-year fee. This fee also entitles you to bring guests. For more information, call (305) 348-4129 (University Park). Faculty Club reservations are made by calling (305) 348-3059/2297.

THE WOLFE UNIVERSITY CENTER

The Wolfe University Center is the community center on Biscayne Bay Campus for any student, staff, faculty member, or guest. It hosts national and regional conferences and has a variety of meeting spaces available, ranging from an intimate gathering room to a 300-seat auditorium equipped with up-to-date technology. The Center also houses the University Credit Union, ID office, Federal Post Office, the food court, travel agency, campus operator and information desk, fitness center, counter for discount theatre tickets for local and touring Broadway productions, Student Affairs Department, campus bookstore, and a host of other services. Additional information can also be found online at <http://wuc.fiu.edu>. Visit the web page to view Campus Life events, schedule space, and request information to be placed on the grand marquis at the entrance into Biscayne Bay Campus.

FACULTY SENATE

The Faculty Senate is an elected academic policy-recommending body, which addresses faculty concerns in the areas of curriculum and governance. The Senate has a number of standing committees, which help to govern the University. For example, no new course can be offered without the approval of the Curriculum Committee and the Senate; no new graduate program can be launched without the approval the Graduate Council and the Senate. Many of the policies in this handbook originated with the Senate.

The Senate is pleased to consider the concerns and issues of non-Senators. For more information, call 305-348-2141 or visit <http://www.fiu.edu/~fsenate/>

OFFICE OF EQUAL OPPORTUNITY PROGRAMS

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 (305-348-2785)

<http://www.fiu.edu/~eop>

UNITED FACULTY OF FLORIDA-FLORIDA INTERNATIONAL UNIVERSITY

The UFF-FIU, the faculty union, is the certified bargaining agent for faculty in the State University System. The UFF's role is to bargain salaries 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. For more information, call 305-348-3212 and leave your name and number.

6. Legal Concerns

There are a number of legal issues that come up repeatedly at the University. Some of these issues have been addressed elsewhere in the *Faculty Handbook*, but they are important enough to be mentioned again.

PERSONAL LIABILITY

The Office of the General Counsel represents the University and its employees. However, they do not represent a faculty member when he/she is sued individually. Any action you take 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. You 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 the University Personnel Office for information.

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 there. If you do, seek insurance coverage for that property.

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 be familiar with the information in the *Catalog* pertaining to University Core Curriculum, general education requirements, and the major requirements in your discipline. See the section on advisement under [Teaching](#) and visit

<http://www.fiu.edu/orgs/register/catalog/undergraduate/> or
<http://www.fiu.edu/orgs/register/catalog/graduate>

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 certain students preferential treatment. Reasonable accommodation provided to disabled students is not considered preferential treatment. See the discussion of differential treatment in the [Teaching](#) section of this handbook.

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 anger unbecoming a professional. FIU has adopted the AAUP Statement on Professional Responsibility and Conduct.

CLASS ADVISEMENT & RECORDS

It is imperative that you record and maintain class data, such as attendance records (if attendance counts in your classes) and grades. Records and any student work not picked up or returned should be kept for at least one year. Careful records should be maintained of advisement sessions as well. If you inform a student of his/her status regarding requirements, if you agree to accept a course from another institution, etc., you should include that information in the student's file and, when appropriate, in the student's SASS degree audit. Sign and date any changes that you make in the file.

STUDENT RECORDS

The Family Educational Rights and Privacy Act of 1974 (the Buckley Amendment) and various Florida statutes govern the handling of student records.

Without written consent from a student or former student, only official University personnel with a "need to know" can examine a student's records. Parents of dependent students (IRS definition) also have this right. Therefore, it is illegal to post student grades or test results, even by social security number, to give grades 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.

Students and former students are allowed to review any records, files, or documents related directly to them; they are allowed to provide written explanations regarding any information therein, and they must be granted a hearing if they wish to challenge alleged inaccuracies.

RIGHTS & RESPONSIBILITIES OF STUDENTS

Questions of student rights and student misconduct can create serious legal problems. These issues are discussed in the University's *Student Handbook*. You can obtain the handbook from Student Affairs (University Park 305-348-2436, Biscayne Bay Campus 940-5813).

There is a more detailed discussion of this matter in [Section 3](#) of this handbook.

COPYRIGHT VIOLATIONS - THE FAIR USE DOCTRINE

Faculty are urged to read the Fair Use Doctrine in its entirety. You can obtain a copy from the library staff. Copyright violations are often committed unwittingly, but the penalties can, nevertheless, 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 meets the tests of brevity and spontaneity, cumulative effect, and contains notice of copyright. Brevity Items which meet the "brevity" test are: a poem of no more

than two pages and/or less than 250 words; a prose selection of less than 2500 words; a selection of not more than 1000 words or 10% of the piece from a prose work; a single chart, graph, diagram, drawing, cartoon, or picture per book or periodical; or "special" works in which copy and illustration interact to form the message.

Spontaneity - A selection meets the test of spontaneity if the selection is required very soon and there is not time to receive a response for a request.

Cumulative Effect - A selection meets the test for cumulative effect if the copy is made for only one course in the school in which the copies are made, not more than one short selection is copied from the same author (nor more than three from the same collective work during a single class term), and there are no more than nine instances of such multiple copying for one course during a class term.

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) and request permission to duplicate by including the following information:

1. Title, author/editor, and edition of material
2. Exact material to be used, giving page numbers, chapter, and a photocopy of the material
3. Number of copies to be made
4. Use to be made of copied material
5. Form of distribution (classroom, newsletter, etc.)
6. Whether or not material is to be sold
7. Type of reprint (ditto, photocopy, offset, typeset)

Send the request, with a self-addressed, stamped envelope to the permissions department of the publisher. You can find the address in the document itself, *Books in Print*, or *The Literary Marketplace*.

Some material may be in the public domain and have no copyright restrictions. The Register of Copyrights at the Library of Congress, Washington, D.C. 20559 can tell you if a particular work is in the public domain.

Computer software is also protected by copyright law. Before you copy or distribute software that is not explicitly in the public domain, check with University Technology Services.

TURNITIN.COM

The University offers to all faculty this plagiarism detection service for use in their classes. This is a very sophisticated, web-based service to which either you or your students submit electronic files of their assignments. These assignments will be checked by Turnitin.com's vast database and an originality report will be available in a very short period of time, identifying any verbatim text and the source of the verbatim text. Announcements, information, and workshops related to using the service are disseminated and scheduled at the beginning of each semester. If you need the information sooner, please contact the Turnitin Administrator johnsonk@fiu.edu

7. ADJUNCT FACULTY

SIGN-ON PROCEDURES

The sign-on procedures for adjunct faculty are described in the [Human Resources Benefits and Services](#) section of this handbook. You need to consult with your supervisor regarding gaining access to your course roles which are accessed online through our PantherSoft system. You will also be required to submit grades through this system.

OFFICE SPACE, TELEPHONES, AND KEYS

Each department should make some accommodations for adjunct faculty to meet with their students outside of the classroom. Adjunct Faculty are required to keep office hours and it is the University's obligation to see that there is a place in which to meet.

If you are assigned an office, make sure that you have access to the key whenever you are on campus. If the office is shared, you might ask a departmental secretary to keep

the key. If you teach at night and/or on weekends, you may need a key to gain access to the building, your mailbox, the photocopier, etc. Discuss this with your department chair.

You are also entitled to access to a telephone. Ask your chair which phone you may use for work-related calls. You must be able to receive calls as well. There should be a telephone upon which you can receive voice mail or the departmental secretaries should take messages for you.

You should have your own mailbox in which students are able to leave you messages and papers, and in which you are able to leave things for them as well.

OFFICE HOURS

Like all faculty members, you are required by the Florida Board of Governors and University rules to hold regularly scheduled office hours. Note your office hours on your syllabi and make sure that your departmental secretaries have a copy. If you have not been assigned an office, ask your department chair to find suitable space. Some faculty members meet students in the cafeteria during off-hours, although this venue is noisy and public.

UNIVERSITY IDENTIFICATION CARDS

You are entitled to a picture identification card that will be valid for your term of employment. This card is also a library card. The card can be used in the summer, even if you are not teaching, if you are preparing to teach in the Fall semester.

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PARKING FEES

You must have a decal to park on any FIU campus. Parking decals are available at a reduced rate to anyone making less than \$25,000 annually. If you are teaching for only one semester, you can purchase a one-semester parking decal. Whatever your circumstances, be sure to purchase a decal. Failure to do so will result in expensive parking tickets.

FIU E-MAIL ADDRESS

All official communication is done exclusively via FIU E-mail. Every **adjunct** should acquire FIU E-mail address at http://uts.fiu.edu/faculty_desktop_newAccount.php

This is the e-mail address to be listed in the syllabus of every course. Arrangements can be made to have FIU e-mail forwarded to other carriers.

TEACHING

Be sure to read the [Teaching](#) section of this handbook carefully. All of the issues discussed in this section apply to adjunct faculty as well as regular faculty. All of the [Additional Services and Resources](#) discussed in that section are available to you and your students.

SYLLABI

You are required to provide your students with a detailed syllabus. Failure to do so can result in complaints and even grievances. Guidelines for syllabi are contained in the Teaching section of the handbook.

Student evaluations

Be sure that every course you teach is evaluated by the students. This is a Florida Board of Governors rule and there is a standardized form that students must fill out for each course. Your unit may have another form as well. Ask your chair or departmental secretary about the procedures in your unit.

TEXTBOOKS AND PHOTOCOPYING

Teaching without books can be an extraordinary inconvenience, so it is important that you submit your book orders as soon as you know what you will be teaching. In most units, book orders are given to a departmental secretary who forwards them to the bookstore. The FIU Bookstore asks that book orders be made no less than six weeks before the beginning of the term, if possible. Unfortunately, adjuncts are sometimes hired just before the term begins; if this happens to you, ask your department to place a rush order with the bookstore.

Find out what your department's policies are on copying class materials. Some departments limit use of the departmental copy key. If you teach only at night and/or on weekends, you may wish make arrangements to copy materials at this time. Check with the department secretary regarding departmental policy.

At the end of the term

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 chair a copy of your syllabus and copies of your grade rolls. Grade rolls will be available on-line. If a student should file a complaint or if a grading question arises after the semester ends, the department chair may have to deal with the problem without your help. If you have given an incomplete grade (IN), be certain that your department chair 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. Please refer to Section 1, [Teaching](#), subsection [Grades](#).

POLICIES

Many of the policies discussed in [Section 3](#) of this handbook apply to adjuncts, so please read it carefully. Pay special attention to the sections on Student Conduct and Policies, the section on Student Grievances, and the Policy to Prohibit Sexual Harassment. Sexual harassment and student misconduct are especially difficult areas, and both involve detailed procedures.

Be sure you understand the policies and procedures surrounding student misconduct. Instructors have the managerial responsibility to set up controls in their classes to minimize the possibility of academic dishonesty occurring. You must follow the procedures correctly or you may lose the opportunity for you or the University to

discipline a student who has been found to cheat or plagiarize. You can obtain a copy of *The FIU Student Handbook* from the Office of Student Affairs (located at University Park in GC 219, 305-348-2797) or online <http://www.fiu.edu/student.htm>. *The Student Handbook* contains the full text of all policies pertaining to students, including the policies on academic misconduct and sexual harassment.

Students do sometimes file formal grievances against faculty member. It is important that you understand the procedures involved in the grievance process. This, too, is explained in the *Student Handbook*.

CREDIT UNION

Adjunct faculty are eligible to use the services of the University Credit Union once they receive a contract.

8. STUDENT SERVICES

If you have students with special needs or problems, there are a number of services and centers to which you can refer them. These are described below.

http://www.fiu.edu/docs/students_life_services.htm

ORIENTATION AND COMMUTER STUDENT SERVICES

Panther Preview, FIU's orientation program is designed to introduce students and parents to FIU. They also provide various services for commuter students and assists with problems and other concerns. <http://orientation.fiu.edu/>

CAMPUS LIFE

Campus Life at University Park and Biscayne Bay are the departments that organize a myriad of social, cultural, recreational, and educational events such as lecture series, festivals, concerts, etc. Campus Life is always looking for joint partnership opportunities with the faculty to bring and co-sponsor educational programs on campus. There are over 250 student organizations, including Graduate Student Association and Honor Societies, all ready to work with faculty and academic units.

<http://www.fiu.edu/~camplife/>

DEPARTMENT OF HOUSING & RESIDENTIAL LIFE

The department of Housing and Residential Life provides on-campus accommodation for students at both University Park and Biscayne Bay Campuses. A variety of room

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styles are available. *Students interested in housing need to submit an application and deposit, and are encouraged to do so well in advance, as spaces fill up quickly.*

The Housing Office, which handles student agreements, payments, and assignments, is located in the University Park Towers. The Office of Residential Life, located in Panther Hall, coordinates all programs and services provided for residents. These include the living and learning communities, leadership developments opportunities, student programming and organizations, the judicial process, and other initiatives designed to ensure an enjoyable and supportive environment for residents, the living and learning communities are designed living areas for students with similar interests or majors.

Current offerings include F.Y.R.S.T. (First Year Residents Succeeding Together); Honors Place, for students in the Honors College; Leaders in Residence; Music Community, for students in the School of Music; and Wellness Community, for students interested in learning more about healthy lifestyle choices. For more information about Housing and Residential Life, visit their website at <http://www.housing.fiu.edu/>

CAREER SERVICES

Career Services is a centralized operation that provides services, to all students (undergraduate and graduate). The Office offers career counseling for freshman and transfer students, internship/co-op opportunities, and employer networking activities, such as on-campus recruiting, career fairs, employer forums, and résumé referrals. Additionally, the Office teaches soft skills through activities such as business etiquette dinners, a How-to-Network Workshop, and a Dressing-for-Success seminar. To maximize the services available, students and alumni are encouraged to register with Career Services.

Career counselors are available to give classroom presentations on topics such as employability skills, market trends analysis related to careers, and how to prepare for a multi-career work world. The Office also publishes the *Career Handbook*. Their web page, <http://www.fiu.edu/~career/parents/index.htm>, provides career and employment information including on-line workshops, résumé critiques, and advice.

For more information on services, including how to access employer guest speakers, call 305-348-2423 at University Park, or 305-919-5770 at Biscayne Bay Campus, or visit us at GC 230 at University Park or WUC 255at Biscayne Bay Campus.

UNIVERSITY HEALTH SERVICES

University Health Services encompasses the General Medical Clinic, Women’s Health Services Clinic, the Wellness Center, a full-service pharmacy, and the Office of Employee Assistance. Both UP and BBC campuses feature a primary care health clinic open Mondays through Fridays that provides quality, cost-effective, confidential, and professional primary medical care services to registered students for the prevention, diagnosis, and treatment of disease and injury.

The following clinical services are covered by the student health fee and therefore, are free of charge to registered students: routine primary medical care, including office visits with registered nurses and primary care nurse practitioners and physicians; podiatry; family planning counseling. Some of the clinic services available for a nominal charge to registered students include: laboratory tests (blood, urine, and cultures), pap smears, immunizations, and office procedures, such as EKG and respiratory therapy. The Travel Clinic is open to students and faculty/staff by appointment only and features a consultation with a registered nurse and most travel vaccines (nominal charge). All clinical services are strictly confidential. The University also sponsors a low cost group PPO health insurance plan available to all registered students.

The FIU Pharmacy is conveniently located on the first floor of the University Health Services Complex at the UP campus and provides the following services to FIU students, faculty, and staff: prescription and over-the-counter medications, dietary supplements, vitamins, and herbs; feminine hygiene products; first aid supplies; medical equipment; dental products; health and beauty products; sunscreen; aromatherapy; relaxation products; and more. Most types of health insurance plans will be accepted. Call (305)348-2401 for more information.

The Wellness Center has offices on both campuses and provides health promotion services for students, faculty, and staff. Health educators provide guest lectures for FIU academic classes; health workshops for FIU departments, student groups or individual students and employees. The Center features the popular TriFit Fitness Assessment; personal consultations with a Registered Dietitian; and personal consultations on improving fitness, smoking cessation, wellness, stress management, aromatherapy, and sexual health. The Wellness Center sponsors free HIV testing; acupuncture; and mind/body conditioning classes featuring Cloud 9 relaxation room, yoga, meditation, aromatherapy, reflexology, and massage therapy. There is a nominal charge for some student and employee services.

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To request a health presentation for your class, contact the Wellness Center at (305)348-2401, option 5 (at UP) and (305)919-5307 (at BBC).

For clinical appointments, call (305) 348-2401 at UP or (305)919-5620 at BBC.

<http://www.fiu.edu/~health/>

For general departmental information, including times of operation, contact UP 305 34-2401 or BBC 305 919-5620.

In Case of Emergency: Call Public Safety 24/7 at 305 348-5911 (UP) or 305 919-5911 (BBC)

THE COUNSELING AND PSYCHOLOGICAL SERVICES CENTER

The Counseling and Psychological Services Center is composed of licensed therapists. The services provided are confidential and free to all currently registered students. The Center offers individual, group, and couples counseling in a culturally sensitive environment. The Center also provides psychological testing and biofeedback training. Psycho-educational workshops and seminars can be brought to your classrooms on various related topics, such as stress management, relationships, diversity, cults, etc., to enhance the students' emotional well-being. Consultation for faculty and staff regarding concerns about a student is available by phone or in person. Your anonymity can be maintained if preferred. The Center also serves as a training facility to doctoral students in the field of mental health. The Counseling and Psychological Services Center is located at University Park in the University Health Services Complex (305-348-2434) and at Biscayne Bay Campus in Wolfe University Center 320 (305-919-5305).

<http://www.fiu.edu/~psychser/>

DISABILITY RESOURCE CENTER

Students with disabilities should be referred to Disability Resource Center. This office provides students with permanent and temporary disabilities with physical access and classroom accommodation. It can also meet students' special needs for sign language interpreters, readers, note takers, etc. See [Section 3](#) of this handbook for further discussion. You can obtain a *Faculty Handbook on Accommodation of Disabled Students* from this office. The office is located at University Park in GC 190 (305-348-3532) and

on the Biscayne Bay Campus in Wolfe University Center 139 (305-919-5345).

<https://drc.fiu.edu>

UNIVERSITY OMBUDSMAN

The Ombudsman acts as an impartial and confidential agent in assisting students who have encountered problems or conflicts at the University, particularly problems not being adequately addressed through normal channels or those for whom normal processes and procedures cause inordinate delay. Contact: GC 219, (305) 348-2797.

<http://www.fiu.edu/~staffair/ombuds/index.html>

STUDENT CONDUCT & CONFLICT RESOLUTION

The mission of Student Conduct and Conflict Resolution is to promote concepts of respect, civility, fairness, and conflict resolution on campus by enforcing community standards (FIU and Florida policies, federal, state, and local laws) and holding students accountable for their behavior in a fair, yet developmental manner, through the involvement of the campus community and educational development of students.

Misconduct of an academic nature should be directed to the Office of the Provost. Misconduct and complaints that are non-academic should be directed to Student Conduct and Conflict Resolution. This would include behavioral problems arising in the classroom. The Office of Student Conduct and Conflict Resolution also provides the following:

- Workshops for faculty and staff in conjunction with Counseling and Psychological Services on “Dealing with the Disruptive or Troubled Student.”
- Consultancy services for faculty and staff regarding student behavior concerns.
- Background checks for various agencies (Secret Service, FBI, CIA, State Department, DEA, Federal Marshals, Law Enforcement Agencies, Military, Graduate Schools, Law Schools, Dean Certifications, and Florida Bar Examiners).
- Selection and training of judicial board members and hearing officers.
- Admission clearances - the University reserves the right to review the case of any student who has been involved in misconduct prior to admission to determine eligibility for admission.

Please refer to the Student Code of Conduct section in the FIU Student Handbook or check their web page for more information regarding processes and procedures.

Student Conduct and Conflict Resolution is located at University Park in GC 331, 305-348-3939, <http://www.fiu.edu/~sccr>

MULTICULTURAL PROGRAMS & SERVICES

The **Office of Multicultural Programs and Services (MPAS)** provides numerous services and programs to students, including access to our Computer Lab, free tutorials, cultural events, scholarship programs, workshops, referral systems, and leadership mentoring. Contact GC 216 in University Park at (305) 348-6425, and WUC 253 at Biscayne Bay Campus at (305) 919-5817. <http://mpas.fiu.edu/>

Student Support Services (SSSP) is part of the TRIO family of Special Programs for students from disadvantaged backgrounds. SSSP is a federally-funded program aimed at increasing the retention and graduation rates for college students who are first-generation, low income, or students referred by disability services until they earn their baccalaureate degree. Contact GC 265 in University Park at (305) 348-6425 and WUC 253 at Biscayne Bay Campus at (305) 919-5817. <http://www.fiu.edu/~sssp/>

ENGLISH LANGUAGE INSTITUTE

The English Language Institute teaches English to non-native speakers. Its courses are not regular University courses; they do not carry credit and fees are not tied to the University tuition schedule. The ELI does not follow the FIU academic calendar and most of its students are not regular FIU students. However, FIU students can attend classes at the ELI, and they will receive a 30% discount in tuition. You can obtain more information by calling 305-348-2222 or visiting the ELI website at <http://www.eli.fiu.edu/>

UNIVERSITY LEARNING CENTER

Students who need help with reading and writing skills should be sent to the University Learning Center. Please see [Section 3](#) of this handbook. The University Learning Center is located in GL 153 (305-348-2840) and ACI 160 (305-919-5927).

VOLUNTEER ACTION CENTER

This center is the main office for student volunteer activities on campus. The Center also coordinates service-learning opportunities for academic classes. Contact the Center in GC 340 at (305) 348-2149 or WUC 257 on Biscayne Bay Campus at (305) 919-5360.

VICTIM ADVOCACY CENTER

The Victim Advocacy Center is a crisis intervention center for any student, staff member, faculty member, or University visitor (male or female) who has been abused or victimized in any way, including sexual assault, domestic violence, stalking, assault and battery, etc. Victim Advocates are available 24 hours a day to provide support and assistance and can be reached at the Center's 24-Hour Support & Information Line (305)348-3000. The Center also offers crisis counseling, information and referral, advocacy, and educational programs. All services are offered in English and Spanish and are free-of-charge and confidential. The Victim Advocacy Center is located in the University Health Services Complex, (305) 348-1215 and WUC 325, Hotline 348-3000. <http://www.fiu.edu/~victimad/>

THE WOMEN'S CENTER

The Women's Center in the Division of Student Affairs provides women with programs and services related to their intellectual, professional, social, and emotional growth. The Women's Center coordinates the Mentoring Partnerships Program, publishes the Muse newsletter, and organizes annual programs to commemorate Women's History Month, National Girls and Women in Sports day, and Take Our Daughter to Work day, along with other special events. Its offices at University Park and Biscayne Bay Campus house lending Libraries and provide space for club meetings. The Women's Center serves as a clearinghouse of information by directing women to appropriate resources within the University and the larger community. The University Park office can be reached at (305) 348-3692 or via email to women@fiu.edu. The Biscayne Bay Campus office number is (305) 919-5359. Their website is <http://www.fiu.edu/~women/>

CENTER FOR LEADERSHIP AND SERVICE

The Center provides students with developmental and experiential learning opportunities, which will foster leadership grounded in values and moral purpose. Contact GC 316 at (305) 348-1402. <http://www.fiu.edu/~leaders/>

STUDENT MEDIA

The Beacon, a student newspaper, is an editorially independent publication produced by students and distributed free-of-charge. Contact **The Beacon** in GC 210 at (305) 348-2709 or in WUC 124 on Biscayne Bay Campus at (305) 919-4722, <http://www.beaconnewspaper.com/>

WRGP Radio is FIU's student operated radio station at FM 88.1. Contact WRGP in GC 319 at (305) 348-3071, <http://wrgp.fiu.edu>