

FLORIDA INTERNATIONAL UNIVERSITY
COLLEGE OF ARTS AND SCIENCES



ADJUNCT HANDBOOK

HANDBOOK FOR

ADJUNCT FACULTY

COLLEGE OF ARTS AND SCIENCES

TABLE OF CONTENTS

CONTRACTS AND SIGNING ON PROCEDURES.....3
Identification Cards.....3
Parking Decals.....4

EQUITABLE TREATMENT OF STUDENTS.....4
Students with Disabilities.....4
Policy Against Sexual Harassment.....4
Policy on Religious Holy Days.....5
Conflict of Interest.....6

TEACHING / COURSE INFORMATION.....6
Panthersoft.....6
Instructor Schedule.....6
Class Roster.....6
Syllabus.....7
Meeting Class.....8
Office Hours.....9
Attendance.....9
Adding/Dropping Courses.....10
Final Examinations.....10
Tuition Surcharge Policy.....10
Obtaining Desk Copies.....11
Ordering text books and photocopying.....11
Advising Students.....11

GRADES.....11
Grading Options.....13
Grading System.....14
Entering Grades.....14
Changing Grades.....15
Posting Grades.....15

SAVING INSTRUCTIONAL RECORDS.....	15
<i>Returning Student Work.....</i>	<i>16</i>
STUDENT EVALUATIONS.....	16
TEACHING MATERIALS AND FACILITIES.....	16
<i>Getting Multiple Choice Exams Graded.....</i>	<i>16</i>
<i>Duplication of Instructional Materials.....</i>	<i>17</i>
<i>Media Services (Equipment).....</i>	<i>17</i>
<i>Library Reserve Materials.....</i>	<i>17</i>
COMPUTER SERVICES.....	17
UNIVERSITY TECHNOLOGY SERVICES.....	18
<i>The Studio of Digital Arts (SoDA).....</i>	<i>19</i>
REFERRAL SERVICES AVAILABLE TO STUDENTS.....	19
<i>The Learning Center.....</i>	<i>19</i>
<i>Assistance for Academic Achievement.....</i>	<i>20</i>
<i>The Counseling Center.....</i>	<i>20</i>
<i>Victim Advocacy Center.....</i>	<i>21</i>
ACADEMY FOR THE ART OF TEACHING.....	21
STUDENT RIGHTS AND CONDUCT.....	21
<i>Student Rights.....</i>	<i>22</i>
<i>Student Conduct Code.....</i>	<i>22</i>
<i>Academic Misconduct.....</i>	<i>22</i>
STUDENT GRIEVANCES.....	24
EMERGENCIES.....	25
GENERAL INFORMATION.....	25
<i>Credit Union.....</i>	<i>25</i>
<i>Additional Resources.....</i>	<i>25</i>

CONTRACTS AND SIGNING ON PROCEDURES

As required by federal statute, Florida International University employs only individuals who are eligible for employment. **Before accepting employment, the prospective employee should ensure that s/he is eligible to work in the United States.** If the prospective employee has any questions about his/her eligibility for employment, s/he should contact an immigration attorney, the University Counsel, International Student Scholar Services, or the Office of Human Resources prior to accepting employment.

Upon accepting employment at Florida International University, new adjunct faculty need to sign on, the process that precedes the creation of a contract. The sign on takes place in the department of employment and needs to be done only the first semester of employment. Each department has designated employees who will assist adjunct faculty with the procedure. Adjunct faculty who will be teaching at the Biscayne Bay Campus may complete the sign on at the Dean's Office there. The sign on must be completed before the first class meeting.

As part of the sign on procedure, the employee must provide the following documents:

1. a resume or *curriculum vitae*
2. an official transcript of the university awarding the highest degree
3. acceptable documentation required to complete the I-9 form.

After the sign on is completed, a contract will be created. Upon receiving the contract, the adjunct professor should review it carefully and ensure that the information contained in it is correct. The process of generating the first paycheck for the employee cannot proceed until the University has a signed contract. Once the adjunct faculty has signed the contract, it should be returned to the department so that it can be forwarded to the Dean's Office, which, in turn, sends it to other university offices for the continuation of its processing.

Adjunct faculty can expect to receive their first paycheck about 4-6 weeks after the Dean's Office receives the signed contract. Thereafter, the employee will receive a paycheck every 2 weeks. Federal income tax, but not social security taxes, will be deducted from the paychecks. Adjunct faculty may contact payroll to have their checks deposited directly to their bank account.

On alternate Fridays, paychecks are sent to the hiring department where they are distributed by the staff. Adjunct faculty should discuss with the departmental staff the procedures to distribute paychecks.

Identification Cards

Adjunct faculty are eligible to receive a university ID card, which can also be used to check books out of the library. The PantherCard I.D. office is located in the Graham Center and at the

Wolfe University Center. The PantherCard is activated for access to services and programs at all FIU campuses. It serves as a debit card for on-campus transactions at the Faculty Club, Game Room, cafeterias, Gracie's Grill (University Park), bookstores, cashiers, TicketMaster (University Park), vending machines, Parking and Traffic, health centers, convenience stores, Pollo Tropical, Java City, computer stores, copy centers, and Panther Hall laundry machines.

Parking Decals

You must have a decal to park on any FIU campus. You can obtain a decal by paying the appropriate fee at the Department of Public Safety. 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 Public Safety on each campus.

Parking decals are available at a reduced rate to anyone making less than \$25,000 annually, as an FIU employee. 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.

EQUITABLE TREATMENT OF STUDENTS

Faculty should treat all their students equitably and not show preference by letting some turn in assignments late or not having to make up missed work. Faculty should be sensitive to students' sensibilities and treat their students with the respect they deserve.

Students with Disabilities

Florida International University is an equal access institution and, as such, provides reasonable accommodations to students who have registered with the Office of Disability Services (*UP: GC 190; BBC: SC 260*). The staff of the Office of Disability Services will assist faculty in determining the accommodation that must be provided and then in providing it to the disabled students.

Policy Against Sexual Harassment

The University takes allegations of sexual harassment very seriously. FIU requires that **all employees**—faculty and staff—participate in the training workshops on sexual harassment awareness and prevention provided by the Office of Equal Opportunity Programs. FIU's policy 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.

This policy 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 policy 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 an immediate conflict of interest according to the University's Sexual Harassment policy, 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). <http://www.fiu.edu/orgs/diversity/publications/EOPSexH.pdf>

Policy on Religious Holy Days

Faculty who wish to observe a holy day that is not part of the State of Florida holidays need to make arrangements to have a colleague take over the class. Students who wish to observe such a holiday must be excused from class without penalty. The Provost makes available a list of some of these days, and so faculty should avoid scheduling important exams on those days.

Conflict of Interest

Having family members as students in their classes poses a conflict of interest to faculty. Instructors should consult their chairpersons about the rules governing this issue.

TEACHING / COURSE INFORMATION

Adjunct faculty teaching for the first time at FIU should discuss with the department chairperson issues relating to course content, book orders, office location, office hours, and the like. The instructor needs to be provided with specific information about the course, such as what level of preparation students come to the course with and how the course fits into the university/departmental curriculum. In addition, the instructor needs to have that semester's key dates (e.g., beginning and end dates of the semester, holidays, last day to drop/add, last day to drop with a grade of DR, exam week).

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 payroll systems. For complete information, visit the Panthersoft web site at <http://panthersoft.fiu.edu>

Instructor Schedule

To view your instructor schedule, please visit http://panthersoft.fiu.edu/train_guides2.htm for instructions. We have also included these instructions at the end of this Handbook in Appendix A.

Class Roster

Faculty may 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/train_guides2.htm. We have also included these instructions at the end of this Handbook in Appendix B.

Syllabus

Students need to know what is expected of them in a course so that they may make a rational decision about their schedules during the first week of the semester. All instructors of record are required to provide students with a printed or published on-line syllabus for any course in which students receive academic credit and for non-credit courses required for a degree or academic certificate.

Students should receive or have access to the course syllabus no later than the first class meeting for lecture and lab courses, not later than the first day of the semester for on-line courses, and not later than the end of the first week of the semester for internships, practicum, independent study, readings, or any other courses. Exceptions to the time constraints of this policy may be made on a case-by-case basis by department chairpersons or school directors when instructors are assigned in an untimely manner.

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

Most student grievances occur as a result of the faculty not having syllabi or not providing sufficient information in the syllabi. Each course syllabus must contain the following information:

1. The name of the course, course and section numbers, course description, course objectives and learning outcomes, prerequisites and co-requisites (if any), and semester and year offered;
2. The instructor's name, telephone number, e-mail address, department or school, office location and office hours;
3. Required purchases including texts, lab supplies, artistic supplies, professional and ancillary items;
4. A tentative outline that includes major topics, anticipated dates of assignments, performances, artistic submissions, and/or examinations;
5. Performance measures that will be considered for evaluation in awarding final grades;
6. Any policies of the instructor and/or department that may impact a student's enrollment or final grade. All instructors should explicitly state their policies regarding cheating and

plagiarism. Students found cheating or plagiarizing in class will be subject to disciplinary action in accordance with the Student Handbook.

7. Grading standards to be used in calculating final grades;
8. Attendance standards, if required.

The more information the instructor can provide the students early in the semester about the expectation s/he has of students' performance, the better the students will be able to make a decision about their chance of success in the class. Instructors are encouraged to include the following in course syllabi:

1. The University drop date;
2. Instructor's policy on make-up examinations, assignments or performance measures;
3. Recommended purchases including supplemental texts, lab supplies, artistic supplies, professional and ancillary items;
4. The University's Code of Academic Integrity;
5. Reference to University policies on academic misconduct, sexual harassment, religious holy days, and information on services for students with disabilities.

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

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

Meeting Class

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.

Classes are scheduled to meet for a prescribed period of time (generally, 1 hour and 15 minutes twice a week or 2 hours and 45 minutes once a week; lab courses last longer). Faculty are

expected to use the entire class period and must meet classes in the room that they have been assigned.

Faculty must notify the chair if there is a schedule variation such as:

- 1) the class will not meet in the assigned classroom and will meet elsewhere
- 2) the class session is cancelled by the professor
- 3) the professor must schedule a make-up session of the class.

Adjunct faculty should never hire someone else to teach the courses for which they have been contracted.

Should the faculty member need to change the classroom, s/he should notify the appropriate departmental staff who will contact Space and Scheduling to arrange for an alternate room. Faculty should remember that changing classrooms during the peak class periods is extremely difficult and should request to do so sparingly.

Office Hours

Faculty are required to have hours available to meet with their students. All faculty must inform their students and the departmental staff the times when they will be available to meet with students.

Adjunct faculty should discuss with the department chairperson the place where they can meet with their students for office hours.

Attendance

The University does not have a policy on attendance. Faculty must describe on the syllabus their policy on attendance if it affects the determination of the final grade.

Faculty receive several copies of the class roll throughout the semester. Faculty must ensure that only those students whose names appear on the roll attend class. Students whose names do not appear on the roll should be referred to the Registrar's Office and should not be allowed to continue attending class until the registration problem is solved.

In courses where the grading option is optional (i.e., students may enroll for either a letter grade or for a pass/fail grade), the instructor should announce to each student the option for which s/he is enrolled. Many problems arise because the students believe that they are enrolled for one option when, in fact, they are enrolled for the other option.

Students must pay tuition and receive a grade (even a DR grade) for any course not dropped by the end of the Drop/Add period (usually the first Saturday of the term; the *Schedule of Classes* provides the exact date for each semester).

Adding/Dropping Courses

During the first week of class, students may freely add or drop a course (the former, of course, if seats are available). If the course is full, the instructor has the option to allow additional students into the course, provided there are sufficient chairs for all the students.

Each department has its own policy on allowing students to receive an override into a course; please discuss the department's policy with the chairperson.

During the second and third week of the semester, the instructor may allow students into the course. Students must have the instructor sign an add/drop form and take it to the department so that a staff member can stamp it before turning it in to the Registrar's Office. Faculty may allow students to enroll during the fourth week of the semester; this request, however, must be accompanied by a letter of explanation as to the reason the student is adding the course so late in the semester. The letter must be approved by the Associate Dean for Curriculum and Advisement before being forwarded to the Registrar's Office.

Students may drop a course any time until the eighth week of the semester, but will be awarded a DR grade, which is not calculated as part of their grade point average.

Final Examinations

The University's final exam schedule for the Fall and Spring Semesters is established by the Registrar and is printed in the introductory pages of the *Schedule of Classes*. **The schedule must be followed: instructors do not have the prerogative of rescheduling final exams.** Permission to vary from the printed schedule requires approval of the Associate Dean for Curriculum and Advisement. During the last week of classes, no final exams may be given; however, faculty may give quizzes or exams that are not comprehensive. All questions regarding final exam schedule and/or conflicts are to be referred to the Associate Dean for Curriculum and Advisement.

During the Summer Term, there is no official final exam schedule; final exams may be given either the last or the next-to-last class meeting.

Tuition Surcharge Policy

In light of the policy of tuition surcharge, faculty must be particularly careful in providing information about the course before the end of the first week. A student who repeats a course twice and enrolls for it a third time must pay a quite hefty tuition surcharge. The State defines repeating a course as re-taking a course which will appear on the transcript (i.e., the student has earned a grade, a DR, or a WI) because the student has paid for it. Thus, faculty must ensure that students are familiar with the expectations they have so that the students can make an accurate assessment of their ability to pass the course.

The students may appeal exemption from this surcharge by completing an "Appeal of Repeat Course Surcharge" form available at the Registrar's Office (*UP: PC 130; BBC: ACI 100*).

Obtaining Desk Copies

Textbooks are usually ordered through the University Bookstore 10 to 12 weeks prior to the beginning of the semester. A "Textbook Order" form is used for this purpose.

Faculty can obtain desk copies of textbooks they are using. The departmental staff can assist the faculty in acquiring them.

Ordering text books 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. Unfortunately, adjuncts are sometimes hired just before the term begins; if this happens to you, ask your secretary 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.

Advising Students

From time to time, students will be asking you questions about requirements for graduation and the like. It is extremely important that any information that we provide students be accurate. If you have any doubt about your knowledge of University rules and regulations, you should direct the student to the advisor of their major (or to Undergraduate Studies if the student is a freshman or sophomore and has not declared a major) so that the student can be given correct information.

Adjuncts are not expected to be extremely knowledgeable about all the requirements for graduation. One of the biggest problems we have is students being given inaccurate information about requirements for the major. If you don't know, just say so, and direct the student to someone who can assist him/her.

The Psychology Advising Office is located in DM 266. Students can call 305-348-2868 to schedule an appointment. Students are advised to stop by the Advising office to pick up a copy of the "Psychology Major's Handbook" to assist them in planning their courses.

GRADES

The culmination of the activities of a course is the awarding of grades. Faculty must take this responsibility very seriously and carefully calculate the grades that students have earned. In determining the grades, faculty must abide by the statements made on the syllabus distributed to the students.

Until the end of the eighth week of the semester, students can drop a course and receive an DR grade. Faculty are encouraged to award grades to the students prior to that date so that the students can use that information in determining whether to drop the course or not. If students have not been awarded any grades prior to that date, they will not have the necessary information needed to make that decision. The *Schedule of Courses* booklet lists the last day to drop a course for each semester.

Be sure that you understand the University grading system. The definition of each grade and the number of points it earns is explained below under *Grading Options*. 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 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 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 recommended that you draw up a contract containing a firm deadline with the student. 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.

Students who are graduating are under special time constraints. 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 at <http://www.fiu.edu/~register/academiccalendaranddeadlines.html>. 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 F. If there is a registration error, the F will prompt the student to contact the Registrar; if the student enrolled but never attended, the student has (unfortunately) earned the F. **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 YOU AND YOUR STUDENTS UNDERSTAND THAT a C- IS NOT a C. 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- will not do. 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.

As an adjunct, you must photocopy your grade book and your syllabi and leave the copies with your department chair at the end of the semester.

Grading Options

The department determines which grading option a course has. The University has 3 grading options:

1. letter grade only

only a letter grade (A, B, C, D, F with the + or -) may be awarded

2. pass/fail

only a P or F may be awarded

3. optional (letter grade or pass/fail)

student chooses whether to be awarded a letter grade or a P/F; to avoid problems, faculty teaching in courses with this grading option should inform the students the option for which they have registered.

Adjunct faculty should consult the department chairperson about the applicable grading option for the course(s) they are teaching.

Grading System

The University has adopted the following grade definition:

GRADES	DEFINITION	GRADE POINTS
A	Excellent	4.00
A-	3.67	
B+	3.33	
B	Good	3.00
B-	2.67	
C+	2.33	
C	Average	2.00
C-	1.67	
D+	1.33	
D	Poor	1.00
D-	0.67	
F	Failure	0.00

P* Pass (Satisfactory) N/A

IN‡ Incomplete N/A

* Pass (P) indicates that the student met the requirements of the course. This grade can be assigned only in following courses:

- 1) those designated as having pass/fail grading option
- 2) those with optional grading when the student has chosen pass/fail option.

(Note: Many programs require all courses in the student's major to have a letter grade.)

Some departments stipulate that a Pass grade must be the equivalent of a C grade or higher. Adjunct faculty should discuss with the department chair the departmental policy.

‡ Incomplete (IN) is a temporary grade symbol given **because the course work was not completed because of serious interruption not caused by the student's own negligence.** Genuine reasons with little room for doubt should be required when awarding an IN grade. It is inequitable to permit some students and not others extra time to complete projects or assignments. **The student must not register again for the course to make up the incomplete.**

Entering Grades

Final Grades are entered into the PantherSoft system. Please visit http://panthersoft.fiu.edu/train_guides2.htm for instructions. We have also placed these instructions at the end of this Handbook in Appendix C.

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.

If a student files a grievance against an adjunct (or former regular faculty member) who cannot be reached by the University, the department chair has the right to change a disputed grade.

Posting Grades

Federal laws protect students' privacy. Therefore, posting grades in a manner which identifies the students is illegal. This includes posting grades using the student's social security number or any other means through which the student can be identified.

The office staff cannot divulge students' grades over the telephone, so faculty should not ask students to call the office to obtain their grades. If students wish to be informed of their grades prior to the official posting by the University, they should make arrangements with the instructor to be informed of the grades (e.g., give faculty a post card). Students should also make arrangements to have their final exams or projects returned. The departmental staff cannot be made responsible for distributing that work, nor can students' work be left outside the office for students to pick up.

A couple of days after the last day to turn in the grades (exact date is published each semester in the *Schedule of Classes*), students can access their grades either over the telephone or through the University web page.

SAVING INSTRUCTIONAL RECORDS

Chairpersons are called upon to adjudicate cases involving grievances between faculty and students. Frequently, resolving a grievance is hampered, if not made impossible, by the absence of complete records. Without syllabi, course descriptions, examinations, and graderecords, evaluating a grievance becomes an exercise in intuition and guesswork. The problem is even more acute when the grievance involves adjunct faculty, some of whom may no longer be employed by the department when the grievance surfaces. For these reasons, the following policies were adopted:

1. All faculty must turn in a copy of the syllabi to the chairperson.
2. Faculty are required to save for at least one semester:
 - a) copies of examinations

b) all work produced by students that was not returned.

Adjunct faculty must discuss with the chairperson the departmental policy on turning in copies of grade books.

Returning Student Work

Returning assignments to students after the semester ends poses a variety of challenges. Again, to protect student's privacy, assignments should not be left out in boxes in a public place like the departmental office or a hallway. If students wish to have their assignments returned, they should provide the instructor with a self-addressed stamped envelope.

STUDENT EVALUATIONS

Students must evaluate every course they take. The Board of Regents has created a questionnaire that students must complete. The results (as expressed in percentages) of 8 of the questions become public record and are published. Faculty should read carefully the results of the evaluations to ascertain how their students perceive their teaching and use the results as a tool for improving it.

Each department administers the evaluations differently, but all departments must observe the following guidelines:

1. Faculty member must not be present while students are filling out the evaluations.
2. The evaluation must not be done on a day when an exam is scheduled.
3. Faculty must allow for adequate time for students to complete the evaluation.
4. Faculty have no access to the evaluations or the result of the evaluations until after they turn in the grades.
5. Evaluations are anonymous; faculty cannot retaliate against students they suspect gave him/her a bad evaluation.

Adjunct faculty should discuss with the staff the procedures to distribute student evaluations.

TEACHING MATERIALS AND FACILITIES

Getting Multiple Choice Exams Graded

Multiple choice exams may be scored electronically by IRM computer operations located in the following locations:

Location: UP PC 436

Phone: 305-348-2221
Secondary Location: BBC ACI 293
Secondary Phone: 305-919-5600

When you drop off your exams you will need to fill out two scantrons (1 indicating instructor's name; 1 with answer key). In addition, instructors need to fill out the "Optical Scanning Request Form" (an example can be found in Appendix D of this Handbook). Copies of this form may be obtained from PC 436 at UP and ACI 293 at BBC. You will need instruction from IRM staff the first time you request scanning for filling out the 2 face sheets. Exam grades are usually completed within 24 hours and can be emailed or picked up at PC 436 at UP and ACI 293 at BBC. Also, please remember that your exam grades will not be released to you unless you have the yellow copy of the NCS "Optical Scanning Request Form" or a picture ID.

Duplication of Instructional Materials: Each department has its own policy on duplication of course materials. Early submission offers the best opportunity for efficient service.

Adjunct faculty should consult with the departmental staff on the policy governing the reproduction of materials.

Laboratory supplies must be ordered by the department.

Media Services (Equipment): Most classrooms are now equipped with an overhead projector, a TV monitor, and video cassette player. Faculty who are teaching WebCT (i.e., web assisted courses) or who want to request an electronic classroom should inform their department. Faculty that need other equipment should contact Media Services (UP: GL 177 Phone: 348-2815; BBC: ACI 193 Phone: 919 -5741). Additional information can be found at <http://uts.fiu.edu>.

Faculty who wish to rent or purchase materials must obtain approval for this expenditure from the department chairperson.

Library Reserve Materials: Library materials or personal copies of materials may be placed on reserve in the Library. Faculty must be careful of copyright regulations when using copied materials. To place an item in the Reserve Collection, faculty must contact the Reserve Desk (UP: GL 294 Phone: 348-2452; BBC: LIB 106 Phone: 919-5718) or may download the form found at the following URL: http://library.fiu.edu/files/libraryforms/course_reserves.cfm.

COMPUTER SERVICES

All faculty are eligible to obtain an e-mail address through the University. By logging in at <http://uts.fiu.edu/index.cfm?action=emailfac> one can complete the form to establish an account.

Faculty should take advantage of this service to communicate with students. Faculty can also have their own web page and put their syllabi and other course materials on the web.

There are computer labs available throughout the campuses free of charge to students, so faculty can require students to complete assignments on the computer even though the students may not own one.

In using the office computers for corresponding through e-mail, for surfing the Internet, or for assigning class work, faculty must remember that they are using University property and should use it in a manner that abides by University rules and regulations.

UNIVERSITY TECHNOLOGY SERVICES

What central technology resources / assistance are available to me?

University Technology Services (UTS)

(305) 348-2284; UP PC 330; uts@fiu.edu; <http://uts.fiu.edu>

YOUR “ONE-STOP” FOR TECHNOLOGY

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:** Round-the-clock, one-stop Help Desk for technology support; self-service web site including technology Knowledge Base. Tel. 305-348-2284 or visit <http://remedyweb.fiu.edu/arsys/apps/en/helpdesk.fiu.edu/RSMweb/login.jsp>
- **User Account Management (UAM):** web accessible FIU E-mail accounts; NT workgroup networking accounts for file sharing; Solix/Unix computing and web site accounts. <http://uts.fiu.edu/index.cfm?action=faculty> or <http://uts.fiu.edu/index.cfm?action=facformlist>
- **Networking / Connectivity Services: High-bandwidth and robust campus network infrastructure;** Off-campus PPP dial-up to FIUnet University network & Internet (<http://uts.fiu.edu/index.cfm?action=dialupfac>); and SBC Yahoo dial-up ISP services (<http://promo.sbcglobal.net/fiu>) ; wireless connectivity in key locations (<http://uts.fiu.edu/index.cfm?action=wirelessfac>).
- **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/index.cfm?action=intro> and <http://uts.fiu.edu/index.cfm?action=softfacdown>
- **Media Equipment 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/index.cfm?action=mediafac>
- **Broadcast Video Production:** Technical, creative, and professional services in the production of video, audio, and multimedia programs for instruction, research, general information, and training purposes. <http://uts.fiu.edu/index.cfm?action=videofac>

- **Instructional Design:** Instructional design services are available on a one-to-one basis and tailored to your individual needs-- seek focused assistance in specific areas; or, collaborate in the design or redesign of a course from start to finish.
http://uts.fiu.edu/index.cfm?action=inst_design
- **Instructional Photography & Graphics:** Photographic and graphic design services for instructional, research, promotional, and presentation purposes.
<http://uts.fiu.edu/index.cfm?action=photofac>
- **UTS Training Center:** Hands-on technology training for faculty and staff: MS-Office, MS-Windows, Lotus Notes, web design, etc. http://uts.fiu.edu/index.cfm?action=train_splash
- **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/index.cfm?action=labfac>
- **WebCT Support:** web-assisted courses--instructional design and operation.
http://uts.fiu.edu/index.cfm?action=webct_general_info
- **Hardware Maintenance:** On-campus repair and maintenance of personal computers and peripherals. <http://uts.fiu.edu/index.cfm?action=hardware>

The Studio of Digital Arts (SoDA)

The Studio of Digital Arts provides services such as creating interactive CDs/presentations, motion graphics/animations, video production, web programming, and website design. Do you have a web project that you need help developing? Want to add some life to your next presentation? SoDA has an experienced team of web designers and graphic artists to assist. For more information, <http://soda.fiu.edu>

REFERRAL SERVICES AVAILABLE TO STUDENTS

Students are sometimes not as well prepared for the rigors of university-level work as faculty expect. For this reason, the University has a variety of places where faculty can refer students for more assistance. All the services described below are free to the students.

The Learning Center

The Learning Center, under the auspices of Undergraduate Studies, services students through its writing, reading, and math labs. Faculty can refer the students for a specific problem, or students can attend on their own. In addition to the specific services listed below, the Center offers workshops to assist students with study skills, time management, note taking, speed reading, and other personal learning skills.

The Learning Center is located at *UP: PC 247* (305) 348-2180 and *BBC: ACI 160* (305) 919-5927, and its web site is found at <http://learningcenter.fiu.edu/>.

Writing Lab

The Writing Lab provides tutoring service to help students with their writing. The Writing Lab tutors students in all matters of composition including grammar, organization, style, spelling, punctuation, and scholarly apparatus (footnotes, bibliography, etc.). The Lab, by policy, does not edit or write students papers.

The Reading Lab

The Reading Lab works with students who need to improve their reading skills, particularly in the area of critical comprehension and interpretation. Appointments can be made for individual assistance, workshops, and independent computer-assisted reading programs.

Mathematics Lab

The Lab provides support to students enrolled in mathematics and statistics courses and in those courses with a mathematics or statistics component.

Assistance for Academic Achievement

Housed in Multicultural Programs and Services, the Assistance for Academic Achievement program is a free tutorial service. Assistance is offered with homework assignments, ongoing class work, mid-terms, and finals in the following areas: math, statistics, science, language arts, and other subject areas based on demand and tutor availability. Tutoring is available five days a week (*UP: GC 331A; BBC: WUC 253*) and its web site can be found at <http://www.fiu.edu/~mpas>

The Counseling Center

The Center has a number of licensed psychologists to assist students free of charge. When a student discusses with a faculty member a personal problem that requires more expertise than the faculty has, s/he should be made aware of the existence of the Center and be recommended to seek its services. Students cannot be forced to seek counseling at the Center, nor can the faculty retaliate if a student chooses not to seek assistance. Since the Center must guard the student's privacy, it will not divulge any information about a student's visit to it. The Center is located at *UP: UHSC 270* and *BBC: WUC 320*; its web site is at the following address: <http://www.fiu.edu/~psychser/>.

Victim Advocacy Center

- The Victim Advocacy Center provides free and confidential consultation and services to assist students faculty, staff and university visitors who have experienced actual or threatened violence.
- Services are available on both campuses and are accessible 24-hours a day through the crisis hotline (305)348-3000.
- Services provided by the Center's Advocates include supportive crisis counseling to individuals who have been victimized, whether the crime occurred recently or in the past. Advocates assist with exploration of options, and accessing community resources. Accompaniment to court, (including assistance securing a restraining order), meetings, hearings, and depositions involving the criminal/ civil justice system and/or university judicial services proceedings can also be provided.
- Trained advocates provide comprehensive supportive services and crisis intervention to help overcome the effects of trauma, including (but not limited to); assault, battery, relationship abuse (physical, verbal, and/or emotional), sexual and/or attempted sexual battery (acquaintance rape, date rape, stranger rape, molestation), stalking (repeated following or harassment), hate and/or property crimes. Police reports are not required to receive services, and clients are free to decide for themselves whether they want to use any of the options or services available to them.
- The Victim Advocacy Center also provides educational programming, training for students interested in participating in our community education prevention program, and social work internships.

Additional information for The Victim Advocacy Center can be found at <http://www.fiu.edu/~victimad/>.

ACADEMY FOR THE ART OF TEACHING

The Academy for the Art of Teaching serves to support faculty in their teaching endeavors. It has an extensive library and a knowledgeable staff that can suggest to faculty how to handle the most challenging problems in their teaching. The Academy is located in *UP: GL 120*. Faculty are encouraged to visit its web site located at <http://academy.fiu.edu>.

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://www.fiu.edu/~oabp/misconductweb/unitinstructions.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). 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.

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 rules and regulations. 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 (305-348-3939), 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/%7Einfomall/text/geninfo/ethics.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 school 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 PC 529, 305-348-2168, Biscayne Bay Campus LIB 315, 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.

<http://www.fiu.edu/~oabp/misconductweb/unitinstructions.htm>

After reviewing the petition, the Provost (or a designee) must recommend a course of action—that an informal resolution be attempted, that the complaint go through the formal procedures, or that nothing be done. If Academic Affairs recommends an informal procedure, the faculty member must contact the student within five days, whereupon the faculty member and the student must discuss the problem and try to resolve it. At the request of either party, other witnesses may attend. The student is not required to make any statements at this informal meeting, and any statements that he/she does make are not admissible in later University proceedings.

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, whichever is later. **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.

Should informal resolution fail or should the Office of Academic Affairs recommend that informal resolution not be attempted, Academic Affairs must 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).

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.

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 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 315, 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

grievances regarding illegal discrimination from the Office of Equal Opportunity Programs (305-348-2785).

EMERGENCIES

Should an emergency arise in the course of teaching class or at any other time, faculty should attempt to render assistance as possible. Public Safety should be contacted immediately to render assistance or to call a rescue ambulance. Afterwards, the faculty member should notify the chairperson of the department about the occurrence.

In general, Public Safety can be reached by calling *UP: 348-2626; BBC: 919-5911*. The officers may assist faculty with locked classrooms, lost keys, stolen property, disturbances, or disruptive students in the classroom.

GENERAL INFORMATION

One of the tasks faculty engage in is the writing of letters of reference for students. These should be thoughtfully and carefully prepared as these documents have implications for future employment, further study, and applications for fellowships or awards. Under the federal law known as the Buckley Amendment, students have access to all letters of reference unless that right is explicitly, voluntarily waived.

The Golden Panther Express operates regularly between the University Park and the Biscayne Bay Campus. The schedule can be obtained from Duplicating. Tickets can be bought at *UP: GC 104B (Cashier's Window)* and *BBC: ACI 140 (Cashier's Window)*.

In addition, the University runs a shuttle between CEAS and University Park. "CATS" is free and stops at designated areas at UP.

The *Faculty Handbook*, which contains information important to adjuncts may be found at the following address: <http://academic.fiu.edu>.

Credit Union

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

Additional Resources

Additional resources and information can be found in the Faculty Handbook at <http://academic.fiu.edu>.