

Charles E. Schmidt College of Medicine Administrative Policies

Subject: Introduction
Effective Date: May 25, 2017
Supersedes: COM Administrative Policies Initially Adopted February 28, 2007; amended June 1, 2009; September 30, 2010; January 19, 2011; June 12, 2012; May 10, 2013; July 10, 2014; Introduction Amended May 25, 2017.
Responsible Authority: Senior Associate Dean for Administration and Associate Dean for Faculty Affairs

Policy Statement:

The Charles E. Schmidt College of Medicine (COM) Administrative Policies should serve as a reference and guide to administrative matters for faculty and staff employees of the College. The provisions of these policies are subject to all applicable Federal and Florida laws and University Regulations. All University policies apply to College of Medicine employees unless specifically addressed in these College Administrative Policies.

The administrative policies are not a contract or a guarantee of employment.

Non-faculty Employees

In addition to these Administrative Policies, all non-faculty employees, including Administrative, Managerial and Professional (AMP), Support Staff (SP) and OPS/temporary employees, shall follow the Florida Atlantic University Personnel Policies set forth by the Department of Human Resources with the exception of any superseding policies listed herein.

The academic calendar and required hours of work may vary for staff involved with the functional support of institutions the College may affiliate with. AMP and SP employees will earn compensatory leave if required to work the day of a FAU designated holiday.

Faculty

In addition to these Administrative Policies, faculty shall follow the Florida Atlantic University Academic Affairs Faculty Handbook, Office of the Provost Memoranda and Policy and Florida Atlantic University Personnel Policies with the exception of any superseding policies listed herein.

The academic calendar and required hours of work may vary for faculty due to the College mission and function of academic and other activities required of the faculty.