



Academic Affairs Faculty Handbook

Revised Fall 2025

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OVERVIEW OF THE UNIVERSITY

Florida Atlantic University serves approximately 30,000 undergraduate and graduate students on six campuses along more than 100 miles of Florida's east coast. The University's 10 colleges offer more than 170 undergraduate and graduate degree programs. One of the largest employers in South Florida, Florida Atlantic has more than 3,000 employees, including 1,300 dedicated faculty members. Students may take courses at any location, day or evening, and most students attend one or more summer terms. The campus sites currently contain more than two million square feet of assignable space.

History and Characteristics

Florida Atlantic University was established by the Florida Legislature in 1961 as the fifth university in the state system. When it opened in 1964, Florida Atlantic was one of the few universities in the country to offer only upper-division and graduate-level work, based on the theory that freshman and sophomores could be served by the community college system. In response to a rapidly growing population and the need to provide increased access to educational opportunities, Florida Atlantic opened its doors to freshman in 1984. Today, with its developed system of distributed campuses offering the same high-quality education at several locations, Florida Atlantic University serves as a model for urban, regional universities of the future.

Florida Atlantic University's colleges include the Dorothy F. Schmidt College of Arts and Letters, the College of Business, the College of Education, the College of Engineering and Computer Science, the Graduate College, the Harriet L. Wilkes Honors College, the Charles E. Schmidt College of Medicine, the Christine E. Lynn College of Nursing, the Charles E. Schmidt College of Science, and the College of Social Work and Criminal Justice. In 2007, the Harbor Branch Oceanographic Institute (HBOI) came under the umbrella of Florida Atlantic. Located in Ft. Pierce, FAU Harbor Branch houses marine science education and research programs.

The University's campus locations along Florida's Gold and Treasure coasts boast a temperate climate, beautiful beaches, innovative industry and unique cultural opportunities that provide a stimulating environment for outstanding scholars and researchers. Florida Atlantic has Eminent Scholar Chairs in many disciplines and is the home of nationally recognized research centers. The Research Park at Florida Atlantic is facilitating exciting new research and learning initiatives by bringing high-tech industries into close collaboration with Florida Atlantic's faculty and students. In addition, the University is home to the Osher Lifelong Learning Institute, which is believed to be the largest organization of its kind in the nation.

Florida Atlantic University is a member of the Southern Association of Colleges and Schools, the National Association of State Universities and Land-Grant Colleges, the Council of Graduate Schools, the American Council on Education, the Association of Public and Land-Grant Universities, and the Association of American Colleges of Universities.

Faculty

The quality of an institution is defined by the quality of its faculty. Florida Atlantic University has assembled a distinguished faculty with credentials from leading universities throughout the world. 44% of the faculty is tenured.

For additional information, visit www.fau.edu/iea.

Students

Over 30,000 students, representing all 50 states and more than 120 countries, are enrolled at Florida Atlantic University. About 79% are undergraduates. The average age of undergraduates is 22 and of graduate students, 32. The traditional age range cohort of 17- to 22-year-olds comprises about 62% of the student body. Individuals 23 to 34 account for about 27% of the enrollment, while about 11% are 35 years of age or older. Over 80% of Florida Atlantic students are Florida residents, of whom over 24% are from Broward County and over 31% from Palm Beach County. Approximately 13% are out-of-state students and 7% are international students.

For additional information, visit www.fau.edu/iea.

Institutional Effectiveness & Analysis

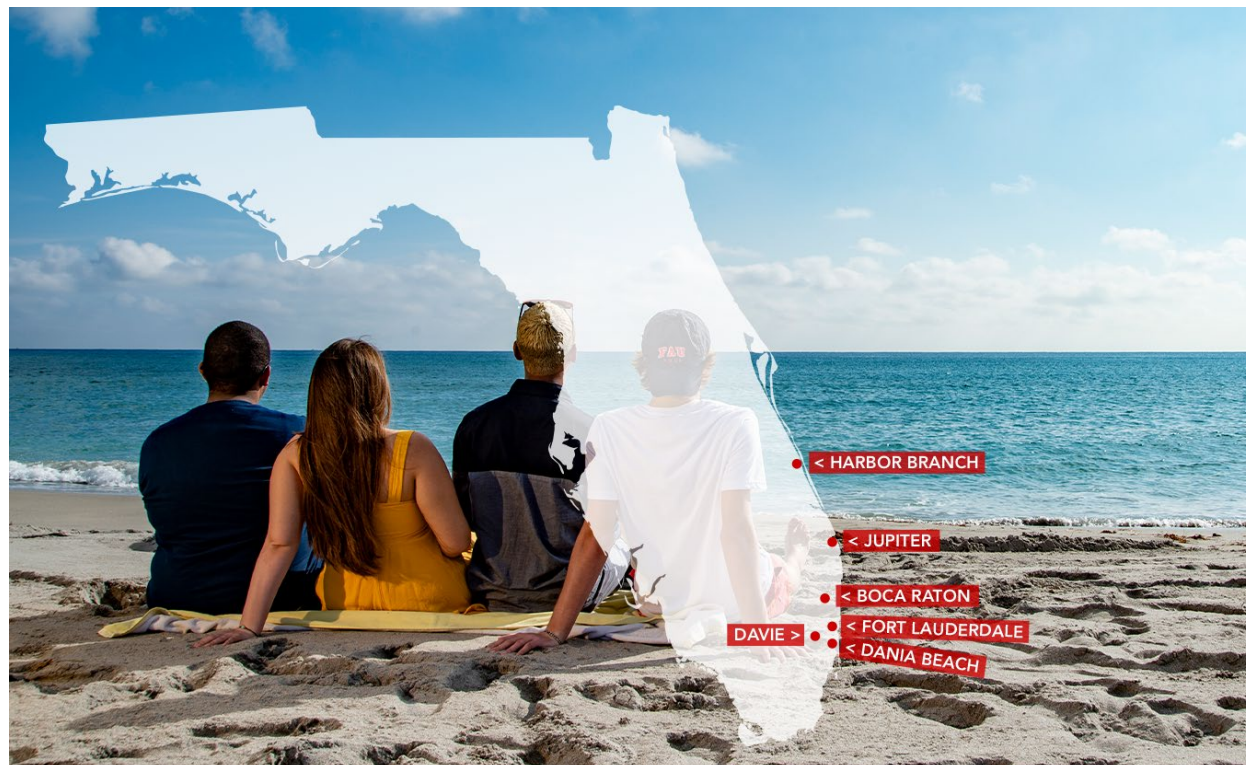
The Office of Institutional Effectiveness & Analysis (IEA):

- provides accurate and timely data and information in support of administrative decision making, planning and policy analysis;
- reports data to internal and external (e.g., federal and state) constituencies;
- conducts studies on issues of significance to the Florida Atlantic community;
- and supports University processes for determining and documenting institutional effectiveness in academic departments and academic support units.

IEA can assist faculty through the following services:

- Provide historical or current data about Florida Atlantic's students, programs, personnel, and resources in response to internal and external requests.
- Conduct special studies as requested by University committees or administrators.
- Design and administer survey instruments, manage data collection, and analyze, interpret and disseminate results.
- Assist academic departments and academic support units in evaluating and documenting the effectiveness of their programs and activities through assessment design, data collection, and analysis of results.
- Build and maintain query-able databases for student retention, majors, productivity and survey results.
- Benchmark against peer institutions on enrollment, retention, graduation, and other key metrics.

CAMPUSES



Boca Raton Campus

Boca Raton Campus, Florida Atlantic University's original site, was established in 1964 in Boca Raton, on a 700-acre site located about three miles from the Atlantic Ocean. The campus, halfway between Palm Beach and Fort Lauderdale, enjoys a subtropical climate, with an average year-round temperature of about 75 degrees Fahrenheit.

Since first holding classes in 1964, the Boca Raton campus has grown to include more than 70 buildings with over 2 million square feet of space devoted to classrooms, research laboratories, offices, and other uses. In 2004, the College of Business moved into a new wireless classroom building with a simulated trading floor, inviting classrooms and many places for students to study and meet. The Christine E. Lynn College of Nursing moved into a new state of the art – green building in 2006. This was the University's first LEED (Leadership in Energy and Environment Design) certified building at the gold level. In 2010, the College of Engineering and Computer Science opened Engineering East, a sustainable living learning laboratory that has earned LEED platinum certification from the US Green Building Council. This building is also the home of the new faculty club. Additionally, the Culture and Society Building opened in 2010 as the new home of the Departments of English, Sociology, and Languages, Linguistics and Comparative Literature. The building also serves as the home of the School of Communication and Multimedia Studies and the innovative private sector partner Living Room Theaters, which will share four digital projection theaters with the School's offerings in cinema.

Student life thrives in the Breezeway, which connects the cafeteria and student services areas to academic buildings along the central spine of the campus. West of the Breezeway, the Student Union

houses many student activities as well as a 2,400-seat auditorium which hosts performances ranging from rock groups to Florida Philharmonic Orchestra. The Student Support Services Building opened in 2004, consolidating many services for students in one location. University residence halls provide living space for over 3,850 students. The recreation complex includes full exercise facilities, a gymnasium and an Olympic-sized swimming pool. The far western side of campus houses the practice fields and athletics offices for FAU's Division I sports teams – the Owls. In Fall 2011, FAU hosted its first home game in its 30,000-seat football stadium, which was constructed as part of the University's Innovation Village Complex of athletics, student activity, a residence hall and commercial space.

Broward Campuses

Florida Atlantic University has historically offered courses in Broward County and opened its first branch University facility on Commercial Boulevard in 1971. Since that time, two additional campuses at Davie and downtown Fort Lauderdale and one research center at Dania Beach were established. The Commercial Boulevard facility was abandoned and demolished in 2013. In 1989, Florida Atlantic was designated by the Florida Legislature as the lead public university in Broward County. The campuses offer complete upper division course offerings leading to undergraduate degrees as well as research centers and courses leading to master's and doctoral degrees. For more information, visit www.fau.edu/broward.

Fort Lauderdale

The Fort Lauderdale Campus began with the construction of the Reubin O' D. Askew Tower in 1987, and expanded in 2001 to the Higher Education Complex, a 12-story joint use facility shared with Broward College, located in the heart of downtown Fort Lauderdale. College for Design and Social Inquiry and the College of Business operate programs here. The campus is home to the School of Architecture, the Graphic Design and Multimedia Studies undergraduate and graduate programs, Executive Accounting programs offered by the College of Business, the Institute for Design and Construction (IDaC) and the Division of Research Small Business Development Center (SBDC).

Dania Beach

The Dania Beach Campus – also known as SeaTech – is located between the Atlantic Ocean and the Intracoastal Waterway south of Port Everglades. This site provides facilities for expanded enhanced academic and research in the College of Engineering and Computer Science's Ocean and Mechanical Engineering program and is home to the Freight Mobility Research Institute.

Davie Campus

The Davie Campus provides a supportive learning environment with a focus on serving students who transferred from a state college as well as non-traditional students including adult learners. The campus offers upper division courses leading to completion in a variety of baccalaureate programs including the post baccalaureate program in Nursing. Graduate programs leading to master's and doctoral degrees are also offered including the Executive Accounting and Executive MBA programs offered by the College of Business. In 2008, the campus opened a 20,000 square-foot Student Center that is the hub of student life in Davie. In 2010, the campus expanded with its LEED Gold certified Davie West Building, providing state

of the art classroom and laboratory spaces and is the home of the Florida Center for Environmental Studies and the Freight Mobility Research Institute. In 2018, a new full-service one-stop center for admissions, registration, financial-aid, career counseling, tutoring and student accessibility service opened in the Liberal Arts Building. The University-College Library provides an outstanding collection, computer labs, and meeting facilities. The campus also features a state-of-the-art Center for Online and Continuing Education Faculty Innovation Hub and a wellness center with exercise equipment and scheduled fitness programs.

Northern Campuses

John D. MacArthur Campus – Jupiter

Opened in 1999, Florida Atlantic's John D. MacArthur Campus in Jupiter offers upper-division and graduate courses in arts and letters, education, life sciences, psychology, and neuroscience. The campus is home to the Harriet L. Wilkes Honors College, a four-year residential program, and a thriving Lifelong Learning Society providing non-credit liberal arts courses for adults of all ages.

In 2023, Florida Atlantic opened the Stiles-Nicholson Brain Institute, expanding research infrastructure and laboratory space for neuroscience research and training. Florida Atlantic has cultivated key research and academic partnerships on this campus, including collaborations the Max Planck Florida Institute for Neuroscience (MPFI) and the University of Florida – Scripps Biomedical Research.

In 2024, Florida Atlantic launched a partnership with Carl Zeiss Microscopy, establishing the Zeiss Microscopy Solutions Center at the Stiles-Nicholson Brain Institute. This partnership provides FAU faculty, staff and students with unparalleled access to state-of-the art imaging technology and training, supporting cutting-edge research projects.

Harbor Branch Oceanographic Institute – Fort Pierce

Florida Atlantic's Harbor Branch Oceanographic Institute (HBOI) officially joined the university in 2007, following a decade-long partnership in marine science research and education. Located on a 144-acre site in Fort Pierce, along the Indian River Lagoon estuary, HBOI is home to 32 buildings and approximately 200 faculty, staff, and staff.

Research at HBOI spans ocean engineering and exploration, coral conservation, marine drug discovery, estuarine and coastal ecology, aquaculture, marine mammal research, and oceanography. Faculty at HBOI provide hands-on undergraduate and graduate research opportunities, both in the lab and in the field. The campus is surrounded by a variety of marine habitats, including seagrass beds, mangrove forests, salt marshes, mud flats, beaches, and coral reefs.

For over 15 years, FAU HBOI has offered the "Semester by the Sea" undergraduate marine science program, immersing students in marine research. HBOI engages with the community through the Ocean Discovery Visitors Center and an extensive public ocean science lecture series. More recently, the Christine E. Lynn College of Nursing has expanded its course offerings at this site.

OUR MISSION AND VALUES

Mission and Characteristics

Florida Atlantic University is a multi-campus public research university that pursues excellence in its missions of research, scholarship, creative activity, teaching, and active engagement with its communities. Florida Atlantic fulfills its mission through excellence and innovation in teaching, outstanding research and creative activities, public engagement and distinctive scientific and cultural alliances.

Visit www.fau.edu/strategicplan for more information on Florida Atlantic's mission and vision.

University Strategic Plan

Building on to the university's 2012 plan, which was primarily focused on student success and excellence in research and inquiry, the institution developed the 2015-2025 Strategic Plan that has been adopted by the Florida Atlantic University Board of Trustees.

The biggest aspiration Florida Atlantic will pursue is becoming the country's fastest-improving public research university. The vision is to be known for excellent and accessible undergraduate and graduate education, distinguished for the quality of its program across multiple campuses and classified as a very high research institution that is internationally acclaimed for its contributions to creativity and research as well as its collaborations with regional partners.

Goals

The following six characteristics make up Florida Atlantic's goals. It will be the institution's strategic priority to build them upon Pillars and Platforms that will define our Vision.

Boldness	A uniquely competitive and globalized student body
Synergy	Prominent teams of researchers and scholars
Place	Deep engagement with South Florida's global communities
Quality	Continuously-assessed and evolving practices
Brand	National reputation for excellence
Strategy	Wise and innovative allocation of resources

Values

Florida Atlantic University values an academic environment that facilitates intellectual growth through open and honest expression. The University is committed to excellence at all levels of the educational and creative experience, to success for all students and to development of the capacity to make reasoned and discriminating judgments with respect for differing ideas and perspectives. The University is dedicated to lifelong learning, which encourages the continual use of the mind. The University plays a

vital role in the life of the surrounding community, in society and as an engine for economic development.

More specifically, the University commits to:

- Prepare students to fulfill a productive destiny in the workplace and in society;
- Value and disseminate scholarship, research, creative activity and use that scholarship to inform the academic discipline, teaching and community engagement;
- Promote academic freedom and an atmosphere of free and open inquiry;
- Recognize and reward superior performance, creativity, innovation and entrepreneurship in all facets of University activity;
- Support all those who rely on the University, such as parents, employers of students and graduates, and community partners;
- Account for the sound use and careful stewardship of the resources provided to the University;
- Respect all persons and display civility in all interactions;
- Provide a secure environment for the pursuit of learning;
- Foster community engagement, service, and social responsibility;
- Promote honesty in all spheres, social and moral development, and ethical standards in all areas of human activity;
- Ensure clear and open communication and sharing of information.
- Provide superior customer service that exceeds the expectations of our clientele.

ADMINISTRATIVE ORGANIZATION

State University System Governance

During the last decade, the governance of the State University System has gone through a series of changes. Until 2001, it was governed by the Florida Board of Regents, which consisted of 13 citizens selected from the state at large, representative of the geographical areas of the state. Effective July 1, 2001, the Board of Regents was abolished, and all of its responsibilities were transferred to the Florida Board of Education; during the year, governance of individual universities within the SUS devolved to University Boards of Trustees.

A constitutional amendment, passed November 2002, established a State Board of Governors to coordinate the State University System. It consists of 17 members, 14 appointed by the Governor, as well as the Commissioner of Education, the Chair of the Advisory Council of Faculty Senates and the Chair of the Florida Student Association.

Each university's Board of Trustees consists of thirteen members, one of whom must be the student body president and one of whom must be President of the Faculty Senate. The other members of the Board are appointed by the Governor and the Florida Board of Governors. Members of Florida Atlantic University's current Board of Trustees are:

Mr. Piero Bussani, Chair

Mrs. Sherry Murphy, Vice Chair

Mr. Shaun Davis, Member

Mr. Brad Levine, Member

Mr. Robert Flippo, Member

Mr. Jon Harrison, Member

Mr. Scott McCleneghen, Member

Mr. Pablo Paez, Member

Mr. Jonathan Satter, Member

Mrs. Linda Stoch, Member

Ms. Tina Vidal-Duart, Member

Dr. William Trapani, Member and Faculty Senate President

Student Government President

The Trustees are responsible for cost-efficient policy decisions appropriate to the University's mission, the implementation and maintenance of high-quality education programs, the measurement of performance, the reporting of information and the provision of input regarding state policy, budgeting, and education standards.

For additional information on the Board of Trustees, visit www.fau.edu/bot.

Florida Atlantic University Regulations

The official Regulations of Florida Atlantic University are available online at www.fau.edu/regulations.

Administrative Structure

The University is headed by the President, who is appointed by the Board of Trustees. The operation of the University is segmented into several operating divisions: Academic Affairs, Athletics, Institutional Advancement, Financial Affairs, Research, Legal Affairs, Student Affairs, Public Affairs, and Administrative Affairs.

President's Office

The President of the University has the ultimate responsibility for the operation and success of Florida Atlantic University. As chief executive officer, the President exercises oversight and authority over all sectors of the University, is its chief advocate and plays a key role in building widespread community support for the institution.

Welcome from the President

Dear New Faculty Member:

It is my pleasure to welcome you to Florida Atlantic University.

Since opening its doors in 1964, Florida Atlantic has been known for the excellence of its faculty. To this day, graduating students overwhelmingly identify relationships with faculty members as one of the most important aspects of their college experience. Many of these relationships remain strong after graduation and the durability of this bond is a testament to the commitment, skill, and effectiveness of the faculty members, who are the heart and soul of Florida Atlantic.

You could not have picked a better time to become an Owl. More than ever before, Florida Atlantic is rising as a first-choice university for both students and faculty members. The University is advancing rapidly across dynamic and strategic areas, distinguishing itself through academic excellence, innovation, and community impact. Most importantly, it is fulfilling its mission to transform lives through education, in large part through the work and commitment of our remarkable faculty, a community of which you are now a proud member.

Your dedication to your discipline, your students, and your colleagues will add to the University's incredible momentum. Thank you for making the decision to join Florida Atlantic, and for all that you will contribute to its continued elevation. I look forward to working with you at this exciting time, as our University reaches even greater heights.

Sincerely,

*Adam Hasner
President*

Vice Presidential Divisions

Academic Affairs

The Division of Academic Affairs, under the supervision of the Provost and Vice President for Academic Affairs, is responsible for all aspects of the University's academic programs, including curriculum, classes, academic requirements, faculty appointments, and other matters pertaining to the academic affairs of the institution. The many functions and responsibilities of the division can be grouped into the following areas:

Academic Finance and Personnel

Accreditation and Programs

Admissions and Student Success

Broward and Northern Campuses Administration

Colleges

Financial Aid and New Student Services Initiatives

Graduate College

Information Technology

Institutional Effectiveness and Analysis

Libraries

Online and Continuing Education

Registrar

Undergraduate Studies

Academic programs are carried out through the colleges, which have primary responsibility for courses and programs, and through a number of other academic support units, as listed in the appropriate sections below. Coordination of academic programs, and the development of new programs, is the responsibility of the Associate Provost of Assessment and Programs, working with the Dean of Undergraduate Studies and the Dean of the Graduate College.

For additional information, please visit www.fau.edu/registrar.

Admissions

The Office of Undergraduate Admissions serves as the primary gateway for prospective undergraduate students, overseeing the application and admission processes for first-year, transfer, international, and returning students. This office provides comprehensive information about the university's academic programs, admission criteria, and application procedures via on-campus and off-campus communications,

presentations, tours, and informational services. Admissions decisions are made on a rolling basis, with specific deadlines for each entry term.

For more information, please visit www.fau.edu/admissions.

Financial Aid

The Office of Student Financial Aid offers a comprehensive program of financial assistance, including grants, loans, scholarships, and part-time employment. Aid is awarded in compliance with federal, state, and university regulations, based on financial need and/or academic merit. The Office supports students throughout all stages of their academic careers and is committed to guiding students and families through the financial aid process.

For more information, please visit www.fau.edu/finaid.

Registrar

The Office of the Registrar supports the instructional progress efforts of the University by providing quality services to students, faculty, departments, alumni, and the public. The office assists with course registration, matriculation and graduation, as well as the safekeeping of academic records and scheduling of courses and academic spaces.

Administrative Affairs

Administrative Affairs is responsible for oversight and coordination of core administrative functions of Florida Atlantic University. These functions include: Business Services, Facilities Management, Board of Trustees Operations, Human Resources, President's Office Operations, University Police, Emergency Management, Environmental Health & Safety, Parking and Transportation, University Ombudsman, and the Eleanor R. Baldwin House and Presidential Events. Additionally, the Vice President provides administrative oversight of the Office of Inspector General and the Compliance Office.

The Division is committed in providing services - both business and functional - that enhance the university experience for the Florida Atlantic Family and support the overall academic mission of Florida Atlantic University.

Athletics

The Department of Athletics serves in support of the educational mission of Florida Atlantic University. We prepare and empower our student-athletes for academic, athletic and lifetime achievement. We share an expectation of excellence. We unify and engage our students, alumni and the community. Excellence, innovation, teamwork and integrity are our core values.

The program is comprised of 500 student-athletes competing in 19 NCAA Division 1 sports, plus cheer and dance. There are over 150 staff members and coaches and 8 facilities on campus dedicated to varsity athletics. Florida Atlantic is a primary member of the American Athletic Conference.

Visit www.FAUsports.com for more information.

Financial Affairs

Financial Affairs consists of diversified departments whose primary purposes are to enhance the academic effectiveness of Florida Atlantic University, students, faculty and staff by providing a complement of administrative fiscal support services. The areas within Financial Affairs are dedicated to providing and maintaining a work and educational environment which promotes health, safety, and creativity; which encourages excellence and enhances productivity through the utilization of the latest information and management technologies and their application within the human and fiscal resources of the University.

Financial Affairs is headed by the Vice President for Strategic Initiatives and Chief Financial Officer. The Vice President oversees the general fiscal operations of Florida Atlantic University and has direct responsibility for the University Budget Office, the University Controller's Office, and Finance & HR Information Systems (FHIS).

The Florida Atlantic University [Finance Corporation](#) is a non-profit corporation established to provide finance and investment related assistance in connection with the acquisition or construction of capital or other University projects supporting University activities and education.

General Counsel

The Mission of the Office of the General Counsel is to provide legal services to the University, including representing the University in grievances and litigation; advise University Departments; develop and review contracts and agreements; meet various University reporting and accountability requirements; aid in the resolution of personnel and student issues; assist in the development of University Regulations and Policies; supervise outside counsel; and provide relevant legal information and updates for the benefit of the entire University.

Institutional Advancement

The Division of Institutional Advancement is responsible for the philanthropic and stakeholder outreach that supports the programs and services of Florida Atlantic University. It is made up of the following departments:

- Development - Coordinates fundraising and associated activities throughout the University.
- Campaign Initiatives – Increases awareness, understanding, and support of Florida Atlantic's vision, mission, and accomplishments among its many constituents; and is comprised of Advancement Communications, Donor Relations, and Prospect Research.
- Alumni Affairs - Spearheads University-wide and campus activities, such as annual awards receptions, dedications, and distinguished speakers geared toward alumni, and works with the FAU Alumni Association to provide a link to graduates of the University.
- Advancement Services - Hosts and maintains all Foundation databases and provides the information infrastructure and necessary data services to support all development and alumni related activities.

The FAU Foundation, Inc., a non-profit corporation, established to provide philanthropic support to the University. The advancement of the University's academic programs, and the funding of student scholarships and faculty research are among its primary endeavors. The Foundation actively seeks

financial support from alumni, faculty, staff, corporations, foundations and individual friends in the community. Several related organizations, such as the University Club, the Lifelong Learning Society, the Broward Owls, athletics boosters, and others, work with the Foundation in fundraising efforts. The Foundation is governed by a volunteer board of directors comprised of community and civic leaders. Operations are handled by the Foundation Controller's office. The FAU Finance Corporation is a non-profit corporation established to provide finance and investment related assistance in connection with the acquisition or construction of capital or other University projects supporting University activities and education.

For additional information, visit www.fauf.fau.edu.

Public Affairs

Under the leadership of the Vice President for Public Affairs, the Division of Public Affairs advocates for Florida Atlantic University and is responsible for maintaining the integrity of the University brand. The division's mission is to enhance the University's public image; increase awareness about faculty, staff, students and programs; and ensure consistency of image and quality in all marketing and public relations communications. Areas under the public affairs umbrella include marketing, internal communications, online and social media, branding and trademark licensing, creative services, media relations, photography and videography, presidential communications, and web development.

Public Affairs works to build and strengthen relationships with media outlets and other organizations; answers outside inquiries; assists the University community with the process of providing information; protects and promotes the Florida Atlantic brand by effectively implementing marketing and public relations strategies; and provides creative services and guidance to professional Florida Atlantic offices and departments.

Research

The Division of Research supports and promotes Florida Atlantic University (FAU) research and scholarly activities by providing the tools and resources needed to be competitive, build new directions in research, ensure responsible research practices and communicate the importance of research within the FAU community and beyond.

The Division houses the **Office of Research Development (ORD)**, which offers faculty assistance in finding research funding, building cross-disciplinary university-wide teams, and assistance with writing and strengthening grant proposals to further research and scholarly activities. The ORD also supports large grant proposals with multiple partners.

The Division includes the **Office of Sponsored Programs (OSP)**. The OSP, is the central office for the review and submission of research, training, and community service proposals to external sponsors and accepts externally funded awards. The office negotiates contracts, sub-awards, and other non-financial agreements and oversees award management.

The Division administers key research-related compliance programs required by federal agencies through the **Office of Research Integrity**. These programs include research involving human and animal subjects, biohazardous materials, financial conflicts, the responsible conduct of research and research misconduct.

The **Office of Research Accounting** monitors the financial compliance of all externally funded sponsored projects at FAU. The office establishes grant accounts and budgets, issues invoices and financial reports. Furthermore, they oversee effort certifications and subaward monitoring as well as provide research-related reporting that is communicated to national organizations.

The **Office of Research Communications** is committed to eliciting interest and excitement about research and scholarly activity by providing marketing material, as well as other communication tools.

The **Research Cores program** identifies, secures and assures the availability of state-of-the-art expertise, services and/or equipment that would otherwise not be available to an individual researcher and provides guidance on creating core facilities, oversees the general operations of core facilities and is the home of the university core policy. The Office of Comparative Medicine provides veterinary and husbandry care for rodents at FAU. It serves researchers as a core facility, overseeing various vivaria across two campuses. The animal care and use program at FAU is fully accredited by AAALAC International, the leading organization that establishes accountability standards for the care of laboratory animals.

The **Office of Postdoctoral Affairs** implements policies and procedures related to appointments, roles and responsibilities of all postdoctoral scholars at our campuses. The office provides career development programming that prepares our postdocs for their career choice. The office also works closely with FAU's postdoc association.

The **Office of Technology Development** (OTD) works with faculty, staff, and students to identify, protect, develop, and commercialize intellectual property created through university research (e.g. patents, copyrights, trademarks). OTD leads efforts to translate university innovations from lab to market for the public benefit through strategic collaborations with industry partners.

The University's entrepreneurial programs are combined under the Innovation and Business Development arm of the division, which includes:

FAU Wave, an applied research and entrepreneurship competition open to undergraduate and graduate (master's level) students. This competitive program provides seed funding for student projects to move from concept to design and prototyping. This program is open to all majors and backgrounds and consists of an application process in the fall followed by monthly meetings introducing business concepts and improving students' soft skills. In the spring semester students submit a video for judging in which the top innovation is announced at an awards ceremony. First place earns the \$2,000 Dr. Eric H. Shaw Florida Atlantic Wave Innovation Award, and the top community engagement project receives a \$1,000 community engagement award. This program acts as a recruitment tool for other university programs, provides opportunities for professional development, and fosters student's creativity and innovation

The Runway at Florida Atlantic (formerly known as FAU Tech Runway) is FAU's business incubator that provides education, mentorship and resources for early-stage start-up; the Florida Small Business Development Center at FAU (SBDC) and the Florida APEX Accelerator at FAU, are business consulting services that help existing small and medium sized business owners and entrepreneurs in Broward and Palm Beach counties achieve their goals.

FAU is home to an NSF I-Corps regional program that focuses on customer discovery and the lean startup methodology to help researchers move innovations from lab to market. This methodology is integrated

into all of our entrepreneurial programming. This regional site program provides eligibility into the National I-Corps program for a chance to earn a \$50,000 grant to conduct customer discovery on a larger scale leading to an appreciable increase in the likelihood of SBIR/STTR grant funding.

In addition, the Division works closely with the Research Park at FAU, which is home to technology companies and research-based organizations working together with the research and development activities of the University.

The Florida Atlantic University Research Corporation (FAURC) is a not-for-profit 501(c)(3) organization, which is separate from FAU, and was established to assist faculty, staff and students at FAU with research support.

For additional information, visit www.fau.edu/research.

Student Affairs

The Division of Student Affairs aspires to ignite purpose and passion in our students to become socially responsible and globally engaged leaders. We will challenge ourselves and our students to accept and act upon our responsibility to be role models who learn and act to create meaningful and impactful change at Florida Atlantic and beyond.

The Mission of Student Affairs is accomplished by:

- Developing programs, services and facilities guided by best practices in each functional area.
- Utilizing data to assess student learning, thereby improving programs and services.
- Securing state of the art technological and physical facilities resources.
- Collaborating with students, faculty, staff and external stakeholders.
- Creating, maintaining and disseminating assessments of Florida Atlantic University culture to guide departmental, divisional and campus decision making processes.
- Recruiting, retaining and developing a highly qualified staff.
- Integrating outcome assessments, continuous program improvements, and budget development into an ongoing strategic planning process.

For additional information, visit the [Division of Student Affairs website](#).

ACADEMIC ORGANIZATION

Colleges

The academic programs of the University are offered through its ten colleges, which are within the Division of Academic Affairs. In most cases, the colleges themselves are organized into a number of departments and/or schools corresponding to particular disciplinary areas.

Dorothy F. Schmidt College of Arts and Letters

The Dorothy F. Schmidt College of Arts and Letters consists of the departments of Anthropology, English, History, Languages, Linguistics and Comparative Literature, Philosophy, Political Science, Sociology, and Women, Gender and Sexuality Studies, the School of Communication and Multimedia Studies, the School of Architecture, the School of Public Administration and, housed under the School of the Arts, the departments of Theatre and Dance, Music, and Visual Arts and Art History.

Interdisciplinary certificates and minors are offered in Asian Studies, Caribbean and Latin American Studies, Classical Studies, English as a Second Language (ESL), Ethics, Law, and Society, Ethnic Studies, Film and Culture, Jewish Studies, Literary Translation, Peace, Justice, and Human Rights, Political Communication, Professional and Technical Writing, Public Policy, Religious Studies, Sports Studies, Undergraduate Research, and Women, Gender, and Sexuality Studies. The college offers an Interdisciplinary Studies BA degree with possible concentrations in Social Sciences, Arts and Humanities, Community and Visual Design, Pre-Law Studies, and Women, Gender, and Sexuality Studies as well as an interdisciplinary degree in Global Studies, MA degree in Women, Gender, and Sexuality Studies and a MS in Data Science in Society. Its innovative Ph.D. degree in Comparative Studies offers a Cultures, Languages and Literatures track, a Culture, Society and Politics track, and a Design, Aesthetics and the Arts track launches in Fall 2023. We also offer a PhD in Public Administration.

Through programs located at multiple campuses, the College offers opportunities for advanced study in the arts, humanities and social sciences. The educational experience is enhanced by the host of cultural events presented by the College including theatre productions, art exhibits, concerts, and lectures by visiting scholars. These programs draw thousands of community members to the University every year.

For additional information, visit www.fau.edu/artsandletters.

College of Business

The College of Business opened its doors to upper-division undergraduate students for the first time in September of 1964. Today, the College offers an array of business courses, programs, majors, and minors on three campuses and via distance learning technologies. Academic units and degree programs include Accounting, Business Analytics, Business Communications, Economics, Finance, Health Administration, Hospitality Management, International Business, Leadership & Entrepreneurship, Management, Management Information Systems, Marketing, Sport Management, and Supply Chain Management. Degrees are awarded at the bachelors, masters, and doctoral levels and the business programs are accredited by the Association to Advance Collegiate Schools of Business, AACSB International. The

College also offers a variety of nondegree Executive Education courses and certificates for the business professional. Its faculty members are dedicated and greatly add to the College's reputation.

The College's organizational structure ensures that academic programs and business and community outreach activities are relevant and meaningful. It boasts several institutes, centers, and advisory boards to support this mandate. All these entities serve as conduits for the interchange of the most current theoretical and practical applications of business concepts. These exchanges influence the content of the degree programs which provides our students with an education that enables them to become successful in the business community. At the same time, the business community reaps the benefits of both the knowledge of our outstanding faculty and the abilities of our students.

For additional information, visit www.business.fau.edu.

College of Education

One of the original colleges of the University, the College of Education became the first public provider of educational professionals in South Florida. The College continues to build on its tradition of quality in preparing leaders for the schools of the State. In 2015, the College became first in Florida to receive accreditation under the Council for the Accreditation of Educator Preparation (CAEP).

The College offers degree programs at the bachelors, masters, specialist and doctoral levels. A variety of these programs is offered on all campuses. The College is committed to pursuing innovative avenues to preparing teachers for the 21st Century. Currently the college is collaborating with the area school districts to provide extensive field-based experiences for future teachers. In addition, the resources of the A.D. Henderson University School, the FAU High School, , and the Pine Jog Environmental Education Center are available to enrich the educational experiences of the students.

The mission of the College of Education is to use research and scholarship to prepare and support teachers, leaders, counselors, and speech pathologists to improve the lives of people and communities.

For more information, visit www.coe.fau.edu.

College of Engineering and Computer Science

The FAU College of Engineering and Computer Science (CoECS) is internationally recognized for cutting edge research and education in the areas of Computer Science and Artificial intelligence (AI), Computer Engineering, Electrical Engineering, Biomedical Engineering, Civil, Environmental and Geomatics Engineering, Mechanical Engineering, and Ocean Engineering. Research conducted by our faculty and their teams expose our students to technology innovations that push the current state of the art of the disciplines. The College research efforts are supported by the National Science Foundation (NSF), the National Institutes of Health (NIH), the Department of Defense (DOD), the Department of Transportation (DOT), the Department of Education (DOEd), the State of Florida, and Industry.

CoECS was established in 1965 with the launch of the nation's very first undergraduate ocean engineering program. Today CoECS offers degrees with a modern twist that bear specializations in areas of national priority such as artificial intelligence, cybersecurity, internet of things, transportation and supply chain management, data science, bioinformatics, biomedical devices, and biorobotics. Specifically, COECS offers BS, MS, and Ph.D. degree programs in computer science, computer

engineering, and electrical engineering; ocean engineering, mechanical engineering, BS and MS in biomedical engineering and civil engineering, BS in environmental engineering, and geomatics engineering; MS in Information Technology and Management; and Ph.D. in transportation and environmental engineering. New degree programs include Masters of Science in AI (first in FL), Masters of Science in Data Science and Analytics, and the new Professional degrees in Computer Science (BA, MS, and Ph.D) for working professionals. Joint BS/MS program options are also available as well as a number of certificate programs in highly specialized areas including AI, Data Science, Big Data Analytics, and Energy Resilience. Our undergraduate programs are ABET accredited.

World class faculty in CoECS conduct research that lead to technology breakthroughs in the areas of underwater systems engineering, intelligent transportation systems, freight mobility and logistics, environmental engineering and water resource management, sustainable communities, offshore and coastal infrastructure resilience, structural monitoring, data analytics, communications systems and networks, connected autonomous systems (underwater/ ground/aerial), biocyber-physical systems, biorobotics and biomimetics, secure communications, cybersecurity, and cryptography, intelligent energy technology and smart infrastructure, health IT, and sensing devices. Faculty research in engineering education in collaboration with regional high-schools and colleges create student pathways in STEM disciplines.

Our students have access to outstanding teaching and research facilities and are taught by highly dedicated faculty who value individual attention and team building. Student projects receive awards in international competitions and many times lead to business creation. Our senior design project showcase is a signature event for CoECS and takes place every semester with participation of all graduating seniors—the event is celebrated by the university, local industry and our broader community.

Students have opportunities for internships in industry and for co-operative education. They also have opportunities for training in entrepreneurship and for receiving support in business launching through FAU's Tech Runway, a South Florida public-private partnership that serves as a technology accelerator and business incubator. Our students have been consistently employed by major industries and federal organizations including Amazon, Facebook, Lockheed Martin, NASA and the NAVY.

For additional information, visit www.eng.fau.edu.

Graduate College

The Graduate College was established in October 2007 by the Florida Atlantic University Board of Trustees as the university's tenth college. It is responsible for upholding the general standards of graduate education at FAU and coordinating key activities, including graduate student recruitment, admissions, policies and procedures, financial support, new graduate courses and programs, monitoring graduate student progress, thesis and dissertation submission standards, and degree completion requirements established by the graduate faculty. While the Graduate College determines eligibility for admission to the university, the specific academic department or college evaluates admissibility to the degree program. Final admission decisions for all applicants to graduate degree programs are made by the Graduate College.

The Graduate College also manages the matriculation of all graduate students, and allocates tuition waivers, and nonresident fee waivers for graduate assistantship positions. It administers the graduate

assistant health insurance program and oversees the distribution of recruitment grants and fellowships. Additionally, the graduate dean serves as the final approver for graduate student plans of study, requests to waive university requirements, academic progression plans, research compliance and safety forms, thesis and dissertation manuscripts, and graduate degree certifications.

The College provides a variety of valuable programs and services for students, faculty, and staff, including thesis and dissertation formatting workshops, graduate teaching assistant training, information sessions, Open House events, and the annual Graduate Recruitment Workshop. In collaboration with other units, the Graduate College coordinates GPSA Research Day, responsible conduct of research workshops, and professional development workshops. Working closely with the University Graduate Council (UGC), the College establishes policies to ensure high-quality, consistent graduate standards university-wide, while the Graduate Programs Committee (GPC) collaborates with the College to approve new graduate courses and programs. Furthermore, the Graduate College oversees all graduate faculty appointments in accordance with its Governance Document.

For more information, visit www.fau.edu/graduate.

Harriet L. Wilkes Honors College

The Harriet L. Wilkes Honors College (WHC) of Florida Atlantic University is located on the John D. MacArthur campus in Jupiter, FL. The WHC opened in 1999, and its pioneering curriculum integrates the humanities, social sciences, and natural sciences through interdisciplinary team-taught courses and over 30 concentrations. In its admissions process, the Wilkes Honors College looks for students whose scholastic performance and abilities demonstrate an active approach to learning and a positive trajectory of intellectual and ethical growth.

Students choose areas of concentration from art/humanities, social sciences, and math/natural sciences leading to Bachelor of Arts or Bachelor of Science degrees in Liberal Arts and Sciences or Biological and Physical Sciences. The College's foundational principle is that a liberal arts and sciences education, combined with experiential learning opportunities, provides the best and most practical preparation for a successful career and a life filled with meaning and purpose.

Beyond their coursework, students prepare for career paths through internships, study abroad, and undergraduate research in their area of interest, culminating in an honors thesis. Signature programs include Social Entrepreneurship, Moot Court, International Diplomacy and Model United Nations, a strong student government, Wilkes Medical Scholars (an early admissions program to FAU's College of Medicine), and the prestigious Henry Morrison Flagler Scholarship program. Science students benefit from unparalleled, year-round research opportunities at the UF Scripps Florida Research Institute, the Max Planck Florida Institute for Neuroscience, FAU's Stiles-Nicholson Brain Institute, and FAU's Jupiter Life Science Initiative, all of which share the MacArthur campus. Students interested in marine and coastal sciences take advantage of our close proximity to FAU's world class Harbor Branch Oceanographic Institute in Fort Pierce, FL. Approximately seventy percent of Wilkes Honors College graduates pursue graduate or professional degrees, while others move directly into positions in business, science, education, government, or nonprofit organizations.

Charles E. Schmidt College of Medicine

On April 7, 2010, the Florida Board of Governors authorized Florida Atlantic University to award the M.D. degree. This milestone was followed by the renaming of the Charles E. Schmidt College of Biomedical Science to the Charles E. Schmidt College of Medicine on June 23, 2010. In February 2011, the College received preliminary accreditation from the Liaison Committee on Medical Education (LCME), paving the way for the charter medical school class of 64 students to enroll in fall 2011. The inaugural class graduated in April 2015, and the College achieved full accreditation in June 2015. The College has recently expanded the M.D. program to a class size of 80 students while continuing to grow its successful graduate programs.

The Schmidt College of Medicine is recognized nationally for its innovative curricula, which offer a distinctive, personalized educational experience for medical students and graduate students. The M.D. program offers a small class size, case-based curriculum, early clinical immersion in community physician practices, and dedicated mentorship. The College is committed to training future physicians who are collaborative, compassionate, and skilled. To support early and continued skill development in clinical practice, the College established a state-of-the-art Clinical Skills Simulation Center (CSSC). This facility provides medical students, residents, and healthcare providers a secure environment to practice critical thinking, clinical decision-making, and emergency response in simulated medical scenarios, enhancing overall patient safety.

The College's graduate programs offer multiple degrees, including thesis and non-thesis, M.S. programs in Biomedical Science and a Ph.D. track in Integrated Biomedical Science with curricula delivered through state-of-the-art classes and hands-on-learning experiences taught by top rated researchers in a wide-variety of current biomedical science disciplines. In addition, the College also developed a new certificate program in Genomics and Precision Medicine. Graduate students benefit from a comprehensive curriculum and advanced research opportunities, equipping them with the skills needed for a wide range of careers in medicine, biomedical research, industry, and academia.

The College's faculty, vibrant medical and research communities, and enriching student experiences create a strong foundation for success. In addition to the M.D. program, students may pursue dual degree programs, including an M.D./Ph.D., M.D./M.B.A., or M.D./M.H.A., to further enhance their expertise in clinical practice management and healthcare leadership.

During the fall of 2011, the College established its Graduate Medical Education (GME) Consortium, partnering with five hospitals in Palm Beach County: Bethesda Hospital East, Boca Raton Regional Hospital, and three Tenet HealthCare facilities (Delray Medical Center, St. Mary's Medical Center, and West Boca Raton Medical Center). Since then, two additional Tenet HealthCare facilities have joined the Consortium (Good Samaritan Medical Center and Palm Beach Gardens Medical Center). As the accredited sponsor of FAU's GME programs since 2013, the College now offers ten programs:

1. **Internal Medicine (2014):** This three-year residency was Florida Atlantic University's first university-sponsored program. It is primarily based at Boca Raton Regional Hospital, with additional training at Bethesda Hospital East and Delray Medical Center.
2. **General Surgery (2016):** This five-year residency program offers the unique advantage of an additional dedicated research year. Accredited for 45 residents, the program's primary site is

Boca Raton Regional Hospital, with rotations at Bethesda Hospital East, Delray Medical Center, St. Mary's Medical Center, and West Boca Raton Medical Center.

3. **Emergency Medicine** (2016): This three-year residency is based at Bethesda Hospital East, with additional rotations at St. Mary's Medical Center and Delray Medical Center.
4. **Psychiatry** (2016): This four-year residency is primarily based at Delray Medical Center, with additional training at the West Palm Beach VA Medical Center, Bethesda Hospital East, Rales Jewish Family Services, and the Psychiatric Specialty Center.
5. **Neurology** (2017): This four-year categorical residency is primarily based at Boca Raton Regional Hospital, with additional rotations at St. Mary's Medical Center.
6. **Cardiology** (2017): This three-year cardiovascular disease fellowship is based at Delray Medical Center.
7. **Hospice and Palliative Care** (2018): This one-year fellowship is based at TrustBridge Health, with additional training at Delray Medical Center and Boca Raton Regional Hospital.
8. **Geriatrics** (2018): This one-year fellowship is based at the West Palm Beach VA Medical Center, with additional training at Conviva Care Solutions.
9. **Vascular Surgery** (2019): This two-year fellowship is based at Delray Medical Center.
10. **Pulmonary Disease & Critical Care Medicine** (2023): This three-year fellowship is primarily based at Boca Raton Regional Hospital, with additional rotations at Bethesda Hospital East and the West Palm Beach VA Medical Center.

The College features a growing team of world-class biomedical researchers dedicated to advancing the understanding of basic biological mechanisms and to developing new strategies to improve the prediction, prevention, diagnosis and treatment of common conditions. Key research areas include neurodegenerative disorders, aging, addiction, cancer, genomics, epigenetics, cardiovascular disease, lens development, macular degeneration, and infectious and parasitic diseases. By prioritizing the integration of scientific research with medical education, the College ensures that future physicians are equipped to meet the unique needs of their patients.

Managed by FAU's Schmidt College of Medicine, the **Florida Atlantic University Medical Group** is a faculty practice offering comprehensive adult primary care services, from preventive medicine to chronic condition management, fostering a patient-centered learning health care system. The **Marcus Institute of Integrative Health** provides evidence-based clinical services with a holistic approach, specializing in integrative pain management, precision image-guided therapies, and mental health support. In January 2023, **Florida Atlantic University and Broward Health** established a partnership to expand academic medicine in Broward County, creating new opportunities in education, clinical training, and research collaboration.

For additional information, visit www.fau.edu/medicine

Christine E. Lynn College of Nursing

The Christine E. Lynn College of Nursing is ranked by U.S. News and World Report as one of the top graduate nursing programs in the country. The online Master's in Nursing Administration program was ranked No. 17 in 2023, the online graduate programs No. 32 in 2024, and the Master of Science in nursing (MSN) program No. 41 in 2024. The Doctor of Nursing practice program was ranked No. 78 in 2024.

The College is recognized internationally for its innovative approach to nursing education and its mission to advance the science, art and study of caring in nursing. The context for learning respects and celebrates the interconnectedness of people and their environments and prepares nurses to deliver exemplary health care in a multi-cultural society.

Four-degree programs are offered including the: bachelor of science in nursing (BSN), master of science (MSN) in nursing, doctor of nursing practice (DNP) and doctor of philosophy in nursing. Concentrations in the MSN or DNP program include: family, adult/gerontological and psychiatric mental-health nurse practitioner, nursing administration and nurse educator. Several degree programs are offered fully online and on three campuses. In 2020-21, over 1,300 students were enrolled including 914 undergraduate and 630 graduate students. The College has affiliations with over 800 local healthcare agencies and providers. The College holds high standards for outcomes such as NCLEX pass rates, certification rates, graduation rates, and employment rates.

The College of Nursing is growing its research portfolio, and in 2023 was ranked 40th in NIH funding among schools of nursing in the US. Faculty have focused research agendas in equal access to healthcare, healthy aging, holistic health, and transforming practice environments. Besides NIH funding, faculty members receive support from Health Resources and Services Administration (HRSA), institutes and foundations such as the Patient Centered Outcomes Research Institute (PCORI), Florida Blue, the Florida Department of Health, and the Palm Healthcare Foundation. Faculty and PhD students are impacting health outcomes through research such as: identifying barriers to genetic testing for Black and Hispanic women with a cancer risk; increasing knowledge about Alzheimer's Disease in rural populations; testing an in-vehicle sensing system to detect cognitive changes in older drivers; and working to find solutions for addressing PTSD for veterans and their family members. Community engagement is a hallmark of the College of Nursing. Two nurse-managed Centers serve unique populations in West Palm Beach and the Louis and Anne Green Memory and Wellness Center serves persons with memory loss and their families at the FAU Boca Raton campus.

The Louis and Anne Green Memory and Wellness Center offers comprehensive memory evaluations, driving evaluations, a day center program and caregiver and grief support programs. The FAU College of Nursing co-operates the FAU Northwest Community Health Community Alliance Community Health Center, a federally qualified Look Alike health center. The FAU/NCHA Community Health Center has two locations, the Westgate neighborhood and the historic northwest neighborhood of West Palm Beach and offers primary care, mental health services, and specialty diabetes and women's health care to populations in need. These and other faculty practices offer opportunities for student practicums and faculty and student research in addition to community service.

The College of Nursing building is LEED certified at the Gold Level from the U.S. Green Building Council. The unique structure reflects the College's commitment to a healthy, sustainable environment and the value of self-care to nursing practice and includes a garden with a labyrinth, meditation room and exercise/yoga room.

For additional information, visit www.nursing.fau.edu.

Charles E. Schmidt College of Science

The Charles E. Schmidt College of Science is the primary source of science research and education for more than three million people living and working in Florida Atlantic's service region of Southeast Florida. The College offers nationally recognized degree programs by U.S. News & World Report and provides outstanding research and academic opportunities across the university's 110-mile footprint in South Florida, including on the Davie, Boca Raton, Jupiter, and Fort Pierce campuses. Each campus offers unique opportunities for science majors to explore as they build their curriculum and progress through their college experiences.

The College comprises the departments of Biological Sciences, Chemistry and Biochemistry, Exercise Science and Health Promotion, Geosciences, Mathematics and Statistics, Physics, Psychology, and Urban and Regional Planning, in addition to cross-departmental graduate programs in Environmental Science, Marine Science and Oceanography in partnership with Harbor Branch Oceanographic Institute, and Neuroscience in partnership with FAU's Stiles-Nicholson Brain Institute.

Its 191 faculty offer exceptional educational experiences through 17 baccalaureate degree programs, 15 master's degree programs, seven Ph.D. programs, two professional master's programs, and 14 certificate programs, to over 7,000+ undergraduate and 600 graduate students.

During the 2023-2024 academic year, the College awarded 1,460 baccalaureate degrees, 129 master's degrees, and 42 doctorates. The College offers Ph.D. degrees in Chemistry, Experimental Psychology, Geosciences, Integrative Biology, Mathematics, Neuroscience, and Physics as well as a full suite of bachelor's and master's degree programs.

Its undergraduate programs are some of the most popular at the University, with four of the top 10 degrees, in terms of enrollment, within the College.

Experiential learning is one of the College's top priorities, and it maintains the most undergraduate researchers of any college at the university. By working closely with the Office of Undergraduate Research and Inquiry (OURI) and the University's Distinction Through Discovery program, the College encourages undergraduate student research. Undergraduate student scientists get funded, published, recognized, and are involved with research, scholarship, and creative activities.

The College's research encompasses a wide range of disciplines, from significant contributions to the study of Alzheimer's disease and cancer, to advances in post-quantum cryptography and astrophysics, to studies supporting the conservation of sea turtles and other charismatic fauna, as well as practical applications of urban planning and the impacts of climate change. Students benefit from collaborations with FAU's research institutes, such as the Stiles-Nicholson Brain Institute and the Institute for Human Health and Disease Intervention. The College also collaborates with prestigious research entities such as the Max Planck Florida Institute for Neuroscience. Its international collaborations span the globe. The great majority of the College's research funding comes from federal agencies such as the National Science Foundation, National Institutes of Health, and the Department of Defense. Additional funding is provided by various state agencies and private foundations.

The College's research centers of excellence include the Center for Biological and Materials Physics, Center for Complex Systems, Center for Cryptology and Information Security (designated as a National Center of Academic Excellence in Information Assurance/Cyber Defense Research by NSA/DHS), Center for Environmental Studies, Center for Geo-Information Science, Center for Molecular Biology and Biotechnology, Center for Urban and Environmental Solutions.

The Rubin and Cindy Gruber Sandbox – operated through a partnership between FAU Libraries and the Schmidt College of Science – is one of the nation's first multi-disciplinary, state-of-the-art artificial intelligence (AI) labs located in a university library. The collaborative, 3,400-square-foot experimental space was designed for students of all levels and from all disciplines, to directly engage with the fast-advancing field of AI.

Biotech Bridge is a new initiative the College launched to “bridge” the gap between academia and industry. The program is operated by the Center for Molecular Biology and Biotechnology, and draws expertise from researchers with various disciplines at Florida Atlantic and the biopharmaceutical industry, including cancer biology, biochemistry, computational chemistry, neuroscience, and aging. With three unique biotechnology degree programs available in the College, students gain valuable exposure to the rapidly growing biotechnology industry with high-demand non-academic career options.

Through a partnership with FAU's Harbor Branch Oceanographic Institute, in 2023 the College launched the cross-disciplinary School of Environmental, Coastal, and Ocean Sustainability (ECOS) that serves as a comprehensive environmental hub for the university.

For additional information, visit www.fau.edu/science.

College of Social Work & Criminal Justice

Headquartered in the Social Science building on the Boca Raton campus, the College of Social Work and Criminal Justice strives for a more just and resilient society that honors the dignity and worth of every person. The unique partnership between social work and criminal justice enables us to reimagine our professions, address a wide spectrum of societal needs, and champion change through teaching, research, scholarship, and service. This call to action inspires us as change-makers, innovators, and scholars to serve the public good by working across our professions and deeply within our communities to achieve meaningful and measurable impact.

The college offers two undergraduate degree programs, two master's degree programs, and one doctoral degree program. Classes are taught by nationally acclaimed faculty and offered at the Boca Raton and Davie campuses. The college also offers three specialization certificates for students – Child Welfare, Healthy Aging, and a Graduate Certificate in Addiction – as well as post-graduate certificates – Paralegal, Legal Nurse Consultant, Cognitive Behavioral Therapy (CBT), Eye Movement Desensitization and Reprocessing (EMDR), Telehealth for Mental Health Professionals, and Leadership for Behavioral Health Professionals. Additionally, the college houses several research and service centers, including the Child Welfare Institute, the Healthy Aging Academy, and the Robin Rubin Center for Happiness and Life Enhancement.

Long-standing partnerships with more than 350 community agencies from Miami-Dade to Vero Beach provide students in our college with boundless opportunities to acquire meaningful experience and job readiness skills in their chosen field. The immense faculty expertise and strong community connection within and between our two schools – the Phyllis and Harvey Sandler School of Social Work and the School of Criminology and Criminal Justice – develop ethical, culturally competent, and innovative professionals. Graduates enter their careers fully trained to analyze, implement, and evaluate criminal justice and social welfare policies and practices; provide direct services to vulnerable populations; and promote just outcomes for individuals, families, and communities in South Florida and beyond.

For additional information, visit www.fau.edu/sw-cj.

University Libraries

The Florida Atlantic University Libraries encompass multiple libraries across off-campus instructional sites to support the academic and research needs of students, faculty, and staff. The S.E. Wimberly Library is located on the first and largest campus in Boca Raton, and to the south is the Broward County Public Library in downtown Fort Lauderdale and a joint-use library in Davie that is shared with Broward College. On the northern off-campus instructional sites are the John D. MacArthur Campus Library in Jupiter, home to the Wilkes Honors College, and the Harbor Branch Campus Library located at the Harbor Branch Oceanographic Institute (HBOI), dedicated to housing oceanographic resources for the University's research community. The Libraries also extend services to faculty, students, and staff at the Florida Atlantic Dania Beach Research Center (SeaTech), Palm Beach Community College and authorized Florida Virtual Campus members.

The University Libraries hold approximately 3.7 million items, including books, periodicals, government documents, maps, and media. Special Collections include five distinctive collections: the Harold L. Glasser Collection, the Recorded Sound Archives, the Jaffe Center for Book Arts, the Marvin & Sybil Weiner Collection, and the Alan B. and Charna Larkin Collection. These collections encompass rare books, artists' books, University archives, and print music and recordings, representing a wide range of valuable materials. The Wimberly Library is in the heart of the campus and serves over 900,000 visitors annually. The library offers numerous study options, including group and individual study rooms, study pods, and carrels for faculty and students. Graduate students have access to a dedicated study lounge for collaborative work. The Libraries work closely with stakeholders of the Boca Raton and Jupiter campuses to ensure students know the locations for 24/7 study and computer lab spaces.

The seating in the Wimberly Library is for approximately 1,239 people and includes an instructional classroom, computer labs, and accessibility resources for individuals with disabilities. The Media Center collection includes devices such as laptops, calculators, portable DVD players, and various audiovisual materials available for borrowing. The building also has Wi-Fi for devices like tablets, smartphones, and laptops and offers portable charging pods as well as charging stations. Library instruction sessions can be arranged for classes or groups, and librarians provide reference assistance, including individual consultations in person, via phone, and email.

To support the online research needs of all students, including hybrid and online learners, the library provides 24/7 chat support service except for federal holidays. The FAU community can search the online catalog, which provides access to an extensive range of electronic resources, including nearly two million

full-text e-books, over 200,000 full-text e-journals, and over 500 proprietary databases. Through OpenAthens, students and faculty can research databases, full-text articles, and e-books remotely and on campus. Additionally, Florida Atlantic University Libraries are part of the Southeast Florida Library Information Network (SEFLIN), allowing students, faculty, and staff to access collections from area libraries. The Interlibrary Loan service enables access to digital and print materials from local, national, and international institutions.

To support experiential and collaborative learning, the Ruben and Cindy Gruber Sandbox located on the first floor in the Wimberly Library, is open to students, faculty, staff, and the wider community. The Libraries, in collaboration with the College of Science and College of Arts and Letters, facilitate research and academic projects in a variety of disciplines, incorporating innovative technology and equipment, including virtual reality headsets and high-resolution computer monitors for development and visualization.

Florida Atlantic University Libraries fosters the excellence of students and faculty in learning and research.

For additional information, visit library.fau.edu

Academic Support Units

Dean of Undergraduate Studies

Undergraduate Studies, a division of Academic Affairs, is headed by the Dean of Undergraduate Studies.

The mission of Undergraduate Studies is to offer a collaborative system of student and faculty support services focused on maximizing student success through College, Campus, and Community partnerships that build a comprehensive foundation to create meaningful educational experiences.

The vision is to provide institutional leadership supporting high quality student-centered foundational experiences to Florida Atlantic's undergraduate student and faculty population, delivering student success and empowering meaningful contributions to society.

Advancement of this mission and vision is supported by a number of academic support services which, under the supervision of the Dean, make major contributions to the enhancement of the undergraduate experience.

They include: Academic Coaching and Career Enhancement for Student Success (ACCESS), Center for Teaching and Learning; Center for Learning And Student Success; Honors-in-the-Major Programs; Math Learning Center; Office of Academic Success Initiatives Assessment for Undergraduate Programs; Office of Undergraduate Research and Inquiry; Prestigious Fellowships; Professional English Language Services; ROTC and Military Science Programs; Science Learning Center; Scholars Program; Speaking Center; Student Athlete Success Center; University Center for Excellence in Writing; Writing Across the Curriculum; University Advising Services; and University Honors Program.

For additional information, click [here](#).

Center for Teaching and Learning

The Center for Teaching & Learning (CTL) is dedicated to ensuring the academic success of every student and to providing faculty the necessary tools and resources to excel in teaching. The ultimate goal is the creation of a culture of engagement, where students become fully engaged in the learning process, both with their instructors and with their peers; and where faculty from a range of disciplines can engage one another in the pedagogy of teaching, with the ultimate goal of enhancing student learning. CTL is located on the 2nd floor of General Classroom South. CTL is a one-stop shop that centralizes student academic support areas and academic enrichment areas, including the University Center for Excellence in Writing, the Math Learning Center, tutoring and Supplemental Instruction programs, e-Success programs, the Office of Undergraduate Research and Inquiry, and the Learning Community and Mentoring programs.

For additional information, visit www.fau.edu/ctl.

Center for Learning and Student Success

Part of the Center for Teaching and Learning, the Center for Learning and Student Success (CLASS) assists undergraduate students throughout their academic journey. CLASS supports the mission of the University and promotes academic and personal achievement by engaging students with academic support services to foster student success. CLASS coordinates academic support in all areas outside of mathematics and writing through:

1. The Science Learning Center (SLC): A new facility that opened in January 2020 in the Schmidt Family Complex for Academic and Athletic Excellence (next to the Stadium and underneath the parking garage), the SLC provides tutoring and hands-on-learning opportunities for students enrolled in a variety of courses in the Charles E. Schmidt College of Science – from biology and chemistry to physics and psychology. Students in both major based and general education science courses can attend small group tutoring sessions, work with Anatomy models, practice with microscopes like they would find in their lab courses, use virtual reality to learn about the human body, and much more!
2. Supplemental Instruction (SI): A series of weekly study sessions for students taking historically difficult courses. SI is FREE and open to all students who want to improve their understanding of course material and improve their grades. Attendance is voluntary. SI offers the opportunity to get together with people in the class to compare notes, to discuss important concepts, to develop strategies for studying and learning the subject and to test themselves before the professor does. At each SI session, students are guided through course material by an SI leader who has previously taken the course and earned an "A."
3. Tutoring programs: CLASS Tutoring Services provides free group tutoring by peer tutors in content-area courses. Peer tutors help improve performance in a difficult course by modeling effective study techniques and breaking down difficult concepts. Peer tutors are successful students who have earned at least an "A-" in the courses they tutor, have been recommended by their professors and have been trained in tutoring techniques through a nationally certified tutor training program. Both appointment based and drop-in tutoring is available for over 100 courses. Tutoring for science courses is located in the new SLC, while other courses are supported in the

CTL – 2nd floor of GS-2. CLASS tutors may also be found on our Davie campus and in the “Get Wise” centers within the residential halls on the Boca Raton campus. Online tutoring sessions are also available for a variety of courses to better serve our student population.

4. Volunteer Tutoring: CLASS also offers students the opportunity to become volunteer tutors through its Owl-to-Owl (OtO) Volunteer Tutoring program. Through this program, OtO tutors build upon their leadership skills, receive training and gain experience providing their peers with academic support, while earning volunteer hours. Faculty may also consider working with the tutoring coordinator to offer Academic Service-Learning in their courses as students in advanced courses can tutor students in lower-level courses for volunteer hours as they apply their content knowledge to help others.
5. Learning Assistants (LAs): Learning Assistants are undergraduate peers embedded within a course to assist the students in applying concepts during class time. LA courses allow faculty members to teach with an active learning style and identify what students truly are understanding in real time. Calculus courses at Florida Atlantic have used the LA model for several years and CLASS recently implemented the LA model in chemistry. If you are interested in learning more about using this engaging and effective teaching strategy in your courses, contact Dr. Jennifer Bebergal (bebergal@fau.edu).
6. eSuccess: The eLearning academic support services provides students with resources to facilitate a successful online learning experience. The focus is to assist students with the integration of technology into fully online courses. Online tutoring sessions led by “e-Tutors” are provided for a variety of online courses.

How can faculty get involved with the CLASS Office?

Faculty members are encouraged to work with SI Leaders, tutors and e-Tutors to increase student learning and opportunities for success within their courses.

If you are interested in getting a tutor, SI Leader, eTutor or LA for your course, contact us at 561.297.0906. For more information about the office and its services, visit fau.edu/class/

CLASS is located within the Center for Teaching and Learning in General Classroom South (GS-2, room 223). The CLASS office is open 9 a.m. to 7 p.m. Monday through Thursday, 9 a.m. to 5 p.m. Friday and 1 to 5 p.m. Sunday (fall/spring). Hours for the Science Learning Center (SF 146, next to the Stadium) are 10 a.m. to 6 p.m. Monday, Tuesday and Thursday; Wednesdays 12 p.m. to 8 p.m.; 9 a.m. to 2 p.m. Friday and 1 to 5 p.m. Sunday (fall/spring). Both centers are open Monday through Friday 9 a.m. to 5 p.m. in summer. For information, call (561) 297-0906 or email stay@fau.edu.

Math Learning Center

The Math Learning Center, or MLC for short, was created to help FAU students develop their math problem-solving skills so they have the confidence and ability to solve math problems on their own. The MLC is located in the Center for Teaching and Learning (second floor of General Classroom South), Room 211.

The MLC provides the following FREE academic support services for students:

- In-person drop-in tutoring (no appointment necessary) during all hours of operation. Hours can be found online at fau.edu/mlc
- Small group tutoring for select courses, by appointment: www.fau.edu/mlc/small-group-appointments
- eTutoring for select courses (remote online tutoring): find the schedule and courses offered at www.fau.edu/mlc/remote
- SAM (Succeed at Math) Lab – College Algebra tutoring lab. Support for College Algebra is available in the Math Learning Center’s SAM Lab in GS207. Hours and additional information about the SAM Lab can be found online at www.fau.edu/mlc/sam-lab.

For additional information about the Math Learning Center, visit www.fau.edu/mlc.

The Schmidt Family Complex for Academic and Athletic Excellence

The cutting-edge, 166,000-square-foot complex is the ultimate student recruitment and success center. By leveling up our performance in the classroom and in competition, as well as our leadership in innovation and business, the Schmidt Family Complex supports Florida Atlantic’s bold vision to be the fastest improving university in the country — and the world. Achieving success on a national level requires the best for our Owl athletes starting with the basics. From equipment to practice facilities, training to rehabilitation, film rooms to classrooms, the Schmidt Family Complex will help us become the nation’s epicenter of top-notch tools — and talent.

For additional information, visit www.fau.edu/schmidt-complex.

Interprofessional Education

The mission of Florida Atlantic University’s Office of Interprofessional Education and Practice is to facilitate team-based educational experiences within a collaborative framework, enhancing the abilities of students, faculty, and providers to engage in effective, person-and-family-centered interprofessional practice across a range of educational and practice settings and improving overall population health.

Our vision is to become a national model as a Center for Excellence in Interprofessional Education and Practice that produces collaborative practice-ready graduates who enter the workforce prepared to transform the healthcare system and improve the health of our South Florida communities and beyond.

The Office of IPE&P endeavors to support and develop a network of trained interprofessional faculty to achieve this vision. These faculty facilitate professional development opportunities for students and providers, focusing on the development of core interprofessional competencies, which include values and ethics, understanding of roles and responsibilities, effective communication, and the importance of teams and teamwork (IPEC, 2016).

Current participants in our programs include students from the FAU Colleges of Education and Social Work & Criminal Justice, Christine E. Lynn College of Nursing, Charles E. Schmidt College of Medicine, and Palm Beach Atlantic University's Gregory School of Pharmacy. As we work toward expanding our reach to other schools and practice settings, we invite you to visit our website to explore the various opportunities we have to offer.

For additional information, visit www.fau.edu/provost/oipe/.

University Center for Excellence in Writing

The University Center for Excellence in Writing (UCEW) is devoted to the support and promotion of writing for all members of the Florida Atlantic community—undergraduate and graduate students, staff, faculty, and visiting scholars. It incorporates writing center locations across all campuses, including online consulting, and the Writing Across the Curriculum program. The UCEW sponsors university-wide presentations and seminars on writing concerns, hosts brown-bag discussions, workshops, and presentations by guest speakers for Florida Atlantic and local communities.

The UCEW also serves as the clearinghouse on campus for research in literacy, pedagogy, and writing across the curricula. The writing center's free support services include informed and sensitive readers who help writers become more reflective readers and more self-sufficient crafters of their written work. Work is supported at any point in the writing process (i.e. brainstorming, drafting, revision) with papers for courses, senior or master theses, dissertations, job applications, applications for graduate school, articles for publication, grant proposals, and other documents. Trained and nationally certified consultants provide writing aid rather than an editing service. Consequently, consultants write with, not for, writers, which means that consultants may not get to all of a paper's issues. Writers will come away with a fresh perspective on their writing, with clear recommendations for improvement. For additional information, visit www.fau.edu/UCEW.

Writing Across the Curriculum

The University's Writing Across the Curriculum (WAC) program supports faculty to strengthen teaching and learning writing across all levels and disciplines in undergraduate education. We collaborate with individual faculty and departments to instill in their students critical thinking and complex problem solving through the complementary processes of reading and writing.

Program Goals:

1. Support the Teaching of Writing: Assist colleges, departments, and individual faculty members with specific strategies to support student writing (e.g. designing and sequencing of assignments, providing feedback on and evaluation of student work)
2. Maintain WAC Courses: Ensure consistency and quality of WAC courses over time across the university (e.g. maintaining WAC guidelines through previewing, approving, and reviewing syllabi)

3. Assess Outcomes: Collect and assess student writing to provide feedback to departments so they can set benchmarks for improving student outcomes
4. Enrich Departmental Curriculum: Lead departments, schools, and colleges through the processes of integrating writing systematically throughout their majors and concentrations (e.g. facilitating department-wide discussions to identify desired student outcomes, mapping departmental curricula, creating assessment plans, and designing departmental proposals for revising curricula in majors and concentrations)
5. Recognize Excellence: Recognize and promote student and faculty success in writing through campus-wide events (e.g. National Day on Writing, student publication awards, and creative presentations)

For additional information, visit www.fau.edu/WAC.

Office of Undergraduate Research and Inquiry

The Office of Undergraduate Research and Inquiry (OURI) serves as a centralized support office for faculty and students across all colleges and campuses who are engaged in undergraduate research and inquiry. OURI strives to inspire curiosity through innovative and collaborative scholarly activities. Our mission is to promote intellectual and personal development through engagement in research, creative, and scholarly activities. OURI offers university-wide programs to support students engaging in faculty mentored research including the:

- Undergraduate Research Grants
- Summer Undergraduate Research Fellowships
- Undergraduate Research Symposium
- Florida Atlantic Undergraduate Research Journal (FAURJ)
- NSF LEARN research community program
- Faculty and Student Awards and Recognition including Undergraduate Researcher of the Year and Distinguished Faculty Mentor of the Year
- Undergraduate Research Certificate
- Student workshop series
- Peer Mentor Program
- Student clubs focused on undergraduate research and inquiry

OURI is guided and advised by our College Faculty Liaisons, which comprise of faculty representing all academic colleges at Florida Atlantic. OURI also supports faculty in their undergraduate research and inquiry curricular efforts through a faculty professional development series, department-based Directed

Independent Research (DIR) courses, and the Research Intensive (RI) course designation process. These are designed to promote integration of research and inquiry practices into the lower and upper-division curriculum.

For additional information on OURI please visit www.fau.edu/ouri.

Prestigious Fellowships

Prestigious Fellowships are merit-based, nationally competitive, external awards. They provide funding to help students study abroad, conduct research, pursue public service or socially impactful careers, earn a postgraduate degree, and much more. FAU established a committee that is responsible for recruiting, advising, and coordinating the campus nomination processes. Fellowships are open to undergraduate students, graduate students, and recent alumni. Faculty are encouraged to get involved by nominating a strong student or serving on a review committee.

For additional information on Prestigious Fellowships please visit www.fau.edu/fellowships.

University Advising Services

University Advising Services' (UAS) primary focus is on first and second year students. UAS will provide a safety net for any student not sure where to go for help. In support of this mission, the UAS office will offer students a broad, comprehensive array of services aimed at aiding students in developing and implementing an appropriate and meaningful education plan. The office is divided into two main offices, Academic Advising and Success Coaching (ACCESS).

Both the academic advising and academic coaching (ACCESS) offices are based on the Appreciative Advising model. It is the intentional collaborative practice of asking positive, open-ended questions that help students optimize their educational experience and achieve their dreams, goals and potential. The advisee and advisor, as partners, work together to discover the student's passions, and dreams, design a plan to achieve those dreams, deliver on that plan, and make changes as necessary to achieve their goals. Academic Advising is provided by a staff of trained professionals certified in Appreciative Advising.

Other support services offered include:

- JumpStart, the University's summer program for newly admitted FTICs
- Early Start Program for Spring admits starting in the fall as non-degree seeking
- Certification of AA degrees
- IFP evaluations and substitutions
- Academic appeals for undeclared majors w/no college affiliation
- iDeclared programs for undecided students
- University Honors Program (UHP) advising and support
- Pre-Law advising and support (PLUS Program)
- First Generation Academic Support

- Transient requests and approvals
- FAU High School student advising and support

Academic Coaching: Academic Coaching & Career Enhancement for Student Success (ACCESS). The ACCESS Program and coaching center is a branch of University Advising Services (UAS) and provides eligible first- and second-year students with academic coaching/advising, tutoring and major/career counseling. Coaching is provided by a staff of trained professionals certified in Appreciative Advising. Services include:

- Regular meetings with an ACCESS academic coach/advisor to provide academic skill development and review progress in their courses
- Participation in time-management, study skills, test taking and special topics workshops conducted by ACCESS academic coaches/advisors
- Connection to academic support such as tutoring and supplemental instruction
- Peer Academic Coaching

For additional information, visit www.fau.edu/uas.

The FAU Mentoring Project

The Mentoring Project is designed to create pathways of opportunity and connection through relationships that promote student success. With various departmentally based mentoring programs offered across the Florida Atlantic campus, students have a multitude of avenues to help them achieve their goals, and work toward desired needs or interests.

With over 15 formal mentoring programs spanning various campuses, the vision at Florida Atlantic is to create a campus environment where all students can confidently state who their mentor is and how mentoring has contributed to their growth and success.

For additional information, visit www.fau.edu/mentoringproject/.

University Honors Program

The University Honors Program on the Florida Atlantic University Boca Raton campus is designed to provide first-year students with exceptional and rewarding learning opportunities through special Honors Courses. It is open to students in all majors, and allows students to take their general education requirement courses as Honors Courses. The advantages of the University Honors Program include small class sizes, close contact with many of the University's top-ranked faculty, special advising, advanced registration, as well as recognition at a distinct University Honors ceremony in the Fall. For students whose academic plans include post-baccalaureate study either in graduate school, law or medical schools, or other professional education, the University Honors Program is an excellent beginning for a distinguished academic career.

The goal of the University Honors Program at Florida Atlantic University is not only to provide an education that will successfully prepare students for whatever career they may choose, but also to give them a learning experience that will prepare them to continue their education throughout their life. Since its inception over 400 students have successfully completed the program and have earned their

undergraduate degrees. Many have gone on to graduate and professional schools Admission to the University Honors Program is a selective and competitive process. Florida Atlantic University accepts only a limited number of students each year. Students must be fully admitted to Florida Atlantic University in order to participate in the University Honors Program.

For additional information, visit www.fau.edu/honorsboca.

Honors in the Major Programs

Upper-division honors programs on the Boca Raton campus of Florida Atlantic University, also known as Honors in the Major, have been steadily growing over the past few years. These programs, which have stringent entry requirements, offer upper-division honors coursework (or honors compacts) and culminate with a capstone requirement.

These honors programs are designed to help students to discover the wonders of their discipline by working with faculty members on a research, creative, or scholarly product. As a faculty member, we encourage you to visit the following website www.fau.edu/honorsinthemajor in order to find out if your department has one in place or to find out how to propose one.

Center for Global Engagement

The Center for Global Engagement was established in 2016 as a hub for international activities and global engagement efforts and in support of the Global Perspectives and Participation platform of the university strategic plan. The unit reports to the Office of the Provost. The Center for Global Engagement supports the development and promotion of a welcoming university community and culture, by fostering a supportive environment through innovative global exchange, competence, and outreach. The Center for Global Engagement encompasses the following units: Education Abroad, Global Academic Services, Intensive English Institute, International Enrollment Services, International Student Services.

Education Abroad (EA) administers and oversees credit-bearing study abroad programming and provides general support services to students engaging in University affiliated travel abroad. FAU Education Abroad advises students and faculty on fellowship and grant opportunities for overseas study and research; it also coordinates activities for the Peace Corps Prep Certificate Program and the Global Tech virtual experience program.

Global Academic Services (GAS) supports J-1 Scholars/Post-Docs/Professors/Interns who bring valuable expertise through international education exchange. The office also promotes the [Fullbright Scholar Program](#) that offers Florida Atlantic faculty grants to lecture, conducts research, or participate in seminars around the world. Further, we ensure compliance with federal regulations regarding the employment of foreign nationals on sponsored visas (H-1B, O-1, TN, E-3...) and employment-based green card requests. Lastly, GAS serves as a liaison between the hiring departments and Florida Atlantic contracted immigration firm.

International Enrollment Services (IES) assists with international student recruitment initiatives, specifically with the Study Group partnerships. Additionally, the Center provides in-house foreign credential evaluations for graduate applicants and undergraduate applicants with postsecondary coursework completed outside of the United States.

Intensive English Institute (IEI) offers intensive English language programs for international students, scholars, and professionals, and professionals who seek to improve their academic language skills. The primary purpose of IEI is to increase the number of ESL learners in the Academic Track and facilitate their language preparation for admission to Florida Atlantic's undergraduate and graduate programs. Completion of the IEI Bridge Program (level VI) satisfies language proficiency requirements for admission purposes. IEI also custom and on-demand programs for language training, and offers support for currently enrolled international students who need to improve their language skills in research, presentation, pronunciation, or other specific purposes. The Seminar for International Teaching Assistants (SITA), in partnership with the Graduate College, is also part of IEI and offers mandatory training to international teaching assistants who require additional preparation prior to serving as Graduate Teaching Assistants in the undergraduate classroom.

International Student Services (ISS) provides comprehensive support services for international undergraduate, graduate, and exchange students, as well as their dependents. ISS is the primary liaison to various government agencies such as the U.S. Department of Homeland Security, U.S. Department of State, and the Student and Exchange Visitor Program (SEVP), and Bridge USA (Exchange Visitor Program). ISS supports Florida Atlantic stakeholders in understanding federal regulations and creating institutional policies based on current guidance and best practices in the field. ISS facilitates the onboarding of new international students with F and J visas by conducting in-person and virtual orientations, immigration check-ins, workshops, and seminars to support a smooth transition in their academic, social, and cultural adjustment. They also provide guidance regarding maintenance of status, practical training and employment regulations, and visa/travel procedures. The office also offers a suite of programs and opportunities for the integration of international students into Florida Atlantic campus life.

For further information about the Center for Global Engagement, please visit www.fau.edu/global.

Office of Information Technology

Office of Information Technology – The mission of OIT is to plan for and provide high quality information technology resources in support of research and teaching across all campuses, and to facilitate the efficient execution of administrative and public service functions of the University.

For immediate assistance with a variety of computing needs, visit www.fau.edu/helpdesk.

Center for Online and Continuing Education

The Center for Online and Continuing Education (COCE) supports Florida Atlantic University's commitment to high-quality, flexible education designed to meet the needs of today's learners. COCE works collaboratively with faculty, departments, and colleges to expand access to learning opportunities for students balancing their studies with work and other responsibilities. Key services include:

- **Continuing Education and Career Advancement:** COCE offers flexible, career-focused courses and programs designed to help working professionals develop new skills, earn credentials, and advance in their fields. These offerings support lifelong learning and workforce development across a wide range of industries.

- **Strategic Online Course and Program Development:** COCE partners with academic units to develop new online courses and redesign existing ones, ensuring that programs meet university standards and are structured to provide students with flexible, high-quality learning experiences.
- **Instructional Design and Quality Support:** Faculty receive personalized instructional design support, including one-on-one consultations, open labs, and assistance in aligning courses with recognized quality standards and preparing for certification where applicable.
- **Faculty Training and Professional Development:** COCE provides a variety of professional development opportunities to help faculty succeed in online teaching. Offerings include workshops, orientations, weekly micro-learning sessions, and guidance on best practices in flexible instruction.
- **Support for Teaching Assistants and Faculty Research:** The department assists with training for teaching assistants supporting online courses and provides guidance for faculty engaged in research and grant activity related to digital and flexible learning.
- **Student Support Coordination:** In collaboration with other university units, COCE helps ensure that online students—especially those balancing work and study—have access to the academic and support services they need to succeed.

For additional information, visit www.fau.edu/elearning/.

Testing & Certification and Test Preparation

The Office of Testing & Certification provides a broad range of professional and academic testing and evaluation services to members of the university community, local community, and beyond. We have two centers, one on the Boca campus and the other on the Davie campus that offer distinct and relevant exams to our internal and external constituents in a controlled and securely proctored environment.

In addition, the center scores faculty-made multiple-choice tests into item analysis and distribution reports. The Student Perception of Teaching reports are web-based but Testing & Certification heavily supports the program.

The Test Preparation Department offers test preparation courses for the benefit of Florida Atlantic students and the surrounding communities to prepare for graduate and professional school. The test preparation courses are designed by faculty and test preparation experts who are experienced and highly trained holding varying credentials including PhD and JD degrees. The classes are designed to meet the needs of students and working professionals.

For additional information for testing resources, visit www.fau.edu/testing and for test preparation information, visit www.fau.edu/testprep.

Student-Athlete Success Center

The Student-Athlete Success Center partners with the student-athletes, the Florida Atlantic community, and the Florida Atlantic Athletic Department to promote student learning and student success. The SASC

provides a center that supports and encourages holistic student development, focusing on the student-athlete's individual needs and goals.

The environment of SASC is designed to enhance the growth of independent learners who graduate and become engaged members of our community. The primary goal of the Student-Athlete Success Center (SASC) is to assist Florida Atlantic's student-athletes in reaching their educational goals while they compete in intercollegiate athletics. Counselors work closely with coaches, faculty and a variety of campus resources in order to help facilitate students' academic progress and personal development throughout college life. SASC has instituted academic and social support programs that include Academic Enhancement, Tutorial Services, Counseling, Secondary Advising, Study Hall, and Life Skills Programs.

Each of these programs provides students with the resources and fundamental skills that will allow them to maximize their academic potential. Instructors are strongly encouraged to respond to requests from SASC counselors for reports on students' academic progress. Timely feedback from instructors allows academic counselors to engage in proactive intervention that often helps students avoid potential academic problems.

For additional information, visit www.fau.edu/schmidt-complex.

Osher Lifelong Learning Institute

The Osher Lifelong Learning Institute (OLLI) is dedicated to serving adults by providing programs for enrichment and personal growth on both the Boca Raton and Jupiter campuses. There are over 25,000 enrollees and their interests cover a wide range of topics. The OLLI Program is the premier organization of its type in the nation. Programs cut across all traditional academic lines and are offered by highly qualified Florida Atlantic faculty and distinguished lecturers from outside the University. There are no exams or papers, just the opportunity to learn.

For a list of upcoming events, visit www.fau.edu/lis.

Institutional Effectiveness & Analysis

The Office of Institutional Effectiveness & Analysis (IEA):

- Provides accurate and timely data and information in support of administrative decision making, planning and policy analysis;
- Reports data to internal and external (e.g., federal and state) constituencies; conducts studies on issues of significance to the Florida Atlantic community; and supports University processes for determining and documenting institutional effectiveness in academic departments and academic support units. IEA can assist faculty through the following services:
 - Provide historical or current data about Florida Atlantic's students, programs, personnel, and resources, in response to internal and external requests.
 - Conduct special studies as requested by University committees or administrators.
 - Design and administer survey instruments, manage data collection, and analyze, interpret and disseminate results.

- Assist academic departments and academic support units in evaluating and documenting the effectiveness of their programs and activities through assessment design, data collection, and analysis of results.
- Build and maintains query-able databases for student retention, majors, productivity and survey results.
- Benchmark against peer institutions on enrollment, retention, graduation and other key metrics

For additional information, visit www.iea.fau.edu.

FLORIDA ATLANTIC UNIVERSITY SCHOOLS

A.D. Henderson University School

Alexander D. Henderson University School stands as a beacon of educational excellence in the state and nation having earned National Blue Ribbon designation three times and deemed a Florida School of Excellence. As a public laboratory school with departmental status in the College of Education located on FAU's Boca Raton campus, A. D. Henderson offers students in Kindergarten through 8th grade an exemplary learning environment where innovation meets practice. A. D. Henderson serves a dual mission by providing outstanding education to its students while functioning as a vibrant hub for educational research and curriculum development. This unique laboratory setting creates an environment where aspiring educators gain invaluable pre-teaching field experience, where researchers collaborate with expert teachers in a model school environment, and where innovative teaching methods are developed to benefit public schools statewide.

In accordance with Florida Statutes, A. D. Henderson maintains a student population that reflects the demographic characteristics of the state. This commitment to representation enriches the educational experience while ensuring research findings have broad applicability across Florida's school systems.

The school operates under the careful oversight of State statutes, Department of Education regulations, Florida Atlantic University policies, and the School Advisory Body. Due to its reputation for excellence, admission is highly competitive and determined through an annual lottery system that gives every applicant an opportunity for consideration.

Applications and information are available at www.adhus.fau.edu/.

FAU High School

FAU High School offers an extraordinary, fully immersive early college model for exceptional students in grades 9-12. This prestigious program seamlessly blends rigorous high school curriculum with authentic university coursework, allowing students to simultaneously complete high school requirements while earning college credit and providing students the opportunity to earn a cost-free bachelor's degree and high school diploma simultaneously. In 2020, the high school further grew by designing FAU High School in Partnership with Max Planck Academy on the FAU Jupiter Campus, a unique program partnering with the Max Planck Florida Institute for Neuroscience, a premier German biotechnology research institute.

This unique high school combines experiential experiences vital to enhancing learning through the use of simulations, research, collaborative projects, field trips, and hands-on experiments and activities in labs at FAU High and the university. Students also engage in a variety of electives, clubs, athletics, and extracurricular activities critical to rounding out students' educational experiences at FAU High School.

Due to the rigors of the early-college model, FAU High School's selection is a competitive application process. For additional information about this high school option, visit www.fauhigh.fau.edu.

Pine Jog

Nestled on a breathtaking 132-acre preserve in West Palm Beach, Florida Atlantic University's Pine Jog Environmental Education Center stands as a pioneering force in environmental education. As one of Florida's first environmental education centers and among the nation's oldest, Pine Jog has been inspiring environmental stewardship for over six decades. FAU Pine Jog is dedicated to developing, researching, and disseminating highly effective educational programs and services for Pre-K through post-secondary students that cultivate environmentally literate and engaged citizens.

Pine Jog's comprehensive suite of 14 innovative programs goes beyond traditional environmental education. Each carefully crafted experience creates meaningful connections between academic concepts and real-world environmental challenges, fosters collaborative learning communities where lasting friendships form through shared discovery, and guides learners along a progressive path toward environmental literacy and responsible action.

More information may be located on the center's website at www.pinejog.fau.edu.

INSTRUCTIONAL POLICIES

Academic Calendar

The University's academic calendar defines the beginning and ending dates of the full semester, mini-terms, and critical deadlines associated with them. Classes must be scheduled in conformity with the academic calendar in order to assure that each class meets for the minimum amount of time required by the state. Furthermore, federal financial aid regulations stipulate that each week of instruction must include at least one day of regularly scheduled instruction or examination. It is expected that students enrolled in asynchronous online courses will perform educational activities each week that demonstrate academic engagement while having access to the instructional materials, other resources, and instructor support necessary for completion of course objectives.

To view current and future academic calendars, please visit www.fau.edu/registrar/calendar.

Course Syllabi

For guidelines for course syllabi, visit [The Office of the Provost website](#).

Class Meetings

State regulations require that classes meet a specified amount of time for each assigned credit. Consequently, classes must meet for the entire period for which they have been scheduled, through and including the Final Exam. Instructors may not cancel classes; in the event that extraordinary circumstances require a faculty member to miss a scheduled class, the department chair should be notified and arrangements must be made to make up for the lost class time. In the event of a hurricane or other emergency, classes may be cancelled only if the University is officially closed. If the University is closed at any time during the semester for emergencies, Reading Days may be used as class time.

Online courses that meet asynchronously must have weekly educational activities which demonstrate academic engagement.

Reading Days, as listed on the Academic Calendar, are days set aside for students to study for final exams or prepare for other end of the semester activities and assignments. During Reading Days faculty should be available during their regularly scheduled office hours, in person or on-line, to respond to student questions. Reading Days are observed for full-semester courses; they are not observed for courses scheduled during the mini-terms. Reading Days are observed for full-semester courses; they are not observed for courses scheduled during the mini-terms.

Classes must meet during the scheduled Final Exam period, even if no Final Exam is given. Final examinations should not be given during Reading Days, as well. Courses may not end prior to the end of the term except in exceptional circumstances, and then only with written advance approval from the Dean.

Classroom Requests

Classrooms used for academic courses are assigned by the Instructional Facilities Scheduler within your department/college each semester when class schedules are submitted. Faculty may indicate preferences for a particular location or a specific classroom for consideration by your Scheduler. No changes to the meeting day, time or campus location of published courses can be made unless this request is submitted via CourseLeaf (CLSS).

Student Attendance

Students are expected to attend all of their scheduled University classes and to satisfy all academic objectives as defined by the instructor. The effect of absences upon grades is determined by the instructor, and the University reserves the right to deal at any time with individual cases of nonattendance. Students are responsible for arranging to make up work missed because of legitimate class absence, such as illness, family emergencies, military obligation, court-imposed legal obligations, or participation in University-approved activities. Examples of University approved reasons for absences include participating on an athletic or scholastic team, musical and theatrical performances, and debate activities. It is the student's responsibility to give the instructor notice prior to any anticipated absence, and within a reasonable period of time after an unanticipated absence, ordinarily by the next scheduled class meeting. Instructors must allow each student who is absent for a University-approved reason the opportunity to make up work missed without any reduction in the student's final course grade as a direct result of such absence.

Office Hours

The University's office hour policy is available on the [Office of the Provost website](#).

All faculty are required to post office hours during which time they will be available for consultation with students. In establishing the office hour schedule, faculty will carefully consider students' ability to come at the scheduled times. Faculty with special advisement responsibilities may have additional office hours assigned. Faculty are expected to be in their office and available during these hours. Individual departments may establish a requirement beyond these minimum University requirements.

Examinations

The procedure for handling student examinations varies not only among academic units, but among faculty within those units. While the University has no specific policy regarding student examinations, it supports a practice that every student has a right of access to review examinations. Most instructors are willing to let the students review the test along with their answer sheets in a faculty member's office. In other cases, faculty may post a copy of the examination along with the answers. When scheduling examinations and assignment due dates, faculty should keep in mind that undergraduate students need to have some indication of their progress prior to the last day to drop a course without failure. Major tests or other major class events should not be scheduled on days that will be observed as holy days by a significant number of students.

Final Examination

Scheduled Comprehensive final examinations are to be given only at the time published in the Final Examination Schedule. Classes must meet during the scheduled final examination period even if no final exam is administered.

Posting Grades

Federal statute prohibits the posting of examination scores, test or paper grades or final grades in any way that lets individual students be identified, e. g. by student social security number or FAU ID. If it is necessary to post grades, special identification numbers may be devised as long as they do not allow identification of the student.

The sole authority and responsibility for the assignment of grades rests with the faculty member who is the instructor of the course. The grade must reflect student academic performance. Florida Atlantic University uses a plus/minus grading system. Grades for undergraduate and graduate courses are reported by the symbols indicated in the following grading table:

Grade	Grade Point per Semester Credit Hour
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67
F	0.00
S (Satisfactory)	Credit Only
U (Unsatisfactory)	No Credit
I	Incomplete
AU	(Audit) No Credit
CR	(Credit by examination) Credit Only
W	Withdrawal
NR	No reported grade
NC	No Credit

Grades must be submitted from Canvas directly to Banner using Florida Atlantic's Grade Submission tool. Instructions on how to post grades to Canvas can be found [here](#).

Grades may be submitted, changed, and resubmitted through this tool as long as the grade has not 'rolled' to the student's academic history in Banner. Generally, the rolling to academic history will occur nightly at 10:00 pm during the final grading period. Mini-term classes that end prior to the end of the regular semester will be rolled every Sunday evening, making the grades available to the students on Monday.

Failure to submit grades by the grading deadline can negatively impact a student. It may affect a student's academic standing and may result in a student being cancelled out of a subsequent course if the current course is a prerequisite to the next course.

If a grade was not submitted prior to the grading deadline, it is necessary for the faculty to submit the grade through the **Grade Change** workflow. To access the Grade Change workflow, log into myfau.fau.edu, select **FAU Self-Service**, then **Faculty Services**, and then **Grade Change**. Late grade changes can be processed up to one year from the end of the semester that the student was enrolled.

Grade changes greater than one year cannot be submitted through the workflow and require multiple approvals. The faculty would submit an email to their department chair/school director with the student's name, course subject and number, final grade, and the reason for the delayed grading. The department chair/school director would review and if approved, send to the college dean (or designee). The college dean (or designee) would review and if approved, forward to the Dean of Undergraduate Studies or the Dean of the Graduate College, as is appropriate. The final approval would be sent to the Registrar's Office (recordupdates@fau.edu) to update the student's record.

Satisfactory/Unsatisfactory Grading Option

In certain designated undergraduate courses, students may elect to receive a grade of Satisfactory (S) or Unsatisfactory (U) rather than a standard grade. When students choose this option, they participate in the course in the same way as students enrolled for a letter grade, and the instructor is not informed that they have chosen the S/U option. The instructor will grade all students with a standard letter grade. When grades are submitted to Banner, the grade will automatically convert to the "S" grade if the student has earned a passing grade and had selected the Satisfactory/Unsatisfactory grading option. A "S" grade will be awarded credit but will not be counted in calculating the grade point average. Students whose work is not considered passing, receive a grade of "U", and will be counted when calculating the grade point average.

This option is available only to undergraduate students and requires the approval of the college of the student's major; it is not available for courses in the student's major or to students on probation. The maximum credit available to any student on the pass-fail option is one course per term, with a maximum of 12 credit hours during a student's entire course of study.

Satisfactory/Unsatisfactory Grading

Certain courses are designated by the department offering them to be graded on a Satisfactory/Unsatisfactory (S/U) basis. Unlike P/F grading, S/U grading is not an option for the student, but applies to all students in the course. In such courses, the grade of S indicates passing work and will be awarded credit for the course, but the course will not be included in the grade point average. The grade of U indicates failing work; it is awarded no credit but is not included in the grade point average.

Incomplete Grades

Students who register for a course but fail to complete the course requirements, without dropping the course, will normally receive a grade of F from the course instructor. A student who is passing a course but has not completed all the required work because of exceptional circumstances may, with the approval of the instructor, temporarily receive a grade of "I" (Incomplete). The grade of "I" is neither passing nor failing, and it is not used in computing a student's grade point average; it indicates a grade deferral and must be changed to a grade other than I within a specified time, not to exceed one calendar year from the end of the semester during which the course was taken.

The "I" grade is used only when a student has not completed some portion of the work assigned to all students as a regular part of the course. It is not to be used to allow a student to do extra work subsequently in order to raise the grade earned during the regular term. The instructor is required to record in Canvas the "I" grade along with the Incomplete Grade Contract. All which specifies the work that must be completed for a final grade, the deadline for completion, and the grade that will be assigned if the work is not completed.

If the student fails to complete the work by the designated due date, the student system will convert the "I" grade to the default grade on the specified due date.

Students cannot graduate with a grade of incomplete "I" on their Florida Atlantic record. Before certification for graduation, every incomplete designation must be resolved. Possible ways to resolve "I" grades are:

1. Complete the work required in the agreement with the instructor for the "I" grade.
2. Request that the default grade specified by the instructor be immediately recorded.

No Credit Policy

The No Credit grading policy is designed to enable degree seeking students the opportunity to progress through to a timely and successful graduation. This policy allows students to recover from initial difficulties they may experience in the transition to the rigors of the university academic coursework.

This policy is limited to courses in the General Education Program and selected lower-division courses. A student will receive a grade of NC (No Credit) if their grade does not meet the minimum requirement. NC grades are not calculated in the student's grade point average (GPA). Grades that meet the minimum will appear as earned on the student's transcript and will be calculated in GPA. The following conditions apply to this policy:

1. The grade of NC is applied a maximum of four times to the listed courses during the student's academic career at Florida Atlantic and applies only to courses carrying two or more credit hours.
2. Students receiving one or more NC grades are subject to the university's academic standing flags (probation, suspension, etc.) and must abide by the stipulations for continuation determined by their academic advisor.
3. The grade of NC may not be applied to repeated courses.
4. The NC grade may not be applied to grades awarded due to an academic irregularity. (See University Regulations, Chapter 4, Regulation 4.001, Code of Academic Integrity).
5. Students wishing to have their earned grade applied (and thus to remove their NC grade) must petition the Office of the University Registrar. For additional information about the No Credit grading policy, visit the [No Credit Policy](#).

Administrative Notations

The following notations are not grades and are not assigned by instructors but are entered administratively on the transcript when appropriate.

Administrative Notations	Description
AU	Audit
CR	Credit Only
NR	No Reported Grade
W	Withdrawal
WM	Exceptional Circumstances Withdrawal
ZR	Drop Retained *

*(Used only prior to Fall 2020)

The AU notation carries no credit and indicates that the student registered for the course only as an auditor.

The CR notation indicates that the student received credits for the course by examination.

The "NR" notation is temporarily added to the transcript by the Registrar's Office when an instructor does not report a grade for a student in a particular course by the deadline for submission in the semester the course was taken. The "NR" is not a grade, and courses so marked are not included in the grade point average. When the instructor submits a grade through the **Grade Change** workflow, the "NR" notation is replaced.

The W notation indicates that the student withdrew from the course by the “Last Day to Drop with a “W” as specified on the [Academic Calendar](#). The course appears on the transcript, but no credit is awarded and the course is not included in the grade point average.

The WM notation indicates that the student was granted an Exceptional Circumstance withdrawal.

Classrooms

There are signs posted inside each classroom listing a phone number to call in case you encounter a problem in a classroom so that it may be addressed as quickly as possible. If you do not see a sign and require assistance, please contact your department office if it is during business hours or campus police/security if it is after regular business hours.

If you wish to change your classroom assignment for the term, please contact your department chair or secretary to make arrangements with scheduling on your behalf. Because a room change will affect the online schedule, the request may only come from the department chair or secretary. Please do not hesitate to report a problem no matter how small—we count on the faculty to bring any problems to our attention so that they can be resolved.

Grade Reviews

Faculty exercise professional judgment in determining how to assess student performance, based on standards in their departments or disciplines and on their own expectations for student achievement. A student may request a review of the final course grade only when the student believes that one or more of the following conditions apply:

- There was a computational or recording error in grading.
- Non-academic criteria were applied in the grading process.
- There was a gross violation of the instructor’s own grading statement.

Course Evaluation

University regulations require that the Student Perception of Teaching (SPOT) survey be conducted in all sections of all courses with enrollments of five or more students. The SPOT is administered online during the last two weeks of the course, except in summer when it is conducted during the last week. Results of the SPOTs are available for individual instructors or can be queried in the aggregate at the IEA website.

Academic Program Assessment

Assessment is an ongoing process: establishing clear, measurable expectations of student learning; systematically gathering, analyzing, and interpreting evidence of learning; comparing student learning outcomes to expectations; and continuously using results to understand and improve student learning throughout the University. Florida Atlantic is committed to assessment that is meaningful, manageable, efficient, and useful for making decisions at the course, department, college, and University levels. Although assessment of general education and both undergraduate and graduate degree programs is

required by state regulation and regional and discipline accrediting agencies, assessment works best when guided by the curiosity and intellectual dialogue that characterize the culture of higher education.

Florida Atlantic has implemented Student Learning Outcomes (SLOs) for each of its baccalaureate degree programs. SLOs identify content/discipline knowledge and skills, communication skills, and critical thinking skills that students in that program are expected to demonstrate prior to graduation, and the methods by which students will be assessed on these skills. Content of SLOs are listed on each department's website and on the Provost's home page under Assessment. Assessment results are entered into the University's assessment database and reported in summary form each year to the Board of Governors. The assessment database details program improvements made on the basis of assessment results. Graduate programs also perform assessment of student learning outcomes. It is suggested that faculty link their individual course learning objectives to their program's assessment plan.

For additional information on assessment resources, visit www.fau.edu/iea/assessment/index.php.

Academic Honesty

All of us in the Florida Atlantic community are responsible for discouraging academic dishonesty by taking preventative measures and by ensuring that appropriate action is taken when irregularities are discovered.

Florida Atlantic is committed to a policy of honesty in academic affairs. Academic irregularities frustrate the efforts of the faculty and serious students to meet university goals. Since faculty, students, and staff have a stake in these goals, all of us are responsible for discouraging academic irregularities by preventative measures and by ensuring that appropriate action is taken when irregularities are discovered. Thus, Florida Atlantic has an honor code requiring a faculty member, student, or staff member to notify an instructor when there is reason to believe an academic irregularity is occurring in a course. Florida Atlantic's Code of Academic Integrity describes the expectations for students' ethical academic conduct and the procedures for charging a student with a violation of the Code. It also outlines the procedures for students to appeal such charges. The instructor's duty is to pursue any reasonable allegation, taking action where appropriate, as described in the appropriate section of the Florida Atlantic Catalog and [University Regulation 4.001](#).

See University Regulations, Chapter 4, Regulation 4.001, Code of Academic Integrity at www.fau.edu/regulations.

Dealing with Disruption

Increasingly, faculty members are called on to deal with behavioral problems with students (or, on occasion, with non-students). It is important for you to be prepared to deal with occurrences as they arise: to exercise good judgment, to communicate to the appropriate colleagues and offices, and to document the details of any interactions that have occurred.

Disruptive Behavior

As faculty members at Florida Atlantic University, we uphold the dual responsibility of preserving the academic integrity of our teaching and research while fostering an environment conducive to learning. Students may exhibit a range of behaviors that require attention by a faculty member. Some of these behaviors may stem from distress, and in such cases, you are encouraged to review resources such as www.fau.edu/studentsindistress for further information. Other behaviors, however, may disrupt the academic environment and must be addressed.

Disruptive conduct by students is “Any action that impairs, interferes with or obstructs the mission, purposes, order, academic atmosphere, operations, processes and/or functions of the University.” (Regulation 4.007(5)(f) Student Code of Conduct). Disruptive conduct might include such things as:

- Cell phone, or other electronic device, use that is not permitted (e.g. receiving or making calls, or text messaging during class, utilization of a smart watch during exams, etc.
- Engaging in non-academic conversations, including side discussions during lectures or introducing unrelated topics during a classroom discussion.
- Failure to adhere to academic attire requirements, such as not wearing closed toe shoes in a lab, or refusing to wear required uniform, etc.
- Endangering the health, safety, and welfare of members of the university community
- Engaging in written, verbal or physical abuse, threats, intimidation, harassment, coercion or other conduct, the foregoing of which threaten the health, safety or welfare of any person.

While discretion and judgment are required, it is important to differentiate between occasional or minor disruptions (e.g., a student arriving late with minimal disturbance) and behavior that significantly disrupts the class or creates a hostile environment. Please be attentive of how student actions may affect the learning process, so you can support all students having opportunity to engage without unnecessary distractions.

If you feel you need additional support on how best to manage your classroom environment (whether it be online or in-person), your department chair, program director and/or appropriate academic Associate Dean can provide experienced counsel to help you respond to different situations. If you have specific expectations for classroom behavior, it is advisable to include that information in the course syllabus, so students are aware of what is expected of them from the beginning. Feel free to consult with your department chair, program director or academic Associate Dean for assistance in creating an effective syllabus.

If you do include guidelines in your syllabus, clearly outlining expectations, rather than prohibiting specific behaviors, promotes a positive and respectful classroom atmosphere. A sentence such as “You are expected to be attentive to the lecture and discussion, respectful of others’ questions and arguments” covers behavior quite effectively without setting a confrontational mood. The important thing is to communicate expectations early. It is easier to establish customary expectations than to correct deviations.

In many instances, students may not be aware that their behavior is disruptive. A good first step is generally to request that the behavior cease in a non-adversarial manner. Many students will adjust their behavior appropriately. If necessary, you can have a follow-up meeting with the student in a neutral

setting which can provide an opportunity to further address the issue. Should the student respond appropriately, the matter can be considered resolved without escalation.

If you are uncomfortable addressing a student directly, please work with your department chair, program director and/or academic Associate Dean. If the disruptive behavior persists or escalates, and the student does not respond positively to initial feedback, faculty should document the interaction thoroughly, noting the date, time, and specific details of the conversation. Faculty should also notify the department chair, program director, or Associate Dean for guidance on the next steps. It is particularly important to document your steps to deal with any such situation, so that if there is a persistent concern that needs to be referred to the Dean of Students Office, there is documentation of the efforts to communicate with the student. Documentation serves as a key record in ensuring transparency and accountability. The documentation should be a factual description of the incident(s), rather than a record of your feelings. It should, ideally, be written close to the time of the incident, and e-mailed to your department chair, program director, and/or the appropriate academic Associate Dean. You can also copy yourself for your own records.

If the student refuses to change their behavior, we have a variety of responses available. In cases where immediate safety concerns arise, please contact the University Police Department at 561-297-3500 or 911. A follow-up report should then be submitted through fau.edu/report to officially notify the Dean of Students Office of the incident. This report may include any prior documentation regarding communication with the student. The Dean of Students Office will address the situation in a manner consistent with Regulation 4.007 Student Code of Conduct, ensuring that students' rights to due process are upheld. You can find Regulation 4.007 at www.fau.edu/regulations/chapter-4/.

While students do not have the right to engaging in disruptive behavior in the classroom, they are afforded a conduct process that includes multiple steps and opportunities to be heard. If a student has been referred to the Dean of Students Office, the procedures outlined in Regulation 4.007(10) will be followed.

For any questions or further discussion regarding the student conduct process or student behavior in the classroom, you are welcome to contact the Dean of Students Office at 561-297-3542 or deanofstudents@fau.edu. To file a report, you can use the online reporting forms available at fau.edu/report.

Anti-Discrimination and Anti-Harassment

Regulation 7.008 is posted at www.fau.edu/ocr9. The University affirms its commitment to ensure that each member of the University community shall be permitted to work or study in an environment free from any form of unlawful discrimination or harassment that is based on a legally protected class, including race, color, religion, age, disability, sex, national origin, marital status, veteran status or any other basis protected by law.

Sexual Harassment may include but is not limited to unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct or request is made either explicitly or implicitly a term or condition of academic achievement; or

2. Submission to or rejection of such conduct or request by an individual is used as the basis for an employment or academic decision affecting such individual; or
3. Such conduct or request unreasonably interferes with an individual's work or academic performance or creates an objectively intimidating, hostile, or offensive environment for working or learning.

Note: The definition of sexual harassment excludes the use of sexual material in a classroom setting for academic purposes related to the area. If you need advice about how to present sexual material in classrooms or how to respond to student concerns about such material, contact your department chair/school director. Faculty sometimes experience sexual harassment from students when a student offers unwelcome sexual advances, requests for sexual favors, or other communication or physical conduct of a sexual nature that interferes with the faculty member's "work ...or creates an intimidating, hostile, or offensive environment for working".

If you believe you are experiencing sexual harassment by a student or University employee, please contact the Office of Civil Rights and Title IX (OCR9) at ext. 7-3004, ADM 265 or report any claims related to discrimination at www.fau.edu/report. OCR9's Director has responsibility for investigating such reports and resolving them.

In some circumstances, faculty also may observe the sexual harassment of students or other members of the University community. Such harassment must be reported to OCR9, or to his/her department chair/school director, or to any of the college deans, who then will contact the Director of OCR9.

For additional information, visit www.fau.edu/ocr9.

Accommodations for Disabilities

Students with a documented disability who request accommodations have the responsibility for documenting the disability and the need for accommodations. Such students should be referred to Florida Atlantic Student Accessibility Services (SAS). SAS provides students with disabilities the services and accommodations needed in order to ensure that they have an opportunity to attain the same quality of education as other students without compromising academic integrity or altering course/program requirements. Students must register with the SAS in order to receive authorized academic accommodations.

Registering includes completing an Application for Support Services, providing documentation of the disability, and undergoing an Intake Interview. After a student is registered with SAS, he/she will log into the SAS Online Portal and request their Academic Accommodation Agreement Letters be sent to their professors via email. This letter states all approved accommodations for that student. Professors are prompted to log into the SAS Online Portal to view and acknowledge the student's accommodations. Faculty can also review exam with accommodation requests and upload details regarding exam plus a copy of the exam to be proctored. Professors are not responsible for providing accommodations without receiving an Academic Accommodation Agreement.

For additional information, visit www.fau.edu/sas.

Fees for Course Materials and Supplies

The charging of fees to students for materials and supplies is carefully monitored under guidelines imposed by the Florida Legislature. Any fee associated with a course must be publicized in the course schedule. Fees are allowed only for consumables and not for equipment, repairs or maintenance. The guidelines for preparing a new fee proposal are available from the Academic Affairs Office and require approval by the Provost before submission to the Board of Trustees.

Textbooks and Materials

Textbook and Instructional Materials Selections

Textbooks and instructional materials orders must be submitted using the Follett Discover portal via Canvas no later than 45 days prior to the start of the semester. Instructors are encouraged to submit orders by the annual textbook adoption deadlines; Fall—April 15, Spring—October 15, Summer—March 15.

Instructors who attempt to submit textbook and instructional materials orders after the 45-day deadline will be required to submit the “Late Textbook Adoption Exemption Request Form” to their department chair and dean for approval. Books may also be obtained at other commercial bookstores, but university regulation, BOG regulation, and State Statute 1004.85 FS require that all required texts be available at the University Bookstore. These regulations apply to courses taught in mini-terms as well as full term courses. Textbooks and instructional materials should be selected considering the guidance provided in the April 9, 2025 Provost’s Memorandum “Procedures for Selecting Textbooks and Instructional Materials for Affordability and Transparency”.

For additional information, visit www.fau.edu/provost/for-faculty/syllabi-textbook-postings.

Authorship

Since University faculty members are expected to be experts in their disciplines, the best text for use in a class may be one written by the course instructor. A faculty member may select a textbook he or she has written provided that it has been published by a nationally recognized, commercial book company. The Report of Specified Interest form needs to be submitted.

Faculty members may require students in their classes to buy course manuals, study guides, and other materials prepared by the faculty member if such materials are produced off campus, comply with copyright laws, and are offered for sale by the University Bookstore or if the materials are produced and sold by the University Copy Center. The charges to students for these materials will cover only the cost of producing and distributing the material and must be approved by the department chairperson and college dean.

RESEARCH

The Division of Research, under the direction of the vice president for research, supports and promotes Florida Atlantic research, creative and scholarly activities by providing faculty tools and resources to be competitive, setting strategic directions in research, ensuring responsible research practices and communicating the importance of research within and beyond the university. In addition, the division oversees four university-wide research institutes and is responsible for economic development and entrepreneurial activities involving faculty, staff, students and the broader university community

Research is an essential component of the University's mission, and Florida Atlantic both seeks and provides support for programs of research, scholarly and creativity conducted by faculty members. Generally, a faculty member's assignment will include a proportion of effort for departmental research, in an amount to be determined by departmental priorities. These research efforts can be supported in some areas by a number of research centers and institutes formed to stimulate particular research programs. In addition, external support for research is available in many areas, and the University's Division of Research is responsible for assisting faculty members in acquiring such support and for administering it once received in a manner that is consistent with federal and state regulations. Research is also supported by the Florida Atlantic University Research Corporation (FAURC), which is the financial backbone that assists with patents, royalties and interactions with industrial sponsors, and by the Florida Atlantic Research and Development Authority, which works to link faculty and students to companies within the Research Park, located on Florida Atlantic's Boca campus.

Centers and Institutes

Institutes and centers have a long history at Florida Atlantic of supplementing the Colleges' and Departments' research coordination and outreach efforts. They include organizations focused on traditional research topics in sciences and engineering as well as organizations devoted to training and to community outreach in a host of academic areas.

Florida Board of Governors (BOG) Regulation 10.015 sets forth the criteria and guidelines for both State of Florida institutes and centers and Institutes and centers established by the Florida Legislature. It requires each state university to develop and publish clearly defined guidelines consistent with BOG policies for establishing, operating, changing the name or purpose, suspending, terminating, reviewing and evaluating the effectiveness of university institutes and centers. FAU Regulation 2.006 responds to this requirement and is designed to facilitate the formation of new centers or institutes and to assist in the management and review of those existing centers or institutes.

The latest updated version of this regulation may be found [here](#).

A current listing of State of Florida institutes or centers, Institutes and centers established by the Florida Legislature, and University institutes and centers is available [here](#).

Research and Proposal Development

The Office of Research Development (ORD) offers Florida Atlantic investigators assistance in finding research funding, building interdisciplinary research teams, and in writing, editing and strengthening grant proposals. As a support unit focused on the ideation and development stages of extramural

funding, ORD staff members provide wide-ranging support to principal investigators across all stages of their grant applications. Staff members conduct and assist with funding searches for specific projects that researchers wish to pursue, support the preparation of large, complex, institutional proposals by offering project management direction, review and critique proposal drafts, and provide descriptive material on Florida Atlantic resources. ORD staff can also link researchers to others on campus with similar research interests for possible collaborative projects. ORD staff have experience with a broad variety of funding mechanisms, federal agencies, state agencies and private sponsors.

ORD also offers online materials, in-person workshops/programs and special events to foster collaboration, enhance proposal development skills, or stimulate the development of engaging and innovative research programs.

Sponsored Programs

The Office of Sponsored Programs (OSP) is the central office for the submission of research, training, and other sponsored activity type proposals; the negotiation and acceptance of awards; administration of awards; issuing and negotiation of subawards and other non-financial agreements such as non-disclosure agreements, materials transfer agreements, and other contract and grant-related agreements. All proposals submitted for sponsored funding must be reviewed and approved by OSP prior to submission to the sponsor and all negotiations with potential sponsors must be conducted through the OSP. Individuals within the office are authorized by the president to bind the University for grants and contracts and serve as institutional authorized officials for the University.

The office also serves as the liaison and service provider to internal and external stakeholders, including principal investigators, administrators, program officers, grants officials and colleagues. OSP provides guidance and consultation to faculty and staff in all aspects of proposal development, including reviewing requests for proposals and solicitations; budget preparation and development; and compliance with sponsor requirements, Florida Atlantic policies, and state/federal regulations.

OSP provides guidance to ensure proper stewardship of the sponsored funding and facilitates the administrative activities, such as no-cost extensions, changes to the statement of work, key personnel, and any other sponsor prior-approval requirement.

The Sponsored Programs office performs oversight of research compliance and ensures that all projects involving human or animal subjects, hazardous materials, boating safety, conflicts of interest, export control issues or other compliance requirements are approved by the appropriate institutional review board prior to commencing of the project.

Additionally, OSP conducts training sessions and workshops for faculty and staff on research-related topics, including Florida Atlantic's grants management systems, external sponsor submission systems, and agency regulations and updates.

OSP can be reached at sponsoredprograms@fau.edu.

Research Accounting

Research Accounting is the central office responsible for the post award administration of externally funded sponsored research activities. We provide comprehensive support and expertise on fiscal management, adherence to federal and sponsor regulations, timely and accurate reporting, improvements to reduce administrative burden as well as implementing internal controls. The fiscal management of externally funded sponsored research includes the following financial functions: (1) project/account setup, (2) expenditure approval and oversight, (3) invoicing and collections, (4) financial reporting, (5) effort certification, (6) cost share and program income, (7) subaward monitoring, (8) closeout, (9) financial compliance and (10) audits.

Additionally, research accounting provides training and guidance on best practices for post-award research administration, guidance on compliance-related topics and interpretation of federal, state and University regulations and serves as the liaison for auditor requests.

For additional information regarding research accounting, visit www.fau.edu/researchadmin/research-accounting; or contact the office at researchaccounting@fau.edu or 561-297-2133.

Research Integrity

The Office of Research Integrity is responsible for assuring compliance with federal and state regulations for the use of human and animal subjects in research and teaching through the institutional review board (IRB) and the institutional animal care and use committee (IACUC). Additional responsibilities for the office include managing researchers' disclosure of significant financial interest through the financial conflicts of interest committee (FCOIC), assisting researchers with biosafety and facilitating the institutional biosafety committee (IBC), coordinating compliance training through CITI, addressing cases of research misconduct, managing responsible conduct of research training and assisting researchers with related compliance areas.

The appropriate review committee must approve all research projects involving these areas of compliance. Research projects include funded and unfunded research in the form of faculty research, undergraduate research, graduate theses, and doctoral dissertations. Faculty must secure the required approval prior to initiating data collection.

Forms, instructions and more information regarding the committees are available online or contact Research Integrity at 561-297-1383. Please visit us at www.fau.edu/research-admin/research-integrity.

Use of Human Subjects in Research (IRB)

The Human Research Protections Program (HRPP) at Florida Atlantic University is governed by several guiding principles and laws established by the National Commission for the Protection of Human Subjects of Biomedical and Behavioral Research and the ethical principles applicable to such research as summarized in the Belmont Report, the Code of Federal Regulation Title 45 Part 46, 21 CFR Parts 50 and 56, 32 CFR Part 219, 34 CFR Part 97, the Office of Human Research Protections, the laws of the State of Florida, and all FAU policies. It is the policy of FAU that the rights and welfare of human subjects participating in research engaged in by FAU must be adequately protected. All such research, including

research projects, theses, or dissertations, whether unfunded or funded by grants, contracts, or other mechanisms.

It is also FAU policy that all human-subjects research and research-related activities involving human subjects, conducted within or under the auspices of the University, by any faculty, staff or students, be subject to Institutional Review Board (IRB) review and approval. The IRB is a University faculty committee appointed by the Florida Atlantic Institutional Official, representing Florida Atlantic's colleges. This is required before any human subjects research can begin.

It is the responsibility of each investigator to make sure that their research meets the criteria for compliance with these guidelines. The investigator must complete and submit a research application for IRB review through the online portal at www.fau.edu/research-admin/research-integrity/novelution. The IRB specifically must assure that: (1) risk to participants is minimized and are reasonable in relation to anticipated benefits; (2) the participants are provided with sufficient detail in the consent form to assure voluntary informed consent; (3) the privacy and confidentiality of research participant data is protected.

If you are proposing to conduct sponsor-initiated clinical trials research, contact the Office of Research Integrity at researchintegrity@fau.edu for additional information.

Federal Regulations require that personnel who will be interacting with the human subject or that will be handling data (even if they do not directly interact with the human subjects).

To view these requirements, please refer to the training link at: www.fau.edu/research-admin/research-integrity/human-research-mandatory-training.

IRB policies may be obtained at www.fau.edu/research-admin/research-integrity/human-subjects-irb/irb-policies-and-procedures.

Use of Animals in Research and Teaching (IACUC)

Florida Atlantic University's animal care and use program is committed to the humane care and use of animals in research, teaching and exhibition activities. In accordance with federal regulations, University policy requires that all vertebrate animal and cephalopod use in research and teaching must first be reviewed and approved by the institutional animal care and use committee (IACUC).

The IACUC is a committee composed of scientists, non-scientists, veterinarians and community members appointed by the FAU institutional official, the vice president for research. The IACUC complies with a federal mandate for review of all research and teaching activities using vertebrate animals at institutions receiving federal funds for research and/or teaching. Florida Atlantic has an assurance on file with the Office of Laboratory Animal Welfare, stating that all research, teaching and exhibition activities involving the use of vertebrate animals and cephalopods, regardless of funding, come under the purview of FAU's IACUC.

All research, teaching or exhibition activities with animals must be reviewed and approved by the IACUC prior to start of the activity with animals. For more information how to submit an animal care and use application for IACUC review, please see www.fau.edu/research-admin/research-integrity/animal-subjects-iacuc/iacuc-forms.

All personnel working with vertebrate animals are required to complete the appropriate training prior to working with animals in research, teaching or exhibition activities. In addition, personnel are required to obtain occupational health clearance through the Office of Environmental Health and Safety. For more information related to required training of personnel, please see www.fau.edu/research-admin/research-integrity/animal-research-mandatory-training.

The IACUC is required to review protocol applications and individual technical portions of grant applications for congruency. It is a federal requirement that the procedures of an IACUC protocol match those described in the associated grant proposal.

Details regarding the policies, procedures, application forms, renewal forms, meeting and application deadline dates for the IACUC can be found at www.fau.edu/research-admin/research-integrity/animal-subjects-iacuc.

If you are proposing to conduct research, teaching or exhibition with vertebrate animals or cephalopods, please contact the Office of Research Integrity at researchintegrity@fau.edu for assistance.

Use of Biological Materials in Research (Institutional Biosafety Committee)

Federal guidelines mandate that any entity receiving federal funding and conducting research with recombinant or synthetic nucleic acid molecules must have an institutional biosafety committee (IBC) to review such activities. As a condition of this funding, all such research conducted at or sponsored by the institution, irrespective of the source of its funding, must comply with NIH guidelines.

The Florida Atlantic IBC is a faculty committee that has been delegated the authority to set University policy with regard to research with recombinant or synthetic nucleic acid molecules. The IBC has also been delegated the responsibility to review, approve and oversee the use of biological materials, agents, and toxins in all teaching, research, or testing activities conducted by university facilities or research personnel.

All projects involving recombinant DNA, microorganisms, biological toxins or venoms, human or animal biological materials, or contact with wild animals must be registered with and approved by the IBC, and all personnel involved in these projects must complete appropriate training.

More information regarding the IBC, including policies, meeting dates, forms, and contact information, can be found at www.fau.edu/research-admin/research-integrity/institutional-biosafety-committee.

Management of Financial Conflict of Interest (FCOI)

Compliance with the U.S. Department of Health and Human Services under 42 CFR Part 50 and Part 94 and Florida Atlantic policy requires that upon submission of a proposal to the Office of Sponsored Programs, all investigators (principal investigators, Co-PIs and other key personnel) provide a disclosure of significant financial interest as part of the proposal submission.

Once a notice of award has been provided, all applicable positive significant financial interest (SFI) disclosure forms are forwarded to the Office of Research Integrity.

Research Integrity facilitates the FCOI committee, composed of university faculty representing Florida Atlantic's colleges. The committee reviews disclosures to determine if the researcher's significant financial interest could reasonably affect the design, conduct or reporting of the research in the funded proposal. If a determination is made by the committee that a conflict does exist, the committee will work with the investigator(s) to develop a management plan to eliminate or mitigate the conflict.

The FCOI committee is charged with ensuring that a significant financial interest does not compromise the integrity of the research activity, including its reporting, protection of the welfare of research participants or the development of intellectual property.

For additional information, visit www.fau.edu/research-admin/research-integrity/financial-conflict-of-interest-in-research.

CITI Training

The ethical conduct of research is dependent on the proper training of investigators prior to conducting research. Research Integrity administers various modules in collaboration with the Collaborative Institutional Training Initiative (CITI) — an online training portal used nationwide. Each area has specific training requirements outlined on the reference webpages.

Responsible Conduct of Research

The responsible conduct of research (RCR) is paramount to conducting research and producing generalizable knowledge the scientific community and especially the population at-large can depend on. Practices of responsible conduct of research include but are not limited to proper data management, clearly defining responsibilities and authorship, and establishing roles between mentors and mentees.

The National Science Foundation (NSF) requires institutions to have a plan to provide appropriate training and oversight in the responsible and ethical conduct of research for undergraduate students, graduate students, postdoctoral scholars, faculty, and other senior personnel who will be supported by NSF to conduct research. This required training for the NSF is accessed through the CITI training platform.

The National Institutes of Health (NIH) requires that all trainees, fellows, participants, and scholars receiving support through any NIH training, career development award (individual or institutional), research education grant, and dissertation research grant must receive RCR instruction of minimum eight-hour of face-to-face contact.

For additional information on RCR requirements by agency, and methods to complete the training, visit www.fau.edu/research-admin/research-integrity/responsible-conduct-of-research.

Research Misconduct

Responsible research is fundamental to the credibility and advancement of knowledge across all disciplines. Allegations of research misconduct (fabrication, falsification and plagiarism) must be

reported to the Division of Research or to the Central Compliance office at [here](#). Follow up on such allegations including inquiry and investigation, are coordinated through Research Integrity.

For additional information regarding the process and policy, visit www.fau.edu/research-admin/research-integrity/research-misconduct/.

Export Control

Florida Atlantic is committed to fully abide by federal and state laws and regulations, including those collectively and commonly referred to as export controls. Export controls are enforced primarily by three agencies: the U.S. Department of State through its International Traffic in Arms Regulations (ITAR), the U.S. Department of Commerce through its Export Administration Regulations (EAR) and the U.S. Department of Treasury through its Office of Foreign Assets Control (OFAC). These laws and regulations govern how certain information, technologies and services can and cannot be transmitted to foreign countries or to foreign nationals on U.S. soil.

While most of the research activities at Florida Atlantic are exempt from export controls under one or more exemptions, particularly the Fundamental Research Exemption, certain actions or restrictions may trigger the application of these laws and regulations. Assistance to FAU's research community in identifying, analyzing and managing such actions and/or restrictions are available through the Export Control office.

For additional details regarding the policies, procedures, forms and general information on export control, visit www.fau.edu/research/export-control/.

Intellectual Property

As a public institution, Florida Atlantic is entrusted with the responsibility to see that intellectual property produced at the University is administered in the best interest of the local and national public. Under state and federal law, intellectual property produced in the field or discipline in which the faculty member is engaged by the University, or produced using University funds, personnel, facilities, equipment, materials, or technological information, is the property of the University.

Intellectual Property Policy

Florida Atlantic recognizes that intellectual property may result from the activities of Florida Atlantic faculty members. Florida Atlantic has an obligation to serve the public interest by ensuring that Florida Atlantic intellectual property is commercialized and made available to the public. The Florida Atlantic Intellectual Property Policy, Policy Number 10.6 effective July 1, 2020, provides the framework for determining ownership rights and creating both the incentives and the necessary protections to encourage the discovery and commercialization of new knowledge. The policy provides for intellectual property to be transferred for the public benefit with an equitable distribution of net income from the transfer to the faculty, among others.

It is the responsibility of the Office of Technology Development to manage the technology transfer process for all matters relating to the identification, protection and commercialization of Florida Atlantic-owned intellectual property. The Office of Technology Development works to transfer all Florida Atlantic

intellectual property available for licensing to industry and startup companies through the Florida Atlantic University Research Corporation.

Process

All Florida Atlantic supported intellectual property created by faculty members is required by state and federal laws to be disclosed promptly to the University. The disclosure is made using the appropriate disclosure form. When completed, the form should be sent to the Office of Technology Development. This document provides the Florida Atlantic vice president for research and the Office of Technology Development with the necessary information to evaluate the intellectual property and determine if there are any obligations to research sponsors.

Disclosures are to be kept confidential until appropriate legal protection has been secured or certain rights may be lost. Faculty members should refrain from discussing the intellectual property or sharing it with others outside of the University. This includes discussions, papers, posters, publications, or presentations when the substance of the intellectual property may be disclosed.

The Office of Technology Development will notify the faculty member after disclosure as to whether Florida Atlantic will elect to acquire title to the intellectual property by assignment or waive the University's rights to the intellectual property.

[Distribution of Net Income](#)

Net income from any financial benefits resulting from the successful commercialization of Florida Atlantic intellectual property, less any foreseeable expenses the Office of Technology Development or FAURC deems necessary to protect or commercialize the intellectual property, is distributed as follows:

Cap A:	First \$5,000 Net Income
Creator(s)	100%
Cap B:	From \$5,000 to \$100,000
Creator(s)	50%
Creator(s) Research Use	5%
Creator(s) Center/Institute	5%
Creator(s) Department/Division	5%
Creator(s) College	5%
FAURC	30%

Cap C:	Above \$100,000
Creator(s)	35%
Creator(s) Research Use	6.5%
Creator(s) Center/Institute	6.5%
Creator(s) Department/Division	6.5%
Creator(s) College	6.5%
FAURC	39%

Distribution is made semi-annually on or before June 1 and December 1 each year. Proceeds from transactions entered into prior to July 1, 2013, will be distributed pursuant to the applicable version of Florida Atlantic's intellectual property policy.

For additional information, read the complete [Florida Atlantic Intellectual Property Policy](#) or contact the Office of Technology Development at (561) 299-6836 or techdevelop@fau.edu.

Florida Atlantic University Research Corporation (FAURC)

The FAURC is a nonprofit, direct support organization of Florida Atlantic that assists faculty, staff and students of Florida Atlantic with research support, especially in connection with the commercialization of inventions. Among other things, FAURC arranges, enters into and accounts for licenses with external commercial entities for intellectual property (patents, etc.) resulting from Florida Atlantic research.

For additional information, visit www.fau.edu/research/research-corporation.

Research Communications

The Office of Research Communications in the Division of Research is committed to eliciting interest and excitement about research and scholarly activity at Florida Atlantic. Working with the Division of Public Affairs and communications officers within colleges or other units, Research Communications disseminates research related news and information through newsletters, publications, social media, videos, advertisements, sponsorships and websites. The office disseminates news and information to Florida Atlantic faculty, staff and students and external constituencies. In addition, Research Communications supports Florida Atlantic researchers by providing information about the services, programs and research administration provided by the Division of Research and its units through a variety of channels, including fliers, email marketing campaigns, videos, posters and events. The office also promotes various research-related events, including workshops, seminars, symposiums, training sessions and lectures.

For additional information, contact dorcommunications@fau.edu, and to keep up with all the latest research-related happenings, visit Research Daily at www.fau.edu/research/research-daily.

Research Park at FAU

The Research Park at FAU is a 70-acre destination for research and development companies to thrive and is widely regarded as South Florida's laboratory for new entrepreneurial ideas and technologies. It also hosts FAU Tech Runway, a South Florida public-private partnership that serves as a hub to accelerate technology development and incubate startup companies. The Research Park at Florida Atlantic is governed by the Florida Atlantic Research and Development Authority, which was created in 1985.

The Florida Atlantic Research and Development Authority ("FARDA" or "the Authority") is the product of the technology-led economic development partnership between Florida Atlantic University, Palm Beach County and Broward County. It supports and promotes research and development in affiliation with, and related to, FAU and fosters technology-led economic development in Broward and Palm Beach counties.

Palm Beach and Broward counties' boards of county commissioners each appoint three members to the Authority and Florida Atlantic University's president, or his/her designee, is a member and serves ex officio, as established by state statute and county ordinances.

Research Park Statistics – Boca Raton and Deerfield Beach

- Established: 1985
- Total Acres: 94.3
- Existing Square feet: 349,503
- Tenants: 19

Florida Atlantic is an immediate neighbor, and the foundation of value proposition to tenants.

Access to the intellectual capital in the student body and faculty, as well as equipment and joint grant opportunities, provide the opportunity to speed up the development of new products. The support of the University president, faculty and students, is essential to ensuring that the relationship between the organizations is nurtured and remains strong.

Companies that are located in the Research Park at FAU can obtain market insights directed at their specific needs and customized educational programs. Joint funding opportunities could be explored with companies and the faculty. Faculty and students can arrange to work for the industry partner on a part-time basis, and industry partners' professional staff can participate in advanced degree programs.

Global Ventures at FAU is a facility designed to assist second-stage companies scale up to become sustainable and profitable ventures, is also located within the Boca property and is available for faculty or student growth-stage companies. More information can be obtained at www.researchparkfau.com.

Research Cores Program

Research Cores, often referred to as core facilities, enable cutting-edge research to stimulate and increase the University's overall research productivity. They provide access to technology, equipment, services and training that are not typically affordable to a single researcher and are valuable to multiple investigators. Research Cores are defined by operational and financial independence, specifically:

- a group of research resources, often with dedicated personnel and space, available through a cost-recovery model to Florida Atlantic investigators.
- provides access to equipment, services, technologies, consultation and/or special products used to conduct research.
- is separately budgeted and accounted for and adheres to government regulatory costing principles.
- can be available to external users.
- should facilitate cost-recovery for equipment maintenance, replacement and upgrade, as well as personnel training to ensure availability of state-of-the-art expertise.

Alternatively, non-core common research resources may also be available at Florida Atlantic, such as:

- equipment, services, technologies, consultation and/or special products available to a select group of Florida Atlantic investigators, without a formal cost-recovery model and typically lacks a dedicated organizational support structure.
- they may not directly charge sponsored projects for access or use of resources and may be unavailable to others within Florida Atlantic's research community or external users.

The Division of Research manages these enterprises to ensure compliance with federal cost-accounting principles, sustainability and impact. A formal process has been developed to help evaluate the viability and need of new cores as well as the continued performance of existing cores. There are currently seven cores authorized to operate at Florida Atlantic:

- The Biostatistics Collaborative Core provides services to review an investigator's research question(s), draft statistical methods and sample size sections for a research protocol, oversee and/or manage the integrity of data collected, conduct statistical analyses, interpret results, write methodology and results sections of manuscripts, collaborate on grant applications, and provide training to investigators.
- The Advanced Cell Imaging Core provides imaging services and light microscopy equipment to support scientific and clinical investigators at Florida Atlantic and other institutions across the Boca and Jupiter campuses. The core houses nine imaging systems, covering a variety of light microscopy techniques. Additionally, the core provides five powerful image data analysis workstations with advanced imaging software. Owing to a prominent and enduring collaboration, the Core has been designated as a Nikon Center of Excellence.
- The Engineering and Technology Core offers applied project services to support Florida Atlantic faculty with sponsored research projects. The core provides quality and affordable engineering, project management, operations, testing services that free investigators to focus on science, publishing and new proposal development.
- The Clinical Research Unit's (CRU) provides the facilities, tools, training, services and guidance to conduct high-quality clinical research. The CRU core has research space specifically designed to conduct clinical research, clinical trials, longitudinal studies and patient-outcomes-oriented research projects. The services provided by the CRU include: advise on study design and feasibility, assistance with Institutional Review Board (IRB) submissions, guidance on federal,

state and institutional regulatory compliance, access to research exam rooms, recruitment and consent of participants, administration of research tests and procedures, collection of data and specimens, shipping of biological samples, report of safety and research results.

- The Comparative Medicine Core offers advanced animal care to ensure the health and well-being of animals used in research, testing and teaching, all in compliance with animal welfare regulations and policies. This core facility also supports high-quality animal research and serves as a valuable resource for research staff regarding all aspects of laboratory animal care including humane treatment and responsible animal use, while also enhancing researchers' knowledge and skills.
- The Neurobehavioral Core provides Florida Atlantic researchers with the facilities and resources to elicit an array of mouse behaviors in the domains of sensation, motor, cognition, learning, memory, anxiety, fear and depression that can model multiple neuropsychiatric disease states. This core's mission is to guide researchers in understanding phenotypes and selecting behaviors relevant to their animal models, to provide access to space and equipment to which researchers might not otherwise have access to perform behavioral tests, and to offer expertise in the use of software and data analysis.
- The Water Analysis Laboratory provides high-quality sample analysis. The lab is equipped with state-of-the-art instrumentation for the determination of nutrients, major ions, metals, stable isotopes of water and to perform basic soil analyses, including soil particle size, pH, electrical conductivity, percent organic matter (via loss on ignition) and determination of both grain size distribution and carbonate composition of granular sediments.
- The MRI Research Core has been established at Florida Atlantic University to advance research using magnetic resonance imaging of the brain and body. The newly established MRI research center features a GE 3T Premier MRI scanner that includes the ability to scan all parts of the brain or body. Neuroimaging capabilities include structural and functional MRI, diffusion tensor imaging (DTI), MR Angiography, MR Spectroscopy, and the ability to perform simultaneous MRI with EEG. This state-of-the-art equipment is located within the FAU Division of Research on the Boca Raton campus. Areas of research can include those associated with neurology, psychiatry, psychology, health sciences, nursing, physiology, medicine, sports medicine, neuroeconomics, neuromarketing, neuroethics, and many others. Researchers and faculty at FAU can access the MRI scanner following approval from the FAU MRI Safety Committee and Institutional Review Board (IRB), in accordance with the established FAU MRI scanner utilization policy.

In addition to these capabilities at Florida Atlantic, the Division of Research has developed agreements with US Scripps and Max Planck Florida Institute for Neuroscience to access their core facilities and Florida Atlantic faculty can access those cores with equal priority and on a cost basis. Florida Atlantic is also a member of the Southeastern University Research Association (SURA) with access to the lab, as well as Jefferson Lab, Laboratory Support Services and Operations, Oak Ridge Associated Universities and National Lab. In addition, Florida Atlantic is a charter member of Life Sciences South Florida, a regional partnership of universities, hospitals and private industries to facilitate access to health sciences equipment, expertise and education.

For more information about our Research Cores please visit www.fau.edu/research-admin/cores.

Comparative Medicine

The mission of the Office of Comparative Medicine is to provide animal care that promotes the health and well-being of animals used in research, testing and teaching, in accordance with federal and state animal welfare regulations and Florida Atlantic's Institutional Animal Care and Use Committee policies. Additionally, Comparative Medicine facilitates high-quality animal research through state-of-the-art animal care and serves as a resource for research personnel on issues related to the humane treatment and responsible use of animals. The staff at Comparative Medicine is well trained and proficient in a variety of biomethodological procedures, which are offered as services to our researchers.

Florida Atlantic recognizes the significant role that teaching and research involving animals plays in advancing scientific knowledge and gaining fundamental biological insights for specific medical advancements. The animal care and use program at Florida Atlantic has received full accreditation from AAALAC International, the leading organization that sets accountability standards for the care of laboratory animals.

Clinical Research Unit

The Clinical Research Unit (CRU) provides researchers at Florida Atlantic with facilities, tools, training, services, and guidance to conduct high-quality clinical research. The CRU is a state-of-the-art core research space specifically designed to conduct clinical research, clinical trials, longitudinal studies, and patient- outcomes-oriented research projects. The services provided by the CRU include study design and feasibility consultation; Institutional Review Board (IRB) submission; federal, state, and institutional regulatory compliance; study coordination; research testing and questionnaire administration according to study protocol and procedures; data and specimen collection; sample processing; IATA certified storage, packaging, and shipping of biological samples; phlebotomy; and medication administration. The CRU also provides access to the exam rooms, bone density (DXA) machine, and Gait Lab.

The Office of Postdoctoral Affairs

Florida Atlantic's Division of Research is committed to serving the postdoctoral community and providing the best resources possible for a successful career, while increasing the visibility of postdoctoral contributions to Florida Atlantic's research. The goal is to help postdocs reach their career and professional goals.

The Office of Postdoctoral Affairs implements policies and procedures related to appointments, roles and responsibilities of all postdoctoral scholars at our campuses. The office strives to support the postdoctoral community by providing mentoring and career development opportunities, in collaboration with other campus partners, and serve as a dedicated resource to postdoctoral scholars.

For more information, visit this website www.fau.edu/research-admin/postdoc-affairs.

Innovation & Business Development Pipeline (I&BD)

Florida Atlantic University has officially debuted the Innovation and Business Development (I&BD) pipeline, an expanded footprint of services offered to the South Florida business community. The pipeline encompasses Florida Atlantic opportunities such as FAU Wave, Adams Center for Entrepreneurship, Florida Atlantic's Market Validation Program, National Science Foundation I-Corps Site Program, the Office of Technology Development, the Runway at Florida Atlantic (formerly FAU Tech Runway®), Tech Runway Investors Network, Florida Small Business Development Center (SBDC) at FAU, the Office of Global Partnerships and many more. Utilizing existing Florida Atlantic resources, I&BD's purpose is to help move individuals and businesses through the pipeline from start to finish, emphasizing programs that help imagine, build, grow, expand and thrive.

The I&BD also consists of ten (10) "hubs," providing opportunities for Florida Atlantic to provide services and resources to communities over three counties. Hubs are in the following locations:

- FAU Harbor Branch Oceanographic Institute
- FAU John D. MacArthur Campus
- City of West Palm Beach
- City of Delray Beach
- City of Boca Raton
- City of Deerfield Beach
- Town of Davie
- FAU Fort Lauderdale
- FAU Dania Beach
- FAU Davie West

FAU Wave

The FAU Wave program is an applied research and entrepreneurship competition that brings together undergraduate and graduate students to catalyze solutions to real-world problems. Project disciplines range from engineering, behavioral science, social entrepreneurship, community engagement, environmental sustainability, biomedical technologies, social science, education and more.

Participants in the competition, which can be individual students or teams of students, are given seed funding to develop their proposed projects. The funding assists with translating their novel ideas and technologies into prototypes and community engagement events. Students are encouraged to have a faculty or Ph.D. student mentor to provide technical guidance and expertise. Towards the end of the program, students submit a poster and a video that is judged on feasibility, innovation, commercialization potential, progress and research effort. The top project takes home the \$2,000 Dr. Eric H. Shaw FAU Wave Excellence in Innovation Award at an end-of-year award ceremony and the top community engagement project is awarded a \$1,000 community engagement prize. The FAU Wave program acts as a pipeline to other entrepreneurial competitions such as the Adams Center for Entrepreneurship Business Plan Competition, The Runway, and other state and nationwide competitions.

NSF I-Corps

The NSF I-Corps at Florida Atlantic regional cohort curriculum is a four-week program for faculty and student teams interested in grant proposals from the Small Business Innovation Research (SBIR) and/or Small Business Technology Transfer (STTR), professional development, and developing or commercializing their research.

This course typically consists of a one-day kickoff workshop, customer discovery interviews, a SBIR/STTR grant workshop and a one-day finale workshop. This course can also be taken online in Canvas.

Participants will walk away with eligibility to apply for a \$50,000 National I-Corps grant for continued customer discovery, a greater understanding of SBIR/STTR grants, a more defined broader impacts statement, a clear value proposition, qualitative data gathering, and completion of the prerequisite to FAU's Tech Runway Venture Class.

The Runway at Florida Atlantic (formerly FAU Tech Runway)

FAU Tech Runway serves as one of the region's primary entrepreneurial hubs, supporting faculty members, graduate and undergraduate students, Florida Atlantic staff, alumni, and community members, who seek to transform their inventions, discoveries, and innovations into companies. The Runway provides entrepreneurs with a complete ecosystem in which to house, train, mentor, fund, and launch their technology-based business ventures, from the ideation phase through to the revenue scaling stages. Additionally, participants in the program have access to co-working space at the Boca location (FAU Campus) or the new Innovation Space located in Boynton Beach.

Since its inception in 2014, The Runway has supported over 200 startup and early-stage companies, which have collectively raised more than \$168.1 million in capital, created over 1,000 jobs, and generated more than \$310.3 million in revenue. The program runs two cohorts annually, each welcoming approximately 25 ventures/cohort. Selected participants receive more than \$100,000 in resources and services, including but not limited to: Structured team-based mentoring with a team of up to five expert business mentors

- Master Speaker Series instructional sessions covering entrepreneurial management topics
- Intensive NSF I-Corps/Market Validation Workshop training module, covering the fundamental of customer profiling and discovery, value proposition, and product-market fit
- Facilitated introduction to sources of venture funding, including pitch slide reviews and pre-pitch preparation
- Marketing and business planning support from college interns
- Access to free co-working space for one year
- Access to talented teams of Florida Atlantic student interns (both business and graphic arts design students)
- Access to regional business and technology events
- Free office hours from premier professional support firms (attorneys, accountants, etc.)
- Vendor credits (ex. free cloud services)

- Direct access to a network of seasoned entrepreneurs, world-class mentors, investors, instructors, technology experts, and top-tier support professionals
- Programs and resources from Florida Atlantic's Innovation and Business Development pipeline

Florida Small Business Development Center at FAU

The Florida SBDC at FAU offers high-level consulting and training to faculty, students, alumni and small and medium-sized businesses in Broward and Palm Beach Counties. The Florida SBDC at FAU has access to robust databases, business research resources and knowledgeable expert consultants who can help business owners and entrepreneurs successfully navigate the obstacles that come with the stages of the business life cycle, providing no-cost specialized services to fit their needs. From pre-venture businesses (exploring business feasibility) to established businesses (in business over three years), the Florida SBDC at FAU can help. Consultations are confidential, one-on-one, either virtual or in-person.

Certified business consultants assist with guidance in accessing government contracts, market research, business continuation, emergency preparedness, export market plans, international trade and funding such as SBIR/STTR grants.

The Small Business Innovation Research (SBIR) program and the Small Business Technology Transfer (STTR) programs are highly competitive and encourage domestic small businesses to engage in Federal Research/Research and Development (R/R&D) that has the potential for commercialization.

Consultants can assist in:

- Searching grant opportunities
- Reviewing and applying for grants
- Registering with appropriate agencies
- Providing compliance and regulatory information and more

The Florida SBDC at Florida Atlantic University is a member of the Florida SBDC Network, a statewide partnership program nationally accredited by the Association of America's SBDCs and funded in part by the U.S. Small Business Administration, Defense Logistics Agency, State of Florida, and other private and public partners, with the University of West Florida serving as the network's lead host institution. Florida SBDC services are extended to the public without preference. Language assistance services are available for limited English proficient individuals.

FACULTY APPOINTMENT, EMPLOYMENT AND COMPENSATION

Academic Rank, Promotion, and Tenure

See the [Provost's website](#) for more information. Faculty members at Florida Atlantic University are normally appointed in the academic ranks of instructor, assistant professor, associate professor, and full professor. In addition, there are also special faculty titles of equivalent academic ranks in the instructional, clinical or research units, or in other University academic functions, such as librarians. Initial faculty appointments are typically at the rank of Assistant Professor, although appointments at higher ranks may be made where an individual's previous experience and qualifications warrant such an appointment. Faculty members are considered for promotion to the next higher rank based upon their accomplishments relative to defined criteria.

Promotion to the rank of Associate Professor will coincide with the award of tenure, typically following the required successful completion of a six-year probationary period. The promotion and tenure process is a collegial process involving both faculty committee and administrative reviews. Decisions to promote or to grant tenure, although not identical, differ more in emphasis than they do in kind. The granting of tenure is a critical action because it represents a serious commitment by the University to the individual. Both promotion and tenure decisions represent an evaluation on the part of the University of the faculty member's total value to the University and potential for the future as evidenced by past performance. They require not only a consideration of the candidate's fulfillment of assigned responsibilities in research, teaching and service, but also a broad-scale evaluation of the individual's ability to effectively fulfill the responsibilities of membership in the University community.

Ultimately, the sole authority and decision to grant tenure and promotion rests solely with the President. Consideration for tenure normally takes place during the sixth year of service, although at the time of employment an individual may be granted credit toward tenure. Such credit is to be acknowledged in writing and the individual may withdraw part or all of the credit once prior to application for tenure. Only individuals who are associate professors or who meet the criteria for promotion to associate professor will be considered for tenure. Each academic unit has developed criteria which will be used to determine if candidates have attained a level of accomplishment which warrants a positive recommendation for promotion and tenure. Positive recommendations are not a promise or guarantee of promotion or tenure, as the ultimate decision rests solely with the President.

The evaluation is based on a formal portfolio and must reflect the assignments and body of work of the candidate over the period of employment for tenure and in the case of promotion the period since the last promotion. [The Academic Affairs website](#) includes criteria for Appointment, Promotion and Tenure of Faculty and other documents governing the promotion of tenure-track and non-tenure track faculty; specific criteria used by colleges and departments/schools may be obtained from the unit administrator.

Employment

For more information on faculty search procedures, assignments, and minimum requirements for instructors, visit www.fau.edu/provost/resources/policy-memoranda.

Evaluation of Faculty Performance

Annual Evaluation

Faculty members must be evaluated at least once annually, on the basis of the performance of their assigned duties and responsibilities and their contribution to the orderly and effective functioning of the academic unit and the total University. Faculty are required to submit written self-evaluation materials to assist the evaluator for the period under review. The basic purpose of the annual evaluation is faculty improvement in the functions of teaching, research, service and other duties that may be assigned. Individuals responsible for the supervision and evaluation of a faculty member should endeavor to assist the faculty member in correcting any performance deficiencies reflected in the annual evaluation. Faculty is also encouraged to accept and seek such assistance, if needed. The evaluation should also address progress toward tenure, and toward promotion. The individual responsible for the evaluation should provide the faculty member with a written copy of the evaluation.

The evaluator will offer the faculty member the opportunity to discuss the evaluation prior to its being finalized. The evaluation shall be signed and dated by the person performing the evaluation, and by the person being evaluated, who may attach a concise comment to the evaluation. A copy of the evaluation shall be made available to the employee. The employee may request, in writing, a meeting with the administrator at the next higher level to discuss concerns regarding the evaluation which were not resolved in previous discussions with the evaluator. Personnel decisions, including recommendations for tenure and promotion decisions, shall take the annual evaluations into consideration, but personnel decisions need not be based solely on written employee performance evaluations.

Evaluation File

Evaluations and materials in a faculty member's personnel files upon which evaluations are based will be considered in recommendations on tenure, renewal of appointments, promotions and salary, as well as other personnel decisions. All materials used in the evaluation process (other than evaluations for promotion and tenure) should be contained in the faculty member's evaluation file located in the office of the faculty member's department or, in some units, in the dean's office. The contents of the faculty evaluation file will be kept confidential and should not be disclosed except to the affected faculty member and those persons whose duties require access to the file in accordance with the University's policies and procedures.

The evaluation file for the faculty member should be made available for examination, upon reasonable advance notice, during the regular business hours of the office where the file is kept. Written materials used in the annual evaluative process should be contained in this file. For more information on the confidentiality of evaluative information, refer to University Regulations regarding Limited Access Records and Florida Law.

Employment Periods

The University operates on a modified semester system with two semesters during the academic year and three summer terms, identified as Summer Terms 1, 2, and 3. The dates of all employment periods are established by the University on an annual basis. Faculty are employed for fixed term periods, and not on an hourly basis. The employment period for instructional faculty is normally 9 months annually. A Deferred Pay Option Plan is available allowing the nine-month salary to be spread over twelve months. Faculty who are hired on a nine-month academic year appointment and offered employment during the supplemental summer term will be compensated at the rate consistent with appropriate formulas used to determine summer rates. During the employment period, all faculty are entitled to observe all official holidays designated by the University. No classes will be scheduled on holidays.

Summer Appointments

The faculty member's supervisor(s) normally has the responsibility for making the supplemental (summer) appointments for the faculty on academic-year appointments. The assignments, which must be in support of the institutional program, should be offered equitably and as appropriate to qualified employees not later than five weeks prior to the beginning of the appointment period, if practicable, in accordance with written criteria. The criteria shall be made available in each college. In making such appointments, the supervisor should consider such factors as: academic needs of students and/or students' demands for programs, budgeted resources available to the department, programmatic needs of the department and the qualifications and performance of the faculty members available to teach the courses deemed necessary to be offered during the summer term. Supplemental summer appointments are not guaranteed for any faculty. See the current policy on the [Provost's website](#).

Administrative Faculty Appointments

Faculty members who are assigned to academic-administrative classifications serve at the pleasure of the appointing administrator and may be removed or assigned to other institutional duties at any time during the term of the appointment. The salary rate and appointment period may be adjusted to reflect the new responsibilities. At the conclusion of the administrative appointment (unless there has been a change of assignment during the term of the appointment period), a faculty member is entitled to reassignment to the same or similar faculty rank and responsibilities held at the time of the administrative appointment.

United Faculty of Florida (UFF)

United Faculty of Florida (UFF) is the elected collective bargaining agent for faculty at Florida Atlantic University. Representing around nine hundred full-time faculty, including both professors and instructors, the FAU chapter of UFF has been the voice of Florida Atlantic faculty for more than forty years. In several elections since the seventies, Florida Atlantic faculty have overwhelmingly chosen UFF as their legal representative in negotiating the collective bargaining agreement (CBA) with administrative representatives of the FAU Board of Trustees (BOT). The CBA covers salaries and benefits, promotion, tenure and annual evaluations, academic freedom and responsibility, intellectual property rights, and other terms and conditions of employment. It also provides a grievance procedure that protects faculty, individually and collectively, against violations of the CBA.

A statewide union with some thirty chapters representing faculty and graduate assistants at universities and colleges all over Florida, UFF is affiliated with the Florida Education Association and the two national teachers unions, the National Education Association and the American Federation of Teachers, as well as the larger labor movement, the AFL-CIO. These affiliates provide training and support for local chapter leaders in bargaining, grievances and communication as well as ways of articulating and amplifying the faculty's voice in political arenas in Tallahassee and Washington, D.C. Although Florida is a "right to work" state, and no one is required to join the union or pay dues, a majority of faculty have chosen to join, thus strengthening the faculty's voice locally, statewide and nationally. The union provides free grievance representation to members, but non-members must provide or pay for their own grievance representation.

To learn more about your union, UFF-FAU, and join, [click here](#). If you have any questions, please contact us at: president@uff-fau.org.

University Faculty Senate

The University Faculty Senate is a governance body concerned with matters of general university educational policy, including curriculum, academic calendar and schedule, admissions, registration, and degree programs. It may also consider and provide advice to the President and others on university-wide issues of general faculty concern, including university budgeting and planning and any organizational changes or policies affecting more than one campus, college, or division. The current University Faculty Senate President is Dr. William Trapani, Associate Professor in the Department of Communication and Multimedia Studies. For a list of Senators, committee members, agendas, minutes and bylaws, please visit www.fau.edu/ufsgov.

Compensation

Pay Plan and Procedures

All University employees are paid bi-weekly. All employees shall receive payroll via Direct Deposit. Direct deposit information is to be entered into Workday during onboarding. Deductions for Federal Income Tax, Social Security Tax, various insurance, tax-deferred annuity programs, credit unions and various miscellaneous deductions are made when applicable or appropriate. For each bi-weekly pay period, the University provides an itemized pay slip which details payment and all deductions for that pay period through the Workday System. Should a question arise, contact the departmental secretary. Employees on 9- or 10-month appointments may participate in the Deferred Pay Option Plan. Information on this program is available through the Office of the Provost.

Additional Compensation

Faculty may receive approval for additional compensation when assigned additional activities justifying employment in excess of 1.0 FTE (full-time employment). Any activity resulting in University-based compensation beyond that associated with the normal annual appointment must have the approval of the faculty member's department chair, the dean, and the Provost. Such activities may include:

- Extraordinary administrative duties not typically required of a faculty member in certain instances;
- Providing services to public schools, other SUS institutions, other state agencies, local governmental agencies, and private firms under the terms of a contract or grant;
- Commitment to research projects, when consistent with the approved project budget and allowed by the sponsor's policies, or to cost-sharing in external research grants.

Approval will be granted only when other commitments clearly make it impossible to conduct the additional activities within the faculty member's full-time employment. In evaluating the additional assignment request, the department chair and dean will be expected to consider the balance among teaching, research, and service appropriate to the individual faculty member's continuing development within his or her academic discipline.

Approval of additional compensation for teaching is discouraged, and will require evidence that the faculty member already has a full assignment which cannot be increased without adversely affecting other assigned duties; it also will require assurance that the extra course can be taught without hindering the faculty member's ongoing research program. Additional compensation for research or public service will normally be approved only after the faculty member's normal assignment to departmental research has been "bought out" by external sponsors, committed as cost-sharing, or otherwise specifically committed. When faculty have departmental research assignments while receiving additional compensation, plans for maintaining the projects being conducted as departmental research should be specified.

A memo addressing these concerns should be attached to the approval form when it is submitted. Ordinarily, additional assignments will not be approved in excess of a combined total of 0.25 FTE at any given time. The amount of extra compensation should be proportional to the FTE associated with the assignment, except in programs that compensate participating faculty for teaching additional credit or noncredit courses according to an established stipend plan. In either case, the additional compensation will be paid as OPS rather than salary. If an extra compensation assignment is approved, it is not guaranteed and is temporary, and reapproval is required each year.

If the additional compensation comes from an account within Florida Atlantic, the Request for Approval of Additional Compensation Form should be completed and forwarded to the Provost's Office, with signatures by the faculty member's department chair and dean. If the additional compensation is for teaching in a department other than the faculty member's home department, the form must include the signature of the chair of that department as well; if the additional compensation comes from an external grant or contract, the Director of the Office of Sponsored Research must sign to indicate that it is consistent with the project budget and the sponsor's policies. Except in emergency situations, the completed form must be received in the Provost's Office at least one month prior to the beginning date of the assignment.

Travel

University employees that travel on official business must comply with the University's Travel & Expense Policies and Procedures. Travelers are not to make commitments to travel or incur travel related expenses without prior receiving approval through the University's travel module (Spend Authorization).

In order to assure coverage by workmen's compensation, a Spend Authorization is required whether or not the employee is being reimbursed for the costs of travel.

If authorized travel results in the faculty member being unavailable for scheduled class responsibilities, a Faculty Absence Request form must also be submitted to the department chair. For all travel rules and information on allowable expenditures/reimbursements, please visit the [Controller's website](#).

For travel & expense policies and procedures, visit www.fau.edu/controller/travel.

Cash Advance

In some circumstances, University employees may obtain a cash advance for expenses associated with authorized University travel, prior to the commencement of travel. The requested travel cash advance amount is based upon the estimated costs associated with travel from the Spend Authorization and is paid to an employee no earlier than 10 days prior to the commencement of travel. For additional rules and restrictions, please review the University's Travel & Expense Policies and Procedures. For additional information, visit www.fau.edu/controller/travel.

International Travel

International travel for official University business requires specific approval by the Provost or his/her designee prior to the commencement of the travel. International travel requests should be prepared well in advance to allow time for processing. All international travelers must check the [U.S. Department of State Travel Warning List](#) for their destination country. If the destination country is on the Travel Warning List, the traveler must follow the proper university procedures.

Discipline and Termination from Employment

A tenured appointment or the appointment of any faculty member may be terminated or disciplinary action taken during the term of employment appointment for just cause. Just cause is defined in University Regulations and any applicable Collective Bargaining Agreements. Just cause includes, but is not limited to, the following examples of incompetence and conduct:

- neglect of duty or responsibilities, including unauthorized absence, which impairs teaching, research or other normal and expected services to the University;
- failure to perform the terms of employment;
- willful violation of the policies and regulations of the Florida Board of Governors and/or the University;
- failure to discharge assigned duties effectively (poor performance);
- misconduct, professional or personal, involving moral turpitude;
- violation of the ethics of the academic profession; and
- actions which impair, interfere with or obstruct, or aid, abet or incite the impairment, interference with or obstruction of the orderly conduct, processes and functions of the University.

A faculty member who is absent without authorized leave shall be considered to have abandoned the position and voluntarily resigned from the University, and will be terminated accordingly. A faculty

member's activities which fall outside the scope of employment shall constitute misconduct only if such activities adversely affect the legitimate interests of the University.

The President or the President's designee may immediately place a faculty member on leave with pay pending investigation. The leave pending investigation shall commence immediately upon the President or the President's designee providing the faculty member with a written notice of the reasons. The leave shall be with pay, with no reduction of accrued leave. If, as a result of the investigation, the faculty member is to be suspended or terminated, written notices shall be given to the faculty member. An employee shall be given written notice of termination or suspension prior to the effective date, unless it is determined that the actions adversely affect the functioning of the University or jeopardize the safety or welfare of the faculty member, colleagues or students.

Appeal Channels

Formal Appeal Procedures

University Personnel Regulations, policies and any applicable [Collective Bargaining Agreements](#) contain procedures to appeal disciplinary actions including terminations.

The Office of the Ombuds

The Office of the Ombuds is established by Florida State Statute 1006.51 and is accountable to the Office of the University President. The Ombuds acts as an impartial and confidential agent in assisting students who are experiencing problems that existing processes and procedures seem incapable of, or are causing an inordinate delay in, resolving. The Ombuds can help students encountering difficulty by hearing frustrations, providing accurate information, advising on possible courses of action, check for adherence to University policy, serve as a communications conduit, and/or confirm that there is no recourse left within the University System. The Ombuds does not supersede or set aside rules and regulations and does not resolve issues by the direct imposition of authority. In short, the Ombuds acts as a neutral party who assists students via a knowledge of Florida Atlantic University while encouraging fairness of outcomes. For additional information, visit www.fau.edu/ombuds.

FACULTY BENEFITS

Benefits

The Benefits Office in the Department of Human Resources is responsible for the administration of all University benefit programs available to Faculty. In addition to State benefits, the University also offers many other insurances and benefits which have been approved by the Fringe Benefits Committee. The Committee is comprised of Faculty, AMP, & SP employees who are appointed by the President. The committee members evaluate insurance plans and other benefit proposals to determine whether or not they would benefit employees and/or the University community. Because of the need for brevity and frequent amendment to programs, it is suggested that faculty members contact the Benefits Office in Human Resources for detailed information.

For additional information, visit www.fau.edu/hr.

Leave Programs

Holidays

The following holidays are observed by the University. All offices in which functions can be discontinued temporarily are closed on these days:

New Year's Day	Veteran's Day
Martin Luther King, Jr. Day	Memorial Day
Thanksgiving Day	Day after Thanksgiving
Independence Day	Labor Day
Christmas Eve	Christmas Day

When a holiday falls on Saturday, the preceding Friday will be observed as a holiday; when a holiday falls on a Sunday, the following Monday is observed as the holiday.

Annual Leave

Annual Leave is accrued only by full-time faculty appointed for more than ten months. Individuals who are on this type of appointment are expected to use annual leave where appropriate. When employees are on personal business, the appropriate process should be used to report the use of annual leave. Academic- year faculty, appointed for 10 months or less, and OPS employees do not earn annual leave. Full-time faculty appointed for more than 10 months earn annual leave at the rate of 6.77 hours biweekly. Part- time faculty appointed for more than 10 months earn annual leave at a rate directly proportionate to the percent of time employed. When an employee is assigned temporarily from a leave accruing position to a non-leave accruing position, unused annual leave may be retained during the temporary period for use upon return to a leave-accruing position.

Sick Leave

All full-time faculty earn 4 hours of sick leave during each biweekly pay period, without limitation as to the total number of hours that may be accrued. Part-time faculty earn sick leave at a rate directly proportionate to the percent of time employed. Faculty appointed under OPS do not earn sick leave. An employee must take sick leave when the employee, due to illness or disability, is unable to be present to perform classroom teaching or other scheduled activities, or is unavailable to perform other professional responsibilities.

Sick leave may be used for personal appointments with a doctor, dentist, or other recognized medical practitioner. It is the responsibility of faculty members to submit sick leave requests in Workday for all occasions when they are unable to perform duties as described above. Upon separation from the University, an employee with 10 or more years of service at Florida Atlantic University shall be paid for one-eighth of all unused sick leave accrued prior to October 1, 1973, and for one-fourth of unused sick leave up to a total of 480 hours accrued after October 1, 1973, if eligible in accordance with State law. For employees hired prior to July 1, 2005, prior state service may be included in the calculation of total service for purposes of sick leave payout.

However, it is the employee's responsibility to notify the Department of Human Resources of prior state service at the time of separation. Upon re-employment by the University within thirty (30) days or upon rehire by the University within one year after layoff, all unpaid sick leave shall be restored and any sick leave paid at time of separation shall be fully or partially restored upon repayment.

Sick Leave Pool

All full-time faculty who have been employed continuously for more than one year with the University and who have at least 64 hours of unused sick leave may join the sick leave pool. Each member contributes 16 hours of sick leave at the time they join the pool. Membership in the Pool allows participating employees to apply for up to a maximum of 480 sick leave hours for serious or catastrophic personal illness or injury, when they have exhausted all of their own leave hours. After their one-year anniversary has passed, an employee may join the pool only during the annual open enrollment periods. Eligible employees will receive an invitation to join during that time.

Family Medical Leave Act (FMLA)

Employees are entitled to take up to 12 weeks of unpaid leave within each 12-month period in compliance with the Family and Medical Leave Act. All employees are eligible (including OPS employees) who have worked at least 12 months (these need not have been consecutive) and who have worked at least 1250 hours in the 12-months prior to the leave. Employees who are covered by FMLA may choose to use accrued leave in order to remain in pay status during the leave period. The start of the leave period shall commence with the first day of absence whether or not the employee continues in pay status. The twelve weeks will be calculated based on 'rolling' 12-month periods measured backward from the date any Family and Medical Leave is used.

Each time an employee takes Family and Medical Leave, the remaining leave entitlement would be any balance of the 12 workweeks, which has not been used during the immediate preceding 12- months.

Employees are required to submit medical documentation on a Department of Labor, Certification of Health Care Provider Form. Forms should be submitted to the Department of Human Resources, and supervisors will be notified of the provisions of the leave. A new provision of FMLA, signed into law in January, 2008, entitles an employee to take up to 26 workweeks of leave to care for an immediate family member (spouse, son, daughter, parent, or next of kin) who is a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness. Employees are also eligible for up to twelve weeks of FMLA leave when an immediate family member (spouse, son, daughter, parent, or next of kin) who is a soldier, reservist or member of the National Guard has a 'qualifying exigency'.

Compulsory Leave

If a faculty member is considered to be unable to perform assigned duties due to illness, disability or injury or poses a health risk, the President or designated University representative may require the faculty member to submit to a medical examination by a health care provider chosen and paid for by the University, or by a health care provider chosen and paid for by the faculty member, and who is acceptable to the representative and who shall submit a report to the University. If the health care provider confirms that the faculty member is unable to perform assigned duties, the faculty member will be placed on compulsory leave and required to exhaust all earned leave credits prior to being placed on leave without pay. If the faculty member fulfills the terms and conditions of the compulsory leave and receives a current medical certification that he or she is able to perform assigned duties, the representative will return the faculty member to previous duties, if possible, or to equivalent duties. If the faculty member fails to fulfill the terms and conditions of the compulsory leave and/or is unable to return to work and perform assigned duties at the end of a compulsory leave period, the representative may, based on the University's needs:

(a) offer the faculty member part-time employment, (b) place the faculty member in leave without pay status or extend such status, (c) request the faculty member's resignation or (d) release the faculty member from employment. Compulsory leave with or without pay shall be for a period not to exceed the duration of the disability or one year, whichever is less.

Leave of Absence

Without Pay Upon the request of the employee, the President or his/her representative shall grant leave without pay; unless it is determined that granting such leave would be inconsistent with the best interest of the University. The request needs to be submitted to the Chair/Director and requires support of the Chair/Director and the Dean and approval from the Office of the Provost. If a faculty member is taking a leave of absence without pay, the Benefits Office must be contacted to arrange for payment of insurance premiums.

Leave of Absence Without Pay

Upon the request of the employee, the President or his/her representative shall grant leave without pay; unless it is determined that granting such leave would be inconsistent with the best interest of the University. The request needs to be submitted to the Chair/Director and requires support of the

Chair/Director and the Dean and approval from the Office of the Provost. If a faculty member is taking a leave of absence without pay, the Benefits Office must be contacted to arrange for payment of insurance premiums.

Military Leave

A full-time, permanent faculty member who is drafted, who volunteers for active military, or who is ordered to active duty (not active duty training) shall be granted leave in accordance with Chapter 43 of Title 38, United States Code. To the extent possible, faculty members should attempt to arrange military leave so that normal teaching schedules can be maintained. If military orders require a faculty member to be away during part of a semester and to miss scheduled classes, every effort should be made to give as much notice as possible to the department chair so that arrangements to cover the classes can be made. Upon presentation of a copy of the official orders or appropriate military certification, the first 30 days of such leave shall be with full pay and the remainder without pay. Leave payment of this type shall be made only upon receipt of evidence from appropriate military authority that 30 days of military service have been completed.

Domestic Violence Leave

In keeping with the provisions of Florida law, s. 741.313, employees are entitled to take up to three working days of leave within a 12-month period to deal with issues relating to domestic violence suffered by the employee or a family or household member. All employees are eligible provided that they have been employed by Florida Atlantic for more than three months. The three days of leave will be calculated based on individual 'rolling' 12-month periods measured backward from the date any Domestic Violence Leave is used. The leave may be taken if either the employee or a member of the employee's family or household is a victim of domestic violence. Leave may be taken to: (1) obtain an injunction for protection against domestic violence; (2) obtain medical or mental health care in connection with domestic violence; (3) seek services from a victim services organization; (4) seek legal assistance or prepare for court proceedings; or

(5) secure existing housing or obtain new housing for safety reasons. Domestic Violence Leave is unpaid, however, the employee may use any form of accrued paid leave during this period. Employees are required to provide reasonable advance notice of the leave, except that no notice may be required if the employee or family/household member is in imminent danger. Florida Atlantic may require written documentation from a treating facility or court verifying the purpose of the leave. All documentation that is submitted will be maintained in a confidential file.

Parental Leave

Currently, a 9-month faculty member who does not accrue annual leave and is on a benefit-eligible line of 0.75 FTE or greater may utilize paid parental leave for a period of one regular (Fall or Spring) semester no more than once every three years during his or her employment with the University. FAUS employees and employees on 10- or 12- month appointments are not eligible (retroactively to inception of the benefit). Such paid parental leave will be taken no later than a year from the point when the faculty member becomes a biological parent or a child is placed in the faculty member's home for purposes of adoption by the faculty member. Details are available in the most recently- ratified version of the

Collective Bargaining Agreement between the FAU Board of Trustees and the United Faculty of Florida.

Community Engagement Volunteer Leave

Florida Atlantic University encourages our employees to be involved in their communities by lending their voluntary support to programs that enrich the quality of life and opportunities for all citizens.

Qualifications: To be eligible to participate in the Community Service Volunteer Leave program, a full or part-time employee must be employed at least one year, have passed an applicable probationary period, and have consistent satisfactory performance without any disciplinary action for the prior twelve months. Temporary (OPS) employees are not eligible.

Leave Time: Florida Atlantic will provide qualified full-time employees with 8 hours of paid Community Service Volunteer Leave each calendar year. Leave can be taken as one full day or two half days. Leave for part-time employees will be prorated based on FTE. Leave that is not used by December 31 of each year is forfeited and will not be carried into the next calendar year. Unused leave will not be paid out upon termination of employment.

Eligible Leave Usage: Employees may be granted paid time off under the provisions of Community Engagement Volunteer Leave in order to provide “hands-on” voluntary service to their communities for an eligible organization. An eligible organization is defined as a non-profit organization, governmental organization, public or private school, health care facility, or public charity. Some examples of eligible activities would include education or job skills training; neighborhood revitalization; soup kitchens, homeless shelters and food pantries; youth programs; civic improvement; senior programs; animal welfare; assisting voters at a polling facility (this must be non-partisan); public and private school approved activities; assisting at a hospital or nursing home; and arts and culture. Employees may not use Community Service Volunteer Leave to participate in partisan political activities; religious activities or services which support or promote religious beliefs; or fundraising for an individual, political party, or religious entity. Community Service Volunteer Leave may only be used during regular work hours and may not be used for vacation, personal or sick leave purposes. Employees may not use this leave if they are being paid for the services they are providing. If the volunteer time is for less than a full day, the employee must return to work or use annual leave for the remainder of the day.

Leave Certification: Employees must complete a Community Service Volunteer Leave form and the form must be approved by the supervisor and the Dean or Director prior to the leave being taken. Supervisors should make every effort to approve the requested leave, however supervisors have the discretion to deny approval of the requested date of leave depending on the business needs of the department. After the leave request is approved, an official of the eligible organization must certify the employee’s participation as a volunteer. Employees have up to one week following the leave to submit the completed and certified Community Service Volunteer Leave form. If the form is not submitted in a timely manner, the employee will be required to use annual leave for the time off.

Special Circumstances Paid Leave

Employees are provided paid leave, not to exceed 40 hours in the workweek, in the following special circumstances. This special paid leave is not accrued.

Bereavement Leave - Paid leave up to three days shall be provided to an employee upon the death of a family member. If the leave extends beyond three days, sick leave or another form of accrued leave may be used. Family member is defined as spouse, child, parent, grandparent, grandchild, or sibling of the employee or employee's spouse.

Emergency Closing - paid leave shall be provided for official emergency closing of University facilities. Special Compensatory leave shall be provided to SP employees required to perform essential services during the emergency closing. Only employees scheduled to work during the time of the emergency closing shall be provided leave.

Jury Duty - paid leave for jury duty shall not exceed the number of hours in the employee's normal workday. If jury duty does not require absence for the entire workday, the employee shall return to work immediately upon release by the court.

Court Summons - paid leave shall be provided to an employee summoned as a witness in a matter not involving personal interests.

Voting Leave - The President or designee may provide paid leave up to two hours for voting in public elections, when the normal work schedule prevents the employee from voting. Athletic Competition - paid leave for athletic competition in Olympic events may be provided in accordance with State Law.

Florida Disaster Volunteers - paid leave may be provided in accordance with State Law. Civil Disorder - up to two days of paid leave may be granted for civil disorder or disaster for an employee who is a member of a volunteer emergency response team.

AWARDS AND HONORS



Distinguished Teacher of the Year Award

Since 1969, the Distinguished Teacher of the Year (DTOY) award has been presented annually to one FAU faculty member, based on their scholarship, research and publications, classroom teaching, academic counseling, and service to the University and community. The award winner is determined by students. The recipient receives a cash award and delivers the keynote address at both the Honors Convocation in the Spring and the Freshman Convocation in the Fall.

Nominations are made by students in January. Each college's Student Advisory Committee selects a finalist from its college, and one DTOY winner is chosen from the nine finalists by the University Student Advisory Committee in the Spring. The selection is based on the finalist's portfolio and in-person interview.

For additional information, visit www.fau.edu/provost/faculty/dtoy.php.

Researcher of the Year Award

Each faculty rank (assistant, associate, and full professor) will receive one \$2,500 award to recognize excellence in sponsored and project-oriented research. Deans may nominate only one individual per rank for the Scholar of the Year award.

Eligibility includes all tenured and tenure-track faculty, research faculty, and faculty librarians who have been employed by FAU for at least three years as of the application deadline. FAU Eminent Scholars and FAU Distinguished Professors are not eligible for this award.

The final selection is made by the Honors and Awards Committee of the University Faculty Senate and the awards are presented at the Honors Convocation.

Scholar of the Year Award

Each faculty rank (assistant, associate, and full professor) will receive one \$2,500 award to recognize excellence in creative and scholarly activities. Deans may nominate only one individual per rank for the Scholar of the Year award.

Eligibility includes all tenured and tenure-track faculty, research faculty, and faculty librarians who have been employed by FAU for at least three years as of the application deadline. FAU Eminent Scholars and FAU Distinguished Professors are not eligible for this award.

The final selection is made by the Honors and Awards Committee of the University Faculty Senate and the awards are presented at the Honors Convocation.

Excellence in Teaching and Advising Award

For several years, Florida Atlantic University has utilized special funds to support and recognize excellence in undergraduate instruction and advising. Four awards are available for excellence in teaching, and three awards are available for excellence in advising.

The annual competition is announced to each college and the initial screening of applicants is conducted by college committees, which must include student representatives. The final selection is made by the Policies and Procedures Committee of the University Faculty Senate and the awards are presented at the Honors Convocation.

Eligibility for teaching awards requires faculty members to have taught at least two undergraduate courses during the current academic year and held tenured or tenure-earning faculty positions at FAU for at least the two preceding academic years. Eligibility for advising awards extends to faculty members and professional advisors with significant undergraduate advising responsibilities during the current academic year, provided they have held tenured or tenure-earning faculty positions or been employed as professional advisors for at least two preceding years.

Recipients of teaching or advising awards are not eligible for an award in the same category within the past two academic years.

Distinguished Mentor of the Year (DMOY) Award

Faculty who serve as model mentors to their undergraduate research students are eligible for the Distinguished Mentor of the Year in Undergraduate Research and Inquiry (DMOY) award. Each year, one university-wide award is given based on the previous year's undergraduate research engagement. The DMOY is recognized with a \$2,500 award at the annual Honors Convocation.

Eligibility for the award includes permanent, full-time faculty, such as tenured/tenure-track, non-tenured faculty, instructors, multi-year appointees, scientists/scholars, and research faculty who have been employed for at least one continuous year. Faculty must have directly mentored students in undergraduate research and inquiry, including co-curricular activities (e.g., grants, SURF/REU, publications, presentations), curricular activities (e.g., Research Intensive (RI) courses, DIR), and both individual and group mentoring. Previous award winners are not eligible for consideration.

ADMINISTRATIVE RESOURCE SERVICES

University Police Service and Your Safety

The Florida Atlantic Police Department (FAPD) provides a full range of public safety services 24 hours a day, seven days a week on all six campuses. Police are also present on the Broward campuses. FAPD operates in accordance with the Police Standards and Training Commission in the State of Florida. Officers are fully trained professionals who are committed to assisting you in all of your public safety needs. FAPD also maintains a close relationship with all local law enforcement agencies in our campus geographic areas in order to provide coordinated law enforcement. Services provided by the University Police include vehicle, motorcycle, foot and bicycle patrol, criminal investigation, traffic enforcement, accident investigation, special events management, crime prevention programs and victim services.

Victim Services is for all students, faculty, staff and community members who may become or identify as a victim of crime on or off campus.

For more information, visit www.fau.edu/police/victim-services, call (561) 297-0500 (ask for advocate), or email victimservices@fau.edu.

The victim advocate can help you with information about your options in cases such as sexual assault, sexual harassment, stalking, interpersonal violence, assault, hazing, battery and other victim related crimes. The advocate can provide: crisis intervention, safety planning, explanation of Victim Rights, accompaniment to hospitals, courts and other police departments, assistance in filing Crimes Compensation, documentation of victimization for school or employment and referrals for social services.

You DO NOT have to make a police report to utilize Victim Services. Campus crime statistics police blotter, reporting loss property, reporting a tip and more can be found at www.fau.edu/police. The department operates an anonymous crime-reporting program through the police department web page: the "Silent Witness Program" at www.fau.edu/police/silent_witness.php.

Please be aware that one of problems on campus is theft. You should secure your office at all times. Make note of the serial number of all personal electronic items and check to see if these are covered by your insurance. When parking, place valuables in the trunk of your vehicle out of sight and then lock your vehicle. If you are working late on the Boca campus, call the Night Owls Campus Escort Service (561) 297- 6695 to accompany you safely to all locations on this campus.

Emergency Telephones are located throughout the Boca Raton and Jupiter campuses. Be sure to locate the telephones in the area where you normally park. These phones feature safety lighting and ring directly to the Police Dispatch.

Dial 911 for emergency police, fire and medical response on all campuses

Boca Raton	(561) 297-3500
Davie	(954) 236-1140
Fort Lauderdale	(954) 828-5700
Dania Beach/Sea Tech	(954) 924-7000
Jupiter Campus	(561) 799 -8700 (561) 339 -0015 (On duty officer cell phone)
HBOI	(772) 216-1124 (On duty officer cell phone)

Threatening Behavior

If you encounter behavior that makes you feel that you or another member of the class might be endangered from the actions of another student (or, for that matter, another employee of the University), good judgment and swift responses are called for. Do not hesitate to contact FAPD if you find yourself in such a situation and certainly contact your department chair/school director. Your priority should be your own protection and that of the other students. Such situations might include:

- Verbal threats of violence
- Use of weapons of any sort
- Angry and abusive language and actions
- An actual physical attack

Make sure you document the situation and confer with your department chair/school director or supervisor. You also need to make sure that any appropriate authority within the University community is informed. We want you to reach out to FAPD if concerns arise. See something, Say something.

Requirements for Responses to Student-Victims of Sexual Violence

All full-time faculty members are considered “Responsible Employees” under FAU’s policy on Discrimination and Harassment. Responsible employees will safeguard an individual’s privacy, but are required by the University to immediately share all details (including the known details of the incident, the names of parties involved, a brief description of the incident and if the incident has been previously reported) through the university reporting page www.fau.edu/report. Such reporting ensures timely support for all parties and enables an effective and consistent institutional response. Before a responsible employee receives any information from a victim/complainant, the employee will seek to confirm that the Complainant understands the employee’s reporting obligations and, if the Complainant wants to maintain confidentiality, will direct the Complainant to a confidential resource.

For FAQs and additional information on the policy, visit www.fau.edu/ocr9.

Parking Services

All faculty/staff, including adjuncts, must purchase a virtual ePermit to park on ALL FAU campuses.

Faculty and staff virtual ePermits are available on an annual basis and must be purchased online at www.fau.edu/parking. A virtual ePermit will only be issued with proof of employment.

Each parking lot is designated for specific ePermits. Signs are located at the entrances to each lot as well as various locations within the lots. As a faculty/staff member, your ePermit will be valid for any RED or BLUE lots on our campuses.

Metered spaces are provided for visitor parking only. Once your ePermit is active, you cannot park in a metered space, or you will be cited for doing so. If you choose to park at a meter space, you must pay the meter.

Your vehicle's license plate will function as your parking decal (there are no stickers, hangtags, etc.); It must be entered correctly when registering for your ePermit. Furthermore, there is no back-in parking allowed on any campus; Vehicles must be parked nose-in.

Any questions or concerns regarding the Parking Services rules and regulations can be directed to the Parking Services staff at (561) 297-2771. For additional information, visit www.fau.edu/parking.

Parking Services is located on the Boca Raton campus in the Student Support Services Building 80 with office hours Monday-Friday from 8 a.m. to 5 p.m.

Boca Raton Campus

FAU ePermits are required for parking at all times on the Boca Raton campus. Faculty and staff can park in any RED or BLUE lots on campus.

Maps of campus parking can be found on our website www.fau.edu/parking.

Broward Campuses

FAU ePermits are required for parking at all times on all of the Broward Campuses.

Davie Campus - Faculty and staff vehicles with a current FAU ePermit may park in any lot designated for faculty/staff or students.

Fort Lauderdale/Downtown Campus - Parking is available at all times to FAU faculty in the ground lot on 1st Avenue with a current FAU ePermit, or in the city parking garage with a FAU hangtag. Short-term visitor parking is available at parking meters or in the city parking garage.

Dania Beach/SeaTech Campus - Faculty and staff vehicles with a current FAU ePermit may park in the lot at any time.

Maps of campus parking can be found on our website www.fau.edu/parking.

Northern Campuses

FAU ePermits are required for parking at all times on all of the Northern Campuses.

MacArthur Campus - Faculty and staff vehicles with a current FAU ePermit may park in any RED (spaces designated for faculty and staff) or BLUE lot.

Maps of campus parking can be found on our website www.fau.edu/parking.

Business Services

The Department of Business Services consists of several distinct areas that are committed to enhance the effectiveness of Florida Atlantic University students, faculty, staff and visitors by providing a variety of support services.

Areas under the direction and contract administration of Business Services are: The OWL CARD Center, Copy Services (Campus Copy on the Breezeway and in the Library, Coin/Card operated copiers, departmental and convenience copiers), Office Supplies for departmental and student/employees purchases with Office Depot Business Services Division, Food Services (residential dining, retail branded concepts, convenience stores and catering), Mail & Shipping Services, Vending Services, Pouring Rights Contract with Coca Cola, Bookstore Operations with Follett Bookstores, and the FAU Club, and University Event Management. Additionally, Business Services is continually researching opportunities to bring additional services to the Florida Atlantic Community. If you have any comments or questions about services available or the areas reporting to Business Services, you may contact Stacy Volnick, Executive Vice President for Administrative Affairs and Chief Operations Officer.

CULTURAL, RECREATIONAL AND ATHLETIC RESOURCES

Intercollegiate Athletics

Visit www.fausports.com for the latest information on intercollegiate athletics. Florida Atlantic University recognizes intercollegiate athletics as an integral part of the educational mission of the institution. Success in the classroom and success in competition are the hallmarks of Florida Atlantic's program. In addition, intercollegiate activities provide enjoyment and enrich campus life for spectators and participants alike, serving as a focal point for school spirit and alumni activities.

Florida Atlantic University is an NCAA Division I member that sponsors 19 intercollegiate teams plus cheer and dance. Men's teams include baseball, basketball, cross-country, football, golf, soccer, swimming & diving, and tennis. Women's teams include basketball, cross-country, golf, soccer, softball, swimming & diving, tennis, track, volleyball and beach volleyball. Florida Atlantic is a primary member of the American Athletic Conference, with affiliate memberships in Conference USA and the ASUN Conference.

The Owls are nationally competitive, with their teams routinely representing the University in postseason tournaments. For ticket information, please contact (866) FAU-OWLS or visit www.fausports.com.

Art Galleries

The School of the Arts in the Dorothy F. Schmidt College of Arts and Letters unites the University's distinguished departments of Visual Arts and Art History, Music, Theatre and Dance and the University Galleries. As well as offering an enhanced interdisciplinary education to the students, the School provides a variety of collaborative projects and events designed to enrich Florida Atlantic's artistic offerings to the South Florida community. Information about all School of the Arts events can be obtained by calling the Arts Information Line at (561) 297-2977.

The University Galleries at Florida Atlantic University present exhibitions of contemporary art, exhibitions of work in other Arts and Letters disciplines, and related programs designed to stimulate interpretation of and reflection on the visual arts. The University Galleries are committed to reaching and building University and community audiences by collaborating with various academic departments and student groups in the University as well as groups and organizations based in local and regional communities.

The Ritter Art Gallery

Located above the Breezeway in the center of Florida Atlantic's Boca Raton campus, the Ritter Gallery offers four to six exhibitions a year, including two BFA shows and a student juried show. The development of exhibitions and their publications such as those showcasing contemporary European and Modern art have solidified the gallery's reputation as a community forum for contemporary art. In exhibiting more non-traditional and experimental shows, this gallery provides the opportunity for cutting-edge artists to exhibit their work.

The Dorothy F. Schmidt Center Gallery

Situated in the Dorothy F. Schmidt Performing Arts Center on the Boca Raton campus, this state-of-the-art gallery also presents four to six distinctive exhibitions each year, including sculpture, photography, painting, graphic arts, mixed media and digital/video installations, by both local and nationally known artists, providing another arena dedicated to encouraging the interaction of University and public audiences with the visual arts.

Music

Click [here](#) for the most recent schedule.

The Florida Atlantic Department of Music is a cultural fixture of Palm Beach County, delivering more than 45 performances per year, featuring internationally-acclaimed faculty, more than a dozen student ensembles, and several professional ensembles-in-residence. These ticketed performances are offered at free or reduced rates for Florida Atlantic faculty and staff. Our variety of student ensemble concerts include the Wind Ensemble, Symphony Band, Marching Owls, Symphony Orchestra, Jazz Orchestra, University Chorus, Chamber Singers, Women's Chorus, ¡Cantamos!, our Latin vocal ensemble, various Commercial Music Ensembles, Student Composer Showcases, an annual Student Piano Gala, and the Classical Guitar Society. Professional ensembles include the Florida Wind Symphony and Jazz Orchestra, and the Schola Cantorum Chorus. Annual audience favorites include Band-o-Rama at Mizner Park, Handel's Messiah, the Madrigal Dinner, Winds of Romance, Duke Ellington's Nutcracker, and Tuba Christmas. Tickets are available through fauevents.com, (800) 564-9539, or at the box office one hour before show time. Most performances are presented at the Schmidt University Theatre.

Theatre and Dance

The Department of Theatre and Dance produces a year-round performance schedule that features an exciting mix of plays and dance in a wide variety of styles. The Theatre Season features plays from classical and contemporary dramas, comedies and musicals performed by both graduate and undergraduate students. Performances are held on the Boca Raton campus in the 500-seat, proscenium-style University Theatre, the 200-seat Studio One Theatre, and the more intimate Studio 2 Theatre.

Studio One Theatre Series

The Studio One Theatre Series tickets sales begin in June of each year for an exciting array of classic, modern, contemporary, and post-modern plays ranging from musicals to comedies and dramas. These often thought-provoking and always entertaining productions are the "laboratory" setting where the best and brightest talents of the future are on display. Scheduled from September through April, directed and produced by Department of Theatre and Dance faculty and staff these shows are sure fire entertainment.

Repertory Dance Theatre Ensemble and Dances We Dance

Every year the Department of Theatre and Dance produces a variety of dance concerts. This includes the professional Repertory Dance Theatre Ensemble that features professional dancers and choreographers

often working alongside students, the Dances We Dance concerts comprised mostly of the work of students dancers and the Dance | Film | Speak event that features dance, dance on film, and lectures or discussions about dance.

Festival Repertory Theatre

Every summer Florida Atlantic's School of the Arts presents Festival Repertory Theatre, more commonly known as Festival Rep! These productions are the integration of professional and academic theatre at its finest. This is achieved through Florida Atlantic's collaboration with the Actor's Equity Association (AEA). The Florida Atlantic Department of Theatre and Dance presents two plays in repertory, featuring Florida Atlantic students, faculty, and guest faculty from Actor's Equity, in June and July, resulting in a distinct theatrical experience for South Florida audiences to enjoy. Festival Rep! also features spectacular concerts presented by the Department of Music for a truly fabulous summer experience.

Theatre Lab

Theatre Lab, Florida Atlantic's professional resident company, features riveting new plays in American theatre. Located in the old food court of Parliament Hall, Theatre Lab gives voice to America's most talented playwrights. Audiences enjoy engaging and exciting performances in this intimate 99-seat theatre making Theatre Lab a uniquely enjoyable experience.

For additional information, visit www.fau.edu/artsandletters/theatrelab.

Tickets and Information for all Theatre and Dance Productions

Information about all performance dates, locations, and times can be obtained by visiting www.fauevents.com or by calling (800) 564-9539. For group tickets and packages call (561) 297-6124.

MacArthur Campus

Events The Jupiter campus has ongoing events that include campus life events, guest lecture series, musical and theatrical events. All events are posted on the Jupiter campus homepage. For more information about an event can be obtained visiting www.fau.edu/jupiter.

Campus Recreation and Fitness

We empower and enrich the FAU community through diverse and accessible recreational and wellness opportunities that foster physical and social well-being. All facilities and programs are available to FAU students with a valid Owl Card and also to Campus Recreation members. Faculty and staff are eligible to purchase a Recreation membership for access to facilities and programs. The Department of Campus Recreation is funded by Student Government Association through Activity and Service (A&S) fees which are paid by students with their tuition. For more information about Campus Recreation facilities, programs and services, click [here](#) or call (561) 297-4512.

Boca Campus Recreation Facilities and Programs

Recreation and Fitness Center

The Florida Atlantic Recreation and Fitness Center is a state-of-the-art facility where students, faculty, staff and alumni can meet, workout, relax and enjoy being part of Florida Atlantic campus life. Located on the Boca Raton campus at the north entrance of the Breezeway along University Drive, the Florida Atlantic Recreation and Fitness Center is a modern, 77,000-square-foot facility offering:

A 13,000-square-foot fitness center with more than 30 pieces of cardio equipment, selectorized and cable training units, and free-weight, functional, and stretching areas;

Two multipurpose rooms designed for group fitness and sport club practices;

- Cycling studio;
- Three multipurpose courts for basketball, volleyball, indoor soccer, pickleball and badminton;
- An outdoor leisure and lap pool with zero-depth entry, three 25-yard lap lanes and outdoor lounge;
- Men's and women's health-club-style locker rooms;
- Social corridor with group seating, activity viewing, WiFi and more

Intramural Sports

The Intramural Sports program is designed to provide students, faculty, and staff an opportunity to participate in a variety of competitive and recreational sports leagues, tournaments, and special events. Create or join a team and check our website for season start dates and registration information. Available sports vary but may include basketball, flag football, soccer, softball, and volleyball.

Club Sports

The Club Sports program promotes student participation in a variety of physical and athletic activities. Nearly 25 student organizations are considered sport clubs. Check the website for current clubs, president contact information, and practice schedules. Sport Clubs may be highly competitive like Ice Hockey, Lacrosse and Rugby, or instructional like Foam Fighting or Kohesion Step.

Group Fitness

The Group Fitness program offers a variety of fitness class options to meet different schedules and styles. Our motivating and educated instructors strive to provide safe and effective workouts to assist all participants in reaching their fitness goals. Typical classes include yoga, pilates, kickboxing, strength, cycling, and more!

Personal Training

Personal trainers act as expert guides and consultants, who assist clients in reaching individually selected fitness goals. This is accomplished by teaching the client how to perform exercises correctly and effectively through individual program design and one-on-one training.

Outdoor Recreation and Experiential Learning

Our Outdoor Recreation Program serves students, faculty/staff, and community members. Outdoor Recreation comprises gear rentals, adventure trips, challenge course programming, a climbing wall, and various other outdoor programs. We are committed to offering adventure-based experiential education

opportunities that promote personal growth, leadership development, and respect for others and the natural world.

Additional Boca Raton Campus Recreation Facilities:

Hagerty Family Track and Field Complex: Includes a synthetic turf field for student recreation use at designated times and an eight-lane performance track.

Henderson Field: The 2.5-acre home of Intramural Sports and Club Sports, the Henderson fields may be reserved by student organizations for special functions.

Outdoor Basketball and Tennis Courts: Four lighted basketball courts available for open recreation until 11 p.m. nightly.

Kimberly V. Strauss Tennis Center: Eight NCAA-sanctioned hard courts with a walkway running in between and a viewing area for fans. Available for student recreational use at designated times.

Challenge Course: Florida Atlantic is home to the most comprehensive Challenge Course in South Florida. The course is located just north of the track and field complex and can be easily recognized by the 40-foot tower. With more than 30 low and high elements and numerous portables, the course can be customized to provide an experiential-based program for local organizations. Both Florida Atlantic and the surrounding communities may book programming at the course. For more information, visit the Challenge Course page on Campus Recreation website.

MacArthur Campus Recreation

The Office of Student Involvement and Leadership offers various men's, women's and co- recreational activities to Florida Atlantic students, faculty and staff throughout the year. Activities such as flag football, soccer, basketball, softball, and co-ed volleyball are some of the intramural events that take place on campus. Fitness and wellness classes are also offered throughout the year. For more information on Campus Recreation at the MacArthur Campus, contact Student Life and Recreation at 561-799-8716. For additional information, visit www.fau.edu/campusrec/jupiter-previous.php.

Broward Wellness Center

The Broward Wellness Center is located on the west side of the Davie Campus next to BC's building 11. Campus Recreation is a 3,400 square-foot, fully functional workout facility equipped with brand new state-of-the-art cardio and strength equipment, showers, and lockers. It also offers exercise programs, fitness evaluations, activity classes, a weight loss program, and fitness resources. For more information about Campus Recreation on the Broward campuses, contact: (954) 236-1018, browardwellness@fau.edu. For additional information, visit www.fau.edu/campusrec/broward.

OTHER POLICIES

[Provost's Memoranda and Policies](#)

[Florida Atlantic University BOT/UFF Collective Bargaining Agreement 2025-2028](#)

[Regulation 7.008 Anti-Discrimination and Anti-Harassment](#)

