



FLORIDA ATLANTIC UNIVERSITY
ACADEMIC AFFAIRS FACULTY HANDBOOK

Academic Year 2011-2012

TABLE OF CONTENTS

AN OVERVIEW OF THE UNIVERSITY..... 7

 Faculty..... 8

 Students..... 8

CAMPUSES 9

 Boca Raton Campus..... 9

 Broward Campuses 9

 Northern Campuses..... 10

OUR MISSION AND VALUES 12

 Mission and Characteristics 12

 University Strategic Plan 12

 Values 12

 Academic Freedom and Responsibility 13

 Ethical Conduct of the University Community 14

ADMINISTRATIVE ORGANIZATION 16

 State University System Governance..... 16

 Florida Atlantic University Regulations 16

 University Administrative Structure 17

 President’s Office..... 17

 Vice Presidential Divisions..... 18

 Academic Affairs 18

 Athletics 18

 Community Engagement 18

 Facilities and University Architect 19

 Financial Affairs 19

 Strategic Planning and Information Technology 20

 Strategic Relations and General Counsel..... 20

 Student Affairs 21

 Research 21

ACADEMIC ORGANIZATION 22

 Colleges..... 22

 Dorothy F. Schmidt College of Arts and Letters 22

 College of Business..... 22

 College for Design and Social Inquiry..... 23

College of Education.....	23
College of Engineering and Computer Science	24
Graduate College	25
Harriet L. Wilkes Honors College	25
Charles E. Schmidt College of Medicine.....	26
Christine E. Lynn College of Nursing	27
Charles E. Schmidt College of Science	27
ACADEMIC SUPPORT UNITS	29
Academic Honesty	29
Dean of Undergraduate Studies	29
Center for Teaching and Learning	29
Freshman Academic Advising Services	30
Office of International Programs	30
Center for Learning and Student Success	31
Student-Athlete Center for Academic Excellence	32
Testing & Evaluation	32
University Center for Excellence in Writing	32
Writing Across the Curriculum.....	33
Honors Program	33
Center for eLearning.....	34
Institutional Effectiveness & Analysis.....	34
Lifelong Learning Society	35
FAU Foundation	35
FLORIDA ATLANTIC UNIVERSITY SCHOOLS	36
A. D. Henderson University School	36
FAU High School	36
Karen Slattery Education Research Center for Child Development.....	36
FACULTY GOVERNANCE.....	37
University Faculty Senate Constitution and Bylaws	37
University Faculty Senate	37
College Assemblies.....	37
INSTRUCTIONAL POLICIES	38
Academic Calendar	38
Course Syllabi	38

Class Meetings	38
Classroom Requests	38
Student Attendance	39
Office Hours.....	39
Examinations.....	39
Final Examination Schedules.....	40
Grades	40
Posting Grades	43
Instructions for Faculty to Input Grades	43
Classrooms	44
Grade Reviews	44
Course Evaluation.....	44
Academic Program Assessment.....	45
Academic Honesty	45
Dealing with Disruption.....	46
Disruptive Behavior	46
Threatening Behavior.....	47
Anti-Discrimination and Anti-Harassment	48
Fees for Course Materials and Supplies.....	49
Textbooks and Materials.....	50
Accommodations for Disabilities	50
RESEARCH.....	51
Faculty Research Programs.....	51
Centers and Institutes	52
Sponsored Programs	53
Research Integrity	53
Use of Human Subjects in Research.....	54
Use of Animals in Research and Teaching.....	55
Research Accounting	55
Intellectual Property.....	55
Florida Atlantic University Research Corporation	57
Research Communications.....	59
FACULTY APPOINTMENT, EMPLOYMENT AND COMPENSATION	60
Academic Rank, Promotion, and Tenure.....	60

Employment	61
Evaluation of Faculty Performance	61
Annual Evaluation	61
Evaluation File	61
Employment Periods	62
Summer Appointments	62
Administrative Faculty Appointments	62
United Faculty of Florida	63
Compensation	63
Pay Plan and Procedures	63
Additional Compensation	63
Travel	64
Outside Employment/Conflict of Interest	65
Discipline and Termination from Employment	66
Appeal Channels	67
Formal Appeal Procedures	67
Ombudsman	67
FACULTY BENEFITS	68
Benefits	68
Leave Programs	68
Holidays	68
Annual Leave	68
Sick Leave	69
Sick Leave Pool	69
Compulsory Leave	70
Leave of Absence Without Pay	70
Military Leave	70
Sabbatical Leave	71
AWARDS AND HONORS	72
Distinguished Teacher of the Year Award	72
Researcher of the Year Award	72
Faculty Research Mentoring Program	72
Excellence in Teaching and Advising Award	72
President's Leadership Award	73

Faculty Talon Award	73
TIAA-CREF Faculty Award.....	74
ADMINISTRATIVE RESOURCE SERVICES.....	75
University Police Service and Your Safety	75
Broward Campuses	76
Northern Campuses.....	76
Parking Services.....	77
Boca Raton Campus.....	77
Broward Campuses	77
Northern Campuses.....	78
Business Services.....	79
CULTURAL, RECREATIONAL AND ATHLETIC RESOURCES	80
Art Galleries.....	80
The Ritter Art Gallery.....	80
The Dorothy F. Schmidt Center Gallery.....	80
Music.....	80
Theatre	81
Information and Tickets	82
Intercollegiate Athletics	82
Campus Recreation and Fitness	83
Boca Raton Campus Recreation Center.....	83
MacArthur Campus Recreation	84
Broward Wellness Center	85
OTHER POLICIES . . .	86
• Provost Memoranda and Policy.....	86
• FAU BOT/UFF Collective Bargaining Agreement 2009-2012.....	86
• Regulation 5.010 Anti-Discrimination and Anti-Harassment	86

AN OVERVIEW OF THE UNIVERSITY

Florida Atlantic University is a distributed university, with five campuses and two research sites serving a service area encompassing over 5,580 square miles of southeast Florida. The University's ten colleges offer 82 bachelor degree programs, 71 master degree programs, and 22 specialist and doctoral degree programs. Over 1,000 faculty, with assistance from graduate assistants and adjunct faculty, provide instruction for more than 29,000 students.

Students may take courses at any location, day or evening, and most students attend one or more summer terms. The campus sites currently contain over two million square feet of assignable space. That number is increasing rapidly as construction of new facilities is completed at all campus locations.

History and Characteristics

Florida Atlantic University was established by the Florida State Legislature in 1961 as the fifth university in the state system. When it originally opened in 1964, FAU was the first university in the country to offer only upper-division and graduate-level work, on the theory that freshmen and sophomores could be served by the community college system. Located in rapidly growing southeast Florida, the University responded to the need to provide increased access to educational opportunities by opening its doors to freshmen in 1984. Today, with its developed system of distributed campuses, where the same high-quality education is offered at seven different locations, Florida Atlantic University serves as a model for urban, regional universities of the future. It offers a comprehensive array of undergraduate and graduate programs, and enrolls over 29,000 students who reflect the rich cultural diversity of the region.

Florida Atlantic University's colleges include the Dorothy F. Schmidt College of Arts and Letters, the College of Business, the College for Design and Social Inquiry, the College of Education, the College of Engineering and Computer Science, the Graduate College, the Harriet L. Wilkes Honors College, the Christine E. Lynn College of Nursing, the Charles E. Schmidt College of Science and the Charles E. Schmidt College of Medicine. In 2007 the Harbor Branch Oceanographic Institute (HBOI) came under the umbrella of FAU. FAU Harbor Branch in Ft. Pierce, Florida, houses marine science education and research programs. In addition, the University is home to one of the largest lifelong learning programs in the nation.

The University's campus locations along the Florida Gold and Treasure coasts, which boast a temperate climate and beautiful beaches, innovative industry, and unique cultural opportunities, provide a stimulating environment for outstanding scholars and researchers. FAU has Eminent Scholar Chairs in many disciplines and is the home of nationally recognized research centers. The University's burgeoning Research Park is facilitating exciting new research and learning initiatives by bringing high-tech industries into close collaboration with FAU's faculty and students.

Florida Atlantic University is a member of the Southern Association of Colleges and Schools, the National Association of State Universities and Land-Grant Colleges, and the Council of Graduate Schools in the United States.

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. The faculty is approximately 45% female and 55% male. About 20% are members of minority groups including Asian, Black, Hispanic and Native American. Over fifty percent of the faculty is tenured. For data regarding the faculty, please visit iea.fau.edu.

Students

Well over 29,000 students, representing all 50 states and more than 180 nations, are enrolled at Florida Atlantic University. About three-quarters are undergraduates. The average age of undergraduates is 24 and of graduate students 33. The traditional age range cohort of 17 to 22 year olds comprises about 50% of the student body. Individuals 23 to 34 account for about 36% of the enrollment while about 14% are 35 years of age or older. Females comprise about 60% of the total enrollment. The student body is diverse with minorities representing 40% of the total. This includes about 17% Black, 20% Hispanic, and 5% Asian. Over 90% of FAU students are Florida residents, of whom over 39% are from Broward County and over 35% from Palm Beach County. About 5% are out-of-state students and 5% are international students. For more data regarding the student population, visit iea.fau.edu.

CAMPUSES

Boca Raton Campus

Florida Atlantic University's original site was established in 1964 in Boca Raton, on an 850-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. The Christine E. Lynn College moved into a new state of the art “green building” in 2006. The Christine E. Lynn College of Nursing was the University’s first LEED (Leadership in Energy and Environment Design) certified building at the gold level. 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. 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 will also serve as the home of the School of Communication and the innovative private sector partner Living 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 the 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 3,600 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 athletic, student activity, residence hall and commercial space.

Broward Campuses

Florida Atlantic University started offering courses in Broward County in the mid-1960s and in 1971 the first permanent University facility was opened at the Commercial Boulevard location. Since that time, two additional campuses and one research center have been built. FAU has been designated by the Florida Legislature as the lead public university in Broward County. The array of complete graduate and undergraduate

programs available is steadily increasing. For more information, visit www.fau.edu/broward.

The Fort Lauderdale Campus is comprised of the Reubin O'D. Askew Tower and the Higher Education Complex, located in the heart of downtown Fort Lauderdale. Undergraduate and graduate programs of the Dorothy F. Schmidt College of Arts and Letters, the College for Design and Social Inquiry and the College of Business are located here. The campus is the administrative home of the College for Design and Social Inquiry. The creative industries are also well represented through architecture, multimedia communication, graphic design and animation programs.

The Dania Beach Campus – also known as SeaTech – is located between the Atlantic Ocean and the Intracoastal Waterway. This site provides expanded academic and research opportunities for the ocean engineering program.

The Davie Campus works in close partnership with Broward College to create a supportive learning environment with particular sensitivity to students of nontraditional ages and culturally diverse backgrounds. Complete upper-division programs are offered in business, education, arts and letters, science, social work and criminal justice. Graduate programs are available in education as well. In 2008, the campus opened a 20,000 square-foot Student Union that is the center of student life in Davie. In 2010, the campus expanded with its LEED Gold Standard Davie West Building, which is shared with the University of Florida and provides space for arts and letters as well as science programs.

Northern Campuses

The John D. MacArthur Campus, located in Jupiter, opened in Fall 1999. The campus offers a wide range of upper-division and graduate courses in arts and letters, education, science, criminal justice, public administration and social work. The MacArthur Campus is home to the Harriet L. Wilkes Honors College, a four-year residential program. A thriving Lifelong Learning Society provides non-credit liberal arts courses for adults of all ages. The campus is the site of the Scripps Florida research facility and the Max Planck Society's first institute in the United States.

The Treasure Coast Campus, located in Port Saint Lucie, is an upper-division and graduate partner campus of Florida Atlantic University located in St. Lucie West. The University has served the Treasure Coast since the 1970's, partnering with Indian River Community College for facilities use. The Treasure Coast campus offers coursework in a variety of degree programs including education, nursing, computer science, and geomatics engineering. Beginning spring 2010, complete web based business programs were available to Treasure Coast students.

In 2007, Harbor Branch Oceanographic Institute came under the umbrella of FAU as a research institute capping a more-than-10-year partnership in marine science research and education. The year prior, FAU opened the FAU/Harbor Branch Marine Sciences

Building—a 40,000-square-foot, joint-use facility housing specially equipped marine science labs, classrooms and video-conferencing equipped meeting rooms—at the 600-acre site in Fort Pierce, Fla. The building provides students with undergraduate and graduate degree opportunities, with classes offered in marine biology, marine science, marine biotechnology, natural resources and environmental education. For the past several years, FAU and Harbor Branch have offered marine science courses in a program called "Semester by the Sea."

OUR MISSION AND VALUES

Mission and Characteristics

Florida Atlantic University is a public research university with multiple campuses along the southeast Florida coast serving a uniquely diverse community. It promotes academic and personal development, discovery, and lifelong learning. FAU fulfills its mission through excellence and innovation in teaching, outstanding research and creative activities, public engagement and distinctive scientific and cultural alliances, all within an environment that fosters inclusiveness. Visit www.fau.edu/strategicplan for more information on FAU's mission and vision.

University Strategic Plan

In 2006, the following goals were adopted by the FAU Board of Trustees:

- Goal 1: Providing increased access to higher education.
- Goal 2: Meeting statewide professional and workforce needs.
- Goal 3: Building world class academic programs and research capacity.
- Goal 4: Meeting community needs and fulfilling unique institutional responsibilities.
- Goal 5: Building a state-of-the-art information technology environment.
- Goal 6: Enhancing the physical environment.
- Goal 7: Increasing the University's visibility.

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 differences and diversity in ideas. Lifelong learning 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.
- Promote academic freedom and an atmosphere of free and open inquiry.

- Recognize and reward superior performance, innovation, and creativity 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.
- Provide equal access, equal rights, justice, and encourage mutual regard for the rights and liberties of all persons.
- Respect all persons and display civility in all interactions.
- Provide a secure environment for the pursuit of learning.
- Foster community service and social responsibility.
- Promote honesty in all spheres, social and moral development, and ethical standards in all areas of human activity.
- Assure clear and open communication and sharing of information.

Academic Freedom and Responsibility

It is the policy of the University to maintain and encourage full academic freedom. Academic freedom and responsibility are essential to the full development of a true university and apply to teaching, research and creative activities. An employee engaged in such activities shall be free to cultivate a spirit of inquiry and scholarly criticism and to examine ideas in an atmosphere of freedom and confidence.

Academic freedom is accompanied by the corresponding responsibility to be forthright and honest in the pursuit and communication of scientific and scholarly knowledge; to respect students as individuals and avoid any exploitation of students for private advantage; and to indicate, when appropriate, that one is not an institutional representative unless specifically authorized as such.

Consistent with the exercise of academic responsibility, employees shall have freedom to present and discuss their own academic subjects, frankly and forthrightly, without fear of censorship, and to select instructional materials and determine grades in accordance with University policies. Objective and skillful exposition of such subject matter, including the acknowledgment of a variety of scholarly opinions, is the duty of every such employee. Employees shall also be free to engage in scholarly and creative activity and publish the results in a manner consistent with their professional obligations.

Academic freedom is accompanied by the corresponding responsibility to:

1. Be forthright and honest in the pursuit and communication of scientific and scholarly knowledge;
2. Respect students, staff, and colleagues as individuals; treat them in a collegial manner; and avoid any exploitation of such persons for private advantage;
3. Respect the integrity of the evaluation process with regard to students, staff, and colleagues, so that it reflects their true merit;
4. Indicate when appropriate that one is not an institutional representative unless specifically authorized as such; and
5. Contribute to the orderly and effective functioning of the employee's academic unit (program, department, school, and/or college) and/or the University.

In addition to their assigned duties, employees have responsibilities arising from the nature of the educational process. Such responsibilities include, but are not limited to, observing and upholding the ethical standards of their discipline; participating, as appropriate, in the shared system of collegial governance, especially at the department/unit level; respecting the confidential nature of the relationship between professor and student; adhering to one's proper role as teacher, researcher, intellectual mentor, and counselor; and conducting oneself in a collegial manner in all interactions.

Ethical Conduct of the University Community

The University acknowledges a concern for values and ethics that are important to the whole educational experience. A faculty member is expected to show an awareness that membership in the academic profession carries with it special responsibilities. The following responsibilities of faculty members are taken from the American Association of University Professors (AAUP) Statement on Professional Ethics, with slight modifications.

The professor, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognizes the special responsibilities of the profession. The professor's primary responsibility to his or her subject is to seek and to state the truth as he or she sees it. To this end, the professor devotes energies to developing and improving scholarly competence. The professor accepts the obligation to exercise critical self-discipline and judgment in using, extending and transmitting knowledge. The professor must never seriously hamper or compromise freedom of inquiry.

As an instructor, the professor encourages the free pursuit of learning in students. The professor holds before him/her the best scholarly standards of his or her discipline. The professor demonstrates respect for the student as an individual and adheres to the proper role of intellectual guide and counselor. The professor makes every reasonable effort to foster honest academic conduct and to assure that the evaluation of students reflects their true merit. The professor respects the confidential nature of the relationship between professor and student. The professor avoids any exploitation of students for private advantage and acknowledges significant assistance from them. The professor protects academic freedom.

As a colleague, the professor has obligations that derive from common membership in the community of scholars. The professor respects and defends the free inquiry of associates. In the exchange of criticism and ideas, the professor shows due respect for the opinions of others. The professor acknowledges academic debts and strives to be objective in the professional judgment of colleagues. The professor accepts his or her share of faculty responsibilities for the governance of the institution.

As a member of an institution, the professor seeks above all to be an effective teacher and scholar. Although the professor observes the stated regulations of the institution, provided they do not contravene academic freedom, the professor maintains the right to criticize and seek revision. The professor determines the amount and character of his or her work performed outside the institution (the amount of work is governed by the University policy), with due regard to his or her paramount institutional responsibilities. When considering the interruption or termination of employment, the professor recognizes the effect of this decision upon the program of the institution and gives due notice of his or her intentions.

As a member of the community, the professor has the rights and obligations of any citizen. The professor measures the urgency of these obligations in light of responsibilities to his or her subject, to students, to the profession and to the institution. The professor, when speaking or acting as a private person, should avoid creating the impression that he or she speaks or acts for the college or University. As a citizen engaged in a profession that depends upon freedom for its health and integrity, the professor has a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

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 Council.

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 FAU's current Board of Trustees are:

Robert J. Stilley, Chair
Anthony Barbar, Vice Chair and Chair of Audit and Finance Committee
David Feder, Member
Dr. Jeffrey Feingold, Member
Dr. Angela Graham-West, Member
Ayden Maher, Student Government President
Dr. William McDaniel, Faculty Senate President
Abdol Moabery, Member
Sherry Plymale, Chair of Committee on Academic and Student Affairs
Robert Rubin, Member
Paul Tanner, Member
Dr. Julius "Butch" Teske, Member
Thomas Workman, Jr., Chair of Strategic Planning Committee

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 more 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.

University Administrative Structure

The University is headed by the President, who is appointed by the local Board of Trustees. The operation of the University is segmented into several operating divisions: Academic Affairs, Athletics, Community Engagement, Facilities and University Architect, Financial Affairs, Research, Strategic Planning and Information Technology, Strategic Relations & General Counsel, and Student Affairs. For more details and access to the University organizational chart, [click here](#).

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 President Saunders

Dear New Faculty Member:

It is my pleasure to welcome you to the faculty of Florida Atlantic University.

Since opening its doors in 1964, FAU has been known for the excellence of its faculty across all disciplines. Graduating students responding to exit polls overwhelmingly identify the relationships that they've established with faculty members as the most important aspect of their experience at FAU. Many of these relationships continue to flourish after graduation, as our students move into the professions of their choice and maintain contact with their faculty mentors. The durability of this bond stands as a lasting tribute to the commitment, skill and effectiveness of the men and women who are the heart and soul of FAU: our fine faculty.

You could not have picked a better time to become part of the FAU team. This university is advancing rapidly across the full spectrum of core areas, distinguishing itself through creative scholarship, innovative research and meaningful community service.

Your dedication to your discipline, your students and your colleagues will add to the momentum, and I would like to offer a sincere word of thanks to you right now for your valuable contributions to the evolution of FAU.

I'm so glad to be working with you at this exciting time, as our university stands on the cusp of greatness.

Sincerely,
Mary Jane Saunders, Ph.D.
President

Vice Presidential Divisions

Academic Affairs

The Division of Academic Affairs, under the supervision of the Provost and Chief Academic Officer, 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 personnel and programs
- Academic budget administration and planning
- Assessment
- Broward & Northern Campuses
- eLearning
- Graduate College
- Harbor Branch Oceanographic Institute
- Libraries
- Lifelong Learning
- 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 Personnel and Programs, working with the Dean of Undergraduate Studies and the Dean of Graduate College.

Athletics

The mission of the Florida Atlantic University Athletics Department is to adhere to our four foundational principles for operating a successful and accountable athletics department, including the following: institutional control, academic excellence, fiscal integrity, and winning championships. Athletics oversees the operations of 18 intercollegiate sports teams, as well as a variety of services that support student-athletes in and out of the classroom, providing them with academic counselors, first-rate facilities, and the necessary programs for their success. Sports teams include Division-IA football, basketball, soccer, tennis, golf, volleyball, track and more. Visit fausports.com for more information on FAU Athletics.

Community Engagement

The Office of Community Engagement serves as the public's one-stop shop for access to FAU. It consists of the departments of Development, Governmental Relations, Marketing and Creative Services, Media Relations, University Relations, and Alumni Affairs, and the FAU Foundation, Inc. The department of Development coordinates fundraising for

the University. The department of University Relations and Alumni Affairs coordinates University-wide and campus activities such as conferences, dedications, distinguished speakers, and the annual faculty-staff picnic, and works with the FAU Alumni Association to provide a link to graduates of the University.

The FAU Foundation, Inc. is a non-profit corporation established to provide 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. To meet these goals, the Foundation seeks financial support from alumni, faculty, staff, corporations, foundations and individual friends in the community.

Marketing and Creative Services – The mission of the MCS is to increase awareness of the benefits of FAU by creating and disseminating materials that reflect the FAU brand and its missions utilizing a full range of available communications methods. The department is responsible for maintaining the integrity of the university brand while providing valuable services such as communications and marketing strategy, editing, design, photography and video to all areas of the university community.

The Media Relations Department is the primary contact for print, broadcast and electronic media seeking information about the University. The Department takes a proactive role in disseminating news, features and story ideas to the local and national media. Additionally, the department is responsible for coordinating all press releases and news relayed to internal and external audiences. The Department also monitors the press for University coverage and maintains historical clippings of University news.

Facilities and University Architect

The mission of the Division of Facilities and University Architect is to provide and maintain a physical environment conducive to an enriching academic experience. The departments of Engineering & Utilities, Environmental Health & Safety, Facilities Planning, Physical Plant, and Space Utilization & Analysis are located within this division.

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 Senior Vice President for Financial Affairs. The Senior 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, Human Resources, the Purchasing Department, Business Services (including auxiliaries such as the Mail and Copy Center, Food Services and the Bookstore), Police, Traffic and Parking.

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.

Strategic Planning and Information Technology

The mission of the division is to promote the University goals of teaching, research and service through effective use of strategic planning, information resources, enrollment management, marketing, and institutional effectiveness and analysis.

Enrollment Management – This office directly oversees the activities of the Registrar's Office, the Office of Undergraduate Admissions and the Office of Student Financial Aid. The Office also coordinates the enrollment-related activities of other pertinent areas of the university – including Undergraduate Studies, the Graduate College, Dean of Students, college scheduling officers, Retention, Housing and others to forge a coherent approach to enrollment management.

Information Resource Management – The mission of IRM 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.

Strategic Relations and 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; advising University Departments; developing and reviewing contracts and agreements; meeting various University reporting and accountability requirements; aiding in the resolution of student issues; assisting in the development of University Regulations and Policies; supervising outside counsel; and providing a source of relevant legal information through the development and maintenance of a comprehensive and informative web page for the benefit of the entire University Community.

The Office of Governmental Relations serves the Division of Strategic Relations and the University community in securing funding and substantive legislation which enable Florida Atlantic University to provide innovative research, academic excellence, and superior service. As advocates of the University, staff works closely with government officials at the federal, state and local levels. The legislative priorities for the University are coordinated through the Office of Governmental Relations for the University to include academic, research and athletic initiatives.

Student Affairs

The Division of Student Affairs provides programs, services, and facilities that promote academic success and student development. The first priority of Student Affairs is to compliment and supplement the academic enterprise. The Division maintains campus-wide partnerships to ensure that the University fosters an intellectual, cultural and social climate that contributes to the comprehensive education of students. The Departments comprising the Division of Student Affairs include the Office of the Senior Vice President, Associate Vice President/Dean of Students Office, Associate Dean for the Boca Raton Campus, Broward Student Affairs, Northern Campuses Student Affairs, Campus Recreation & Fitness Center, Career Development Center, Weppner Center for Civic Engagement & Service, Student Union, Greek Life, Office of New Student and Owl Family Programs, Student Conduct, Student Media, Counseling and Psychological Services, Housing & Residential Life, International Students & Scholars, Student Government, Student Health Services, Student Involvement and Leadership, Office for Students with Disabilities, Multicultural Affairs, and Today & Beyond Wellness.

Click here for the [Division of Student Affairs](#) website.

Research

The Division of Research supports and promotes FAU research and scholarly activities by providing the tools and resources needed to be competitive, building new directions in research, ensuring responsible research practices, and communicating the importance of research within and beyond the university. The Division of Research includes the Office of Sponsored Programs, which is responsible for pre-award and post-award administration including the review and approval of proposals prior to submission to sponsors, and awards prior to acceptance by FAU. Additionally, the Division administers key research-related assurance and compliance programs required by federal and state agencies and programs for the conduct of research through its Research Integrity office, which includes the human subjects research protections program and the animal care and use program. Research Accounting monitors the financial compliance of all sponsored projects at FAU, while Research Communications is committed to eliciting interest and excitement about research and scholarly activity. The Office of Technology Transfer is responsible for the transfer of university innovation and technologies to the marketplace for public benefit. Working with faculty, staff and students, Technology Transfer manages the intellectual property, including inventions and works, resulting in university research that has commercial potential. Finally, Veterinary Services oversees all animal care and use at FAU.

The Florida Atlantic University Research Corporation (FAURC) is a not-for-profit 501 (c) (3) organization which is separate from Florida Atlantic University (FAU) and was established to assist faculty, staff and students at FAU with research support, particularly in connection with patentable inventions. FAURC works with external sponsors from industry and others to arrange royalty-producing licenses for intellectual property (e.g. patent, copyrights) resulting from FAU research.

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, and Sociology, the School of Communication and Multimedia Studies and, housed under the School of the Arts, the departments of Theater and Dance, Music, and Visual Arts and Art History.

Interdisciplinary certificates are offered in Asian Studies, Caribbean and Latin American Studies, Classical Studies, English as a Second Language (ESL), Environmental Studies, Ethics, Law, and Society, Ethnic Studies, Film and Video Studies, Jewish Studies, Peace Studies, and Women, Gender, and Sexuality Studies. The College offers several interdisciplinary degrees: B.A. degrees in Social Science, Arts and Humanities, and Jewish Studies; M.A. degrees in Liberal Studies and Women, Gender, and Sexuality Studies. Its innovative Ph.D. degree in Comparative Studies offers three tracks: Public Intellectuals; Literacies, Languages, and Linguistics; Fine and Performing Arts.

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 theater productions, art exhibits, concerts, and lectures by visiting scholars. These programs draw thousands of community members to the University every year.

For more 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. Majors include Accounting, Business Economics, Finance, Health Services, Management Information Systems, Management, International Business, and Marketing. 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 non-degree Executive Education courses and certificates for the business professional. Its faculty members are diverse and 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 a number of institutes, centers, and advisory boards to support this mandate. All of 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 more information, visit business.fau.edu.

College for Design and Social Inquiry

The College for Design and Social Inquiry is headquartered at the Higher Education Complex (HEC) in downtown Fort Lauderdale. The College offers thirteen undergraduate and graduate degree programs by a nationally acclaimed faculty. The College also offers specialized certificate programs throughout the FAU service area with a significant presence and course offerings on the Boca Raton, Davie, Fort Lauderdale, Jupiter and Treasure Coast campuses of Florida Atlantic University.

The College for Design and Social Inquiry is dedicated to educating a cadre of leaders for the 21st century, finding answers to critical social problems through education, scholarship and applied research and public service activities, and assisting regional decision makers with effective tools to catalyze change in the South Florida region, the State of Florida, nationally and internationally.

The College is composed of five academic units: School of Architecture; the School of Criminology and Criminal Justice; the School of Public Administration; the School of Social Work and the School of Urban and Regional Planning. The faculty and students of the College for Design and Social Inquiry are committed to integrating higher education's traditional liberal arts emphasis with the development of state-of-the-art professional and organizational skills. The College also houses a number of research and service centers including the Florida Institute of Government and the Community Justice Institute.

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

College of Education

One of the original colleges of the University, the College became the first public provider of educational professionals in South Florida. The College continues to build on its 40-year tradition of quality in preparing leaders for the schools of the State. In 2007, the College received re-accreditation from the National Council for the Accreditation of Teacher Education (NCATE). 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 Karen Slattery Childcare Center, the A.D. Henderson University School, the FAU High School, the Pine Jog Environmental Education Center and the Everglades Youth Camp are available to enrich the educational experiences of the students.

For more information, visit coe.fau.edu.

College of Engineering and Computer Science

The College of Engineering and Computer Science is committed to providing accessible and responsive programs of undergraduate and graduate education and research recognized nationally for their high quality, and to be the institution of choice for regional students, business and industry.

The College's partnerships with the business, governmental and educational communities are vital components of our day-to-day existence. This emphasis on collaboration helps ensure both the relevance and the marketability of our academic and research programs in

- Bioengineering (MS BioE)
- Civil Engineering (BS, MS)
- Computer Engineering (BS, MS, PhD)
- Computer Science (BS, MS, PhD)
- Electrical Engineering (BS, MS, PhD)
- Information Engineering Technology (BIET)
- Information Technology & Management (MS)
- Geomatics Engineering (BSGE)
- Mechanical Engineering (BS, MS, PhD)
- New Media Technology and Entertainment (MFA)
- Ocean Engineering (BS, MS, PhD)

Through its nationally accredited programs in Engineering and Computer Science, the College provides an environment to educate those who will contribute to the advancement of technical knowledge and who will be leaders of tomorrow, to conduct basic and applied research in engineering, computer science, and related interdisciplinary areas, and to provide service to the engineering and computer science professions, to the State of Florida, to the nation, and to the community at large.

The College's Innovation Leadership Honors Program for high achieving undergraduate students was developed through the strong partnership the College has with its Executive Advisory Council and incorporates leadership, innovation and entrepreneurship into the existing engineering and computer science curricula. A joint BS/MS degree program allows students to earn a Master's degree while completing requirements for their BS degree. The College also collaborates with the College of Business to offer a minor in business in all master's degree programs in engineering. A minor in Computer Science

for any baccalaureate program is available through the Department of Computer and Electrical Engineering and Computer Science.

In Fall 2010, nearly 1,900 undergraduate students and more than 300 graduate students were enrolled in our College. The College's aggressive sponsored research program is enhanced by its thirteen (13) research centers/institutes and the research funding level is currently more than \$10,000,000 a year.

For more information, visit eng.fau.edu.

Graduate College

The Graduate College was established by the Board of Trustees as FAU's tenth college in October 2007. It is responsible for maintaining general standards of graduate education at the University and for coordinating and overseeing the following activities: graduate student recruitment, graduate admissions, graduate policies and procedures, graduate student financial support, new graduate courses and programs, monitoring graduate student progression towards completing the degree, thesis and dissertation submission standards, and degree completion requirements as established by the graduate faculty of the various graduate programs.

It is responsible for allocating all graduate student matriculation and non-resident fee waivers, graduate recruitment grants and fellowships, approval of graduate student Plan of to waive a university regulation, approval of Academic Progression Plans for graduate students on academic warning, approval of the Research Compliance and Safety form, final approval of theses and dissertations, and final graduate degree certification.

The Graduate College works closely with the Graduate Council to establish policies and procedures to maintain high quality and university-wide consistent standards. It works with the Graduate Programs Committee to approve new graduate courses and programs, and the Due Process Committee to establish and enforce uniform standards by which graduate students are assured due process.

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

Harriet L. Wilkes Honors College

The Harriet L. Wilkes Honors College of Florida Atlantic University, which opened in the fall of 1999, is the first public honors institution in the nation to be built from the ground up. Its pioneering interdisciplinary curriculum, with a strong emphasis on international and environmental studies, is positioning FAU's Honors College to be Florida's premiere selective public institution for the 21st century. Its intellectual foundation is a belief in liberal arts education as the best preparation for a full and productive life.

Admission criteria to FAU's Honors College are highly selective. The Honors College looks for students whose scholastic performance and abilities demonstrate an active approach to learning and the potential for academic growth. Its degree program, leading to the Bachelor of Arts in Liberal Arts and Sciences, is designed to develop the qualities of a free and responsible citizen, one who can reason clearly, read critically and analytically, argue persuasively in speech and writing, and contribute to society in fundamental and innovative ways.

Students choose areas of concentration from the humanities, the social sciences, and the natural sciences. While completing this degree, students are active participants in the design of their own education, and they will also acquire the life-long skill of learning independently. By providing broad intellectual training in the arts and sciences, and specialized study in an area of concentration, the Honors College prepares its students for graduate and professional schools such as law, medicine and education, as well as for careers in business, science, and government.

For more information, visit www.honorscollege.edu.

Charles E. Schmidt College of Medicine

On August 16, 2006, the Board of Trustees of Florida Atlantic University created the 9th college of the FAU system, the Charles E. Schmidt College of Biomedical Science. This college was created as a direct result of our emergence into the world of medical education, through an affiliation with the University of Miami Miller School of Medicine. On April 7, 2010, the Florida Board of Governors authorized FAU to award the MD degree. Legislation authorizing FAU's medical education program was passed by the Florida Legislature on April 22, 2010 and signed into law by the Governor on May 15, 2010. On June 23, 2010, the Board of Trustees of Florida Atlantic University approved the renaming of the Charles E. Schmidt College of Biomedical Science to the Charles E. Schmidt College of Medicine. In February 2011, the College was granted preliminary accreditation by the Liaison Committee on Medical Education, leading the way for the charter medical school class of 64 students to enter in Fall 2011. Establishment of the public medical school at FAU enabled FAU to provide access to medical education at a significantly lower cost for students. Student and residency training will be made available throughout hospitals in Palm Beach and Broward counties.

In addition to offering the M.D. degree, FAU proposes to offer a dual M.D./Ph.D. option in partnership with the Scripps Institute Kellogg School of Science and Technology, which would confer a doctorate degree. This will enable FAU to produce physician-scientists with the knowledge and skills required to transform health care and biomedical research in the state of Florida.

The College is comprised of two departments: The Department of Integrated Medical Science, which has a major teaching role for medical students, and the Department of Biomedical Science, which is heavily committed to medical student education as well as providing opportunities for students to participate in graduate studies through our Masters

Degree in Biomedical Science. A third department, the Department of Clinical Programs, is being created. Research is also a major mission of the Department of Biomedical Science. The faculty in this department has been extraordinarily successful in obtaining extramural funding for their research endeavors. The Ph.D. Degree in Integrative Biology, offered by the Charles E. Schmidt College of Science, allows students to pursue interests across several interdisciplinary fields including biomedical science, serving as a collaborative effort of faculty with appointments in both the College of Science and College of Biomedical Science. A Certificate in Biomedical Science is also available. The College also houses the Disaster and Emergency Healthcare Training Facility which offers Basic Life Support, Advanced Cardiac Life Support and other advanced level courses for Healthcare and Non-Healthcare providers as well as medical students and residents. Medical simulation helps to bridge the distance between health care education and community-based health care practice and provides real time experience for all health professionals as well as members of the lay community.

For more information, visit med.fau.edu.

Christine E. Lynn College of Nursing

The Christine E. Lynn College of Nursing is recognized nationally and internationally for its innovative approaches to nursing education within a caring philosophy. We are dedicated to caring: expanding the science, studying the meaning, practicing the art, and living caring day by day. The College creates a context for learning that respects and celebrates the interconnectedness of people and their environments, and prepares nurses to deliver exemplary health care in a multi-cultural society, including urban and rural under-served areas. The College offers accredited baccalaureate and masters programs of study on three campuses and doctoral programs on the Boca Raton campus. Students have the opportunity to study the discipline and profession of nursing from a caring based perspective, with faculty who are passionate about nursing. Courses throughout the curriculum are centered in the study of nursing as nurturing the wholeness of persons and environment through caring.

In 2007, the College received the LEED certification at the Gold level from the US Green Building Council. The College of Nursing is the first building in southeast Florida and the only College of Nursing nationally to receive this award. The award reflects the college's commitment to design and construct a healthy, healing and sustainable space.

For more information, visit 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 FAU's service region of Southeast Florida. Through its academic departments and research centers, the College provides outstanding opportunities for both undergraduate and graduate science majors.

In addition to the six academic departments in the College—Biological Sciences, Chemistry and Biochemistry, Geosciences, Mathematical Sciences, Physics and Psychology, there is a group of strong interdisciplinary and sub-disciplinary research centers engaged in cutting edge research. These include: The Center for Complex Systems and Brain Sciences, the Center for Molecular Biology and Biotechnology, the Center for Geo-Information Sciences, the Florida Center for Environmental Studies, the Center for Cryptology and Information Security, the Center for Biological and Materials Physics, and the Center of Excellence in Biomedical and Marine Biotechnology.

The education and research programs of the College span the sciences and mathematics with major efforts in many fields ranging from biotechnology, bioinformatics and brain science to cryptology, developmental systems, dynamical systems, environmental sciences, geo-information science, marine science and space-time physics. The College's programs extend over many of FAU's campuses and its buildings include more than 500,000 square feet of state-of-the-art instructional and research space.

Besides providing general education in science to all FAU students, the College currently provides educational and research opportunities to over 4,000 undergraduate and over 400 graduate science majors. During the 2010-2011 academic year, the College awarded 649 baccalaureate degrees, 71 master's degrees, and 25 doctorates. The College offers Ph.D. degrees in Integrative Biology, Chemistry, Complex Systems and Brain Sciences, Mathematics, Physics, and Experimental Psychology, and Geosciences as well as a full suite of bachelor's and master's degree programs.

Research and scholarship are central to the mission of the College and play vital roles in the life of FAU's Charles E. Schmidt College of Science. External research funding, the great majority of it coming from Federal agencies such as the National Science Foundation and the National Institutes of Health, underwrites major programs of research by faculty and students. Science faculty members throughout the college have developed state-of-the-art research programs in diverse disciplines and important new interdisciplinary areas. Faculty have active collaborations that extend not only across FAU's colleges but also to local research institutions such as Scripps Florida, the Torrey Pines Institute for Molecular Studies, and the Max Planck Institute Florida, as well as affiliations with national laboratories such as Los Alamos and Oak Ridge National Laboratories, and international collaborations that span the globe.

For more information, visit science.fau.edu.

ACADEMIC SUPPORT UNITS

Academic Honesty

FAU 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 insuring that appropriate action is taken when irregularities are discovered. Thus, FAU 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. The instructor's duty is to pursue any reasonable allegation, taking action where appropriate, as described in the appropriate section of the FAU Catalog and [University Regulation 4.001](#).

Dean of Undergraduate Studies

Undergraduate Studies is headed by the Dean of Undergraduate Studies who reports directly to the University Provost and Chief Academic Officer. Its mission is to assure that Florida Atlantic University provides baccalaureate degree programs which are of the highest academic quality irrespective of their location or method of delivery within the distributed campus structure of FAU. This is achieved through participation in the planning, implementation, review and periodic revision of those programs which include the general education curriculum, and discipline-specific majors.

Advancement of this mission is supported by a number of ancillary academic services which, under the supervision of the dean, make major contributions to the enhancement of the undergraduate experience. They include: Center for Learning and Student Success; Freshman Academic Advising Services; Honors Program; Office of International Programs; Student-Athlete Center for Academic Excellence; Testing and Evaluation; University Center for Excellence in Writing; and Writing across the Curriculum.

Through these combined efforts, Undergraduate Studies contributes to the fulfillment of the University mission which is, in part, "...to serve its region, state and nation by preparing students to make meaningful contributions to an increasingly complex global society."

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 diverse disciplines can engage one another in the pedagogy of teaching, with the ultimate goal of enhancing student learning.

CTL is scheduled to move to General Classroom South, 2nd floor, in fall 2011. CTL will be a “one-stop shop” that will centralize student academic support areas, including the University Center for Excellence in Writing, the Math Learning Center, and the Learning Community and Supplemental Instruction programs. It will also house facilities to assist faculty with their teaching.

Freshman Academic Advising Services

Freshman Academic Advising Services provides advising and academic support services to all first-time-in-college students and to students who transfer to the University with fewer than thirty credits. Advising is provided by a staff of trained professional and graduate-assistant advisors. Other support services offered include:

- Gateway, the University’s Summer Bridge Program
- Coordination of the freshman transitions course SLS1503 – Learning Strategies and Human Development.
- The Freshman Early Warning Program
- Certification of AA degrees
- Academic Appeals for “undeclared majors” w/no college affiliation
- Non-resident tuition waivers for undergraduate students

In addition, advising for students who are currently enrolled in the University Scholars (Lower Division Honors) Program is housed in Freshman Academic Advising. This honors program offers unique learning opportunities via small discussion groups and research-oriented classes to a highly select group of academically exceptional freshmen. Specially selected faculty members provide intellectual challenge for these students with special topics courses, many of which center around the faculty member’s research interests.

Office of International Programs

The Office of International Programs (OIP) encourages and supports international education activities for the students, faculty, and colleges of Florida Atlantic University. Students can study abroad and earn academic credit towards their degrees on approved study abroad and exchange programs. OIP helps FAU faculty develop faculty-led short term programs for students in the summer sessions, spring break, and intercessions. The office creates and manages international exchange agreements which link FAU to universities around the world and offer students summer, semester, and year-long study options. Agreements also frequently offer faculty international teaching and research opportunities. OIP assists incoming international exchange students from partner institutions with their academic options while attending FAU.

OIP advises students and faculty on fellowship and grant opportunities for overseas study and research. Numerous grants and scholarship opportunities are available to help cover the costs of going overseas for study, research, and teaching purposes. OIP works in partnership with the Center for Civic Engagement and Service to add service learning

elements to study abroad programs, and regularly participates in orientations and open houses to expose incoming and transfer students to the possibilities of study abroad while an FAU student.

OIP further encourages internationalization of the university by championing the integration of overseas learning opportunities with on-campus curricular offerings, sponsoring public outreach events such as the FAU Distinguished International Visitor Lecture Series, and advocating international education strategic planning. OIP coordinates the FAU Council on International Education, a faculty council representing each college which shares best practices in international education and collaborates on the design of new international activities at FAU.

Center for Learning and Student Success

The purpose of the Center for Learning And Student Success (CLASS) is to promote students' academic and personal achievement by engaging students, forming partnerships and creating programs and services to foster student success and the retention of undergraduate students.

This is done by:

- coordinating retention activities between academic and student affairs divisions
- supporting and monitoring students' academic progress
- coordinating with academic advisement units
- providing referrals to campus resources and support services
- instilling a sense of the FAU community in our students
- and coordinating programs that foster the academic success of students

The Center for Learning And Student Success is integrally involved with projects and programs to assess and improve the undergraduate experience for FAU students. Key programs such as Supplemental Instruction (SI: www.fau.edu/si), and student Learning Communities (FLCs and LLCs: www.fau.edu/learningcommunity) help provide students with academic support which improve their chances of successfully completing courses and staying at the university through completion of their educational objectives.

Faculty members are encouraged to get involved with CLASS efforts. Faculty are involved in developing and teaching within our two learning community programs – Living-Learning Communities (LLC) and Freshman Learning Communities (FLC) – where students have a shared course schedule based on their major and/or interests; faculty work with SI Leaders (successful students who facilitate study sessions for FAU's most “high risk” and high failure rate courses) to increase student learning and opportunities for success within their courses; along with numerous workshops and other success programs. For more information about the office and its services visit www.fau.edu/class/. If you know of an undergraduate student who is in true distress – either related to academics or events outside of the classroom, please refer the student to

our department. We are located in SU 130; our contact number is 561-297-0906 or email stay@fau.edu.

Student-Athlete Center for Academic Excellence

The primary goal of the Student-Athlete Center for Academic Excellence (SACAE) is to assist FAU'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. SACAE 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 SACAE 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.

Testing & Evaluation

The Office of Testing & Evaluation provides test registration materials and information about various local, state, and national testing programs. The office administers state and national testing programs and processes instructor-made multiple-choice tests and Student Perception of Teaching reports.

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 FAU 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 FAU and local communities. The UCEW also serves as the clearinghouse on campus for research in literacy, pedagogy, and writing across the curricula.

The writing centers' 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 please visit <http://www.fau.edu/UCEW/>.

Writing Across the Curriculum

The University's Writing Across the Curriculum (WAC) program promotes the teaching and learning of writing across all levels and all disciplines, with special emphasis on undergraduate education. Writing-to-learn activities have proven effective in developing critical thinking skills, learning discipline-specific content, and understanding and building competence in the modes of inquiry and writing for various disciplines and professions.

WAC also assists colleges, departments, and individual faculty members with all aspects of the teaching and researching writing and reading in their disciplines, including designing assignments, responding to student writing, designing writing assessment plans, using writing to improve critical thinking, researching best teaching practices, and fostering faculty research networks by providing departmental grants and curricular development stipends. For additional information please visit <http://www.fau.edu/WAC/>.

Honors Program

The University Honors Program on Florida Atlantic University Boca Raton campus is designed to provide special opportunities to academically successful students who are committed to excellence and motivated in exploring above and beyond the normal range of a college education. The advantages of the University Scholars Program include small class size and close contact with many of the University's top-ranked faculty, as well as special advising/registration. For students whose academic plans include post baccalaureate study either in graduate school, law or medical schools, or other professional education, the Honors Program is an excellent beginning for a distinguished academic career. The goal of the Honors Program at Florida Atlantic University is not only to provide an education that will successfully prepare you for whatever career you choose, but also give you a learning experience that will prepare you to continue your education throughout your life.

The program was created in 1992 as the Lower Division Honors Program; in 2002 the name was changed to the University Scholars Program; and in 2010 the name was changed again to the Honors Program. Since its inception over 400 students have successfully completed the program and have gone on to successfully earn their undergraduate degrees. Many have gone on to graduate and professional schools.

Admission to the Honors Program is a selective and competitive process. Florida Atlantic University only accepts a limited number of students each year to the program. Students must be fully admitted to Florida Atlantic University in order to participate in the Honors Program. Requirements for entering freshmen include a minimum score of 26 on the ACT or 1800 on all three sections of the SAT. In addition to test scores, a student must have a high school GPA of 3.3 or higher on a 4.0 scale. Students are also required to

submit a writing sample and two letters of recommendation. Prospective students who do not meet the requirements may apply for special admission into the Honors Program. The writing sample should be a typed assignment written for a recent class. The original work with grade and teacher comments must be submitted. The writing sample should reveal a high level of communication and critical thinking. It should be academic paper, not a piece of creative writing. For more information, visit www.fau.edu/honorsboca.

Center for eLearning

The Center for eLearning will provide the services in the following areas:

- Coordinate the eLearning environment including technical, academic, and administrative functions;
- Collaborate with colleges, schools, departments, and faculty to create and facilitate new eLearning courses and programs, as well as enhance existing courses;
- Oversee instructional technology including training, support, and assistance to faculty and staff utilizing eLearning;
- Manage the day-to-day operation of the Center,
- Provide resources and information relating to the Center's services included, but not limited to, instructional design, assessment of instruction and eLearning, research, online support services, creating and maintaining eLearning resources collection;
- Identify and procure relevant and current academic software and hardware;
- Develop an online orientation course for eLearning students.

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 FAU community; and supports University processes for determining and documenting institutional effectiveness in academic departments and academic support units. The University Director of Assessment is located in the IEA Office.

The University Director of Assessment can provide faculty and academic departments with support for:

- Identifying and assessing student learning outcomes.
- Planning and reporting assessment activities (formative as well as summative);
- Improving student learning outcomes based upon assessment activities at the course, program and institutional levels.

IEA can assist faculty through the following services:

- Provide historical or current data about FAU's students, programs, personnel, and resources, in response to internal and external requests.

- Conduct special studies as requested by faculty committees or University 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.

Lifelong Learning Society

The Lifelong Learning Society (LLS) is dedicated to serving mature students by providing them courses for enrichment and personal growth. There are over 25,000 students in the Society and their interests cover a wide range of topics.

The LLS Program is the premier one of its type in the nation. Courses cut across all traditional academic lines and are taught by highly qualified FAU faculty and authorities from outside the University. There are no exams or papers, just the opportunity for students and faculty to interact and learn from one another.

FAU Foundation

The FAU Foundation, Inc. is a non-profit corporation established to provide 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. To meet these goals, the Foundation seeks financial support from alumni, faculty, staff, corporations, foundations and individual friends in the community. A number of related organizations such as the University Club, the Lifelong Learning Society, the Broward Owls, and athletics boosters work with the Foundation in fund-raising 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.

Since 1979, the State of Florida has offered a variety of challenge grant programs to encourage private support to state university foundations. The State of Florida Eminent Scholar Program matches private donations given to create an endowment to support the work of a pre-eminent scholar in a chosen field. The program matches donations from 70% (for a minimum \$600,000 donation) to 100% (over \$2,000,000 donation) based on the level of private gifts. The Major Gifts program provides matching state support for endowed professorships, scholarships, and construction, and similar endowments.

FLORIDA ATLANTIC UNIVERSITY SCHOOLS

A. D. Henderson University School

The Alexander D. Henderson University School (ADHUS) is a public laboratory school located on the Boca Raton Campus. ADHUS holds departmental status in the College of Education. Within the context of an exemplary educational program for the students enrolled, the essential role of the school is to provide for educational research and curriculum development for service to public schools. The school, serving grades K-8, provides a site for pre-student-teaching field experiences and provides an excellent opportunity for researchers to work with teachers and students in a model school.

Florida Statutes mandate that the school maintain a student population with the demographic characteristics that reflect the student population of the state. The school is governed by the statutes and regulations of the State, Department of Education and Florida Atlantic University. There is a high level of competition for available spaces at the school and selection is from applications by means of an annual lottery. Applications and information are available at www.adhus.fau.edu.

FAU High School

The FAU High School is a highly selective, intensive dual enrollment program involving grades 9 – 12 on the Boca Raton Campus. This public high school's administration and most 9th grade classes are physically located on the A.D. Henderson University School Campus.

Other classes and labs are conducted on the FAU Boca Raton campus. Students take either high school or university courses to complete their high school graduation while earning university credit. The tuition, books and many fees are provided at no cost. The acceptance of students is very selective and enrollments are kept small. The high school offers sports, clubs and other extra curricular activities. Additional information about this high school option is available at <http://www.coe.fau.edu/fau-high>.

Karen Slattery Education Research Center for Child Development

The Karen Slattery Education Research Center for Child Development (ERCCD) is located on the Boca Raton Campus. The center is designed to provide a model educational environment for children, infant to five years of age; to provide practical educational experiences to FAU students through internships, or supervised teaching, and to provide a research venue for FAU graduate students and faculty.

Faculty interested in enrolling children or utilizing instructional or research capabilities should visit the center's website at www.coe.fau.edu.

FACULTY GOVERNANCE

University Faculty Senate Constitution and Bylaws

The Florida Atlantic University Faculty Constitution and Bylaws are established by the faculty to define faculty governance in the University. In establishing them, it is recognized that authority for operation of the University is vested in the President; at the same time it is recognized that faculty plays an essential role in the development of the policies and practices by which the University fulfills its academic mission. The goal of faculty governance, and of these bylaws, is to maintain the respect and communication between faculty and administration that make it possible for the University to function. The full text of the Constitution and Bylaws can be found on the University website. In keeping with the University's multi-campus organization, faculty governance bodies exist at the University, campus and college level.

University Faculty Senate

The University Faculty Senate is an elected, representative body of professorial faculty and librarians 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. For more information, visit www.fau.edu/ufsgov.

College Assemblies

Each college has a faculty assembly for purposes of faculty governance at the college level. The assembly is primarily concerned with:

- matters of college educational policy, including curriculum, admissions, and degree programs;
- matters of general college faculty interest, including tenure, hiring policies, and promotion;
- student affairs; and
- administrative matters of general college interest, including college organization and the coordination of academic programs at multiple sites. The assembly shall be advisory to the dean in matters of planning and budgeting.

INSTRUCTIONAL POLICIES

Academic Calendar

The University's academic calendar defines the beginning and ending dates of the semester and summer sessions, as well as 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. Any deviation from the calendar, such as starting a course later or concluding it sooner than the dates indicated in the calendar must be approved in advance by the dean of the college. To view current and future academic calendars, please visit www.fau.edu/registrar/acadcal.php.

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 should 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.

Classes must meet during the scheduled Final Exam period, even if no Final Exam is given. 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 for academic courses are assigned by the Instructional Facilities Scheduler each semester when class schedules are submitted by departments/colleges. Faculty may indicate preferences for a particular location or a specific classroom for consideration by the Instructional Facilities Scheduler. No changes to meeting day, time, or campus location of published courses can be made without submitting the proper approval form (Request for Course Schedule Change). This [form is available online](#).

For the Northern Campuses:

During semester schedule build, special room requests are sent to the Instructional Facilities Scheduler. Any changes after the schedule has been published should be addressed to the following:

John D. MacArthur Campus - Assistant University Registrar at (561) 799-8549.

Treasure Coast Campus - Assistant University Registrar at (772) 873-3306.

For the Broward Campuses, classroom change requests or preferences should be submitted to their college of department.

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 non-attendance.

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 Provost's 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 Schedules

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.

Grades

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:

<u>Grade</u>	<u>Grade Points per Semester Credit Hour</u>
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
P (Pass)	Credit only
S (Satisfactory)	Credit only
U (Unsatisfactory)	No credit
I	Incomplete
AU (Audit)	No credit
CR (credit by)	Credit only

examination)

W	Withdrawal
NR	No reported grade

The grades of A through D-, P, and S are passing grades, and credit is earned for courses in which they are awarded. Grades of D+, D or D-, while considered passing, indicate weak performance; although the credits count toward graduation, some programs require certain courses to be passed with a C or better to fulfill requirements for the major. The grades of F and U are failing grades and earn no credit.

Pass/Fail Grading Option

In certain designated undergraduate courses, students may elect to receive a grade of Pass (P) or Fail (F) 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 P/F option until the course is completed. At that time, students who would receive a passing letter grade receive a "P" instead; a "P" grade will be awarded credit but will not be counted in calculating the grade point average. Students who do not do passing work receive a grade of "F", which represents failing work 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

A student, who registers for a course but fails 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 on the appropriate MYFAU Self-Service form, the work that must be completed for a final grade, the time frame for completion, and the grade that will be assigned if the work is not completed. The student system will enter the default grade on the specified date. It is the student's responsibility to make arrangements with the instructor for the timely completion of this work.

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

1. Complete the work required in the agreement with the instructor for the "I" grade (noted on the Report of Incomplete form).
2. Request that the default grade suggested by the instructor on the faculty Report of Incomplete form be immediately recorded. With approval of either the instructor or department chair, a grade of "F" may be recorded if the instructor did not submit the required documentation with the "I" grade.
3. Petition to withdraw from the course, if exceptional circumstances show merit.

Administrative notations

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

AU	Audit
CR	Credit Only
W	Withdrawal
NR	No reported grade
WM	Exceptional Circumstances Withdrawal

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 W notation indicates that the student withdrew from the course after the first two weeks of the semester but prior to the eighth week of the semester. The course appears on the transcript, but no credit is awarded and the course is not included in the grade point average.

When an instructor does not turn in a grade for a student in a particular course by the deadline for submission in the semester the course was taken, the Registrar will temporarily enter the notation NR on the transcript. The NR is not a grade, and courses so marked are not included in the grade point average. When the instructor submits a grade to the Registrar, it will replace the NR.

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. If it is necessary to post grades, special identification numbers may be devised as long as they do not allow identification of the student.

Instructions for Faculty to Input Grades

1. Log into Banner Self Service by going to www.fau.edu and placing your mouse on the Faculty & Staff tab.
2. Click on MyFAU Login.
3. Enter your user name and password. Click the Login button.
4. Click on the FAU Self-Service link and the Main Menu is displayed.
5. Click on the Faculty Services tab or Faculty Services link: Check Teaching Schedule, Class Roster, Advising ...
6. When the Faculty Services menu is displayed, click on Final Grades, Select Term and click on Submit.
7. In the CRN drop down box, choose the class name that you want to enter grades and click on Submit.
Note: Please do not go to any class (CRN) that does not have students. If you accidentally access a class without students, sign out and start the process over again.
8. After the grades are entered, click on Submit button. (Students are listed in groups of 50. Remember to click on Submit button after each group.)
Note: If you have more than 50 students, the additional students can be accessed by clicking on the Record Sets displayed on the top or bottom of the page.
Note: If a student earns a 'U' or an 'F' grade please remember to insert the appropriate number in the reason code box. A list of the reason codes appears at the top of the page. A message pop-up box will display if a missing or an invalid reason code was entered.
9. If you have another class that you need to enter grades for, click on Return to Menu and follow steps 7 - 8 again.

The University Faculty Senate voted to roll grades nightly to allow students to view their grades the day after input. Faculty members will be able to change a grade the same day it is recorded. **Any grade changes after 9:59 pm will require a CHANGE of GRADE FORM.**

Fast track classes that end prior to the regular term end will be rolled every Sunday, making the grades available to the students on Monday. If you have problems, please call the Office of the Registrar at 561-297-3050 and request to speak with an available assistant or associate registrar.

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.

For details on the grade review process, see University Regulations, Chapter 4, Regulation 4.002, Student Academic Grievance Procedures for Grade Reviews at www.fau.edu/regulations.

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 during the last three weeks of the course, except in summer when it is conducted during the last week. Departmental offices are responsible for providing faculty with SPOT packages. An online version of the SPOT is available for courses delivered online. If your course is more appropriately evaluated with the online SPOT, which contains items pertinent to electronic rather than classroom instruction, please contact fauweb@fau.edu no later than six weeks after the start of classes (two weeks for

Summer A or B). 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 the 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. FAU 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.

FAU has implemented Academic Learning Compacts (ALCs) for each of its baccalaureate degree programs. ALCs 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 ALCs are listed on each department's website and on the Provost's home page. 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. More information on assessment resources is available on the IEA Assessment web page: www.fau.edu/iea/assessment/index.php.

Academic Honesty

Students at Florida Atlantic University are expected to maintain the highest ethical standards. Dishonesty is considered a serious breach of these ethical standards, because it interferes with the University mission to provide a high quality education in which no student enjoys an unfair advantage over any other. Dishonesty is also destructive of the University community, which is grounded in a system of mutual trust and places high value on personal integrity and individual responsibility. All of us in the FAU community are responsible for discouraging academic dishonesty by taking preventative measures and by insuring that appropriate action is taken when irregularities are discovered. FAU'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. 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, we have a responsibility not only to maintain the academic integrity of our teaching and research, but also to maintain an orderly environment for the learning process. Disruptive conduct is that conduct that interferes with the orderly operations of the University. Disruptive conduct may result in disciplinary action.

(Note: The full text of this and related statutes can be read starting on p. 183 of the current Student Handbook, or on the link www.fau.edu/regulations/chapter7/. That text includes an extensive categorization of disruptive practices).

Disruptive conduct might include such things as:

- Cell phone use: receiving or making calls, or text messaging during class (the latter is emerging as a new method of cheating during exams)
- Reading newspapers or magazines during class
- Late arrivals or early departures from class
- Conversations with other students during lectures
- Discussions not related to class, such as political or religious topics
- Offensive profane or obscene language
- Inappropriate dress
- Abusive or otherwise inappropriate behavior during encounters inside or outside of class

There is, of course, a level of discretion and judgment involved in many situations. One student may arrive late to a class, or may need to leave early, and is discreet in the movement, providing little disruption; another student may make quite a ruckus with his/her arrival or departure. A faculty member should be aware of how student behavior affects others in the learning process, and maintain control so that all students have a fair opportunity to learn without distraction. In such situations it is important to communicate with your colleagues. Your department chair/school director and appropriate Associate Dean can provide good, experienced counsel to help you respond to unusual situations.

If you feel strongly about particular kinds of 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/school director or Associate Dean for assistance in creating an effective syllabus.

If you do include guidelines in your syllabus, it is a good idea to set out what is expected rather than what is forbidden. If you try to enumerate all types of unacceptable behavior, students may come up with disruptions that were never mentioned. 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.

When you do encounter a problem with disruptive behavior, the first action will usually be to talk **privately** to the student in question (but **never** in an office with the door closed). Many students are not aware that their behavior is disruptive, and once it is pointed out, will adjust their behavior appropriately. If you are uncomfortable approaching a student directly, please work with your department chair/school director and Associate Dean.

How does one handle a situation in which the student does not respond, or responds in a hostile manner? If you encounter this, you should conclude the discussion and document what you said, when you said it, and how the student responded. Discuss the matter with your department chair/school director so that you can decide upon the next step in the University’s response to the problem. It is particularly important to document your steps to deal with any such situation, so that if there is a persistent problem that requires the student be removed from class, there is documentation of the efforts to communicate. The documentation should be a factual description of the incident, 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/school director, to the appropriate Associate Dean, or even to yourself to provide a dated document.

If the student refuses to change his/her behavior, we have a variety of responses available, and can have the student removed from class, and in extreme cases, banned from the University grounds. If the situation deteriorates to that point, please work with your department chair/school director and Associate Dean. You may need to work with the Dean of Students and, if necessary, with the FAU Police Department to enforce the decision to discipline the student.

Students, as well as faculty, have the right to due process. They do not have the right to continue disruptive behavior, but they may appeal disciplinary decisions. If the discipline has been imposed by the college/department, then they need to follow the process established for appeal within the college/department. If they have been referred to the Dean of Students Office, then the Judicial Affairs procedures outlined in the Student Handbook will be followed. For information on standard procedures, see the Student Handbook starting on p.198, <http://www.fau.edu/handbook> or contact the Dean of Students at ext. 7-3546, SU 226.

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 the University Police, if you find yourself in such a situation, and certainly contact your department chair/school director. Your first 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. You also need to make sure that any appropriate authority within the University community is informed.

The Florida Atlantic University Police Department <http://police.fau.edu> provides a full range of public safety services 24 hours a day, seven days a week on the Boca Raton, Jupiter and Port St. Lucie campuses. Police are also present during daytime and evening hours on the Broward campuses. The FAU Police Services Department 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. The FAU Police Services Department also maintains a close relationship with all local law enforcement agencies in our campus geographic areas in order to provide coordinated law enforcement.

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

For further services: Boca Raton campus: 561-297-3500, Jupiter campus: 561-779-8700, Port St. Lucie campus: 772-873-3400. For the Broward campuses, contact information is posted in every classroom.

Anti-Discrimination and Anti-Harassment

Regulation 5.010 is posted at www.fau.edu/eop. 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 includes 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. 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 feel free to discuss the matter with your department chair/school director or appropriate Associate Dean. If your discussion leads to the conclusion that you are experiencing harassment, University policy requires a report to Director of Equal Opportunity Programs at ext. 7-3004, ADM 291. The 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 the Director of Equal Opportunity Programs, or to his/her department chair/school director, or to any of the College Deans, who then will contact the Director of Equal Opportunity Programs. Consult the URL above for a more complete discussion of the policy.

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. Proposed fees must be approved by the Board of Trustees in January of each year for implementation the following fall term. 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

Book orders

Textbook orders are placed through departmental offices approximately ten to twelve weeks prior to the start of the term. Textbooks must be ordered through the University Bookstore; they may also be obtained at other commercial bookstores, but the University's bookstore contract requires that all required texts be available at the University Bookstore.

Authorship

Since University faculty members are expected to be expert 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.

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 the FAU Office for Students with Disabilities (OSD). The OSD 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 OSD 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 OSD, he/she will be provided a Letter of Notification to be submitted to each professor. This letter states all approved accommodations for that student. Professors are not responsible for providing accommodations without receiving a Letter of Notification.

RESEARCH

The Division of Research, under the supervision of the Vice President for Research, is responsible for oversight of the University's programs of research and scholarly activity. The Division is responsible for (1) projects supported by external grants and contracts administered by the Division; and (2) the Florida Atlantic University Research Corporation, Inc., a direct-support organization chartered to assist faculty, staff and students of FAU with research support, especially in connection with patentable inventions. The Division also works closely with the Florida Atlantic Research and Development Parks, which are situated on the Boca Campus and in Deerfield Beach, comprising companies with activities which complement FAU research activities.

Research is an essential component of the University's mission, and FAU both seeks and provides support for programs of research and scholarly 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 helping faculty members acquire 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, which assists with patents, royalties, and interactions with industrial sponsors, and by the Florida Atlantic Research and Development Park, which brings companies with FAU research connections into proximity with faculty and students on the campus.

Faculty Research Programs

Faculty Research Mentoring Program – In early 2010, the Division of Research implemented a new, one-year pilot research mentoring program for early career faculty (assistant professor, assistant research professor or assistant clinical professor with four years in rank or less) at FAU. The purpose of this mentoring program is to provide early career faculty with quality guidance in developing research proposals and building long and productive careers at FAU. The program is designed to pair early career faculty and senior colleagues with compatible research interests either within their own department or college or another department or college at FAU. The objective of this program is for the mentee and mentor to work together over the course of one year to prepare and submit a joint proposal for extramural funding. The mentor and mentee will determine and develop their own agenda and curriculum. It is important to note that this mentoring program is not a substitute for mentorship toward promotion and tenure provided by FAU departments and colleges. For more information, contact Camille Coley at 7-3461 or ccoley@fau.edu or visit http://www.fau.edu/research/mentoring_program.php.

Centers and Institutes

Institutes and Centers have a long history at FAU 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 and state university Institutes and Centers. It requires each state university to develop and publish clearly defined guidelines consistent with BOG policies for establishing, operating, evaluating, reviewing and disbanding university institutes and centers. This regulation responds to this requirement and provides university-wide guidelines for the establishment, operation, and review of university institutes and centers. This regulation 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.

Procedures for establishing, operating, evaluating, reviewing, and disbanding University institutes and centers, in accordance with BOG criteria and this regulation, are recommended for review by the Vice President for Research and approval by the Provost. Further information, including a current listing of these organizations, is available at the [Division of Research's](#) website. These guidelines pertain to both existing and future University institutes and centers.

Definitions for institutes and centers are cited below:

A. An "institute" is an organized research, service, and/or educational unit established on a continuing basis primarily for the coordination and promotion of interests organized around a broad subject area. Normally, the breadth of projects and programs transcends department, school, college, or even campus boundaries. In general, an institute will have a much broader mission and a wider set of goals and objectives than a center, and usually will involve a greater interdisciplinary and inter-institutional involvement of faculty.

B. A "center" is analogous to an institute but is more limited in scope. A center is (i) an organized unit that serves a specific purpose within an institute, or (ii) a unit that provides specialized capabilities to further research, or enhance instruction or the delivery of services.

C. A "University Institute or Center" is an institute or center that has been formally recognized as a Florida Atlantic University Institute or Center pursuant to this regulation. It is important to distinguish between formally established institutes and centers and other units of a less formal nature. In order to request approval and formal designation as an institute or center, a unit must have two or more members, one of whom must be a faculty member who is formally assigned to and compensated for work in the institute or center. A unit that has not been approved to use the formal designation "institute" or "center" should not represent itself as such.

D. A “State of Florida Institute or Center” is an entity with a statewide mission that may include two or more State universities, established to coordinate inter-institutional research, service and teaching across the State University System. Those interested in State of Florida Institutes or Centers should see the BOG Regulation 10.015.

Sponsored Programs

Proposals to outside agencies for funding of specific projects must be routed through the Division of Research. All projects funded by outside agencies that involve participation by students, staff, or faculty, or the use of campus facilities, are to be referred to the Director of Sponsored Programs. All projects that involve human or animal subjects, hazardous materials, boating safety and/or export control issues are to be reviewed prior to the beginning date of the project by the appropriate institutional review board.

The function of the Division of Research is to support, promote and administer research at the University and other sponsored programs as appropriate. Sponsored Programs assists departmental offices and individual faculty in aspects of sponsored project administration, in particular pre-award requirements such as budget preparation, submission guidelines, and adherence to policies and procedures relating to the performance of research. When funding has been awarded, Sponsored Programs initiates post-award administrative functions, such as approval of budget transfers, authorization of extensions, or modifications and renewals.

All proposals for sponsorship of research, training, and other creative activities by external sponsors must be submitted through Sponsored Programs, and all negotiations with potential sponsors of research and training projects and other creative activities must be conducted through Sponsored Programs.

Sponsored Programs provides assistance to faculty members in identifying research opportunities and program contacts within funding agencies, coordination of proposal processing and pre-award interaction with funding agencies, technical assistance to faculty and staff in the submission of proposals, the review of proposals to assure conformity to policies and procedures of the University and funding agencies and to monitor commitments that are proposed in the name of the University. Sponsored Programs is also responsible for reviewing processes that may be required to precede projects that are subject to a variety of regulatory issues.

Research Integrity

The Division of Research’s Research Integrity team is responsible for assuring compliance with federal and state regulations for the use of human and animal subjects in research and teaching.

The appropriate review committee must approve all research projects involving these areas of compliance. Research projects include graduate theses, doctoral dissertations as well as all funded and unfunded research.

Faculty must secure the required approval prior to initiating data collection. Grant accounts will not be set up without compliance approvals being secured and on file. Graduate students will not be able to graduate without the appropriate compliance approval.

Forms, instructions and more information regarding the review committees are available at <http://www.fau.edu/research> or from the Division of Research directly at (561) 297-0777.

Use of Human Subjects in Research

It is the policy of Florida Atlantic University to be in compliance with the guidelines 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 & 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 also the policy of Florida Atlantic University 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 FAU Institutional Official, representing FAU's colleges. The requirement for research review and approval applies to all studies on all campus locations, whether funded or not funded. *This is required before any human subjects research can begin.*

It is the responsibility of each investigator to make sure that his or her research meets the criteria for compliance with these guidelines. The investigator must complete and submit a research application for IRB review through the electronic IRBNet system found online at <http://www.fau.edu/research/rcs/irb.php>. The IRB specifically must assure that: A) the procedures of the study do not place the participant 'at risk'; B) the participants are provided with sufficient detail in the consent form to assure voluntary informed consent; C) the confidentiality or anonymity of the participant is assured.

Online information on the Division of Research's website contains templates and guidance documents to help assist you with the process and requirements of the IRB.

If you are proposing to conduct sponsor-initiated clinical trials research, please refer to the Western IRB information regarding fees and contact RI for additional information or visit http://www.fau.edu/research/researchint/irb_western.php.

Federal regulations require that all persons working with human subjects in research complete a mandatory training requirement. The link to this online training module can be accessed at http://www.fau.edu/research/researchint/citi_training.php. Completion of this training is a requirement of final IRB approval.

Copies of relevant sections of guidelines as well as the policies and procedures of the IRB of Florida Atlantic University may be obtained online at the [Research Integrity website](#).

Use of Animals in Research and Teaching

In accordance with federal regulations, University policy requires that all animal use in research and teaching must first be reviewed and approved by the Institutional Animal Care and Use Committee (IACUC). The IACUC is a university faculty committee appointed by the FAU Institutional Official. The IACUC complies with a federal mandate for review of all research and teaching at those institutions which receive federal funds for research and/or teaching. Many granting agencies other than the federal government also require research involving animals to be reviewed and approved by the IACUC before they will award research funds to the University.

It is very important that all personnel working with animals in research must complete several training sessions prior to being approved to work on animal studies or gaining access to the animal facilities. In addition, personnel are required to undergo occupational health enrollment through the Office of Environmental Health and Safety.

The IACUC is required to match protocol applications to individual technical portions of grant applications. It is a federal requirement that the procedures of the IACUC protocol must match those described in a specific grant.

Details regarding the policies, procedures, reminders, application forms, renewal forms, and meeting and deadline dates can all be found at <http://www.fau.edu/research/researchint/> or by contacting the Division of Research at 561-297-0777.

Research Accounting

The responsibilities of Research Accounting include the post administration of externally funded research projects and programs at Florida Atlantic University. Research Accounting sets up new grant accounts, invoices sponsors, prepares financial reports required by the sponsors and closes out grant accounts. Research Accounting also provides guidance on post-award research administrative topics including the allowability of costs on sponsored projects, cost share, program income and other compliance related topics. For more information regarding Research Accounting, please contact Jim Wilkie at jwilkie4@fau.edu or 7-2606.

Intellectual Property

As a public institution, Florida Atlantic University 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, patents or copyrights in intellectual property produced in the field in which the investigator is employed by the

University, or produced using university funds, facilities, materials, equipment, personnel, or proprietary technological information, is the property of the University. According to the University's intellectual property policy, the author or inventor and the University share in the proceeds of such intellectual property. Details are provided at <http://www.fau.edu/research/techtransfer/index.php>.

Intellectual Property Policy

FAU recognizes that marketable forms of intellectual property may result from the activities of FAU faculty. FAU has an obligation to serve the public interest by ensuring that marketable forms of FAU intellectual property are developed and made available to the public. The FAU Intellectual Property Policy, effective August 16, 2001 and revised January 23, 2004, provides the framework for assigning ownership rights and creating both the incentives and the necessary protections to encourage the discovery and development of new knowledge. The policy provides for discoveries to be transferred for the public benefit with an equitable distribution of net income from the transfer.

It is the responsibility of the Technology Transfer team to manage the technology transfer process for all patent, trademark and copyright matters relating to the identification, protection and commercialization of FAU-owned Works and Inventions. Technology Transfer represents FAU in the implementation of the FAU Intellectual Property Policy with regard to governmental entities, industry and the public. Technology Transfer works to transfer all FAU technologies available for licensing to industry and start-up companies through the Florida Atlantic University Research Corporation (FAURC).

Process

All FAU supported Works and Inventions created by faculty members are required by state and federal laws to be disclosed promptly. The disclosure is made using an FAU Invention or Works Disclosure form. When completed, the Disclosure should be hand delivered to Technology Transfer in the Division of Research. These documents provide the FAU Vice President for Research and the office of Technology Transfer with the necessary information to evaluate feasibility, patentability, market demand, inventorship and any obligations to research sponsors.

Disclosures are to be kept confidential until a patent application or copyright has been filed or certain rights may be lost. Faculty should refrain from discussing the invention or sending it to others, including any sponsor, until necessary confidentiality agreements can be signed by all parties. This includes discussions, papers, posters, publications, and presentations.

Research notebooks referencing the Works or Invention described in the Disclosure should be witnessed and kept in a safe place. The location of the notebooks should be documented in the Disclosure.

The original Disclosure and one copy should be hand delivered to Technology Transfer in the Division of Research.

Technology Transfer will notify the faculty member within 60 days of receipt of a Works Disclosure and 120 days of receipt of an Invention Disclosure as to FAU's interest in retaining ownership of the Works or Invention.

Distribution of Net Income

Net Income from any financial benefits resulting from a successful technology transfer commercialization of a Works or Invention are 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 - 5%

Creator(s)' Center - 5%

Creator(s)' Dept/Div - 5%

Creator(s)' College - 5%

FAU/FARC - 30%

Cap C: Above \$100,000

Creator(s) - 35%

Creator(s)' Research - 6.5%

Creator(s)' Center - 6.5%

Creator(s)' Dept/Div - 6.5%

Creator(s)' College - 6.5%

FAU/FARC - 39%

Distribution is made semiannually on or before August 1 and February 1 each year. Proceeds from transactions entered into prior to August 1, 2001 will be distributed pursuant to FAU's previous patent policy.

For more information, please read the complete FAU Intellectual Property Policy at <http://www.fau.edu/research/policies.php?expanddiv=techtransfer> or contact Technology Transfer located in the Administration Building, Room 232 or call (561) 297-1165.

Florida Atlantic University Research Corporation

The Florida Atlantic University Research Corporation (FAURC) is a nonprofit, direct support organization of Florida Atlantic University that assists faculty, staff and students of FAU with research support, especially in connection with patentable inventions. Among other things, FAURC arranges, signs and accounts for royalty-producing licenses with external commercial entities for intellectual property (patents, etc) resulting from

FAU research. For more information on the FAU Research Corporation visit <http://www.fau.edu/research/faurc.php>.

Research Park at Florida Atlantic University

The Palm Beach and Broward county commissions took the visionary step to create the Florida Atlantic Research and Development Authority (FARDA) in 1985, to create and sustain research parks in the two counties. The Research Park at Florida Atlantic University, with campuses in Deerfield Beach and Boca Raton, exists to provide a supportive environment in which companies engaged in the research and development of new and innovative products can thrive. Many of the essential resources necessary for the success of the Research Park's tenants can be found in our neighbor, Florida Atlantic University.

The Research Park at Florida Atlantic University is the only state university affiliated research park in South Florida, and is home to 22 high tech, high wage companies and 5 support organizations. In addition, the Research Park at Florida Atlantic University operates the premier Technology Business Incubator (TBI) in our region which is managed by a very successful regional economic development engine, Enterprise Development Corporation of South Florida (EDC). Also housed in the TBI, New World Angels is a structured angel investor group and the Institute for the Commercialization of Public Research, a clearing house for Florida's technology transfer offices and other publicly funded research institutes.

Research Park Statistics – Boca Raton and Deerfield Beach

- Year established: 1985
- Acres: 94.3
- Square feet: 349,503 sf
- Research Park tenants: 22
- Additional entitlements: 535,000 sf
- Technology Business Incubator tenants: 22

Florida Atlantic University is our immediate neighbor, and the foundation of our value proposition to tenants. Access to the intellectual capital in the student body and faculty as well equipment and joint grant opportunities provides the opportunity to speed the development of new products. The support of the University President, faculty and students, is essential to ensuring that the relationship between us is nurtured and remains strong. Companies that are located in the Research Park at Florida Atlantic University can obtain applied research directed at their specific needs and customized educational programs. Joint funding opportunities should 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.

An Incubator is located within the Boca Park and is available for faculty or student start up companies. More information can be obtained at <http://www.research-park.org>.

Research Communications

Research Communications in the Division of Research is committed to eliciting interest and excitement about research and scholarly activity at Florida Atlantic University. Through news releases, publications and the Division's website, the office disseminates news and information to the media and other external constituencies as well as to FAU faculty, staff and students. Research Communications supports FAU researchers by providing information about the Division of Research's services, programs and research administration. The office coordinates various research related events including workshops, seminars, symposiums and lectures. For more information, contact Glenn Singer at 7-3850 or gsinger@fau.edu. To access previous issues or the current issue of the monthly faculty research newsletter *Research@FAU*, visit <http://www.fau.edu/research/researchcomm/>.

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 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. Ordinarily, promotion to the rank of Associate Professor will coincide with the award of tenure, following 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.

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.

The evaluation must reflect the assignments given 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 Guidelines for Appointment, Promotion and Tenure of Faculty; specific criteria used by colleges and departments/schools may be obtained from the unit administrator.

Employment

[Click here](#) for information on faculty search procedures, assignments, and minimum requirements for instructors.

Evaluation of Faculty Performance

Annual Evaluation

Faculty members must be evaluated at least once annually, within 60 days after the end of the term during which such evaluation will be made, 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. 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 tenure and promotion decisions, shall take the annual evaluations into account, 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 and final decision 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 Public Access to University Regulations on 5.003 (Limited Access to Employee Records) and F.S. 1012.91 (Personnel Records)

Employment Periods

The University operates on a modified semester system with two semesters during the academic year and three summer terms, identified as Terms 1, 2, and 3. The dates of all employment periods are established by the University on an annual basis. Faculty are employed for contractual periods, and not on an hourly basis. The employment period for instructional faculty is normally 39 weeks. A Deferred Pay Option Plan is also available, allowing nine-month salary to be spread over twelve months. Faculty who are hired on a nine-month academic year contract 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 chair 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 chair 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. 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 contractual period may be adjusted to reflect the new responsibilities. At the conclusion of the 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

United Faculty of Florida (UFF) is the official collective bargaining agent for faculty at Florida Atlantic University. The FAU chapter of UFF represents members of the bargaining unit for the purpose of negotiating a collective bargaining agreement with the University. The collective bargaining agreement, which is commonly referred to as “the contract,” provides the terms and conditions of employment for members of the bargaining unit. The contract includes provisions on salaries and benefits, academic freedom and responsibility, intellectual property rights, and other important professional matters. In addition to negotiating the contract, UFF provides workshops on promotion and tenure as well as other personnel policies, trained grievance representatives to assist faculty with work-related problems, support for professional development, and many other membership benefits. See www.uff-fau.org/ for more information.

Compensation

Pay Plan and Procedures

All University employees are paid bi-weekly. All new employees are required to participate in Direct Deposit. All other faculty are encouraged to participate. Direct deposit is arranged through the Processing and Records section of Human Resources. 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 statement which details payment and all deductions for that pay period. Should a question arise, contact the departmental secretary who has the responsibility to deal with these problems. Employees on 9 or 10 month appointments may participate in the Deferred Pay Option Plan. Information on this program is available through the Processing and Records Section of Human Resources.

Additional Compensation

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

- Teaching in excess of normal load in credit or non-credit programs sponsored by the University;
- 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 normal load. In evaluating the additional assignment, 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 will require evidence that the faculty member already has a full teaching load, which cannot be increased without adversely affecting other assignments; 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 total of 0.25 FTE at any given time, corresponding to the workload associated with one additional 3-credit course. 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 non-credit courses according to an established stipend plan. In either case, the additional compensation will be paid as OPS rather than salary.

If the additional compensation comes from an account within FAU, 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

See [the Controller's website](#) for details. When University employees travel on official University business, they are required to have an approved Travel Authorization Request (TAR) prior to time of departure. With the approval of the department chair, faculty members can often be reimbursed for the costs of travel on official University business. Such reimbursement must be included in the TAR. In order to assure coverage by workmen's compensation, a TAR is required whether or not the employee is being reimbursed for the costs of travel.

If the employee uses his/her personal car for approved travel, reimbursement will be made at the current official mileage rate. Mileage charts showing the official computations for travel within the state can be found at http://www.fau.edu/controller/travel/mileage_chart.php. The designated departure and return times govern eligibility for meal reimbursement.

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 dean of the college through the department chair.

Cash Advance

A Request for Travel Advance form is used to obtain a cash advance for expenses associated with authorized University travel. Travel advances may not exceed 80 percent of the estimated allowable expenses as indicated on the approved Travel Authorization Request (TAR). The request for a cash travel advance must be received by the travel desk no less than 10 business days prior to 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.

Outside Employment/Conflict of Interest

An employee who proposes to engage in any outside employment or professional activity shall report to their supervisor, in writing, the details of such proposed activity prior to engaging there in. Employees are prohibited from engaging in outside employment or activities which are deemed to constitute a conflict of interest or other interference with the employee's duties.

A conflict of interest may include: 1) any conflict between the private interests of the employee and the public interests of the University, the Board of Trustees, or the State of Florida, including conflicts of interest specified under Florida Statutes; 2) any activity which interferes with the full performance of the employee's professional or institutional responsibilities or obligations; 3) any outside teaching employment with any other educational institution, except with the written approval of the Dean.

An employee who proposes to engage in any outside activity is required to annually report in writing the particulars of the employment. These reports are made on FAU form, either "Report of Outside Employment or Professional Activity" or "Report of Specified Interest," available online from the Department of Human Resources. Faculty and in-unit AMP employees shall submit their reports through their chair/director/dean to the University Provost and Chief Academic Officer who serves as the President's designee.

<http://www.fau.edu/hr/files/OutsideBusinessV2.pdf> or
<http://www.fau.edu/hr/files/SpecifiedInterest.pdf>.

An employee who engages in outside activities cannot normally expect to use University equipment, facilities and services. The use of these resources will be allowed only on a non-interference basis to the extent that (1) no more than normal depreciation of equipment is experienced and that (2) the use of facilities and services will not result in added expenses to the University. In those instances where added expenses are involved, there will be an appropriate charge for services and facilities.

If an employee proposes to use University equipment, facilities and services in pursuit of outside activities, he/she must complete the form "University Equipment, Facilities and Services" available online from the Department of Human Resources.

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 contract 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 conduct:

- (a) Neglect of duty or responsibilities, including unauthorized absence, which impairs teaching, research or other normal and expected services to the University;
- (b) Failure to perform the terms of employment;
- (c) Willful violation of the policies and regulations of the Florida Board of Governors and/or the University;
- (d) Failure to discharge assigned duties effectively because of incompetence;
- (e) misconduct, professional or personal, involving moral turpitude;
- (f) violation of the ethics of the academic profession; and
- (g) 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.

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 and any applicable Collective Bargaining Agreements contain procedures to appeal disciplinary actions including terminations.

Ombudsman

The Office of the Ombudsman was established by the President. The Ombudsman acts as an impartial and confidential agent in assisting members of the University community who have encountered problems that existing processes and procedures seem incapable of, or are causing an inordinate delay in, resolving. The Ombudsman can help those in difficulty by providing accurate information, advising on possible course of action to achieve relief, proposing alternatives to unsuccessful proposals of resolution and serving as a communications conduit between parties involved in a dispute. The Ombudsman does not supersede or set aside rules and regulations and does not resolve issues by the direct imposition of authority. Rather, the Ombudsman acts through persuasion, negotiation and knowledge of the system in advocating for fairness of outcomes.

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.

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 Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Day
Labor 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 employees appointed for more than nine 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 forms should be filled out to report the use of annual leave.

Academic-year employees, employees appointed for 9 months or less, and OPS employees do not earn annual leave.

Full-time faculty appointed for more than 9 months earn annual leave at the rate of 6.77 hours biweekly. Part-time faculty appointed for more than 9 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 fill out reports of sick leave and complete sick leave forms for all occasions when they are unable to perform duties as described above.

An employee who has completed ten or more years of State service and separates from State government because of retirement for other than disability reasons, termination, or death, shall be compensated at the employee's current regular hourly rate of pay for one-eighth of all unused sick leave accrued prior to October 1, 1973, plus one-fourth of all unused sick leave accrued on or after October 1, 1973; provided that one-fourth of unused sick leave since 1973 does not exceed 480 hours. In the event of the death of an employee, payment for unused sick leave shall be made to the employee's beneficiary, estate, or as provided by law.

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. Application forms are available in the Benefits Office.

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.

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.

Sabbatical Leave

Sabbaticals are made available for full-time, tenured faculty who have completed at least six years of full-time service. Sabbaticals are granted to increase an employee's value to the University through further professional development, not as a reward for service. Sabbatical applications usually are distributed by the University Provost and Chief Academic Officer's office in early September for the subsequent academic year.

AWARDS AND HONORS

Distinguished Teacher of the Year Award

Since 1969, the Distinguished Teacher of the Year Award has been awarded annually to one FAU faculty member on the basis of scholarship, research and publications, classroom teaching, academic counseling, and University and community service. The award winner is determined by students. The recipient receives a cash award and delivers the keynote address at Honors Convocation.

Researcher of the Year Award

A Researcher of the Year Award is made to a tenured or tenure-track individual in each professorial rank. Librarians in the corresponding ranks are also eligible, but eminent scholars and distinguished professors are not. One award will be made for each faculty grade in each of two categories - 1) Sponsored and project-oriented research; and 2) Creative and scholarly activities research. The awards will be announced and recognized at the annual Honors Convocation.

Faculty Research Mentoring Program

The faculty research mentoring program is a new, one-year *pilot program* sponsored and administered by the Division of Research to provide early career faculty (assistant professor, assistant research professor or assistant clinical professor with four years in rank or less) with quality guidance in developing research proposals, and building long and productive careers at Florida Atlantic University (FAU). The program is designed to pair early career faculty with senior colleagues who have compatible research interests either within their own department or college or another department or college at FAU (See the [Division of Research, Faculty Research Programs](#)).

Excellence in Teaching and Advising Award

For the past several years, Florida Atlantic University has used special funds to enhance undergraduate instructional and advising activities by rewarding faculty and professional advisors. Eight awards are available for excellence in teaching and three awards are available for excellence in advising. Notification of the annual competition is sent to each college and initial screening of applicants is done by college committees, which must include student representation. The final selection is made by the Honors and Awards Committee of the University Faculty Senate, and distributed at the Honors Convocation.

Faculty members teaching at least two undergraduate courses during the current academic year and who have held tenured or tenure-earning ranked faculty positions at the institution for at least the two preceding academic years are eligible for teaching awards. Faculty members and professional advisors who have significant responsibilities in undergraduate advising during the current academic year and who have held tenured or

tenure-earning ranked faculty positions and professional advisors who have been employed by the institution for at least the two preceding years are eligible for advising. No recipient of one of these awards for undergraduate teaching or advising within the past two academic years shall be eligible for an award.

President's Leadership Award

The President's Leadership Award is intended to recognize individual employees of Florida Atlantic University who have rendered services of an extraordinary nature to the University and/or the greater community. If a faculty member receives this award he/she should have played a leadership role in efforts that delivered substantial benefits to the University as a whole, to a community served by the University or to another external population. Nominations are submitted to the Equal Opportunity Programs office. A full description of the program and a nomination form are available from Equal Opportunity Programs. These awards are presented each year during the Annual Employee Service Awards.

Faculty Talon Award

The Faculty Talon Leadership Award is presented annually by the Alumni Association during homecoming week. The award is designed to recognize faculty who have a demonstrated record of exceptional leadership, commitment, and service to FAU students. Consideration extends to substantial contributions made beyond regular classroom teaching such as through advising and activities outside the classroom.

Applications for the award are requested and encouraged and must be prepared and submitted directly by the applicant. The application letter should clearly identify the applicant by name and include the applicant's department, college, campus address, phone number, and e-mail. It should contain a concise statement concerning the activities that serve as the basis for the application. Letters of support from students and colleagues are always welcome. The applicant must include a detailed curriculum vita as part of the application. There is no formal application "form" or "nomination packet" as such that needs to be filled in order to apply for the award.

As with any award application, one would expect that supporting documentation is provided to substantiate the contributions noted in the application letter. What contributions an applicant wishes to list and what documentation s/he wishes to include as part of the application package depends upon the applicant. It is for the applicant to present a case for why s/he is deserving of the award. The committee will certainly look for some substantiation of the contributions noted.

One well-organized copy of the complete application materials (including a table of contents and supporting documentation) should be submitted electronically to James Capp at jcapp1@fau.edu.

The award will be presented at the Annual Talon Awards Ceremony and Reception at

Homecoming Weekend in the Fall semester. The recipient of this award and two other “*finalists*” will be expected to be present at that reception ceremony for recognition.

TIAA-CREF Faculty Award

The TIAA-CREF Award, established by TIAA-CREF, awards faculty for outstanding performance based on teamwork, integrity, excellence and resourcefulness. The winner is chosen based on written recommendations from their immediate supervisors. The winner is awarded a monetary award as well as a plaque in recognition of their performance. The award is presented each year during the Annual Employee Service Awards.

ADMINISTRATIVE RESOURCE SERVICES

University Police Service and Your Safety

The Florida Atlantic University Police Department <http://police.fau.edu> provides a full range of public safety services 24 hours a day, seven days a week on the Boca Raton, Jupiter and Treasure Coast campuses. Police are also present during daytime and evening hours on the Broward campuses. The FAU Police Services Department 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. The FAU Police Services Department 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 advocacy. The Victim Advocacy program is for all students, faculty, and staff who may become the victim of crime on or off campus. <http://police.fau.edu/victimservices.asp> (561-297-0500 or victimservices@fau.edu). The victim advocate can help you with information about your options in cases of rape, sexual harassment, stalking, cyber stalking, relationship violence, assault, battery and other 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 the services of the victim advocate. Confidentiality is maintained except as specifically noted by law.

Campus crime statistics are available on the web through our website at www.fau.edu/police for your convenience. On the website, you can also find the current police blotter, schedule of upcoming self-defense classes (RAD) and a calendar of educational presentations. Members of the department are available to make group or classroom presentations on a variety of subjects, including acquaintance rape, sexual assault, drugs and alcohol, identity theft, campus safety, homeland security, victimization and other crime prevention topics. The department operates an anonymous crime-reporting program through the police department web page: the "Silent Witness Program" at http://www.fau.edu/police/silent_witness.php.

Please be aware that the biggest problem 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 (561-297-3782) to accompany you safely to all locations on this campus. These escorts work from dusk to the early hours of the morning. The Night Owls Campus Escort Service is also available on the Jupiter campus during the Fall and Spring semesters through the evening hours.

Please call 561-512-0150. "Code Blue" Emergency Telephones are located throughout the Boca Raton, Jupiter and Port St. Lucie 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.

For further services: Boca Raton campus: 561-297-3500, Jupiter campus: 561-779-8700, Port St. Lucie campus: 772-873-3400. For the Broward campuses, additional security: contact information is posted in every classroom.

Broward Campuses

In the event of an emergency call "911" from any campus or center.

FAU Police oversee all security services. College security is provided 24 hours a day, seven days a week.

Davie Campus - The FAU Police maintain an office in the Student Union in Davie. Campus Security may be contacted by calling the following numbers:

FAU at Davie (954) 236-1140

Fort Lauderdale - Downtown Campus - FAU Police Services oversees campus safety on the downtown campus and utilizes full police service technicians (PST) 24 hours a day, 7 days a week. Services include scheduled patrol of the Campus and the parking lots and maintaining a visitor's sign-in and sign-out log. Upon request, PST will provide escort service to the ground parking lot or the City Parking Garage. The FAU Police are located on the sixth floor of the Askew Tower.

Higher Education Complex (954) 762-5352

Askew Tower (954) 762-5611

Dania Beach/Sea Tech Research Center - FAU Police Services uses police service technicians at Dania Beach. This includes scheduled patrol of the campus and the parking lots, as well as maintaining a visitors' sign-in and sign-out log. The security desk telephone is (954)924-7000.

Northern Campuses

Jupiter Campus - Florida Atlantic University Police and Parking Services provides a full range of public safety services twenty-four hours a day, seven days a week on the John D. MacArthur Campus. FAU police are located in the Student Resources Building (SR) in "The Burrow".

The police officer on duty can be reached at anytime by calling the office phone number (561) 799-8700 or the cellular phone number (561)339-0015 . For an EMERGENCY the police, fire and medical response on the MacArthur (Jupiter) Campus can be obtained by dialing "911".

Treasure Coast Campus- FAU Police and Parking Services on the Treasure Coast Campus in Port St. Lucie operates 24 hours a day. The department is staffed with two full-time police officers and five police service technicians. The office is located on the first floor of the "JU" building across from the Library at 500 NW California Blvd., Room 110, telephone (772)873-3400 or (772)370-6854.

Parking Services

All faculty/staff, including adjuncts, must purchase and properly display a current decal in order to park on ALL FAU campuses.

Boca Raton Campus

Parking Services strives to maintain a tradition of teamwork and friendly relations with faculty, staff, students and visitors of Florida Atlantic University, as well as offering safe and well-designed parking facilities. Parking Services is located in Building 69 with office hours Monday-Thursday from 7 a.m. to 6 p.m. and Friday from 8 a.m. to 5 p.m. Please visit Parking Services website at <http://www.fau.edu/parking> for additional information and a campus map. Copies of the rules and regulations can be obtained at the same location.

Faculty/Staff decals are available on an annual basis and can be purchased in the Parking Services Office. A permanent Faculty/Staff decal will only be issued with proof of employment.

Each parking lot is designated for specific parking decals. Signs are located at the entrances to each lot as well as various locations within the lots. Metered spaces are provided for short term parking only. Unless posted, you must pay the meter when parking at one, your decal does not allow you to park at meters free of charge on any FAU campus.

Any questions or concerns regarding the Parking Services rules and regulations can be directed to the Parking Services staff at (561)297-2771.

Broward Campuses

FAU decals, properly displayed and permanently affixed, are required for parking at all times on all of the Broward Campuses. Decals can be purchased at the Owl Card Center in the Student Union Building on the Davie Campus.

Davie Campus - Faculty and staff vehicles with current FAU decals may be parked in any lot designated for faculty and staff or students. Also, 30 minute visitor parking is available in the northeast of the Student Union Building.

Fort Lauderdale-Downtown Campus - Parking is available at all times to the FAU faculty in the ground lot on 1st Avenue or on the rooftop of the city parking garage with FAU parking decals. Short-term visitor parking is available at parking meters or in the city parking garage.

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

Northern Campuses

MacArthur Campus - Faculty and staff vehicles with current FAU decals may park in any lot in spaces designated for faculty and staff. Also, paid visitor parking is available.

Treasure Coast Campus - Faculty and staff vehicles with current FAU decals may park in spaces designated for faculty and staff or in the student (non-marked) areas. Temporary parking decals are available from the University Police.

Environmental Health and Safety

The goal of Environmental Health and Safety is to provide and ensure a safe and healthy environment for students, faculty, staff and visitors through comprehensive service oriented programs. EH&S is also the primary contact for federal, state and local regulatory agencies regarding matters of health, safety and the environment.

EH&S program areas include, but are not limited to:

Biological Safety	Chemical Safety
Diving and Boating and Safety	Emergency Planning and Response
Fire Safety	Food Safety
Occupational Health and Safety	Occupational Medicine
Public Health	Radiation Safety

In support of these program areas, EH&S provides a wide variety of safety training, workplace inspections, and other services designed to enhance safety at the University. The EH&S Web site (www.fau.edu/ehs) provides the University community with a convenient access point for policies and procedures, safety related information and services available through EH&S.

Business Services

The Department of Business Services consists of several diversified 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 next to Starbucks and in the Library, Coin/Card operated copiers, departmental and convenience copiers), Banking Services with Bank Atlantic, 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), the OWL CARD Program, Mail & Shipping Services, Vending Services, Pouring Rights Contract with Pepsi, Bookstore Operations with Barnes & Noble College Bookstores, The Faculty Club and University Event Management.

Additionally, Business Services is continually researching opportunities to bring additional services to the FAU Community. Our administrative offices are located in the Student Union, Suite 204. If you have any comments or questions about services available or the areas reporting to Business Services, you may contact Stacy Volnick, Assistant Vice President and Director, Business Services.

CULTURAL, RECREATIONAL AND ATHLETIC RESOURCES

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 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 FAU'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.

Art Galleries

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 FAU'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

The Dorothy F. Schmidt College of Arts & Letters

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

The Department of Music offers performances which showcase FAU's finest student musicians, internationally acclaimed faculty and distinguished artists-in-residence. The

versatility of the accomplished music department is highlighted during events such as the FAU Music Festival and Jazz Festival, held during the spring of each year. The Festivals give music lovers throughout Palm Beach and Broward counties the opportunity to delight in an eclectic array of musical styles and genres.

The Department features many professional ensembles-in-residence, including the Duo Turgeon, and the Jazz Rats Big Band and the FAU Chamber Soloists. Under the direction of pianists and artists-in-residence Judith Burganger and Leonid Treer, the FAU Chamber Soloists present an annual series of four chamber music concerts. Information about all performance dates, locations and times can be obtained through the Arts Information Line (561-297-2977).

Theatre

The Dorothy F. Schmidt College of Arts and Letters

The Department of Theatre's year-round performance schedule features plays in a wide variety of styles -- from classic to contemporary dramas, Shakespeare to musicals -- performed by 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. Information about all performance dates, locations and times can be obtained through the Arts Information Line (561-297-2977).

Mainstage Theatre Series

The Mainstage Series tickets sales begin in June of each year for an exciting array of classic, verse, modern, contemporary and post-modern plays ranging from musicals to complex productions scheduled between October and April, directed and produced by Department of Theatre faculty and staff. Tickets to individual performances are also sold as available.

Master of Fine Arts Productions

These exciting productions are often experimental in nature and include student-directed one-act and full-length plays as well as the mounting of new plays. They are held in either the Studio One or Studio 2 Theatre. Tickets for individual performances are available.

Summer Repertory Festival

FAU's Festival Repertory is the integration of professional and academic theatre at its finest. This is achieved through FAU's collaboration with the Actor's Equity Association (AEA). The FAU Theatre Department presents two or three plays in repertory, featuring FAU 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.

Information and Tickets

For information regarding University events, you can search the University Calendar of Events on the web at www.fau.edu/events. If you have an event, lecture, seminar, etc. that you would like posted on the Calendar of Events, the website provides a contact number for the office responsible for postings.

The Ticket Master Outlet is a computerized ticket service, located in the Student Union, where tickets for many south Florida events can be obtained.

For information about events at the University Auditorium, you may place your name on its mailing lists.

MacArthur Campus Events

The Jupiter campus has ongoing events that include art exhibits, guest lecture series, musical and theatrical events. All events are posted on the R25 Webviewer (<http://r25.fau.edu>). More information about an event can be obtained by contacting the sponsoring unit as indicated on Webviewer or by calling Campus Administration.

Information specific to the campus, including press releases, *MacHoot* newsletters and other important announcements are available at www.fau.edu/jupiter.

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 FAU'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 18 intercollegiate teams. The Athletics Department currently has affiliations with two conferences. The majority of the teams compete in the Sun Belt Conference. Men's soccer competes in the Mid-American Athletic Conference.

Men's teams currently compete in 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 and volleyball.

All of the teams are nationally competitive, and most have represented the University in championship tournaments. Nearly every program can boast of a conference title and all but four have represented FAU in postseason play. FAU has amassed a total of 24 conference tournament championships within the last 15 years. The Owls' softball team has captured 10 conference championships in the last 12 years. In addition, FAU's

football team became the fastest start-up program to be invited to and capture a bowl game. The Owls won the 2007 New Orleans Bowl.

For ticket information, please contact 1-(866) FAU-OWLS or visit www.fausports.com.

Campus Recreation and Fitness

The mission of Campus Recreation is to enhance the quality of life of the Florida Atlantic University community by encouraging active and balanced lifestyles and to facilitate student learning through participation in Campus Recreation programs, services and facilities. The FAU Recreation and Fitness Center is a \$20 million 70,000 square-foot, state-of-the-art facility where students, faculty, staff and alumni can meet, relax, workout and be engaged in FAU Campus life.

Boca Raton Campus Recreation Center

Facility Features

- The over 10,000 square-foot fitness area has three designated rooms:
 - Cardio Room with over 100 pieces of cardio equipment
 - Free Weights Room with select pieces available
 - Strength and training area
- Two fitness performance rooms designed for yoga, Pilates, aerobics, spinning, etc.
- Personal Training Suite
- Men and Women health club-style locker rooms
- Multi-purpose gymnasium for basketball, volleyball and special events
- Multipurpose Activity Court designed for basketball and indoor soccer
- Aquatic Complex
 - Zero depth beach entry leisure pool
 - 25-yard three lane lap pool
 - Outdoor lounge
- Student and member lounge to relax before and after a workout
- Food service area that will offer healthy snacks and drinks

Additional Facilities

- Track & Field Complex includes a state-of-the-art synthetic turf field dedicated for student recreation use and eight-lane performance track.
- Outdoor Basketball & Tennis Courts are lighted and available year-round for student recreation use.
- Henderson Rec Fields are the home of numerous Intramural Sports and Club Sports practices and competitions. The lighted fields are also available for open rec use and special events.

Programs and Services

- Intramural Sports consists of competitive sport leagues, tournaments and special events that take place throughout the year in men, women, and co-ed divisions. Specific leagues include flag football, basketball, soccer, volleyball and softball.
- The Group Fitness program provides its members with a sense of commitment and control and can help to counteract stress. Group Fitness sessions can be used to control weight, relax tense muscles, increase the body's production of endorphins (mood boosters), increase self-esteem, and strengthen the heart and lungs. Typical classes include Pilates, Body Sculpting, Cardio Kickboxing, Yoga and a variety of dance aerobics.
- The Personal Training program is prepared to develop an exercise program specifically for you. From the novice to the elite athlete, our trainers have the knowledge and skills to work with you to achieve your personal health and fitness goals.
- Camping Equipment rentals offers quality outdoor and sporting gear that may be rented for the day, weekend or week. Whether you need a tent, sleeping bag, or lawn games, we may have something to enhance your next outdoor adventure--even if it's in your own back yard!
- The Club Sports program promotes student participation in a variety of physical and athletic activities. It allows students to engage in an activity of their choice at various skill levels.
- Fitness Center Orientations are available to those individuals who want to learn how to properly use fitness equipment with proper form. The Rec Center's trained fitness staff is prepared to answer your questions about equipment use and set up.

All facilities and programs are available to students with a valid FAU ID card. Faculty and staff members are eligible to purchase a Rec 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.

Contact Information

For additional information regarding current recreational activities, facility schedules, fees, etc... please contact the Campus Recreation Department located in the Field House (Building 11) Rooms 25A, 25B, and 25C, or call 561-297-3795, or visit our website at [Campus Recreation](#).

MacArthur Campus Recreation

The Office of Student Involvement and Leadership offers various men's, women's and co-recreational activities to FAU 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.

Faculty and staff may utilize the following recreation facilities on the MacArthur Campus:

- Swimming Pool
- Sand Volleyball Court
- Tennis Court
- Basketball Court
- Multi-purpose field for Soccer, Football and Softball
- Frisbee Golf

Contact Campus Recreation in Jupiter at 561-799-8440 for additional information.

Broward Wellness Center

The Student Wellness Center provides a unique opportunity for students, faculty, and staff to train your minds and bodies through innovative programs and services that promote a healthy lifestyle. The Center is staffed by wellness professionals and students committed to providing wellness programs for all of the FAU community.

- Cardiovascular fitness
- Flexibility
- Muscular strength and endurance
- Percent body fat

Exercise prescriptions are prepared utilizing such new equipment as:

- Free weights
- Treadmills, cycles, and stair climbers
- Strength training machines
- Olympic platform

Membership costs are as follows: FAU currently enrolled students are free, Faculty/Staff are \$35/semester or \$90/year, Stop-out students are \$25/semester, Alumni/Retirees are Wellness testing is carried out in the areas of:

For additional information, please contact the Student Wellness Center at 954-236-1018 or Browardwellness@fau.edu.

OTHER POLICIES . . .

- [Provost Memoranda and Policy](#)
- [FAU BOT/UFF Collective Bargaining Agreement 2009-2012](#)
- [Regulation 5.010 Anti-Discrimination and Anti-Harassment](#)

To view the most recent version of this handbook online, visit <http://www.fau.edu/provost/files/facultyhandbook11-12.pdf>

Updated: February 29, 2012