



ACADEMIC AFFAIRS FACULTY HANDBOOK



FLORIDA ATLANTIC UNIVERSITY

ACADEMIC AFFAIRS FACULTY

HANDBOOK



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AN OVERVIEW OF THE UNIVERSITY

Florida Atlantic University is a distributed university, with seven separate campus locations serving a service area encompassing over 5,580 square miles of southeast Florida. The University's eight colleges offer 61 bachelor degree programs, 54 master degree programs, and 21 specialist and doctoral degree programs. Over 900 faculty, with assistance from graduate assistants and adjunct faculty, provide instruction for more than 25,000 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 one 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 25,000 students who reflect the rich cultural diversity of the region.

Florida Atlantic University's colleges include the College of Architecture, Urban & Public Affairs, the Dorothy F. Schmidt College of Arts & Letters, the College of Business, the College of Education, the College of Engineering, the Harriet L. Wilkes Honors College, the Christine E. Lynn College of Nursing, and the Charles E. Schmidt College of Science. 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 its 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 40% female and 60% male. About twenty percent are members of minority groups including Asians, Blacks, Hispanics and Native Americans. Approximately fifty percent of the faculty is tenured.

STUDENTS



Well over 25,000 students, representing about 130 nations, are enrolled at Florida Atlantic University. About three-quarters are undergraduates, and the rest are approximately evenly divided between graduate students and unclassified students. The average age of undergraduates is 25 and of graduate students 34. The traditional age range cohort of 17 to 22 year olds comprises about one-third of the student body. Individuals 23 to 34 account for about 45% of the enrollment while about 22% are 35 years of age or older. Females comprise about 60% of the total enrollment. The student body is diverse with minorities representing over one-fourth of the total. This includes about 17% Black, 13% Hispanic, 4% Asian and 1% Native American. Over ninety percent of FAU students are Florida residents, of whom over 40% are from Broward County and over 35% from Palm Beach County. About eight per cent are out-of-state students, one-third of who are foreign students.

FAU is one of the fastest growing institutions in the nation and enrollment figures change rapidly, but the relative composition of the enrollment is more stable.

CAMPUSES

The 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 its birth in 1964, the Boca 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 Physical Science building, which opened in the fall of 1998, provides a major expansion for science classes and research. The Dorothy F. Schmidt Center, a three-building complex opened in 1993, includes outstanding space for visual arts programs and for theater. The College of Education occupied its new building in 1994, and General Classroom South, one of the earliest campus buildings, was revitalized by a total renovation in 1996. The campus is also home to the five-story Wimberly Library, which houses one of the nation's top Judaica collections in addition to its large collection of monographs, serials, and other academic resources. The Charles E. Schmidt Biomedical Science Center opened in 2002. This educational venture is partnered with the University of Miami School of Medicine. Current construction projects include the remodeling and expansion of the College of Business, a new facility for the Christine E. Lynn College of Nursing, and a new Alzheimer's Care and Research Center.

Student life takes precedence in the breezeway, which connects the cafeteria and student services areas to academic buildings along the central spine of the campus. The University Center houses many student activities as well as a 2,400-seat auditorium which hosts performances ranging from rock groups to the Florida Philharmonic Orchestra. A new Student Support Services Building opened in 2004, consolidating many services for students in one location. University residence halls provide living space for over 2000 students, and a new 600 bed residence hall is under construction. The physical education and recreation complex includes a gymnasium and swimming pool as well as facilities for FAU's Division I Owls. FAU's new football team plays its home games in Lockhart Stadium pending the development of a stadium on campus.

The 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, three additional campuses have been constructed. 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.

The Reubin O'D. Askew Tower and the Higher Education Complex are located in the heart of downtown Fort Lauderdale. Graduate programs of the College of Architecture,

Urban and Public Affairs and the College of Business are located here. The creative industries are also well represented through Architecture, Multimedia Communication, Graphic Design and Animation Programs.

The Davie Campus, located on Broward Community College's Central Campus in Davie, offers undergraduate degree programs. Students can enter BCC as freshmen and graduate from FAU with undergraduate degrees in business, education, nursing, computer science, psychology, biology, communication, political science, English, and sociology.

The Commercial Boulevard Center houses a number of diverse research and service-oriented centers.

The Dania Beach SeaTech Research Center is located between the Atlantic Ocean and the Intracoastal Waterway. This site provides expanded academic and research opportunities for the Ocean Engineering Program.

The Northern Campuses

John D. MacArthur Campus

The John D. MacArthur Campus opened in fall 1999. As well as being home to the Harriet L. Wilkes Honors College, five other FAU colleges offer programs on the MacArthur Campus: Education, Business, Arts and Letters, Science, and Architecture, Urban and Public Affairs. Except for the Honors College, the courses and programs offered are all upper division and graduate. Students can take courses leading to 25 undergraduate majors and 8 master degree programs. Specifically, undergraduate upper-division courses are offered in the arts and humanities, social sciences, business, criminal justice, public administration, social work, and education as well as graduate courses in business, education, criminal justice, social work and public administration. Additionally, the MacArthur Campus has an ever-increasing population in the Lifelong Learning Society.

The MacArthur Campus provides faculty who teach on that campus a Faculty Resource book that clarifies specific operational policies, procedures, and resources available to them on that campus.

The Treasure Coast Campus at Port St. Lucie

The Treasure Coast Campus is conveniently situated in St. Lucie West, part of the rapidly developing city of Port St. Lucie. The first-rate facilities are shared with Indian River Community College in a unique 2+2 partnership. The upper division of over 20 degree programs are offered to transfer and graduate students on campus in disciplines such as nursing, education, business, criminal justice, computer science, social sciences, psychology and arts and humanities.

OUR MISSION AND VALUES

MISSION AND CHARACTERISTICS

University Mission Statement

Florida Atlantic University is a public university committed through its distributed campus structure to providing access to challenging opportunities in higher education for students in Southeast Florida and beyond. Its mission is to serve its region, state, and nation by preparing students to make meaningful contributions in an increasingly complex global society, by encouraging reflection on and evaluation of emerging needs and priorities, and by supporting research and service that enhances economic, human, and cultural development.

FAU accomplishes its mission primarily through its teachers and researchers, its undergraduate educational programs, its graduate and professional offerings, and its linkages to other educational institutions and the community.

Teachers and Researchers

Florida Atlantic University fosters an intellectual environment that values the role of faculty as researchers-teachers. As researchers and scholars, faculty discover and create new knowledge, design solutions, and develop new means of expression. As teachers committed to effective student learning, faculty share results, processes, and perspectives with students. Inside and outside the classroom, students at Florida Atlantic University find opportunities to become a part of a dynamic community of inquiry and learn to value intellectual activities and personal qualities that contribute to an enriched and productive life.

Undergraduate Educational Programs

Florida Atlantic University prepares its undergraduate students to be productive and thoughtful citizens by offering a broad liberal education coupled with the development of competency in fields of special interest. By providing both disciplinary and multi-disciplinary approaches to the pursuit of knowledge and the solving of problems, FAU encourages students to think creatively and critically and provides intellectual tools needed for lifelong learning. A variety of curricular and extra-curricular opportunities enable students to appreciate the rich diversity that characterizes their region and world.

Graduate and Professional Offerings

With its graduate and professional programs, Florida Atlantic University offers advanced education responsive to evolving societal needs. These programs promote original scholarship and basic and applied research, thereby contributing to the new knowledge and approaches needed to respond effectively to complex and critical issues. By working

closely with faculty in the classroom, laboratory, studio, and field, students experience first-hand the ways in which knowledge is discovered, applied, and extended.

Community Linkages and Educational Partnerships

Through its partnerships with other educational institutions, local businesses, industries, and civic and cultural organizations, Florida Atlantic University enhances the economic, human, and cultural development of Southeast Florida and beyond. By collaborating with others to address critical problems and expand cultural and educational opportunities, the University connects learning and discovery with the needs and priorities of the communities that it serves.

STRATEGIC GOALS

University Strategic Plan

The following four goals were adopted by the FAU Board of Trustees at their meeting of June 28, 2004.

Goal 1: Access to and Production of Degrees/Diversity

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.

VALUES

The purpose of this statement of values is to help students, faculty, administrators, and staff become more aware of their rights and responsibilities as members of the university community. Most of the values stated here have always been a part of Florida Atlantic University, although many have not been published in written form. These values are so fundamental that most have been assumed or simply inferred from various statements or policies.

WE VALUE academic freedom for faculty and students that enables intellectual growth and encourages open and honest expression; development of the intellect and a commitment to excellence at all levels of the educational experience; honest inquiry; respect for evidence; creative thinking; development of the capacity to make reasoned and discriminating judgments; respect for difference and diversity in ideas; and lifelong learning to encourage continued use of the mind.

WE VALUE equal access to the intellectual, professional, and social life of the University community regardless of race, color, religion, sex, age, ethnic orientation,

sexual orientation, disability, marital state, or nationality; maintenance and encouragement of diversity in the composition of the entire University community; regard for the rights and liberties of others, including the right to privacy and confidentiality.

WE VALUE human achievement in the arts and widespread appreciation of the arts within the community; respect for all cultural traditions; the opportunity for cultural growth that a university can make possible; and artistic creativity.

WE VALUE the supportive community that develops and sustains the human potential of every member of the University: recognition of and respect for the achievements of oneself and others; a sense of unity in all endeavors; willingness to share and be helpful; concern and compassion for all members of the community and interest in their needs and problems; and civility in all relationships and encounters.

WE VALUE a secure environment for the pursuit of learning: respect for personal and public property; provision for the health and safety of all members of the University community; opportunities for wholesome recreation and creative use of leisure; respect for law and order; and awareness of the dangers of drugs, disease, and unhealthful ways of living and the importance of community encouragement to eliminate these dangers.

WE VALUE justice and fair play: economic equity; fair distribution of resources to permit the successful performance of research and study; involvement and participation of students, faculty, and staff in University governance, with equal access to leadership roles.

WE VALUE community service and involvement: social responsibility and acceptance of civic duties.

WE VALUE academic, intellectual, and professional honesty: social and moral development.

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 few years, 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 President of the Florida Student Association.

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

Scott Adams	Boca Raton
Nancy Blosser	Fort Lauderdale
Dr. Bill Bryant	Palm City
TBA	
Llwyd Ecclestone	Palm Beach
Dr. Fred Hoffman	University Faculty Senate President
TBA	
Virginia Miller	Fort Lauderdale
Sherry Plymale	Palm City
Norman Tripp	Fort Lauderdale
Bruce Warshal	Hillsborough Beach
Dr. George Zoley	Sea Ranch Lakes
Elvira Kahn	FAU Student Body President

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

FLORIDA ADMINISTRATIVE CODE

[Details](#)

The official compilations of the rules and regulations of Florida Atlantic University have been promulgated in the Florida Administrative Code pursuant to the provisions of the Administrative Procedures Act of Florida, Florida Statute, Chapter 120.

UNIVERSITY ADMINISTRATIVE STRUCTURE

Details

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, Student Affairs, Financial Affairs, the University Architect and University Advancement.

PRESIDENT'S OFFICE

The President of the University has the ultimate responsibility for the operation and success of Florida Atlantic University. Reporting within the President's Office administratively are the Executive Vice President and Chief Operating Officer, the General Counsel, the Ombudsman, the Inspector General, the Director of Equal Opportunity Programs, the Director of Athletics, the Director of Communications, and the Director of Governmental Relations. <http://www.fau.edu/president>

VICE PRESIDENTIAL DIVISIONS

Academic Affairs

The Division of Academic Affairs, under the supervision of the University Provost and Chief Academic Officer, is responsible for all aspects of the university's academic programs, including curriculum, classes, academic requirements, faculty appointments, research, 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 programs
- Academic personnel
- Academic budget administration
- Academic Planning
- Continuing Education
- Registration and student records
- Academic advising
- Information resources, computing, and technology support
- Admissions
- Assessment for institutional effectiveness

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, including program review 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 Studies, and the Associate Provost of Enrollment Management. The Vice President for Research is responsible for oversight of

the university's programs of research and scholarly activity, with particular responsibility for projects supported by external grants and contracts administered by the Division of Sponsored Research, as well as the Florida Atlantic 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; and the Florida Atlantic Research Park, which brings companies whose activities complement FAU research to a site on the Boca campus.

Student Affairs

The Division of Student Affairs exists to assist students in formulating and achieving their educational goals through formal and informal experiences and through interaction within the University community. The many diverse aspects of student life are addressed by individuals sincerely interested in students and in meeting their needs and educational objectives. The variety of offices in the Division attest to the fact that the mission of the Division is carried out through the efforts of many people and offices.

The subdivisions of Student Affairs include the Office of the Vice President, Dean of Students Office, Campus Recreation, Career Development, Counseling Center, Financial Aid & Student Employment, Housing, International Students & Scholars, Minority Student Services, Student Activities, Student Government, Student Health Services, Students with Disabilities, Today & Beyond, University Center, Veterans Affairs.

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 Fiscal 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, fiscal and physical resources of the University.

Financial Affairs is headed by the Vice President for Finance and Chief Fiscal Officer. The Vice President oversees the general fiscal operations of Florida Atlantic University and has direct responsibility for the University Budget Office, the University Controller's Office, Personnel Services, the Purchasing Department, Mail Center, Office Services, Auxiliaries, Police, and Traffic and Parking.

University Architect

The University Architect and Vice President is responsible for all aspects of the facilities and grounds of the University including the planning and construction of new facilities and campuses. The departments of Physical Plant, Facilities Planning and Environmental Health and Safety report to University Architect.

University Advancement

The Division of University Advancement consists of the departments of Development, University Relations and Alumni Affairs, and the FAU Foundation, Inc. The department of Development coordinates fund-raising 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.

CAMPUS ADMINISTRATION

In order to provide for effective administration of a university with multiple campuses, Florida Atlantic University's organization includes Vice Presidents for the Broward, MacArthur, and Treasure Coast Campuses. These campus administrators have primary responsibility for the day-to-day operation of their campuses, coordinating as needed with vice presidents and deans in areas affecting campus operation.

ACADEMIC ORGANIZATION

COLLEGES

The academic programs of the university are offered through its eight 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.

College of Architecture, Urban and Public Affairs

The College of Architecture, Urban and Public Affairs is headquartered at the Higher Education Complex (HEC) in downtown Fort Lauderdale. The College offers eleven 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 Port St. Lucie campuses of Florida Atlantic University.

CAUPA 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 Department of Criminology and Criminal Justice; the School of Public Administration; the School of Social Work and the Department of Urban and Regional Planning. The faculty and students of CAUPA 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 Catanese Center for Urban and Environmental Solutions, the Florida Institute of Government, the Community Justice Institute, and the Center for Urban Redevelopment and Education.

The Dorothy F. Schmidt College of Arts and Letters

The Dorothy F. Schmidt College of Arts and Letters consists of the departments of Anthropology, Communication, English, History, Languages and Linguistics, Philosophy, Political Science, and Sociology and, housed in the School of the Arts, the departments of Theater, Music, and Visual Arts and Art History. Interdisciplinary certificates are offered in Classics, Environmental Studies, Caribbean and Latin American Studies, Ethnic Studies, Film Studies, Holocaust and Judaic Studies, and Women's Studies. The College offers several interdisciplinary degrees: B.A. degrees in Social Science, Arts and Humanities, and Holocaust and Judaic Studies; M.A. degrees in Liberal Studies and Women's Studies. Its innovative interdisciplinary Ph.D. degree in Comparative Studies offers two tracks: one focuses on the study of major social issues; the other, on issues in literacies, languages, and linguistics.

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.

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 in its state-of-the-art five building complex. It also offers a variety of non-degree Executive Education courses and certificates for the business professional. Its faculty 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.

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 30-year tradition of quality in preparing leaders for the schools of the State. In 2000, 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 and the Pine Jog Environmental Education Center are available to enrich the educational experiences of the students.

College of Engineering

The College of Engineering 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

- Civil Engineering (BS, MS)
- Computer Engineering (BS, MS, PhD)
- Computer Science (BS, MS, PhD)
- Electrical Engineering (BS, MS, PhD)
- Mechanical Engineering (BS, MS, PhD)
- 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 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 Science and Engineering. A Certificate in Bioengineering is available through the Department of Electrical Engineering.

Approximately 1580 students are enrolled in our undergraduate programs and 340 in our graduate programs. The College's aggressive sponsored research program is enhanced by its thirteen research centers/institutes and the research funding level is currently more than \$10,000,000 a year.

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.

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. 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. Nationally accredited baccalaureate and master's level programs of study are offered in the College to 500 students from educationally, culturally, and geographically diverse background. In January 2002, the College began offering a curriculum leading to the awarding of a Doctor of Nursing Science.

The College has been singled out for national recognition by the American Nurses Association (ANA) for its innovative and future-oriented programs. In addition, the National League for Nursing has brought attention to the unique programs of the College through publication of *Living a Caring Based Program*, a book describing FAU's approach to nursing.

The Charles E. Schmidt College of Science

The Charles E. Schmidt College of Science is growing and moving forward rapidly. The College's programs extend over four of FAU's campuses and its buildings include more than 500,000 square feet of instructional and research space on the Boca Raton and Davie Campuses. In addition, science facilities are found on the John D. MacArthur and treasure Coast campuses, and at the Gumbo Limbo Environmental Complex in Boca Raton. Construction will begin soon on a new marine science research facility to be located at Harbor Branch Oceanographic Institute in Fort Pierce.

Besides providing general education in science to all FAU students, the College currently provides educational and research opportunities to over 3000 undergraduate and nearly 500 graduate science majors. During the 2003-2004 academic year, the College awarded 479 baccalaureate degrees, 74 master's degrees, and eight doctorates. The College offers Ph.D. degrees in Integrative Biology, Chemistry, Complex Systems, Mathematics, Physics, and Psychology, as well as a full suite of bachelor's and master's degrees. The College also offers the M.S. in Environmental Sciences, Applied Mathematics, and Biomedical Science. The College houses five research centers: 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, and the Center for Cryptology and Information Security. The Department of Biomedical Sciences, in partnership with the University of Miami School of Medicine, offers the first two years of medical education in the Schmidt Biomedical Science Center.

Research and scholarship play vital roles in the life of FAU's Schmidt College of Science. External research funding, the great majority of it coming from the National Science Foundation and the National Institutes of Health, underwrites major programs of research by faculty and students. Faculty members throughout the college have developed research programs in diverse disciplines and important new interdisciplinary areas, ranging from biotechnology and biomedicine to cryptology, brain science, marine biology, developmental psychology and astrophysics. Active collaborations of the science faculty extend across the globe.

LIBRARIES

The FAU Libraries support the research and teaching needs of the faculty. Libraries are maintained at the Boca Raton and Jupiter campuses; libraries operated jointly with BCC and IRCC are maintained at the Davie and Port St. Lucie campuses. FAU also funds the Broward County Main Library to serve as library for the Tower campus in downtown Fort Lauderdale. In addition to traditional library materials, an extensive collection of

electronic information, including reference databases and full-text book and journal collections, is maintained for use by any FAU student or faculty member, and is available from any location (including home or office) with proper authentication number. For specific information about hours, directions, services, policies, interlibrary loan, reserve, proxy server access, instruction for classes, and all other matters, please consult the Libraries' web pages at <http://www.fau.edu/library/homehome.htm>.

COMPUTING SERVICES AND FACILITIES

Florida Atlantic University's Division of Information Resource Management (IRM) plans for and provides high quality information technology resources across all campuses in support of research, instruction, and the efficient execution of administrative and public service functions. Through IRM, FAU provides faculty, students, staff, and administration with access to the Internet, Internet2, and the World Wide Web. Faculty and staff can have their own e-mail accounts and, with the request of a WISE Developer's account, their own WWW home pages. IRM is responsible for administrative computing and telecommunications functions in addition to providing assistance and support for distance learning and the use of audiovisual or computer technology in the classroom.

IRM administers these functions through its member departments: Enterprise Computing Services (ECS), Fiscal Management (FM), Technical Services (TECH), Telecommunication Services (TS), University Administrative Services (UAS), University Learning Resources (ULR), Broward Computing Services (BCS) and Northern Computing Services (NCS).

A more extensive description of all services offered can be found in the 'Back to School' issue of the IRM News at <http://www.fau.edu/irm/>

ACADEMIC SUPPORT UNITS

Freshmen Academic Advising Services

Freshmen 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 specially selected faculty, professional, and graduate-assistant advisors. Services offered include:

- Summer Orientation and Academic Review (SOAR);
- a summer bridge program for prospective students;
- a freshman transitions course, SLS 1501 - Introduction to College Life.

The office is also responsible for certification of AA degrees, academic appeals, and non-resident tuition waivers for undergraduate students.

In addition, the Lower Division Honors Program is housed in Freshmen Academic Advising Services. The honors program offers unique learning opportunities via small

discussion groups and research-oriented classes to thirty-five academically exceptional freshmen. Interested faculty provide intellectual challenge for these students with special topics courses, many of which center around their research interests.

Office 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 core curriculum, general education, 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: Freshman Academic Advising Services; International Programs; the Student-Athlete Center for Academic Excellence; Student Retention; Testing and Evaluation; the University Center for Excellence in Writing; the University Scholars Program; 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."

Office of Graduate Studies and Admissions

The Office of Graduate Studies and Admissions is responsible for the maintenance of minimum general standards of graduate work in the University and for the coordination of the graduate programs of the various colleges of the University, as well as for the central coordination of the graduate admissions process. General graduate policies and standards are recommended by the University Graduate Programs Committee through the University Faculty Senate to the University Provost and Chief Academic Officer for approval.

The Graduate Studies Office has responsibility for the following areas:

- final approval of Candidacy forms, Theses and Dissertations;
- approval of Graduate Academic Petitions;
- allocation of matriculation and non-resident fee waivers;
- administration of various graduate fellowships and assistantships
- support for the University Graduate Programs and Research Committee.

The responsibility for detailed operations of graduate programs is vested in the individual colleges, schools and academic departments. Further information about Graduate Studies

can be found in the Graduate Policies and Procedures Manual.
www.fau.edu/academic/grad.stud/grad.htm

Student-Athlete Center for Academic Excellence

The primary goal of the Student-Athlete Center for Academic Excellence (SACAE) is to assist FAU's 420 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. This is accomplished by instituting academic and social support programs which include, but are not limited to Academic Enhancement, Tutorial Services, Counseling, Secondary Advising, Study Hall, and Life Skills Programs. The major emphasis with each of these programs is to provide 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.

For more information on the Student-Athlete Center for Academic Excellence, please visit <http://fausports.collegesports.com/school-bio/fau-acad-center.html>.

Distance Learning and Instructional Technology

Florida Atlantic University offers an expanding collection of graduate and undergraduate courses via interactive television, videotape, email and the Internet. Television courses are broadcast to and from campuses located in Boca Raton, Davie, Fort Lauderdale, Jupiter, and Port St. Lucie, Florida. Online, Email and videotaped courses are available to students as "anywhere, any time" courses which may be completed within the parameters of FAU semesters but do not require traditional classroom attendance. Support for faculty involved in such courses is provided at <http://www.itss.fau.edu>.

Institutional Effectiveness and Analysis

The Office of Institutional Effectiveness & Analysis (IEA) (www.iea.fau.edu) provides accurate and timely data and information in support of administrative decision making, planning and policy analysis to internal and external 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. 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.

International Programs

The Office of International Programs supports the University in its efforts to become more internationally oriented. This is accomplished by assisting students in studying abroad, and by assisting faculty in obtaining professional assignments overseas that will enhance their ability to introduce international issues into their regular classes and research. The Office administers student and faculty exchange programs with universities in other countries and offers FAU programs at overseas locations. www.fau.edu/goabroad

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.

A. D. Henderson University School

The Alexander D. Henderson University School (ADHUS) is a public school district functioning as a laboratory school located on the Boca Raton Campus. ADHUS holds departmental status in the College of Education with the Dean of the College serving as the designated superintendent of the school district. 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 with grades K-8 serves as a site for pre-student-teaching field experiences and provides an excellent opportunity for teacher trainees to work with highly qualified master teachers in a model school environment.

Florida Statutes mandate that the school maintain a student population with characteristics that reflect the student population of the state and that the school follow the guidelines and regulations of the state Department of Education and the State University System. There is a high level of competition for available spaces at the school and selection is from applications by means of an annual lottery.

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, three to five years of age, and to provide educational opportunities and practical experiences to FAU students through internships, supervised teaching, and research experience.

Faculty interesting in enrolling children or utilizing instructional or research capabilities should contact the Center.

FACULTY GOVERNANCE

UNIVERSITY 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. www.fau.edu/academic/facgov/ufc.htm

CAMPUS SENATES

Each campus with a minimum of 50 faculty has a Faculty Senate for purposes of campus faculty governance. The form, membership, rules, and committee structure of each Campus Senate are determined by the faculty members whose positions are budgeted more than 50 percent on that campus, and are described in the campus bylaws.

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.

COURSE SYLLABUS

Course Syllabus memorandum

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 day, time, or location of published courses can be made without submitting the proper approval form (Request for Schedule Change). This form is available on the University N drive as CHANGEJP. See Audio-Visual Services for information regarding equipment for classroom use. For changes after the schedule is posted, contact the department chair.

For the Northern Campuses, classroom preferences should be submitted to the following:

John D. MacArthur Campus - During semester schedule building, special room requests are included with course requests that are sent to the Instructional Facilities Scheduler. Any changes after the schedule has been built should be addressed to Assistant University Registrar at (561) 799-8549.

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

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

 [Office Hours Policy](#)

 [Summer Office Hours Policy](#)

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. For faculty assigned a normal distribution of teaching, research and service, a minimum of six office hours per week is required. 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.

READING DAY

For the Fall and Spring semesters, one day during the last week of classes prior to the start of final examinations, generally a Wednesday or Thursday, is a designated reading day. There will be no classes or examinations held on this day; instead, students are encouraged to use this day for study and review and to meet with faculty during scheduled office hours. Faculty are encouraged to have some office hours on the reading day. There are no reading days in the summer terms because final examinations are given during regular class periods.

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 <u>examination</u>)	Credit only
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 form, and file with the Registrar, 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. It is the student's responsibility to make arrangements with the instructor for the timely completion of this work.

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.

REPORTING GRADES

Web Instructional Support Services

Web based academic support resources for faculty is available. The web services have several applications, but the two most relevant for immediate faculty utilization are instantaneous availability of class roles, and the ability to tentatively submit grades via the web. The system has a brief tutorial; the program is easy to learn and navigate. To login and utilize the web-based services (Web for Faculty), follow these steps: Login at <https://oasis1.fau.edu/fac-bin/> (note the HTTPS designation, the "S" in HTTP denotes a secure web site)

- a. The user id and PIN will be sent via separate email to FACULTY of record.
- b. Upon logging in, you should change your PIN; PIN codes must be six numeric characters.
 1. Select the term to view/update (fall 2003, spring 2004, etc.)
 2. Select faculty services
 3. Select class lists to view up-to-date class rolls (note: you only have access to courses where you are the instructor of record)
 4. Select grade courses to enter student grades at the end of the semester

The system is not difficult to utilize, but an informative tutorial help module is available for reference on the initial login screen. The class rolls produced by this system are extracted directly from the registration system, thus when you call up your role, it will display "live" data from the registration system. This is a marked improvement over the traditional paper class roles, which are several days old. I suggest you print a class role with the print screen feature on your PC near the initial meeting of your class.

It is suggested that you familiarize yourself with the system now to avoid problems at the end of the term. New instructors probably will not have access to the system until their contracts have been processed by personnel. If you have questions about the system, please review the on-line help modules.

If you are entering grades please remember these few important items:

There are twenty names on a page and you must make sure you hit the submit button at the bottom of each page before going on to the next group of students.

If you are giving a grade of F or U you need to select a reason and insert the number in the box. At the top of the page you will see an explanation for each number. The reason for inserting the number in the box is FAU will not have to repay federal funds for these students.

The dates that grades may be recorded and/or changed will be provided via email to the faculty each semester.

If arrangements have been made for a student to receive an Incomplete (I), the appropriate form should be submitted at the time grades are recorded.

COURSE ASSESSMENT

State regulations require that the Student Perception of Teaching survey be conducted in all sections of all courses with enrollments of five or more students. The assessment is to be conducted 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 assessment packages. Data related to certain SPOT items, not considered limited access, may be viewed at the IEA website.

ACADEMIC PROGRAM ASSESSMENT

Every academic program at FAU performs an annual assessment of student learning. Coordinating with FAU's mission, strategic planning, and university-wide assessment process, academic programs have established assessment plans for student learning outcomes. Each year, programs update and modify these plans (e.g., inserting new assessment methods and proposing program improvements that are based on assessment results). Programs annually report the updated plans to the Academic Institutional Effectiveness Committee (APIEC). Consisting of faculty representatives from each college, APIEC reviews the assessment information, sending back to programs those reports requiring additional work. To facilitate learning assessment, it is suggested that faculty link their individual course learning objectives to their program's assessment plan. Faculty assessment resources are accessible at <http://www.iea.fau.edu>, including access to all academic program assessment plans and other related assessment databases.

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, the responsibility of all is to discourage 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 the Florida Administrative Code.

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. (Report of Specified Interest, Florida Code of Ethics)

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 disabilities are responsible for ensuring that the University and faculty members are aware of disabilities that require accommodations in the educational process. Students with disabilities are requested to contact and register with the Office of Students With Disabilities. The student is also asked to contact faculty members early in each semester and provide a letter from the Office of Students With Disabilities

informing faculty members of necessary specific adaptations. Students are responsible for requesting accommodations in a timely manner so that the professor may plan for those accommodations. Students with disabilities must maintain the same responsibility for their education as students who are not disabled. This includes maintaining the same academic levels, attending class, maintaining appropriate behavior and compliance. Student concerns and needs should be directed to the Office of Students With Disabilities.

VICE PRESIDENT FOR RESEARCH AND GRADUATE STUDIES

The Division of Research and Graduate Studies, under the supervision of the Vice President for Research and Graduate Studies, is responsible for oversight of the university's programs of research and scholarly activity. The Division's particular responsibility is for (1) projects supported by external grants and contracts administered by the Division of Sponsored Research; (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; and (3) the Florida Atlantic Research Park, which sites on the Boca Campus and in Deerfield Beach, comprising companies with activities which complement FAU research.

RESEARCH POLICIES

Research is an essential component of the university's mission, and FAU both expects 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 according to state policy to stimulate particular research programs. In addition, external support for research is available in many areas, and the university's Division of Research and Graduate Studies is responsible for helping faculty members acquire such support and for administering it once achieved, 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 University Research Park, which brings companies with FAU research connections into proximity with the campus.

CENTERS AND INSTITUTES

Institutes and centers are established to carry out research, service and instructional activities which supplement and extend programs of instruction and research offered by the institution. They are categorized according to the breadth of their mission and the source of their support as follows:

- Type 1: Centers and Institutes that have a statewide mission, ordinarily involving two or more universities;
- Type 2: Centers and Institutes within a single university that receive support from the university's state-appropriated budget;
- Type 3: Centers and Institutes that receive no state-appropriated university funds, supporting their operation through external grants and contracts. Although no faculty salaries are formally assigned to Type 3 centers, faculty members whose departmental research lies in the center's area of interest may be affiliated with the center.

The currently approved Centers and Institutes at FAU are:

Name	Director	Type
Florida Center for Environmental Studies	Leonard Berry	1
Small Business Development Center	Nancy Young	1
Center for Applied Stochastics Research	Y. K. Lin	2
Center for Complex Systems and Brain Sciences	Scott Kelso	2
Center for Molecular Biology and Biotechnology	Herbert Weissbach	2
Center for Urban Redevelopment and Education	Johnson	2
Imaging Technology Center	Bill Glenn	2
Florida Center for Electronic Communication	Ed Skellings	2
Florida-Israel Linkage Institute	William Stronge	2
Institute for Ocean and Systems Engineering	Manhar Dhanak	2
Anthony James Catanese Center for Urban & Environmental Solutions	James Murley	2
Stuart James Business Advisory Services Center	Marilyn Wiley	2
Women's Studies Center	Mary Cameron	2
Teaching and Leadership Center at Florida Atlantic University	Robert Parks	2
Center of Excellence in Biomedical and Marine Biotechnology	Russell Kerr	2
Center for Information Networks and Engineering	Karl Stevens	2
Alloy Research Center	J.S. Faulkner	3
Carl DeSantis Business and Economics Center for The Study and Development of the Motion Picture	Bruce Mallen	3
Center for Acoustics and Vibrations	Stewart Glegg	3
Center for Economic Education	William Bosshardt	3
Center for Hydrodynamics and Physical Oceanography	Manhar Dhanak	3
Center for Infrastructure of Constructed Facilities	Arockiasamy	3
Center for Marine Materials	William Hartt	3

Center for Marine Structures and Geotechniques	D.V. Reddy	3
Center for Services Marketing and Management	Eric Shaw	3
Center for VLSI and Systems Integration	Ravi Shankar	3
Christine E. Lynn Center for Caring	Anne Boykin	3
Ernest O. Melby Community Education Center	Larry Decker	3
Center for Urban Redevelopment & Education (CURE)	Johnson	3
Intensive English Institute	Carol Mullings	3
Public Procurement Research Center	Khi Thai	3
Robotics Center	Oren Masory	3
South Florida Center for Educational Leaders	John Pisapia	3
Adams Center for IT Production Management & Entrepreneurship	Laurence Klatt	3
Center for Innovative Distance Education Technologies	Al-Halabi	3
Center for Conservation of Architectural & Cultural Heritage	Ralph Johnson	3
Center for Innovation in School and Community Well Being	Marilyn Parker	3
Center for Safe Communities Lifelong Mobility Center	Marilyn Parker	3
Center for the Study of Values and Violence after Auschwitz	Alan Berger	3
Community Justice Institute	Gordon Bazemore	3
Holocaust Outreach Center	Rosanna Gaten	3
InternetCoast Institute	Bruce Mallen	3
Louis and Anne Green Alzheimer's Research Center	Ruth Tappen	3
Center for Cryptology and Information Security	Spyros Magliveras	3
University Consortium for Intermodal Transportation Safety and Security: UCITSS	Cliff Bragdon	3
Center for Rare and Genetic Neurological Diseases	Larry Lemanski	3
Center for Coastline Security Technology	Stewart Glegg	3

Centers and Institutes report through their colleges to the Vice President for Research.

RESEARCH GRANTS

All requests to outside agencies for funding of specific projects must be routed through the Division of Research and Graduate Studies. All requests from an outside agency to perform a funded project that involves participation by students, staff, faculty, or the use of campus facilities, are to be referred to the Director of Sponsored Research. Funded and unfunded projects that involve human or animal subjects are to be reviewed prior to the beginning date of the project by the appropriate institutional review board.

The function of the division is to support, promote and administer the sponsored research program of the University and other sponsored programs as appropriate. The OSR assists departmental offices and individual faculty in aspects of sponsored project administration, in particular with 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, OSR 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 OSR, and all negotiations with potential sponsors of research and training projects and other creative activities must be conducted through the Office of Sponsored Research.

OSR 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, and 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. OSR also is responsible for the required review processes that must precede projects involving human subjects or laboratory animals.

COMPLIANCE

The Office of Sponsored Research is responsible for assuring compliance with federal and state regulations for use of human subjects and animal subjects.

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

Faculty must secure the required approval prior to data collection. Grant accounts will not be opened without compliance approvals being on file. Graduate students will not be admitted to candidacy until compliance approvals are obtained.

Forms, instructions and more information regarding the review committees are available at <http://www.fau.edu/dsr/committee.htm>, or from OSR directly at (561) 297-2310.

HUMAN SUBJECTS

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, the Office of Protection from Research Risks, the laws of the State of Florida and all FAU policies.

It is also the policy of Florida Atlantic University that all human participant research and research-related activities involving human participants 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 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 participant 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. There are three categories of review: A, B, & C. The investigator must carefully review the appendix to the application and decide the type of review and category that best describes his/her research. The investigator will then request for that type of review. Category A & B research studies are reviewed upon submission. Category C research requires that the Full Board meet, discuss and review the application. Full Board reviews are scheduled monthly and you are encouraged to call OSR at 7-0777 or access FAU's home page to determine the meeting and deadline dates for these meetings. *It is the final decision of the IRB to decide on the type of review and category appropriate for the research study. The IRB reserves the right to defer to Full Board for a decision.*

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.

One of the most important aspects of Human Subject Protection is the use of an informed consent process. The basic elements of consent include:

- A statement that the study involves research
- An explanation of the purposes of the research
- The expected duration of participation
- A description of the procedures
- A description of any reasonably foreseeable risks or discomforts to the participant.

- A description of any benefits to the participant or to others which may reasonably be expected from the research
- A disclosure of appropriate alternative procedures or courses of treatment, if any, that might be advantageous to the participant
- A statement describing how the data will be collected and stored and the extent to which confidentiality of records identifying the participant will be maintained
- An explanation of whom to contact for answers to pertinent questions and the research and the participant's rights
- A statement that research participation is voluntary

Additional elements may be required as appropriate. No informed consent may include any exculpatory language through which the participant is made to waive or appear to waive any of the participant's legal rights. To avoid delays in your review, please call the Office of Sponsored Research or visit the IRB website at: www.fau.edu/dsr/committee.htm to obtain an application packet that provides the appropriate standardized format for FAU informed consents.

If your study includes participants under the age of 18, then you must provide minor assent procedures, in addition to a parental consent document. Minor assent is informed consent simplified to address the cognition of the target audience. Parental consent follows the standard informed consent but again targets the specific needs of a parent consenting for their child.

Copies of relevant sections of guidelines as well as the policies and procedures of the IRB of Florida Atlantic University may be obtained from the Office of Sponsored Research, Administration Room 231, call (561) 297-2310, or visit the OSR website at: www.fau.edu/dsr/committee.htm

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 committee, appointed by the president of the university, which 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 funds to the university for research.

Details regarding the requirement, and forms for submission of a protocol for animal use, can be found at <http://www.fauvet.fau.edu>.

CONTRACTS AND GRANTS

The Office of Contracts and Grants is responsible for the post award administration of externally funded research programs and projects at Florida Atlantic University. Specific

duties include establishing new accounts for sponsored projects; reviewing purchase requisitions and expenditure transfer forms; invoicing sponsors; preparing financial reports; closing out sponsored projects; and providing training and guidance on financial compliance issues.

For more information regarding the Office of Contracts and Grants, please go to their website at <http://www.fau.edu/research/ocg/index.html> or call Linda Meyer, Director at (561) 297-0118

INTELLECTUAL PROPERTY POLICY

As a public institution, the 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 given at <http://www.fau.edu/research/ott-ipp.html>.

The 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 insuring 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 FAU Office of Technology Transfer (OTT) 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. OTT represents FAU in the implementation of the FAU Intellectual Property Policy with regard to governmental entities, industry and the public. OTT works to transfer all FAU technologies available for licensing to industry and start-up companies through the Florida Atlantic University Research Corporation (FAURC).

The 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 the FAU OTT. These documents provide the FAU Vice President for

Research and OTT 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 the FAU Office of Technology Transfer.

The Office of 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 June 1 and December 1 each year. Proceeds from transactions entered into prior to August 1, 2001 will be distributed pursuant to FAU's previous patent policy.

For further information please read the complete FAU Intellectual Property Policy at <http://www.fau.edu/research/ott-ipp.html> or contact the FAU Office of Technology Transfer located in the Administration Building, Room 218 or call (561)297-0202.

FLORIDA ATLANTIC UNIVERSITY RESEARCH CORPORATION

The Florida Atlantic University Research Corporation (FAURC) is a nonprofit organization that assists faculty, staff and students of FAU with research support, especially in connection with patentable inventions. In particular, FAURC works with external sponsors to arrange royalty-producing licenses for intellectual property (patents, copyrights, etc) resulting from FAU research. <http://www.fau.edu/admin/farc/farc.htm>

RESEARCH PARK

The FAU Research Park, situated on 77 acres of land at the north end of the Boca Raton campus, and a new Park of nearly 10 acres had been opened in Deerfield Beach Florida. This is less than 15 minutes south of campus at the 10th Street Exit from I-95. Both allow businesses that have a fundamental connection with the university to benefit from being located adjacent to the faculty and students. By doing so, the university endeavors to develop synergistic efforts in research, as well as provide opportunities for students to be employed in their fields of study. An agreement outlining the relationships created a university appointed liaison group, The Technology Review Advisory Committee (TRAC).

Companies that are located in the Research Park 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 within the Boca Park for faculty or student start up companies. For more information can be obtained at <http://www.research-park.org>.

FACULTY APPOINTMENT, EMPLOYMENT AND COMPENSATION

ACADEMIC RANK, PROMOTION AND TENURE

Policies

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 may be obtained from the unit administrator.

EMPLOYMENT

◆ Faculty Search Procedures

◆ Faculty Assignments

◆ Policy on 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 are 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 rules 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 Files.

CONTRACT PERIODS

The University operates on a modified semester system with two semesters during the academic year and three summer terms, identified as Terms A, B, and C. 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 contractual period, all faculty are entitled to observe all official holidays designated by the University. No classes will be scheduled on holidays.

SUMMER APPOINTMENTS

Guidelines For Deans: Faculty Summer Assignments

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. Compensation for supplemental appointments will be based on the assignment and will comply with negotiated formula.

ADMINISTRATIVE FACULTY APPOINTMENTS

Faculty members who are assigned to academic-administrative classifications or administrative positions authorized by the State University System Classification 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. This may be in the academic department where the faculty member holds tenure.

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. <http://www.fau.edu/org/uff>

COMPENSATION

Pay Plan and Procedures

All University employees are paid bi-weekly. All employees hired after January 1, 1997 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 Personnel Services. 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.

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 Extra State Compensation Form should be completed; if the employment is by another state agency, the Dual Compensation Form is required. In either case, the form should be 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

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/admin/fiscal/controller/mileage.htm>. Current meal reimbursement rates are given at http://www.fau.edu/admin/fiscal/info/cm_iv-i.htm. 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 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 Business or Professional Activity" or "Report of Specified Interest," available from the Department of Personnel Services. Faculty and in-unit A & P 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://personnel.fau.edu/Forms/OutsideBusiness.pdf> or <http://personnel.fau.edu/Forms/SpecifiedInterest.pdf>

If a faculty member is employed to perform a service by another state agency, it is the responsibility of the other state agency, as the secondary employer, to complete and submit a Department of Administration Request for Approval of Dual Employment and Compensation.

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 from the Department of Personnel Services.

TERMINATION FOR CAUSE AND RELATED ACTIONS

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 as incompetence or misconduct and may comprise, but not be limited to, the following:

- (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 rules and regulations of the Florida Board of Education and/or the University;
- (d) failure to discharge assigned duties effectively because of incompetence;
- (e) conduct, 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 for ten or more consecutive days 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

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 which 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

Department of Personnel Services

The Benefits Office in the Department of Personnel Services 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, A&P, & USPS 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 Personnel Services 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 shall 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 disability, is unable to be present to perform classroom teaching or other scheduled activities, or is unavailable to perform other professional responsibilities. An employee who is unable to perform duties because of a disability must use any and all accrued sick leave unless granted a leave of

absence without pay; however, annual leave may be used for such purposes after sick leave is exhausted. Either sick leave or annual 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.

Participating employees who have depleted all accrued sick and annual leave credits, and who suffer a catastrophic injury or illness requiring hospitalization, may request leave from the pool by writing to the Pool administrator. Requests are reviewed by the Sick Leave Pool Committee. Sick leave pool credits may be used following depletion of individual sick and annual leave credits. After each 20 days (160 hours), the employee must request an extension. The maximum number of sick leave pool credits which may be granted to an employee is 60 days.

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

Faculty members may request a leave of absence, without pay, for appropriate reasons. Approval is required by the department, the dean of the college, and 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 November for the subsequent academic year.

Grant-in-Aid Educational Leave

The State University System Grant-in-Aid Educational Leave provides one award a year for a minority or female faculty or Administrative and Professional employee. The award is to facilitate the promotional and career-enhancement opportunities of the employee. The awardee receives full salary with no work obligations, but does incur a continued service obligation. Applications are sought annually by the Office of Equal Opportunity Programs.

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 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.

New Project Development Award

Regular faculty at the rank of assistant professor or above and university librarians holding corresponding positions are eligible for the New Project Development Award. These awards provide funding to support a pilot project which is expected to lead to the development and submission of proposals for external funding. ([FAU, Division of Research & Graduate Studies, Sponsored Research - Internal Awards](#))

Excellence in Teaching and Advising Award

The State Legislature has provided funding for monetary awards to faculty chosen as outstanding undergraduate teachers or advisors. Notification of the annual competition is sent to each college and the initial screening of applicants is done by college committees which must include student representation, with final selection by the Honors and Awards Committee of the United Faculty Senate. The awards are made on a University-wide at large basis.

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. The faculty member receiving this award 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 Department of Personnel Services. A full description of the program and a nomination form are available from Personnel Services.

Travel Awards

The Travel Award Program is operated through the Office of the Vice President for Research and Graduate Studies. Faculty and research scientists may apply for funds to cover domestic and international travel expenses.

The travel must meet one or more of the following criteria: 1) to visit a potential funding agency; 2) to visit collections, libraries, or archives; 3) to make a creative presentation; 4) to chair a session or speak at a conference, meeting, or symposium; or 5) to collaborate with researchers or academics in other institutions, federal laboratories/agencies, etc.

ADMINISTRATIVE RESOURCE SERVICES

UNIVERSITY POLICE 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 Port St. Lucie campuses. Police are also present daytime hours on the Broward campuses. The FAU police 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 department also maintains a close relationship with all local law enforcement agencies in 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, relationship violence, assault, battery and other crimes. You DO NOT have to make a police report to utilize the services of the victim advocate.

Campus crime statistics are available on the web through www.fau.edu/police. Also at this website is the current police blotter, 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, victimization and other crime prevention topics. The department operates an anonymous crime-reporting program through the police department web page: the "Silent Witness Program". www.fau.edu/student/police/witness.

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.

For Campus Phones: Dial 911 for emergency police, fire and medical response on all campuses except on Broward campuses dial 99-911. 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, you may contact the Boca Raton Campus Central Police Dispatch at 561-297-3500 for the correct office.

Broward Campuses

In the event of an emergency call "99-911" from any campus or center.

Davie Campus - The FAU Police Department contracts with BCC for security twenty-four hours a day, seven days a week. In addition to BCC security staff, a Davie Police Department Law enforcement officer patrols the campus weekdays. Campus Security has an office in the Liberal Arts building, room 155 and may be contacted by calling the

following numbers: Call (954) 236-1902 on Monday - Thursday 8:00 a.m. to 10:00 p.m. and Friday 8:00 a.m. to 4:00 p.m. (Closed 12-1 for lunch) .Call (954) 474-8786 for all other hours.

Fort Lauderdale - Downtown Campus - FAU Police Department oversees campus safety on the Downtown campus and utilizes uniformed contract security officers 24 hours a day, 7 days a week. Officers are fully trained and licensed. Services include scheduled patrol of the Campus and the parking lots and maintaining a visitor's sign-in and sign-out log. Upon request, officers will provide escort service to the ground parking lot or the City Parking Garage. The Higher Education Complex Security Desk telephone is (954) 762-5352 and Askew Tower is (954) 762-5611.

Fort Lauderdale - Commercial Boulevard Center - FAU Police Department uses uniformed contract security officers for coverage during hours of operation. Services provided include 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 number is (954) 229-4339.

Dania Beach/Sea Tech Research Center - FAU Police Department uses uniformed contract security officers for coverage evenings, weekends and overnight seven days a week by uniformed officers. 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 ~~extension is 6-7000-~~ is (954)924-7000.

Northern Campuses

Jupiter Campus - The Florida Atlantic University Police Department 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". To ensure staff's wellbeing, it is suggested that staff inform campus police when working alone late at night.

The police officer on duty can be reached at anytime by calling the cellular phone # (561)339-0015. For an EMERGENCY the police, fire and medical response on the MacArthur (Jupiter) Campus can be obtained by dialing "911", which goes directly to the Jupiter Police Department. Campus police are contacted by Jupiter Police Department and dispatched to assist you.

Port St. Lucie Campus-The FAU Police Department on the Treasure Coast Campus at Port St. Lucie operates twenty-four 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.

TRAFFIC AND PARKING

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

Boca Raton Campus

The Traffic and Parking Services is organized to service the parking needs of the faculty, staff, students and visitors of Florida Atlantic University. The Department strives to maintain a tradition of cooperation and friendly relations with the faculty and staff and offers safe and well-designed parking facilities. The Traffic and Parking Office is located in Building 69 with office hours Monday - Thursday from 7:00 a.m. to 6:00 p.m. and Friday from 8:00 a.m. to 5:00 p.m. Please visit the Traffic and Parking website 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 Traffic and Parking 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. After 4:00 p.m., faculty lot restrictions are lifted for students who display a current decal (with the exception of Lot 8 which remains a faculty lot until 5:30 p.m.). Between 6:30 p.m. and 7:00 a.m. and on weekends, metered spaces are available free of charge to all vehicles displaying a current parking decal.

Temporary parking decals are available free of charge for a maximum of three consecutive days for decal holders. If additional time is necessary, a temporary decal may be issued without a fee for a maximum of 28 consecutive days with verification of vehicle repair.

Any questions or concerns regarding the Traffic and Parking rules and regulations can be directed to the Traffic and Parking 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 Cashier's Office in the Liberal Arts Building in Davie or in Reubin O'D Askew Tower on the Fort Lauderdale Downtown Campus. Temporary permits are also available through the Cashier's Office.

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 student lot across from the FAU bookstore.

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 county parking garage with FAU parking decals. Short-term visitor parking is available at parking meters or in the city parking garage.

Fort Lauderdale-Commercial Boulevard Campus and Dania Beach/SeaTech Campus - Faculty and staff vehicles with current FAU decals may park in either lot at any time.

Northern Campuses

Parking is available at all times to FAU faculty with FAU parking decals.

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.

Major components to EH&S's program include Biological Safety, Chemical Safety, Fire Safety, Occupational Safety and Health, Training Programs, Risk Management and Emergency Response. The EH&S Web site www.fau.edu/ehs provides the University community with a convenient access point for information and services available through the department and the Internet.

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, Coin/Card operated copiers, departmental and convenience copiers) with Milner/Lanier, Banking Services with BankAtlantic, Office Supplies for departmental and student/employees purchases with Office Depot Business Services Division and Corporate Express, Board of County Commissioners for the sale of Palm Tran bus passes, the OWL CARD Program, Mail Services, Pack-N-Post and a Printer Cartridge recycling program.

Additionally, Business Services is continually researching opportunities to bring additional services to the FAU Community.

Our administrative offices are located in the Student Services West, Building 8W, Suite 108. If you have any comments or questions about services available or the areas

reporting to Business Services, you may contact Sergio Palacio, 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

Schedule

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

[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

[Schedule](#)

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

Calendar of Events

For information regarding University events, you can search the University Calendar of Events on the web at www.fau.edu. 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 University Center, 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.

Additional information may be secured from:

- University Center
- Gymnasium
- School of the Arts
- University Galleries
- University Advancement Office
- Department of Communication
- Department of Music
- Department of Theatre
- Department of Art
- School of Architecture

Read for further information:

- UPDATE, published biweekly by University Advancement and sent to departments for distribution
- WHAT'S HAPPENING, published each semester by University Advancement and available at the Box Offices, at the Information Office, and sent to departments for distribution
- FAU PRESS, the student newspaper, and the arts and entertainment section of area newspapers.

INTERCOLLEGIATE ATHLETICS

Schedule

Florida Atlantic University recognizes intercollegiate athletics as an integral part of the educational mission of the institution. Success in the classroom and success on the athletic field are the hallmarks of FAU's program. In addition, intercollegiate activities provide enjoyment and enrich campus life for spectator and participant alike, serving as a focal point for school spirit and alumni activities.

Florida Atlantic University is a NCAA Division I member. The Athletics Department currently has affiliation with two conferences. The majority of the teams (14) compete in the Atlantic Sun Conference while the swim teams and the football team have begun a partnership with the Sun Belt Conference with the entire department switching to the Sun Belt by 2006-2007. Teams currently compete in baseball, basketball cross country, football, golf, soccer, swimming and tennis. Women's teams compete in nine sports basketball, cross country, golf, soccer, softball, swimming, tennis, track and volleyball.

All of the teams are nationally competitive and most have represented the University in championship series. The women's softball team won the 1997 Atlantic Sun Conference Championship, making it the first FAU team to achieve a conference championship. Since that time, FAU has captured a total of 14 Atlantic Sun Tournament Championships. Impressively, FAU's football team reached the Division 1AA semifinals in 2003 in only their third season of competition.

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

RECREATION

The Campus Recreation department, located on the Boca Raton Campus, is dedicated to providing the FAU community with many outlets to participate in activities throughout the year. The recreational programs that are provided include intramurals, sport clubs, adventure pursuits, fitness, informal, and outdoor rental programming. These programs are open to all FAU students, faculty, and staff members of the University.

Intramurals

The intramurals program provides the FAU community with sport leagues. All teams are derived from the FAU community and compete against one another. The sports that are planned for the coming school year include flag football, soccer, bowling, volleyball, softball, table tennis, basketball, and dodgeball, to name a few.

Sport Clubs

The FAU Sport Club program provides students with opportunities and experiences beyond the scope of intramurals and informal recreational programs. Sport Clubs focus on skill development in a specific sport, socialization, and in some cases, competitions

with other college clubs. At FAU the program fosters leadership skills and provides the campus with increased opportunities for participation. All clubs are co-recreational and open to persons of various levels of skill. Active sport clubs include Cuong Nhu Karate, Scuba Dive, Fencing, Mountain Biking, Men's and Women's Rugby, Surf, Table Tennis, Judo, Fishing, Roller Hockey, Ice Hockey, Climbing and Paintball.

Adventure Pursuits

The adventure pursuit program provides an opportunity for students and staff to experience a variety of recreational activities outside of the Boca Raton area. Trips to Key Largo to experience activities such as Kayaking and Snorkeling are just a few of the activities that are regulars to the program. The annual Ski Trip to Steamboat Springs Colorado is the hi-light of this program, allowing participants to broaden their horizons and experience alternative activities that can't be found in South Florida.

Informal Program

Campus Recreation offers numerous opportunities for open recreation activities. During scheduled times, individuals may utilize the following recreation facilities in an "informal" atmosphere:

- Teaching Gymnasium – 8 basketball hoops, 3 volleyball courts and walking area
- Swimming Pools – one 25 yard swimming pool & 1 - 50 meter swimming pool
- Cardio Room – cardio vascular fitness machines
- Weight Room – free weights, machine weights.

- Outdoor Courts/Fields (all lighted)
 - Six (6) tennis courts
 - One (1) recreation field
 - Four (4) outdoor basketball courts
 - One (1) 400-meter running track

Fitness Program

The fitness program offers the FAU community the opportunity to get involved in a weekly exercise program. Aerobics and Yoga classes are offered free of charge to anyone presenting a current, valid FAU identification card (OWL CARD). Classes are held daily beginning at 5:30 P.M. on the second floor balcony of the Teaching Gymnasium.

Outdoor Program

The outdoor rental program offers sporting equipment, tent, cooler, and sleeping bag rentals at a minimum charge.

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 www.fau.edu/campusrec.

Wellness Center – Davie Campus

The FAU Student Wellness Center at the Davie Campus provides a unique opportunity for students, faculty, and staff. The Center, which is staffed by an exercise science full-time director, graduate assistants, and students, is committed to providing highly specialized, individualized exercise programs for all of its members.

Wellness testing is carried out in the areas of:

- 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 is \$50.00 per year for FAU faculty and staff. Showers and lockers are available to members. Additional information is available from the Wellness Center at 954-236-1018.

OTHER POLICIES . . .

- [PRESIDENTIAL MEMORANDUMS](#)
- [PROVOST MEMORANDA AND POLICY](#)
- [FAU BOT/UFF CBA 2003-2006](#)
- [SEXUAL HARASSMENT DEFINITIONS](#)

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Updated: August 2004