

# HANDBOOK FOR ADJUNCT FACULTY

COLLEGE OF ARTS, SCIENCES AND EDUCATION



*Third Edition*

2010

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## MESSAGE FROM THE DEAN

Welcome to Florida International University!



We are very pleased that you are joining the faculty of the College of Arts, Sciences & Education. Our faculty take their teaching mission very seriously and are deeply concerned about their students.

As with every institution, FIU has many rules and regulations. This handbook is designed to highlight some of the more important ones to facilitate your transition to this University. You should also familiarize yourself with the information contained in the *Catalog* and should discuss rules and regulations specific to the department in which you are teaching with your chairperson.

You will find that FIU students are some of the best students you have ever taught. I wish you a rewarding semester!

Kenneth G. Furton, Dean

## IMPORTANT INFORMATION AS YOU GET STARTED

### *The Sign-on*

As required by federal statute, Florida International University employs only individuals who are eligible for employment. **Before accepting employment, new adjunct faculty should ensure that they are eligible to work in the United States.** If they have any questions about their eligibility for employment, they should contact an immigration attorney, the University Counsel, International Student Scholar Services, or the Office of Human Resources prior to accepting employment.

Upon accepting employment at Florida International University, new adjunct faculty need to sign-on, i.e., complete the necessary paperwork required

- 1) to ensure that the new employee can be employed by the University
- 2) to place the new employee in the payroll system
- 3) to ensure that the new employee's employment file is complete.

The sign-on takes place in the department of employment and needs to be done only for the first semester of employment. Each department has designated employees who will assist adjunct faculty with the procedure. Adjunct faculty who will be teaching at the Biscayne Bay Campus may complete the sign-on at the BBC Dean's Office. The sign-on must be completed before the first class meeting.

In preparation for the sign-on, adjunct faculty must complete the sign-on packet found at the following url: [http://hr.fiu.edu/uploads/file/prospective/sign/Sign\\_On\\_Packet\\_Adj\\_Fac.pdf](http://hr.fiu.edu/uploads/file/prospective/sign/Sign_On_Packet_Adj_Fac.pdf) (if this or any other link does not work, please copy and paste unto the web address bar) and take the completed paperwork to the sign-on. As part of the sign-on procedure, the prospective employee must provide the following documents:

1. a resume or curriculum vitae
2. an official transcript of the university awarding the highest degree (if the transcript was sent to the employee's home, it must be delivered in the sealed envelope in which it was originally sent)
3. acceptable documentation required to complete the I-9 form.

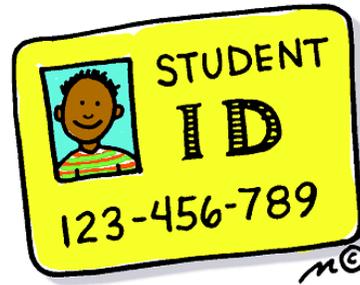
After the sign-on is completed, adjunct faculty can expect to receive their first paycheck in about 4-6 weeks. Thereafter, the employee will be paid every 2 weeks. Federal income tax, but not social security taxes, will be deducted from the paychecks.

All FIU employees must have a bank account where the University can deposit directly the employees' paycheck. On alternate Fridays, paychecks are directly deposited in the employees' bank account. Employees may access their "pay stub" electronically at the ADP website. All employees receive instructions on how to log on and manage that account.

**Important Note:** Adjunct faculty may not hire someone else to teach the courses for which they have been contracted. Adjunct faculty should discuss with the department chair any problems that they have with meeting their classes or teaching their courses

### ***Identification Card***

Adjunct faculty are eligible to receive a university ID card, which can also be used to check books out of the library. Once Human Resources completes processing the sign-on paperwork, it will issue a temporary ID card, which the adjunct faculty can take to the PantherCARD Office (MMC: GC 104B; BBC: WUC 110) to be replaced by a permanent one.



The PantherCARD may also be used as a Panther Debit Account, a safe and convenient way to pay for purchases on campus. It works like a debit card. Depending on your needs, you deposit money to your account. Every time you want to pay for a meal in the cafeteria or to make purchases in the bookstore, you give your card to the cashier. Your card is passed through the register, and the amount of the purchase is electronically deducted from your pre-deposited account. The remaining balance is displayed at the register so you'll always know how much you have left in your account.

### ***Parking Decals***



The University requires that all vehicles parked on campus display a parking decal. Decals may be purchased at the Office of Parking and Transportation (MMC: Gold Parking Garage; BBC: WUC 353). Parking decals are available at a reduced rate to FIU employees making less than \$25,000 annually. Adjunct faculty who are teaching for only one semester may purchase a one-semester parking decal.

Those who park on campus without a parking decal will be ticketed. If you get a ticket that you feel is undeserved, you may appeal it through the University Traffic Appeals Board. Appeal forms are available at the Department of Public Safety on each campus and at <http://parking.fiu.edu/index.htm>.

### ***Faculty Handbook***

The Provost's Office has created a Faculty Handbook, which contains information that might be of interest to Adjunct Faculty. As a matter of fact, some of the information presented in this handbook was taken from Faculty Handbook. Academic Affairs' *Faculty Handbook* may be found at the following url: [http://academic.fiu.edu/docs/Faculty\\_Handbook.pdf](http://academic.fiu.edu/docs/Faculty_Handbook.pdf). The Provost's web page contains documents that adjunct faculty might be interested in perusing; its address is <http://academic.fiu.edu/>.

***Temporary Employee Benefits***

The University offers a variety of benefits for the adjuncts and other temporary employees. Please visit the Benefits website for additional information: [http://hr.fiu.edu/index.php?name=fica\\_for\\_temporary\\_employees](http://hr.fiu.edu/index.php?name=fica_for_temporary_employees).

***University Credit Union***

Adjunct faculty are eligible to use the services of the University Credit Union (<http://www.ucumiami.org/>). There is a branch located at **MMC (GC 189)** and one at **BBC (WUC 142)**.



## EQUITABLE TREATMENT OF STUDENTS



Faculty must treat all their students equitably and not show preference by letting some turn in assignments late or allowing them to make up missed work. Faculty should also be sensitive to students' sensibilities and treat their students with respect. Adjunct faculty with questions on any of these issues should discuss them with the chair of the department.

### *Students with Disabilities*

Florida International University is an equal access institution and, as such, provides reasonable accommodations to students who have registered with the Disability Resource Center (**MMC: GC 190; BBC: WUC 131; <http://drc.fiu.edu/>**). The staff of the Disability Resource Center will assist faculty in determining the accommodation that must be provided and, then, in providing it to the disabled students. If a student has registered with this Center, the instructor will be notified so that arrangements can be made to accommodate the student.

### *Policy against Sexual Harassment*

The University has adopted a policy against sexual harassment and has mandated that all employees adhere to the policy, which may be found at the following url: <http://hr.fiu.edu/index.php?name=regulations>.

Because of the special relationships that exist between faculty and students, faculty must ensure that their behavior is above reproach. Faculty have a great deal of power over students, other faculty members, and staff members. We must interact with all of them with utmost sensitivity. All faculty members must monitor their own behavior carefully.

The University takes allegations of sexual harassment very seriously. FIU's policy defines sexual harassment as

any unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature which 1) makes submission to or rejection of such conduct either an explicit or implicit basis for employment and/or academic decisions affecting the individual; or 2) unreasonably interferes with the individual's employment or academic performance by creating an intimidating, hostile or offensive environment.

Faculty are advised against dating students, particularly if the students are in their courses. Dating students in your class, whom you advise, or whose work you will be supervising or evaluating in any manner (for example, as a member of the student's thesis or dissertation committee) creates an immediate conflict of interest according to the University's Sexual

Harassment policy, which states:

The University discourages amorous or sexual relations between employees and students. Such relationships, even when consensual, may be exploitive, and imperil the integrity of the educational process or work environment . . . The University requires the resolution of any conflict of interest created by these relationships.

Specifically, once the conflict exists or is reasonably foreseeable, you must take all necessary steps to remove yourself from evaluating the student. If it is not within your power to take the steps necessary to resolve the conflict, you must promptly inform your supervisor (usually, the department chair) who is then responsible for taking the steps to ensure unbiased evaluation of the student. Failure to resolve the conflict may result in disciplinary action.

If you observe someone behaving in a harassing way (examples of such behavior are included in the policy), remind that individual of the kinds of behavior that constitute sexual harassment, and let him/her know that the University has a strong policy against such behavior.

If a student, staff member, or faculty member comes to you with allegations of sexual harassment, s/he should be directed to consult the University Sexual Harassment Policy and to discuss the issue with a member of the Office of Equal Opportunities Programs (**MMC: PC 224; BBC: LIB 322**).

### ***Policy against Discrimination***

FIU policy is “to ensure that each member of the University community shall be permitted to work or study in an environment free from any form of illegal discrimination, including race, color, religion, age, disability, sex, sexual orientation, national origin, marital status, and veteran status” (FIU-103 Non-Discrimination Policy and Discrimination Complaint Procedures:

<http://bot.fiu.edu/files/Reg%20103.%20Non-Discrimination%20Policy%20&%20Discrimination%20Complaint%20Procedures%209-12-08.pdf>). Those who feel that they have been discriminated against should discuss their concerns with a staff member at the Office of Equal Opportunities Programs (**MMC: PC 224; BBC: LIB 322**).

### ***Policy on Religious Holy Days***

**Holidays  
or  
Holy Days?**

Faculty who wish to observe a holy day that is not part of the University designated holidays need to make arrangements to have a colleague teach that class for them. Students who wish to observe such a holiday must be excused from class without penalty. While the student should be held responsible for the material, s/he must be given a reasonable amount of time to make up any work missed.

***Conflict of Interest***

University policy prohibits faculty from having family members as students in their classes. Faculty should direct family members to equivalent courses taught by other faculty. Adjunct faculty should discuss any questions on this issue with the department chair.

## TEACHING / COURSE INFORMATION



Adjunct faculty teaching for the first time at FIU should discuss with the department chairperson issues relating to course content, book orders, office location, office hours, and the like. The instructor needs to be provided with specific information about the course, such as what level of preparation students come to the course with and how the course fits into the university/departmental curriculum. In addition, the instructor needs to have that semester's key dates (e.g., beginning and end dates of the semester, holidays, last day to drop/add, last day to drop with a grade of DR, last week of the semester) as s/he prepares the syllabus. These dates may be found in the University academic calendar (<http://registrar.fiu.edu/index.php?id=88>).

### *Ordering Textbooks*

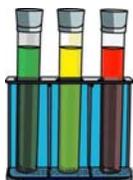
Textbooks are usually ordered online through the University Bookstore and may be ordered as soon as the instructor is assigned to a course. State statute requires that textbook orders be submitted to the Bookstore no later than 45 days prior to the beginning of each semester so that students know what instructional materials are required as they register. Faculty may order their textbooks through the Bookstore's website

(<http://fiu.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage?storeId=21551&catalogId=10001&langId=-1>).

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



### *Ordering Laboratory and Office Supplies for Class*



Faculty cannot order either office or laboratory supplies themselves. Adjunct faculty must discuss their request with the department chair or contact the appropriate staff person to order any supplies. Before spending any of their own money on purchases, faculty must discuss the request with the chair. Getting reimbursed after the fact is cumbersome, difficult, and, sometimes, impossible.

### *Syllabus*

Because students need to know what is expected of them in a course, faculty must provide a syllabus that contains important information about the course. **Students should receive or have access to the course syllabus no later than the first class meeting for lecture and lab courses, not later than the first day of the semester for on-line courses, and not later than the end of the first week of the semester for internships, practicum, independent study, readings, or any other courses.** Exceptions to the time constraints of this policy may be made on a case-by-case basis by the department chairperson when instructors are assigned to a course in an untimely manner. Most student grievances occur as a result of the faculty not having syllabi or not



providing sufficient information in the syllabi.

Below is information that must be included in each syllabus:

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

Instructors are encouraged to include the following in course syllabi:

1. The University drop date (see academic calendar: <http://registrar.fiu.edu/index.php?id=88>)
2. Instructor's policy on make-up examinations, assignments, or performance measures
3. Recommended purchases including supplemental texts, lab supplies, artistic supplies, professional and ancillary items
4. The University's Code of Academic Integrity
5. Reference to University policies on academic misconduct, sexual harassment, religious holy days, and information on services for students with disabilities
6. The limits of assistance permitted between students in an assignment should be clearly and specifically stated.

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

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

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

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

A copy of the syllabus must be given to the appropriate departmental staff member so that the department has a copy of the syllabus for each course.

### ***Photocopying Policy***

Each department has its own policy regarding photocopying. Adjunct faculty should check with the department chair regarding departmental policy on photocopying. What all policies have in common, however, is a limitation on how much material may be photocopied. Most of the course material should be put in the faculty's course webpage so that students can download it. Furthermore, we must all be mindful of laws regarding limitations on reproduction of copyrighted materials.

### ***Tuition Surcharge Policy***

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



Students may appeal exemption from this surcharge by completing an “Appeal of Repeat Course Surcharge” form available at the Registrar’s Office (**MMC: PC 130; BBC: ACI 100**).

### ***Access to Student Information***

Florida International University uses a database called PantherSoft–Campus Solutions to store and manage all student-related information. As a faculty member, you will receive access to necessary information on the database (e.g., class rolls, grade rolls). As we must safeguard students’ privacy, faculty are given additional access only on a need-to-know basis.

### ***Accessing Class Rosters***

All faculty have been granted access to view their class rosters in the PantherSoft System. However, access to a class roster is available only if the faculty department has been assigned to that specific class.

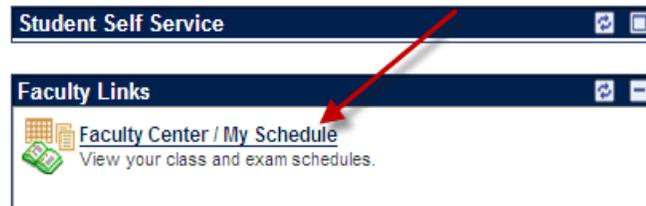
In order to access the class roster, follow the instructions below:

- ▶ Log into PantherSoft by clicking <https://my.fiu.edu/>.
- ▶ Log in with your Panther ID number and your password.
  - ▶ If you have problems logging in, please contact the UTS Support Center at 348-2284. If you are logging for the first time, key in your panther id as requested and then your birth date. You will immediately have to change your password.
- ▶ Make sure you click on the faculty tab at the top left of the screen (see orange arrow):



- ▶ Once you log in, click on the Faculty Center at the top middle of the screen.

You might see the following screen:



- ▶ If that's the case, click on My Schedule (see red arrow).
- ▶ Check to see that you are on the correct semester.

Fall Term 2009 | Florida International Univ [change term](#)

- ▶ Go to "My Teaching Schedule."
- ▶ Click on the **Class Roster Icon** to the left (see red arrow) of the first course for which you wish to review the roster.

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
<a href="#">ENL 2012-U01 (88968)</a>	Surv Brit Lit I (Class Lecture)	19	MoWeFr 9:00AM - 9:50AM	Engr & Comp Sci 138	Aug 24, 2009- Dec 5, 2009

- ▶ You may download the class roster into an Excel file by clicking the icon on the

top right (see green arrow).

Please contact your department chairperson if you identify any discrepancies with your class schedule or are having problems accessing the class roster.

### ***Student Attendance***



The University does not have a policy on attendance. Faculty must describe on the syllabus their policy on attendance if it affects the determination of the final grade. Students who participate in University-sanctioned events (e.g., athletes, debaters, musicians) must inform the faculty member in advance of any event that will conflict with class time, and they must make up any work missed.

### ***Student's Name Missing from Class Roll***

The class roll is available to faculty throughout the semester. Several times during the semester, faculty should call roll to ensure that students who have paid for class are on the roll and those who have not do not continue attending class. If a student's name does not appear on your grade roll, notify the student so that s/he can contact the Registrar's Office to correct the problem. Students whose names do not appear on the class roll should not be allowed to continue attending class. By allowing non-registered students to attend class, the instructor is implicitly approving the student's enrollment in the course.

### ***Student's Name Appears in Class Roll, but Student Never Attends Class***

Sometimes, the class roll contains the names of students who are not attending class. In such cases, the Registrar recommends assigning that student the grade F0 (see below for definition of this grade). If there is a registration error, the F0 will prompt the student to contact the Registrar; if the student enrolled but never attended, the student has (unfortunately) earned the F0. **Non-attendance and non-payment do not constitute a drop.**

Sometimes, students fail to pay for a course thinking that by not paying they will automatically be delete from the course roll. This only works if the student is taking just that one course.

### ***Adding/Dropping Courses***

During the first week of classes, students may freely add or drop a course (the former, of course, if seats are available). If the course is full, the instructor has the option to allow additional students into the course, provided the enrollment does not exceed the room capacity. Adjunct faculty should discuss with the chairperson the department's policy on and procedures to follow when allowing additional students into a course when the enrollment in the course has reach its capacity.

Students must pay tuition and receive a grade (even a DR grade) for any course not

dropped by the end of the Drop/Add period (usually the first Saturday of the term; the Academic Calendar [<http://registrar.fiu.edu/index.php?id=88>] provides the exact date for each semester).

During the second and third week of the semester, the instructor may allow students into the course. During the second week, students must have the instructor sign an add/drop form and take it to the department so that a staff member can stamp it before turning it in to the Registrar's Office. Faculty may allow students to enroll during the third week of the semester; this request, however, must be accompanied by an explanatory memo printed on department letterhead describing the reasons the student is adding the course so late in the semester. The letter must be approved by the Assistant Dean for Advising before being forwarded to the Registrar's Office. Requests for adds after the third week of classes will be considered on an appeal basis only and will rarely be approved.

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

### ***Meeting Class***

Classes are scheduled to meet for a prescribed period of time (generally, 50 minutes thrice a week, 1 hour and 15 minutes twice a week, or 2 hours and 45 minutes once a week; lab and studio courses last longer). Meeting classes in the room that they have been assigned, faculty should be prompt in arriving to class at the time scheduled and are expected to use the entire class period.

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

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

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

### ***Final Week of the Semester***

The University does not have a final exam week at the end of the semester. Instead, during the Fall and Spring Semesters, the last week of the semester is used for various types of assessments, including final exams. The schedule is reconfigured to allow for longer class meetings.



During the Summer term, there is no official final week of the semester; final exams and assessments may take place either the last or the next-to-last class meeting.

## COMMUNICATING WITH STUDENTS

Students must have access to their instructor outside of the classroom. Departments must provide adjunct faculty with appropriate places for adjuncts to hold office hours and meet with their students. When students have difficulty communicating with their professors, they cannot perform as well in the course as expected. Faculty should make every effort to respond to students' telephone messages and emails in a timely manner. If students need greater assistance than that faculty can offer during office hours, they should be encouraged to seek assistance from one of the many learning support offices on campus (see below, Assistance with Academic Issues).

### *Office Hours:*

Faculty are required to have hours available to meet with their students and should be available to students during that time. All faculty must inform their students and the departmental staff the times when they will be available to meet with students. Adjunct faculty should discuss with the department chairperson where they can meet with their students for office hours.



### *Departmental Mailboxes:*

Adjuncts are assigned a mailbox in the department. The syllabus should inform the students of the location of the faculty's mailbox. The departmental staff places important information in faculties' mailboxes; therefore, all faculty should check their mailboxes regularly.

### *Email:*

The University issues each faculty member an email address. All official University electronic correspondence will be sent to this email address. This email should also be the one provided to the students so that they can communicate with their instructors. Faculty who do not wish to use the university mail program can have their FIU email forwarded to the one they use most often so that they continue to receive their students' and the University's correspondence.

### *Advising Students*

From time to time, students ask faculty questions about requirements for graduation and the like. It is extremely important that any information that we provide students be accurate. If unsure about any University rules and regulations or any type of requirements, faculty should direct the student to seek an advisor for further information. Depending on the question, the student should visit one of the following:

1. If the question is about the University Core Curriculum, the student should see an advisor in Undergraduate Education (**MMC: PC 245; BBC: ACI 180**).

2. If the question is about requirements for the major, the student should see an advisor in the department.
3. For questions about other issues, the student should be directed to the Arts, Sciences & Education Advising Center (**MMC:** *ECS 411*; **BBC:** *ACI 300*).

Adjuncts are not expected to be extremely knowledgeable about all the requirements for graduation. Students are sometimes given incorrect information by well-meaning faculty. If you don't know, just say so, and direct the student to someone who can assist him/her.

## GRADES



The culmination of the activities in a course is the awarding of grades. Faculty must take this responsibility very seriously and carefully calculate the grades that students have earned. In determining the grades, faculty must abide by the statements made on the syllabus distributed to the students. Faculty should perform their grading duties fairly and promptly. All academic evaluations should be based on professional judgement consistent with relevant standards of the profession, with achievement being compared with goals, standards, objectives, and other factors communicated to the students in the course syllabus.

Factors such as race, color, gender, age, national origin, disability, veteran status, sexual orientation, political affiliation, or activities or personal affiliations unrelated to the course may not be considered in matters of evaluation of student work or in the determination of a grade.

### *Grading System*

The University has adopted the following grade definitions:

<u>GRADES</u>	<u>DEFINITION</u>	<u>GRADE POINTS</u>
A	Excellent	4.00
A-		3.67
B+		3.33
B	Good	3.00
B-		2.67
C+		2.33
C	Average	2.00
C-		1.67
D+		1.33
D	Poor	1.00
D-		0.67
F	Failure	0
F0*		0

P**	Pass (Satisfactory)	N/A
IN***	Incomplete	N/A

\* An F0 is awarded to students who both earn a failing grade based on course standards and who fail to complete at least 60% of the course requirements or fail to attend at least 60% of class sessions. An F0 equals zero grade points per credit hour and is a permanent grade. Each instructor will adopt standards appropriate to his or her course in determining the assignment of this grade.

\*\* Pass (P) indicates that the student met the requirements of the course.

This grade can be assigned only in following courses:

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

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

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

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

### ***Grading Options***

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

1. letter grade: only a letter grade (A, B, C, D, F with the + or -) may be awarded
2. pass/fail: only a P or F may be awarded
3. optional (letter grade or pass/fail): student chooses whether to be awarded a letter grade or a P/F; to avoid problems, faculty teaching in courses with this grading option should inform the students the option for which they have registered.

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

### ***C vs C-***

**MAKE SURE THAT YOU AND YOUR STUDENTS UNDERSTAND THAT a C- IS NOT a C.** You should include this information in your syllabus, particularly if you are teaching a Gordon Rule course or one required for the major where the minimum grade required to have the course count toward meeting a requirement is C.

### ***Incompletes (IN)***

Incompletes (IN grades) are problematic grades. The incomplete grade is given at the instructor's discretion to a student who has been unable to complete the course **due to a serious interruption not caused by the student's own negligence late in the semester**. An incomplete must be completed within **two semesters**, or it will automatically default to an F; the summer semester counts as one of the semesters.

Before awarding the incomplete, faculty must draw up a contract with the student, who must sign the agreement. The contract should specify as short a period as is reasonable for the work to be completed, since experience shows that the longer the deadline, the less likely it is that the student will ever complete the work. Students must not re-register for a course in order to make up an incomplete.

Some departments have a policy prohibiting the awarding of incompletes. Adjunct faculty should discuss the department's policy with the chair before awarding a student an IN.

Students who are graduating are under special time constraints. Any student who applies to graduate at the end of a given semester and who has received an IN grade in that term or a previous term must complete the required course work by the very beginning of the new term. **The change-of-grade form must be submitted to the Office of the Registrar by the end of the second week of the following semester**. If the student fails to complete the course or the department fails to submit the change-of-grade form in a timely fashion, the graduation application will be canceled, and the student must re-apply for graduation.

### ***Grade for Dropping a Course***

Until the end of the eighth week of the semester, students can drop a course and receive a DR grade. Faculty are encouraged to assign work and award grades to the students prior to that date so that the students can use that information in determining whether to drop the course. If students have not been awarded any grades prior to that date, they will not have the necessary information to decide if they want or need to drop the course.

The academic calendar containing all important dates for the academic year may be found at the following url: <http://registrar.fiu.edu/index.php?id=88>.

When circumstances beyond his/her control make it impossible to continue taking courses, a student may petition to drop or withdraw after the eighth week. Under such circumstances, the student must submit an Appeal for Late Drop or an Appeal for Late Withdrawal form to the Office of the Registrar. If the student's appeal is approved, the Office of Registrar will request that the faculty member indicate on a special form whether the student was passing or failing at the time of the drop/withdrawal. The grades WI (withdrew), DR (drop), and AU (audit) are administratively assigned. Faculty may never award these grades.

## Accessing the Grade Rosters



At the end of the semester, grade rosters become accessible at the same place where the class rolls appear. The roster is open for a limited time: opening on Monday of the final week of the semester and closing at 11:59 P.M. on the Wednesday after the last week of the semester. Specific dates for each semester appear in the University Calendar: <http://registrar.fiu.edu/index.php?id=88>.

Ensuring that grades are posted on a timely basis is one of the most important responsibilities for faculty. Instructors should try to post grades as soon as possible in case unforeseen technical issues are encountered that delay or hinder the posting of grades. Students do not have access to the grades until some time after the screens are closed. Faculty's not posting grades on time causes problems for students (e.g., those graduating, those who are in some academic difficulty).

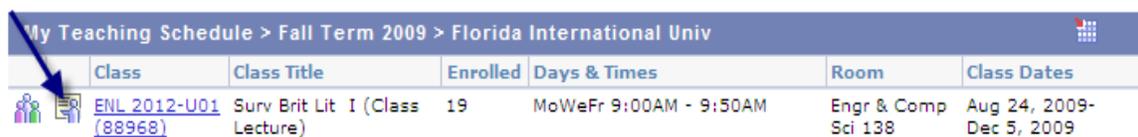
**NOTE:** At the end of the semester, adjuncts must photocopy their grade book and print a copy of their grade rolls to leave with the department chair.

Below are the directions for accessing the grade rosters:

- ▶ Log into PantherSoft by clicking <https://my.fiu.edu/>.
- ▶ Log in with your Panther ID number and your password. They are the same ones you use to access the class roster.
  - ▶ If you have problems logging in, please contact the UTS Support Center at 348-2284.
- ▶ Sign on, making sure that you have clicked on the "faculty" tab at the top.
- ▶ Go to the Faculty Center link and click on it.
- ▶ Check to see that you are on the correct semester (right above your teaching schedule).
  - ▶ Click on Change Term if you need to change the semester.

Fall Term 2009 | Florida International Univ  [change term](#)

- ▶ Then click on the Grade Roster icon (see blue arrow) to the left of the first course for which you are posting grades.



My Teaching Schedule > Fall Term 2009 > Florida International Univ						
	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	<a href="#">ENL 2012-U01 (88968)</a>	Surv Brit Lit I (Class Lecture)	19	MoWeFr 9:00AM - 9:50AM	Engr & Comp Sci 138	Aug 24, 2009- Dec 5, 2009

- ▶ Click on the Grade Roster Type Tab at the top of the page. In the Approval Status field, click on the drop-down menu, and select Not Reviewed if it is not already chosen.
  - ▶ Only this status selection will allow you to enter grades.

- ▶ Click on the Grade Roster Tab. Enter each grade in the field and click the Tab key to go to the next field or advance with your mouse. You can also look up the available grade selections by clicking on the magnifying glass next to the Grade Input fields.
  - ▶ NOTE: **NR** grades are not accepted.
- ▶ If you would like to view only the students that have not been graded yet, click on the Display Unassigned Roster Grade Only box.
- ▶ Please remember to **SAVE OFTEN**, especially if you have long rosters. Do this by clicking on the **Save** icon at the bottom of the page. Once you save, you can continue inputting grades at a later time if you need to interrupt the process.
- ▶ Once all the grades have been entered and reviewed and are ready to be submitted and posted, click on the **Save** icon and then on Grade Roster Type. Change the Approval Status field to Submitted. **Then, click on Save once more.**
- ▶ **If you have correctly submitted your grades, you will receive the following confirmation message: *Your grades have been successfully submitted.***
  - ▶ You can verify if all grades have been submitted by clicking back on the Grade Roster tab.
  - ▶ In the Final Roster Status column all students should have “Graded” status.
- ▶ If you have finished inputting all the grades, but **someone else needs to review or submit them**, click on the Save icon and then change the Approval Status field to Ready to Review.

**Remember:** To ensure that the grades you have posted will not be lost, you must click on the save button prior to changing the approval status field *and after changing the approval status field* before navigating away from this page.

To select the grade roster for another course, go back on the Faculty Center, select the Grade Roster Icon for the next class.

### ***Changes of Grade***

Once submitted, end-of-semester grades (apart from incompletes) are final and **can be changed only to correct a calculation error or in cases in which some part of the student’s work was unintentionally overlooked.** A change-of-grade form must be submitted within one calendar year of the term in which the grade was earned. The professor must indicate the reason for the change of grade on the form; the change-of-grade form must also be signed by the chair and bear the departmental stamp.

### ***Posting Grades***

Federal laws protect students’ privacy. Therefore, posting grades in a manner which identifies the students is illegal. Faculty may not post grades using the student’s social security number or any other means through which the student can be identified.

The office staff cannot divulge students’ grades over the telephone, so faculty should not ask students to call the office to obtain their grades. If students wish to be informed of their grades

prior to the official posting by the University, they should make arrangements with the instructor to be informed of the grades. Students should also make arrangements to have their final exams or projects returned. The departmental staff cannot be made responsible for distributing that work, nor can students' work be left outside the faculty's office for students to pick up.

## SAVING INSTRUCTIONAL RECORDS

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



1. All faculty must turn in a copy of the syllabus(i) to the chairperson.
2. At the end of the semester, adjuncts must photocopy their grade book and leave a copy with the department chair.
3. Faculty are required to save for at least one semester:
  - a) copies of examinations
  - b) all work produced by students that was not returned.

### ***Returning Completed Assignments to Students***

Faculty need to be aware that once they return completed and graded work to the students those assignments are often shared with other students. Whereas in the past, sharing entailed photocopying the material and sharing it with close friends, now exams, essays, and other types of assignments are being posted on the web. As a matter of fact, there are companies that pay students for returned assignments to post them on their sites. Current students who want access to the material pay a fee.

Therefore, faculty, particularly those who teach required courses with large enrollment, need to modify their exams, assignments, project topics, and the like to ensure that students do not have access to materials from work previously assigned.

## STUDENT EVALUATIONS

The State of Florida requires that students evaluate every course they take. The questionnaire the University uses contains questions mandated by the State. The results (as expressed in percentages) of 8 of the questions become public record and are published. In addition, the University has created 11 questions whose results are not made public. Once the results are tabulated, each faculty member receives a copy of the tabulation. Faculty should read carefully the results of the evaluations to ascertain how their students perceive their teaching and use the results as a tool for improving it.



Each department follows different procedures in administering the evaluations; adjunct faculty should discuss with the chair the procedures to distribute student evaluations. The following rules were established by the State:

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

## TEACHING MATERIALS, FACILITIES, AND SUPPORT



The University offers many resources to assist faculty in their classes. Below are some of the most important ones.

### *Library Reserve Materials*

Library materials or personal copies of materials may be placed on reserve in the Library. Faculty must be careful of copyright regulations when using copied materials. To place an item in the Reserve Collection, faculty must contact the Reserve Desk (**MMC: 348-3775; BBC: 919-5718**) or may complete the form found at the following URL:

<http://library.fiu.edu/Home/LibraryResourcesforFaculty/tabid/233/Default.aspx>.

### *University Technology Services*

In addition to obtaining an email account, faculty can also post their own web page and put their syllabi and other course materials on the web.



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

### Support Center

UTS Support Center may be reached at 348-2284 during business hours. Additional information about services for faculty may be found at <http://uts.fiu.edu/faculty.html>.

### Media Equipment Services

Most classrooms are now equipped with an overhead projector, a TV monitor, and video cassette player; all have Internet access. Faculty who need other equipment should contact Media Services (**MMC: 348-2815; BBC: 919-5741; [http://uts.fiu.edu/faculty\\_media.html](http://uts.fiu.edu/faculty_media.html)**). Faculty who wish to rent or purchase materials must obtain approval for this expenditure from the department chairperson.

### Instructional Design

UTS provides all faculty members assistance with designing online course shells and web

pages through the Office of Instructional Design. The staff assist faculty with the planning process that precedes the actual development of your course or course module. For additional information, go to the following url: [http://uts.fiu.edu/faculty\\_teaching\\_design.html](http://uts.fiu.edu/faculty_teaching_design.html).

### Student Computer Labs

FIU has numerous student labs, equipped with state-of-the-art workstations (MAC and PCs) with a variety of software applications, Internet access, and printing capabilities. Therefore, faculty can require students to complete assignments on the computer even though the students may not own one. For additional information, visit [http://uts.fiu.edu/student\\_compserv\\_labs.html](http://uts.fiu.edu/student_compserv_labs.html).

### ***Academy for the Art of Teaching***

The Academy for the Art of Teaching serves to support faculty in their teaching endeavors. It has an extensive library and a knowledgeable staff who can suggest to faculty how to handle the most challenging problems in their teaching. Generally, adjuncts can attend all programs and workshops offered by the Academy.

In addition, the Academy offers an Adjunct Teaching Certificate, a unique program designed to provide adjuncts with an opportunity to hone their teaching skills and enhance their knowledge in pedagogy. The free program is self-paced.

The Academy is located in **MMC: GL 154**. Faculty are encouraged to visit its web site located at <http://undergrad.fiu.edu/aat/index.html>.



## REFERRAL SERVICES AVAILABLE TO STUDENTS



Although being in college should be a joyful, stimulating time for students, they often experience problems. For this reason, the University offers a variety of resources to assist students in overcoming those problems, whether they be personal or academic. All of the services described below are free to the students.

### Assistance with Academic Issues



#### *Center for Academic Success*

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

The Center is located at **MMC: GL 120** and **BBC: ACI 160**, and its web site is found at <http://undergrad.fiu.edu/learning/index.html>.

#### The Reading and Learning Lab



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

#### Mathematics Lab

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

#### *Center for Excellence in Writing*

The Center for Excellence in Writing provides tutoring service to help students with their writing. Students are tutored in all matters of composition including grammar, organization, style, spelling, punctuation, and scholarly apparatus (footnotes, bibliography, etc.). Lab tutors, by policy, do not edit or write students papers. The Center is located at **MMC: GL 120** and at **BBC: LIB 1<sup>st</sup> floor**; its url is <http://w3.fiu.edu/writingcenter/>.

### ***Assistance for Academic Achievement***

Housed in Multicultural Programs and Services, the Assistance for the Academic Achievement program is a free tutorial service. Assistance is offered with homework assignments, ongoing class work, mid-terms, and finals in the following areas: mathematics, statistics, science, language arts, and other subject areas based on demand and tutor availability. Tutoring is available 5 days a week (**MMC:** GC 265; **BBC:** WUC 253) and its web site may be found at <http://mpas.fiu.edu/Tutoring.html>.

### **Assistance with Personal or Psychological Issues**

#### ***The Counseling and Psychological Center***

The Center has a number of licensed psychologists to assist students. When a student discusses with a faculty member a personal problem that requires more expertise than the faculty has, s/he should be made aware of the existence of the Center and be recommended to seek its services.

Students cannot be forced to seek counseling at the Center, nor can the faculty retaliate if a student chooses not to seek assistance. Since the Center must guard the student's privacy, it will not divulge any information about a student's visit. The Center is located at **MMC:** UHSC 270 and **BBC:** WUC 320; its web site is at the following url: <http://www.fiu.edu/~psychser/>.



#### ***Victim Advocacy Center***

The Victim Advocacy Center provides free and confidential consultation and services to assist students, faculty, staff and university visitors who have experienced actual or threatened violence. Advocates assist with exploration of options and accessing community resources. Police reports are not required to receive services, and clients are free to decide for themselves whether they want to use any of the options or services available to them.

Services are available on both campuses and are accessible 24 hours a day through the crisis hotline 348-3000; for non-crises, the following telephone number should be called: 348-1215. The office is located at **MMC:** UHSC 210 and on **BBC** by appointment. More information may be found at <http://vac.fiu.edu/index.htm>.

## STUDENT RIGHTS



The University has policies on student rights and conduct, which are contained in the “Student Conduct/Policies” section of the *Student Handbook* (see [http://www2.fiu.edu/~camplife/handbook\\_2010/Student\\_Handbook\\_2010-2011.pdf](http://www2.fiu.edu/~camplife/handbook_2010/Student_Handbook_2010-2011.pdf)). Student rights include basic First Amendment rights (e.g., freedom of expression, right of assembly, freedom of association), the right to distribute literature on campus, the right to due process in any disciplinary proceeding, and the right to freedom from discrimination and sexual harassment.

Students are also protected from improper disclosure of their records. Personally identifiable information contained in student educational records can be released or open to inspection only to the student or the parents of dependent students (as defined by the IRS). If a faculty member is unsure as to the release of information to a student’s parent(s), s/he should call the Office of the Registrar for guidance.

Students are responsible for learning course content, but they have the right to take reasoned exception to the data or views offered in the classroom. They also have the right to expect that the course description will reflect actual course content, to receive a written syllabus for each course, either printed or online, and to be informed of the standards on which evaluation will be based; all this information needs to form part of the syllabus.

## ACADEMIC MISCONDUCT

Students are expected to abide by the standards outlined in the “Standards of Student Conduct” and “Student Code of Conduct,” which appear in the *Student Handbook* ([http://www2.fiu.edu/~camplife/handbook\\_2010/Student\\_Handbook\\_2010-2011.pdf](http://www2.fiu.edu/~camplife/handbook_2010/Student_Handbook_2010-2011.pdf)). Students found guilty of violating these rules of conduct may be disciplined.

One of the most frustrating experiences for faculty is encountering problems with student’s academic conduct. Academic misconduct (i.e., academic dishonesty) includes, but is not limited to, cheating, plagiarism, falsification of academic records, bribery to gain academic advantage, and misuse of computer services, including the unauthorized appropriation of another entity’s program(s). While faculty must vigorously prosecute instances of misconduct, they need to do so following the parameters established by the University. These rules are found at the following url: for undergraduate students: For undergraduate students: [http://policies.fiu.edu/record\\_profile.php?id=738](http://policies.fiu.edu/record_profile.php?id=738); for graduate students: <http://policies.fiu.edu/files/740.pdf>.



Before engaging in the process the faculty member must thoroughly familiarize him/herself with the procedures as outlined in the University policy.

In a nutshell, here’s an explanation of the procedure to charge the students so accused. Prior to contacting the student, the faculty member must contact Dr. William Beesting (348-2800) if the student is an undergraduate or Mr. Louis Farnsworth (348-2455) if the student is a graduate student to determine if the student has previously been charged with academic misconduct. If that is the case, then the faculty must move directly to the formal stage of the process by filing Complaint Form Alleging Academic Misconduct.

**Informal Process:** If there is no record of a prior accusation against the student, within 14 calendar days of the violation or the discovery of the violation, the faculty must meet with the student to explain the charge. Faculty member must ask the department chairperson to be present at the meeting. If an informal resolution is reached, the student, the faculty, and the chair will sign a Consent Agreement Form. The faculty will file it with the Office of the Dean of Undergraduate Education (Dr. William Beesting) or Office of the Dean of Graduate Studies (Mr. Louis Farnsworth) no later than seven calendar days following the initial meeting.

**Formal Process:** If an Informal Agreement is not reached or is deemed inappropriate by the faculty member, the faculty member may either take no further action or initiate a formal resolution by filing a Complaint Form Alleging Academic Misconduct with the Office of the Dean of Undergraduate Education (Dr. William Beesting) or Office of the Dean of Graduate Studies (Mr. Louis Farnsworth) no later than seven calendar days after the meeting. The case will first be

reviewed by the Dean of Undergraduate Education or the Dean of Graduate Studies, who will contact the student to see if the student wishes the case resolved through Administrative Disposition or by a hearing of the Undergraduate Academic Conduct Review Board (UACRB).

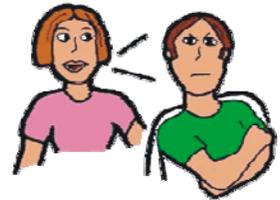
## STUDENT GRIEVANCES

The other side of the coin to academic misconduct is student grievance against a faculty. The rules and regulations governing this procedure are also found in the University Policies and Procedures webpage (undergraduate: <http://policies.fiu.edu/files/737.pdf>; graduate: <http://policies.fiu.edu/files/739.pdf>). Faculty are encouraged to familiarize themselves with these procedures.

Most of these grievances are related to the grade the student was awarded and are very often a result of unclear or incomplete explanation in the syllabus of how the faculty will determine grades.

Here's a brief explanation of the process.

Informal Process: Student should try to resolve the issue through a conversation with the faculty member no later than 10 days after the beginning of the semester following that in which the action/behavior took place. If this is not successful or if the student does not believe that s/he can discuss the issue with the faculty, the student must meet with the department chair. A mutually agreeable resolution shall be formalized through a notation in the student's file/record which is initialed by the student and the professor.



Formal Process: If the student is not satisfied with the resolution at the departmental level, then s/he petitions Dr. William Beesting at the Office of Undergraduate Education or Mr. Louis Farnsworth at the Office of Graduate Studies. In consultation with the chair of the Undergraduate Education Grievance Committee, Dr. Beesting will review the request to determine if a formal hearing is warranted and will notify all the parties involved; In consultation with the chair of the Graduate Student Academic Grievance Committee, Mr. Farnsworth will review the request to determine if a formal hearing is warranted and will notify all the parties involved. The faculty will have the opportunity to defend him/herself at the hearing.

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

Grievances concerning discrimination or harassment must be handled through the Office of Equal Opportunities Programs.

## STUDENT MISCONDUCT



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The Office of Judicial and Mediation Services is in charge of addressing violations of the student conduct code. A faculty member may present charges against a student or may use the services of the Office in dealing with a student with behavioral problems.

The Student Code of Conduct should guide student behavior at all times. It can be found at

[http://www2.fiu.edu/~camplife/handbook\\_2010/Student\\_Handbook\\_2010-2011.pdf](http://www2.fiu.edu/~camplife/handbook_2010/Student_Handbook_2010-2011.pdf). In the classroom, faculty can expect students to conduct themselves in a manner which is not disruptive. Should a student misbehave and refuse to cease when asked, the instructor should call Public Safety and have that student removed from the classroom. If such behavior persists, the faculty member should consult the Office of Judicial and Mediation Services (**MMC: GC 311**; 348-3939). For more information, faculty may visit its web site at <http://www.fiu.edu/~sccr/index.html>.

## GENERAL INFORMATION



### *Emergencies*



Should an emergency arise in the course of teaching class or at any other time, faculty should attempt to render assistance as possible. Public Safety should be contacted immediately (**Emergencies only: MMC: (305) 348-5911; BBC: (305) 919-5911**). Afterwards, the faculty member should notify the chairperson of the department about the occurrence.

Each classroom is equipped with a telephone to be used only in emergencies. For non-emergencies, faculty may reach Public Safety by calling **MMC: (305) 348-2626; BBC: (305) 919-5555**. The officers may assist faculty with locked classrooms, lost keys, stolen property, disturbances, or disruptive students in the classroom.

### *Emergency Closings*

Occasionally, particularly during hurricane season, the University will close with very short notice. During those times, faculty should listen to the local news for reports of the University's closing and, eventually, of its re-opening. Faculty may also call the University's hot line, 348-HELP(4957), for the latest information on possible closings or re-openings. In addition, students and faculty may subscribe to the University's Panther Alerts, which will send a text message informing of the emergency situation and steps faculty and students should be taking. To enroll, visit [http://entry.inspironlogistics.com/fiu/wens.cfm?ep\\_id=other](http://entry.inspironlogistics.com/fiu/wens.cfm?ep_id=other).

### *Writing Letters of Recommendation/Reference*



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

Sometimes students are provided with forms from the institution to which they are applying where the student either expresses his/her desire whether to waive the right to read the recommendation. Letters of recommendation/reference that do not have a waiver should be considered a document to which the student has a right to read.

### *Shuttle Services*

The Golden Panther Express operates regularly between the Modesto Maidique Campus and the Biscayne Bay Campus. The pick up



and drop off stop for MMC is in Lot 3, east of the Graham Center Building, next to the Gold Parking Garage. The pick up and drop off stop for BBC is located in front of AC1 Building. Tickets are \$2.00 each way and may be purchased at Gold and Blue Parking Garages at MMC and at Information Desk in the WUC at the BBC.

In addition, the University runs a shuttle between Engineering Center (on Flagler Street and 107<sup>th</sup> Avenue) and the Modesto Maidique Campus. "CATS" is free and stops at designated areas at MMC.