FSU

FLORIDA STATE UNIVERSITY

FACULTY HANDBOOK

2026-2027



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INTRODUCTION

The ***Faculty Handbook*** provides an overview of the history and administrative structure of Florida State University. It also presents information on various processes and procedures you will encounter as a faculty member in your academic, administrative, or research roles. Please note that some of those processes are governed by the Collective Bargaining Agreement between the FSU Board of Trustees and the United Faculty of Florida (FSU Chapter), and that changes resulting from the bargaining process or to other sources of authority such as State of Florida legislation or Board of Governors Regulation may result in changes to those processes and procedures. The entire text of the .pdf document can be searched by using the Adobe find function (Windows: Ctrl + F; Mac: Command + F). As policies and procedures change, the most up-to-date information will be available on the Office of Faculty Development and Advancement website.

The term "faculty" has different meanings in different contexts. Florida State University Constitution defines "The General Faculty" as those persons who are appointed by the University in tenured or tenure-earning positions with the rank of Assistant Professor, Associate Professor, or Professor in one of the colleges or other academic units of the University. The "Specialized Faculty" consists of persons appointed full-time within the tracks of Teaching, Instructional Support, Research, Research Support, Library or Instructional Specialties, and Curator Specialties.

Faculty members hold various types of compensated appointments, such as regular, research, visiting, acting, provisional, or visiting in lieu of adjunct, as well as non-compensated appointments such as courtesy or joint college. Adjunct instructors are not defined as faculty. Other terminology commonly used to describe faculty members includes:

- tenure-track (tenure-earning or tenured) or non-tenure-track (not tenure-earning and non-tenured),
- instructional or non-instructional,
- full-time (1.0 FTE) or part-time (below 1.0 FTE),
- funded from Education and General (E&G) recurring Legislative appropriations or from "soft money" [contracts and grants (C&G), sponsored research funds, grants and donations, trust funds, or auxiliary entities],
- paid from salary or OPS (other personnel services) funds, and
- in-unit or out-of-unit (referring to the collective bargaining unit; for the list of in-unit classification titles, see Appendix A of the Collective Bargaining Agreement).

Note that adjunct instructors and OPS researchers without faculty appointments are not considered "faculty."

Some of the policies and procedures described in the ***Faculty Handbook*** apply only to certain types of faculty members, and the text will reflect this accordingly.

SECTION 1: HISTORY AND MISSION OF THE UNIVERSITY

HISTORY OF FLORIDA STATE UNIVERSITY

Florida State University, one of the largest and oldest of the 12 institutions of higher learning in the State University System of Florida, had its beginning as early as 1823 when the Territorial Legislature began to plan a higher education system. In 1825, the Federal Government reserved two townships for the purpose of maintaining institutions of higher education in the territory. On March 3, 1845, the U.S. Congress, in an act supplemental to the act admitting Florida as a state in the Union, added two more townships. These townships were granted to the State for the use of two seminaries of learning, one to be located east and the other west of the Suwannee River.

The Legislature of the State of Florida in a Legislative Act of January 24, 1851, provided for the establishment of the two institutions of learning, their first purpose to be "the instruction of persons, both male and female, in the art of teaching all the various branches that pertain to a good common school education; and next to give instruction in the mechanic arts, in husbandry, in agricultural chemistry, in the fundamental laws, and in what regards the rights and duties of citizens."

By 1854, the City of Tallahassee had established a school for boys called the Florida Institute with the hope the State could be induced to take it over as one of the seminaries. In the 1854 session of the Legislature of Florida, the City of Tallahassee presented a memorial asking that the institution west of the Suwannee be located in that city.

That effort was not successful, but in 1856, the Intendant (Mayor) of Tallahassee again offered the Institute's land and building to the Legislature. Francis Eppes, who spent his formative years on the estate of his grandfather President Thomas Jefferson at Monticello in Virginia and shared his views of the importance to a democracy of a liberally educated citizenry, was the Mayor of Tallahassee who made the offer. This time they chose to accept the offer and designated Tallahassee as the site of one of the state seminaries because of its railway connections, its "salubrious climate," and its "intelligent, refined, and moral community." The bill to locate the Seminary in Tallahassee passed both houses and was signed by the Governor on Jan. 1, 1857.

On February 7, 1857, the first meeting of the Board of Education of the State Seminary West of the Suwannee River was held, and the institution began offering postsecondary instruction to male students. Francis Eppes served as President of the Seminary's Board of Education for eight years and instilled in the institution the Jeffersonian ideals, which characterize it today. The school first became co-educational the following year (1858) when it absorbed the Tallahassee Female Academy, begun in 1843 as the Misses Bates School. Thus the West Florida Seminary, founded in 1851, began operating in 1857, only 12 years after Florida achieved statehood. It was located on the hill where the Westcott Building now stands, which has been the site of an institution of higher education longer than any other site in Florida.

Classes were held at the West Florida Seminary from 1857 until 1863, when the state Legislature changed the name to The Florida Military and Collegiate Institute to reflect the addition of a military

section, which trained cadets. During the Civil War, cadets from the school, ranging in age from 12 to 18, fought in the Battle of Natural Bridge and helped make Tallahassee the only Confederate capital east of the Mississippi not captured during the war. As a result of the brave action of the West Florida cadets in this battle, the Florida State University Army ROTC cadet corps today is one of only three in the nation authorized to display a battle streamer with its flag, which bears the words **NATURAL BRIDGE** 1865. After the end of the war in 1865, however, Union troops under General McCook descended upon Tallahassee and occupied the city (including campus buildings), remaining for more than a month.

Following the war, the institution entered a period of growth and development. In 1884, the first diplomas, Licentiates of Instruction, were awarded, and by 1891 the Institute had begun to focus clearly on what we would today call post-secondary education; seven Bachelor of Arts degrees were awarded that year.

By 1897, the institution had evolved into the first liberal arts college in the state, and in 1901, it became Florida State College, a four-year institution organized in four departments: the College, the School for Teachers, the School of Music, and the College Academy. Florida State College was empowered to award the degree of Master of Arts, and the first master's degree was offered in 1902. That year, the student body numbered 252 men and women, and degrees were available in classical, literary, and scientific studies. In 1903, the first university library was begun. The following quote from the 1903 Florida State College Catalogue adds an interesting footnote to this period:

> In 1883, the institution, now long officially known as the West Florida Seminary, was organized by the Board of Education as The Literary College of the University of Florida. Owing to lack of means for the support of this more ambitious project, and owing to the fact that soon thereafter schools for technical training were established, this association soon dissolved. It remains to be remarked, however, that the legislative act passed in 1885, bestowing upon the institution the title of the University of Florida, has never been repealed. The more pretentious name is not assumed by the college owing to the fact that it does not wish to misrepresent its resources and purposes.

In a 1905 reorganization of Florida's educational system by the Legislature, six state institutions of higher learning were consolidated into two when the University of Florida in Gainesville was established and designated a men's school and the Florida State College became a women's school called the Florida Female College. The male student body moved from Tallahassee to Gainesville, taking with it the fraternity system and the college football team, which had been state champions in 1902, 1903 and 1905.

In 1909, the name of the college was changed to Florida State College for Women, an institution which grew to become the third largest women's college in the nation during the 1930s. The College became fully accredited in 1915, and a chapter of the National Honor Society of Phi Kappa Phi was installed in 1924, the same year the College was placed on the list of standard colleges and universities approved by the Association of American Universities, and became a member of the Association of American Colleges. In 1935, the first chapter of Phi Beta Kappa in the state, Alpha Chapter of Florida, was installed at the College, a mark of its status as a true liberal arts college.

The year 1947 saw many changes. Demand by returning World War II veterans had brought men back to the campus in 1946 with the establishment of the Tallahassee Branch of the University of Florida, and on May 15, 1947, the Governor signed an act of the Legislature returning Florida State College for Women to coeducational status and naming it The Florida State University. A permanent president's residence was acquired. The student body, numbering 4,056, chose a new

alma mater and selected the Seminole as their mascot. The Flying High Circus was born, and football was started again when the first home game since 1905 was played in October. Three years later, Campbell Stadium was built. The first Student Union was established and housed in the "O Club" on West Campus, a former Army Air Base that housed mainly men students and provided some classroom space three miles west of the main campus.

The 1950s brought further development and expansion to the University. To the colleges and schools that had existed since the Florida State College days (Arts and Sciences, Education, Home Economics, and Music) were added: Library Science, Social Welfare (later split into Social Work and Criminology), Business, Journalism (discontinued in 1959), and Nursing.

A student in the Department of Chemistry was awarded the University's first Ph.D. in 1952. A new building was completed for the Developmental Research School, which in 1905 had evolved from the High School and the College Academy of earlier days as the Observation and Practice School, created to provide on-site opportunities for experience and research to students in Education. Tully Gymnasium, Strozier Library, and the Business Building were completed to enhance the education of the ever-increasing student population.

In the 1960s, the University acquired the Shaw Poetry Collection, established the institutes of Molecular Biophysics and Space Biosciences, and constructed nine new buildings, including the Oglesby Union and the Fine Arts Building. During this period, the Panama Canal Branch was opened, and the Program in Medical Sciences was established. The first black student enrolled in 1962, and the first black Ph.D. candidates graduated in 1970. Programs in African American Studies and Women's Studies were established. Continuing the liberal arts tradition begun in the 1890s, the Liberal Studies Program required of all undergraduates was expanded and strengthened.

Before 1887, the institution's chief executive officer had the title Principal, but this was changed to President with the appointment of **George Edgar** in 1887. He was followed by **Alvin Lewis** in 1892 and Dr. **A. A. Murphree** in 1897. Dr. Murphree, who came to the Seminary in 1896, became president of Florida Female College in 1905. When he left to become president of the University of Florida in 1909, Dr. **Edward Conradi** became president of Florida State College for Women. In 1941, Dr. **Doak S. Campbell** became president. When Dr. Campbell retired as president of The Florida State University on June 30, 1957, Dr. **Albert B. Martin** served as acting president until September 1, 1957, when Dr. **Robert Strozier** became president. At Dr. Strozier's death in April of 1960, Dr. **Milton W. Carothers** became acting president to serve until Dr. **Gordon Blackwell** took over the duties of president on September 16, 1960.

On Feb. 1, 1965, Dr. **John E. Champion** became acting president replacing Dr. Blackwell, who resigned. Dr. Champion was named president on June 22, 1965; he resigned February 17, 1969, and Dr. **J. Stanley Marshall** was appointed acting president on the same date. On June 6, 1969, the Board of Regents named Dr. Marshall President; he resigned August 31, 1976. Dr. **Bernard Francis Sliger** became Interim President on Dr. Marshall's resignation, and on Feb. 7, 1977, the Board of Regents named Dr. Sliger President. At the Fall Meeting of the General Faculty on September 18, 1990, the Dean of the Faculties read a statement on Dr. Sliger's behalf announcing his resignation as president effective August 1, 1991. On March 11, 1991, Dr. **Dale W. Lick** was designated to succeed Dr. Sliger as president on August 1, 1991. After Dr. Lick's resignation on Aug. 31, 1993, Dr. Sliger was again named Interim President. On November 29, 1993, **H. Talbot "Sandy" D'Alemberte** was designated president effective January 3, 1994. He was succeeded by President **Thomas K. "T.K." Wetherell** on January 6, 2003. President **Eric Barron** took the position of 14th president on February 1, 2010 and left to become the President of Pennsylvania State University in 2014. **Garnett S. Stokes**, the Provost,

served as Interim President until November 6, 2014, when President **John Thrasher** assumed the presidency. He served until 2021, when he was succeeded by **Dr. Richard D. McCullough**, who now serves as President.

In each succeeding decade, Florida State University has added to its academic organization and presently is comprised of seventeen independent colleges. It has expanded from the original few acres and buildings to over 381 buildings on 1,718 acres, including the downtown Tallahassee main campus of 485 acres, the FSU Lakefront Park and Retreat Center--a recreational facility, the Coastal and Marine Laboratory on the Gulf Coast, the FAMU-FSU College of Engineering facility, the National High Magnetic Field Laboratory and Division of Research at Innovation Park, and the branch campuses in Panama City, Florida, FSU-Panama in Panama City, Panama, and Sarasota, Florida, which houses the MFA Program in Theatre. Florida State University started the 2024-25 academic year with a student population of 44,308 and recognition as a top-10 institution with growing graduate enrollment and an established international reputation.

Steve Edwards, Dean of the Faculties Emeritus, Sep. 2, 2003 [last two paragraphs updated October 3, 2023]

Source of updated information: Florida State University Office of Institutional Research

THE TALLAHASSEE COMMUNITY

Brief History

The Apalachee Indians lived in north Florida from 500 through the 1600s. In 1539, Hernando de Soto spent the first Christmas in the New World in the woods near where the present state capital is located. As more Spanish colonists entered the region, disease and fighting reduced their population and the Apalachee Indians left; thus, the name "Tallahassee" was given to the area, which is an Apalachee Indian word meaning "abandoned fields" or "old town."

When Florida became a territory of the United States in 1822, both St. Augustine and Pensacola, the major cities in Florida at the time, competed to be the capital of the state. Unable to come to an agreement, it was decided to locate the capital at a point between the two cities.

The U.S Census Bureau estimates that the population of Leon County was 296,913 in 2023 (last official estimate). Most of its residents (93.3%) have a high-school education, and many of those over 25 years of age have earned a bachelor's degree or higher. Median family income in Leon County in 2022 was $61,317. Leon County is a racially diverse county with 61% of its residents identifying as White (alone), 32.4% as Black or African-American, and 7% as Hispanic or Latino.

http://www.talgov.com/place/pln-ac-history.aspx

Sources: Tallahassee, Favored Land by Mary Louise Ellis and William Warren Rogers

United States Census Bureau

Community Facilities

For more information on Leon County and the surrounding communities, please contact the Tallahassee Chamber of Commerce.

UNIVERSITY MISSION STATEMENT

The current mission statement was released as part of Florida State University's 2023-2027 Strategic Plan.

Mission

Florida State University preserves, expands, and disseminates knowledge in the sciences, technology, arts, humanities, and professions, while embracing a philosophy of learning strongly rooted in the traditions of the liberal arts. The university is dedicated to excellence in teaching, research, creative endeavors, and service. The university strives to instill the strength, skill, and character essential for lifelong learning, personal responsibility, and sustained achievement within a community that fosters free inquiry and diverse viewpoints.

Strategic Plan

Goal 1: Expanding Research and Academic Excellence: Increase the recruitment, development, and retention of high-impact, nationally and internationally recognized faculty to strategically maximize FSU's potential across all disciplines; catalyze translational scholarship, arts, and research that will address grand challenges and enrich people's lives; expand and promote the arts, performance, humanities, and creative activities of our faculty and staff; build upon and create graduate opportunities that transcend and transform traditional disciplines.

Goal 2: Ensuring Student Success on Campus and Beyond: Enhance curricular practices that foster engaged learning and robust outcomes; create an environment that encourages healthy behaviors and wellness; expand and strengthen academic advising and student support services; bolster students' co-curricular and career development opportunities.

Goal 3: Nurturing and Inspiring FSU's Entrepreneurial Spirit: Cultivate an ecosystem that prioritizes and embraces creative, innovative, and entrepreneurial behavior in all endeavors; translate creative, innovative, and entrepreneurial ventures and endeavors for the public good via commercialization and collaboration.

Goal 4: Committing to Inclusive Excellence and Civil Discourse: Improve efforts to expand diversity while creating rich experiences and opportunities for all populations within a respectful and united community; increase international engagement and competencies for students, faculty and staff.

Goal 5: Enhancing our Brand to Reflect Institutional Excellence: Focus our brand to bolster our reputation, stakeholder and partner relationships, and quality; leverage growing and increasingly diversified resources to strategically invest in emerging areas of institutional excellence; become a national leader in operational excellence in the administration of the university and its resources to empower innovation, sustainability, and resilience on campus and beyond.

For more information, see the enhancements made to the Strategic Plan at 2023-2027 Strategic Plan of Florida State University. For more information on ASPIRE, the university's strategic plan to inspire research excellence, please visit https://aspire.fsu.edu/.

SECTION 2: FLORIDA STATE UNIVERSITY ADMINISTRATIVE STRUCTURE

INTRODUCTION

Florida State University is administered through the collaborative efforts of statewide entities, notably the FSU Board of Trustees (BOT) operating under the constitutional authority granted through and within regulations and delegation from the Florida Board of Governors (BOG) and the Florida Legislature, which maintains statutory authority over aspects of the State University System. Under their guidance and direction, via regulations, policies, decisions, and other operating principles, the University administration and its schools, colleges, departments, centers, institutes, and branch campuses carry out the University's educational, research, and public service missions. The powers and duties of each administrative unit may be impacted by the Florida Constitution and Statutes or by BOG or FSU BOT Regulation but are primarily found in policies and procedures established by the University administration, college, or department bylaws. Such policies are adopted with deference to and consideration of applicable collective bargaining agreements. The conduct of University business is subject to the open meeting and records requirements of the Florida "Sunshine" laws, set forth in Florida Statutes Chapter 286. This chapter provides an overview of FSU's administrative structure, at the statewide, university, and academic unit levels. Formally adopted university regulations and policies are found at https://policies.fsu.edu/.

STATEWIDE STRUCTURE

The constitutional mandate for Florida public higher education is set out in Article IX of the Florida Constitution. Section 1(a) of Article IX provides that "adequate provision shall be made by law . . . for the establishment, maintenance, and operation of institutions of higher learning." A single State University System, comprised of all public universities, is constituted by Section 7(b) of Article IX. There are 12 public universities in the State of Florida, comprising the State University System. For more information on the universities in the system, visit the Board of Governors website.

Each university in the statewide system is subject to the governance structure prescribed in Section 7(b)-(d) of Article IX. The purposes of the governance system, detailed in Section 7(a) of Article IX, are "to achieve excellence through teaching students, advancing research and providing public service for the benefits of Florida's citizens, their communities and economies." According to Section 7(d) of Article IX, a Statewide Board of Governors serves as the primary statewide governance and management body for the university system.

The responsibilities of the Statewide Board of Governors are set forth in Section 7(d) of Article IX. The Statewide Board of Governors is charged to "operate, regulate, control, and be fully responsible for the management of the whole university system." These responsibilities include, but are not limited to:

- defining the distinctive mission of each constituent university and its articulation with free public schools and community colleges,
- ensuring the well-planned coordination and operation of the system, and
- avoiding wasteful duplication of programs.
- Section 7(d) of Article IX subjects the Board's management to the powers of the Legislature to appropriate funds, and the Board is required to account for such expenditures as required by law.

The Board of Governors is composed of 17 members, "dedicated to the purposes of the state university system." Fourteen members are citizen members appointed by the Governor and confirmed by the Florida Senate. The remaining three members are the Commissioner of Education, the Chair of the Advisory Council of Faculty Senates, and the Chair of the Florida Student Association.

Members of the Board of Governors sit for staggered seven-year terms, according to Section 7(d). The Florida Legislature has prescribed the method for staggering the terms of the initial Board of Governors appointees in Florida Statutes Section 1001.70.

FLORIDA STATE UNIVERSITY BOARD OF TRUSTEES

The Florida Constitution mandates that each public university in Florida will be administered by a board of trustees, under the governance of the Statewide Board of Governors. Accordingly, Florida State University is administered by the Florida State University Board of Trustees.

The composition of the Board of Trustees is detailed in Section 7C of Article IX of the Constitution, and in Florida Statutes Section 1001.71(1). The Board is comprised of 13 members, "dedicated to the purposes of the state university system." Among the 13 members, 11 are "citizen members." Six of the citizen members are appointed by the Governor, and five citizen members are appointed by the Florida Board of Governors. All 11 appointed citizen members are confirmed by the state senate and serve staggered terms of five years. Two of the 13 members are appointed from the university community. The President of the Faculty Senate serves as one such member, and the President of the Student Body of the University serves as the other. https://trustees.fsu.edu/trustees/

Citizen members of the Board of Trustees serve staggered terms of five years. The Florida Legislature has established a method for staggering the terms of the initial appointees to the Board, in Section 1001.71(1), Florida Statutes. Board members receive no compensation for their service but may receive reimbursements for travel and *per diem* expenses.

The University President serves as the corporate secretary of the Board of Trustees and is responsible to the Board of Trustees for all operations of the university and for setting the agenda for board meetings in consultation with the chair.

The Board's powers and duties are defined by the Statewide Board of Governors in BOG Regulation 1.001. The Board is responsible for oversight of all university governance as authorized by that regulation. Specific areas of academic affairs include the establishment of an academic affairs committee, the adoption of regulations and policies for the authorization and discontinuance of degree programs, articulation and access, admission and enrollment of students, and minimum academic performance standards for the award of a degree. The Board's operating procedures, ethics statement, and committee structure, as well as its meeting schedule and agendas, are available through the Board of Trustees' website.

UNIVERSITY PRESIDENT

The President of Florida State University serves as the chief executive officer of the University and is responsible for the operation and administration of the University. The President is selected by recommendation of the Board of Trustees, and confirmed by the Board of Governors, as detailed in BOG Regulation 1.002 and Section 1001.706(6)(b), Florida Statutes.

Florida State University Board of Trustees Resolution, as amended, defines the powers and duties of the President. In exercising executive control of the University, the President is responsible for, among other things: preparing budget requests, establishing personnel policies, governing admissions, approving and administering contracts, administering the university's program of intercollegiate athletics, recommending degree programs, recommending a schedule of tuition and fees, and organizing the University to efficiently and effectively achieve the goals of the leadership.

OFFICE OF THE PROVOST AND EXECUTIVE VICE PRESIDENT FOR ACADEMIC AFFAIRS

The Provost and Executive Vice President for Academic Affairs is the chief academic officer and second ranking officer of the University, acting for the President in the President's absence. The Provost/Executive Vice President supervises the allocation of resources in academic areas, leads efforts to strengthen the university's preeminent faculty, evaluates university academic progress, and fosters excellence in teaching, research and creative activity, and service. The Deans of Colleges and the Library report directly to the Provost. The Provost's Leadership Team and reporting units can be found here.

Working directly with the Office of the Provost, the Office of the Vice President for Faculty Development and Advancement serves faculty members by implementing academic policies; helping to resolve issues raised by individual faculty and faculty administrators; developing faculty employment policies and working with Human Resources to implement those policies; coordinating the tenure and promotion process; providing support for faculty seeking national or international awards; implementing the Academic Honor Policy; designing new faculty orientation activities; and facilitating the operation of the Faculty Governance System at Florida State University. The Vice President for Faculty Development and Advancement carries out the responsibilities of the Provost as Vice President for Academic Affairs in the absence of the Provost, assumes authority in the absence of both the President and the Provost (see FSU Constitution), and serves as a member of the President's Cabinet, the University Budget Advisory Committee, and the University Council.

PRESIDENT'S CABINET

The President's Cabinet is composed of the President, Provost and Executive Vice President for Academic Affairs, Vice President for Faculty Development and Advancement, Vice President for Finance and Administration, Vice President and Director for Athletics, Vice President for Research, Vice President for Student Affairs, Vice President for University Advancement, Vice President for Academic Success, Chief Marketing Officer, Assistant Vice President for University Communications, University General Counsel, Vice President and Chief of Staff, and Chief Legislative Affairs Officer. The Cabinet serves as the internal operations committee guiding the activities of the University along policy directions established by the President.

University Budget Advisory Committee

The University Budget Advisory Committee is composed of the President (Chairperson), Provost and Vice President for Academic Affairs (Vice Chairperson), Vice President for Faculty Development and Advancement, Vice President for Finance and Administration, Vice President for Student Affairs, Vice President for Research, Assistant Vice President for University Relations, the President of the Faculty Senate, the Chairperson of the Faculty Senate Budget Advisory Committee, and three Faculty Members appointed by the President from a list provided by the Faculty Senate Steering Committee for staggered three-year terms. The Director of Budget and Analysis is an *ex officio,* non-voting member. The Committee advises and consults with the President on budgetary matters pertaining to the implementation of the institution's mission and priorities; serves as the official group within the University having knowledge and information about University-wide budget planning, allocation, and management; discusses and establishes budgetary policies and procedures for fulfilling the university's priorities; advises and consults with the President on the annual budget allocations for the major divisions of the University presided over by the vice presidents; reviews expenditures in relation to allocations for the divisions; and advises and consults on budgetary amendments and reserve allocations affecting major divisions.

Colleges and Departments/Schools

Colleges

Typically, colleges at Florida State University are headed by deans and have departments with department chairs; however, some colleges have schools that function as departments, and some do not have departments. Deans serve as the administrative heads of the academic units, advancing the University's academic mission. They are responsible for working with the Foundation to develop opportunities to enhance academic programs through private donations; administering the unit's academic programs and policies pertaining to admissions; and, in cooperation with faculty curriculum committees, determining requirements for majors, requirements for graduation, and the nature, content, and scheduling of courses. The deans report to the Provost and Executive Vice President. They meet and work together regularly as members of the Academic Deans Council. Each college has bylaws, copies of which are located on the Office of Faculty Development and Advancement website, as well as each college's website.

Departments/schools

A department chair or school director heads each of the departments/schools of the colleges. Chairs/directors report to deans and serve at their discretion, subject to written procedures in their unit's bylaws. Bylaws also outline procedures for consultation with faculty regarding appointment of their chair as well as define faculty participation in curriculum development. Department chairs (or school directors) are responsible for coordinating all aspects of the academic program(s) in their academic unit, including degree requirements and curricular offerings. For more information, see Faculty Governance section of this Handbook and the relevant area of the FSU website.

Bylaws

All colleges and departments/schools must have bylaws that meet the requirements set forth in the current FSU-UFF Collective Bargaining Agreement, including college or department/school-specific promotion and tenure, evaluation, and merit criteria for tenure-track and specialized faculty.

Any changes to bylaws approved by the faculty in a department/school or college should be approved by the College's dean and sent to the Office of the Vice President for Office of Faculty Development and Advancement for review. Once approved by that office, department/school and college bylaws should be posted to the appropriate public facing website.

To ensure that bylaws meet the FSU-UFF CBA guidelines, templates are posted on the Office of Faculty Development and Advancement website.

Institutes and Centers

Institutes and centers are entities established to coordinate research, service, and/or educational activities that supplement and extend existing instruction, research, and service at the university. They are established according to Florida State University Regulation 4.062 and Florida Board of Governors Regulation 10.015. The Provost's Office manages the process of establishing, activating, deactivating, terminating, and reporting on the status of institutes and centers.

Institutes and centers are classified either as State of Florida institutes or centers, or as university institutes or centers. State of Florida institutes and centers have statewide missions, include two or more state universities, and are approved by the Florida Board of Governors. University institutes and centers have university-wide missions.

FSU Panama City, Florida Campus

FSU Panama City offers a unique student-centered education with smaller class sizes, affordable degrees, and the foundation to inspire academic excellence, foster leadership, and achieve career goals. Admitted students may enroll directly after high school or may transfer from another two- or four-year college or university. In 2023, FSU Panama City established a K-12 developmental research school to serve local residents. The Dean of the Panama City campus reports to the Provost.

Florida State University-Panama

Florida State University-Panama is located on the Pacific shore of the Panama Canal in the country of Panama and is affiliated with Panama's City of Knowledge. FSU-Panama awards associate degrees and bachelor's degrees in the areas of Computer Science (online), International Affairs, Interdisciplinary Social Science, and Environment and Society, and a master's degree in International Affairs.

SECTION 3:
SHARED GOVERNANCE & FACULTY SENATE

SHARED GOVERNANCE

Florida State University is committed to shared governance wherein faculty and administrators work together to support the core mission of the University. This governance model acknowledges the crucial role played by both faculty and administrators in creating policies and procedures that support academic operations necessary to deliver on the University's mission.

FACULTY SENATE

The Faculty Senate has long played a central institutional role at Florida State University and is responsible for ensuring active faculty participation in all decisions related to academic policy. The Faculty Senate was first composed by mandate of the Constitution of Florida State College for Women in May 1931 and was part of the Florida State University Constitution after 1946. Until 1971, the Senate operated with the president of the university as presiding officer; in 1971, the Senate reconstituted itself in its present form, with Wayne C. Minnick serving as the first elected Faculty Senate President. From its inception, the Faculty Senate has been responsible for academic policy and for providing a forum for faculty input to the administration on a variety of subjects of interest to the university community. Much of the work of the Senate is accomplished through its standing and special committees.

The Faculty Senate formulates measures for maintaining a comprehensive educational policy and for maximum use of the University's intellectual resources. The Senate defines university-wide policies on academic matters, including FSU Core/General Education requirements, admission, grading standards, and requirements for the awarding of degrees. The Senate may also formulate opinions on any subject of interest to the University and adopt resolutions thereon.

The composition, powers, and rules of the Faculty Senate are defined in the Constitution of Florida State University and further specified in the Bylaws of the Faculty Senate. Both Faculty Senate expectations and accountability measures required by the State of Florida, the federal government, and relevant accrediting bodies require that faculty governance also occur at the college and department levels. Specifically, all teaching units must have curriculum committees or the equivalent, and all units must have established procedures for faculty governance at the unit level. In addition, university promotion and tenure policies require that all departments and colleges have elected Promotion and Tenure Committees.

JURISDICTION OF THE FACULTY SENATE

The jurisdiction of the Faculty Senate is defined in Article IV, section B of the FSU Constitution. Recognizing the Faculty Senate as the "basic legislative body of the University," Article IV, section B sets forth five jurisdictional directives charting its authority. [Art. IV, Section B, (1)-(5)] The first three jurisdictional directives describe three core Senate powers:

- "formulate measures for the maintenance of a comprehensive educational policy and for the maximum utilization of the intellectual resources of the University;" [Art. IV, Section B, (1)]

- "determine and define university-wide policies on academic matters, including Liberal Studies [now FSU Core] policy, admission, grading standards, and the requirements within which the several degrees may be granted;" [Art. IV, Section B, (2)] and
- "formulate its opinion on any subject of interest to the University and adopt resolutions thereon."

Resolutions that treat areas of authority legally reserved to the President of the University or other governance bodies will be advisory, however. [Art. IV, Section B, (3)]

The fourth constitutional jurisdictional provision grants the University President the power to "veto any action of the Senate." Any veto must be communicated in writing, with reasons for the veto, to the Secretary of the Senate (the Vice-Chair of the Faculty Senate) and to the Chair of the Faculty Senate Steering Committee within 60 days of the Senate action. The Faculty Senate has recourse to the Board of Trustees in the event of a presidential veto. By a two-thirds vote, the Senate may appeal any action so vetoed to the FSU Board of Trustees. [Art. IV, Section B, (4)]

Finally, the fifth constitutional jurisdictional provision bears on the role of the Faculty Senate as a voice in the selection of nominees for University President, in the event of the resignation, retirement, or death of the President. Upon the request of the Board of Trustees, the Faculty Senate is empowered to designate individuals to be available for membership on any committee requested by the Board of Trustees, for the purpose of consultation in the selection of a presidential nominee. [Art. IV, Section B, (5)]

MEMBERSHIP IN THE FACULTY SENATE

The Faculty Senate is composed of 110 Senators, who are elected to the Faculty Senate as representatives of colleges and other academic units. [Art. IV, Section A, 1] Senators are elected for two-year terms, which begin with the regular April meeting of the election year. [Art. IV, Section A, 1(a)(ii); Art. IV, Section A, 1(b)(ii)]

Eligibility of faculty to serve in the senate and procedures for the elections are specified in the Constitution of Florida State University. [Art. IV, Section A]

EX OFFICIO MEMBERS

The following are *ex officio* members of the Faculty Senate: The President of the University, the Vice Presidents, the Dean of the Graduate School, the Dean of Undergraduate Studies, the dean of each college, the University Registrar, the Dean of University Libraries, and the President of the Student Body. *Ex officio* members shall have the privilege of the floor but may not vote. [Art. IV, Section A, 3)]

PRESIDENT OF THE FACULTY SENATE

The President of the Faculty Senate is the body's presiding officer, elected from the Senate membership for a one-year term. The Senate President also serves as Chair of the Faculty Senate Steering Committee. [Art. IV, Section A, 2] The Senate President is the liaison between the President of the University and the Senate and communicates the recommendations of the Steering Committee to the President of the University. [Bylaws of the Faculty Senate Section F (3)(b)] The Senate President is also a member of the University Board of Trustees. [Florida Statutes 1001.71(1)]

The procedure for electing the President of the Faculty Senate is explained in the Bylaws of the Faculty Senate. The President is elected at the April meeting of the Senate, which is also the first meeting of the Senate's annual term. Election is by majority vote. [Bylaws of the Faculty Senate Section F (1)(b), Section F (3)(a)]

Steering Committee of the Faculty Senate

The membership of the Faculty Senate also elects a seven-member Steering Committee from its ranks, to serve for staggered two-year terms. The FSU Constitution directs the Steering Committee to determine the agenda for each Faculty Senate meeting, and to provide for the reporting to the Faculty Senate by administrative officers, by chairs of standing and special committees, and by individuals. [Article IV, Section C (1)] The Bylaws of the Faculty Senate further define the jurisdiction of the Steering Committee. The Committee "shall consider and advise regarding all matters which are within the jurisdiction of the Senate." The Bylaws also anticipate that the Senate's meeting agendas will be prepared in consultation with the University President, and that the Steering Committee shall advise and consult with the President on any matter at the President's request. Any faculty member or administrative officer may be asked for information by the Steering Committee and may be asked to consult with the Committee on any matter within its jurisdiction. [Bylaws of the Faculty Senate Section F (2)(c), (d)]

Procedures for the election of the Faculty Senate Steering Committee are set forth in the Bylaws of the Faculty Senate. Steering Committee vacancies are filled by election at the April meeting of the Senate, the first meeting of the Senate term. Four colleges must be represented among the Steering Committee members. For the complete election procedures for the Faculty Senate Steering Committee, please visit the bylaws.

The Steering Committee annually elects a Vice Chairperson. [Bylaws of the Faculty Senate Section F (2)(a)] The Vice Chair serves as a liaison between the Senate and the Steering Committee and reports the opinions and actions of the Steering Committee to the Senate membership. The Vice Chair, or the Vice Chair's designee, serves as presiding officer of the Senate in the President's absence. The Vice Chair also becomes President in the event that the President is unable to complete the elected term of office. [Bylaws of the Faculty Senate Section F (3)(b)(c)]

Meetings of the Faculty Senate

The Faculty Senate meets in regular session each month during the academic year. The schedule of monthly meetings for each annual term of the Senate is presented for confirmation at the April meeting of the Senate, by the Steering Committee. The regular meetings are scheduled for Wednesdays. [Art. IV, Section D (1); Bylaws of the Faculty Senate, Section A (1)] A majority of voting members constitutes a quorum. [Bylaws of the Faculty Senate, Section B] The Faculty Senate Coordinator keeps the minutes of all meetings of the Faculty Senate. [Bylaws of the Faculty Senate Section D (2)]

Special sessions of the Faculty Senate may be convened during the summer. Special meetings may be held at any time at the call of the President of the University, the Steering Committee, or at the written request of 10 voting members of the Senate, representing at least four colleges. [Art. IV, Section D (1), (2); Bylaws of the Faculty Senate, Section A (1) (2)]

All meetings of the Faculty Senate are open. By a majority vote, however, the Senate may go into closed session with only members of the General and Specialized Faculty present. Any member of

the General and Specialized Faculty may be recognized to speak. The time of a non-member may be limited at the discretion of the presiding officer, subject to the authority of the Senate to extend or curtail a non-member's time by majority vote. [Art. IV, Section D (3), (4); Bylaws of the Faculty Senate, Section A (3), (5)]

For other rules pertaining to the meetings of the Faculty Senate, please visit the Faculty Senate bylaws on the website.

FACULTY SENATE COMMITTEES

The Faculty Senate is empowered by the FSU Constitution and Bylaws to establish standing and special committees necessary for its work, and to appoint the members of those committees. [Art. IV, Section C (2); Bylaws of the Faculty Senate, Section F (2)(e)] There are currently 15 standing committees supporting the work of the Faculty Senate. The composition of each committee is specified by the Bylaws of the Faculty Senate. Vacancies in standing committees are filled by the Steering Committee, with the advice and consent of the Senate. [Bylaws of the Faculty Senate, Section G(20)]

Standing committees arrange with the Chair of the Steering Committee to have their reports placed on the Faculty Senate agenda. Except by unanimous consent of the Senate, a committee report that is not on the agenda may not be considered for action. Any report on the agenda should be distributed to the Senate membership two days before the meeting. [Bylaws of the Faculty Senate, Section G(19)]

The duties, composition, and procedures governing the work of the 15 standing committees are as follows. These can also be found on the Faculty Senate website.

- Budget Advisory Committee
- Committee on Memorials and Courtesies
- CoreFSU Committee
- Distance Learning Committee
- Elections Committee
- Graduate Policy Committee
- Grievance Committee
- Honors Program Policy Committee
- Library Committee
- Student Academic Relations Committee
- Teaching Evaluation Committee
- Technology Committee
- Torch Awards Committee
- Undergraduate Policy Committee
- University Curriculum Committee

SECTION 4:
FACULTY EMPLOYMENT POLICIES

INTRODUCTION

The Vice President for Faculty Development and Advancement (FDA), as delegated by the Provost, exercises authority over all University policy regarding faculty employment. All faculty employment actions are processed through the Office of Human Resources. The FDA website is an excellent resource for information and resources for faculty members as well as administrators and staff members seeking information relevant to faculty. Information pertaining to OMNI job openings, Smart Onboarding, insurance, and retirement benefits may be obtained directly from Human Resources via their website.

THE OFFICE OF THE VICE PRESIDENT FOR FACULTY DEVELOPMENT AND ADVANCEMENT (FDA)

In addition to determining faculty employment policies, the FDA Office provides faculty members with information about University policies, which include, but are not limited to: faculty development and sabbaticals; faculty appointment and procedures; outside employment; dual compensation; promotion and tenure; faculty assignments; faculty evaluations, including Post-Tenure Review; faculty recognition; and political activities. The FDA Office also assists with the facilitation and the operation of the Faculty Governance System, helping implement Faculty Senate academic policies across the entire campus.

The Vice President for Faculty Development and Advancement meets with and advises faculty members concerning interpretation of University and State rules and informal complaints; provides an opportunity to discuss employment concerns in confidence if requested; advises deans and department chairs concerning faculty employment matters, University rules, precedents, and procedures; and with the advice of the Faculty Senate Steering Committee, provides interpretations of academic policies.

The Vice President also serves as Deputy Provost and is third in order of succession in the administration of the University. Under the Vice President's direction, there are two Associate Vice Presidents who oversee the development of proposals for new degrees and certificate programs; coordinates the Instructor Credentials System to document, approve, store, and report instructor credentials; refers appropriate appeals of students concerning application of University policies by departments, schools, and colleges to the Student Academic Relations Committee; and by delegation, exercises the Agency-Head authority of the President to make emergency exceptions to Faculty Senate and University academic policies.

THE OFFICE OF HUMAN RESOURCES (HR)

The Office of Human Resources is responsible for university-wide planning and administration of the Human Resources function for faculty and staff. This includes recruitment, retention, benefits administration, addressing performance concerns, and leading collective bargaining efforts. The HR website is an excellent resource for locating information and contacts regarding recruitment and

hiring procedures; benefits; OPS, USPS, and A&P compensation, position classifications, grievances, and counseling; and other HR areas. Contact HR directly when help is needed with these matters.

Faculty Member Search and Selection Process

The search and selection process is administered by the designated hiring official and, in most cases, includes a selection committee. The online Faculty Search Training developed by the Office of Human Resources is a resource that should be used by all faculty search committees. It sets forth uniform search and screening guidelines, pursuant to federal and state regulations, as well as internal University policies and procedures for advertising and recruitment. This training provides strategies to conduct effective searches and make better hiring recommendations. This training is required for faculty who serve on hiring committees.

The filling of any faculty position is subject to reconsideration whenever it becomes vacant. When a vacancy occurs, or is anticipated, the department chair or hiring supervisor is expected to ascertain from the appropriate authority whether the vacancy may be filled. If approval is granted, the chair must initiate a search for the most qualified candidate for the position. In addition to other recruitment efforts, all vacancies must be posted on the Human Resources website. It is highly recommended that a department utilize OMNI from the beginning to the end of the search and require all applicants to apply through the job opening. The application process captures applicants' qualifications and solicits the voluntary submission of EEO data, as required by federal regulations. If a department is not requiring job seekers to apply via OMNI and accepts applications/CVs outside of the system, additional steps must be taken to solicit EEO data, track applicant disposition codes offline, and maintain records.

Departments must secure reliable and detailed information on candidates so that decisions are based on the candidates' relative merits. Candidates reaching the final stages of the search should be invited to the campus for personal interviews with department faculty and appropriate officials. Candidates selected for final consideration should be provided with the following information: title and nature of position, anticipated salary, type of employment contract, anticipated first-year assignment, the mission of the department, instructional load, other duties, and information about FSU. The department must document its evaluation of the candidates.

References and credential verification must be completed by the hiring department on the top candidate(s). Once this information has been collected, the committee is to hold final deliberations to reach agreement on the best candidate for the position. The recommendation for appointment should be made by the department chair or other hiring supervisor to the dean or other appropriate administrative officer.

Departments should refer to the Faculty Recruitment & Hiring Resources webpage for detailed protocol and checklists on the faculty advertisement, recruitment, and hiring process.

Equal Employment Opportunity Compliance & Engagement

The University is an affirmative action and equal opportunity employer supporting an inclusive educational and work environment. The University is committed to a policy of equal opportunity, non-discrimination, and non-retaliation for any member of the University community on the basis of race, creed, color, sex, religion, national origin, age, disability, genetic information, veterans' status, marital status, sexual orientation, gender identity, gender expression, or any other legally protected group status. This policy applies to faculty, staff, students, volunteers, visitors, applicants, and contractors in a manner consistent with applicable federal and state laws, regulations, ordinances,

orders and rules, and the University's policies, procedures, and processes. It addresses the terms and conditions of employment in addition to student life, campus support services, and/or academic environment.

The University expressly prohibits unlawful discrimination, harassment, or retaliation, whether in assumption, attitudes, acts, or policies. Conduct that intimidates by threat, brings about adversity, or creates a hostile environment is contrary to the University's commitment of maintaining a harmonious, high-performance work and educational environment. Retaliation against an individual, who in good faith brings a discrimination or harassment complaint, participates in the investigation of a complaint, or engages in some other protected activity, is expressly prohibited and will be regarded as a separate and distinct cause for discipline.

The Equal Opportunity Compliance & Engagement Office (EOCE), housed within Human Resources, is charged with facilitating university-wide access and compliance in the areas of equal opportunity and affirmative action. The University's Non-Discrimination Policy can be accessed here. The President's Equal Opportunity and Non-Discrimination statement is disseminated and posted throughout the campus.

At Florida State University, we recognize that every competitive advantage begins with people. The University has taken on initiatives geared toward recruiting, developing, and retaining diverse faculty and staff. By valuing, celebrating, and leveraging the differences and similarities of our students, faculty, and staff, we inspire an environment of innovation and passion – one that enables us to create a teaching, research, and service environment that better reflects the needs of our students, faculty, staff, customers, constituents, communities, and other key stakeholders.

For more information, see the EOCE website.

Reasonable Accommodations for Qualified Individuals with Disabilities

Florida State University is committed to a policy ensuring that individuals with disabilities are not discriminated against and that they have equal opportunity and equal access to all the rights and privileges enjoyed by those who are not disabled. Florida State University will comply with all applicable federal and state laws, regulations, ordinances, orders, and rules and will provide, upon request, reasonable accommodations to individuals with disabilities. For more information about seeking a reasonable accommodation relating to University employment, please contact the Equal Opportunity Compliance & Engagement Office (EOCE) at 850-645-1458 or hr-ada@fsu.edu.

APPOINTMENT PROCESS

Once a top candidate has been identified and the appointment authorized by the appropriate administrative official(s), the department should complete the remaining steps to vet the candidate, to include verifying: official transcripts, three confidential professional letters of recommendation, any required licensure/certification, and the personnel file if the candidate is a current or former FSU employee.

The department then discusses salary requirements, anticipated start date, and next steps with the candidate. Next steps include the University's Onboarding process and a criminal history background check.

Upon successfully completing the criminal history background check, the dean or other appropriate hiring official can present the candidate with a formal offer. The candidate should be issued an offer letter which specifies the terms and conditions of employment. At this time, an

employment contract may also be administered. Alternatively, once the candidate has been appointed in the system, the department may generate the contract through OMNI and obtain signatures.

If extenuating circumstances warrant an offer letter being issued prior to the background check being completed, ensure the following standard language is included in the letter: *"Your job offer is contingent upon your successful completion of the University's onboarding process before your start date, which may include a criminal history background check as well as compliance with State and University requirements."* The candidate cannot start work until the background check requirements have been successfully completed.

Procedure

Reference the appointment checklist on the Appointment Resources page. Complete the steps for confirming a top candidate's qualifications and the pre-employment checklist in OMNI. All faculty and adjunct instructors must meet the requirements of FSU Policy 3A-2, Policy for Credentialing Faculty Members. System coding must be entered in OMNI to document interview evaluations and denote why the other candidates fell out of consideration.

Foreign Faculty and Researcher Screening: Before an offer of employment is made, provisions of the law require additional steps for departments seeking to hire a non-U.S. citizen employee or a U.S. citizen who is or has been affiliated with a foreign country of concern. The list of impacted job codes includes tenure track, research, and research support job codes. Please refer to the Job Code List. All candidates for positions in these job codes must be screened if they are a citizen of a foreign country (any country that is not the U.S.) or a U.S. citizen or permanent resident (green card holder) who has a year or more of employment or training in a country of concern (China [including Hong Kong and Macau, but excluding Taiwan], Cuba, Iran, North Korea, Russia, Syria, Venezuela). The Office of Compliance and Ethics conducts the screening. Additional review by the Board of Trustees and Board of Governors may be required for candidates who are domiciled in, or have certain affiliations with, a foreign country of concern. Members of the campus community are encouraged to email questions to ForeignInfluenceCompliance@fsu.edu.

The department then initiates an OMNI job offer, which, once finally approved, triggers the Onboarding invitation to the candidate. The candidate is to complete the Onboarding session and criminal history background check.

When the department is notified by HR that the candidate has successfully completed their criminal history background check, an offer can be officially extended. Once accepted, the faculty appointment is processed by the academic dean or director. The department completes the "My Tasks" steps in the Onboarding portal, to include uploading required supplemental documents; electronically reviewing requests for: Dual Compensation, Leave Transfer, and Employment of Relatives as applicable; and completing the I-9. The required supplemental documents are referenced on the Appointment Papers Matrix, and for a new hire include: offer letter, signed social security card, notarized loyalty oath, copy of any required licensure/certification and verifications, three signed confidential letters of recommendation, CV, Foreign Government Talent Recruitment Program form, and applicable documentation if the candidate is a non-US Citizen.

To document the proof of degree, the department must send HR-Employee Data Management the official transcripts received from the registrar of the degree-granting institution. (Note: Official Electronic Transcripts can be uploaded to Supplemental Documents by the department if the emails

showing the proper chain of custody are included.) Additional information regarding official transcripts can be found here.

Offer letter templates, contract templates, and instructions on generating contracts through OMNI can also be found on the Appointments page at https://fda.fsu.edu/faculty-employment/appointments. The offer of employment for all faculty members is conditioned upon the return to the hiring authority of a duly executed copy of both the offer letter and the employment contract by a specified date. The employment contract shall not be executed until after a Background Screening is completed and the department has been notified by Human Resources that they can proceed with the hire. Any offer of employment that offers tenure upon appointment to the candidate must clearly state that tenure will not be granted until it has been approved by the FSU Board of Trustees.

Spoken English Competency must be certified for teaching faculty members. All faculty appointments must be assigned a title, a job code, and an employee class, which defines certain conditions of an appointment. Faculty members hold nine-month (academic year contract), 12-month (annual contract), 24-month (multi-year appointment for level 2 specialized faculty), 48-month (multi-year appointment for level 3 specialized faculty), or 10-month (FSUS faculty; see FSUSUFF Agreement) appointments.

If the faculty member is appointed in an instructional role and assigned to teach a course, they must have their instructor credentials entered into the Instructor Credentials System by department/school or college staff, in consultation with the department chair/school director. Their credentials are reviewed at the college level and finally by the Office of Faculty Development and Advancement. For more information, see the FDA website.

Tenured & Tenure-Track Faculty

Typically, 9-month tenure-track faculty have employment contracts that begin in August for the 39 consecutive weeks that make up the academic year and are subject to non-renewal unless the faculty member is tenured. Supplemental summer contracts may be offered for all or part of the remainder of the year. Employment contracts for 12-month tenure-track faculty typically begin in August and are also subject to non-renewal unless the faculty member is tenured. (See 'Non-Renewal' under Faculty Development section.)

Specialized Faculty

9-month specialized faculty at level 1 (Teaching Faculty I, Research Faculty I, Instructional Specialist I, Assistant in Research, Assistant University Librarian, and Assistant Curator) typically have employment contracts that begin in August for the 39 consecutive weeks that make up the academic year and are subject to non-renewal. Employment contracts for 12-month specialized faculty at level 1 typically begin in August and are also subject to non-renewal.

9-month specialized faculty at level 2 (Teaching Faculty II, Research Faculty II, Instructional Specialist II, Associate in Research, Associate University Librarian, and Associate Curator) have two-year employment contracts that begin in August and are subject to non-renewal.

9-month specialized faculty at level 3 (Teaching Faculty III, Research Faculty III, Instructional Specialist III, Senior Research Associate, University Librarian, and Curator) have four-year employment contracts that begin in August and are subject to non-renewal.

Honorific Working Titles

Faculty members within the Teaching and Research tracks may be granted an honorific working title containing the word "professor," as specified in the BOT-UFF Collective Bargaining Agreement, under the following conditions:

- such a title may only be granted with the recommendation of a majority vote of the tenured faculty of an academic department/unit offering a degree program, in recognition of scholarly accomplishments within the granting department/unit's academic field.
- the criteria and procedures for awarding such an honorific working title shall be the same as for promotion or initial appointment to the corresponding tenure-track rank, except:
    - the department/unit and college/unit that evaluates the nomination and recommends the granting of the title may be different from that in which the faculty member is employed, if the faculty member is employed in a non-academic unit.
    - the expectations in research, teaching, and service shall be scaled proportionally to the assignment of duties.
- notwithstanding the provisions above, faculty appointed at the Panama City Campus who are assigned to the Teaching Faculty series may use the appropriate Assistant Teaching Professor, Associate Teaching Professor, or Teaching Professor honorific working title under the following conditions:
    - the faculty member holds a terminal degree in a field relevant to the faculty member's teaching area(s), and
    - a special Panama City Committee on Honorific Working Titles for Teaching Faculty, appointed by the President or designee and consisting of three senior Panama City Campus faculty members, recommends in a secret ballot that the faculty member be granted the honorific working title, and
    - the President or designee approves the recommendation.
- the faculty member may use the honorific working title in place of the name of the faculty member's position classification for the following purposes: correspondence, publications, business cards, web pages, and applications for contracts and grants. The University may use this title in Bulletins, University directory listings, and other publications. The entire phrase, including the modifiers "teaching" or "research," must be used.
- notwithstanding any of the above, wherever the terms "professor," "associate professor," and "assistant professor" appear without a modifier in all University documents, they shall apply only to the tenured and tenure-earning position classifications (9001 Professor, 9002 Associate Professor, 9003 Assistant Professor, and 9009 Eminent Scholar). Examples of published University documents for the purpose of this provision include, but are not limited to: the University Constitution, Faculty Senate Bylaws and other Faculty Senate documents; the Faculty Handbook; college and department bylaws; University rules and policy memoranda; University reports to external agencies.

The following are descriptions of employee classes:

Acting: This employee class applies to an appointment for a limited time to fill a vacancy that occurs in a faculty position to which primarily administrative duties have been assigned. The

appointee may or may not receive compensation for the additional or replacement duties. The appointment time will not be counted as tenure-earning service unless the University notifies the employee in writing otherwise at the time of appointment.

Adjunct: This employee class applies to temporary appointments extended to persons of satisfactory professional qualifications (see FSU Policy 3A-2, Policy for Credentialing Faculty Members) who perform temporary teaching, research, or other functions in connection with established programs. Such persons are appointed for one academic term at a time, are normally compensated on a per-course or per-activity basis, and are compensated from Other Personal Services (OPS) funds. Adjuncts may not be employed for more than 50 percent FTE throughout a year (fall semester through summer semester) or full-time for more than 26 weeks of a year, unless approved by the president or president's designee on an individual basis due to special circumstances. Time spent in such an appointment shall not be counted as tenure-earning service. The "Visiting-in-Lieu-of Adjunct" class is used for those persons who teach graduate level courses, as long as they have been granted Graduate Teaching status.

If the adjunct is appointed in an instructional role and assigned to teach a course, they must have their instructor credentials entered into the Instructor Credentials System by department/school or college staff, in consultation with the department chair/school director. Their credentials are reviewed at the college level and finally by the Office of Faculty Development and Advancement. For more information, see the FDA website.

Affiliate: This employee class applies to those situations where a faculty member appointed in one department or unit participates in some functions of other departments or units. Compensation is not provided with this appointment.

Clinical: This employee class may be used in conjunction with those professional positions involved in teaching, research, or extension functions in a hospital or other clinical environment in connection with established programs. The University shall notify the appointee in writing of the tenure-earning status of the position at the time of appointment.

Courtesy: This employee class applies to those appointments to a department which do not include compensation, but which may include special privileges such as voting in departmental affairs, and are made in accordance with normal faculty qualifications. Persons appointed with this status may or may not be otherwise affiliated with the University.

Emerita/Emeritus: This employee class may be conferred on a tenured faculty member, as Professor Emerita/Emeritus, or on a faculty member completing service as dean in one of the university-wide deanships in the Division of Academic Affairs as Dean Emerita/Emeritus. This employee class is an honorary title in recognition of distinguished service to the University.

Honorary: This employee class applies to those appointments extended to individuals having distinction and honor in their fields, but who do not possess the normal requirements for the position. Compensation is not provided with such an appointment.

Joint College: This employee class applies to the appointment of a faculty member to a college or similar unit administered jointly by more than one University. Although appointed and employed by only one of the participating universities, each faculty member so designated is considered a faculty member of the other participating universities for purposes of carrying out the teaching, research, and service responsibilities of the college or similar unit.

Provisional: This employee class applies to the appointment of a person who is not fully qualified, according to the class specifications, but who is expected to acquire such qualifications in a

short period of time. Each college dean or director must request permission, in accordance with procedures, to appoint a faculty member whose credentials are not yet available. Such provisional appointments are not renewable beyond one year. The appointment time may or may not be counted as tenure-earning service. The University shall notify the appointee in writing of the tenure-earning status of the position at the time of appointment. Faculty members may not move to Regular status until an official transcript has been received and verified.

Regular: This employee class identifies a continuing appointment or an original temporary appointment expected by the University to be followed by a continuing appointment. This employee class is not included in the title.

Research: This employee class may be used in those instances where a person holding professional rank is engaged primarily in research. Appointment time may or may not be counted as tenure-earning service. The University shall notify the appointee in writing of the tenure-earning status of the position at the time of appointment.

Visiting: This employee class applies to an appointment extended to a person having appropriate professional qualifications, but who is not expected to be available for more than a limited period of time, or to a position at the University which is not expected to be available for more than a limited period of time. An employee may be offered a visiting appointment in single-year contracts but may not be appointed in this class for more than three years, except in special circumstances as determined by the University. No faculty member with a visiting appointment shall be given a regular appointment without having been selected for the position in accordance with Article 8.2 (a) of the FSU-BOT/UFF CBA. The appointment is not tenure earning, but time in visiting status may count toward tenure if hired into regular status, within applicable job codes.

Employment of Relatives (Nepotism)

Under the University's Employment of Relatives (Nepotism) Policy (FSU Policy 4-OP-C-7-L), relatives [defined as individuals related to each other in one of the following ways, whether by blood, adoption, marriage (in-laws/step), or other legal action: spouses; parents; grandparents; children; grandchildren; siblings; aunts/uncles; nieces/nephews; or other persons residing in the same household, including but not limited to domestic partners] may not be employed in positions where they will report, directly or indirectly, to each other. Deans, Directors, Department Heads, and Principal Investigators (PI) are responsible for ensuring that employees in their units do not control the scheduling, timekeeping, performance evaluations, disciplinary actions, reporting effort, verification of research progress or other work performance, employment, or payroll functions for their relatives. Additionally, personnel appointments on a sponsored research account are restricted to persons who are not relatives of the Principal Investigator.

If the candidate being considered for hire has relatives employed at FSU, the review process will take place within the Smart Onboarding portal. Exceptions to the Employment of Relatives (Nepotism) Policy for faculty members are approved by the Provost.

If any change in current employment results in a potential violation of the Employment of Relatives (Nepotism) policy or a conflict of interest, faculty members are responsible for reporting the situation to their supervisor so the conflict can be removed or a policy exception requested. *To request an exception to the Policy, you must submit the Employment of Relatives (Nepotism) Form to the Office of Human Resources, ATTN: Employment & Recruitment Services before taking any action that would result in a violation of the policy.*

Relationship Conflicts in Supervising Research Personnel

1. Personnel appointments on a sponsored research account are restricted to persons who are not relatives of the PI. Exceptions are limited to the appointment of personnel specified by name in proposals submitted to and approved by a funding agency, and the relationship was disclosed in the proposal.
2. When a PI believes an exception is necessary, the PI may make a request for approval of an exception to the policy. The PI shall submit the following to the appropriate Chair/Director and Dean for approval or denial:
    a. A curriculum vitae or resume of the proposed appointee;
    b. A statement that includes the job duties in relation to the requirements of the contract or grant, and a justification for the appointment as demonstrated by the candidate's experience and/or training; and
    c. If the relative is a new hire, a summary of the specific steps taken to publicize the availability of the position, along with the names of interested and qualified candidates who were considered and the basis for their rejection are required.
3. All exceptions must be approved in writing by the Vice President for Research and Vice President for Finance and Administration prior to any relative beginning work on the sponsored project.
4. If the approval results in a direct or indirect line of authority relationship between the PI and a relative, an alternate reporting structure shall be established.
5. The Vice President for Research and Vice President for Finance and Administration retain the right to refuse to allow related person(s) to work on the same sponsored research project if there is a perceived, potential, or actual conflict of interest that cannot be managed, or a situation exists that may create an adverse impact on contract/grant compliance, supervision, safety, security, or morale.
6. The PI shall abide by section 112.313(7)(a), F.S. when considering hiring a relative as a contractor or sub-recipient or purchasing material or equipment from a relative.

DUAL CAREER POLICY

When a faculty candidate has a spouse or partner who also is seeking employment, the University will assist in exploring employment positions for that spouse/partner, by either seeking to locate an appropriate University position or by referral to local employment opportunities. The hiring authority should take steps in conjunction with the Office of the Provost in these instances. Department Chairs/Directors should contact their dean to pursue this option, and deans should consult with the Provost.

EMPLOYMENT OF NON-US CITIZEN

All non-resident aliens are subject to Federal immigration laws, which regulate their employment and their conditions of residence in the United States. For detailed information regarding employment of non-US citizens, go to the Office of Human Resources website and refer to the International Employees Section.

Re-employment of Retirees

There are statutory restrictions on re-employment of all employees who retire as members of the Florida Retirement System (FRS) during the first six months after retirement. These may be found at Section 121.091, Florida Statutes. It is important that any person being re-employed contact the Human Resources Benefits Office to ensure their eligibility for re-employment.

After 6 months from the month of retirement, persons may be fully employed in any position and continue to receive retirement benefits.

New Faculty Orientation

Completing an orientation is required and important to becoming accustomed to the University's mission, goals, policies, and practices. The New Faculty Orientation program hosted by the Office of Faculty Development and Advancement takes place annually in-person in August and is required for all new faculty members. This orientation is aimed at educating new faculty members about the resources available to help them succeed in their teaching, research, and service efforts, as well as conveying expectations regarding Title IX, non-discrimination of all kinds, FERPA, and other University policies. Newly hired faculty must also complete the online New Employee Orientation (NEO) provided by HR within 30 days of employment. To register for NEO, please visit the HR website. The Benefits Office will conduct early enrollment sessions for those faculty needing insurance coverage effective September 1st.

Recruitment of Faculty with Terminal Degrees from FSU

A person with a terminal degree from the University is not eligible to be hired into a regular, tenure-track position, unless that person has been away from campus in other employment for a period of at least five years following receipt of the terminal degree.

The Provost and Executive Vice President for Academic Affairs may make exceptions to this policy. Before recruiting a candidate who may be eligible for an exception, administrators should consult with the Vice President for Faculty Development and Advancement regarding whether an exception is likely to be granted. Requests for exceptions must be submitted by the Academic Dean, through the Office of Faculty Development and Advancement, to the Provost and Executive Vice President for Academic Affairs.

Faculty Classifications

Appropriate classifications for faculty positions are based on the needs of the department/unit and in accordance with the specifications listed for each classification. To determine the classification of a position or before reclassifying a position, refer to the specifications listed on the HR website.

To reclassify a faculty position, the department/unit must consult with the dean of the college or appropriate administrator. Faculty Relations in the Office of Human Resources facilitates the consultation process with the Office of Faculty Development and Advancement and assists with ensuring the appropriate steps are taken to finalize the reclassification. Requests to reclassify a faculty classification to a different faculty classification must be approved by the Provost and Executive Vice President for Academic Affairs. Requests to reclassify faculty positions to either staff positions or reclassify staff positions to faculty positions must be approved by the Chief Human Resources Officer in addition to the Provost and Executive Vice President for Academic Affairs.

Questions regarding faculty classifications should be directed to Faculty Relations.

DUAL COMPENSATION

Definition of Dual Compensation

Dual compensation is defined as compensation from the University for any duties (including work activities previously designated as overload) in excess of a full appointment (1.0 FTE). Dual compensation appointments within the University shall be offered equitably and as appropriate to qualified faculty members in sufficient time to allow voluntary acceptance or rejection. Such employment must meet all of the following conditions:

- Duties and responsibilities of an overload appointment shall be compensated through OPS, not Salary.
- No faculty member shall be required to accept a dual compensation appointment. Dual compensation appointments shall be offered to qualified faculty members before anyone who is not a faculty member.
- Approval by the Dean or Director of both the primary and secondary employing unit is required. Approval must be requested and granted prior to the dual compensation appointment and/or the performance of any work with the secondary employer;
- Does not interfere with the regular work of the faculty member for the primary department;
- Does not result in any conflict of interest between the two activities;

The following circumstances do not qualify as dual compensation:

- When there is no other active appointment during the period of the dual compensation appointment.
- Additional temporary duties assigned in the same department. These may be handled through a temporary salary supplement. (See Additional/One-Time Pay Form.)
- A one-time payment on the faculty member's primary appointment.

This procedure shall not be used to avoid the payment of overtime when required by the Fair Labor Standards Act.

Procedures and Approval Process

The secondary employing department is responsible for determining if a dual compensation situation exists and initiating and securing the appropriate approval(s) prior to the candidate engaging in the work. If the candidate being considered for hire will have Dual Compensation, the review process takes place within the Smart Onboarding portal. The action routes through both departments for electronic approval, and to the Office of Faculty Development and Advancement if primary employment is faculty/Office of Human Resources if primary employment is non-faculty. Dual compensation forms may be required outside of the Smart Onboarding portal for modifications to existing appointments. The Electronic Dual Compensation Guide provides instructions to complete and submit the Dual Compensation Forms outside of Smart Onboarding when required.

EMPLOYMENT OUTSIDE THE UNIVERSITY

For any secondary employment by an employer other than the University, faculty members should report all outside activity deemed reportable under the UFF-FSU CBA, and potential

conflicts of interest through the Conflict Administration and Management System (CAMS), prior to engaging in the reportable outside employment.

Outside Activity/Conflict of Interest

Outside activity is defined as private or public practice, private consulting, additional teaching or research, or other professional activity, compensated or uncompensated, which is not part of the faculty member's assigned duties and for which the university has provided no compensation.

A Conflict of Interest is defined as any conflict between the private interests of the faculty member and the public interests of the University, or the State of Florida, including conflicts of interest specified under Florida Statutes, or any activity that interferes with the full performance of the faculty member's professional or institutional responsibilities or obligations. Conflicts of interest, including those arising from University or outside activities, are prohibited.

A Conflict of Commitment indicates an outside activity whose time of occurrence or duration would hinder the faculty member from carrying out assigned activity within a time period during which they are under an active contract with the University. Any potential conflict of commitment is addressed in the annual performance evaluation.

Florida State University encourages University faculty and academic staff to undertake outside activities, subject to the conditions stated in this policy on outside activity, which will increase the employee's professional reputation and service to the community. If an outside activity is undertaken, the faculty member or academic staff member must take reasonable precautions to ensure that the outside employer or other recipient of services understands that the faculty member is engaging in such outside activity as a private citizen and not as an employee, agent, or spokesperson of the University. A faculty member must not engage in any outside activity which the employee may reasonably conclude may create a conflict of interest or which may interfere with the full performance of the faculty member's academic responsibilities in the classroom and in non-classroom administrative, research, and advising obligations. Each fall and, if possible, 30 days before beginning an outside activity, all faculty members must provide information about any outside activity through the Conflict Administration and Management System (CAMS).

It is not necessary for employees whose activities are in the nature of offering services, such as private consulting or expert witness appearances, on an intermittent or recurring basis to a variety of individual clients throughout the year, to submit separately for each occurrence. Instead, a single submission giving general information about the nature of the activity may be entered into CAMS at the beginning of the year.

If the outside activity extends from one academic year through another, a new report must be submitted for each additional academic year involved.

Also see "Interference with Performance of Assigned Duties" and "Use of University Facilities in Outside Activities" below.

Florida Statutes, Part III, Chapter 112

Florida Statutes, Part III, Chapter 112, provide that no faculty or staff member shall engage in any outside activity that interferes with the full performance of their assigned duties. They further provide that such activities shall not create a conflict of interest, which is defined in Section 112.312, F.S., to mean a situation in which regard for a private interest tends to lead to disregard of a public

duty or interest. The responsibility for complying with these provisions of Florida law is placed upon the faculty or staff member.

Prohibitions under Part III, Chapter 112, Florida Statutes

Unless the conditions cited in Section 112.313(12), F.S., exemptions listed in the section below this one apply, the following activities of faculty and academic staff are prohibited:

1. No employee may rent, lease, or sell realty, goods, or services to any institution of the State University System at which that individual is employed, unless the contract was entered into before October 1, 1975, or before beginning public employment. (Section 112.313(3), F.S.)
2. No employee may have an employment or contractual relationship with a business entity which is doing business with the State University System or any of its institutions. (Section 112.313(7), F.S.)
3. No employee may corruptly use or attempt to use that employment or any property or resource within that employment to secure a privilege, benefit, or exemption for such employee or anyone else. (Section 112.313(6), F.S.)
4. No employee may disclose or use information not available to the general public, which was gained because of that employee's position, for personal benefit or for the personal benefit of another person or business entity. (Section 112.313(8), F.S.)
5. No faculty member shall require the use of a textbook written by the faculty member without complying with University policy concerning the use of such textbooks. (See section 7 of this Handbook under "Textbook use."

Exemptions under Section 112.313(12), Florida Statutes

No employee shall be held in violation of Items (1.) and (2.) above in doing business with the State University System or any of its institutions if any of the following conditions apply:

1. The business is awarded under a system of sealed, competitive bidding to the lowest or best bidder and: (a) the employee or the employee's spouse or child has in no way participated in the determination of the bid specifications or the determination of the lowest or best bidder; (b) the employee or spouse or child has in no way used or attempted to use their influence to persuade the institution or any personnel thereof to enter such a contract other than by the mere submission of the bid; and (c) the employee prior to or at the time of the submission of the bid has filed a statement with the Department of State disclosing the interest of the employee, spouse, or child in and the nature of the intended business.
2. The purchase or sale is for legal advertising in a newspaper for any utilities service or for passage on a common carrier.
3. An emergency purchase or contract must be made in order to protect the health, safety, or welfare of the citizens of the state or any political subdivision thereof.
4. The business entity involved is the only source of supply within the political subdivision of the employee (generally interpreted to be the University) and there is full disclosure by the employee of the employee's interest in the business entity to the University prior to the purchase, rental, sale, leasing, or other business being transacted.
5. The total amount of the subject transaction does not exceed $500.
6. The business transaction is specifically approved by the President of the University and is made pursuant to Chapter 1004.23 or 1004.22, F.S. These sections authorize the University to

establish and operate a division of sponsored research and obtain and manage patents and copyrights on products resulting from research programs.

Interference with Performance of Assigned Duties

The determination of whether or not and to what allowable extent a given outside activity of a faculty member interferes with the performance of assigned duties is the responsibility of the person's department chair or appropriate supervisor, who is expected to apply sound professional judgment based upon standard practice in the particular field or discipline. This determination is made pursuant to the following general provisions of Florida law and University Policy:

1. No employee shall solicit or accept anything of value that would be influential to the performance of assigned duties or that is based upon an understanding that the official action or judgment of the employee would thereby be influenced. (Section 112.313(2), F.S.)
2. No employee shall have an employment or contractual relationship that will create a continuing or frequently recurring conflict between that employee's private interests and the performance of assigned duties. However, this shall not prohibit an employee from having an occupation when that occupation by a person holding such public employment is required by law. (Section 112.313(7), F.S.)
3. In determining the allowable extent to which a teaching faculty member's classroom teaching assignment may be modified by rearranging schedules or providing substitute instructors to accommodate approved outside activities, the approving authority shall take into account not only the standard practice in the field or discipline but also the extent to which the outside activity benefits the program, the institution, and the faculty member as discussed in Section I above.
4. Any outside activity that involves both an employee and the employee's supervisor in a relationship, such as a business relationship, which affects the ability of the supervisor to perform normal supervisory duties relative to that employee is prohibited.

Use of University Facilities in Outside Activities

Approval of any proposed outside activity which includes an intended use of University facilities, equipment, or personnel may be conditioned upon reimbursement to the University for any additional costs resulting from such use. Outside employment may be approved but use of University facilities, equipment, or personnel denied. If the intended use of University personnel is approved, such personnel may not be compensated by the University for work performed in connection with the outside employment and must obtain approval for such work as outside employment pursuant to University policy.

Development of Commercially Valuable Products

Normal activities of faculty members at research intensive universities often lead to discoveries which have the potential of being developed into commercially valuable products. Such development is encouraged by the Vice President for Research. Faculty and staff members making such discoveries should download and complete a Disclosure Form from the Office of Commercialization section within the Office of Research website as soon as it becomes apparent that such development is possible. University policy includes the following provisions:

1. All patentable inventions and technological developments discovered or developed by a faculty or academic staff member while employed by the University shall be disclosed to the

Vice President for Research through submission of a Disclosure Form. Disclosure of discoveries or inventions made during the course of approved outside employment may be delayed when necessary to protect the outside employer's interests until the decision has been made whether to seek a patent.

2. Except for discoveries or inventions made during the course of approved outside employment or without the use of appreciable university resources, a discovery or invention which is made in the field in which the investigator is employed by the University or by using University funds, facilities, materials, equipment, personnel, or proprietary technological information is the property of the University and the inventor shall share in the proceeds therefrom as shall be negotiated with the Vice President for Research and reflected in a written contract between the University and the faculty or staff member.
3. All discoveries or inventions made outside the field in which the discoverer or inventor is employed by the University and for which the University has provided no support are the private property of the inventor. However, the Vice President for Research, acting for the President, and the inventor may agree that the patent for such discovery and invention be pursued by the University and the proceeds shared.
4. While a faculty or academic staff member may engage in approved outside employment pursuant to a consulting agreement, requirements that the inventor's or University's rights to any patentable inventions or discoveries which arise during the course of such outside employment be waived must be approved by the Vice President of Research, acting for the President. The faculty or academic staff member who proposes to engage in such outside employment shall furnish a copy of this provision, and a copy of Article 18 of the FSU BOT - UFF Collective Bargaining Agreement if in-unit, to the outside employer prior to or at the time the consulting agreement is executed.

Financial Disclosure Policy

Faculty members are reminded that they must comply with the financial disclosure provisions of Florida law. The Florida Commission on Ethics publishes a Guide to the Sunshine Amendment and Code of Ethics for Public Officers and Employees annually. A copy of this document and any information related to financial disclosure may be obtained on the website. The "Code of Ethics for Public Officers and Employees" adopted by the Legislature is found in Chapter 112 (Part III) of the Florida Statutes.

University Review of Outside Activities

If questions or conflicts arise concerning the application of any of these standards and guidelines, please contact the Vice President for Faculty Development and Advancement.

BENEFITS

The University provides a wide variety of benefits to full time faculty. Below are links to the most up to date information about these benefits from the FSU Office of Human Resources.

New Employee Orientation: New Employees | Office of Human Resources

Health Insurance Coverage: https://hr.fsu.edu/total-rewards/insurance/health-insurance

Life Insurance: https://hr.fsu.edu/total-rewards/insurance/life-insurance

Supplemental Insurance Plans: https://hr.fsu.edu/total-rewards/insurance/supplemental-insurances and https://hr.fsu.edu/total-rewards/insurance/additional-supplemental-insurance

Savings and Spending Accounts: https://hr.fsu.edu/total-rewards/insurance/savings-and-spending-accounts

Insurance Enrollment and Effective Dates: https://hr.fsu.edu/total-rewards/insurance/enrollment-and-effective-dates

Pre-Tax 403(b) and Deferred Compensation (457): https://hr.fsu.edu/total-rewards/retirement
Roth 403(b) and Deferred Compensation (457): https://hr.fsu.edu/total-rewards/retirement

Employee Tuition Scholarship Fund: https://hr.fsu.edu/total-rewards/seminole-savings-employee-discount-program/education-and-professional-development

Scholarship Program for Spouses and Dependents: https://hr.fsu.edu/total-rewards/seminole-savings-employee-discount-program/education-and-professional-development

Seminole Savings: https://hr.fsu.edu/total-rewards/seminole-savings-employee-discount-program

Employee Assistance Program (EAP): https://hr.fsu.edu/total-rewards/seminole-savings-employee-discount-program/fsu-campuses-and-local-area-discounts

Faculty and Staff Ombuds Program: https://hr.fsu.edu/sections/ombuds-program

Payroll Deductible Programs: https://hr.fsu.edu/total-rewards/seminole-savings-employee-discount-program/fsu-campuses-and-local-area-discounts

Transportation & Parking Permits: https://transportation.fsu.edu/

RETIREMENT

The University currently provides three active retirement plans for employees: the Florida Retirement System Pension Plan, the Florida Retirement System Investment Plan, and the Optional Retirement Program. Retirement benefits are paid to employees upon their retirement.

The University makes retirement contributions for all salaried employees; however, there is a 3-percent mandatory contribution by the employee for any of the plans. A brief description of the plans is provided below. These procedures provide a cursory retirement guide for University employees. For additional information, the official Division of Retirement website and guidelines should be consulted. The Benefits Section within HR can also answer questions regarding retirement benefits.

Retirement Programs

- The Florida Retirement System Pension Plan (FRS) is a defined benefit pension plan sponsored by the State of Florida. Upon completion of six years of creditable service (if you enrolled in the FRS prior to July 1, 2011) or eight years of service (if you enrolled in the FRS on or after July 1, 2011), members are vested in the plan and are eligible to receive a lifetime income benefit upon retirement. The amount received is based on the member's age, years of creditable service, the value of each year of service, and the average final compensation.
- The Florida Retirement System Investment Plan is a defined contribution plan sponsored by the State of Florida. Upon completion of one year of creditable service, employees are vested in the plan. Monthly, a contribution is made, based on a percentage of amount of the faculty member's gross compensation, determined by the Legislature, into an investment account with the FRS Investment Plan. The amount of the benefit at retirement is determined by the contributions made by the University and the performance of the investment choices. The employee decides how to allocate the contributions among various investment funds. This plan does not accept voluntary employee contributions.
- The Optional Retirement Program (ORP) is a defined contribution plan sponsored by the State of Florida. Each pay period, the University contributes a percentage or amount of the faculty member's gross compensation, determined by the Legislature, into an investment account with one of the approved provider companies. The employee decides how to allocate the contributions among various investment funds and are immediately vested upon enrollment in this plan. Participants may choose to contribute to their selected investment company in accordance with Internal Revenue Code regulations.

Deferred Retirement Option Program (DROP)

All eligible FRS members of the pension plan may elect to participate in the Deferred Retirement Option Program (DROP). The DROP is an alternative method for payout of retirement benefits for up to 96 months after a member's retirement eligibility with the University or any FRS employer. DROP allows a member to have their retirement benefits deposited into an interest-bearing account, while the member simultaneously continues to work.

Eligibility Criteria

An employee must be either age 62 (if enrolled in the FRS prior to July 1, 2011) and vested (with at least six years of service under the FRS Pension Plan) or must have completed 30 years of service or must be either age 65 (if enrolled in the FRS on or after July 1, 2011) and vested (with at least eight years of service under the FRS Pension Plan) or must have completed 33 years of service to join the DROP. Once an employee becomes eligible to participate in DROP, they will remain eligible until they retire from the FRS employment, utilize their second election switch to join the FRS Investment Plan, or join the DROP.

Account Earnings and Payment Options

DROP accounts earn interest compounded monthly at a rate set by the legislature. No interest is earned on benefits on deposit for less than one month.

Payment is received upon termination as either a lump sum, direct rollover, or a combination of a partial lump sum and rollover. Eligible rollover plans include an individual retirement account, an individual retirement annuity, a qualified trust, or an annuity.

Leave Options

Upon entering DROP, participants may elect to be paid for unused annual leave up to the lifetime maximum allowed for the class (352 hours for faculty members). Any annual leave hours in excess of the maximum must be used during the eight-year DROP period.

Leave payments may be tax-sheltered. The employee must arrange for deferment by contacting the annuity company representative and completing a DROP Leave Election form prior to receiving payment.

For additional questions regarding retirement plans and options, contact the Benefits Section of Human Resources.

ATTENDANCE AND LEAVE

Attendance Expectations

Each faculty member is expected to work the number of hours in the faculty member's established workweek unless on approved leave. However, each faculty member's professional obligation is comprised of both scheduled and non-scheduled activities. Typically, time is allowed within the normal workday for research, teaching, or the other activities outlined in the faculty member's assignment of responsibilities.

Instructors are expected to post and honor specific office hours, typically at least one hour per class per week, each semester. Office hours should be posted in a conspicuous place.

Leave Earnings and Usage

The University has various types of leave benefits and programs for salaried faculty members. Leave guidelines are in accordance with applicable University rules and, for in-unit faculty, Article 17 (Leaves) of the BOT-UFF Collective Bargaining Agreement.

Annual leave accrual rates for 12-month faculty are available on the Human Resources' website.

Sick Leave

Accrual of Sick Leave

Full-time, salaried faculty members earn four hours of sick leave during each biweekly pay period. Part-time, salaried faculty members earn sick leave proportionate to the number of hours they work per week (e.g., if they work 20 hours per week, they earn two hours per pay period). Sick leave is also pro-rated based on the total number of hours in pay status during a less than full biweekly period. There is no limitation on the total number of hours that may be accrued. OPS employees do not earn sick leave.

Uses of Sick Leave

Sick leave must be earned before being taken.

A faculty member is authorized to use accrued sick leave if they are unable to perform their duties, including the performance of classroom teaching or other scheduled activities, for the following reasons:

- Personal injury or illness
- Personal appointments with a health care provider
- Exposure to a contagious disease that would endanger others
- The injury or illness of a member of the faculty member's immediate family, at the discretion of the supervisor
- The death of a member of the faculty member's immediate family, at the discretion of the supervisor

Immediate family is defined as the spouse, parents, grandparents, brothers, sisters, children, and grandchildren of both the faculty member or the faculty member's spouse. Use of reasonable amounts of leave should not be unreasonably withheld.

A continuous period of sick leave commences with the first day of absence and includes all subsequent workdays until the faculty member returns to work. For this purpose, Saturdays, Sundays, and official holidays observed by the University are not counted unless the faculty member is scheduled to work on such days. During any seven-day period, the maximum number of sick leave hours used is 40.

A faculty member needing to use sick leave should notify their supervisor as soon as possible. Annual leave may be used after sick leave is exhausted at the discretion of the supervisor.

At the discretion of the President or the president's designee, medical certification (written verification from the attending physician) may be required if the faculty member's absence due to disability exceeds four consecutive days, or if a pattern of absences is documented. The faculty member may also be required to submit to a medical examination to be paid for by the University. If the examination indicates that the faculty member is unable to perform assigned duties, the President or representative may place the faculty member on compulsory disability leave. Sick leave may be used during any period of compulsory disability leave. See "Compulsory Leave" section below.

An annual-leave-accruing faculty member who becomes sick while on approved annual leave may, upon notifying the supervisor, substitute the use of accrued sick leave to cover the period of leave if they were ill.

Transfer of Sick Leave

Upon re-employment by the University in a leave-accruing position within 100 days, all unpaid sick leave shall be restored to the faculty member unless they have received a lump sum payment for accrued sick leave. All unused sick leave is restored to a faculty member who repays the full amount of any lump-sum leave payment received.

Faculty members who resign from a Florida governmental entity (state agency, university, community college, county, or city) and are thereafter employed into a leave-accruing position at the University may transfer, upon hiring department's approval, up to 240 hours of accrued unused and unpaid sick leave; however, no more than 31 days may elapse between positions.

When a faculty member moves into a different Classification Plan within the University, the transfer of unused sick leave is governed by the rules of the plan to which they are transferring.

Upon separation, the transfer of sick leave from the University to a Florida governmental entity shall be governed by the rules of the agency to which the faculty member is transferring.

Payment for Unused Sick Leave

A faculty member who separates from employment with fewer than 10 years of service or who was hired after May 6, 2011, is not paid for any unused sick leave.

A faculty member hired on or before May 6, 2011, with continuous employment, who separates from the University, is compensated at their current regular hourly rate of pay for one-eighth of all unused sick leave accrued before October 1, 1973, plus one-fourth of all unused sick leave accrued on or after October 1, 1973, provided that one-fourth of the unused sick leave since 1973 does not exceed 480 hours. Leave payouts are not made to faculty members who have been found guilty or have admitted to being guilty of committing, aiding, or abetting any embezzlement, theft, or bribery in connection with state government, or have been found guilty by a court of competent jurisdiction of having violated any State law against or prohibiting strikes by public faculty members, or have been dismissed for cause pursuant to the provisions of Section 110.122, Florida Statutes.

Upon layoff, a faculty member may request in writing that unused sick leave be retained pending re-employment. For faculty members who are re-employed by the University within 12 calendar months following a layoff, all unused sick leave is restored to the faculty member, provided they request such action in writing and repay the full amount of any lump sum leave payments received at the time of layoff.

All payments for unused sick leave are made in a lump sum and are not used in determining the average final compensation of a faculty member in any state-administered retirement system.

Upon the death of a faculty member who would be eligible for a sick leave payout, sick leave is paid out to their beneficiary.

Sick Leave Pool

Eligible faculty members may participate in the sick leave pool administered by the Office of Human Resources.

Family Medical Leave (FMLA)

The Office of Human Resources administers Family and Medical Leave procedures for eligible employees in accordance with the Family and Medical Leave Act (FMLA) of 1993, University Regulations, and applicable collective bargaining agreements.

The FMLA entitles eligible employees to take unpaid, job-protected leave for specified family and medical reasons. Upon submission of medical certification, faculty members may be eligible for up to 12 weeks of FMLA within a 12-month period for the birth of a child, the serious health condition of the employee or an employee's immediate family member, or a qualifying exigency. Additional time may be available for military caregivers in accordance with FMLA regulations.

To be eligible for FMLA, an employee must meet the following requirements:

- Have a minimum of 12 months of employment with the University. The 12 months of total University employment does not have to be consecutive and must be within a seven-year period from the FMLA request date.
- Have worked a minimum of 1,250 hours, not including leave used and/or holidays, in the 12-month period preceding the beginning of the leave.

The University uses a "rolling" 12-month period to assess an employee's available FMLA entitlement rather than a calendar year or academic year. This 12-month period is measured backward from the date an employee uses any FMLA. Under the rolling 12-month period, each time an employee takes FMLA, the remaining entitlement would be any unused balance of the 12 weeks that has not been used during the immediately preceding 12 months.

FMLA is unpaid; however, faculty are to report accrued paid leave (sick, vacation, compensatory, and personal holiday) in conjunction with the unpaid FMLA taken. FMLA should be appropriately coded on the faculty member's timesheet within OMNI. For information regarding how to enter FMLA in OMNI refer to the FMLA/Parental Leave Time Entry Instructions.

While an employee is on FMLA, the University continues to pay the employer portion of the employee's insurance premiums. The employee is responsible for continuing payment of the employee portion of the premiums. The University will not pay for any other elected benefits. Faculty members must contact the Office in Human Resources, Benefits Section at 850-644-4015 prior to any leave of absence, with or without pay, to ensure the correct and timely payment of contributions for insurance coverage.

Employees on continuous FMLA for their own serious health condition and who have absences exceeding five (5) business days are required to furnish a Fitness for Duty Statement before returning to work. The Fitness for Duty Statement is a written statement from a health care provider stating that the employee is fit to return to work. Employees will not be restored to active employment until a Fitness for Duty Statement has been received. All Fitness for Duty Statements should be submitted to the FMLA Administrator in Human Resources to be placed in the employee's confidential medical file.

Due to the complexity of the Family and Medical Leave Act, faculty members are encouraged to seek counsel from the Office of Human Resources regarding the use of FMLA at FMLA@fsu.edu

Disability Leave/Workers' Compensation

Job-Related Illness or Injury

A faculty member who sustains a job-related injury that is compensable under the Workers' Compensation Law is carried in full pay status for a period of medically certified injury not to exceed seven calendar days immediately following the injury. Such leave can be taken intermittently but may not exceed 40 hours for full-time faculty members, and does not require the use of accrued sick or annual leave.

If, as a result of the job-related injury, the faculty member is unable to resume work at the end of the period as provided in the above paragraph:

- The faculty member may elect to use accrued leave in an amount necessary to receive salary that will increase the Workers' Compensation payments to the total salary being received prior to the occurrence of the disability. In no case shall the faculty member's salary and Workers' Compensation benefits exceed the amount of the faculty member's regular salary payments; or
- The faculty member is placed on disability leave without pay and shall receive normal Workers' Compensation benefits if the faculty member has exhausted all accrued leave in accordance with paragraph (1), above, or the faculty member elects not to use accrued leave.

If, at the end of the conclusion of the Workers' Compensation claim, the faculty member is unable to return to work and perform assigned duties, the President or representative should advise

the faculty member, as appropriate, of the Florida Retirement System's disability provisions and application process, and may, based upon a current medical certification by a licensed physician, and taking the University's needs into account:

- offer the faculty member part-time employment;
- place the faculty member in leave without pay status or extend such status;
- request the faculty member's resignation; or
- release the faculty member from employment, notwithstanding any other provisions of this policy.

Compulsory Leave

Placing Faculty Member on Compulsory Leave

If the President or representative believes that a faculty member is unable to perform assigned duties due to illness, disability, or injury, the President or representative may require the faculty member to submit to a medical examination by a licensed physician chosen by and paid for by the University, or by a licensed physician chosen by and paid for by the faculty member (who is acceptable to the President or representative), who shall submit a report to the University.

If the University agrees to accept the faculty member's choice of a licensed physician, the University may not then require another University-paid examination. If the medical examination confirms that the faculty member is unable to perform assigned duties, the President or representative shall place the faculty member on compulsory leave.

Conditions of Compulsory Leave

The written notification to the faculty member regarding the compulsory leave must include the duration of the compulsory leave period and the conditions under which the faculty member may return to work. These conditions may include requiring the successful completion of, or participation in, a program of rehabilitation or treatment.

A faculty member who is placed on compulsory leave is required to exhaust all accrued leave 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 they are able to perform assigned duties, the President or representative will return the faculty member to the faculty member's previous duties, if possible, or equivalent duties.

Duration

Compulsory leave, with or without pay, may be imposed for a period not to exceed the duration of the disability, or one year, whichever is less.

Failure to Complete Conditions of Compulsory Leave or Inability to Return to Work

If the faculty member fails to fulfill the terms and conditions of a compulsory leave and/or is unable to return to work and perform assigned duties at the end of a leave period, the President or representative should advise the faculty member, as appropriate, of the Florida Retirement System's disability provisions and application process, and may, based upon the University's needs:

- offer the faculty member part-time employment;
- place the faculty member in leave without pay status or extend such status;
- request the faculty member's resignation; or

- release the faculty member from employment, notwithstanding any other provisions of this policy.

Annual Leave

Accrual of Annual Leave

Full-time, salaried faculty members holding 12-month appointments shall accrue annual leave at the rate of 6.769 biweekly. Faculty members on 9-month academic year (39-week) appointments and Florida State University School faculty members on 10-month appointments are not eligible for and do not accrue annual leave.

Hours accrued are credited at the conclusion of each pay period or, upon termination, at the effective date of termination. Faculty members may accrue annual leave in excess of the year-end maximum (352 hours) during a calendar year. Faculty members with accrued annual leave in excess of the year-end maximum as of the end of the last full pay period of the current year shall have any excess converted to post October 1, 1973, sick leave on an hour-for-hour basis at the end of the first full pay period the following year.

12-month faculty members that are part-time or are not in full pay status shall accrue annual leave at a rate directly proportionate to the percent of time employed.

Use and Transfer of Annual Leave

Annual leave must be accrued before being taken, except in those instances where the President or representative may authorize the advancing of annual leave. When leave has been advanced and employment is terminated prior to the faculty member earning sufficient annual leave to credit against the leave that was advanced, there will be a financial obligation on the part of the faculty member to repay the value of the remaining hours. All requests for annual leave are to be submitted by the faculty member to the supervisor as far in advance as possible. Approval of the dates on which a faculty member wishes to take annual leave is at the discretion of the supervisor and is subject to the consideration of departmental and organizational scheduling. Faculty members must report on their timesheet approved annual leave, in accordance with HR and department procedures.

Faculty members who resign from a Florida governmental entity (state agency, university, state college, county, or city) and are thereafter employed in annual-leave-accruing positions at the University within 31 days, may transfer (upon the hiring department's approval) up to 80 hours of unused and unpaid annual leave. Faculty members may transfer up to 44 days of unused leave into an annual leave-accruing position from another University classification/pay plan.

Upon separation, the transfer of annual leave from the University to a Florida governmental entity shall be governed by the rules of the agency to which the faculty member is transferring. The combined total of paid and transferred annual leave may not exceed a lifetime maximum of 352 hours.

Payment for Unused Annual Leave

Upon separation from the University or when a faculty member transfers to a 9-month or 10-month appointment, the faculty member will be paid up to a lifetime maximum of 352 hours for accrued and unused annual leave at a rate equivalent to the salary rate at the time of separation or transfer. All unused annual leave in excess of 352 hours is forfeited by the faculty member.

Upon transfer from an annual-leave-accruing appointment to a 9-month or 10-month appointment, the faculty member may elect to retain all unused annual leave, not to exceed two years, as the faculty member transfers back to an annual-leave-accruing contract or terminates employment with the University. Upon separation or at the end of two years, whichever comes first, the unused leave balance is paid up to a lifetime maximum of 352 hours at the annual rate the faculty member was earning as of the faculty member's last day of work on an annual leave accruing contract.

Upon layoff, a faculty member is paid for up to a lifetime maximum of 352 hours of unused annual leave unless the faculty member requests in writing that annual leave credits be retained pending re-employment. For faculty members who are re-employed by the University within 12 calendar months following a layoff, all unused annual leave is restored to the faculty member, provided the faculty member requests such action in writing and repays the full amount of any lump sum leave payment received at the time of layoff. Faculty members who are not reemployed within 12 calendar months following a layoff, and who elected to retain their annual leave pending re-employment, are paid for up to a lifetime maximum of 352 hours of unused annual leave at the salary rate the faculty member was earning upon layoff.

Upon re-employment within 100 days, all unused annual leave is restored to the faculty member, provided the faculty member requests such action in writing and repays the full amount of any lump sum leave payment received.

In the event of the death of a faculty member, payment for all unused annual leave at the time of death, up to a lifetime maximum of 352 hours, is made to the faculty member's beneficiary, estate, or as provided by law.

Administrative Leaves

Jury Duty and Court Appearances

A faculty member who is summoned as a member of a jury panel, or subpoenaed as a witness in a matter not involving the faculty member's personal interests, is granted administrative leave based on the total hours served as a juror or witness. Any jury or witness fees are retained by the faculty member.

An appearance as an expert witness for which a faculty member receives professional compensation falls under the policies and rules of the University, and the BOT-UFF Collective Bargaining Agreement relevant to outside employment/conflict of interest. Such an appearance may necessitate the faculty member requesting annual leave or adjusting their work schedule.

If a faculty member is required, as a direct result of the faculty member's employment, to appear as an official witness to testify in the course of any action as defined in Section 92.141, Florida Statutes, such duty is considered a part of the faculty member's job assignment, and the faculty member is paid per diem and travel expenses and shall turn over to the University any fees received.

A faculty member involved in personal litigation during work hours must request annual leave. A faculty member who does not earn annual leave must seek an adjustment to the work schedule.

Official Emergency Closings

The President or President's representative may close the University, or portions of the University, in the event an Executive Order declaring an emergency has been issued. When natural disasters or other sudden and unplanned emergency conditions not covered by an Executive Order

occur, the President or representative will determine whether the University, or any portion thereof, is affected by the emergency and is to be closed. Such closings will be only for the period of time it takes to restore normal working conditions. Leave resulting from such an emergency closing does not reduce faculty members' leave balances.

Bereavement Leave

In the event of a death in the immediate family of a faculty member, the faculty member is entitled to two days of paid bereavement leave to attend to necessary arrangements and appropriate observances.

Military Leave

Short-term Military Training

A faculty member who is a member of the U.S. Armed Forces Reserve, including the National Guard, upon presentation of a copy of the faculty member's official orders or appropriate military certification, is granted leave with pay during periods in which the faculty member is engaged in annual field training or is ordered to active or inactive duty for training exercises. Such leave with pay will not exceed 240 hours in any one fiscal year (July 1-June 30).

National Guard State Service

A faculty member who is a member of the Florida National Guard is granted leave with pay on all days when ordered to active service by the State. Such leave with pay will not exceed 30 workdays at any one time and is verified by official orders.

Other Military Leave

Any faculty member who volunteers for active military service or is ordered to active duty in connection with long-term reserve activity will be granted a leave of absence from their position for the duration of the required active duty. For details, see FSU Policy 4-OP-C-7-E1.9 Military Leave.

Leave Pending Investigation

When the President or representative has reason to believe that the faculty member's presence on the job will adversely affect the operation of the University, the President or representative may immediately place the faculty member on leave pending investigation of the event(s) leading to that belief. The leave pending investigation shall commence immediately upon the President or representative providing the faculty member with a written notice. The leave is with pay, with no reduction of accrued leave.

Requests for Leave or Extension of Leave for One or More Semester

(Compensated or Uncompensated)

Granting Leave

Upon the request of a faculty member, the President or representative will grant a leave of absence for period not to exceed one year, unless it is determined that the granting of the leave would be inconsistent with the best interests of the University. The faculty member must make a written request no fewer than 120 days prior to the beginning of the proposed leave of one semester or more; for an extension of the leave, the faculty member must make a written request no fewer than 60 days before the end of the leave. The University will approve or deny the request in writing

no later than 30 days after receiving the request. After an absence without approved leave or extension for 12 or more consecutive days, the faculty member is considered as having abandoned the position and resigned from the University. However, if the faculty member's absence is for reasons beyond the control of the faculty member, and if the faculty member notifies the University as soon as practicable, the faculty member will not be considered as having abandoned the position. (Refer to 'Job Abandonment' section and BOT-UFF Collective Bargaining Agreement.)

Health Insurance

Faculty members must contact the Benefits Office in Human Resources at 850-644-4015 prior to any leave of absence, with or without pay, to ensure correct and timely payment of contributions for insurance coverage.

Retirement Credit

Retirement credit for such periods of leave without pay is governed by the rules and regulations of the Division of Retirement and the provisions of Florida Statutes, Chapter 121.

Accrual of Leave/Holiday Pay

While on leave without pay, the faculty member retains accumulated sick leave and annual leave, but does not accrue sick leave or annual leave, nor are they entitled to holiday pay.

Tenure Credit

Time spent on compensated or uncompensated leave is not creditable for the purpose of determining eligibility for tenure, except by mutual written agreement of the faculty member and the University. In deciding whether to credit such leave toward tenure eligibility, the President or representative considers the duration of the leave, the relevance of the faculty member's activities while on such leave to the faculty member's professional development and to the faculty member's field of employment, the benefits, if any, which accrue to the University by virtue of placing the faculty member on such leave, and other appropriate factors.

Parental Leave

Paid Parental Leave

In-unit faculty members covered by the BOT-UFF Collective Bargaining Agreement shall be granted, upon request, paid parental leave **not to exceed six (6) months** in total. This leave is available when a faculty member becomes a biological parent or when a child is placed in the home for adoption.

Usage and Splitting: A faculty member may use the entire six months for one qualifying event or **split the six months and use them for two qualifying events**. Faculty members who, prior to Fall 2025, took a paid parental leave lasting fewer than six months are eligible for one future qualifying event for the remainder of their six-month allotment.

Timing: Leave may begin as early as the start of the semester of the anticipated birth or adoption (or up to three months early for non-instructional faculty) and must begin no later than six months after the event.

Instructional Faculty: Faculty with instructional assignments may be relieved from regular teaching duties for **one semester, per qualifying event**, while using paid parental leave. Deans or

chairs may consult with the faculty member to modify duty assignments (location, intensity, or time) before and after the leave.

Contract and Grant-Funded Faculty Members: Faculty on soft money shall be eligible to the extent that such program benefits are permitted by the terms of the contract or grant and the rules of the funding agency, and the adequate amount of funding is available for this purpose in the contract or grant.

Commitment to Return: The faculty member must agree in writing to return to University employment for at least one (1) academic year **following each qualifying event**. Failure to fulfill this commitment makes the faculty member responsible for repayment of the portion of the leave used in excess of their leave balance.

Leave Balances and Payouts: For faculty eligible for a leave payout upon separation, the hours utilized for parental leave shall be deducted from the gross total accrued leave balance, **applying sick leave first**. If the faculty member's total accrued leave is insufficient to cover the parental leave utilized, they are not responsible for repayment unless they fail to fulfill the one-year return commitment.

When applicable and in accordance with federal and state guidelines, paid parental will run concurrently with unpaid parental leave and FMLA. This policy is subject to change based on the outcome of annual collective bargaining. All issues related to how parental leave affects the timing of the Promotion and Tenure process should be discussed with the Office of Faculty Development and Advancement.

Unpaid Parental Leave

The Office of Human Resources administers unpaid Parental Leave procedures for faculty members in accordance with Florida Statute 110.221, and University Regulations.

Upon submission of medical certification, faculty members may be granted up to six months of unpaid leave when they become biological or adoptive parents. Parental Leave shall not begin more than two weeks prior to the expected date of the child's arrival unless otherwise approved by the Supervisor and Chief Human Resources Officer.

While Parental Leave is unpaid leave, the faculty member may request and be approved to use accrued leave to cover any part of the six-month period until all or any part of the faculty member's accrued leave has been used. Such request shall include the amount of leave with pay the faculty member wishes to use during the approved period of Parental Leave. Should accrued leave be used during Parental Leave, the faculty member shall be entitled to accumulate all benefits granted under paid leave status.

Parental Leave is a qualifying condition under the Federal Family and Medical Leave Act, and therefore FMLA and Parental Leave will run concurrently.

Leave Reporting

Faculty members are responsible for reporting their sick and annual leave in OMNI Employee Self-Service. Such leave should be recorded on the last day of the pay period or sooner if the University has communicated an earlier deadline or Pay and Leave Report Forms, as determined by department policies, are used to certify sick and annual leave taken. If utilized, Pay and Leave Report Forms are issued at the beginning of each new pay period and are submitted with the faculty

member's signature at the end of the pay period, even if no leave has been taken. If leave is used by the faculty member, they must report such usage via OMNI or on the Pay and Leave Report Form.

Faculty Relations

Faculty Concerns and Complaint Resolution

The University encourages open and honest communication between administrators and faculty members. Formal grievance procedures are initiated only when resolving a problem is not possible on an informal basis.

Faculty members who have concerns regarding any term or condition of employment, or application of University regulations or guidelines, should consult with the Vice President for Faculty Development and Advancement for advice or clarification on University processes. These meetings are kept confidential upon the request of the faculty member with a few exceptions (e.g., situations involving minors, reports of discrimination, sexual misconduct, and safety issues). The Vice President will advise the faculty member with regard to their rights as well as any suggested resolution of the faculty member's concerns. If possible, upon the request of the faculty member, the Vice President will assist in resolving the informal complaint.

Collective Bargaining

Collective bargaining is governed by Chapter 447 of the Florida Statutes, which stipulates that, as a public employer, the University is obligated to engage in negotiations with any employee organization elected by employees regarding mandatory subjects of bargaining (wages, hours, terms and conditions of employment). There are currently three collective bargaining units applicable to Academic Affairs at FSU: The United Faculty of Florida (UFF), the UFF Graduate Assistants United (UFF-FSU-GAU), and the UFF FSU School (FSUS).

The UFF represents most of the faculty at FSU, with the exception of certain colleges and administrative positions. A list of all in-unit classifications may be found on the Office of Human Resources website. The Agreement covers all in-unit faculty members regardless of membership in the union. Paying dues to the UFF is voluntary and discrimination based on membership or non-membership is not permitted.

All in-unit faculty members and those who supervise in-unit faculty members should become familiar with the BOT-UFF Collective Bargaining Agreement. The Agreement is a legal contract to which both the University and the UFF have agreed, through the negotiations process, to abide by. Only state and federal laws and regulations supersede the provisions of the Agreement.

Collective Bargaining Contract Administration

The administration of the BOT-UFF Collective Bargaining Agreement is the responsibility of the in-unit faculty and the administrators of the University. Questions pertaining to the interpretation of the provisions of the Agreement may be directed to the Office of Faculty Development and Advancement or to Faculty Relations in Human Resources. Faculty Relations in Human Resources administers the entirety of the UFF grievance process. The Vice President for Faculty Development and Advancement facilitates the initial stage of the grievance, prior to a Step 1 grievance being filed.

Official Complaint and Grievance Procedures

Official complaints are handled through one of the following procedures:

UFF Grievances: Faculty members who are covered by the BOT-UFF Collective Bargaining Agreement may file a formal grievance by following the grievance procedure outlined in Article 20 of the Agreement. Grievances of this nature must allege a violation of one or more of the provisions in the Agreement.

Faculty Senate Grievance Procedures: Any faculty member may file a grievance with the Faculty Senate Grievance Committee. This committee consists of members nominated through the Faculty Senate by the faculty of the colleges and schools they represent. The definition of a grievance in this process is broader than that covered by the UFF grievance process and may cover matters involving University regulations, professional relations, professional ethics, academic freedom, conditions of employment, or the general welfare of the faculty member. Faculty members should consult with the Vice President for Faculty Development and Advancement and the Faculty Senate Coordinator in the Office of Faculty Development and Advancement for additional details regarding this process.

Discrimination, Sexual Harassment, and Sexual Misconduct Complaints: Discrimination based on membership in a protected group and sexual misconduct will not be tolerated by the University, whether by faculty, students, staff, or by others while on property owned by or under the control of the University. To report discrimination or sexual misconduct go to https://report.fsu.edu/, contact the Title IX Office at 850-644-1774, contact the HR-**Equal Opportunity Compliance & Engagement Office (EOCE)** at 850-645-6519, or contact the Office of Student Support and Transitions at 850-644-2428, as applicable.

Disciplinary Action and Job Abandonment

Faculty members who engage in misconduct or who are found to be incompetent in the performance of duties may be subjected to disciplinary action in accordance with University policies, and the provisions of the BOT-UFF Collective Bargaining Agreement. Faculty members who are out-of-unit under the CBA will be subject to the same procedures/processes for disciplinary action, with some specific modifications. In situations that involve potentially serious allegations, appropriate University authorities, including the dean and the Vice President for Faculty Development and Advancement, should be notified as soon as possible.

Investigation and Resolution

Academic leaders (chairs, school directors, deans, etc.) should consult the Vice President for Faculty Development and Advancement regarding potential disciplinary violations by faculty.

The faculty member should be given the opportunity to explain their actions before any disciplinary action is taken. If the faculty member reasonably believes that disciplinary action could result from an investigatory interview, they have the right to have their union representative present during the interview if requested; however, the union is not permitted to answer questions for the faculty member. If the faculty member requests a union representative, please contact Faculty Relations or the Office of Faculty Development and Advancement for further information.

The objective of any investigation is to determine all of the relevant facts surrounding the incident (i.e., the "who, what, when, where, why, and how") and secure any relevant information or evidence. Investigations are conducted by different offices, depending on the nature and severity of the allegation. Information regarding faculty competence is gathered by department chairs, school

directors, and other faculty supervisors during the evaluation process and through other means. Department chairs and other academic leaders in colleges also handle student complaints that do not involve allegations of discrimination or sexual harassment or legal violations. Human Resources' Equal Opportunity Compliance & Engagement Office (EOCE) investigates a range of complaints, including complaints of discrimination and alleged sexual harassment. The FSU Police investigate criminal allegations, and the Office of Inspector General Services investigates allegations related to fraud, abuse, and other actions that may violate FSU Policy 4-OP-C-13 - Policy against Fraudulent, Unethical, and other Dishonest Acts - or other applicable policies.

Bases for Disciplinary Action

The FSU-UFF Collective Bargaining Agreement defines "Incompetence" and "Misconduct" as the two bases for faculty disciplinary action. The standard of proof for administrative actions is the preponderance of the evidence, which means that, given all of the evidence, it is more likely than not that misconduct or incompetent performance of duties has occurred.

Examples of incompetence include, but are not limited to:

- Failure to perform instructional responsibilities, including repeated unauthorized class absences, lack of interaction with students in an online course, failure to provide appropriate feedback to students;
- Failure to perform assigned research activities; and
- Failure to fulfill assigned service obligations.

Examples of misconduct include, but are not limited to:

- Violence or threats of violence against any member or guest of the University community (or others, if they adversely affect the legitimate interests of the University);
- Theft or willful destruction of University property or the property of members of the University community;
- Deliberately impeding or interfering with the rights of others to carry out their normal functions and duties, including the ability to enter, use, or leave any University facility, service, or scheduled activity;
- Deliberate interference with the academic freedom and freedom of speech of any member or guest of the University;
- Violation of University Policies, including the policies found at https://regulations.fsu.edu/ and in Section 6 of the Faculty Handbook, in addition to any other policy relevant to important standards of professional behavior for faculty members;
- Violation of FERPA; and,
- Any other conduct that demonstrates willful or wanton disregard of the University's best interests.

Progressive Discipline

The University endorses the principle of progressive discipline as applied to professionals. Progressive discipline is based on the idea that as offenses occur appropriate discipline will be administered in a progressive manner. Penalties shall be appropriate to the circumstances and proportionate to the seriousness of the offense. In prescribing disciplinary actions, it is recognized

that some offenses are so serious that suspension or dismissal may be warranted on the first occurrence even though the faculty member has no prior record of having been disciplined. All offenses can have a cumulative effect, and offenses need not be identical to impose a penalty more severe than prescribed for a similar offense.

Types of Disciplinary Action

The progressive sanctions for disciplinary action that may be imposed on a faculty member include the following:

- Written Reprimand: a formal written expression of institutional rebuke, which shall contain a description of the misconduct and identify itself as a reprimand. A written reprimand is distinguished from an informal written or spoken warning, which are not disciplinary actions. A reprimand shall be delivered to the recipient and maintained in the faculty member's official personnel file.
- Suspension without pay: The written statement of suspension shall include the precise terms of the suspension including the specified period of time. The terms may include, for example, some or all of the following: loss of normal faculty privileges such as access to University property, participation in departmental governance, voting rights, administration of grants, supervision of graduate students, loss of parking or library privileges, and use of University administrative staff. Suspension as a disciplinary action is to be distinguished from involuntary leave, which is a precautionary action. A faculty member suspended without pay shall not be expected to perform any functions that depend on privileges that have been suspended.
- Demotion: demotion to the next lower rank with a reduction in salary not to exceed the percentage for promotion from that rank. The faculty member may apply for promotion to the former rank after a period of two years. A demoted faculty member with tenure shall not be demoted to a lower rank without tenure.
- Termination: A faculty member shall be given written notice of termination at least six (6) months in advance of the effective date of such termination, except in cases where the President or representative determines that a faculty member's actions adversely affect the functioning of the University or jeopardize the safety or welfare of the faculty member, colleagues, or students.

Suspensions and Terminations must follow the procedures outlined in the section titled "Notice of Intent to Suspend, Demote, or Terminate." Note that issuing a letter of counsel to a faculty member does not constitute disciplinary action. Any letter of counsel may be responded to in writing. Such a response from the faculty member should be attached to the letter of counsel.

Notice of Intent to Suspend, Demote, or Terminate

When the President or representative has reason to believe that a suspension, demotion, or termination can be imposed after finding "just cause" for discipline, the President or representative shall provide the faculty member and, if the faculty member is in-unit, the UFF, with a written notice of the proposed action and the reasons therefore, as well as the faculty member's rights to a review as specified below, if applicable.

(a) Such notice shall be sent in a manner that returns a record of delivery or be delivered in person with written documentation of receipt obtained.

(b) The faculty member shall be given twenty (20) days in which to respond in writing to the President or representative before the proposed action is taken. The faculty member can

include in their response supporting materials from other individuals. The President or representative then may issue a notice of disciplinary action.

(c) If the President or representative does not issue a notice of final disciplinary action within 180 days of Notice of Intent, no disciplinary action shall be taken. If new information pertinent to the initial reason for the investigation becomes available, a new Notice of Intent may be issued.

(d) If the President or representative does not issue a notice of final disciplinary action, the notice of proposed disciplinary action shall not be retained in the faculty member's evaluation file.

Peer Panel

In cases in which the President or representative has under consideration disciplinary action to suspend, demote, or terminate the appointment of a tenured faculty member, or to terminate the appointment of an untenured tenure track faculty member prior to the expiration of the faculty member's current employment contract, the faculty member shall be provided with the opportunity for a review by an appropriate faculty committee as described below (hereinafter referred to as the "Peer Panel" or the "Panel") prior to issuance of the Notice of Discipline. This peer panel shall serve as the peer review panel specified in Section B(3)(d) of the Florida State University Constitution.

(a) The process provided hereby consists of the opportunity to submit written materials to the Peer Panel, whose members shall individually and independently consider the evidence and submit separate recommendations reflecting their individual points of view to the President or representative.

(b) This process shall not waive the right of a faculty member to file a grievance in accordance with the BOT-UFF Collective Bargaining Agreement, or any other adjudicatory due process proceeding following the issuance of a final Notice of Discipline.

(c) Alternatives. As an alternative to the peer review panel, the faculty member can elect to meet with the President or representative, in addition to submitting a written statement to the President or representative. Such election must be made in writing and delivered to the Office of the President or representative within ten (10) calendar days of receipt of the notice of intent to suspend, demote, or terminate.

(d) The faculty member's failure to timely request the peer panel or, in the alternative, to follow through with a timely meeting with the President or representative, will constitute a waiver by the faculty member of further proceedings. Failure of the faculty member to submit a timely written statement to the Peer Panel will constitute a waiver of the opportunity to submit a written statement. In that event, the Panel will offer its opinions based on the written material submitted by the President or representative.

(e) Peer Panel. Upon the timely request for a peer panel, the President or representative will immediately inform the Chairperson of the Faculty Senate Grievance Committee (hereinafter referred to as the "Chairperson"), who will within ten (10) calendar days of being informed establish, from among the members of that Committee, three (3) faculty members who will participate individually and independently as the Peer Panel. The Chairperson will notify the President or representative, the UFF Grievance Chair if applicable, and the faculty member of the establishment of the Peer Panel.

(f) Submission of Information. Upon establishment of the Panel, the President or representative will submit to the Chairperson written materials to be considered by the Panel, including the notice of the proposed action and the reasons therefore, with a copy to the faculty member and the UFF Grievance Chair if applicable. Within ten (10) calendar days thereafter, the faculty member may provide to the Chairperson, with a copy to the President or representative and the UFF Grievance Chair, a written statement or response to the President or representative's notice and reasons, and any additional written documentation to be considered by the Panel. The Chairperson will transmit copies of the foregoing information and/or documentation to the Panel immediately upon receipt thereof. The Peer Panel may seek additional information from either party as it deems necessary. For in-unit faculty members, the UFF Grievance Chair shall be provided with copies of any such additional information.

(g) Recommendations. The members of the Panel will individually evaluate and consider the notice of the proposed action and the reasons therefore and any additional documentation submitted by the President or representative and the faculty member and, within ten (10) calendar days of the deadline for submissions specified in (f) above, will submit to the President or representative individual written and signed recommendations, with copies thereof to the faculty member and the UFF Grievance Chair if applicable. The recommendation shall express the Panel members' individual opinions as to whether disciplinary action is warranted for the alleged offense and, if so, the penalty deemed appropriate under the circumstances.

(h) Consideration of Recommendations. The President or representative will review the Panel recommendations and take them into consideration in deciding whether the University should initiate discipline and issue the Notice of Discipline. If the President or representative does not issue a notice of disciplinary action, the notice of proposed disciplinary action shall not be retained in the faculty member's evaluation file.

(i) Status of Records. By invoking in writing the Peer Panel process, the faculty member will have consented to the disclosure to the Panel, for purposes of its process, evaluative information. Records maintained for the purposes of any such investigation of misconduct or incompetence, including but not limited to a complaint against a faculty member and all information obtained pursuant to the investigation of such complaint, shall be confidential until the investigation ceases to be active or until the University provides written notice to the faculty member that the University has either concluded the investigation with a finding not to proceed with disciplinary action; concluded the investigation with a finding to proceed with a less serious disciplinary action; or issued a Notice of Discipline Letter to proceed with a suspension, demotion, or dismissal.

Final Notice of Discipline

All notices of disciplinary action shall include a statement of the reasons therefore and, if the faculty member is in-unit, a statement advising the faculty member that the action is subject to Article 20, Grievance Procedure of the BOT-UFF Collective Bargaining Agreement. For out-of-unit faculty members the notice shall include a statement advising the faculty member that the action is subject to the Faculty Senate Grievance Procedure. All such notices shall be sent in a manner that

returns notice of delivery or be delivered in person to the faculty member with written documentation of receipt obtained.

Job Abandonment

If a faculty member is absent from their position without authorization for 12 or more consecutive calendar days, the faculty member will be considered to have abandoned their position and voluntarily resigned from the University. If the absence is beyond the faculty member's control and the faculty member notifies the University as soon as possible, the faculty member will not be considered to have abandoned their position.

TERMINATING EMPLOYMENT

When a faculty member separates from employment, they must complete steps to ensure an appropriate exit from the University. A separation checklist should be completed by the faculty member and the department representative.

Departing faculty members should return all University property including (but not limited to): keys, library books & materials, computers, parking decals & gate cards, and any credit and/or purchasing card(s). They should also contact HR-Benefits to discuss the process for continuing or canceling insurance, reimbursement accounts, and retirement accounts.

Faculty members have the option of scheduling an exit conference with the Vice President for Faculty Development and Advancement to discuss any suggestions or concerns. Faculty members should contact the Vice President's administrative assistant to schedule an exit interview. An exit survey is also available. Departing faculty members are asked to complete the form to provide the administration insights regarding faculty turnover.

Faculty members, supervisors, and department representatives should verify all leave has been entered in OMNI and accurately reflects their hours worked and leave taken. Leave payouts are issued after this leave review, University property has been returned, and the completed separation checklist has been received by Human Resources.

Resignation

In accordance with the University Constitution, faculty members desiring to resign from University employment are expected to notify their supervisors at least 90 days prior to the resignation effective date. Faculty members may consult with their supervisors if an earlier or later notice is needed.

Non-reappointment

Refer to the Faculty Development Section of this Handbook regarding provisions for non-reappointment.

Layoff

For those faculty members covered by the provisions of the BOT-UFF Collective Bargaining Agreement, the layoff process is governed by Article 13 of the Agreement.

The following provisions apply to those faculty members who are not covered by the provisions of the BOT-UFF Collective Bargaining Agreement.

A faculty member may be laid off at any time as a result of adverse financial circumstances; reallocation of resources; reorganization of degree or curriculum offerings or requirements; reorganization of academic or administrative structures, programs, or functions; or curtailment of one or more programs or functions at any organizational level of the University such as a campus, division, college, school, department, area, program, or other level of organization or unit as the University deems appropriate. Upon the layoff of a faculty member, the University shall make reasonable efforts to locate appropriate, alternate, or equivalent employment within the university, and to inform the person affected of the results of this effort. In discharging its responsibilities in this circumstance, the University shall select and consult with appropriate administrative personnel and representatives of senates, committees, and other such relevant bodies of the institution.

In determining the faculty member(s) whose employment will be discontinued under this section, the University shall take into consideration appropriate factors, including but not limited to: tenure status; performance evaluation by students, peers, and supervisors; and the faculty member's academic training, professional reputation, compatibility with colleagues, teaching effectiveness, research record or quality of the creative activity in which the faculty member may be engaged, service to the community and public, and length of service; and affirmative action obligations.

(a) Order of Layoff. The following principles will govern the selection of faculty members to be laid off:

1. No tenured faculty member shall be laid off if there are untenured faculty members in the layoff unit.

2. The provisions of section 1 above will apply unless it is determined by the University that an Affirmative Action employment program will be adversely affected.

3. No tenured faculty member will be laid off solely for the purpose of creating a vacancy to be filled by an administrator.

(b) The University shall notify the person whose employment is to be discontinued pursuant to this section. Such notice shall be given by March 1 of the first academic year of service, by December 15 of the second academic year of service, and for faculty members who have completed two academic years of service, one year prior to June 15 of the academic year in which their service will be discontinued by layoff unless, in the judgment of the University, adverse financial circumstances require that the amount of notice be shortened.

(c) Recall of faculty – For a period of two years following layoff, a faculty member who has been laid off and who is not otherwise employed in an equivalent full-time position shall be offered reemployment in the same or similar position at the University, should an opportunity for such reemployment arise. For this purpose, it shall be the faculty member's responsibility to keep the University advised of the faculty member's current address. Should a vacancy occur at another university within the State University System, the faculty member may apply for that position and shall be considered therefore in accordance with the normal hiring procedures of that university. Any offer of reemployment pursuant to this section must be accepted within 15 days after the date of the offer, such acceptance to take effect not later than the beginning of the academic term immediately following the date the offer was made. In the event such offer of reemployment is not accepted, the faculty member shall receive no further consideration pursuant to this section.

Between the time of notification of layoff and the effective date, those to be placed on layoff status are to be contacted and advised of vacancies for the same or similar positions. Those under notification who have expressed an interest in the position shall be considered. For short-term-vacant positions (of which the central administration may be unaware); it is the responsibility of the

school or college in which the layoff will occur to notify those persons to be affected by layoff of the existence of vacancies and to ensure that those who express an interest in the position are considered.

A faculty member who held a tenured appointment on the date of separation by reason of layoff shall resume the tenured appointment upon recall. The faculty member shall receive the same credit for years of service for purposes of layoff as held on the date of layoff. The recall rights provided in this section shall not be available to faculty members holding temporary appointments; to faculty members employed less than full-time; to faculty members appointed to visiting positions; and to faculty members with fewer than five years of continuous service who are appointed to positions funded from "soft money", e.g., contracts and grants, sponsored research trust funds and grants, and donations trust funds.

SECTION 5:
FACULTY DEVELOPMENT

INTRODUCTION

"Florida State University preserves, expands, and disseminates knowledge in the sciences, technology, arts, humanities, and professions, while embracing a philosophy of learning strongly rooted in the traditions of the liberal arts." (Excerpt from University Mission Statement, 2023-27 Strategic Plan). In accordance with the University's mission, faculty members have been selected for their commitment to excellence in teaching, their ability in research and creative activity, and their interest in public service. The assignment of responsibilities and evaluation processes, the promotion and/or tenure process, opportunities for sabbatical and professional development leave, recognition of achievements, and membership on the graduate faculty help promote this commitment to excellence and facilitate the overall professional development of faculty.

ACADEMIC FREEDOM

Academic freedom and responsibility are essential to the full development of a university's faculty and apply to teaching, research and creative activity, and assigned service. In the development of knowledge, research endeavors, and creative activities, a faculty member must be free to cultivate a spirit of inquiry and scholarly criticism and to examine ideas in an atmosphere of freedom and confidence. A similar atmosphere is required for excellence in university teaching. Consistent with the exercise of academic responsibility, an instructor must have freedom in the classroom to discuss academic subjects. The university student must likewise have the opportunity to study a full spectrum of ideas, opinions, and beliefs, so that the student may acquire the critical thinking skills crucial to success in life and occupation. Objective and skillful exposition of such subject matter is the duty of every instructor, and the university does not serve to shield individuals from experiences of ideas and opinions that differ from their own.

The faculty member must fulfill his/her responsibility to society and to his/her profession by manifesting academic competence and scholarly discretion. They are members of a learned profession and an academic officer of a university and should be mindful that these roles may be inseparable in the public view. FSU Policy 3-1, Policy on Academic Freedom, is found at: https://regulations.fsu.edu/policies/academic-affairs-and-provost.

The *1940 Statement of Principles on Academic Freedom and Tenure* of the American Association of University Professors (AAUP) states that "institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher or the institution as a whole. The common good depends upon the free search for truth and its free exposition." However, membership in the academic profession, and thus, academic freedom, carries with it an awareness of certain responsibilities, both in performance of university duties and duties outside the university. These responsibilities are set forth in the AAUP *Statement on Professional Ethics* (1966 statement revised and adopted June 1987) and are stated below:

The Statement

Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end, professors devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although professors may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.

As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.

As colleagues, professors have obligations that derive from common membership in the community of scholars. Professors do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas professors show due respect for the opinions of others. Professors acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Professors accept their share of faculty responsibilities for the governance of the institution.

As members of an academic institution, professors seek above all to be effective teachers and scholars. Although professors observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Professors give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption or termination of their service, professors recognize the effect of their decision upon the program of the institution and give due notice of their intentions.

As members of their community, professors have the rights and obligations of other citizens. Professors measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as private persons, they avoid creating the impression of speaking or acting for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

ASSIGNMENT OF RESPONSIBILITIES (AOR)

The professional responsibilities of faculty members comprise both scheduled and nonscheduled activities. All faculty members are assigned annually in writing their duties and responsibilities in teaching, research and other creative activities, service, and any other specific duties and responsibilities. This assignment will be made at the beginning of employment, and thereafter, by the end of each Spring Semester for the coming year. AORs are required for those holding regular, visiting, provisional, research, affiliate, or joint appointments, regardless of the appointment FTE. AORs are not required for those on adjunct and courtesy appointments, who are typically given an

employment contract or letter of agreement that outlines the assignment at the time of the appointment.

Considerations in Assignment

Faculty members who are earning eligibility for tenure or promotion must be given assignments throughout this period of their career that provide equitable opportunities (in relation to other faculty in the same department) to meet the required University criteria and departmental standards for promotion and tenure. These criteria include performance in all three areas of teaching, research and scholarly or creative activity, and service. The balance of these three areas will vary throughout all faculty members' careers and among the various disciplines. The annual evaluations of faculty, as well as evaluations for promotion and tenure, are based on the assignment of responsibilities.

Supervisors responsible for making the assignment will ensure that the assignment:

- is reasonable;
- provides opportunities to applicable faculty members to progress toward meeting the criteria and standards for promotion and tenure;
- provides opportunities to fulfill applicable criteria for merit salary increases;
- is consistent with the faculty member's qualifications; experience, including professional growth and development; and preferences, to the extent practicable;
- meets the minimum full academic assignment in terms of 12 contact hours of instruction or equivalent research and service; and
- considers the needs of the program or department/unit.

Twelve-Hour Law Compliance

The Twelve-Hour Law (Section 1012.945, Florida Statutes) requires that each full-time equivalent faculty member who is funded by state funds teach a minimum of 12 classroom contact hours per week or perform complete equivalent assignments each term (see Teaching Load in Teaching and Student/Faculty Interactions Section 7). As a consequence of this law, the university prohibits the assignment of more than .25 FTE for a 3-credit hour course in any semester.

University compliance with the Twelve-Hour Law is monitored using the Faculty Assignments, Commitments, & Effort Certification Tracking (FACET) system.

Duty Restrictions for Specialized Faculty

The following restrictions on percentages of assignments of responsibility apply to positions in the specialized faculty tracks. These duty restrictions do not apply to other non-tenure-track faculty positions that are not listed below:

Teaching & Instructional Support

- A full-time specialized faculty member in the Teaching Track (Teaching Faculty I, II, III) shall normally be assigned no less than 75% teaching responsibility and no more than 5% research responsibility, averaged over any academic year, except as specified for those with certain in-unit administrative codes [See Article 9.10(b)(6) of the BOT-UFF Collective Bargaining Agreement].

- A full-time faculty member in the Instructional Support track (Instructional Specialist I, II, III) shall normally be assigned not less than 75% service responsibility in the area of instructional support, and not more than 5% research responsibility, averaged over any academic year, except as specified for certain in-unit administrative codes [See Section 9.10(b)(6) of the BOT-UFF Collective Bargaining Agreement].

Research & Research Support

- A full-time specialized faculty member in the Research track (Research Faculty I, II, III) shall normally be assigned not less than 75% research responsibility, and not more than 5% teaching responsibility, averaged over any academic year, except as specified for those with certain in-unit administrative codes [See Section 9.10(b)(6) of the BOT-UFF Collective Bargaining Agreement].
- Directed Individual Studies (DIS) may be considered part of the research assignment for a full-time faculty member in the Research track.
- Only under the following combination of circumstances, and for a one-semester-per-emergency situation, may a faculty member in the Research track be given a temporary teaching assignment to teach a single non-DIS course:
    - The course is a specialized graduate-level course required for degree-seeking students, that is regularly offered and is not a "special topics," "selected topics," or "seminar" course;
    - There is a *bona fide* emergency, in which the faculty member assigned to teach a course becomes incapacitated or otherwise becomes unable to teach the course, either while the course is already in progress or so near the start of the term that there are students enrolled in the course and no workable alternative way of teaching the course to those students can be found;
    - The faculty member is not willing to perform the teaching assignment as a dual-compensation appointment; or
    - There is no one else qualified to teach the course, or those who are qualified already have a maximum teaching assignment for the semester that cannot be adjusted to meet the need of teaching the course in question and are unwilling to teach the course as overload on a dual compensation appointment.
- A full-time specialized faculty member in the Research Support track (Assistant in Research, Associate in Research, Senior Research Associate) shall normally be assigned not less than 95% combined responsibility in research and service in support of research, and not more than 5% teaching responsibility, averaged over any academic year, except as specified for those with certain in-unit administrative codes [See Section 9.10(b)(6) of the BOT-UFF Collective Bargaining Agreement].

"Abnormal assignments" are those that provide for unique opportunities that benefit the University. Such assignment requests shall be reviewed by the President, Provost, or representative within thirty (30) days, and if approved, reported within 10 days to the Director of Human Resources and the UFF.

If a faculty member is assigned an in-unit administrative code, some portion of the minimum assignment in the area of specialization required by Sections 9.10(b)(1)-(4) above may be replaced by a service assignment.

For part-time positions, the percentages above shall be pro-rated, relative to the total appointment.

These duty restrictions only apply to the first 100% FTE appointment. They do not prevent a faculty member from accepting a supplemental dual-compensation appointment outside of the area of specialization.

A faculty member in a specialized faculty position may not hold a concurrent split appointment between multiple tracks.

For information regarding specialized faculty members' participation in graduate education, see "Graduate Faculty Status" and "Graduate Teaching Status" at the end of this section.

Communication of Assignment

The supervisor will contact the faculty member prior to making the final written assignment or making any changes to that assignment.

The assigning authority must forward the assignments to the dean of the college or equivalent (the same administrator responsible for review of the annual evaluations) for review and approval. The reviewer ensures the assignments of responsibilities are submitted in a timely manner and contain a level of detail appropriate for forming the basis for the annual evaluation. When the dean of the college (or equivalent) is the assigner, the assignment of responsibilities must be forwarded to the Vice President for Faculty Development and Advancement for review and approval.

The faculty member will be granted, upon request, a conference with the person responsible for making the assignment to express concerns regarding the assignment in relation to the faculty member's qualifications and experiences, including professional growth and development and preferences; the character or demands of the assignment; the needs of the program or unit; and the opportunity to fulfill applicable criteria for tenure, promotion, and merit salary increases. If the conference with the person responsible for making the assignment does not resolve the faculty member's concerns, the faculty member will have, upon written request, the opportunity to discuss those concerns with an administrator at the next higher level. If concerns that the assignment was imposed arbitrarily or unreasonably are not resolved, the faculty member may proceed to address the matter (if in-unit) through the assignment dispute resolution procedure found in **Appendix H** of the BOT-UFF Collective Bargaining Agreement or through the Faculty Senate Grievance Procedure (if out-of-unit). Other claims of alleged violations of the Agreement with respect to faculty member assignments are subject to the provisions of Article 20, Grievance Procedure and Arbitration.

Supplemental Summer Assignments

In addition to the academic year assignment given to nine-month contract faculty members, a supplemental summer assignment may be given. The supervisor who has the responsibility for making annual assignments of responsibilities for faculty also has the responsibility for making supplemental summer assignments. Supplemental appointments will be offered in accordance with departmental/unit written criteria and rotation policy in a fair and equitable manner.

Available supplemental appointments shall be offered equitably and as appropriate to qualified employees, not later than five weeks prior to the beginning of the appointment, if practicable, in accordance with written criteria. The University criteria and the department/unit criteria and rotation policy shall be posted in each department/unit.

The following University criteria should be considered in selecting faculty to be offered supplemental summer appointments:

- Available supplemental offerings funded from the University's supplemental summer allocation to colleges are intended specifically to fulfill the academic needs of students. Supplemental funds are provided primarily to support the teaching programs of the departments and are not generally available for other activities.
- In making such appointments, the assigning authority should consider, but not be limited to, the following factors: the academic needs of students and/or the students' demands for programs; the budgeted resources available to the department; the programmatic needs of the department; and the qualifications of the faculty members available to teach the courses deemed necessary to offer during the summer. Decisions about which courses to offer will be based on programmatic needs, student demand, and budget availability.
- As soon as practical, the assigning authority will notify each faculty member regarding the department's plans for the supplemental summer program. Each faculty member will be requested to indicate in writing if they are interested in receiving a supplemental appointment and, if appropriate, to state course assignment preferences. The faculty members' responses will be considered by the assigning authority when making the assignments. Faculty members must indicate whether they want to teach during the summer within two weeks of their chair's request for faculty teaching preferences.
- Supplemental summer assignments shall be offered to qualified faculty members before anyone who is not a faculty member, provided that the interested faculty member specifies whether they want to teach during the summer within two weeks of the assigning authority's request for faculty teaching preferences.
- A faculty member who obtains their own summer employment (e.g., a research grant or other award) shall not be omitted from the consideration for subsequent supplemental appointments because of such employment.
- No final commitment for an appointment to be funded from the University's supplemental summer allocation shall be made until the department's final allocation is confirmed.

Summer Appointment Compensation

A faculty member shall receive approximately the same total compensation for teaching a course during a supplemental summer appointment as the faculty member received for teaching the same course or a course similar in credit hours, size, and content, during the academic year, regardless of the length of the supplemental summer appointment.

EVALUATIONS

The basic purpose of the evaluation is to: acknowledge performance; communicate performance effectiveness; aid in improving performance in assigned duties; and if necessary, develop a performance plan to assist in correcting deficiencies in faculty performance. The evaluation process assesses the quality of performance in the functions of teaching, research or creative activity, service, and any other duties that may be assigned. This faculty member's history of annual evaluations will be considered in recommendations and final decisions on tenure, promotions, salary increases, and reappointment or non-reappointment. Therefore, it is critical that all faculty members receive constructive and specific feedback that results in continuous improvement.

All full-time, part-time and visiting faculty members (tenure-earning, specialized, and non-tenure track faculty) must be evaluated annually during the Spring Semester, except for those on a personal leave of absence, those who have received notice of non-reappointment and are not entitled to receive notice of non-reappointment). Faculty members on leave for professional purposes, such as sabbatical, professional development, or a research leave (compensated or uncompensated) are evaluated based on a report of the accomplishments made during the leave. Departmental evaluation guidelines should ensure that members on approved leave are not penalized in the evaluation process. Additionally, Adjunct Instructors must be evaluated by department chairs each semester that they teach, in accordance with FSU Policy 3A-6, "Evaluation of Instructors of Record." A template for Adjunct Instructor Evaluation can be found on the Faculty Development and Advancement.

A faculty member holding joint appointments will be evaluated in each department with copies of both evaluations, marked concurrent, in the faculty member's one evaluation file. Each department chair (or equivalent) will evaluate the faculty member only with respect to the duties within that unit. Such concurrent summaries will be forwarded to the dean of the college in which the faculty member holds a faculty position. This procedure ensures that each person holding a faculty position is evaluated annually and that all factors are considered in such an evaluation.

Faculty members must be notified at least two weeks in advance of the date, time, and place of any direct classroom observation or visitation made in connection with the annual evaluation. A report of the observation must be submitted to the faculty member within 10 working days of the observation date whenever the observation is used in the evaluation process.

The criteria and procedures discussed below pertain to the annual evaluation of faculty members. In cases of misconduct or incompetence of a faculty member, consideration should be given to initiating disciplinary proceedings pursuant to FSU/UFF Collective Bargaining Agreement Article 16 and University policy (See Faculty Human Resources Section 4 in the *Faculty Handbook*).

Criteria

Each department/unit must have in their bylaws (on file and posted on the website) specific written criteria and procedures by which to evaluate faculty members consistent with the University criteria and the FSU/UFF Collective Bargaining Agreement. The annual evaluation is based upon the assigned duties (see preceding section on Assignment of Responsibilities) and will consider the nature of the assignments and quality of the performance in terms (as applicable), of:

- **teaching effectiveness**, including determining goals and objectives for student learning; designing learning experiences congruent with those goals; improving continuously based on evaluation of results, reflection; and accessing the scholarship of teaching and learning in the discipline. Elements of teaching effectiveness may include:
    - participation in activities designed to foster reflection on the faculty member's teaching goals, strategies, and course design;
    - evidence of ways in which the instructor has stimulated students' critical thinking skills;
    - adherence to accepted professional standards in meeting responsibilities to students;
    - student course evaluation results;
    - considerations such as the number of students taught, format, and available support such as TAs or mentors;

- peer evaluations of teaching based on class observation; and
- course structure that is consistent with learning goals and objectives.

- effectiveness in engaging students and stimulating student learning by means or methods such as lecture, discussion, assignment and recitation, demonstration, laboratory exercise, practical experience, and direct consultation with students. The evaluation shall include consideration of effectiveness in imparting knowledge and skills, effectiveness in stimulating students' critical thinking and/or creative abilities, the development or revision of curriculum and course structure, and adherence to accepted standards of professional behavior in meeting responsibilities to students. Other considerations should include the number of students taught, format, preparation time, whether the course is required or elective, availability of assistance and other University instructional duties, such as advising, counseling, supervision of interns, as well as relevant material submitted by the faculty member such as class notes, syllabi, student exams and assignments, and peer evaluations of teaching. The approved written objectives for each course should be considered in evaluating teaching.

- **research**, including contributing to the discovery of new knowledge, development of new educational techniques, and other forms of creative activity. Evidence of research and other creative activity may include, but not be limited to:
  - published books; chapters in books;
  - articles in refereed and un-refereed professional journals;
  - musical compositions, exhibits of paintings and sculpture;
  - works of performing art;
  - papers presented at meetings of professional societies; reviews;
  - research and creative activity that has not yet resulted in publication, display, or performance; and
  - success in obtaining external support.

The evaluation should include consideration of the faculty member's productivity, including the quality and quantity of the faculty member's research and other creative programs and contributions during the period under evaluation; and recognition by the academic or professional community.

- **service** that is related to and furthers the mission of the University, including service on departmental, college, and university committees, councils, and senates; service in appropriate professional organizations; participation in professional meetings, symposia, conferences, workshops; service on local, state, and national governmental boards, agencies and commissions; and service to public schools. Evaluation of service should include its contribution to:
  - the orderly and effective functioning of the faculty member's academic unit (program, department, college) and/or the total University;
  - the University community;
  - the local, state, regional, and national communities, and scholarly and professional associations;
  - other assigned university duties, such as academic administration; and
  - other responsibilities that may be appropriate to the assignment.

Evaluations for department chairs should consider responsibilities of the chair such as departmental planning and goal setting; assignment of work responsibilities and resources; fiscal responsibilities; recruitment and hiring, mentoring, and evaluation of faculty; handling of personnel issues involving faculty and staff; academic program responsibilities; implementation of University policy; and communication both within the department and with administrators regarding the department.

Spoken English Competency

Upon hire, each new faculty member and their department chair must certify that they are competent in spoken English. The competency in the Spoken English Language of new teaching faculty, including adjuncts, is certified by the respective department at the time of hire (currently "50" or above on the SPEAK test).

In the event a supervisor finds a teaching faculty member to be potentially deficient in English oral language skills, either at the time of hire or as part of the annual evaluation process, options for remediation must be communicated in writing as an addendum to the Annual Evaluation Form.

Help in determining the competence of international teaching assistants and faculty is available through the Center for Intensive English Studies (CIES). (In the FSU *General Bulletin*, Spoken English courses are listed in the School of Teacher Education under the EAP prefix.) CIES offers evaluative services which can assist deans and chairs in making decisions about an individual's level of oral proficiency. Among these services is the SPEAK, a test replicating the Test of Spoken English (TSE) but administered and scored at Florida State University. The SPEAK is administered at the end of each semester, and the scores are available within three to four days of the date the test is administered. Departments are urged to take advantage of this opportunity to receive an initial estimate of a teaching assistant's speaking ability in English. Course offerings, as well as test dates for SPEAK tests, are sent to department chairs and are available on the CIES Web site.

Sources of Evaluation

Evaluation of a faculty member's performance may include data from the following sources where appropriate:

Chair's/Supervisor's Evaluation: The chair of the department or the administrator of a comparable academic unit shall review and evaluate the teaching, research or creative activities, service, and other university duties of each member of that department during each academic year.

Peer Faculty Evaluation: Each unit shall develop procedures for peer evaluation of faculty members' teaching, research or creative activities, service, and other university duties when appropriate.

Student Course Evaluation: Students shall evaluate teaching and, when appropriate, other university duties performed by the faculty member. The teaching effectiveness of each faculty member may be evaluated in writing by students currently or previously enrolled in his/her classes.

Self-Evaluation: Each faculty member shall submit an annual evidence of performance (EOP) document to the chair of the department or other administrative unit.

Other University Officials: A faculty member may be evaluated for duties performed under the supervision of deans, directors, and academic vice presidents, or any other university official who may supervise the faculty member's activities.

Individuals to whom the faculty member may be responsible in the course of a service assignment: Public school officials, for example, should provide information when a faculty member has a service assignment to the public schools.

Procedures

Performance evaluations for faculty must be conducted annually during the Spring Semester. These annual reviews should be based upon the assigned duties for Spring, Summer, and Fall for any given calendar year, although departmental criteria may extend the review period to include previous years. Any evaluation process should take into account the nature of the assigned duties as outlined in the annual Assignment of Responsibilities and the quality of the faculty member's performance of those duties. The administrator responsible for the annual evaluation shall request each faculty member to submit, annually, a report of Evidence of Performance (EOP) in teaching, research or creative activities, service, and other University duties (where appropriate). The EOP report must be submitted after the end of the calendar year and will cover the preceding calendar year. Each department/unit should specify in detail the required format and minimal content of the EOP. Please refer to Article 10 of the BOT-UFF Collective Bargaining Agreement and to the Vice President for Faculty Development and Advancement's annual letter on Annual Performance Evaluations for more detailed information. Many departments utilize the Summary of Accomplishments Report available in the Faculty Expertise and Advancement System (FEAS) in the annual evaluation process.

The annual evaluation will be in writing on the required Annual Faculty Evaluation Summary form. The faculty member will be offered the opportunity to discuss the evaluation with the evaluator prior to it being placed in the faculty member's evaluation file, a copy of which will also be made available to the faculty member. For faculty members not yet tenured or promoted to the highest position available in their class, a progress towards promotion/tenure letter (see Progress Towards Promotion and/or Tenure later in this section) must be attached to the Annual Faculty Evaluation Summary form that provides specific feedback to the faculty member regarding their progress toward promotion and/or tenure (applies to both tenure-track and specialized faculty members). These appraisals are part of the annual evaluation and must be included in the promotion and/or tenure eBinders. Examples of progress toward promotion and tenure letters are available on the Office of Faculty Development and Advancement website.

The evaluation will be signed by the evaluator, the faculty member being evaluated, (who may attach a statement to the evaluation), and the academic dean or director, and is placed in the faculty member's one evaluation file. When the dean of the college (or equivalent) is the evaluator, the annual evaluation including attachments, must be forwarded to the Vice President for Faculty Development and Advancement for review and signature. The required signature of the faculty member being evaluated certifies that the required discussion of the rating has taken place; it does not imply that the faculty member agrees with the rating. If a faculty member does not agree with the evaluation content, they may utilize the process for appealing an Evaluation Summary (see Provision for Appeal below). A copy of the evaluation should be made available to the faculty member being evaluated. Upon completion of annual evaluations, signed evaluation forms and attachments (including progress reports) must be forwarded to OFDA to ensure compliance with the CBA.

In the case of an evaluation rating of "Does Not Meet Expectations," the evaluator will fully document the less-than-satisfactory performance prior to discussion with the faculty member. After

discussion is completed and attachments made, if any, the faculty member will indicate that the evaluation has been reviewed by signing the evaluation and indicating the number of pages attached.

In the case of an evaluation rating of "Does Not Meet Expectations," the evaluator shall fully document the rating prior to discussion with the faculty member. Faculty members whose overall performance in any given year or whose performance in any single domain (i.e., research, teaching, or service) in three (3) or more of the previous six (6) evaluations is rated below "Meets Expectations" may be placed on a Performance Improvement Plan (PIP). A PIP shall be developed in one or more areas of assigned duties. The PIP shall be developed by the faculty member's supervisor in concert with the faculty member and shall be written. It shall include specific performance goals and timetables to assist the faculty member in achieving at least a "Meets Expectations" rating. Specific resources identified in an approved PIP shall be provided by the department/unit. Examples of recommendations/resources include, but are not limited to: audit a course; participate in a webinar or webcast; work with or observe the work of an outstanding professor; etc. If the faculty member and the supervisor are unable to agree on the elements of the PIP, the dean shall make the final determination on the elements of the PIP.

A copy of the Annual Faculty Evaluation Summary form must be forwarded with any PIP to the Provost and Executive Vice President for Academic Affairs and the President through the Vice President for Faculty Development and Advancement. The PIP shall be approved by the President or representative and attached to the Annual Evaluation Summary Form. The supervisor will meet periodically with the faculty member to review progress toward meeting the performance goals. It is the responsibility of the faculty member to successfully complete the PIP.

Upon completing the evaluation discussion with the faculty member, the evaluator will forward the Annual Faculty Evaluation Summary to the reviewer. The reviewer will normally be the dean of the college in which the faculty member holds the position. When the dean of the college is the evaluator (i.e. in colleges and schools without department chairs or directors), the Annual Faculty Evaluation Summary shall be reviewed by the Vice President for Faculty Development and Advancement. If the reviewer agrees with it, they will so indicate by affixing their signature. In the event they disagree, the reviewer may discuss the area of disagreement with the preparer of the summary, at which time two courses of action are available:

- The reviewer may submit their own Evaluation Summary, or
- The evaluator may revise the original summary. Evaluators (department chairs or equivalent) are encouraged to discuss the Annual Faculty Evaluation Summary with their respective reviewer (deans or equivalent) prior to discussing it with the faculty member being evaluated.

On the Annual Faculty Evaluation Summary form, the provision under TEACHING for certification of Spoken English Competency (see section on Spoken English Competency below) should be utilized only:

- to certify competency following completion of options for remediation specified with a related "Does Not Meet Expectations," either in the prior year's annual evaluation or with an original appointment, or
- to call into question a previous certification of competency.

If "Does Not Meet Expectations" is noted in Spoken English Competency, options for remediation are to be communicated in writing with a copy attached to the Annual Faculty

Evaluation Summary form. A copy of the Evaluation form with attachment should be sent through the dean to the Vice President for Faculty Development and Advancement.

Provision for Appeal

When a faculty member is dissatisfied with the Faculty Evaluation Summary, including the determination of failure to successfully complete a PIP, the appeal process allows the faculty member to register their disagreement in writing. In addition, review may be sought through normal administrative channels beginning at the departmental level.

If the faculty member is not satisfied with the Summary prepared by the evaluator (department chair or equivalent), they may request a review, in writing, to the reviewer (dean or equivalent) within 30 days after being informed of the evaluation. The dean, like the department chair (or equivalent), should have complete freedom of action in seeking to settle or resolve differences concerning evaluation summaries. Within 15 days of receipt of the written request for review, the reviewer must meet with the faculty member to discuss the request, then reach a decision within 15 days of receipt of the written request and report it to the faculty member.

If the faculty member is not satisfied with the reviewer's decision, they may request in writing a review from the Provost or his/her designee within 15 days after the reviewer's decision. The Provost or his/her designee must, within 15 days of receipt of the written request, meet with the faculty member to discuss the request. The Provost or his/her designee will reach a decision within 15 days of the written request and report it to the faculty member.

Progress toward Promotion and/or Tenure Letters

In addition to the *Annual Faculty Evaluation Summary* form, department chairs (or equivalent) must prepare and attach to this form the *Annual Progress toward Promotion and/or Tenure* letter for all faculty members not yet tenured or promoted to the highest position available in their class (please note that this includes specialized faculty and non-tenure track faculty). The only exceptions are for years in which faculty members receive a third-year review (see below). Progress toward promotion and/or tenure letters are intended to provide clear and specific feedback regarding what the faculty members need to accomplish to achieve promotion and/or tenure in their department. To assist in preparing these letters, you may refer to the examples of evaluation letters on the Office of Faculty Development and Advancement website.

Second-Year and Fourth-Year Reviews/Third-Year Reviews

(Note: Prior to the 2019-20 academic year, pre-tenure faculty members were required to undergo second and fourth-year reviews. During 2019-20 and beyond, those faculty received third-year reviews. Specifically, Assistant Professors hired July 1, 2019 or later have received a tenure review in their third year. Assistant Professors hired before July 1, 2019 and who have not yet had a 2nd-year review may choose between a 2nd and 4th year set of reviews or a 3rd year review. Assistant Professors hired before July 1, 2019 and who have already had a 2nd year review should have a 4th year review.)

For faculty members in tenure-earning positions (and not yet tenured), in-depth reviews of progress toward promotion and tenure are conducted by the unit's Promotion and Tenure Committee in the faculty member's third (previously second and fourth) year of tenure-earning service (including tenure-earning service credit given at the time of hire from prior tenure-earning service at another institution). As a complement to the annual evaluation process, they are intended to help determine whether a faculty member is making the appropriate progress towards meeting

the Department/College and University tenure criteria and to assess the probability of the candidate attaining tenure by the seventh year of tenure-earning service. The required narrative from the Promotion and Tenure committee that summarizes the review (second and fourth, or third) should be communicated in writing to the dean and should replace the progress toward promotion and/or tenure letter for that year. It may follow the examples of evaluation letters in the progress toward promotion and/or tenure sections, with appropriate modifications to reflect authorship.

If it is determined that a faculty member is not making the necessary progress toward meeting the promotion and tenure criteria, the dean should consider whether issuing a notice of non-renewal is appropriate. Please refer to the example notice of non-renewal in Canvas under Administrative Tools for Deans.

The required narratives from the Promotion and Tenure committee that summarize the 2nd and 4th, or 3rd year reviews should come from the committee to the Chair or Dean. These reviews are mentoring opportunities during which the department/unit's Promotion and Tenure Committee shall provide specific feedback and advice reflecting expectations for tenure and how the faculty member is progressing toward meeting those expectations. The faculty member shall meet with the department/unit's chair to discuss the report. Tenure Review Report(s) shall be included in the tenure eBinder. Assistant Professors hired with credit toward tenure shall have credited years included in the determination of the timing of the third-year review unless an alternative schedule is mutually agreed upon by the faculty member and their supervisor.

Post-Tenure Review (PTR)

Implemented in 2023-24 to comply with Florida Law and Board of Governors Regulation 10.003, the post-tenure review is designed to assess tenured faculty members' accomplishments over the five-year period since their last comprehensive review of performance (either through the promotion and tenure processor their last post-tenure review).

- Eligibility for post-tenure review will be determined by the following parameters:
  - All Eligible Faculty Members who were tenured, hired with tenure on appointment, promoted to Full Professor with an effective date in Fall of a given year will undergo PTR five years later (e.g., an effective date of Fall 2020 will require participation in PTR in Spring 2025).
  - 20% of Eligible Faculty Members who were tenured (including those hired with tenure on appointment) or promoted to Full Professor prior to Fall 2019 and who have not participated in PTR will be selected randomly each year until 2027-28 when the remaining faculty in the 2019-2023 cohort will be automatically selected.
- Department chairs and faculty members with substantial administrative assignments are not eligible for post-tenure review.
- Like annual evaluations, post-tenure reviews are based on performance in the faculty member's assignment of responsibilities as well as disciplinary material from the personnel file.
- Possible outcomes of post-tenure review, depending on the rating determined by the Provost, include: a monetary reward (subject to collective bargaining for in-unit faculty), a Performance Improvement Plan in one or more areas of assignment, or a proposed termination.

For more information, see FSU Regulation 4.073 and the FDA website at: https://fda.fsu.edu/faculty-development/post-tenure-review.

Evaluation File

When the Annual Faculty Evaluation Summary has been reviewed by the appropriate reviewer, it will be filed in the faculty member's official evaluation file together with any attachments and the record of any Post-Tenure Review Process or other evaluative material. The contents of the faculty evaluation file are confidential and are not to be disclosed except to the applicable faculty member, those whose duties require access, or upon order of a court of competent jurisdiction.

There should be one evaluation file containing all documents used in all evaluation processes, including the eBinder prepared for the purposes of tenure or promotion decisions. When evaluations and other personnel decisions are made, the only documents that may be used are those contained in the evaluation file. The custodian of the file is to give the faculty member a copy of any documents that are placed in the evaluation file. The faculty member should be notified of the identity of the custodian as well as the location of the evaluation file.

Any notice of proposed disciplinary action should be sealed to prevent it from being integrated into the annual evaluation process, as well as any materials removed from the evaluation file pursuant to the resolution of a grievance.

NON-RENEWAL OF CONTRACT

Non-Renewal of Tenure-Earning Faculty (Non-Reappointment)

The FSU Constitution (Florida State University Regulation 1.004(6)(b)7.a) provides that a faculty member employed in a tenure-earning position may not remain in service as a nonpermanent member of the faculty for more than seven years, regardless of rank or unit. Untenured faculty members employed in tenure-earning positions for two or more years are entitled to a one-year notice of non-reappointment. (Those in tenure-earning positions for fewer than two years are entitled to a one-semester notice of non-reappointment.) All such faculty members who are not awarded tenure by their sixth year should be issued notice of non-renewal effective at the end of the spring semester of their seventh year. Faculty who are given notice of non-renewal after the 6th year of service may be considered for tenure in their 7th year. If a faculty member is awarded tenure during the seventh year, the non-renewal notice becomes void.

Non-renewal may also occur as a result of a tenure-earning faculty member's annual review of progress toward promotion and tenure, when the evidence of performance does not show a trajectory that will lead to meeting promotion and tenure standards. Non-renewal notice templates are posted on the "Administrative Tools for Deans" on Canvas. Copies of all non-renewal notices must be sent to the Office of Faculty Development and Advancement and the Office of Human Resources.

Non-Renewal of Specialized Faculty

Specialized Faculty members are entitled to a minimum amount of notice as outlined in the *BOT-FSU UFF Collective Bargaining Agreement, Article 12*, and the *Florida State University Constitution (FSU Regulation 1.004*). If notice is required, you must provide this information before the faculty member's appointment expires. Additionally, the end date of the current employment contract must

be honored in all notices of non-renewal; if the current employment contract expires after the required minimum notice period, note that employment will cease at the end of the contract.

E&G Funded faculty (does not include Visiting Faculty or Adjuncts):

- Minimum of one (1) semester's notice if the faculty member is in their first two (2) years of continuous university service (or its equivalent of 19.5 weeks for 12-month faculty) in the position and is not on a multi-year appointment
- Minimum of one (1) year's notice if the faculty member has two (2) or more years of continuous university service in the position and is not on a multi-year appointment
- Minimum of one (1) year's notice if a faculty member is on a multi-year appointment and classified as a Teaching Faculty II, Research Faculty II, Instructional Specialist II, Associate in Research, Associate Curator, or Associate University Librarian
- Minimum of two (2) years' notice if a faculty member is on a multi-year appointment and is classified as a Teaching Faculty III, Research Faculty III, Instructional Specialist III, Senior Research Associate, Curator, or University Librarian

"Soft Money" (C&G) Funded Faculty:

Faculty members on multi-year appointments (MYAs) funded through "soft money" (e.g., contracts and grants, sponsored research funds and grants, and donations trust funds) may have their appointments curtailed should funding become unavailable in the contract or grant from which the faculty member's salary is funded. The early curtailment shall be effective on the same date that the funding ceases on the contract or grant. Faculty members whose C&G or other "soft money" funding is not ending are subject to the following conditions of non-reappointment.

- Minimum of 30 days' notice if a faculty member is classified as a Teaching Faculty I, Research Faculty I, Instructional Specialist I, Assistant in Research, Assistant Curator, Assistant University Librarian, is in the first five years of continuous university service in a faculty position, and is not on a multi-year appointment.
- Minimum of 90 days' notice if a faculty member is classified as a Teaching Faculty I, Research Faculty I, Instructional Specialist I, Assistant in Research, Assistant Curator, Assistant University Librarian, has five or more years of continuous university service in a faculty position, and is not on a multi-year appointment.
- Minimum of one (1) year's notice if a faculty member is classified as a Teaching Faculty II, Research Faculty II, Instructional Specialist II, Associate in Research, Associate Curator, or Associate University Librarian and is on a multi-year appointment.
- Minimum of two (2) years' notice if a faculty member is classified as a Teaching Faculty III, Research Faculty III, Instructional Specialist III, Senior Research Associate, Curator, or University Librarian and is on a multi-year appointment, provided that funds are available in the contract or grant.
- Minimum of one (1) year's notice if a faculty member had five or more years of continuous university service in a faculty position as of June 30, 1991.

Non-renewal notice templates are posted on the "Administrative Tools for Deans" on the FDA Website. Copies of all non-renewal notices must be sent to the Office of Faculty Development and Advancement and the Office of Human Resources.

Those Not Entitled to Written Notice

- Faculty members who are on a visiting appointment;
- Faculty members who are employed in an auxiliary entity; and
- Adjuncts, who are contract employees and who are not classified as faculty.

Faculty not entitled to notice of non-reappointment should not be given additional written notice of non-reappointment because it is already contained in the employment contract, which includes the statement, "Your employment under this contract will cease on the date indicated. No further notice of cessation of employment is required."

PROMOTION AND/OR TENURE

In recognition of past achievements and potential for continued growth and scholarly contributions in the future, the granting of promotion and/or tenure is one of the most important decisions made by any university. Since the policies and processes for promotion of the tenure-track and specialized faculty differ, each process is discussed separately in the following sections.

Promotion and/or Tenure of Tenure-Track Faculty

See annual memorandum on the Promotion and Tenure Process from the Vice President for Faculty Development and Advancement.

Definition of Tenure

The 1940 Statement of Principles on Academic Freedom and Tenure of the American Association of University Professors (AAUP) states that "tenure is a means to certain ends: specifically: (1) freedom of teaching and research and of extramural activities, and (2) a sufficient degree of economic security to make the profession attractive to men and women of ability. Freedom and economic security, hence, tenure, are indispensable to the success of an institution in fulfilling its obligations to its students and to society. After the expiration of a probationary period, teachers or investigators should have permanent or continuous tenure, and their service should be terminated only for adequate cause, except in the case of retirement for age, or under extraordinary circumstances because of financial exigencies."

A faculty member who has been granted tenure by the President of the University will have the status of a permanent member of the faculty and remain in the employment of the University, with guaranteed annual reappointment for the academic year, until the faculty member voluntarily resigns; voluntarily retires; is terminated for just cause; or is laid off as a result of adverse financial circumstances, reallocation of resources, reorganization of degree or curriculum offerings or requirements, reorganization of academic or administrative structures, programs, or functions; or curtailment or abolition of one or more programs or functions.

Disclaimer

Tenure may only be attained if granted by the President of the University. University policy disclaims any possibility of "de facto" tenure. Thus, any informal agreement, either oral or written, has no authority to make a commitment for the attainment of tenure. Likewise, failure to give timely notice of non-renewal will not result in the attainment of tenure, but rather the right of another year of employment at the University.

Policy

All tenured and tenure-earning faculty members below the rank of tenured full professor are considered for promotion or tenure, or both, if applicable, by the department in which their rank is held. Faculty members do not apply for promotion or tenure. Elected promotion and tenure committees provide advice to the chair (or equivalent) as to whether the record of each candidate for promotion and/or tenure meets the appropriate University and department/college criteria.

The promotion and tenure committee system provides one of the most important ways in which faculty participate in the governance of the University. This process strongly affects the quality of teaching, research, and service at Florida State University. Members of these elected committees serve in a fact-finding capacity by independently reviewing each of the promotion and/or tenure eBinders submitted to them. Committee members at each level will hold closed meetings during which they may ask questions for clarification about the record of a candidate as presented in the candidates' file but may not discuss matters not contained in the file. University procedures provide that there will be no advocacy (or dis-advocacy) of any candidate and that only the record as presented in the file will be considered.

The University Promotion and Tenure Committee advises the President regarding whether each candidate meets the criteria for promotion and/or tenure. Committees at other levels advise the appropriate administrator (chair/school director, dean). Therefore, these elected members should be among the most experienced and qualified faculty members on campus and must be committed to reading and evaluating the files of all candidates being considered. See Section B.1. of the FSU Constitution (FSU Regulation 1.004) and annual memorandum on the Promotion and Tenure Process for additional information regarding promotion and tenure committees and the composition of these committees.

Tenure-earning faculty may be elected to departmental committees (as well as to committees in colleges without departments) as long as the majority of the members are tenured. Only tenured faculty may be elected to college committees with departments. The University Promotion and Tenure Committee is comprised only of elected tenured faculty, with at least one representative from each college (the Vice President for Faculty Development and Advancement serves as *ex officio* member and chair). Deans are not eligible for election to the University Committee, but each dean's eligibility to function in some relation to the college promotion and tenure committee is subject to the governing bylaws of the college.

All eBinders are forwarded with the secret ballot votes of each individual committee member at each level to the next level committee, and ultimately to the President for a final decision, unless the candidate withdraws their eBinder from consideration within five (5) working days of being informed of the results of the secret ballot vote at a given level.

Each faculty committee involved in the Promotion and Tenure process (e.g. department; school, if applicable; college; and university) prepares and submits a narrative summary of its meeting.

Seven-Year Rule (FSU Regulation 1.004)

The FSU Constitution provides that no person "may remain in the service of the University as a nonpermanent member of the faculty of any college or other academic unit in any rank or combination of ranks for a total of more than seven years" (Seven-Year Rule). This includes the Assistant Professor, Associate Professor, and Professor ranks and visiting appointments in those ranks, and the rule applies to all service time, whether tenure-earning or not.

All or part of the time in visiting appointments at the rank of Assistant Professor or above may be accepted as tenure-earning if mutually agreed upon in writing by the academic dean and the faculty member at the time of subsequent appointment to a tenure-earning position. If a faculty member has held such visiting appointments for more than one year and transferred in no tenure-earning time from another institution, it will be necessary to accept some of the visiting time as tenure-earning in order that the person can be eligible for tenure consideration before the seven-year maximum is reached.

University Criteria for Promotion and Tenure

When first employed, each faculty member must be apprised of what is expected of them, generally, in terms of teaching, research and other creative activities, and service in relation to the standards within their specific academic department. If and when these expectations change during the period of service of a faculty member, that faculty member must be apprised of the change.

University Promotion Criteria

- Promotion to the rank of associate professor shall be based on recognition of demonstrated effectiveness in teaching, service, scholarly or creative accomplishments, and recognized standing in the discipline and profession, as attested to by at least three letters from outstanding scholars outside the University.
- Promotion to the rank of professor shall be based on recognition of superior teaching, service, scholarly or creative accomplishments of high quality, and recognized standing in the discipline and profession, as attested to by at least three letters from outstanding scholars outside the University.
- Typically, an assistant professor is considered simultaneously for promotion and tenure during the 6th year of service. Although the usual amount of time in a given rank prior to being considered for promotion is 5 years, demonstrated merit, not years of service, shall be the guiding factor. Promotion is not automatic, nor is it regarded as guaranteed upon completion of a given term of service. Early promotion is possible where there is sufficient justification. Faculty who are given a notice of non-renewal after the 6th year of service may be considered in their 7th year.

University Tenure Criteria

- The criteria for awarding tenure align with those for promotion to the rank to which the candidate is being considered for promotion (or the rank held by the candidate if the candidate is not being considered for promotion). Tenure, however, is guaranteed neither by promotion nor by previous attainment of the rank of associate or full professor. Tenure decisions take into account the needs of the department/unit, college, and University as well as the contributions the faculty member has made and is expected to make to the institution in the future (see also Article 15 of the CBA).

Among the three areas of teaching, scholarly or creative activity, and service, evidence regarding scholarly or creative activities is most difficult to judge. Over the years the promotion and tenure committees have normally looked for evidence related to national (or international) standing. For promotion to Associate Professor, the expectation has been that the candidate clearly *is becoming* recognized nationally and internationally as a scholar or creative artist in a field; for Professor, it has

been that the candidate now *has become* so recognized. Of course, the evidence for this standing is different in different fields. The FSU Constitution seeks to accommodate the variety of disciplinary practice throughout the range of academic fields among the faculty by requiring that the University Promotion and Tenure Committee have at least one representative from each independent college.

Eligibility

Faculty are typically considered for tenure during the 6th year of service in a tenure-earning position, including any prior service credit granted at the time of initial employment or any visiting time agreed to count as tenure-earning. A faculty member may be considered for early tenure during the 5th year of tenure-earning service provided they have submitted a written request and obtained their dean's approval for consideration. The justification for early consideration will be included in the Dean's letter in the Promotion and Tenure eBinder.

Normal time-in-rank to be considered for promotion to associate professor is during the 6th year of service in that rank. However, consideration for early promotion is possible any time prior to the 6th year when sufficiently justified by demonstrated merit. Typically, an assistant professor is considered simultaneously for promotion and tenure during the 6th year of service. Faculty who are given a notice of non-renewal after the 6th year of service may be considered in their 7th year.

A faculty member eligible to be considered for promotion and/or tenure may withdraw from consideration within five working days of being informed of the results of the secret ballot vote at any level.

Credit of Tenure-Earning Service at Time of Hire

(See Administrative Tools for Deans on FDA Website: https://fda.fsu.edu/.)

Any tenure service credit transferred from another institution must be agreed upon in writing by the dean of the college involved at the time of the original appointment and documentation must be contained in the eBinder. All or a portion of such credit may be withdrawn in writing, one time, by the faculty member prior to the time the faculty member becomes eligible to be considered for tenure by the department promotion and tenure committee. A professor may be given *up to four years* of tenure service credit agreed upon in writing at the time of appointment from prior tenure-earning service elsewhere. An associate professor may be credited with *up to three years* and an assistant professor may be credited with *up to two years*. (Note that copies of all such agreements should be shared with the Office of Faculty Development and Advancement and the Office of Human Resources at the time of hire.)

Modification of Tenure-Earning and Service Record

It may be necessary to modify a faculty member's tenure service record, e.g. stop the tenure clock, due to special circumstances such as a leave of absence, an original mid-year appointment, an administrative assignment, or a personal circumstance that substantially impeded the progress toward tenure. The circumstances shall be defined as including but not limited to: childbirth or adoption; personal injury or illness; care of ill or injured dependents; elder care; death of a closely related family member resulting in need for extended dependent care; lack of access to necessary facilities, equipment or other resources for an extended period of time due to natural disasters, health epidemics/pandemics, environmental issues, or other factors.

Semester(s) during which a faculty member is on a compensated or uncompensated leave will not be creditable for the purpose of determining eligibility for tenure, except by mutual agreement

of the faculty member and their dean. See Faculty Human Resources section 4, ***Faculty Handbook***, for more detailed information regarding requesting a leave of absence and approval.

If a faculty member is originally hired after the beginning of an academic year, is given an administrative assignment, or wishes to withdraw tenure service credit transferred from another institution at the time of the original appointment by FSU, an agreement may be made between the faculty member and their dean not to count such time as tenure-earning or toward the seven-year service rule. Contact the Office of Faculty Development and Advancement for appropriate wording.

A faculty member may request an extension of the tenure-earning period for one year from the Chair with the approval of the Dean and the President (or their representative) before being considered for tenure. The circumstances must have substantially impeded the progress toward tenure. These circumstances may include but are not limited to: childbirth or adoption; personal injury or illness; care of ill or injured dependents; elder care; and death of a closely related family member resulting in need for extended dependent care. They may also include lack of access to necessary facilities, equipment, or other resources for an extended period of time due to natural disasters, health epidemics/pandemics, environmental issues, or other factors.

Requests to extend the tenure-earning period should, except in extraordinary cases, be made within two semesters of the qualifying reason if it did not involve an approved period of leave covered under federal or state law (which automatically provides for an extension). For example, if a qualifying circumstance occurs in the Fall semester, the faculty member should request an extension of the tenure-earning period by the end of the following summer term. Requests must contain a clear description of the substantial impediment to progress toward tenure that resulted from the qualifying circumstances. If the reason for the disruption to progress involved missed work that was not accompanied by use of sick leave, as appropriate, then the request will need to be reviewed by Human Resources and may result in retroactive deduction of sick leave. Sick leave that is not covered under federal or state law does not automatically qualify you for an extension of the tenure-earning period. As a reminder, FSU offers faculty sick leave for periodic illness and other benefits that help them navigate difficult circumstances. Faculty who are experiencing serious illness or injury, or who are facing obligations that will prevent them from working, should contact their supervisor and Human Resources to determine whether extended or frequent leave periods are covered under federal, state, or FSU policy.

Promotion and/or Tenure eBinders

Deans have the responsibility to ensure that the promotion and/or tenure eBinders are prepared in compliance with established requirements and that the material in the eBinders is organized as indicated in the Vice President for Faculty Development and Advancement's annual memorandum on the Promotion and Tenure Process. Although faculty members are not required to prepare their own eBinders, they are expected to participate in preparing them. The Promotion and Tenure process is managed electronically through a custom-designed workflow available through OMNI-HR.

All eBinders are forwarded from committee to committee unless the candidate withdraws their eBinder from consideration within five working days of being informed of the results of the secret ballot vote at a given level. The process culminates in a final decision by the President, who then reports the general results to the Board of Trustees. See Section B.1., FSU Constitution (FAC 6C2-1.004) and the annual memorandum on the Promotion and Tenure Process for specific procedures to

be followed in a given year. At the conclusion of the annual process, all eBinders are stored in the candidate's academic department.

Tenure Upon Appointment

FSU departments and colleges may recommend to the Provost and President via the Office of Faculty Development and Advancement that a faculty member hired at the rank of Associate Professor or Professor be granted tenure upon appointment at FSU. Typically, tenure should be requested prior to the appointment of the faculty member, and in no circumstances should it be requested any later than 3 months after the appointment begins. Petitions will be considered by a five-member subcommittee of the University Promotion and Tenure (P&T) Committee via each individual member's secret ballot. Members of the subcommittee are appointed by the Vice President for Faculty Development and Advancement at the beginning of the fall semester and will serve for the duration of their terms on the University P&T Committee.

The standing subcommittee of the university-wide P&T Committee will review individual cases on an as-needed basis. Any member of the 5-member subcommittee may request a meeting of the subcommittee to discuss whether a candidate's record meets the criteria for tenure in the candidate's department. Recommendations from this subcommittee are reviewed by the Provost and the President. If recommended by the Provost and the President, the request for tenure upon appointment will go to the Florida State University Board of Trustees for final approval.

The following evidence should be organized and submitted electronically to the Office of the Vice President for Faculty Development and Advancement (fda-approvals@fsu.edu) for distribution to the five-member subcommittee of the University P&T Committee for review.

Evidence to be compiled:

- Approval by the unit's P&T committee via each individual member's secret ballot.
- Approval by the unit's tenured members via each individual member's secret ballot.
- Approval by any other regular reviewing committee in the college or, if appropriate, by a subcommittee approved by the full committee via each individual member's secret ballot.
- Approval by the department chair/school director (if applicable).
- Approval by the dean.
- An endorsement letter from the department chair/school director (if applicable) and dean that includes a) detailed information on the candidate's teaching, research, and service history; and b) an explanation of why this individual is worthy of tenure upon appointment.
- If the materials do not include examples of the candidate's excellence in research or creative activity or excellence in teaching, the department chair/school director (if applicable) or dean must also explain and justify that absence in their indorsement letter(s).
- The candidate's CV.
- The candidate's one-page statement of their accomplishments over the last five years.
- The candidate's discussion of their teaching, research and service (no longer than six pages).

- Three outside letters of recommendation directed specifically to Florida State University. The department chair/school director (if applicable) or dean must certify that no professional relationships exist between the candidate and the external reviewer or must provide a justification that the external review letter contains an unbiased assessment despite such a relationship. Relationships include, but are not limited to, student-teacher (including dissertation committee chairs and members), colleagues in graduate school, former departmental colleagues, collaborators, and co-authors.

Any additional contents of the binder are left to the discretion of each dean, as different program areas value different supporting documentation to make a case for granting tenure. The first 5 items above should be completed on the Tenure Upon Appointment cover sheet. The cover sheet, reasons for negative ballot form, and other instructions on submitting the binder to the Office of Faculty Development and Advancement can be found here.

PROMOTION OF SPECIALIZED FACULTY

Criteria for Promotion

When first employed, each faculty member shall be apprised of what is expected of him or her, in terms of teaching, research and other creative activities, and service, and any other duties involved. All faculty members shall be apprised of any change in the initial assignment of responsibilities.

Criteria for specialized faculty promotion focus on meritorious performance of assigned duties in the faculty member's present position, since these positions have assignments in specific areas (e.g., assignment in research or teaching only, rather than an assignment in all three areas of teaching, research, and service), in addition to degree and time in service. While it is possible that a pattern of sustained meritorious performance of assigned duties could be assessed on the basis of a record shorter than five years of service, typically at least five years of evidence is needed. Thus, most specialized faculty members are considered for promotion during their fifth year of service. Department chairs and other supervisors should ensure that the record of any candidate who is recommended for promotion before that time contains enough evidence to justify consideration. Performance is reviewed in the annual evaluation process, which determines salary actions, retention, and recommendations for promotion. See also "Minimum Time-in-Rank Requirements for Promotion" below.

Promotion decisions for specialized faculty will take into account the following:

- annual evaluations
- annual assignments
- fulfillment of the department/unit written promotion criteria in relation to the assignment
- evidence of sustained effectiveness relative to opportunity and according to assignment

Teaching Faculty Track

- evidence of well-planned and delivered courses
- summaries of data from Student Perceptions of Courses and Instructors (SPCI) questionnaires
- letters from faculty members who have conducted peer evaluations of the candidate's teaching
- ability to teach multiple courses within a discipline/major

- other teaching-related activities, such as instructional innovation, involvement in curriculum development, authorship of educational materials, and participation in professional organizations related to the area of instruction

Instructional Support Track

- evidence of contributions in support of instruction, as attested to by internal letters from faculty members at FSU
- other teaching-related activities, such as instructional innovation, involvement in curriculum development, authorship of educational materials, and participation in professional organizations related to the area of instruction

Research Faculty or Curator Track

- scholarly or creative accomplishments of high quality, appropriate to the field, in the form of scholarly or creative books and peer-reviewed scholarly publications
- success in obtaining external funding, as principal investigator or co-principal investigator on grants
- recognized standing in the discipline and profession, as attested to by letters from outstanding scholars outside the University
- other research-related activities, such as contribution to the discovery of new knowledge and development of new creative activities or educational techniques.

Research Support Faculty Track

- evidence of contributions in support of research, as attested to by internal letters from collaborators at FSU
- other research-related activities, such as contribution to the discovery of new knowledge and development of new creative activities or educational techniques.

University Librarian and Information Specialties Track

- demonstrated excellence in the candidate's specialized area of librarianship
- participation in continuing education in the form of appropriate academic course work, workshops, institutes, or conferences
- participation or membership in professional associations
- attainment of an advanced degree
- publications
- evidence of commitment to the service concerns of the University or the community

Specialized faculty members who have been assigned an administrative code shall be subject to the normal promotion criteria and procedures for the applicable rank. They may not substitute performance of their administrative duties for qualifications in teaching or research. The duty assignments of such employees shall accord them an opportunity to meet the criteria for promotion; however, the number of years it takes a faculty member to meet the criteria in teaching or research and scholarly accomplishments may be lengthened by reduced duty assignments in those areas; the number of years over which such accomplishments are spread shall not be held against the faculty member when the promotion case is evaluated.

Minimum Time-in-Rank Requirements for Promotion

Specialized faculty are typically reviewed for promotion at the end of 4 years of service in their current rank. Early promotion is possible where there is sufficient justification and there has been enough time-in-rank to demonstrate evidence of sustained effectiveness relative to the faculty member's assignment. For faculty members who are recommended for promotion early, justification for early promotion must be included in the chair's/director's/supervisor's (or equivalent) letter.

A faculty member hired at the first level (Teaching Faculty I, Research Faculty I, Assistant Curator, Assistant in Research, Instructional Specialist I, and Assistant University Librarian) may bring in no more than two (2) years of credit for prior service. A faculty member hired at the second level (Teaching Faculty II, Research Faculty II, Associate Curator, Associate in Research, Instructional Specialist II, and Associate University Librarian) may bring in no more than three (3) years of credit for prior service. Any credit for prior service must be specified in writing at the time of hire. **Please note that bringing in credit does not guarantee promotion but allows for the candidate to be considered earlier than is typical.**

Policy & Procedure

Promotion in the Specialized Faculty ranks is achieved through meritorious performance of assigned duties in the faculty member's present position.

Faculty members holding regular or research appointments in the following positions are eligible to be considered in the promotion process for specialized faculty:

- Assistant in Research
- Associate in Research
- Teaching Faculty (I and II)
- Instructional Specialist (I and II)
- Research Faculty (I and II)
- University Librarian (Assistant and Associate)
- Curator (Assistant and Associate)

Non-tenure track faculty who are not in one of the specialized faculty classifications are not eligible for promotion.

In conjunction with the annual evaluation process, each department (or center/institute) must review and evaluate each specialized faculty member's readiness for promotion, in relation to the above criteria. This review is documented in the annual progress towards promotion letter. Based on the outcome of the review, the department chair (or supervisor) shall determine whether to request that the faculty member participate in the preparation of a promotion binder as described in the BOT-UFF Collective Bargaining Agreement, Appendix J and the Office of Faculty Development and Advancement website. The Office of Faculty Development and Advancement offers a workshop on specialized faculty promotions early in each fall semester.

Specialized faculty promotion recommendations are reviewed by the elected Promotion Committee of the department (or center/institute) which recommends action on the nomination of each candidate. The department chair (or supervisor) will also independently review the binders of all prospective candidates in that department (or center/institute) and recommend action on the nomination of each candidate. The department chair (or supervisor) will submit the binders of all candidates, except those withdrawn by a candidate, to the dean (or director) with a report of

departmental (or center/institute) committee recommendations taken via a secret ballot and the department chair's (or supervisor's) recommendations on all submitted binders of all candidates.

The applicable dean (or director) considers these recommendations after independently reviewing each candidate's record and then submits their advice regarding whether the candidate meets the appropriate promotion criteria to the President or designee via the Office of the Vice President for Faculty Development and Advancement. The bylaws of a college/unit may also designate a faculty committee to review all specialized faculty promotions within the college/unit.

The Office of the Vice President for Faculty Development and Advancement confirms that the candidate meets the eligibility requirements for consideration, then forwards the recommendation to the President or designee for final approval. Recommendations should be submitted to the Office of Faculty Development and Advancement by the date specified on the annual letter regarding the Specialized Faculty Promotion Process.

The recommendation of the applicable review committees and those of the department chair (or supervisor) and dean (or director) constitute a recommendation to the President regarding whether the candidate meets the written criteria for promotion, based on their independent evaluations of the promotion files.

All recommendations (to approve or deny) from the dean (or director), and all applicable review committees, are forwarded to the President or designee for final action via the Office of the Vice President for Faculty Development and Advancement, unless the candidate withdraws their file from consideration within five working days of being informed of the results of the consideration at any given level.

Each faculty member shall be informed of their prospective candidacy, have an opportunity to assist in preparing the binder and to add any relevant information prior to review by the departmental committee, and to be informed in writing of the results of the recommendations at each level of review.

All departments/units must have written promotion criteria and procedures for all applicable specialized faculty (in-unit and out-of-unit) which are available in the department/unit, posted on their Web sites, and on file in the Office of Faculty Development and Advancement. All procedures culminate in submission of recommendations via the Office of Faculty Development and Advancement to the President for formal approval. All actions are effective at the same time as tenure track faculty promotions, which is the beginning of the next academic year.

Retention of Evaluative Information

University regulations require that there should be only one file in which all written materials used in the evaluation process are maintained (see Evaluation File section under Annual Evaluations above). Therefore, any evaluation of a faculty member placed in promotion files becomes a part of the faculty member's one evaluation file.

SABBATICALS

Policy

Sabbaticals are made available to increase a tenured faculty member's value to the University through enhanced opportunities for professional development, research, writing, or other forms of creative activity.

For tenured faculty members covered by the Collective Bargaining Agreement, the University provides one sabbatical at full-pay for one semester per each 20 eligible faculty members and an unlimited number of two-semester sabbaticals at half-pay. All sabbatical proposals must meet the conditions of the sabbatical program.

Although the University provides the opportunity for sabbaticals, no additional funds are provided to replace the faculty members who go on leave. It usually falls to colleagues of the absent faculty member to help assume the responsibility of ensuring that her or his essential duties do not go unattended. However, for two-semester sabbaticals at half-pay, OPS funds may be converted from the unused salary half-line of the sabbatical to appoint extra teaching assistance.

Types of Sabbaticals

Faculty members may apply for sabbaticals for one semester at full-pay or for two semesters (i.e., one academic year) at half-pay, or they may apply for both types, although only one type can be awarded to the individual applying. The request for both types may be included in the same proposal, or the requests may be made in separate proposals.

Eligibility

Full-time tenured faculty members covered by the Collective Bargaining Agreement with at least six years of full-time service are eligible for sabbaticals.

A faculty member who has taken a sabbatical leave is not normally eligible for another sabbatical until they have completed at least six years of full-time service following the previous sabbatical leave. One must already be tenured to apply for a sabbatical and may apply or re-apply at the beginning of the sixth year of service for a sabbatical to be effective the seventh year.

Application and Selection

The sabbatical application consists of the *Faculty Sabbatical Application, the Faculty Sabbatical Application Supplement*, a two- page sabbatical proposal, an up-to-date CV that includes the applicant's obligation to graduate students, and the form entitled *Summary of Assignments of Responsibilities and List of Courses Taught*, which includes percentages of effort.

The proposal should describe the program and activities to be followed while on sabbatical, the expected increase in value of the faculty member to the University and the faculty member's academic discipline, and the specific results anticipated from the leave.

Each year the Office of Faculty Development and Advancement, on behalf of the University Committee on Sabbaticals, invites applications to be submitted in October. The specific deadline appears in the annual invitation. The annual invitation and forms are available on the Office of Faculty Development and Advancement website.

Applications are submitted through the department chair and academic dean, who each recommends approval or disapproval. Dean's approval is required for any application to be reviewed by the University Committee on Faculty Sabbaticals. Any application disapproved by the chair but approved by the dean will be reviewed by the Committee. The dean forwards all approved applications to the Committee via the Office of Faculty Development and Advancement. If either the department chair or academic dean recommends disapproval, the reason(s) is stated on a page attached to the *Faculty Sabbatical Application*.

The University Committee on Faculty Sabbaticals, composed of eleven tenured faculty members (elected by tenured faculty members) and the Vice President for Faculty Development and Advancement (serving as *ex officio* member and chair), will review one-semester and two-semester applications, rank the one-semester applications, and submit recommendations to the President. In ranking the one-semester applications, the Committee will consider:

- the benefits of the proposed program to the faculty member, the University, and the profession;
- an equitable distribution of sabbaticals among colleges, departments, and disciplines within the University;
- the length of time since the faculty member was relieved of teaching duties for the purpose of research and other scholarly activities;
- the length of service since previous sabbatical or initial appointment; and
- any staffing considerations expressed by dean or department chair.

The President will make appointments from the list and consult with the Committee prior to making an appointment that does not follow the committee's ranking.

One-semester and two-semester sabbaticals at half-pay will be granted unless it is determined that the conditions set forth in the sabbatical program will not be met or that departmental/unit staffing considerations preclude such a sabbatical from being granted. In this latter instance, the faculty member will be provided the sabbatical the following year, or at a later time as agreed to by the faculty member and the chair or dean. The period of postponement will be credited for eligibility for a subsequent sabbatical.

No more than one faculty member per ten in a department or other professional unit need be awarded a sabbatical at the same time. The University is not required to award sabbaticals to more than one qualified applicant in any given department or other professional unit.

Conditions of the Sabbatical Program

1. While on sabbatical, the faculty member's salary will be one-half pay for two semesters (one academic year) or full-pay for one semester.
2. Contributions normally made by the University to retirement and social security programs will be continued on a basis proportional to the salary received. University contributions normally made to faculty insurance programs and any other faculty benefit programs will also be continued during the sabbatical. Faculty members must contact the Benefits Office in Human Resources at 644-4015 prior to any leave of absence, with or without pay, to ensure correct and timely payment of contributions for insurance coverage.
3. Eligible faculty members will continue to accrue annual and sick leave on a full-time basis during the leave.
4. While on leave, a faculty member will be permitted to receive funds for travel and living expenses, and other leave-related expenses, from sources other than the University such as fellowships, grants-in-aid, and contracts or grants, to assist in accomplishing the purposes of the sabbatical. Receipt of funds for such purposes will not result in reduction of the faculty member's University salary. Grants for such financial assistance from other sources may, but need not, be administered through the University. If financial assistance is received in the form of salary, the University salary shall normally be reduced by the amount necessary to bring the total income of the sabbatical period to a level comparable to

not more than 125 percent of the faculty member's current year salary rate. Employment unrelated to the purpose of the sabbatical leave is governed by the provisions and policies regarding Conflict of Interest and Outside Employment and Activities. An employee on a two-semester half-pay sabbatical may supplement their half-pay salary from a grant administered through the University up to the amount that will bring the total salary of the sabbatical period to the employee's normal salary.

5. The faculty member must return to the University for at least one academic year following participation in the program. Another paid or unpaid leave of absence should not be requested immediately preceding sabbatical leave or for one academic year following the conclusion of the sabbatical leave. Agreements to the contrary must be in writing prior to the sabbatical and approved by the Vice President for Faculty Development and Advancement. Return to the University of salary received during the leave will be required in those instances where neither of the above is satisfied.
6. The faculty member must, within 60 days after the start of the next semester following the leave, provide a written report describing the faculty member's accomplishments during the leave to the Vice President for Faculty Development and Advancement. This report is to include information regarding the activities undertaken during the sabbatical, the results accomplished during the sabbatical as they affect the faculty member and the University, and research or other scholarly work produced or expected to be produced as a result of the sabbatical. The faculty member is also to provide a copy of this report to the department chair and dean for use in the annual evaluation process.
7. Faculty members on sabbatical leave are eligible for promotion and for salary increases.

PROFESSIONAL DEVELOPMENT LEAVE

Policy

Professional development leave is made available to increase a specialized faculty member's value to the University through enhanced opportunities for professional development, research, writing, or other forms of creative activity. The purpose of the professional development leave program is similar to the sabbatical leave program, but is in support of specialized faculty members covered by the BOT-UFF Collective Bargaining Agreement who are not tenured and who are not in tenure-earning positions.

The University provides one professional development leave at full-pay for one semester or its equivalent for each 20 eligible specialized faculty members covered by the BOT-UFF Collective Bargaining Agreement contingent upon meeting the conditions of the professional development program.

1. Although the University provides the opportunity for professional development leave, no additional funds are provided to replace the faculty members who go on leave. It usually falls to colleagues of the absent faculty member to help assume the responsibility of ensuring that her or his essential duties do not go unattended. Since the salary of the employee while on leave must still be paid from its regular source, employees supported on contracts and grants and Auxiliary funds are eligible only if the terms of the contract or grant or Auxiliary budget permit salary to be paid to an employee on leave. If professional development leave is approved but staffing considerations preclude it from being granted at the time requested, the leave may be postponed to a later time by mutual agreement between the faculty member and the supervisor.

Types of Professional Development Leave

Eligible faculty members may apply for a professional development leave for one semester (or equivalent) at full-pay or two semesters at one-half pay. Non-continuous leave for non-instructional specialized faculty may be requested up to the equivalent of one (1) semester at full-pay but exercised in smaller increments over a two (2) year period. (must be agreed upon by faculty member and supervisor, and does not apply to faculty with instructional assignments).

Eligibility

Full-time specialized faculty members covered by the Collective Bargaining Agreement with three or more years of service are eligible for professional development leave, except those faculty members who hold tenure-earning or tenured positions.

An employee who has taken a professional development leave is not normally eligible for another leave until they have completed 3 years of full-time service following the previous leave. One may apply or re-apply at the beginning of the third year of service for a professional development leave to be effective the 4th year.

Application and Selection

The professional development leave application consists of the *Professional Development Leave Application* form, an up-to-date CV, a letter from the supervisor, and a two- or three- page proposal that outlines the project or work to be accomplished during the leave including a description of the activities to be followed, the expected increase in value of the employee to the unit, University, and the employee's academic discipline, and the specific results anticipated from the leave. Faculty are encouraged to discuss their proposal with their supervisor in advance.

Each year the Office of Faculty Development and Advancement, on behalf of the Committee on the Professional Development Leave Program, invites applications to be submitted in October. The specific deadline appears in the annual invitation. Applications are submitted through the department chair, program director, or center director, and the academic dean of the college in which the applicant holds an appointment, or through the director of an equivalent unit (e.g., the Dean of the Libraries). The dean or director will forward the applications to the Committee on the Professional Development Program via the Office of Faculty Development and Advancement. The annual invitation and form are available on the Office of Faculty Development and Advancement website.

The Committee on the Professional Development Program is nominated and elected annually by the FSU Specialized Faculty body. It is composed of two Specialized Teaching Faculty, two Instructional Specialists, two Specialized Research faculty, and one Librarian/Curator faculty member with a minimum of three years of experience in the position.

After review of the applications, the Committee submits recommendations to the Provost who will review and make the final decision about the awards.

In evaluating applications for leaves, the Committee on the Professional Development Leave Program considers:

- the merit of the project proposed: statement of need/problem; clarity of proposal operation, realistic time frame, and qualifications of individual to accomplish project;

- the benefits of the completion of the proposed project or work on the productivity of the department or function of which the employee is a part, to the University, and to the employee;
- the length of service of the applicant;
- the length of time since the applicant has been relieved of duties for purposes of professional development; and
- an equitable distribution of awards among the various units of the University.

No more than one faculty member per ten in a department or other professional unit need be awarded a professional development leave at the same time. Departments may choose to not support a leave application, but they cannot deny the application due process.

Conditions of the Professional Development Leave Program

1. While on professional development leave, the faculty member's salary will be one-half pay for two semesters (one academic year) or full-pay for one semester (or equivalent).
2. Contributions normally made by the University to retirement and social security programs will be continued on a basis proportional to the salary received. University contributions normally made to employee insurance programs and any other employee benefit programs will also be continued during the professional development leave.
3. Eligible faculty members will continue to accrue annual and sick leave on a full-time basis during the leave.
4. While on leave, a faculty member will be permitted to receive funds for travel and living expenses, and other leave-related expenses, from sources other than the University such as fellowships, grants-in-aid, and contracts or grants, to assist in accomplishing the purposes of the leave. Receipt of funds for such purposes will not result in reduction of the employee's University salary. Grants for such financial assistance from other sources may, but need not, be administered through the University. If financial assistance is received in the form of salary, the University salary shall normally be reduced by the amount necessary to bring the total income of the professional development leave period to a level comparable to not more than 125 percent of the current-year salary rate. Employment unrelated to the purpose of the leave is governed by the provisions and policies regarding Conflict of Interest and Outside Employment and Activities. A recipient on a two-semester half-pay leave may supplement their half-pay salary from a grant administered through the University up to the amount that will bring the total salary of the leave period to the faculty member's normal salary.
5. The employee must return to the University for at least one academic year following participation in the program. Another paid or unpaid leave of absence should not be requested immediately preceding professional development leave or for one academic year following the conclusion of the professional development leave. Agreements to the contrary must be in writing prior to the leave and approved by the Vice President for Faculty Development and Advancement. Return to the University of salary received during the leave will be required in those instances where neither of the above is satisfied.
6. The faculty member must, within 60 days after the start of the next semester following the leave, provide a written report describing the employee's accomplishments during the leave to the Vice President for Faculty Development and Advancement. This report is to include information regarding the activities undertaken during the leave, the results accomplished

during the leave as they affect the faculty member and the University, and research or other scholarly work produced or expected to be produced as a result of the leave. The faculty member is also to provide a copy of this report to the department chair, director, and dean for use in the annual evaluation process.

7. Faculty on professional development leave are eligible for promotion and for salary increases.
8. A faculty member who takes a professional development leave and fails to spend the time as stated in the application will be required to reimburse the University for the salary received during such leave.

FACULTY AWARDS

Florida State University provides faculty with numerous opportunities for faculty peers to recognize special achievements in teaching, scholarly or creative activity, and service. Awards offered by peers in one's home institution frequently position faculty for further regional and national recognition.

Regional, national, and international awards accelerate a faculty career and benefit the department and University in tangible ways. They raise the public profile and reputation of faculty and the University, thereby serving as a valuable tool in increasing national rankings. Faculty are encouraged to pursue and nominate others for awards listed by the American Association of Universities (AAU) and awards valued by specific discipline. FSU faculty have peers, administrators, and staff trained to offer support in the pursuit of these external awards.

The following list includes a brief description and website, if available, of internal awards for FSU faculty requiring peer or student nomination and selection by peers and administrators.

Teaching and Advising Awards

FSU offers eight teaching and advising awards. Students, alumni, faculty, administrators, and community members may nominate outstanding faculty for a variety of accomplishments: Foundational Course Excellence; Outstanding Teaching in the Major; Outstanding Undergraduate Advising; Outstanding Graduate Teaching; Community Engaged Teaching; Student Centered Teaching and Mentoring; Innovation in Teaching; and Excellence in Online Teaching. Other related awards include:

Graduate Faculty Mentor Awards

The Graduate Faculty Mentor Awards recognize faculty mentors whose dedication to graduate students and commitment to excellence in graduate education and mentoring have made a significant contribution to the quality of life and professional development of graduate students at Florida State University.

Honors Thesis Mentor Award

The Honors Thesis Mentor Award was established to recognize and honor faculty members whose direction and mentorship of Honors Thesis research or creative activity has significantly contributed to the enhancement and quality of undergraduate education at Florida State University.

Undergraduate Research Mentor

The Undergraduate Research Mentor Award recognizes faculty commitment to undergraduate research. Recipients, nominated by students, demonstrate a substantive and long-term involvement in undergraduate research.

University Undergraduate Advising Awards

University Undergraduate Advising Awards recognize outstanding faculty and staff advisors. Winners are nominated by students who have been beneficiaries of their services. These individuals dedicate their time to ensuring that students receive the best possible advice related to their courses and their career choices. The recipient receives a $2000 award.

Developing Scholar Awards

The Developing Scholar Awards program is designed to recognize Florida State University faculty who are several years advanced into their careers. This competition is intended to help identify FSU's future academic leaders. The recipients receive a one-time stipend that is to be used to promote the awardee's program of research or creativity during the academic year following the award's presentation.

Developing Specialized Faculty

The Developing Specialized Faculty award recognizes the outstanding research and/or creative activity of FSU researchers who are not in a tenured or tenure-track line. This award program recognizes successful FSU specialized faculty members who are several years into their careers, and is intended to identify and honor FSU's future research/scholar/scientist leaders. A one-time stipend is offered to promote the awardee's program of research and creativity.

Distinguished Research Professor Award

The Distinguished Research Professor Award recognizes and honors outstanding scholarly research and/or creative activity among those Florida State University full professors having national and international visibility. Recipients of this award receive a one-time stipend and the distinction of using the title "Distinguished Research Professor" while at Florida State University.

Distinguished Teacher Award

The Distinguished Teacher Award recognizes and honors outstanding teaching among those Florida State University faculty who have received a University Teaching Award at least five years prior to being nominated for the Distinguished Teacher Award. The successful nominee must document continued excellence in teaching for the five years since receipt of the original University Teaching Award. Recipients of this award receive a one-time stipend and the distinction of using the title "Distinguished Teaching Professor" while at Florida State University.

Distinguished University Scholar

The Distinguished University Scholar (DUS). This award has been designed to recognize outstanding research and/or creative activity of Florida State University researchers who are not in a tenured or tenure-track line. It is intended that the recipients have long-standing track record of research and/or creative activity at FSU and occupy more senior levels in their respective positions.

Emerita/Emeritus Status

Professor Emerita/Emeritus

By action of the Faculty Senate, the title "Professor Emerita/Emeritus" may be assigned to a retired, tenured member of the faculty who upon due consideration of service to Florida State University and upon recommendation by the academic dean, support by the department and college, and approval by the President. Recommendation for emeritus status should be submitted by the dean of the appropriate unit through the Vice President for Faculty Development and Advancement to the Provost and Executive Vice President for Academic Affairs and the President of the University. If Emerita/Emeritus status is granted, nominating department staff should update OMNI.

Dean Emerita/Emeritus

Upon approval of the President of the University, the title "Dean Emerita/Emeritus" may be assigned to a faculty member who is completing service as the dean of a college or in one of the university-wide deanships in the Division of Academic Affairs. "Dean Emerita/Emeritus" is an honorific title which recognizes outstanding service to Florida State University and its academic programs. The title is awarded upon completion of the deanship and is retained upon retirement of the faculty member from the University. Under separate procedures established by the Faculty Senate (see above), faculty members holding the "Dean Emerita/Emeritus" title are also eligible for designation as "Professor Emeritus" upon retirement.

Recommendations for designation as "Dean Emerita/Emeritus" of a college originate with the faculty of the college and are submitted through the Vice President for Faculty Development and Advancement to the Provost and Executive Vice President for Academic Affairs and the President for approval. For the university-wide deanships in the Division of Academic Affairs, recommendations are originated by the Provost and Executive Vice President for Academic Affairs, with the advice and consent of the Faculty Senate Committee most closely related to the function of the deanship and submitted through the Office of Faculty Development and Advancement to the President for approval.

The "Professor Emerita/Emeritus" and "Dean Emerita/Emeritus" titles will be appropriately indicated in the catalog listing of faculty members.

Extraordinary Accomplishments Program

Faculty members who are recognized with a national or international award included on the AAU list of Highly Prestigious awards are granted a permanent salary increase through the Extraordinary Accomplishments Program. Additionally, faculty members recognized with a national award designated as a Pathway award by university leadership are granted a permanent salary increase or one-time bonus through the Extraordinary Accomplishments Program.

Fred L. Standley Award for the Florida State University Academic Librarian of the Year

Presented by the Friends of Florida State University Libraries, the Fred L. Standley Award honors an outstanding faculty member within the University Libraries at the Florida State University for significant contributions to campus, state, national and/or international research librarianship, and library development.

Named Professorships

Marie Krafft Professorships

The Marie Krafft Professorship was named to honor the late Marie Krafft, who served as a professor of chemistry at FSU for three decades. Krafft joined the FSU faculty in 1984 and gained

widespread recognition for her contributions to organometallic chemistry and synthetic organic chemistry. She mentored numerous graduate students and postdoctoral researchers. In 2009, she received the University Undergraduate Teaching Award in recognition of excellence in teaching. Krafft professors are often deemed "Super Professors" because of the high quality of their character, vision, and intellect.

(In 2020, the Francis Eppes Professorship was renamed to the Marie Krafft Professorship.)

McKenzie Professorship Awards

McKenzie Professorship Awards, funded by Sarah P. and W. Guy McKenzie, Sr. (formally funded by the FSU Foundation), honor full-time, tenured, full professors who exemplify high standards of performance in teaching, research, and service.

Robert O. Lawton Distinguished Professor

The Robert O. Lawton Distinguished Professor award is the highest honor faculty can bestow on a colleague. To be eligible for this award, the faculty member must be a tenured professor, have been at the University for at least fourteen years, and have achieved true distinction nationally and/or internationally in his/her discipline or profession. Although scholarly distinction is the primary qualification, emphasis is placed on the evidence of quality teaching, including the directing of graduate research, as well as service to the University and academic community.

Ralph Stair Prize in Innovative Education

First awarded in 2013, the Ralph Stair Prize in Innovative Education is awarded biennially to an individual or collaborative team at FSU who has developed innovative education approaches (such as textbook, Internet sites, distance learning tools, etc.) that demonstrate the potential of having great impact nationally and internationally. The prize includes a monetary award from the endowment for the Ralph Stair Prize in Innovative Education.

FACULTY PROFESSIONAL DEVELOPMENT OPPORTUNITIES

Full information about current research funding award opportunities are available on the Office of the Vice President for Research Web site.

Center for the Advancement of Teaching

The Center for the Advancement of Teaching (CAT) provides a space for collegial exchange about teaching and learning, bringing together faculty at all levels and across disciplines, to hone their expertise in facilitating learning and to promote our collective project of providing our students with a preeminent education. We curate research on how humans learn and provide programming and services to help our colleagues apply it in their own classroom practice. CAT promotes student success at FSU by supporting the faculty in the important and challenging work of crafting transformative learning experiences, and by fostering a culture in which effective teaching is valued and rewarded.

Please visit the CAT website or contact CAT at: pro-teaching@fsu.edu.

Council on Research and Creativity Awards

Each year the CRC sponsors several funding awards programs for FSU faculty that are intended to stimulate and promote a better environment for research and scholarship in all disciplines. Each highly competitive program carries a different level of financial support to be used as a salary supplement or to support research and creative activities.

Faculty Travel Grants

Each fall and spring semester, the Provost supports Florida State University's strong presence in the research community by providing up to $1,000 ($1,500 for international travel) to individual tenure-track faculty members who are presenting peer-reviewed papers at national and international conferences.

Office of Digital Learning and Academic Technology

Instructors can obtain assistance in designing and delivering courses, assessing student performance, and integrating technology into the classroom through teaching enhancement offered by the Office of Distance Learning. They can also visit online support for information about teaching web-supported and online courses, and for workshops and Web sites on the technical skills used to teach and manage those websites.

Office of Faculty Development and Advancement

The Office of Faculty Development and Advancement (FDA) offers multiple avenues for faculty to pursue national and international recognition. Opportunities include but are not limited to: national award and fellowship application and proposal writing workshops; blind peer review for award proposal development; facilitation of the national award application/nomination process; and identification of career appropriate awards. To expand the search for career appropriate awards, faculty may consult the Faculty Awards Catalog, a database housing information on more than 5,000 competitive faculty awards.

The Office of Faculty Development and Advancement (FDA) also creates programs to support faculty career development. This includes faculty writing retreats, faculty learning communities, mentoring programs, promotion and tenure workshops, guidance for department and college leadership, and New Faculty Orientation.

The Office supports the work of faculty through FEAS – the Faculty Expertise and Advancement System – which allows faculty to keep university administrators and the public current with their achievements. It spearheaded the development of the Instructor Credentials System to approve, store, and report instructor credentials. It can import information from OMNI, ORCID, and select other data sources.

Please visit the FDA website or contact FDA at: fda-faculty@fsu.edu.

Professional Development Leave

Professional Development Leave is made available to specialized faculty members covered by the FSU/UFF Collective Bargaining Agreement and the process is coordinated by the Office of FDA. Such leave is made available to increase a faculty member's value to the University through enhanced opportunities for professional development, research, writing, or other forms of creative activity. See "Professional Development Leave" in this section for further detail.

Sabbaticals

University Sabbaticals

Sabbaticals for professional development are made available to tenured faculty members covered by the FSU/UFF Collective Bargaining Agreement, and the process is coordinated by the Office of FDA. Such sabbaticals are granted to increase a tenured faculty member's value to the University through enhanced opportunities for professional development, research, writing, or other forms of creative activity. See "Sabbaticals" in this section for further detail.

Internal Sabbaticals

At the discretion of their supervisor, faculty members may be given 100-percent-research assignments that would increase the faculty member's value to the University through enhanced opportunities for professional renewal, planned travel, study, formal education, research, writing, or other experience of professional value, but would be without the 'University Sabbatical' designation.

Graduate Faculty Teaching and Advising Roles

Graduate Faculty Membership

Membership in the Graduate Faculty establishes the eligibility of faculty to participate in graduate education. The appropriate status must be approved prior to the teaching of a graduate course, supervising a master's or doctoral student, or serving on a student's committee.

There are four different categories of membership: Graduate Faculty Status (GFS); Graduate Teaching Status (GTS), Co-Master's Directive Status (CMDS), and Co-Doctoral Directive Status (CDDS).

Graduate Faculty Status (GFS)

Graduate Faculty Status (GFS) establishes the eligibility of faculty to teach all graduate-level courses; to sit on all graduate-level committees; to chair or co-chair graduate student thesis, treatise and dissertation committees; and to participate fully in all components of graduate education, research, and service. As noted below assignments to and limitations from individual GFS responsibilities (teaching, research, student committees, and service) for any GFS member are delegated to the unit-level authority where such assignments of responsibilities are made.

Graduate Faculty Status: Appointment

Appointment to Graduate Faculty Status (GFS) is generally reserved for members of the faculty who hold tenured and tenure-earning appointments in graduate degree-granting departments or programs. Appointment to GFS must be by affirmative super majority (2/3) vote of all individuals who hold GFS in the department (or school/college) and approval by their department chair/program director, their academic dean, and the Dean of the Graduate School. Newly hired faculty may be appointed to Graduate Faculty Status (GFS) as a condition of their appointment to a tenure-earning position in a graduate degree-granting department upon approval of the appropriate departmental faculty, chair, dean of the college, and the Dean of the Graduate School. Assignments to and limitations from individual GFS responsibilities (teaching, research, student committees, and service) for any GFS member are delegated to the unit-level authority where such assignments of responsibilities are made. Subject to consideration of special circumstances, minimum qualifications are: (1) completion of the doctorate or its equivalent and (2) proven expertise in the teaching area.

Each academic unit (colleges and departments) shall adopt specific written criteria that its faculty must meet in order to be appointed to GFS. Subject to consideration of special circumstances, these criteria shall indicate the terminal academic degree and/or the level of professional experience and scholarship required for a faculty member to be appointed to GFS. Faculty holding GFS are expected to actively engage in graduate education through teaching, mentoring and research supervision, and service. They should show evidence of research-based scholarship and/or creative work resulting in peer-reviewed publications or equivalent work.

Each unit's written GFS criteria are subject to approval by their academic dean, the Graduate Policy Committee, and the Dean of the Graduate School. Departments and Colleges will determine these criteria and procedures for appointments according to guidelines in the Faculty Handbook and subject to approval of the dean of the college or school. Names of new GFS appointees will be sent to the Dean of the Graduate School for confirmation.

Under special circumstances qualified persons who are members of the FSU Specialized (and non-tenure track) Faculty may be appointed to Graduate Faculty Status (GFS) under the above procedures. Under no circumstances does this provision apply to persons holding adjunct or "Visiting-in-Lieu-of" adjunct appointments to the faculty.

Members of the Specialized (and non-tenure track) Faculty who are approved for GFS may serve only as a co-major professor of a doctoral committee alongside another co-major professor who must be a member of the tenure-track or tenured faculty (Assistant, Associate, Full Professor, or Eminent Scholar) and holding GFS. The specialized or non-tenure track faculty member must also be approved by the chair of the department for service on the specific committee. NOTE: For any doctoral committee, the major professor or at least one co-major professor must be a member of the tenure-track or tenured faculty (Assistant, Associate, Full Professor, or Eminent Scholar) of the department/unit in which the degree is to be granted. If the doctoral degree is sought in an interdisciplinary area of study, the major professor or at least one co-major professor must be a tenure-track or a tenured faculty member in a department/unit related to the area of interdisciplinary study. However, those who are not members of the tenure-track faculty who served as the major professor of an active doctoral dissertation committee between the dates of July 1, 2008, and July 1, 2013, shall remain eligible to direct doctoral treatises and dissertations.

Members of the Specialized (and non-tenure track) Faculty who are approved for GFS are eligible to serve as the major professor of master's thesis committees. They are not eligible to serve as the University Representative or sole chair on doctoral dissertation and treatise committees.

Retired Graduate Faculty Status

After retirement, retired faculty may be granted Retired Graduate Faculty Status (RGFS) in order to serve on graduate committees if they meet the eligibility requirement of Florida Statutes 121.021(65) and 121.091(15). Retired faculty who wish to serve on a master's thesis and/or doctoral treatise/dissertation committee(s) of students who have already begun thesis or dissertation must have a courtesy appointment that complies with the policies and procedures of the Office of Human Resources within the appropriate unit and must request that their Retired Graduate Faculty Status (RGFS) be approved by the Department Chair (or unit head) and the Academic Dean. The courtesy appointment must comply with the policies and procedures of the Office of Human Resources. A courtesy appointment is required and must be facilitated and activated with the Office of Human Resources prior to the submission of the final memo to The Graduate School. RGFS status cannot be awarded prior to the retiree's official retirement date.

After the courtesy appointment is approved and becomes active in OMNI HR, a signed memo from the Department Chair and Academic Dean should be sent to The Graduate School from the Academic Dean's Office confirming the details below.

1. The faculty member's first name, last name, and EMPL ID,

2. The official retirement date,

3. The date the faculty member was awarded GFS prior to retirement, as well as the degree program the GFS status was previously awarded in,

4. Name of the student committee(s) to serve on,

5. Role the faculty member is requesting to serve on the student committee(s)

6. Expected semester of graduation for the student(s),

7. Expected duration of RGFS to finish service on student committees,

8. Must validate that the faculty member meets the post-retirement eligibility requirements, as defined in Florida Statutes, to finish service on a student committee(s),

9. Provide validation that the courtesy faculty appointment is active in OMNI HR,

10. Signatures from all approvers with dates (e.g., Department Chair (or unit head), and Academic Dean

Graduate Teaching Status (GTS)

Graduate Teaching Status (GTS) establishes the eligibility of faculty to teach graduate-level courses for which they meet the University's standards for credentialing (see FSU Policy 3A-2). A person must be appointed to Graduate Teaching Status (GTS) to be eligible to teach graduate courses. Members of the Specialized (and non-tenure track) Faculty holding GTS must be separately appointed with Co-Doctoral or Co-Masters Directive Status in order to serve on graduate student committees as a member and/or to co-direct master's theses and doctoral dissertations and treatises.

Graduate Teaching Status: Appointment

Appointment to Graduate Teaching Status (GTS) is required for members of the Specialized (and non-tenure track) Faculty to teach graduate courses. Graduate Teaching Status (GTS) does not accord eligibility to serve, co-chair, or chair master's thesis and doctoral dissertation committees nor to perform other functions of graduate education without further appointment (see below). GTS may be awarded for multiple academic degree programs with the approval of the appropriate department, college, and the Dean of The Graduate School. A faculty member with Graduate Teaching Status may be the instructor of record for 5000, 6000, and 7000-level courses.

Subject to consideration of special circumstances, minimum qualifications are: (1) completion of the doctorate or its equivalent and/or (2) proven expertise in the teaching area. Under special circumstances qualified persons who are not regular members of the FSU faculty may be hired into a "Visiting-in-Lieu-of" qualifying position and appointed to GTS on a temporary basis (up to three years) with the approval of the dean of the college and the Dean of the Graduate School. Temporary graduate teaching status expires at the end of the appointment period and must be renewed by the academic unit if further teaching is intended. Post-doctoral Scholars (9189) are eligible to be nominated for GTS for the duration of their postdoctoral appointment for a maximum duration of 4 years. A courtesy appointment does not need to be established. Additional justification needs to be provided/attached to the temporary GTS application which explains the individual's teaching

experience and how the instructional assignment fits into the Post-doctoral Scholar's training plan at FSU. Renewals may be requested by the academic unit.

Persons holding adjunct appointment are not eligible for GTS. Exceptions to this policy may be made by requesting Courtesy Faculty status in an appropriate classification code as well as GTS for such persons through the Vice President for Faculty Development and Advancement and the Dean of The Graduate School. For example, an FSU employee meeting the required criteria for appointment to GTS, but who is appointed as an A & P Program Director, would need to be approved for status as a courtesy faculty member and subsequently approved for GTS in order to teach a graduate course.

Academic units will determine criteria and procedures for GTS appointments, according to guidelines in the Faculty Handbook and subject to approval of the dean of the college or school. The criteria will be subject to the approval of the Dean of the Graduate School with the advice and consent of the Graduate Policy Committee. Names of new GTS appointees will be sent to the Dean of the Graduate School for confirmation.

Normal policy forbids graduate students from teaching graduate courses, or co-listed courses. Exceptions can be requested as follows: Colleges where a master's-level professional degree is the normal terminal degree may request approval from the Vice President for Faculty Development and Advancement through the Dean of the Graduate School for doctoral students to teach in a practice-oriented master's-level course in a specific semester under the supervision of a regular tenured or tenure-earning faculty member with Graduate Faculty Status (GFS). The request for approval shall include (a) justification for the request, (b) details of the course, (c) full CV of the student in question, and (d) details of the supervision arrangement. Approval must be given prior to the teaching of a specific graduate course or courses and must be renewed annually. Under no circumstances may a graduate student be appointed as a member of another student's advisory and examining committee.

Co-Master's Directive Status (CMDS)

Co-Master's Directive Status (CMDS) establishes the eligibility of Specialized, Non-Tenure Track, and Courtesy Faculty to serve as the co-major professor for a master's student or to be an additional member of a student's committee. Participation as such in a student's committee does not count towards the minimum number of GFS members.

Co-Master's Directive Status: Appointment

Members of the Specialized (and non-tenure-earning) Faculty must be appointed to Co-Master's Directive Status (CMDS) to serve as an additional member or co-major professor of a master's thesis committee. An FSU tenure-track faculty member (Assistant, Associate, Full, Eminent Scholar) with GFS must serve as the other co-major professor and the committee must include at least three members with GFS. A person holding CMDS may also serve on committees for doctoral students, provided each such committee includes at least four members with GFS.

Under special circumstances qualified persons may be appointed as courtesy faculty through the Office of Faculty Development and Advancement to participate as part of a student's committee. Such courtesy faculty must also be approved for temporary Co-Master's Directive Status (CMDS) through the Graduate School to serve as an additional member or co-major professor of such a committee. Requests for CMDS must state the specific student committee(s) for which approval is requested.

Subject to consideration of special circumstances, minimum qualifications are: (1) completion of the doctorate or its equivalent and (2) proven ability to conduct scholarly research and publish in reputable media or to perform equivalent scholarly or creative works.

Academic units will determine criteria and procedures for CMDS appointments, according to guidelines in the Faculty Handbook and subject to approval of the dean of the college or school. The criteria will be subject to the approval of the Dean of the Graduate School. Names of new CMDS appointees will be sent to the Dean of the Graduate School for confirmation.

Co-Doctoral Directive Status (CDDS)

Co-Doctoral Directive Status (CDDS) establishes the eligibility of Specialized (and Non-Tenure Track), and Courtesy Faculty to serve as the co-major professor for both doctoral and master's students or to be an additional member of such students' committees. Participation as such in a student's committee does not count towards the minimum number of GFS members.

Co-Doctoral Directive Status: Appointment

Members of the Specialized and non-tenure-earning Faculty not holding CMDS must be appointed to Co-Doctoral Directive Status (CDDS) to serve as an additional member or co-major professor of a doctoral dissertation or treatise committee. An FSU tenure-track faculty member (Assistant, Associate, Full, Eminent Scholar) with GFS must serve as the other co-major professor and the committee must include at least four members with GFS. A person holding CDDS may also serve on committees for doctoral and master's students, provided each such committee includes at least three members with GFS

Under special circumstances qualified persons may be appointed as Courtesy Faculty through the Office of Faculty Development and Advancement to participate as part of a student's doctoral committee. Such Courtesy Faculty must also be approved for temporary Co-Doctoral Directive Status (CDDS) through the Graduate School to serve as an additional member or co-major professor of such a committee. Requests for CDDS must state the specific student committee(s) for which approval is requested.

Subject to consideration of special circumstances, the minimum qualifications for appointment are: (1) completion of a doctorate or its equivalent, (2) attainment of recognized professional stature in the discipline by virtue of substantial post-doctoral or equivalent scholarly or creative work, and (3) experience in the supervision of graduate students.

Academic units will determine criteria and procedures for CDDS appointments, according to guidelines in the Faculty Handbook and subject to approval of the dean of the college or school. The criteria will be subject to the approval of the Dean of the Graduate School. Names of new CDDS appointees will be sent to the Dean of the Graduate School for confirmation.

A faculty member in a department not granting the doctorate may be considered for Co-Doctoral Directive Status in a degree-granting department or authorized degree program. Requests may be submitted either at the faculty member's initiative or at the invitation of the department. In each case the department shall follow its customary procedures for nominating faculty members for Co-Doctoral Directive Status, and nominations shall be forwarded by the academic unit to the school- or college-wide committee in accordance with the procedures above. Final confirmation rests with the Dean of the Graduate School.

Qualified Specialized (and Non-Tenure-Track faculty) may hold co-master's or co-doctoral directive status in more than one degree program. A faculty member with CMDS or CDDS in one

FSU department may also be granted CMDS or CDDS by other academic units or authorized degree programs. Each area granting CMDS or CDDS would utilize its own criteria and procedures as outlined above.

Special Case of the College of Law

In addition, Graduate Teaching Status (GTS), Co-Doctoral Directive Status (CDDS), and Co-Master's Directive Status (CMDS) are automatically granted to faculty members in the College of Law who hold tenure-track appointments and possess an appropriate terminal degree (e.g., J.D.). The rationale for this policy is that these faculty are hired for the purpose of only educating post-baccalaureate students, unlike other segments of the university where faculty are hired to teach undergraduates and must be granted GFS or GTS to teach graduate students and engage in graduate education activities in their disciplines. A tenured faculty member in the College of Law cannot serve as an official University Representative on a doctoral dissertation committee unless GFS is awarded to that faculty member by an eligible graduate program. However, since this policy also grants CDDS and CMDS to College of Law faculty, they can serve on master's and doctoral committees and co-advise a student in an official capacity, though they cannot count towards the minimum number of GFS members required for such committees.

Faculty Who Depart the University for Reasons Other than Retirement

For faculty who depart the University for any reason other than retirement, the department or program in which directive status is held will review the faculty member's status and the committees the faculty member serves on or chairs. If the department or program wishes to continue the faculty member in some or all of these roles, it may provide a courtesy appointment and nominate the faculty member for temporary Co-Master's Directive Status (CMDS) or temporary Co-Doctoral Directive Status (CDDS), as needed, so the faculty member may continue as a co-chair or additional member for those students who have already begun their thesis/dissertation at the time of the faculty member's departure. If the faculty member is serving as committee chair, the department will then designate a current or new member of the committee with GFS as co-chair of the committee. Faculty members who depart the University may not accept additional students in this capacity, nor may they serve as the University Representative on committees. Nominations for this limited Co-Master's or Co-Doctoral Directive Status, following the usual process, will be sent to the college committee, to the dean's office and then to the Dean of the Graduate School for confirmation.

SECTION 6:
POLICIES AND PROCEDURES

INTRODUCTION

The university community is governed by a number of written principles arising from different sources. The highest level is the United States Constitution followed by federal laws that are adopted by the United States Congress. At the state level, there is a Florida Constitution, a document adopted by the people of Florida, and the Florida Statutes adopted by the Florida Legislature. Administrative rules/regulations are the next level of written legal principles. These are authorized by the Florida Legislature and must be adopted by state agencies through a formal process of public notice and legislative review. Formal rules/regulations have authority almost at the level of legislatively enacted statutes. The Florida State University Constitution has been enacted as a formally adopted rule/regulation. (Appendix C) The University Constitution provides the basic legal document which, subject to state and federal law and the authority of the Board of Trustees and Board of Governors. The Constitution outlines the academic organization of the University, states the functions of its various officers and units, and describes the make-up of the Faculty Senate.

As provided in a 2002 amendment to the Florida Constitution approved by the people of Florida, "a board of trustees shall administer each public university and a board of governors shall govern the state university system." Under this authority, the Florida Board of Governors (BOG) established that regulations adopted by the BOG for the entire university system and by the university boards of trustees for individual universities are the basic university "legislation." It also established procedures for adoption of BOG and university regulations. The next level of governance is policies and procedures. University Regulations are adopted by the Board of Trustees and are university-wide "laws." Regulations must be consistent with federal and state law and BOG Regulation. Policies are adopted by the President or Vice Presidents under the specific executive authorities granted to the President by the FSU Board of Trustees. Policies generally involve more detailed matters of procedure and matters not specifically addressed in state law or BOG or FSU Regulation. FSU Policies may not conflict with State and Federal law, BOG Regulation or FSU Regulation. Policies are adopted by generally more informal procedures at the local level. Formal university-wide policies may be found at the policies website which also provides the adoption procedure. These are the policies adopted by the President and Vice Presidents governing each of their respective areas of responsibility. The Faculty Senate also adopts certain policies and procedures relating to its governance and to purely academic or other faculty issues. Of further relevance is any Collective Bargaining Agreement with an appropriate employee representative organization.

NOTE: Certain policies and procedures that are of general interest and are useful to faculty have been referenced here in alphabetical order. There are other policies and procedures in existence that may be of importance to individual departments or to more specific situations. It is always important to verify that any policy or procedure found here, on the university Web site or elsewhere, is the most current and accurate applicable policy and procedure. Please check the central University repository or ask the Office of Faculty Development and Advancement or the General Counsel's Office, if in doubt. Many university academic entities and other units may have purely internal policies which are included in their by-laws and posted on their department websites.

Faculty Senate academic policies and procedures are found in the *General Bulletin*. These policies must, of course, be consistent with law and general university policies.

ADJUNCT EVALUATIONS

Adjuncts assigned as instructor of record must be evaluated each semester by department chairs, directors, or deans. Each unit may determine the structure of those evaluations, which should utilize appropriate materials such as student course evaluations and/or peer observations of teaching. Negative evaluations may result in decisions not to reappoint adjunct instructors. Note that evaluations of other instructors (faculty and graduate teaching assistants) are covered by the appropriate collective bargaining agreements. For more information, see FSU Policy 3A-6, Evaluation of Instructors of Record.

ALCOHOL AND DRUGS (REGULATION FSU-6.012)

Click here for the entire Florida State University Alcohol Policy. A few highlights follow.

Alcohol will be permitted at Florida State University only in those settings that:

- Comply with federal or state laws, local ordinances, University regulations, foreign country laws (in the case of study abroad programs conducted by Florida State University International Programs, Inc.), Student Conduct Code, and this policy;
- Present minimum health and safety risks; and
- In no way inhibit the full participation of those who choose not to drink alcohol.

Except with special permission, only certain designated locations on campus are approved for serving alcoholic beverages as specifically outlined in the full Alcohol Policy. For special permission for faculty events, consult with the Office of Faculty Development and Advancement. For student events, contact the Office of the Vice President for Student Affairs. For direct support organizations or other university events, contact the Office of University Relations.

No individual under the legal drinking age (minimum of 21 years of age) may serve, sell, consume, or possess alcohol on university properties, except to the extent allowed by law within licensed premises or designated areas of the university. However, even if all participants at an on-campus event are over 21, it does not presume that alcohol may be served except as provided in the Alcohol Policy and with any necessary permission.

No individual may serve or otherwise provide alcohol to persons under the legal drinking age.

The Sale of Alcohol: The sale of alcohol on campus must be approved by the President or their designee. Although the President or designee may approve the sale of alcohol on campus, only the Division of Alcoholic Beverages and Tobacco can issue the permit required to sell alcohol in the State of Florida.

Promotional Guidelines: The on-campus promotion of activities or events shall not advertise alcohol or sponsorship by alcohol marketers without prior written approval of the Office of University Relations and such event must comply with the stated limitations of the policy.

Laws and Regulations: All members of the campus community (students, faculty, staff, alumni, and guests) must adhere to all applicable state and local laws and university regulations related to the sale and use of alcohol.

Any organization found not to be in compliance with the university alcohol policy at their event may be subject to university disciplinary action and may forfeit its right to any fee support from the university.

Standard of Conduct: Drug- and Alcohol-Free Workplace

The University standard of conduct is that no employee will report to work under the influence of or unlawfully possess, unlawfully use, or unlawfully distribute illicit drugs and alcohol on University property or as part of any University activities.

Legal Sanctions (Alcohol and Drug)

State law prohibits the possession of alcoholic beverages by persons under age 21, punishable for the first offense by a possible term of imprisonment not exceeding 60 days and/or a $500 fine. Serving or selling alcohol to minors is also a criminal offense.

The illegal possession or sale of alcohol and drugs has a wide range of consequences from the minimal punishment of a fine to very long terms in state or federal prison for certain drug offenses.

Available Rehabilitation and Treatment (Alcohol and Drug)

Drug and Alcohol counseling and rehabilitation programs are available through the Employee Assistance Program. [Note that the Faculty Assistance Program, part of the Employee Assistance Program is available to assist faculty on a strictly confidential basis with a number of personal problems that may be affecting the faculty member's work including family, financial, emotional, and stress, in addition to substance abuse.]

A Dean, School Director, or Department Chair who determines that a faculty member in their unit may have such a problem will contact the Vice President for Faculty Development and Advancement, who will arrange for assistance from the Faculty Assistance Program. The goal of this service is to counsel the at-risk faculty member into participating in a rehabilitation program at one of the local service agencies or a similar program in the private sector.

University policies and regulations and the BOT-UFF Collective Bargaining Agreement provide that faculty whose alcohol or substance abuse impairs their ability to perform assigned duties will be required to enter a prescribed rehabilitation under the Compulsory Disability Leave policy. Refusal to comply with its provisions can lead to disciplinary action. Failure to fulfill the terms and conditions of the program can lead to the faculty member being released from employment.

In addition, help is also available through the following:

- Alcoholics Anonymous: 850-224-1818
- Narcotics Anonymous: 850-599-2876

Institutional Disciplinary Sanctions (Alcohol and Drug)

The University may invoke disciplinary actions on employees who violate the standards of conduct described.

Disciplinary sanctions for the illegal possession, use, or distribution of illicit drugs and alcohol will be enforced by the appropriate authority and may range from a letter of reprimand to a suspension without pay, up to and including dismissal from employment, in accordance with applicable collective bargaining agreements and/or other applicable regulations, policies, and procedures, as well as referral for prosecution for violation of the criminal law. Sanctions may also include completion of an appropriate rehabilitation program.

Animal Subjects

The use of animal subjects in research parallels that of the use of human subjects, including the need for prior approval.

The University and funding agencies are committed to providing the highest care for and responsible use of animals in research, teaching, and testing. Any research, teaching, or testing involving vertebrate animals by FSU faculty, staff, or students must comply with applicable laws, regulations, policies, and guidelines. This policy covers both funded and un-funded research as well as thesis, dissertation, and special projects. University policy is mandated by Congress through the Animal Welfare Act and the Public Health Service Policy on the Humane Care and Use of Laboratory Animals as well as various state regulations.

The Institutional Official responsible for animal research is the Vice President for Research. Oversight of compliance is the responsibility of the FSU Animal Care and Use Committee (ACUC). Facilitating animal-related research and teaching at FSU is the responsibility of the Department of Laboratory Animal Resources (LAR). Check with the Office of Research, Animal Care and Use Committee (ACUC) Secretary at 850-644-2462 and the Office of Research policy on Oversight of Animal Use for Teaching, Exhibition, and Research (Policy 7-IACUC-1) for current requirements.

Anti-Sexual Misconduct Policy

The University has a comprehensive Anti-Sexual Misconduct Policy (see FSU Policy 2-2, Anti-Sexual Misconduct Policy). The Policy is based on the idea that all forms of sex and/or gender-based discrimination and sexual misconduct violate the University's values and moral standards, which recognize the dignity and worth of each person. The Policy defines sexual harassment and misconduct; informs members of the community regarding expected standards of conduct; differentiates between "Responsible Employees" (including faculty members), who must report alleged violations, and "Confidential University Representatives," who can discuss related concerns with students on a confidential basis; describes reporting and investigatory mechanisms to resolve alleged violations of the Policy; provides information about rights for complainants and respondents; and outlines resources for those affected by sexual harassment and misconduct. The University's Title IX Statement serves as a quick reference to important information and resources contained in the Anti-Sexual Misconduct Policy. The University's Title IX Compliance Policy (2-2a) covers that conduct and procedural standards falling under the jurisdiction of federal Title IX regulations.

Copyright/Fair Use

General

The educational "fair use" exemption to the copyright law is often misunderstood. It is actually a quite limited exemption for classroom use of excerpts of copyrighted materials. These excerpts must be brief and are limited to one chapter, an article from a periodical or newspaper, a short story or essay, or a chart, cartoon, diagram, picture, or the like. Moreover, the material may only be used for a single class and may not be developed into a permanent classroom document. An exception would be when a copyright release is obtained from the copyright holder. So-called course packs compiled by legitimate commercial print shops usually have been through this copyright release process.

Further information concerning copyright and fair use may be found at https://guides.lib.fsu.edu/copyright. You may also contact the Office of General Counsel on matters relating to official University activity.

The Teach Act of 2002

The Teach Act of 2002 essentially extended fair use to online courses; however, there are certain restrictions. The course must be set up so that the materials cannot be retained by the student past the class session and the online instruction must be mediated by an instructor. For more information on the Teach Act, visit TEACH Act - Copyright Resources - Research Guides at The Florida State University.

Library Photocopying

In order to fall within the fair use exemption, library photocopies are not to be "used for any purpose other than private study, scholarship, or research." Otherwise, photocopying copyrighted material may violate the copyright laws. More information on this aspect of fair use may be found at: http://guides.lib.fsu.edu/copyright.

CREDENTIALING FACULTY MEMBERS

Florida State University ensures that all instructors of record (tenure-track and specialized faculty, graduate teaching assistants, and adjunct instructors) possess the academic preparation, training, and experience to teach in an academic setting, meet or exceed the expectations of accrediting bodies, and accomplish the mission of the institution. The credentials of full-time faculty members are verified upon hire, usually through having earned the highest degree in the discipline and need only be supplemented if and when the faculty member is assigned to teach in a discipline different from the one into which they were hired. If the faculty member is appointed in an instructional role and assigned to teach a course, they must have their instructor credentials entered into the Instructor Credentials System by department/school or college staff, in consultation with the department chair/school director. Their credentials are reviewed at the college level and finally by the Office of Faculty Development and Advancement.

Adjunct instructors' teaching credentials must be verified by chairs or directors the first time they are assigned to teach and again if they are assigned to teach within another academic discipline within the Instructor Credentials System, which is used to approve, store, and report faculty and adjunct instructors' teaching credentials. For more information, see FSU Policy 3A-2, Policy for Credentialing Faculty Members and the FDA website.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of students' educational records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Students have specific, protected rights regarding the release of such records and FERPA requires that institutions adhere strictly to these guidelines. FERPA guidelines protect students by guarding against the release of their records without their consent.

FINANCE AND ADMINISTRATION POLICIES

The Division of Finance and Administration has adopted a number of Policies and Procedures related to the everyday non-academic operation of the University. They are each assigned an Online Policy or "OP" number. These are relevant to everyone in the University and may be accessed at http://policies.vpfa.fsu.edu/. The following subject areas are addressed:

- OP-A Business Operations
- OP-B Facilities & Space
- OP-C Faculty & Staff
- OP-D Financial
- OP-E General University
- OP-F Records & Information
- OP-G Safety/ Insurance
- OP-H Technology

HONORARY DEGREES

The University Honorary Degree Committee is an advisory committee appointed by the President to represent the University community. The Committee reviews information and nominates persons to receive honorary degrees. The President selects the recipients of honorary degrees. For more information, please contact the Office of the President at 644-1085.

Eligibility: In general, it shall be the intent of the Committee to honor persons of outstanding achievement who have gained national or international recognition or made a significant scholarly, creative, public, business, or humane contribution to the United States or to Florida State University. Please note: The nomination of active FSU employees or current Board members is not encouraged and will only be considered under exceptional circumstances.

Nominations: Any active or retired faculty member or any other member of the university community or friend of the University may suggest potential honorary degree recipients to the Committee.

Nominations will be accompanied by supportive data which should include, but not be limited to: (1) a resume, CV, or biographical sketch; (2) an explanation as to why an award should be given; and (3) names and addresses of distinguished persons in a position to provide objective evaluations of the recommendation. Three letters of recommendation may be sufficient to meet the requirements of (2) and (3).

Procedural Guidelines: The Chair is responsible for scheduling committee meetings, collecting items for the agenda and organizing the work of the group. The President will select the chair of the committee. In order to conduct official committee business, a majority of the members shall be present. The Committee shall vote on a list of candidates to recommend to the President.

Advancement of a candidate from level 1 (nomination) to level 2 will require the approval of a majority of the members of the Committee. Every year the names of those nominees who have not advanced beyond level 1 will be removed from consideration unless re-nominated.

Advancement of a candidate from level 2 to level 3 (recommendation to the President for an honorary degree) will require the approval of a majority of the members of the Committee. Every two years the names of nominees who have not advanced beyond the second level will be removed from consideration.

Failure of any member to attend five consecutive meetings of the Committee will constitute cause for removal from the Committee by the President. The Chair of the Committee will notify the President when a member has not attended five consecutive meetings. The President will then appoint a replacement.

Emergency meetings and votes may be held through email for matters requiring urgent attention.

HUMAN SUBJECTS

Because the University receives federal funding, federal regulations require the approval by the Human Subjects Committee of all projects planned by students, faculty, or employees collecting data from human subjects where such data will be published. It should be emphasized that use of human subjects may include use in psychological or other forms of testing or use in other than what might be traditionally considered as medical experimentation. The use of such data may be disallowed in any formal or published research activities where the required prior approval is not obtained.

INFORMATION SECURITY POLICY

Neither this policy nor other policies or procedures associated with FSU IT resources are intended to abridge academic freedom, constitutional guarantees of free speech, or freedom of expression. (See Technology | Policies and Procedures.) The use of IT resources is available to all members of the University community. While the rights of academic freedom and intellectual creativity are recognized, the interests of the University, students, faculty, and staff must be protected.

All uses of University IT resources are subject to applicable rules, policies, and procedures of the University and/or governing boards as well as Florida Statutes governing computer fraud, misuse of state equipment resources, public information, and related criminal offenses. Material accessible to the FSU community through networks and materials disseminated from FSU should be restricted neither on the basis of content, nor because of the origin, background, or views of those contributing to its creation.

However, University IT resources may not be utilized:

- To access or view pornographic or obscene materials unless necessary for academic instruction or research.
- To harass another person. Users should not transmit to others or display images, sounds, or messages that either could be perceived by a reasonable person as being, or have been identified as, harassing.
- To intentionally damage or disable computer systems, networks, or software.
- To undermine the security or the integrity of computing systems or networks or to attempt to gain unauthorized access. Users may not use any computer program or device to intercept or decode passwords or similar access-control information. Security gaps should be reported to the appropriate system administrators immediately.

The University cannot guarantee absolute privacy of electronic communication.

Users who violate this policy may be denied access to University IT resources and may be subject to other penalties and disciplinary action, both within and outside the University. Violations may be handled through the University disciplinary procedures applicable to the relevant user.

Additionally, the University may temporarily suspend, block, or restrict access to an account, independent of such procedures, when it reasonably appears necessary to do so in order to protect the integrity, security, or functionality of University or other IT resources or to protect the University from liability. The University may also refer suspected violations of applicable law to appropriate law enforcement agencies.

In addition to the Office of Information Technology Services, the University Libraries also serves as a source of information regarding information technology resources. The FSU Information Security and Privacy office supports the University's mission of maximizing excellence in all programs by fostering information security and privacy.

INSTITUTES AND CENTERS

Institutes and centers are university entities established to coordinate intra- and inter-institutional research, service, and/or educational training activities that supplement and extend existing instruction, research, and service at the state universities.

Institutes and Centers are established to focus in-depth study and research on broadly defined educational, social, economic, and scientific problems and issues.

There are two types of Centers: (A) State of Florida Institutes or Centers or (B) University Institutes or Centers.

State of Florida Institutes and Centers

A State of Florida institute or center has, among other characteristics, a statewide mission; includes two or more universities; and is approved by the Board of Governors.

A Memorandum of Understanding must first be approved by the University Board of Trustees which will be presented to the Council of Academic Vice Presidents for submission to the State University Presidents Association. The Chancellor will consider these recommendations in submitting the request for approval to the Board of Governors for final approval.

Florida State University Centers or Institutes

Institutes and centers are entities established to coordinate research, service, and/or educational activities that supplement and extend existing instruction, research, and service at the university. They are established according to Florida State University Regulation 4.062 and Florida Board of Governors Regulation 10.015. The Provost's Office manages the process of establishing, activating, deactivating, terminating, and reporting on the status of institutes and centers.

LEGAL ISSUES-LEGAL LIABILITY

Sovereign immunity is a judicial doctrine that precludes bringing suit against the government without its consent. The university and its employees enjoy immunity from suits except to the extent that has been waived by the Legislature. It is a complicated area of the law, but generally, the university is liable up to $200,000 to any one person or $300,000 in total for any one claim. A faculty member would not be personally liable in most situations as long as the conduct in question was within the scope of that faculty member's duties or authority and as long as the action was taken without any personal malice.

Limitation on Personal Liability-Statute

Section 768.28(9)(a), Florida Statutes, provides: No officer, employee, or agent of the State or any of its subdivisions shall be held personally liable in tort or named as a party defendant in any action for any injury or damage suffered as a result of any act, event, or omission of action in the scope of his employment or function unless such officer, employee, or agent acted in bad faith or with malicious purpose or in a manner exhibiting wanton or willful disregard of human rights, safety, or property.

Liability-University Policy

To implement the principles of sovereign immunity and protect the interests of the university, faculty, and staff, the University has adopted the following guidelines:

Any faculty member named in a civil action arising out of the performance of their duties or responsibilities should immediately upon receipt directly deliver all legal documents to the Office of the General Counsel. Please deliver by fastest means possible including electronic delivery and immediately notify the office by phone if there will be any delay. The office must evaluate the rights and responsibilities of the affected faculty member.

Failure to notify the University through this Office, in a timely fashion, may affect the rights of the parties and the ability of the University and the Board of Trustees to defend any action. See BOT-UFF Collective Bargaining Agreement, Article 21.4.

Where a faculty member is named in a civil action in their individual capacity as opposed to official capacity, or if it is otherwise alleged that they acted in bad faith, with malicious purpose or otherwise in a manner exhibiting wanton and willful disregard of human rights, safety, or property, the faculty member may be advised to seek outside counsel to represent the faculty member individually. In any event, a faculty member is always free to consult and retain outside counsel to represent their interests in any civil litigation arising out of the performance of assigned duties and responsibilities. The university cannot provide legal services or advice for purely private faculty matters.

LIBRARY POLICIES

University Library policies of general interest to the faculty are posted on the web.

LOBBYING

Lobbying is the personal solicitation to induce legislators or other governmental officials to vote or take action for one's own benefit or that of another person or group. Generally, one must be registered to lobby before the state Legislature or a state executive agency. For purposes of the University, there are normally only a limited number of people registered to lobby for the University or any of its units; the President and the official university lobbyist. As individuals, faculty and staff may always lobby for personal causes or for other non-University causes and are responsible for whatever registration, disclosure, or other ethical or legal requirements may apply.

Considerations of ethics are also involved, and all University employees are governed to some degree by Chapter 112, Florida Statutes, the state ethics law. For a good overview of state ethics law (and Sunshine Law), see the Guide to the Sunshine Amendment and Code of Ethics for Public Officers and Employees.

MISCONDUCT IN RESEARCH, CREATIVE ACTIVITY, AND SCHOLARSHIP

Policy Statement

In fostering academic freedom, it is the policy of Florida State University to uphold the highest standards of integrity in research and creative activity, and to protect the right of its employees to engage in research and creative activity. Researchers are expected to adhere to the standards of research in their area of endeavor, and to encourage adherence to those standards by their colleagues and by those under their supervision. Particularly unacceptable are fabrication or falsification of data in scientific research, and plagiarism in any research or creative endeavor. Deviations which are believed to constitute misconduct are to be reported to an appropriate University official. Misconduct does not include honest error or honest difference in interpretations or judgment of data.

Florida State University is committed to adhering to and enforcing applicable federal, state, and local laws and to following procedures required by funding agencies from which contract and grant funds are secured. Researchers are to be aware of any special provisions regarding standards of research and of procedures required by funding agencies for resolving allegations of misconduct in research. Application for funding from an agency shall indicate that the researcher agrees to the procedures required by that agency should it be necessary to investigate an allegation of misconduct in research.

For the full text, see FSU-Policy 7A-2 at http://policies.fsu.edu/.

NAMING BUILDINGS AND FACILITIES

(Section 267.062, Florida Statutes)

1. Except as specifically provided by law, no state building, road, bridge, park, recreational complex, or other similar facility shall be named for any living person.
2. The division shall, after consulting with the Florida Historical Commission, recommend several persons whose contributions to the state have been of such significance that the division may recommend that state buildings and facilities be named for them.
3. Notwithstanding the provisions of subsection (1) or section 1013.79(11), Florida Statutes, any state building, road, bridge, park, recreational complex, or other similar facility of a state university may be named for a living person by the university board of trustees in accordance with regulations adopted by the Board of Governors of the State University System.

BOG Regulation 9.005, Naming of Buildings and Facilities, sets minimum standards for university naming of Buildings and Facilities. The Naming Policy for Florida State University, as approved by the FSU Board of Trustees, is consistent with section 267.062, Florida Statutes, and BOG Regulation 9.005. Click here for FSU Policy 8-2, Naming Policy.

NAME CHANGE OF A COLLEGE, SCHOOL, OR DEPARTMENT

A proposal for changing the name of any college, school, or academic department may originate with the faculty and administration of that unit. Such a proposal shall consist of the specific name being considered and a rationale for the change.

The proposal shall be presented to the faculty of the unit in a formal manner, and the faculty shall be afforded an opportunity for discussion of the issue in a forum presided over by the dean or the dean's designee. The faculty shall then be given an opportunity to vote by secret ballot on the proposed change.

If a majority of the faculty in the unit approves the proposed change, the dean shall forward it to the Vice President for Faculty Development and Advancement for submission to the Council of Deans and the Faculty Senate for discussion and response. If both groups approve, the Vice President for Faculty Development and Advancement shall consider the proposal and submit it to the Provost for consideration.

Organizational Charts

Each of the University Divisions maintains an organizational chart. These provide a graphic statement of how each Division is organized and provide a ready means of determining basic structure and authority. The organizational charts for the major divisions (Office of the President, Finance and Administration, Sponsored Research, University Relations, Academic Affairs, and Student Affairs) may be found by searching for "Organizational Charts" on the FSU website at: https://hr.fsu.edu/sections/compensation-services/university-organization-charts. For any questions or to obtain more detailed departmental organizational charts, contact Compensation Services in Human Resources.

Outside Activities/Dual Employment and Compensation

Faculty members who plan to engage in outside activity must report all outside activity and potential conflicts of interest through the Conflict Administration and Management System (CAMS) each year and before any new outside activity begins. Approval of outside activity must involve determining whether an outside activity interferes with the performance of a faculty member's assigned duties and whether the activity violates State Statute by doing business with one's own public employer (i.e., have contractual relationships with companies doing business with the University). The relevant form is located on the Office of Faculty Development and Advancement website at https://fda.fsu.edu/Faculty-Employment/Appointments.

Patents and University-Sponsored Educational Materials

(BOT-UFF Collective Bargaining Agreement, See Article 18)
(FSU Regulations 4.063 and 6.009)
(FSU Policy on Patents and University-Sponsored Educational Materials, under revision, see http://policies.fsu.edu/)

Inventions and creative works are intellectual property. Inventions are ideas and are protected by patents while creative works are protected by copyright. Procedures for disclosing each type of intellectual property created by FSU faculty and staff and assigning ownership of each type of intellectual property vary slightly.

For more information, please see Article 18 of the BOT-UFF Collective Bargaining Agreement, FSU Regulations 4.063 and 6.009, and Section 6 of the FSU Policy on Patents and University-Sponsored Educational Materials at http://policies.fsu.edu/.

Political Activity

Faculty members are free to support political candidates as private citizens but must not use their professional status or any other resource of the University to influence the political process. Specifically, if they have donated to a campaign or signed a political petition, they should request

that their administrative title not be included. They must also be careful to consider the implications of sending political or fundraising materials to those who work for them or doing anything else that might be interpreted as pressure to support a candidate or an issue. The Board of Trustees General Policy on Political and Campaign Activities, Policy 1-4, detailed below, may be found at https://regulations.fsu.edu/sites/g/files/upcbnu486/files/policies/bot/FSU%20Policy%201-4_20200502.pdf.

FSU Policy on Political and Campaign Activities

Introduction

This policy applies to all employees and, in limited situations as noted, students of the University. All federal and state laws, as well as Board of Governors regulations and Florida State University (FSU) regulations and polices shall apply, including, but not limited to, those pertaining to political and campaign activities, student freedom of expression rights and responsibilities, academic freedom and responsibility, use of campus facilities, electronic communications, posting, promotions, and advertising on campus. As a state university, it is imperative that FSU maintain its integrity and credibility in the public forum. This is particularly true of the political process and the manner in which University employees affect or are affected by activities such as campaigning, lobbying, holding public office, or engaging in other political activities.

Policy

Definitions

Government Entity: Any state, federal, or local governing or advisory body composed of elected or governmentally appointed officials, or any quasi-public body that holds recognized authority.

University: The Florida State University, its Board of Trustees; all employees, including faculty, staff, agents, and contractors while engaged in work for the University; students: all campuses, facilities, and instructional centers, wherever located.

General

Every member of the University community has a right to participate or not, as they see fit, when off-duty and in their individual capacity, in the political process. However, current state laws and regulations prohibit state employees from using state resources, including, but not limited to, using state property, information technology (e.g., email, websites, listserv. Etc.), materials, supplies, or equipment in connection with political campaigns or activities, including lobbying and political solicitation of any kind. As individuals, Florida State University employees are encouraged to support candidates or issues of their choice and participate in the democratic process as a privilege of citizenship. As an institution, Florida State University may not participate or intervene in any political campaign for public office.

No member of the Florida State University community shall speak or act in the name of the University in a political campaign or legislative activity. Those who, in their official capacity, speak for the University, must make it clear when expressing individual views that they do not in any way associate these activities as formal representation or endorsement by the University. The use of any institutional mark, insignia, seals, and stationery is prohibited as well. However, wearing of political lapel buttons is acceptable, but not advised when performing official University functions, i.e. teaching class, presiding over a meeting, representing the University at conferences, etc. Bumper stickers on personal vehicles are fine but prohibited on University owned or leased vehicles.

Employees may reasonably display partisan political signs, photos, and posters in their individual workspace or office, provided they do not create a hostile work environment, or otherwise impair or disrupt University operations. Employees are cautioned, however, that such displays must not violate section I04.31, Florida Statutes, (Political Activities of State, County, and Municipal Officers and Employees) or section ll0.233, Florida Statutes, (Political Activities and Unlawful Acts Prohibited), or both. Such displays should not be made in a manner that would lead a reasonable person to conclude that the display reflects an official position of the University.

Students

Recognized student organizations on campus may sponsor candidates', political, and/or voter activities in specified areas at the university by following all applicable rules, regulations, policies, and laws pertaining to facilities, postings, and organization registration requirements as outlined. However, student organizations or activity groups associated with various academic programs cannot participate in campaign activities even if participation is in-kind or reimbursed for actual expenses. For example, it is not appropriate for an FSU music group to display the FSU name or otherwise advertise or state its affiliation with the University while performing at a campaign rally.

Elected Officials on Campus

Florida State University welcomes visits by elected officials and their staffs, whether they visit as private citizens or in their capacities as government officials. Invitations to elected officials to visit any campus of Florida State University in their official capacity are to be coordinated and approved in advance with the Office of Governmental Relations.

FSU will neither host nor sponsor a political rally or fundraiser and under no circumstances is the University responsible for generating press coverage or soliciting attendance at such events.

Academic Freedom

There is no restriction on discussion of political issues or teaching of political techniques. Academic endeavors which address public policy issues are in no way affected by this policy.

Procedures

The President of the University is designated as its principal spokesperson and representative on all government relations matters with all levels of government. The President may delegate this authority as appropriate. In no case shall an employee of the University formally represent the President or Board of Trustees without prior approval and delegation by the President. If an individual employee of the University who is not the President's designee is invited by any government entity to address an issue before it, the employee shall publicly clarify that their response and participation is not necessarily the formal position of the President or the Board of Trustees. No state resources may be used to support these activities unless approved by the President or his/her designee in advance of the event.

University employees may run for public office or participate in appointed public service, but it is incumbent upon the individual to demonstrate to his/her university supervisor that no conflict of interest or conflict of commitment exists. The employee must conduct all campaign-related activities on his/her own time and without the use of institutional resources and technology. If the elected or appointed public position adversely affects the duties and responsibilities of the individual relative to the University, appropriate adjustments in compensations, length of contract, or prescribed duties

shall be agreed to in writing and approved by the President or his/her designee. The individual's immediate supervisor shall be responsible for any required written forms or approvals.

RELATED DOCUMENTS:
Amendment I, United States Constitution
Florida Statutes: Section l I.062, F.S.; Section l 04.31, F.S.; Section I 06.15. F.S.; Section 110.233
FSU Regulation 6C2-2.007, Use of Campus Facilities
FSU Regulation 6C2-3.003, Students Freedom of Expression, Rights and Responsibilities FSU Faculty Handbook 7.42. Political Activity
FSU IT Policy, Electronic Mail and Electronic Communications
Board of Governors Regulation. 5.945, Employee Ethical Obligations and Conflicts of Interest JRS Rule 115, Public Institutions

POSTHUMOUS DEGREES

Baccalaureate Degrees

The recommendation of the student's academic dean to the Vice President of Faculty Development and Advancement is required. Approval will be granted if 1) the work in progress at the time of the student's death, had it been completed, would have been accepted by the faculty in the degree program as meeting the major, minor, and other departmental requirements for the degree and 2) the total number of hours earned would have met the minimum total number of hours required for the degree or would have been close enough for the Vice President for Faculty Development and Advancement to approve the degree in exception to the standard process.

Master's and Specialist's Degrees

In addition to the Baccalaureate Degree standards stated above, the recommendations of the student's Supervisory Committee and the Dean of the Graduate School are required for these degrees to be granted posthumously.

Doctoral Degrees

In applying the standards stated above for Baccalaureate, Master's, and Specialist's degrees to Doctoral degrees, the student's Supervisory Committee and academic dean must certify that they accept the research or creative activity required for the doctoral degree in question as having been substantially completed, even though the doctoral dissertation may not have been completed in final form or the papers required for elaboration of creative works or performances have not been finally submitted.

Memorial Degrees

If the requirements for a posthumous degree are not met, the academic dean may request that a Memorial Degree be conferred to recognize that the deceased undergraduate or graduate student has enriched the lives of others and will be remembered within the Florida State University community.

POSTING POLICY

This policy is meant to promote a better-looking campus by placing some restriction on where fliers may be posted and the manner in which they may be posted. Also, it is meant to protect University property, which is subject to constant repair, cleaning, and repainting as the result of

careless posting and chalking. However, such policy must be read in conjunction with Section 1004.op7, Free Expression on Campus. This latter statute provides for free expression of ideas in outdoor areas of campus but does not prevent restriction of purely commercial speech like advertisements.

Florida State University strives to create a campus culture that supports the academic mission of the University and provides an environment conducive to learning. Moreover, it is important that the campus environment is aesthetically pleasing and welcoming for faculty, staff, students, alumni, community members, and visitors. The campus should be free from excessive and abusive postings, chalking, and the distribution of commercial and promotional materials, which deface and depreciate the value of our grounds, facilities, and campuses.

When these acts occur, it is imperative that University officials, with the assistance of our University community, take the appropriate action to uphold a positive campus culture by educating the citizens of our community, encouraging positive participation in campus activities, and addressing the improper posting, chalking, and distribution of materials on FSU campuses.

For further guidance, see FSU Regulation 2.0131 at http://posting.fsu.edu/.

PROCUREMENT SERVICES

For faculty, it is important to remember that existing policy requires that all purchases more than $10,000 be approved by the Provost. Many contracts may not require an actual outlay of cash but may have long-term impact on the University; therefore, faculty should consider a commitment of university resources of any kind to be considered under this threshold.

A purchase less than $10,000 would generally require the approval of the Dean or Director of the College, or equivalent unit (or other person with specific written delegated authority from the Dean). The appropriate authority within the unit should be consulted before any purchase is made. It should also be noted that certain items may not be purchased with funds without specific prior authority. These include brief cases, desk pen and pad sets, holiday decorations, and cards. More details may be found in the above-cited policy.

Even with proper department or college approval, Procurement Services (850-644-6850) should be consulted regarding large purchases because some must go through the competitive selection (bidding) process while others are exempt.

Of related concern is the disposal and trading in of University Property. The Division of Finance and Administration, Surplus Property Management, should be consulted regarding these issues. (850-645-7624)

A detailed summary of the University's procurement policy can be found here, FSU Policy 4-OP-A-6). Please also see FSU Regulation 2.015.

PUBLIC RECORDS

Florida has a very broad public records law. Section 119.011(11), Florida Statutes, states: *"Public records" means all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency."*

Public records are available to the general public for inspection and copying and may not be disposed of except pursuant to certain established retention schedules. The university charges for

copies of public records at the current rate of $.15 per one sided page and $.20 for two sided. Additional charges may be imposed for "extensive use" of clerical, supervisory, or information technologies which the University has defined as time in excess of 15 minutes. An appropriate supervisor and then, if necessary, the Office of General Counsel should be consulted where there is any doubt concerning any such request or related charges.

In general, all outside requests for Public Records should be submitted through the portal at the Office of General Counsel site, which also contains frequently asked questions and answers.

Additional information concerning records management and retention may be found in FSU Policy 4-OP-F-3. Also see the Florida Attorney General's Sunshine Manual.

Research Policies

The Office of Research policies of general interest to the Faculty are posted on the web.

Smoking Policy

As of January 2014, Florida State University became entirely smoke-free. For more information see F&A Policy 7-OP-B-7 at http://policies.fsu.edu/.

Substantive Change Policy

A Substantive Change is a significant modification or expansion of the nature and scope of an accredited institution. Examples include closing a program (including a certificate program), initiating coursework or a program at a different level than currently approved, initiating off-campus sites where a student can obtain 50% or more credits toward a program (including a certificate program), or changing the location of a campus initiating programs or courses offered through contractual agreement or consortium.

The purpose of the Substantive Change Policy is to establish the requirements, procedures, and processes necessary to ensure timely coordination and notification of substantive changes involving Florida State University to the university's regional accrediting body. See: https://regulations.fsu.edu/.

A Summons to Responsible Freedom

The standard that guides conduct and informs policy at Florida State University is responsible freedom. Freedom is responsibly exercised when it is directed by integrity.

The University aspires to excellence in its core activities of teaching, learning, research, creative expression, and public service and is committed to the integrity of the academic process. The Academic Honor Policy is a specific manifestation of this commitment. Truthfulness in one's claims and representations and honesty in one's activities are essential in life and vocation, and the realization of truthfulness and honesty is an intrinsic part of the educational process.

The University is a place of both assent and dissent and is committed to academic freedom and civil dialogue. In a free and vigorous academic community an ongoing clash of ideas is to be expected and encouraged. The University has a special obligation to see that all have an opportunity to be heard.

A responsible student recognizes that freedom means the acknowledgement of responsibility to the following:

- to justice and public order; to fellow students' rights and interests;
- to the University, its rules/regulations, and accepted traditions;
- to parents and teachers, and to all others whose support makes one's advanced education possible;
- to city, state, and national laws;
- to oneself; and
- to the opportunity for specialized training and continuing education toward the ends of personal fulfillment and social service.

Students are urged to use their freedom in the University community to develop habits of responsibility which lead to the achievement of these personal and social values. Responsible student behavior requires observance of the Student Conduct Code, which is based on respect for the dignity and worth of each person and the requirements for successful community life.

The University is a compassionate community. In its treatment of students, it recognizes the wisdom both of letting students experience the consequences of their actions and of providing the opportunity to learn and grow in ways that can overcome past difficulties. The University provides ongoing student support through the health center, counseling services, and the academic advising process.

The university experience is a time for adventure, fun, excitement, the making of new friends, and the discovery of new possibilities. There are numerous individual and organized opportunities for students to develop and to learn in the course of their university years to exercise newly acquired freedom deliberately and responsibly.

Matriculation to Florida State University, then, is a summons to the exercise of responsible freedom in a community of teaching, learning, and discovery.

Suspension or Adjustment to Academic Policy

In cases where local, state, national, or global events affect the continuity of operations of Florida State University, the President, Provost, or their designated chief academic officer may suspend, amend, or implement such academic policies and procedures as needed to deal with the crisis. Whenever possible, key individuals in the university governance structure will be consulted; however, time constraints and the nature of the situation may require timely decisions that preclude such consultation. This authority is limited to the reasonable duration of the emergency and in no way abrogates the University's commitment to shared governance under normal operational conditions.

Teach-Out Policy

The decision to close a degree or certificate program, or an instructional site, should be made carefully and should be coordinated with central university administrators, including the Institutional Accreditation Liaison. Of special concern is that affected students in these programs must be informed of their options and given a reasonable time to complete their studies before the final closure. For more detail, see FSU Policy 3A-4 at: https://regulations.fsu.edu/.

University General Counsel

The University General Counsel's Office (or University Attorney) is the office of the University that provides legal representation to the University and its administration. It also provides legal advice and representation to faculty, in some cases, relative to their official functions and duties at the University. It cannot provide any personal legal representation to individual faculty or students. The office is available and should be consulted if faculty have any legal questions about their official functions as a member of the faculty. Initial contact should be through the Department Chair, Dean, or the Vice President for Faculty Development and Advancement. The office may be reached at 850-644-4440 and is located in Suite 424, Westcott Building.

Use of Campus Facilities

The authorized use of various University facilities is outlined in both policy and regulation (FSU Regulation 2.007).

As relates to faculty, this regulation is supplemented by the BOT-UFF Collective Bargaining Agreement relating to use by UFF, faculty office space, and use of facilities by retired faculty. See Sections 3.1, 21.2 and 24.4, BOT-UFF Collective Bargaining Agreement.

Generally, regulation defines three user groups: University Person, Groups, and Organizations; University-Related Groups and Organizations; and Non-University Persons, Groups, and Organizations. The first group includes official university persons and organizations. The second includes groups promoting the interests of the University and the third includes all others. Generally, it is presumed only the first two groups will have use of university facilities, with the first group always having priority use for official university business and functions. Generally, academic areas are under the final scheduling authority of the University Registrar, and other spaces are generally under the scheduling authority of the entity managing them, including Campus Event Services, University Housing, Campus Recreation, the Director of Athletics, or the President's Office, as appropriate.

Any events of a political nature are limited to those sponsored by University persons, groups, or organizations and should be approved through the Office of University Relations. See Political Activity.

Use of Campus Facilities and Land for Filming

Any filming by an outside entity on campus property should be cleared in advance with the FSU Office of Communications.

Use of the University Name and Identity Symbol

Many of the university symbols, such as the seal, the Seminole head, logo, and others, have been federally registered and are the property of the University. For more information see FSU Policy OP-E-4 at http://policies.fsu.edu/ and Logos | Brand Style Guide (fsu.edu). Any questions concerning their use should be directed to the FSU Office of Licensing at 850-644-8690.

Workplace Violence Policy

Florida State University is committed to providing and maintaining a respectful environment that is conducive to safe working, learning, and living for all members of the institutional

community. The University must have an environment in which all faculty, staff, students, and guests can study, live, and work without intimidation or fear.

In keeping with this commitment, it is the policy of Florida State University that acts of violence, threats of violence, and behavior meant to intimidate others is strictly prohibited. Such prohibition includes any act, behavior, or communication which is abusive, threatening, or disruptive to the work, education, or well-being of any individual or groups of individuals employed by, enrolled in, or visiting the University.

Anyone who believes themselves to be a victim of violence should report their concerns to the Florida State University Police, and/or any University vice president, assistant vice president, dean, director, or department chair. Any threat or violent act by an employee or student will be considered serious misconduct and may be the basis for disciplinary action, up to and including dismissal.

For further guidance, see FSU Policy 4-OP-C-10.

SECTION 7: TEACHING AND STUDENT/ FACULTY INTERACTIONS

INTRODUCTION

The fundamental responsibilities of teaching include the instruction, evaluation, and advisement of students. While faculty members may sometimes receive assistance, through appropriate University channels, in carrying out these activities, the primary responsibility for ensuring they are carried out appropriately rests with the faculty.

This chapter provides general information about instruction, advising, the Academic Honor Policy, dealing with problem situations, and resources for students, in order to help faculty members enhance the rewards and minimize the challenges of their interactions with students. More specific information regarding each of these topics is found in the Florida State University General Bulletin,and the Florida State University Online Student Policy Handbook. Please note that the Florida State University ***Faculty Handbook*** is intended to be a general reference to familiarize faculty members with University policies and procedures. Links to appropriate policies (indicated either by bold text or by listing the site) are provided throughout the text.

INSTRUCTIONAL POLICIES AND PROCEDURES

Course Syllabus

Simple Syllabus

Simple Syllabus is a centralized online syllabus management platform that allows faculty to create, personalize and publish course syllabi. Syllabi are available in web, print, and mobile-friendly formats that are ADA accessible. Published syllabi appear in Canvas course sites, the FSU Syllabus Library, and the personalized Simple Syllabus Student portal. Faculty can access Simple Syllabus directly by logging into https://fsu.simplesyllabus.com.

Per Florida Board of Governors Regulation 8.003 and FSU Regulation 5.098, syllabi must be created and published 45 days prior to beginning of the upcoming semester for courses with Lecture, Discussion, Lab, or Medicine components. Further guidance, resources, and deadlines can be found at https://fda.fsu.edu/simple-syllabus-fsu. The university template within Simple Syllabus must be used for all course syllabi and can be found at the prior mentioned website.

Coursedog

Full-time faculty can access course information via **Coursedog**, our FSU Curriculum Management platform. Click on “Courses" in the left-hand navigation menu and search for the course using the search bar in the upper right-hand corner to locate the class. Information included

in Coursedog includes approved course title, course description, course objectives, credit hours, grading basis, and sample course assignments for each class we offer.

Textbooks

Florida Board of Governors' Regulation 8.003: Textbook and Instructional Materials Affordability & Transparency requires state universities to:

- Post on their websites a list of textbooks and instructional materials required for each course not less than 45 days prior to the first day of class for each term; and
- Include as part of the list the titles, all authors listed, publishers, edition numbers, copyright dates, published dates, and other information necessary to identify the specific textbooks required for the course.

Florida State University is committed to improving education access and affordability through innovative approaches intended to reduce textbook and instructive material costs for students. For more information, see FSU Regulation 5.098: Affordability and Transparency Requirements for Course Syllabi; Textbooks and Instructional Materials.

Use of Instructor Authored Textbooks

Requiring the use of a textbook written by the instructor of the course, by a relative of the instructor, or by a team of authors that includes the instructor, is considered a conflict of interest when the potential royalty income exceeds $500 (Section 112.313, Florida Statutes). If a faculty member wishes to use a textbook under these circumstances and will receive more than $500 in one year from that use, they must request permission from the President in writing, through the Vice President for Faculty Development and Advancement. The memo should include a justification of why the required text is the only one uniquely suited for use in the author's class, as well as the number of students expected to enroll in the class. The request must be made well before the start of each year in which the faculty member wishes to use the textbook.

Academic Calendar

Various academic calendars can be found at on the Registrar's Web site: https://registrar.fsu.edu/calendar/. Fall and Spring semesters each last approximately 15 weeks. Faculty appointments begin before the beginning of the semester and can be found at https://fda.fsu.edu/faculty-employment/appointments. Some instructors teach during the summer, which is divided into several semester scheduling options.

Final Exam Policy and Schedule

The University Undergraduate Final Exam Policy states:

- The scheduling of a final examination at any time other than the regularly scheduled final examination period is a violation of University policy.
- Unless an exam is given during the final examination period, no test may be given during the last week of classes.
- Make-up exams are permitted for an undergraduate student when justified by illness, conflicting exams, three or more exams in a twenty-four-hour period, or for certain emergencies.

The final exam schedule is published on the Registrar's website and is based on the regular class meeting time or is a block examination in which all students in certain courses take final exams at the same time, regardless of class section. Courses that utilize the Testing Center for a block exam, or which are limited to specific days and times because of seating and scheduling constraints, will take precedence in the case of final exam conflicts, and higher-enrollment classes will take precedence over lower-enrollment classes. The student is responsible for identifying such conflicts as early as possible, notifying all instructors in advance, and working with all instructors to resolve those conflicts. Conflicts that are not resolved at least one month before the scheduled exam must be addressed using the established make-up time. Exceptions to this schedule for individual students are made by the academic dean of the unit teaching the course (in response to a written request from the instructor). Exceptions to hold the entire undergraduate course exam at a time different from the published exam schedule, including the use of the FSU Testing Center, are considered by the Undergraduate Policy Committee of the Faculty Senate, in response to a written request received at least three weeks in advance. If a final exam is given in a graduate course, the exam should follow the established final exam schedule unless clear arrangements are made with the students and the Registrar's Office.

University Attendance Policy - (Student)

Until a student is officially enrolled in a course, they are not permitted to attend class, submit assignments or take tests. Exceptions are limited to students making up work for a prior grade of Incomplete in the course. Individuals who plan to audit a class must submit appropriate audit requests through the Office of the Registrar.

Students must attend the section of the course for which they are registered. Instructors do not have the authority to permit a student to shift from one course section to another without following official drop/add procedures. No student may drop a course after the seventh week of classes without the permission of the academic dean.

Each instructor of record decides what effect unexcused absences will have on grades and will explain class attendance and grading policies in the course syllabus. In accordance with the Faculty Senate University Attendance Policy, "Excused absences include documented illness, deaths in the family and other crises, call to active military duty or jury duty, religious holy days, and official University activities. These absences will be accommodated in a way that does not arbitrarily penalize students who have a valid written excuse. Considerations will also be given to students whose dependent children experience serious illness." This means that students with valid excused absences must be given the opportunity to make up all graded work missed and earn the corresponding grade.

Official University activities include official events at which the student is representing the University, such as athletic competitions and academic activities sponsored by a student's academic department or college. Registered Student Organization (RSO) and Greek Life activities are not considered official university activities. The current list of Registered Student Organizations can be found at: https://soi.fsu.edu/registered-student-organizations.

All students are expected to abide by each instructor's class attendance policy. When possible, students must also provide advance notice of absences as well as relevant documentation regarding absences to the instructor as soon as possible following the illness or event that led to an absence. Any arrangement to make up graded work because of an excused absence is the responsibility of the student.

Communicable Diseases Note: Instructors of records are encouraged to be flexible in accepting documentation from students who have tested positive for illness, such as the flu, to encourage students who are infectious to stay home.

University Health Services (UHS) Note: Instructors of record may accept visit verification documentation from UHS or another medical provider if the student was treated there. UHS will not issue visit verification documentation for students who were not treated at the UHS. Instructors should not require students to obtain documentation from UHS if they were not treated there. Please encourage students to notify the instructor if they are ill prior to missing class or assignment deadlines.

Military Short-Term Absence Accommodations Policy

The University recognizes and appreciates the important contributions made in service of our country by Active Duty, Reserve, and National Guard members and their dependents. In order to accommodate those students and their dependents, University faculty and staff will provide these students the following options to accommodate unexpected training/drill, deployment, or change-of-station orders:

- For any training/drill, deployment, or change-of-station orders: Students will attempt to make arrangements with instructors to maintain and/or make up classwork as needed and to assign grades as appropriate (including Incompletes, to be made up later). Registration for those courses in which instructors accommodate the absence will remain intact and tuition and mandatory fees will be assessed in full for those courses. Service members should provide instructors with maximum advance notice of absences, providing copies of training/drill, deployment, and/or change-of-station directives from the Military, Reserve, or National Guard.
- Instructors must accommodate absences of up to two weeks in duration (or equivalent in summer) in accordance with paragraph 1.
- When unable to make satisfactory arrangements with all instructors: Courses will be dropped and the tuition and mandatory fees for those courses will be refunded.
- When unable to make arrangements with any instructors for unexpected orders requiring longer than a two-week absence: The student's entire registration will be withdrawn or cancelled and 100% of the tuition and mandatory fees will be refunded.

University Attendance Policy - (Faculty)

In addition to teaching, faculty are required to perform both service and research activities. These activities will occasionally require an instructor to miss a class meeting. For an anticipated absence, such as religious holy day observance or for conference attendance that is approved in advance by the program or department chair, instructors should find an acceptable substitute for their classes or obtain the chair's approval for an alternate means of making up the student contact hours.

For unanticipated absences such as illness or family emergency, instructors must notify the program or department chair or academic dean as soon as possible so that arrangements can be made regarding classes and other scheduled activities. Failure to notify the program director or department chair of a missed class meeting or excessive absences from class obligations can result in disciplinary action.

Office of Accessibility Services (OAS)

The Office of Accessibility Services (OAS) offers an opportunity for students with disabilities to achieve their academic and personal goals. As the primary advocate on campus for students with disabilities, the OAS works with faculty and staff to provide accommodation for the unique needs of students both in and out of the classroom.

The Americans with Disabilities Act (ADA) requires that reasonable accommodation be provided for individuals with documented disabilities. Students who are registered with OAS are accommodated through the combined efforts of individual faculty members and the OAS staff. Instructors should not provide accommodations unless a student has provided a letter from the OAS. The FSU Syllabus Template includes a university statement regarding how a student requests an accommodation for a course.

Academic Honor Policy

The FSU Academic Honor Policy outlines that University's expectations for the integrity of students' academic work, the procedures for resolving alleged violations, and the rights and responsibilities of students and faculty members throughout the process. The full policy, resources, and forms can be found at https://academicintegrity.fsu.edu. The FSU Syllabus Template includes a university statement for students regarding the Academic Honor Policy.

It is important to note that all instructor allegations of academic dishonesty, including unauthorized use of Artificial Intelligence, must follow the steps outlined in the policy. Instructors cannot penalize students for academic dishonestly outside of the Academic Honor Policy requirements and procedures. Doing so is a violation of university policy and does not afford students their due process rights.

Office Hours

Every member of the teaching faculty is expected to list in the course syllabus and honor specific office hours during each semester in which they conduct classes. While department expectations vary, faculty members typically schedule at least one hour a week for each course taught.

Test Proctoring Statement

Courses that use proctoring services must disclose the specific service being used, and if applicable, any associated student fees in the course syllabus. The FSU Syllabus Template includes a Proctored Examinations statement and options for faculty to select whether they are using the FSU Testing Center, Off Campus Proctoring, or Online Proctoring, if applicable. Please, visit the FSU Testing Center website for more information about each of these proctoring options and fees.

Use of AI Statement

All faculty are strongly encouraged to make expectations around the use of AI very clear in course syllabi and assignment descriptions. There are a variety of ways in which faculty do or do not allow the use of AI across campus. Students should not be left to make assumptions about your expectations when completing their coursework. The FSU Syllabus Template includes suggested wording regarding the course AI Policy.

Further guidance relating to AI can be found on the FSU Artificial Intelligence website.

Syllabus Change Policy

The University Syllabus Change Policy states "Except for changes that substantially affect implementation of the evaluation statement, this syllabus is a guide for the course and is subject to change with advance notice."

Required Minimal Use of Canvas

All instructors teaching through any delivery method (face-to-face, online, hybrid) are required to use a university approved Learning Management System (LMS) for the following purposes:

(1) distributing and storing the student course syllabus

(2) posting of course grades.

All grades associated with the class must be maintained in a way that ensures FERPA compliance. The Canvas gradebook meets this requirement. The following types of classes are an exception to the Required Minimal Use of Canvas: individual academic experiences such as internships, directed independent studies, supervised research, supervised teaching, and culminating graduate student milestones such as preliminary exams, thesis, or dissertation.

Religious Holy Days

Florida State University policy on observance of religious holy days provides that each student shall, upon notifying their instructor as soon as possible upon receipt of the course syllabus, but no later than two weeks before the religious holy day observance, be excused from class to observe a religious holy day of their faith. While the student will be held responsible for the material covered in their absence, each student shall be permitted a reasonable amount of time to make up the work missed. Instructors and University administrators shall in no way arbitrarily penalize students who are absent from academic and social activities because of religious holy day observance. This resource will be helpful to instructors as they respond to students requesting to be absent: https://hds.harvard.edu/community-life/religious-and-spiritual-life/multifaith-calendar. For more information, see the General Bulletin.

Family Educational Rights and Privacy Act of 1974 (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of students' educational records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Students have specific, protected rights regarding the release of such records and FERPA requires that institutions adhere strictly to these guidelines. FERPA guidelines protect students by guarding against the release of their records without their consent.

Course Evaluations

FSU uses the **Student Perception of Courses and Instructors** (SPCI) survey instrument to evaluate courses and instructors. If they opt to complete the evaluations, students rate the course and the instructor on several predefined scales and provide additional feedback in free-response questions.

FSU requires student evaluations for faculty, adjuncts, and graduate assistants who teach:

1. Undergraduate courses with **10 or more students** during the fall and spring semesters; or
2. Graduate courses with **5 or more students** during the fall and spring semesters.

Please visit the Office of Digital Learning's Course Evaluation website for more information. Colleges and departments may also use additional methods of assessing teaching, including peer evaluations or other instruments.

Class Disruption

Students are expected to participate in class activities without causing disruption or infringing on the rights of others. They are also expected to comply with the reasonable directive of any University official, including an instructor. Behavior that does not meet these standards can subject the student to charges under the Student Conduct Code. Instructors may ask that students leave class immediately when their behavior is disrupting the learning process. Note that permanent removal from the course may not be determined by the instructor and may only occur through formal means.

Reporting Disruptive or Concerning Student Behaviors

The Department of Student Support and Transitions, within the Division of Student Affairs, oversees an online route for faculty members to raise issues of concern related to their students: http://report.fsu.edu/. In addition to using the system to report instances of sexual misconduct, violations of the Student Conduct Code (for non-academic behaviors), and ADA issues, instructors may provide information about students who are exhibiting any academic, emotional, or physical behavior that concerns them. Reported classroom behavior issues are routed to the team composed of academic and student affairs administrators, law enforcement, and counselors/health care providers to ensure that students of concern receive the assistance they need to navigate the university environment with minimal disruption to themselves and others. **Note that report.fsu.edu is not intended as a way to report emergencies. If you need to report an emergency, please call FSUPD at 850-644-1234 or 911.**

Discrimination, Sexual Harassment, and Sexual Violence

Discrimination based on membership in a protected group, sexual harassment, and sexual violence will not be tolerated by the University, whether by faculty, students, staff, or by others. For more information about reporting discrimination, sexual harassment, or sexual violence and related grievance procedures, consult the Anti-Sexual Misconduct Policy or the University's Title IX Statement, or contact the Office of Equal Opportunity Compliance & Engagement Office (EOCE) at 645-6519 or the Office of Title IX (for complaints against students) at 850-645-2741 or Know More (https://knowmore.fsu.edu). All University faculty and staff members must report every incident or

complaint of sexual misconduct or discrimination to the Title IX Office through https://report.fsu.edu or at Sexual Misconduct & Title IX | Office of Human Resources.

The University recognizes that disclosures may occur in an academic setting (i.e., as part of coursework, research, or creative activity submitted to an instructor in connection with a course assignment), or a research setting (i.e., during participation as a subject in an approved human subjects research protocol). Such disclosures will not be considered notice to the University for the purpose of triggering a mandatory report. Instructors, especially those whose assignments may elicit a disclosure, are encouraged to include a syllabus statement that clarifies when disclosures will or will not lead a mandatory report by the instructor. The University's Institutional Review Board may, in appropriate cases, require researchers to provide similar information to research subjects.

General Academic Appeals

Students who allege that academic regulations and procedures have been improperly applied in specific instances may have their grievances addressed through the general academic appeals process. In this process, the student brings a complaint first to the instructor, then to the department chair, and finally to the academic dean appropriate to the course involved, stopping at the level at which the complaint is resolved. If no resolution is reached, the student brings the complaint to the attention of the Associate Vice President for Faculty Development and Advancement for resolution and a determination regarding whether referral to the Student Academic Relations Committee of the Faculty Senate is appropriate. A graduate student whose complaint is unresolved must see the Dean of the Graduate School prior to meeting with the Associate Vice President for Faculty Development and Advancement.

The Student Academic Relations Committee has the authority to recommend, through the Provost and Executive Vice President for Academic Affairs, that corrective action be taken when justified.

Grades

The University employs a plus/minus grading system in which grades earn the following quality point values:

A	4.00	C	2.00
A-	3.75	C-	1.75
B+	3.25	D+	1.25
B	3.00	D	1.00
B-	2.75	D-	0.75
C+	2.25	F	0.00

Instructors must explain, in writing, an evaluation (grading) statement that will be used in the process of determining grades in each course.

Final grades should be reported to the Registrar's Office by the deadline set each semester and in accordance with the procedures that will be communicated by each academic department. "Incomplete" ("I") grades should be recorded only in exceptional cases when a student, for documented reasons, has failed to complete a well-defined portion of a course, but was passing the course up until the time they failed to complete the work. Even under these circumstances, the authority for determining whether to grant an "Incomplete" rests with the instructor. Graduate

Teaching Assistants must have approval from the supervising faculty member to grant an "Incomplete." (One exception to this guideline occurs when an "Incomplete" is applied as a result of allegations of academic dishonesty that have not been resolved by the end of a semester.) Deans' offices can often provide guidance to instructors regarding individual cases. When assigning an "Incomplete" grade, instructors must indicate the time frame for resolution of the grade as well as the default grade to be assigned if the student does not complete the work.

For more information, see the General Bulletin sections on grading policies.

Grade Appeals

The purpose of the grade appeals system is to afford an opportunity for an undergraduate or graduate student to appeal a final course grade under certain circumstances. Faculty judgment of students' academic performance is inherent in the grading process and hence should not be overturned except when the student can show that the grade awarded represents a gross violation of the instructor's own specified evaluation (grading) statement and therefore was awarded in an arbitrary, capricious, or discriminatory manner. The evaluation (grading) statement utilized during the grade appeals process is the one contained in the instructor's syllabus at the beginning of the semester. This system does not apply to preliminary or comprehensive exams or to thesis or dissertation defenses; these issues are reviewed by the Faculty Senate Student Academic Relations Committee via the Office of Faculty Development and Advancement.

Step 1. Within 15 class days (defined throughout the Grade Appeals System as Mondays through Fridays during regular fall, spring, and summer semesters, as noted in the FSU Academic Calendar maintained by the University Registrar. Class days are not dependent on whether an individual student has class on a particular day) following the date that final grades are made available to students, the student must contact the instructor in question to discuss the grade and attempt to resolve any differences. The student should document any attempts to contact the instructor in order to establish that the appeal was begun within this 15-class-day period. In the event that the instructor is not available, the student should provide that documentation to the instructor's program or department chair. It is expected that the student will first attempt to resolve the grade dispute with the instructor; however, either the student or the instructor may consult with the appropriate department chair, school director, or designee during this process.

Step 2. If no resolution is reached within this 15-class-day period, after the student's documented attempt, the student has an additional 10 class days to submit a written statement to the department chair, school director, or designee. This statement must include an account of attempts to resolve the issue, as well as the evidence that forms the basis for the appeal.

Within 20 class days thereafter, the department chair, school director, or designee will set a date for a meeting of a grade appeals screening committee composed of three students enrolled in the academic unit offering the course to review the appeal. These students should be either undergraduate or graduate students, depending on the enrollment status of the student challenging the grade. The meeting should occur within that 20-class-day period, if practicable. Appropriate students who have no conflict of interest will be chosen to serve on this screening committee by a student organization associated with the program or department, if such an organization exists. If none exists or if members of such an organization are not available, the department chair, school director, or designee will select appropriate students who have no conflict of interest. Both the student and the instructor may attend the meeting, as may the department chair, school director, or designee.

The role of the screening committee is solely to determine whether the student has presented sufficient evidence to warrant further review. Within five class days after this meeting, the screening committee will render its decision in writing (indicating that they recommend/do not recommend further review) to the department chair, school director, or designee; the student; and the instructor. A negative decision will end the appeal. A positive decision will trigger the next step in the process.

Step 3. Within 15 class days of a positive decision from the grade appeals screening committee, the department chair, school director, or designee will appoint and arrange for a meeting of a grade appeals board. The meeting should occur within that 15-class-day period, if practicable. The board is composed of three faculty members and two students other than those who served on the screening committee. These students should be either undergraduate or graduate students, depending on the enrollment status of the student challenging the grade.

The purpose of this board is to determine whether or not to uphold the final grade assigned by the instructor. The board will consider only the evidence provided by the student and the instructor in making the determination. The student; the instructor; and the department chair, school director, or designee may attend the meeting.

The grade will be upheld unless the evidence shows that the grade was awarded in an arbitrary, capricious, or discriminatory manner, as a result of a gross violation of the instructor's own evaluation (grading) statement. If the original grade is not upheld, the board will recommend that an alternative grade be assigned by the department chair, school director, or designee.

If the student has evidence that this grade appeals process has deviated substantially from these established procedures, resulting in a biased decision, the student may consult with the Office of Faculty Development and Advancement regarding referral to the Faculty Senate Student Academic Relations Committee.

Exam Retention

Examinations of students should be kept by faculty members for one year after the end of the semester. Faculty members leaving the University before the completion of that year must leave the examination papers in the departmental files. Exams administered during a course as well as other class work materials related to grades should be kept by the instructor until at least the end of the next semester. For more information, see the Florida State University General Bulletin.

University Teaching Resources for Faculty

Office of Digital Learning and Academic Technology

The Office of Digital Learning and Academic Technology, often referred to as ODL, offers instructional support and academic technologies to promote world-class learning online and in the classroom. The office supports the Canvas learning management system, maintains technology-enhanced classrooms, administers course evaluations, and helps to ensure academic integrity by providing proctored testing for courses. ODL also offers instructional design and development services to assist faculty in providing high-quality online instruction.

Center for the Advancement of Teaching

The Center for the Advancement of Teaching (CAT) seeks to recognize and cultivate learner-centered teaching throughout the university by providing support to faculty as they balance cutting-

edge research with thoughtful teaching. We help you bring your innovative spirit and scholarly attention to bear upon the classroom setting, making student learning the object of our study. The Center provides a space for collegial exchange about teaching and learning, bringing together faculty at all levels and across disciplines, to hone their expertise in facilitating learning and to promote our collective project of providing our students with a preeminent education. Ultimately, the CAT promotes student success by supporting faculty in the important and difficult work of crafting transformative learning experiences, and by fostering a culture in which effective teaching is valued and rewarded.

Libraries

University Libraries partner with faculty in research, creative activities, and teaching by providing a wide range of services, a wealth of resources, and professional expertise. Subject librarians are appointed to academic units to work with faculty to acquire necessary resources, consult on research and publishing, participate in courses, and collaborate on grants or research projects. Events, such as lectures, symposia, and receptions provide opportunities for faculty to share ideas and research and to connect with others across disciplines. Strozier Library is the main library and performs central services such as ordering of materials, cataloging, faculty reserves, local campus van courier services, and statistical reporting for many of the university libraries. Each of the various libraries in the FSU system maintains its own web page, which may be accessed through: https://www.lib.fsu.edu. The libraries provide a number of services of special interest to faculty. These services include: the ordering of specific library materials, delivery of materials to faculty offices, a 16-week loan period with renewal options, course reserves, information literacy instruction, interlibrary loan, recall of items, research resources, a digital repository for faculty publications, and general reference services.

RESOURCES FOR STUDENT ADVISEMENT

General Bulletin

The Florida State University General Bulletin contains the University's policies, procedures, admission requirements, colleges, departments, programs of study, course-search options, and more. To directly access the current edition, please go to ***bulletin.fsu.edu***.

Undergraduate Advising Resources

Division of Undergraduate Studies

The Division of Undergraduate Studies serves as the academic home for most first-year and sophomore students, monitors many statewide and university Core FSU requirements for graduation, and sponsors several programs designed to promote academic success.

Undergraduate Academic Program Guides

The FSU Academic Program Guide website is a comprehensive resource that provides information on undergraduate academic programs, minors, certificates, and specialized studies offered at Florida State University. It also helps students and faculty explore degree pathways, compare majors, and access curriculum-related resources organized by academic and career interest areas. Faculty are encouraged to utilize the FSU Academic Program Guide as a resource for

reviewing academic program offerings, degree requirements, minors, certificates, and interdisciplinary opportunities.

Center for Undergraduate Research and Academic Engagement

The Center for Undergraduate Research and Academic Engagement coordinates several programs that provide enrichment opportunities for undergraduate students, including the Undergraduate Research Opportunity Program, the Gap Year Fellows, the Global Scholars Program, and the Presidential Scholars Program

Center for Academic Retention and Enhancement

The Florida State University Center for Academic Retention and Enhancement (CARE), is an academic support unit that assists the University in its outreach and support to undergraduate students who may be disadvantaged due to economic, educational, family, or cultural circumstances. CARE provides programs and services that are targeted to first-generation college students and helps to facilitate those students' preparation, recruitment, adjustment, retention, and graduation from college. CARE implements programs and services for eligible entering first-year students, as well as for selected middle and high school students with similar backgrounds. It also houses the Unconquered Scholars Program, which provides support to students who have experienced homelessness. CARE has been recognized nationally for its outstanding work.

Graduate Faculty Teaching & Advising Roles

Graduate School

The Graduate School provides assistance to graduate students and faculty on general academic matters and sponsors annual orientation programs for new graduate students and teaching assistants. These include offering advice on university-wide degree requirements, approving thesis and dissertation formats, and administering faculty and graduate student awards, university-level assistantships, fellowships, and scholarships.

Advising and Orientation

Graduate student advising is accomplished through the efforts of faculty in individual academic departments; the Graduate School provides assistance on general academic matters. Many academic units offer a department-specific orientation for their new students. Each fall semester the Graduate School coordinates a university-wide graduate student orientation program.

Graduate Student Resource Center

The Graduate Student Resource Center (GSRC) serves as a centralized hub of resources and information to support graduate student success. Visit the GSRC website (gsrc.fsu.edu) for a comprehensive collection of academic, professional, and student support services available to all FSU graduate students. Additionally, the GSRC holds an annual resource fair with campus partners; administers the Research and Creative Activity Travel Grant program for doctoral candidates; and hosts workshops and events on addressing different stages of graduate development, such as advanced writing skills, public speaking, mentorship, negotiation, job market preparation, and time management.

Office of Graduate Fellowship and Awards

The Office of Graduate Fellowships and Awards (OGFA) offers services that help students to navigate the external fellowship and awards funding process. These services include finding appropriate external fellowship opportunities, guidance throughout the application process from outlines to editing application drafts and preparing for interviews.

Office of Postdoctoral Affairs

Part of the Florida State University's Graduate School, the Office of Postdoctoral Affairs serves as a central resource for all postdoctoral researchers as well as faculty and staff who work with postdoctoral researchers at FSU.

Graduate Faculty Roles - Graduate Faculty Membership

Membership in the Graduate Faculty establishes the eligibility of faculty to participate in graduate education. The appropriate status must be approved prior to the teaching of a graduate course, supervising a master's or doctoral student, or serving on a student's committee.

There are four different categories of membership: Graduate Faculty Status (GFS); Graduate Teaching Status (GTS), Co-Master's Directive Status (CMDS), and Co-Doctoral Directive Status (CDDS).

Graduate Faculty Status (GFS)

Graduate Faculty Status (GFS) establishes the eligibility of faculty to teach all graduate-level courses; to sit on all graduate-level committees; to chair or co-chair graduate student thesis, treatise and dissertation committees; and to participate fully in all components of graduate education, research, and service. As noted below assignments to and limitations from individual GFS responsibilities (teaching, research, student committees, and service) for any GFS member are delegated to the unit-level authority where such assignments of responsibilities are made.

Graduate Faculty Status: Appointment

Appointment to Graduate Faculty Status (GFS) is generally reserved for members of the faculty who hold tenured and tenure-earning appointments in graduate degree-granting departments or programs. Appointment to GFS must be by affirmative super majority (2/3) vote of all individuals who hold GFS in the department (or school/college) and approval by their department chair/program director, their academic dean, and the Dean of the Graduate School. Newly hired faculty may be appointed to Graduate Faculty Status (GFS) as a condition of their appointment to a tenure-earning position in a graduate degree-granting department upon approval of the appropriate departmental faculty, chair, dean of the college, and the Dean of the Graduate School. Assignments and limitations related to individual Graduate Faculty Status (GFS) responsibilities, including teaching, research, student committee service, and university service, are determined by the appropriate unit-level authority responsible for making such assignments. Subject to the consideration of special circumstances, the minimum qualifications for GFS membership are:

(1) completion of a doctoral degree or its equivalent

(2) demonstrated expertise in the relevant teaching area.

Each academic unit (colleges and departments) shall adopt specific written criteria that its faculty must meet in order to be appointed to GFS. Subject to consideration of special circumstances, these criteria shall indicate the terminal academic degree and/or the level of professional experience

and scholarship required for a faculty member to be appointed to GFS. Faculty holding GFS are expected to actively engage in graduate education through teaching, mentoring and research supervision, and service. They should show evidence of research-based scholarship and/or creative work resulting in peer-reviewed publications or equivalent work.

Each unit's written GFS criteria are subject to approval by their academic dean, the Graduate Policy Committee, and the Dean of the Graduate School. Departments and Colleges will determine these criteria and procedures for appointments according to guidelines in the Faculty Handbook and subject to approval of the dean of the college or school. Names of new GFS appointees will be sent to the Dean of the Graduate School for confirmation.

Under special circumstances qualified persons who are members of the FSU Specialized (and non-tenure track) Faculty may be appointed to Graduate Faculty Status (GFS) under the above procedures. Under no circumstances does this provision apply to persons holding adjunct or "Visiting-in-Lieu-of" adjunct appointments to the faculty.

Members of the Specialized (and non-tenure track) Faculty who are approved for GFS may serve only as a co-major professor of a doctoral committee alongside another co-major professor who must be a member of the tenure-track or tenured faculty (Assistant, Associate, Full Professor, or Eminent Scholar) and holding GFS. The specialized or non-tenure track faculty member must also be approved by the chair of the department for service on the specific committee. NOTE: For any doctoral committee, the major professor or at least one co-major professor must be a member of the tenure-track or tenured faculty (Assistant, Associate, Full Professor, or Eminent Scholar) of the department/unit in which the degree is to be granted. If the doctoral degree is sought in an interdisciplinary area of study, the major professor or at least one co-major professor must be a tenure-track or a tenured faculty member in a department/unit related to the area of interdisciplinary study. However, those who are not members of the tenure-track faculty who served as the major professor of an active doctoral dissertation committee between the dates of July 1, 2008, and July 1, 2013, shall remain eligible to direct doctoral treatises and dissertations.

Members of the Specialized (and non-tenure track) Faculty who are approved for GFS are eligible to serve as the major professor of master's thesis committees. They are not eligible to serve as the University Representative or sole chair on doctoral dissertation and treatise committees.

Retired Graduate Faculty Status

After retirement, retired faculty may be granted Retired Graduate Faculty Status (RGFS) in order to serve on graduate committees if they meet the eligibility requirement of Florida Statutes 121.021(65) and 121.091(15). Retired faculty who wish to serve on a master's thesis and/or doctoral treatise/dissertation committee(s) of students who have already begun thesis or dissertation must have a courtesy appointment that complies with the policies and procedures of the Office of Human Resources within the appropriate unit and must request that their Retired Graduate Faculty Status (RGFS) be approved by the Department Chair (or unit head) and the Academic Dean. The courtesy appointment must comply with the policies and procedures of the Office of Human Resources. A courtesy appointment is required and must be facilitated and activated with the Office of Human Resources prior to the submission of the final memo to The Graduate School. RGFS status cannot be awarded prior to the retiree's official retirement date.

After the courtesy appointment is approved and becomes active in OMNI HR, a signed memo from the Department Chair and Academic Dean should be sent to The Graduate School from the Academic Dean's Office confirming the details below.

1. The faculty member's first name, last name, and EMPL ID,

2. The official retirement date,

3. The date the faculty member was awarded GFS prior to retirement, as well as the degree program the GFS status was previously awarded in,

4. Name of the student committee(s) to serve on,

5. Role the faculty member is requesting to serve on the student committee(s)

6. Expected semester of graduation for the student(s),

7. Expected duration of RGFS to finish service on student committees,

8. Must validate that the faculty member meets the post-retirement eligibility requirements, as defined in Florida Statutes, to finish service on a student committee(s),

9. Provide validation that the courtesy faculty appointment is active in OMNI HR,

10. Signatures from all approvers with dates (e.g., Department Chair (or unit head), and Academic Dean.

Graduate Teaching Status (GTS)

Graduate Teaching Status (GTS) establishes the eligibility of faculty to teach graduate-level courses for which they meet the University's standards for credentialing (see FSU Policy 3A-2). A person must be appointed to Graduate Teaching Status (GTS) to be eligible to teach graduate courses. Members of the Specialized (and non-tenure track) Faculty holding GTS must be separately appointed with Co-Doctoral or Co-Masters Directive Status in order to serve on graduate student committees as a member and/or to co-direct master's theses and doctoral dissertations and treatises.

Graduate Teaching Status: Appointment

Appointment to Graduate Teaching Status (GTS) is required for members of the Specialized (and non-tenure track) Faculty to teach graduate courses. Graduate Teaching Status (GTS) does not accord eligibility to serve, co-chair, or chair master's thesis and doctoral dissertation committees nor to perform other functions of graduate education without further appointment (see below). GTS may be awarded for multiple academic degree programs with the approval of the appropriate department, college, and the Dean of The Graduate School. A faculty member with Graduate Teaching Status may be the instructor of record for 5000, 6000, and 7000-level courses.

Subject to consideration of special circumstances, minimum qualifications are: (1) completion of the doctorate or its equivalent and/or (2) proven expertise in the teaching area. Under special circumstances qualified persons who are not regular members of the FSU faculty may be hired into a "Visiting-in-Lieu-of" qualifying position and appointed to GTS on a temporary basis (up to three years) with the approval of the dean of the college and the Dean of the Graduate School. Temporary graduate teaching status expires at the end of the appointment period and must be renewed by the academic unit if further teaching is intended. Post-doctoral Scholars (9189) are eligible to be nominated for GTS for the duration of their postdoctoral appointment for a maximum duration of 4 years. A courtesy appointment does not need to be established. Additional justification needs to be provided/attached to the temporary GTS application which explains the individual's teaching experience and how the instructional assignment fits into the Post-doctoral Scholar's training plan at FSU. Renewals may be requested by the academic unit.

Persons holding appointment as adjunct faculty are not eligible for GTS. Exceptions to this policy may be made by requesting Courtesy Faculty status in an appropriate classification code as

well as GTS for such persons through the Vice President for Faculty Development and Advancement and the Dean of The Graduate School. For example, an FSU employee meeting the required criteria for appointment to GTS, but who is appointed as an A & P Program Director, would need to be approved for status as a courtesy faculty member and subsequently approved for GTS in order to teach a graduate course.

Academic units will determine criteria and procedures for GTS appointments, according to guidelines in the Faculty Handbook and subject to approval of the dean of the college or school. The criteria will be subject to the approval of the Dean of the Graduate School with the advice and consent of the Graduate Policy Committee. Names of new GTS appointees will be sent to the Dean of the Graduate School for confirmation.

Normal policy forbids graduate students from teaching graduate courses, or co-listed courses. Exceptions can be requested as follows: Colleges where a master's-level professional degree is the normal terminal degree may request approval from the Vice President for Faculty Development and Advancement through the Dean of the Graduate School for doctoral students to teach in a practice-oriented master's-level course in a specific semester under the supervision of a regular tenured or tenure-earning faculty member with Graduate Faculty Status (GFS). The request for approval shall include (a) justification for the request, (b) details of the course, (c) full CV of the student in question, and (d) details of the supervision arrangement. Approval must be given prior to the teaching of a specific graduate course or courses and must be renewed annually. Under no circumstances may a graduate student be appointed as a member of another student's advisory and examining committee.

Co-Master's Directive Status (CMDS)

Co-Master's Directive Status (CMDS) establishes the eligibility of Specialized, Non-Tenure Track, and Courtesy Faculty to serve as the co-major professor for a master's student or to be an additional member of a student's committee. Participation as such in a student's committee does not count towards the minimum number of GFS members.

Co-Master's Directive Status: Appointment

Members of the Specialized (and non-tenure-earning) Faculty must be appointed to Co-Master's Directive Status (CMDS) to serve as an additional member or co-major professor of a master's thesis committee. An FSU tenure-track faculty member (Assistant, Associate, Full, Eminent Scholar) with GFS must serve as the other co-major professor and the committee must include at least three members with GFS. A person holding CMDS may also serve on committees for doctoral students, provided each such committee includes at least four members with GFS.

Under special circumstances qualified persons may be appointed as courtesy faculty through the Office of Faculty Development and Advancement to participate as part of a student's committee. Such courtesy faculty must also be approved for temporary Co-Master's Directive Status (CMDS) through the Graduate School to serve as an additional member or co-major professor of such a committee. Requests for CMDS must state the specific student committee(s) for which approval is requested.

Subject to consideration of special circumstances, minimum qualifications are: (1) completion of the doctorate or its equivalent and (2) proven ability to conduct scholarly research and publish in reputable media or to perform equivalent scholarly or creative works.

Academic units will determine criteria and procedures for CMDS appointments, according to guidelines in the Faculty Handbook and subject to approval of the dean of the college or school. The

criteria will be subject to the approval of the Dean of the Graduate School. Names of new CMDS appointees will be sent to the Dean of the Graduate School for confirmation.

Co-Doctoral Directive Status (CDDS)

Co-Doctoral Directive Status (CDDS) establishes the eligibility of Specialized (and Non-Tenure Track), and Courtesy Faculty to serve as the co-major professor for both doctoral and master's students or to be an additional member of such students' committees. Participation as such in a student's committee does not count towards the minimum number of GFS members.

Co-Doctoral Directive Status: Appointment

Members of the Specialized and non-tenure-earning Faculty not holding CMDS must be appointed to Co-Doctoral Directive Status (CDDS) to serve as an additional member or co-major professor of a doctoral dissertation or treatise committee. An FSU tenure-track faculty member (Assistant, Associate, Full, Eminent Scholar) with GFS must serve as the other co-major professor and the committee must include at least four members with GFS. A person holding CDDS may also serve on committees for doctoral and master's students, provided each such committee includes at least three members with GFS

Under special circumstances qualified persons may be appointed as Courtesy Faculty through the Office of Faculty Development and Advancement to participate as part of a student's doctoral committee. Such Courtesy Faculty must also be approved for temporary Co-Doctoral Directive Status (CDDS) through the Graduate School to serve as an additional member or co-major professor of such a committee. Requests for CDDS must state the specific student committee(s) for which approval is requested.

Subject to consideration of special circumstances, the minimum qualifications for appointment are: (1) completion of a doctorate or its equivalent, (2) attainment of recognized professional stature in the discipline by virtue of substantial post-doctoral or equivalent scholarly or creative work, and (3) experience in the supervision of graduate students.

Academic units will determine criteria and procedures for CDDS appointments, according to guidelines in the Faculty Handbook and subject to approval of the dean of the college or school. The criteria will be subject to the approval of the Dean of the Graduate School. Names of new CDDS appointees will be sent to the Dean of the Graduate School for confirmation.

A faculty member in a department not granting the doctorate may be considered for Co-Doctoral Directive Status in a degree-granting department or authorized degree program. Requests may be submitted either at the faculty member's initiative or at the invitation of the department. In each case the department shall follow its customary procedures for nominating faculty members for Co-Doctoral Directive Status, and nominations shall be forwarded by the academic unit to the school- or college-wide committee in accordance with the procedures above. Final confirmation rests with the Dean of the Graduate School.

Qualified Specialized (and Non-Tenure-Track faculty) may hold co-master's or co-doctoral directive status in more than one degree program. A faculty member with CMDS or CDDS in one FSU department may also be granted CMDS or CDDS by other academic units or authorized degree programs. Each area granting CMDS or CDDS would utilize its own criteria and procedures as outlined above.

Special Case of the College of Law

In addition, Graduate Teaching Status (GTS), Co-Doctoral Directive Status (CDDS), and Co-Master's Directive Status (CMDS) are automatically granted to faculty members in the College of Law who hold tenure-track appointments and possess an appropriate terminal degree (e.g., J.D.). The rationale for this policy is that these faculty are hired for the purpose of only educating post-baccalaureate students, unlike other segments of the university where faculty are hired to teach undergraduates and must be granted GFS or GTS to teach graduate students and engage in graduate education activities in their disciplines. A tenured faculty member in the College of Law cannot serve as an official University Representative on a doctoral dissertation committee unless GFS is awarded to that faculty member by an eligible graduate program. However, since this policy also grants CDDS and CMDS to College of Law faculty, they can serve on master's and doctoral committees and co-advise a student in an official capacity, though they cannot count towards the minimum number of GFS members required for such committees.

Faculty Who Depart the University for Reasons other than Retirement

For faculty who depart the University for any reason other than retirement, the department or program in which directive status is held will review the faculty member's status and the committees the faculty member serves on or chairs. If the department or program wishes to continue the faculty member in some or all of these roles, it may provide a courtesy appointment and nominate the faculty member for temporary Co-Master's Directive Status (CMDS) or temporary Co-Doctoral Directive Status (CDDS)-, as needed, so the faculty member may continue as a co-chair or additional member for those students who have already begun their thesis/dissertation at the time of the faculty member's departure. If the faculty member is serving as committee chair, the department will then designate a current or new member of the committee with GFS as co-chair of the committee. Faculty members who depart the University may not accept additional students in this capacity, nor may they serve as the University Representative on committees. Nominations for this limited Co-Master's or Co-Doctoral Directive Status, following the usual process, will be sent to the college committee, to the dean's office and then to the Dean of the Graduate School for confirmation.

APPENDIX A

THE CONSTITUTION OF FLORIDA STATE UNIVERSITY

The current Constitution may be found online at: https://facsenate.fsu.edu/constitution. Questions should be directed to the Faculty Senate Coordinator (850-644- 7497; FAC-SenCoordinator@fsu.edu).

REVISIONS

1. Revised 2008
2. Revised August 15, 2013
3. Graduate Faculty Membership, College of Law, pg. 104, November 8, 2013
4. Military Short-Term Absence Accommodation Policy, pg.143, December 12, 2013
5. Updated Sustained Performance Evaluation Procedures, pg. 76, February 12, 2014
6. Graduate Faculty Membership update, pg. 101-106, February 27, 2014
7. Specialized Faculty update, pg. 88, March 11, 2014
8. Annual Evaluation update, pg. 70, March 11, 2014
9. Benefits for OPS Positions update, pg. 43, May 20, 2014
10. Updates to Chapters 5 and 6 due to Collective Bargaining Agreement Changes, May 20, 2014
11. Updated the Misconduct in Research and Creative Activity Policy, July 22, 2015
12. Deleted history on posthumous degrees, October 1, 2015.
13. Updated Animal Subjects responsible office to VP for Research, February 25, 2016.
14. Revised June 2017.
15. Revised September 2018.
16. Revised October 2019.
17. Revised January 2020.
18. Revised August 2020.
19. Revised January 2021 to update Collective Bargaining Agreement links.
20. Revised February 1, 2021 to update Introduction and Special Note.
21. Revised February 24, 2021 to update Section 4: Faculty Employment Policies.
22. Updated FSU Constitution, May 20, 2021.
23. Revised July 2021.
24. Revised September 2021.
25. Revised December 13, 2021 to correct link to Workplace Violence Policy.
26. Revised March 2022 to update Section 5: Faculty Development.
27. Revised June 2022 to update title page to academic year and Section 4: Disciplinary Action and Job Abandonment.
28. Revised February 2023 to update external links.
29. Revised October 2023.
30. Revised February 2024.
31. Revised October 2024
32. Revised August 2025
33. Revised November 2025 to update Tenure Upon Appointment procedure.
34. Revised December 2025- Updates Employment Outside University Intro to include reference to CBA (pg. 38).

35. Revised August 2026
36. Revised November 2026- language on Extraordinary Accomplishment Programs