

**FLORIDA GULF COAST UNIVERSITY**

**FACULTY HANDBOOK**

**ADOPTED SUMMER 2004**

## Table of Contents

|  |    |
|--|----|
| Letter from the President  | 5  |
| Letter from the Provost and Vice President for Academic Affairs            | 6  |
| Letter from the Faculty Senate President                                   | 7  |
| Handbook Use and Purpose   | 8  |
| FGCU History   | 8  |
| University and its Vision, Mission, and Goals                              | 9  |
| Vision   | 9  |
| Mission  | 9  |
| University Goals   | 9  |
| Organizational Chart   | 10 |
| Accreditation  | 10 |
| Guiding Principles and Student Learning Outcomes                           | 10 |
| Guiding Principles   | 11 |
| Student Learning Outcomes  |    |
| Undergraduate  | 12 |
| Graduate   | 14 |
| Philosophy for Selection of Faculty  | 14 |
| General Governance Information   |    |
| State Board of Education   | 16 |
| Florida Board of Governors   | 16 |
| Boards of Trustees   | 16 |
| University Structure   |    |
| Organization   | 17 |
| Academic Affairs   | 17 |
| Colleges, Schools, and Departments   | 17 |
| Degree Offerings   | 18 |
| Sunshine Laws and Regulations  | 18 |
| Other laws and documents impacting FGCU                                    | 18 |
| Faculty Governance   | 19 |
| Union  | 20 |
| Appointments and Evaluation  | 20 |
| Types of Appointment   | 21 |
| Multi-year Appointments, Continuing Contracts, Renewals,<br>and Extensions | 21 |
| Affiliate and Joint Appointments   | 21 |
| Appointments of Faculty Administrators (Chairs,<br>Associate Deans, etc.)  | 21 |
| Performance Reviews  | 21 |
| Annual Evaluation  | 22 |
| Annual Evaluation of Faculty with Joint Appointments                       | 22 |
| Disputed Evaluations   | 22 |
| Successive Contracts   | 22 |
| Tenure   | 23 |
| Promotion  | 23 |

|   |    |
|---|----|
| Teaching Assignments                                  | 23 |
| Course Development and Offerings                      | 23 |
| On-Line Syllabus Development                          | 23 |
| University Technology Training                        | 24 |
| Course Related Issues                                 |    |
| Enrollment  | 24 |
| Definitions of Types of Classes                       | 24 |
| Required Contact Hours per Course Credit              | 24 |
| Curricular Review Process                             | 25 |
| Grading Policies and Grading Systems                  | 25 |
| Posting of Grades                                     | 25 |
| Incomplete Grades                                     | 25 |
| Change of Grade                                       | 26 |
| Student Grade Appeal                                  | 26 |
| Retention of Papers, Tests, Student and Class Records | 26 |
| Teaching Materials                                    | 26 |
| Copyright Considerations                              | 26 |
| Library Materials                                     | 26 |
| Student/Classroom Issues                              |    |
| Student Record Privacy                                | 26 |
| Absence from Class for Professional Obligations       | 27 |
| Student Absences from Class                           | 27 |
| Medical or Other Emergency in the Classroom           | 27 |
| Service Learning Mission                              | 27 |
| How Service Learning Works at FGCU                    | 27 |
| Development and Support                               |    |
| Academic Freedom and Responsibility                   | 28 |
| Intellectual Property                                 | 29 |
| Leaves of Absence                                     | 29 |
| Sabbatical Policy                                     | 29 |
| Tuition Voucher Program                               | 30 |
| Tuition Reimbursement Program                         | 30 |
| Faculty Professional Development Support              | 30 |
| Research and Grants                                   |    |
| Research and Sponsored Programs                       | 30 |
| Grants and Contracts                                  | 31 |
| Grant Application Processes                           | 31 |
| Institutional Review Board                            | 31 |
| Institutional Animal Care and Use Committee           | 31 |
| Use of University Logo                                | 31 |
| Employee Benefit Plans and Other Personnel Issues     | 31 |
| Address and Personal Status Changes                   | 31 |
| Twelve-Month Pay Option                               | 31 |
| Insurance and Retirement                              | 32 |
| Health Insurance                                      | 32 |
| Life Insurance  | 32 |

|   |    |
|---|----|
| Supplemental Insurance Plans                              | 33 |
| SUS Long Term Disability (LTD) Income Insurance           | 33 |
| Short Term Disability Income Insurance                    | 33 |
| Pre-Paid Legal Insurance                                  | 33 |
| Florida Retirement System                                 | 33 |
| Deferred Option Program                                   | 34 |
| Optional Retirement Program                               | 34 |
| Flexible Spending Accounts Program                        | 34 |
| Tax Deferred Annuities                                    | 34 |
| Employee Assistance Program                               | 35 |
| University Policies                                       |    |
| Affirmative Action and Equal Opportunity                  | 35 |
| Sexual Harassment   | 36 |
| Access for Persons with Disabilities                      | 36 |
| HIV/AIDS  | 36 |
| Drug Free Workplace                                       | 36 |
| Conduct and Behavior                                      | 37 |
| Computer and Network Use                                  | 37 |
| Student Records   | 38 |
| Outside Employment  | 38 |
| Financial Disclosure                                      | 39 |
| Fraudulent or Dishonest Acts                              | 39 |
| Nepotism  | 39 |
| Political Participation                                   | 39 |
| University Property                                       | 40 |
| Collective Bargaining                                     | 40 |
| Policy on Spoken English Language Competence of Faculty   | 40 |
| University Layoff Policy                                  | 40 |
| Policy on Smoking   | 40 |
| Campus Alcohol Policy                                     | 41 |
| Annual Leave  | 41 |
| Sick Leave  | 41 |
| Sick Leave Pool   | 42 |
| Holidays  | 42 |
| Administrative Leave and Other Leaves of Absence with Pay | 42 |
| Leaves of Absence without Pay                             | 43 |
| University Travel Policy                                  | 44 |

## Letter from the President

Welcome to Florida Gulf Coast University – an institution defined by academic quality, student centeredness, outstanding teaching, and a beautiful campus environment.

Florida Gulf Coast University (FGCU) is a public, comprehensive university offering a wide range of undergraduate and graduate degree programs. Opened in the fall of 1997, FGCU is in the enviable position of having all new facilities that were especially designed and built for a campus of the 21<sup>st</sup> century. Technology and distance learning complement the traditional campus setting, giving students a variety of delivery mode options. Our students range from the traditional student who has just graduated from high school – to the older, employed individual seeking a degree or advanced training – to the retiree seeking to expand knowledge through a life-long commitment to learning. Florida Gulf Coast University offers something for everyone!

We are a dynamic university on the move, with dramatic student enrollment increases each year. There are currently 44 buildings on campus, and we're planning for even more growth. In addition to outstanding facilities and academic programs, FGCU's undergraduate research offers significant benefit to citizens of our region and state, and will be a cornerstone of our new high-technology research parks planned near the campus.

At the heart of all we do is the academic experience – and your role as members of the faculty is key. FGCU has attracted faculty from all across the country who share a distinctive commitment to the excellent teaching, service and research that is so uniquely ours. Our students and graduates tell us that their single most positive experience here was the opportunity to work with and learn so closely from our faculty in ways not possible at other institutions. Engaged students are successful students – during their time at FGCU and for a lifetime beyond! Welcome to this unique enterprise in higher education.

Sincerely,

William C. Merwin  
President  
Florida Gulf Coast University

## **Letter from the Provost and Vice President for Academic Affairs**

Dear Colleagues,

A warm welcome to the faculty of Florida Gulf Coast University! Florida Gulf Coast University is a young dynamic institution clearly on the move. You are joining a talented energetic faculty, strongly committed to educating students for leadership roles in their communities, the professions, and society.

I am confident that you will find a supportive academic environment at FGCU enabling you to teach effectively, conduct research on critical issues, and provide a range of service activities to the region, the state and beyond. FGCU is gaining a reputation of excellence within the state of Florida and nationally. Recently, the Consumers Digest in their “Top 50 Best Values for Public Colleges and Universities” rated FGCU 11th nationally.

Over the next five years, we will be adding a broad range of degree programs, both at the baccalaureate and graduate levels, dramatically increasing our state and national prominence. As well, we expect to increase academic offerings at two off-site locations (Collier and Charlotte counties) responsive to community needs. We will be relying upon each of you to help us ensure quality in our academic programs by bringing to the educational context your expertise and interest in working closely with our students.

I look forward to meeting you and learning about your special interests, talents and skills.

Best wishes,

Bonnie L. Yegidis  
Provost and Vice President for Academic Affairs  
Florida Gulf Coast University

## **Letter from the Faculty Senate President**

I am pleased to serve as the President of the Faculty Senate at Florida Gulf Coast University. In the seven years since we opened the doors of this university to students, the Faculty Senate has served an essential role in shared governance of the university. Faculty serve a central role in the operation of FGCU and as such the faculty senate has worked to develop and implement policies, to inform decision making processes and to represent the full faculty to the university administration and recently the FGCU Board of Trustees.

This handbook was developed to inform faculty about Florida Gulf Coast University. The handbook revision team included, Sharon Bevins, Maria Roca and myself with support from Madeline Rebar in Human Resources, Leslie Bielen in Academic Affairs, and Cathy Duff in Planning and Institutional Performance. The goal is for this handbook to continue to develop to meet the ongoing needs of current and new faculty, to provide access to essential information to do the job of a faculty member at FGCU. The Faculty Senate has approved this document. The Faculty Handbook is a living document and as such it will be maintained and updated by the Faculty Affairs Team of the Faculty Senate.

I wish you all a productive academic year. Please feel free to contact me regarding any faculty issues that you believe Faculty Senate needs to engage.

Best regards,

Donna Price Henry, Ph.D.  
Faculty Senate President  
Florida Gulf Coast University

## **Handbook Use and Purpose**

The faculty handbook is designed to provide information to you as a faculty member and partner in the University. As an FGCU Faculty member, you are a part of a community dedicated to providing quality post secondary education to its constituents.

This handbook should serve as an overview of the University and the administrative policies and procedures with special regard for faculty. It does not replicate completely topics that are defined in greater detail in other University and state publications. Official documents prevail in instances where conflicts arise. In many cases, this handbook provides links to other locations where you will find other documents providing more complete information.

In this document you should find answers to most of your questions. If there are additional questions that you would like addressed in future editions, please contact your Faculty Senate President.

## **FGCU History**

FGCU was established in 1991 as the 10<sup>th</sup> Florida state university and opened for classes in August 1997.

Planning for a new state university in Florida began in the late 1980s. Southwest Florida was eventually chosen as the site due to a combination of factors that included the fastest-growing segment of 18- to 44-year-olds in the state, and the fact that the nearest state university was 150 miles away. A ten-year development plan for this new university called for a mission that focused on an interdisciplinary approach to undergraduate education with selected graduate programs designed to meet community needs. The widespread use of technology, including an emphasis on the integration of distance learning into the university curriculum delivery, was a vital component in building a model institution for the 21<sup>st</sup> century.

In April 1993, Roy E. McTarnaghan was named founding president of the new institution, which was officially named Florida Gulf Coast University by the state legislature a year later in April 1994.

The 760-acre campus site was donated to the State of Florida by Ben Hill Griffin III and his agribusiness, Alico, Inc. The \$40 million initial construction included all campus infrastructure including the entrance road and beginning of the loop road that now surrounds the campus's 160-acre academic core. The initial campus facilities include two academic buildings, a three-building student services complex, library, central utility plant, broadcast center to house WGCU public radio and television stations, and a family resource center.

In May 1995, the Florida Board of Regents and the United Faculty of Florida approved a landmark agreement that allows FGCU to offer multi-year contracts as a supplement to the traditional tenure system for its faculty.

On Nov. 28, 1995, more than 500 people, including Gov. Lawton Chiles, Board of Regents members, area residents, business and civic leaders and elected officials, applauded as 24 students representing high schools in Lee, Collier, Charlotte, Glades and Hendry counties plunged golden shovels into dirt to mark FGCU's ceremonial groundbreaking. A short 21 months later, university doors opened to an inaugural class of approximately 2,600 students on August 25, 1997.

## **University and its Vision, Mission, and Goals**

### **Vision**

Florida Gulf Coast University will achieve national prominence in undergraduate education with expanding recognition for selected graduate programs.

*Approved by the FGCU Board of Trustees December 2, 2002.*

### **Mission**

Established on the verge of the 21st century, Florida Gulf Coast University infuses the strengths of the traditional public university with innovation and learning-centered spirit, its chief aim being to fulfill the academic, cultural, social, and career expectations of its constituents

Outstanding faculty uphold challenging academic standards and balance research, scholarly activities, and service expectations with their central responsibilities of teaching and mentoring. Through these efforts, the faculty and University transform students' lives and the southwest Florida region.

Florida Gulf Coast University continuously pursues academic excellence, practices and promotes environmental sustainability, embraces diversity, nurtures community partnerships, values public service, encourages civic responsibility, cultivates habits of lifelong learning, and keeps the advancement of knowledge and pursuit of truth as noble ideals at the heart of the university's purpose.

*Approved by the FGCU Board of Trustees December 2, 2002*

### **University Goals**

In order to create and maintain a culture consistent with its Guiding Principles and Mission, Florida Gulf Coast University has established the following university goal statements. All FGCU units have as their primary function the support of the educational process, and their goals link to the university goals. FGCU has developed and implemented an assessment process that allows us to measure our achievement of these goals.

- Florida Gulf Coast University will demonstrate that all graduating students meet identified university student learning outcomes.

- Florida Gulf Coast University will achieve excellence in academic programs, and in administrative, student, and educational support services.
- Florida Gulf Coast University will develop technological, environmental, and international perspectives in all its units.
- Florida Gulf Coast University will achieve excellence in teaching, research, and other scholarly activities, as well as in community and professional service.
- At Florida Gulf Coast University, student and community needs, and availability of resources will determine degree, continuing education, and special program offerings.
- Florida Gulf Coast University will make available its knowledge, resources, services, and educational offerings at times, places, in forms, and by methods that will meet the needs of its communities.
- Florida Gulf Coast University will promote and protect the freedom of inquiry and expression of the learning community.

## **Organizational Chart**

The current FGCU Organizational Chart can be accessed through the main FGCU website ([http://www.fgcu.edu/2003\\_horizontalChart.pdf](http://www.fgcu.edu/2003_horizontalChart.pdf)).

## **Accreditation**

Florida Gulf Coast University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404-679-4501) to award associate, baccalaureate, and master's degrees.

## **Guiding Principles and Student Learning Outcomes**

The aim of Florida Gulf Coast University is to become a model educational organization for the twenty-first century. At the core of its character and identity, FGCU is committed to thinking in new ways beyond old divisions, hierarchies, and boundaries. It seeks to reframe and renew the role of the academy and the scholar in a democratic society. To this end, Florida Gulf Coast University is dedicated to expanding the means by which learning occurs and is measured and restructuring the ways university teaching, research, scholarship, and service are defined and rewarded. Encompassing this commitment is the vision of a collaborative learning community of outstanding faculty, staff, and administrators, where all students can acquire the knowledge and skills to satisfy their definitions of success in life and work and where they become reasoning, informed, and artistically, technologically, scientifically and ecologically literate citizens who honor and advance the ideals of an aspiring democracy. Above all, Florida Gulf

Coast University will persist in the courage to change and will keep the student at the center of its thinking, knowing that the institution's continuing journey must be constantly guided by the diverse needs, success, and satisfaction of those it serves.

### **Guiding Principles**

The founding of Florida Gulf Coast University at the advent of a new century was a signal event. It came at a moment in history when the conditions that formed and sustained American higher education were fundamentally changing, and at a time when rapid shifts wrought by technology and social complexities were altering the very nature of work, knowledge, and human relationships. As a public institution, Florida Gulf Coast University eagerly accepted the leadership opportunity and obligation to adapt to these changes and to meet the educational needs of Southwest Florida. To do so, FGCU collaborates with its various constituencies, listens to the calls for change, builds on the intellectual heritage of the past, plans its evolution systematically for the twenty-first century, and is guided by the following principles:

#### **Student success is at the center of all University endeavors.**

The University is dedicated to the highest quality education that develops the whole person for success in life and work. Learner needs, rather than institutional preferences, determine priorities for academic planning, policies, and programs. Acceleration methods and assessment of prior and current learning are used to reduce time to degree. Quality teaching is demanded, recognized, and rewarded.

#### **Academic freedom is the foundation for the transmission and advancement of knowledge.**

The University vigorously protects freedom of inquiry and expression and categorically expects civility and mutual respect to be practiced in all deliberations.

#### **Diversity is a source of renewal and vitality.**

The University is committed to developing capacities for living together in a democracy whose hallmark is individual, social, cultural, and intellectual diversity. It fosters a climate and models a condition of openness in which students, faculty, and staff engage multiplicity and difference with tolerance and equity.

#### **Informed and engaged citizens are essential to the creation of a civil and sustainable society.**

The University values the development of the responsible self grounded in honesty, courage, and compassion, and committed to advancing democratic ideals. Through service learning requirements, the University engages students in community involvement with time for formal reflection on their experiences. Integral to the University's philosophy is instilling in students an environmental consciousness that balances their economic and social aspirations with the imperative for ecological sustainability.

#### **Service to Southwest Florida, including access to the University, is a public trust.**

The University is committed to forging partnerships and being responsive to its region. It strives to make available its knowledge resources, services, and educational offerings at times, places, in forms and by methods that will meet the needs of all its constituents. Access means not only

admittance to buildings and programs, but also entrance into the spirit of intellectual and cultural community that the University creates and nourishes.

**Technology is a fundamental tool in achieving educational quality, efficiency, and distribution.**

The University employs information technology in creative, experimental, and practical ways for delivery of instruction, for administrative and information management, and for student access and support. It promotes and provides distance and time free learning. It requires and cultivates technological literacy in its students and employees.

**Connected knowing and collaborative learning are basic to being well educated.**

The University structures interdisciplinary learning experiences throughout the curriculum to endow students with the ability to think in whole systems and to understand the interrelatedness of knowledge across disciplines. Emphasis is placed on the development of teamwork skills through collaborative opportunities. Overall, the University practices the art of collective learning and collaboration in governance, operations, and planning.

**Assessment of all functions is necessary for improvement and continual renewal.**

The University is committed to accounting for its effectiveness through the use of comprehensive and systematic assessment. Tradition is challenged; the status quo is questioned; change is implemented.

## **Student Learning Outcomes**

### **Undergraduate**

The University has defined a set of outcomes for student learning that all undergraduate students who graduate from FGCU should achieve. These outcomes are the following:

**Goal 1. Aesthetic Sensibility**

**Outcomes:**

- A. know and understand the variety of aesthetic frameworks that have shaped, and continue to shape, human creative arts.
- B. analyze and evaluate the aesthetic principles at work in literary and artistic compositions, intellectual systems, and disciplinary and professional practices.
- C. collaborate with others in projects involving aesthetic awareness, participation, and/or analysis.

**Goal 2. A Culturally Diverse Perspective**

**Outcomes:**

- A. know and understand the diversity of the local and global communities, including cultural, social, political and economic differences.
- B. analyze, evaluate and assess the impact of differences in ethnicity, gender, socioeconomic status, native language, sexual orientation, and intellectual/disciplinary approaches.
- C. participate in collaborative projects requiring productive interaction with culturally-diverse people, ideas, and values.

**Goal 3. An Ecological Perspective**

**Outcomes:**

- A. know the issues related to economic, social, and ecological sustainability.
- B. analyze and evaluate ecological issues locally and globally.
- C. participate in collaborative projects requiring awareness and/or analysis of ecological and environmental issues.

**Goal 4. Effective Communication**

**Outcomes:**

- A. know the fundamental principles for effective and appropriate communication, including reading, writing, speaking, and listening skills.
- B. organize thoughts and compose ideas for a variety of audiences, using a full range of communication tools and techniques.
- C. participate in collaborative projects requiring effective communications among team members.

**Goal 5. Ethical Responsibility**

**Outcomes:**

- A. know and understand the key ethical issues related to a variety of disciplines and professions.
- B. analyze and evaluate key ethical issues in a variety of disciplinary and professional contexts.
- C. participate in collaborative projects requiring ethical analysis and/or decision-making.

**Goal 6. Information Literacy**

**Outcomes:**

- A. identify and locate multiple sources of information using a variety of methods.
- B. analyze and evaluate information within a variety of disciplinary and professional contexts.
- C. participate in collaborative analysis and/or application of information resources.

**Goal 7. Problem-solving Abilities.**

**Outcomes:**

- A. understand the multidisciplinary and interdisciplinary nature of knowledge.
- B. apply critical, analytical, creative, and systems thinking in order to recognize and solve problems.
- C. work individually and collaboratively to recognize and solve problems.

**Goal 8. Technological Literacy.**

**Outcomes:**

- A. develop knowledge of modern technology.
- B. process information through the use of technology.
- C. collaborate with others using technology tools.

**Goal 9. Community Awareness and Involvement.**

**Outcomes:**

- A. know and understand the important and complex relationships between individuals and the communities in which they live and work.
- B. analyze, evaluate and assess human needs and practices within the context of community structures and traditions.
- C. participate collaboratively in community service projects.

**Graduate Student Learning Outcomes**

Graduates of advanced degree programs at Florida Gulf Coast University will:

1. demonstrate excellence in critical thinking, problem-solving, analysis, and strategic planning,
2. demonstrate effective use of a variety of communication skills and modalities,
3. exhibit professional and technical expertise consistent with discipline and/or content area specific accrediting or licensing bodies,
4. be prepared for leadership roles in professional and occupational areas and in communities in which they live and work, and
5. demonstrate the capacity for continuing learning, growth, and scholarly activity in their respective disciplines and fields of study.

**Philosophy for Selection of Faculty**

In the search and screen process for hiring faculty, FGCU will seek to identify candidates who meet four basic criteria: knowledge of subject matter and pedagogy, student focus, sense of community, and commitment to building a university for the future.

A. Knowledge

1. Knowledge of subject matter
  - Appropriate credentials: degrees, professional certification, licensure.
  - External recognition of scholarly activities.
  - Currency of knowledge and capacity for creative inquiry and scholarship.
2. Knowledge/successful practice with respect to pedagogy
  - Teaching experience and commitment to improving teaching.
  - Outcomes orientation.
  - Commitment to collaborative learning.
  - Interdisciplinary approach.

- Global perspective.
- Commitment to improving students' communication and analytical skills.
- Commitment to service learning.
- Openness to use of technology.
- Commitment to distance- and time-free education.

#### B. Student Focus

- Centrality of learner needs and student success.
- Commitment to producing broadly educated students whose lives are enriched by learning and knowledge, and who will excel in a complex, rapidly changing, and increasingly interconnected world.
- Commitment to continuous learning for personal and professional needs.

#### C. Sense of Community

- Commitment to diversity as source of vitality.
- Commitment to cooperation and collaboration.
- Commitment to the creation of a civil community and sustainable environment.
- Service orientation: commitment to forging partnerships and being responsive to needs of Southwest Florida.
- Appreciation of the role of FGCU in the global community.
- Commitment to integrity, honesty, and compassion as essential underpinnings of a successful community.
- Commitment to freedom of inquiry and expression.

#### D. Commitment to Building a University for the Future

- Appreciation for the wholeness/interconnectivity of knowledge and its implications for curricula.
- Ability to embrace change—e. g., to rise above old divisions, hierarchies, boundaries—while appreciating tradition.
- Acceptance of assessment as basic to the university's ability to change and improve.
- Willingness to support an institution that embraces innovative practices.
- Desire to build an institution that is diverse and response to societal needs.
- Understanding of the importance and utility of technology in the delivery of educational programs.
- Commitment to the evolution of an institution that, amid change and adaptation, keeps student success at the center of its planning and operations.

In conclusion, successful candidates should have the appropriate knowledge in their fields and high potential to be good teachers; they should see the education of students as the most important reason for their being at FGCU; they should appreciate the importance of community in the life of the university; and, they should embrace the concept of a university that will boldly adapt to future realities.

*Adopted by Faculty Senate 9/19/1999*

## **General Governance Information**

### **State Board of Education**

In November 1998, Florida's citizens voted to change the Board of Education from the seven-member Cabinet to a Board made up of seven members appointed by the Governor. The mission of the Board is to oversee the seamless education system, which governs Florida's K-20 educational system. Ex-officio membership consists of representatives from different educational sectors. For universities and colleges the Chancellor of the Division of Colleges and Universities acts as the representative.

### **Florida Board of Governors**

Article IX, Section 7, of the Florida Constitution provides for the Florida Board of Governors to operate, regulate, control, and be fully responsible for the management of the whole university system. The Board of Governors consists of 17 members, 14 of who are appointed by the Governor. In addition to the 14 members appointed by the Governor, the Board of Governors automatically includes the Commissioner of Education, the Chair of the Advisory Council of Faculty Senates and the President of the Florida Student Association. The Board of Governors coordinates the State University System and supports the roles of the 11 individual Universities. The Division of Colleges and Universities provides support for the Board of Governors.

### **University Boards of Trustees**

Article IX, Section 7, of the Florida Constitution provides for a local board of trustees to administer each constituent state university in the system. The local university board of trustees includes six members appointed by the Governor, five members appointed by the Board of Governors, the Chair of the Faculty Senate, or the equivalent, and the Student Body President.

For a full description of the governance structure visit the state website

<http://www.fldcu.org/default.asp>

The State University System of Florida (SUS) consists of the eleven public universities in Florida:

- Florida A&M University (Tallahassee)
- Florida Atlantic University (Boca Raton)
- Florida Gulf Coast University (Fort Myers)
- Florida International University (Miami)
- Florida State University (Tallahassee)
- New College of Florida (Sarasota)
- University of Central Florida (Orlando)
- University of Florida (Gainesville)
- University of North Florida (Jacksonville)
- University of West Florida (Pensacola)
- University of South Florida (Tampa)

## **University Structure**

### **Organization**

The University is headed by an Executive Group consisting of the President and the three vice-presidents:

- Advancement
- Administrative Services
- Academic Affairs

The council also includes the Presidential administrative staff:

- Director of Athletics
- General Counsel
- Associate Vice President for Advancement
- Special Assistant to the president and University spokesperson

This body is the final source of approval for all university-wide policies and is ultimately responsible for strategic planning. The FGCU Statement of Agency Organization and Operation is found on the General Counsel's website at

<http://www.fgcu.edu/generalcounsel/governance.html>.

Faculty, curricular, and other academic matters are administratively the responsibility of the Provost and Vice-President for Academic Affairs, who works with faculty governance to develop and implement appropriate policies and procedures. Each year the university supplies an organizational chart to the Division of Colleges and Universities reflecting how the institution is operating for the coming year. This is done each September.

### **Academic Affairs**

The Provost and Vice President of Academic Affairs is the chief academic officer of the University and assists the President in administering the University's operations and activities. The Provost and Vice President of Academic Affairs exercises the functions of the President in the President's absence. In case of the death or incapacity of the President, the Provost and Vice President of Academic Affairs shall serve as acting president until such time as the President is able to serve or Board of Trustees appoints a successor. There are five academic colleges within the University: the College of Arts and Sciences, the College of Business, the College of Education, the College of Health Professions, and the College of Professional Studies. The University offers undergraduate and graduate degree programs. In addition to the academic deans, there are other academic units that report directly to the Provost. They are student affairs, research and sponsored programs, graduate and continual learning, library, instructional technology and broadcast services.

### **Colleges, Schools, and Departments**

An Academic Dean heads each of the five Colleges of the University. The structure within each college varies, with some colleges using traditional departmental structures and others opting for alternative ways of organizing, using discipline clusters. In general, administrative, fiscal, and

policy responsibility for graduate and undergraduate programs is assigned to the Dean of the College.

### **Degree Offerings**

For complete information on the programs of study offered at Florida Gulf Coast University please refer to the online catalog at <http://www.fgcu.edu/catalog/>. The Florida Gulf Coast University Board of Trustees authorizes bachelors and master degree programs, but the Florida Board of Governors has final approval for doctoral programs.

### **Sunshine Laws and Regulations**

Florida is renowned for placing a high priority on the public's right of access to governmental meetings and records. In fact, the principles of open government are embodied not only in Florida statutes, but also are guaranteed in the state Constitution. As employees of a state University, FGCU faculty members are subject to these provisions.

(1) Open Meetings -- Florida's Open Meetings Act (FS 286.011) provides that all meetings of any board or commission of a public entity, at which official acts are to be taken, shall be open to the public. FGCU has interpreted this law to mean that all meetings of the FGCU Board of Trustees and many University committee meetings, faculty governance proceedings, and other official meetings for University business are open meetings, and as such anyone, including representatives of the media, may attend. When a meeting has been designated as an open meeting, the organizers must give reasonable notice of the time, place and purpose of the meeting, minutes of the meeting must be taken and members of the public must be permitted to attend and observe the proceedings.

(2) Public Records -- Florida's Public Records Law (FS 119.011 & 119.07) defines "public records" to encompass all materials made or received by a public entity in connection with official business that are used to perpetuate, communicate or formalize knowledge regardless of the recorded medium. Examples of public records include but are not limited to tapes, photographs, sound recordings, electronic data, electronic correspondence such as emails and written documents such as memoranda, proposals, contracts, reports, letters, calendars, travel itineraries and expense reimbursement documents.

There are a few exceptions to the definition of public records. Two primary exceptions for higher education institutions are the following types of confidential records: (1) faculty academic evaluative materials, and (2) student records that are protected by the Family Educational Rights and Privacy Act (FERPA).

### **Other laws and documents impacting FGCU**

Florida Gulf Coast University abides by several legal documents:

1. Florida Statutes - the Florida Statutes are laws enacted by the Florida Legislature. Most of the laws pertaining to faculty, staff, and students may be found in Chapters 1000-1013, Florida Statutes. <http://www.flsenate.gov/Statutes/index.cfm?submenu=-1&Tab=statutes>

Under Florida law, most university documents and records are open for public inspection upon request. However, some records or portions of records are protected. To insure full compliance with these laws, refer public information requests to your supervisor or the Office of University and Government Relations. You have the right to review the contents of your official personnel file maintained in Academic Affairs.

2. Florida Gulf Coast University Administrative Code Rules - FGCU's rules are approved by the FGCU Board of Trustees and contain statements of general applicability that implement, interpret or prescribe law or policy. FGCU's rules are contained in Chapter 6C-10 of the Florida Administrative Code. These rules may be found at [http://www.fgcu.edu/generalcounsel/administrative\\_code.html](http://www.fgcu.edu/generalcounsel/administrative_code.html)
3. Presidential Memoranda - Presidential Memoranda (PM) are statements of enduring duration that have broad application throughout the University and that describe core institutional values or a general principle, plan or course of action. PM's are promulgated in accordance with University policy number 1.11, Approval and Issuance of University Policies. The University currently is in the process of compiling its University-wide policies at this location: [http://www.fgcu.edu/generalcounsel/fgcu\\_policies.html](http://www.fgcu.edu/generalcounsel/fgcu_policies.html)
4. Florida Board of Governors Resolutions and Rules - As the governing body for the state university system, the Board of Governors from time to time passes resolutions or promulgates rules that impact the universities. Information about the Board of Governors may be found at <http://www.fldoe.org/bog>
5. FGCU-UFF Collective Bargaining Agreement -- On May 13, 2003, the Public Employees Relations Commission certified the United Faculty of Florida (UFF) as the collective bargaining representative for in unit faculty. The FGCU UFF website can be found at <http://www.fgcu.edu/uff/>. Representatives of the University and the UFF are in the process of negotiating the first local collective bargaining agreement (CBA). Upon reaching tentative agreement, the proposed CBA will be submitted to the FGCU Board of Trustees and the union membership for ratification. In the event of an impasse between the parties, the FGCU Board of Trustees will resolve the impasse. Florida is a "right to work state" and union membership is not mandatory. When an agreement is effective, it will be posted on the University website.

## **Faculty Governance**

The faculty governance system at FGCU:

- defines and promotes the rights and responsibilities of faculty with respect to scholarly activity, mutual respect and tolerance, collegiality, and equity across the academic units of the institution;
- provides a process for recommending university policies concerning student, staff, community, faculty, campus, and administrative affairs;
- vigorously protects and promotes academic freedom;
- creates and maintains a flexible, collegial, and integrated structure;
- promotes the equitable economic welfare of the faculty; and

- provides a process for ensuring quality in academic programs.

The main faculty governance body at the University level is the Faculty Senate, which consists of proportionate representation from all academic units on campus. The Faculty Senate participates in shared governance with the university president and Provost. The Senate is the faculty approval body for all university-wide policies and procedures pertaining to curricular matters, faculty affairs, and other areas of traditional responsibility, and represents the collective voice of the faculty to the administration and the community at large.

The governance structure includes nine standing teams in addition to the Senate:

- Faculty Affairs
- Student Affairs
- Graduate Affairs including Graduate Curriculum
- Undergraduate Curriculum
- Institutional Affairs
- Grants and Research
- Library
- Technology
- General Education

These teams all report to the Senate, which is responsible for final approval of any policies or other action items recommended by the teams. Agendas, minutes of meetings, a calendar of upcoming meetings, and other pertinent Senate documents are posted on the Marlin Share Drive under Faculty Governance.

Governance at the college level varies across the colleges; some have a formal constitution and governance structure, while others have only a few ongoing committees.

## **Union**

The Board of Trustees recognizes the United Faculty of Florida (UFF) as the bargaining agent for faculty. UFF is a subsidiary of the NEA, and is empowered to bargain wages, hours and terms and conditions of employment for all faculty, whether members of UFF or not. Florida is a right-to-work state, so union membership is not required of faculty. The local chapter of UFF and University administration are negotiating a Collective Bargaining Agreement for FGCU. The bargaining process began in fall 2003.

## **Appointments and Evaluation**

In 1996, FGCU adopted a set of four basic criteria to identify faculty who will be likely contributors to building an institution in line with the mission of the university: knowledge of subject matter and pedagogy; student focus; sense of community; and commitment to building a university for the 21<sup>st</sup> century. (See Philosophy for Selection of Faculty in earlier handbook section.) The criteria document states: "Successful candidates should have the appropriate knowledge in their fields and high potential to be good teachers; they should see the education of

students as the most important reason for their being at FGCU; they should appreciate the importance of community in the life of the University; and, they should embrace the concept of a university that will boldly adapt to 21<sup>st</sup> century realities."

FGCU follows the procedures included in the Search, Screen and Selection Guidelines policy in recruitment and appointment of all faculty (available on Marlin Share Drive under Administrative Services/HR).

### **Types of Appointments**

Currently, there are nine month and twelve month appointments. There have been some eleven month appointments but these are special cases. A nine-month academic year appointment is for an academic year covering fall and spring semesters and normally totaling 39 contiguous weeks. Supplemental summer appointments may be offered. A "visiting appointment" is one made to an employee not expected to be available for more than a limited period.

### **Multi-year Appointments, Fixed and Continuing Contracts, Successive Contracts, and Extensions**

FGCU offers multi-year appointments for faculty. These appointments may be fixed for two to five years or continuing on a three-year "rolling" contract. Fixed multi-year appointments may result in successive contracts, whereas the three-year rolling continuing contract is always in a three-year parameter unless performance or other issues halting the roll-over occur, such as announcement of retirement or resignation. The relevant policies and procedures can be found in the FGCU Faculty Performance Evaluation Document (FPED) of April 2003. The FPED can be found on the Marlin share drive in the Faculty Governance/Faculty Affairs folder. The Faculty Affairs Team of the Faculty Senate is charged with revising the FPED as needed with final approval of the full Senate.

### **Affiliate and Joint appointments**

Faculty may be assigned to more than one department or even more than one college. The faculty assignment, professional development plan and evaluation must be worked out between the joint supervisors.

### **Appointments of faculty administrators (Chairs, Associate Deans, etc.)**

Appointment varies with college. Deans, Associate/Assistant Deans are hired for the position. Chairs, Team Leaders, Program Leaders are hired, elected, or appointed depending on the college.

### **Performance Reviews**

The Faculty Performance Evaluation Document (FPED) details information on performance reviews (Marlin Share drive/ Faculty Governance/Faculty Affairs folder). Performance reviews are conducted for the following categories:

- Annual
- Fixed Multi-year Successive Contract
- Continuing Multi-year Appointment Extension

- Continuing Multi-year Appointment Probation Review
- Continuing Multi-year Appointment Preliminary Peer Review
- Promotion
- Tenure
- Sustained Performance (Post-Tenure)
- Continuing Multi-year Appointment Sustained Performance Review (available on Marlin Share drive under Faculty Governance/Faculty Affairs)

### **Annual Evaluation**

Annual performance reviews are covered in the Faculty Performance and Evaluation document. Criteria and processes have been developed by colleges and approved by academic administration. Faculty members should consult with their respective supervisors for a copy of these.

### **Annual Evaluation of Faculty with Joint appointments**

Each year, the immediate supervisors of the faculty member with a joint appointment must meet to determine the allocations of the faculty member's time and report such in the Faculty Activity Report (FAR). The Professional Development Plan (PDP) should be based on the allocations set out in the FAR. Each of the reporting units will evaluate the faculty member according to the three-point scale laid out in the Faculty Affairs Document. These evaluations will then be weighted according to the FAR time allocations and combined for an overall evaluation. For reappointment reviews, one review committee made up of members of each of the reporting units will conduct the review. A representative of the peer committee will collaborate with each of the supervisors to draft the Performance Review Report. Because of the nature of the joint appointment, it is suggested that supervisors work closely with the Faculty Affairs Committee prior to the reappointment process to insure a smooth process.

### **Disputed Evaluations**

The Faculty Performance Evaluation Document clearly delineates an appeal process if faculty do not agree with the performance evaluation. The Collective Bargaining Agreement will include a grievance process that addresses issues with the process of evaluation.

### **Successive Contracts**

Performance Reviews are normally conducted during the Spring semester of the penultimate year of the contract. The academic unit's peer review committee conducts a review of the faculty member's achievements over the contract period to date. Recommendations are based on fulfillment of the goals set forth in the faculty member's Professional Development Plan. The relevant policies and procedures can be found in the FGCU Faculty Performance Evaluation Document of April 2003 (available on Marlin Share drive under Faculty Governance/Faculty Affairs).

If a faculty member is not awarded a successive contract, the faculty member may seek a review of procedural due process informally with the Faculty Affairs Committee or formally with the UFF representative. The process is structured so faculty will be notified of their status prior to the beginning of the final year of the contract.

## **Tenure**

When FGCU opened its doors, the BOR authorized FGCU to offer multiyear appointments and retain only those faculty who transferred from USF-Fort Myers in 1997 on tenure lines.

## **Promotion**

Fixed and continuing multi-year appointment, and tenured faculty may request promotion from assistant to associate professor, or from associate to full professor. The period under review will include all previous years at FGCU and any prior credited time at other institutions. Evaluations are conducted based on criteria developed by faculty in each of the academic units. The procedures are outlined in the Faculty Performance Evaluation Document.

If a faculty member's request for promotion is not granted, the faculty member may seek a review of procedural due process informally with the faculty member's College Peer Review Committee and formally with the UFF representative. The faculty member is directed to the Faculty Performance Evaluation Document. Denial of promotion does not prejudice in any way subsequent evaluations for successive contract, since the criteria for the two are different.

## **Teaching Assignments**

Employees are apprised in writing at the beginning of employment and the beginning of each year thereafter of their duties and responsibilities. A faculty activity report is mandated. This is done for each semester. The activity report spells out the percent of time to be allocated to teaching, research, university service, and/or other expected activities.

Course assignments are typically negotiated between the faculty member and the supervisor and are relayed to faculty prior to the beginning of each semester by the faculty activity report. If the faculty member has any questions or concerns about the course assignments the faculty member may consult with the supervisor at any time. The "supervisor" may be a department chair, director, or dean, depending on the structure in your college. Often, the supervisor will rely on the recommendations of a Program Leader or other faculty member with administrative responsibilities in making course and other workload assignments.

## **Course Development and Offerings**

Based on student demand and program requirements, program developers work with the registrar's office in determining schedules. Program developers are generally faculty members with some additional administrative responsibilities or are department chairs--it depends on the college structure. Faculty members may offer input into this process by contacting the responsible person in that area.

## **On-line Syllabus Development**

Faculty at FGCU use online syllabi extensively. To build an online syllabus for a course:

From the FGCU Home Page, click on Resources for Faculty and Staff. Click on Syllabus Wizard and follow the steps to edit or create an on-line syllabus. If you have any questions please contact Instructional Technology and Broadcast Services (590-7084).

## **University Technology Training**

During faculty orientation each August, there are opportunities for training as well as upon demand during the academic year. The division of administrative services directs the training effort for the office productivity software – Microsoft Office, Exchange and Internet Explorer. Instructional Technology offers training through workshops, teleconferences, seminars, course development projects and mentoring. The overarching theme of all IT's work is the use of appropriate technologies to support teaching and learning. Workshops include Interactive Classroom, Technology Orientation, PowerPoint in the Classroom, Use of the Electronic Classroom Podium, Using Media in the Seminar Rooms, and Teaching in the Video Classrooms. More are developed as the needs arise.

## **Course Related Issues**

### **Enrollment**

Decisions on course maximums/minimums are based on classroom capacity, fire and health safety standards, structure of course, delivery methodology, enrollment history, and program marketing plans.

### **Definitions of Types of classes: (lecture, lab, etc.)**

- Classroom - A standard room used for classes.
- Class Laboratory - A room used primarily for formally or regularly scheduled classes that require special purpose equipment or a special room configuration for student participation, experimentation, observation, or practice in an academic discipline.
- Open Laboratory - A laboratory used primarily for individual or group instruction that is informally scheduled, unscheduled or open.
- Research Laboratory - A room used primarily for laboratory experimentation, research, training in research methods; professional research and observation; or, structured creative activity within a specific program.
- Clinic - A room used for providing diagnosis, consultation, treatment, or other services to patients or clients in facilities other than those separately organized health care facilities related to medicine, veterinary medicine, dentistry, or student health care.

### **Required Contact Hours per Course Credit**

Contact hours are the number of hours the section meets per week. One course credit hour generally equals a minimum of one 50-minute period per week for 15 weeks, for classroom courses. Laboratory, clinical, practica, and other types of courses will generally require more contact time for the same credit hours.

The state requires that each full-time equivalent teaching faculty member at a university who is paid wholly from state funds shall teach a minimum of 12 credit hours per week; this may be reduced in consideration of assigned research and/or service.

## Curricular Review Process

The FGCU Faculty Governance Document (updated March 5, 2004) identifies the composition, responsibilities, and duties of the **Faculty Senate** and its standing teams, including the **Undergraduate Curriculum Team** and the **Graduate Affairs Team**. The following are excerpts from the Faculty Governance Document:

*The Undergraduate Curriculum Team is responsible for developing policies and procedures associated with the creation, maintenance and revision of undergraduate curriculum, academic policies and standards, accreditation issues, course descriptions and catalog information. In addition, the Undergraduate Curriculum Team is responsible for regular collaboration with Graduate Team Facilitators and ex-officio members. (Lines 335-460)*

Responsibilities and duties of the Graduate Affairs Team, Graduate Curriculum Subcommittee shall be as follows:

- ❑ *Develop and review policies and procedures associated with the creation, maintenance and revision of the graduate curriculum; review proposed changes in, additions to, and deletions from the graduate curriculum, course descriptions, and catalog information; collaborate as needed with Undergraduate Curriculum Team Facilitators and ex-officio members.*
- ❑ *Decisions approved by the Graduate Affairs Team, including those of its Graduate Curriculum Subcommittee, shall be forwarded to the FGCU Provost or a designee thereof for university-level review. (Lines 356-361)*

## Grading Policies and Grading Systems

The grading system at FGCU is described in the FGCU Catalog and is overseen by the Office of Planning and Institutional Performance. (<http://www.fgcu.edu/catalog/>)

### Posting of Grades

Faculty of record post grades electronically through *Gulflink*, utilizing an assigned password. At sign on with the university you are assigned a password to access *Gulflink*. For each course, faculty enter grades and submit the completed roster electronically. Faculty should keep a copy of the final grade sheet for their own records. Final course grades are not mailed to students. They may obtain their grades through *Gulflink* or they may request a copy of their final grades through the Office of the Registrar.

In accordance with FERPA (Family Educational Rights and Privacy Act, 1974), grades may not be announced in class or displayed in any public view by use of the Student ID number (or social security number) in a paper or electronic format. Electronic display format includes email or a web-based environment such as Angel.

### Incomplete Grades

Incomplete grades (“I”) are assigned by an instructor when a student has not completed a limited portion of course work required for course completion. It is not computed in a student’s GPA. The decision to award an “I” grade is solely the decision of the instructor. Both the student and instructor must complete an Incomplete Grade Agreement Form. The forms are available from the college/school administrative assistants.

### **Change of Grade**

Requests for changes in grades are considered only during the term immediately following the term in which the grade was assigned. Grades assigned during the spring semester, however, may be changed during the following summer or fall terms. The dean (or his/her designee) of the college offering the course must approve any grade change. Exceptions to the time limitation may be approved by the college dean with supporting justification attached to the Change of Grade Form. Grades will not be changed after a degree or certificate has been awarded.

### **Student Grade Appeal**

Students wishing to appeal grades should first check with the instructor, then department chair. Complete process and procedures for student appeal of grades are contained in the Student Guidebook under Policies and Procedures, under Student Academic Behavior. Grounds on which students may appeal grades are limited to the following:

- Alleged deviation from established and announced grading policy
- Alleged errors in application of grading procedures
- Alleged lowering of grades for non-academic reasons

### **Retention of Papers, Tests, Student and Class Records**

University policy dictates that any materials, hardcopy or electronic, that contribute to the determination of a course grade be maintained by individual faculty for one full academic year after the end of the semester. In addition, departments/programs must maintain all records pertinent to grades for any faculty no longer with the university.

### **Teaching Materials**

The University Bookstore contacts faculty regarding deadlines for textbook orders. Orders are submitted on-line. There may be departmental/college regulations regarding textbook orders.

### **Copyright Considerations**

Faculty may photocopy materials that have never been copyrighted, most U. S. Government publications, and copyright materials with written permission. If you're not sure, check with your supervisor.

### **Library Materials**

The FGCU Library has been designed to meet the needs of students and faculty in a demanding environment. There are a number of services available for students and faculty (<http://library.fgcu.edu/>).

### **Student/Classroom Issues**

#### **Student Record Privacy**

The Office of the Registrar is responsible for insuring the confidentiality of all student records and has been designated as the official student records custodians. The Federal Family Educational Rights and Privacy Act (FERPA) guarantees students the right to protect

information that is not classified as open directory information. Parents or guardians may not have access to non-directory student information except under certain circumstances.

### **Absence from Class for Professional Obligations**

There may be departmental and college policies regarding notification and reporting procedures for missing classes for professional obligations. Contact your supervisor directly for more specific information.

### **Student Absences from Class**

This is a professional decision to be made by faculty and colleges. The Registrar has certain procedures relating to class attendance/participation. Any attendance policy maintained by an instructor must be communicated clearly to students at the beginning of the course, preferably in the syllabus.

### **Medical or Other Emergency in the Classroom**

Each classroom has a phone. Dial 1911 to reach the university police. There are also emergency phones in Griffin and Reed Halls with direct line to the university police. In various areas around campus and in the parking lots there are emergency phones noted by blue lights.

### **Service Learning Mission**

Through mission and function, Florida Gulf Coast University takes pride in partnerships forged with the communities it serves. Students are central to these partnerships and are provided opportunities for community involvement through service learning. Service learning experiences support the FGCU undergraduate learning goals and outcomes, foster civic responsibility, and develop informed citizens who participate in their communities after graduation in personally and professionally relevant ways. Service learning facilitates an appreciation for the interconnectedness of individuals, the communities in which they live, and the resources required to sustain both. The service learning program is called EaglesConnect. The Eagles Connect Website contains a wealth of information and is located at:

<http://www.fgcu.edu/connect/index.html>.

### **How Service Learning Works at FGCU**

Undergraduate students complete a service learning degree requirement based on a student's classification when entering FGCU:

- Students entering as freshmen or sophomores complete a total of 80 service hours before graduation.
- Students transferring into degree programs as juniors and seniors complete 40 service hours prior to graduation.

Service learning experiences:

- Must be with a not-for-profit entity
- Must meet one or more University undergraduate student learning goals and outcomes.
- May also meet college and program outcomes and may be required to do so for service learning courses.

Students enrolled in service learning courses follow directions from faculty in planning service learning experiences.

## **Development and Support**

### **Academic Freedom and Responsibility**

According to the Guiding Principles of the university “Academic freedom is the foundation for the transmission and advancement of knowledge. The university vigorously protects freedom and inquiry and expression and categorically expects civility and mutual respect to be practices in all deliberations.” The Faculty Performance Evaluation Document states “The faculty and administration acknowledge that academic freedom is the foundation for the creation, transmission, and advancement of knowledge. It is understood that the university vigorously protects freedom of inquiry and expression and fosters a climate of openness in which students, faculty, and staff engage in diversity of perspectives, ideologies, and approaches with tolerance and fairness.” The FGCU Board of Trustees has adopted a statement on Academic Freedom and Responsibility, which can be found in its Bylaws (November 2003).

A tentative agreement has been reached between the local United Faculty of Florida and university administration, which will be included in the new collective bargaining agreement currently under negotiation. The statement on academic freedom is included herein, and can be found on the UFF website at <http://www.fgc.edu/uff/>

**Section X.1 Policy.** It is the policy of the Board and the UFF to maintain and encourage full academic freedom. Academic freedom and responsibility are essential to the full development of a true university and apply to teaching, research/creative activities, assigned service, other assigned duties and responsibilities, and participation in the governance processes of the institution. An employee engaged in such activities shall be free to cultivate a spirit of inquiry and scholarly criticism and to examine ideas in an atmosphere of freedom, and confidence.

**Section X.2 Teaching and Research.** Consistent with the exercise of academic responsibility, employees shall have freedom to present and discuss their own academic subjects, frankly and forthrightly, without fear of censorship, and to select instructional materials and determine grades in accordance with university policies. Objective and skillful exposition of such subject matter, including the acknowledgment of a variety of scholarly opinions, is the duty of every such employee. Employees shall also be free to engage in scholarly and creative activity and publish the results in a manner consistent with their professional obligations.

**Section X.3 Academic Responsibility.** Academic freedom is accompanied by the corresponding responsibility to:

- a. Be forthright and honest in the pursuit and communication of scientific and scholarly knowledge;
- b. Respect students, staff, and colleagues as individuals; treat them in a collegial and professional manner; and avoid any exploitation of such persons for private advantage;
- c. Respect the integrity of evaluation processes, with regard to students, staff, and

- colleagues, so that true merit is reflected;
- d. Indicate when appropriate that one is not an institutional representative unless specifically authorized as such; and
  - e. Contribute to the orderly and effective functioning of the employee's academic unit (program, department, school, and/or college) and/or the university.

Section X.4 In addition to their assigned duties, employees have responsibilities arising from the nature of the educational process. Such responsibilities include, but are not limited to, observing and upholding the ethical standards of their discipline; participating, as appropriate, in the shared system of collegial governance, especially at the department/unit level; respecting the confidential nature of the relationship between professor and student; adhering to one's proper role as teacher, researcher, intellectual mentor, librarian, or counselor; and conducting oneself in a collegial and professional manner in all interactions.

*Draft for Final Collective Bargaining Agreement, Tentative Agreement, June 9, 2004*

### **Intellectual Property**

An Interim Policy for Intellectual Property exists for out of unit faculty, students and other university staff that was approved by the Executive Group. The United Faculty of Florida and university administration are bargaining a policy for in unit faculty members. In the interim federal and state laws governing intellectual property apply for all university employees.

### **Leaves of Absence**

University administrative policies cover leaves of absence and are listed in the Human Resources section of this document. Additionally, leaves of absence will be covered in the new collective bargaining agreement currently under negotiation.

### **Sabbatical Policy**

Employees may be eligible for professional development sabbaticals if they meet certain requirements. FGCU has a policy on professional development leave (Marlin Share drive: Faculty Governance Folder) and sabbatical criteria and processes for awarding these competitive leaves. Sabbatical leave will be covered in the new collective bargaining agreement currently under negotiation.

### **Tuition Voucher Program**

An employee Tuition Voucher Program is authorized for fiscal year 2004-2005. The program is effective for Fall 2004, Spring 2005, and any summer 2005 credit courses that begin prior to July 2, 2005. Full-time FGCU employees are eligible to take up to six hours of credit coursework at FGCU without payment of registration fees. The employee may assign his or her Tuition Voucher benefit entitlement to a spouse or eligible dependent child for undergraduate credit coursework. Some courses are exempt from this benefit. For additional information on the eligibility guidelines and procedures contact Human Resources.

### **Tuition Reimbursement Program**

The Tuition Reimbursement Program that covers faculty and staff who wish to take courses leading to an advanced degree at other state universities that are not offered at FGCU. Contact your supervisor for details.

### **Faculty Professional Development Support**

Academic units provide faculty support for travel to conferences and workshops. Specifics vary among the academic units; consult your supervisor for details on how to apply for travel funds.

A Professional Development Grant program is administered by an Ad Hoc Team of the Faculty Senate. Faculty may apply for up to \$2,000 per activity. Deadlines for submission occur three times over the academic year. Guidelines for submission are located on the Marline share drive in the Faculty Governance folder.

The Office of Course and Faculty Development offers a host of course and faculty development workshops, distance learning support, technology support, and media development. Ongoing courses and support are regularly offered. Library Services has a series of orientation workshops to assist faculty with accessing electronic information; many of these can be made available upon request to both faculty and their classes.

## **Research and Grants**

### **Research and Sponsored Programs**

The Office of Research and Sponsored Programs (ORSP) at Florida Gulf Coast University (FGCU) is the designated central clearinghouse for all external proposal submissions. ORSP is available to assist you in proposal preparation, funding source identification, compliance issues pertaining to use of human and animal subjects in research, budget preparation, and any other aspect of research and sponsored programs you may need assistance with. Research and sponsored programs is an integral and essential part of our teaching mission and plays a major role in the educational process at FGCU. Research efforts by FGCU faculty enrich teaching and the classroom experience of our students. These efforts provide a rich environment for students to take part in scholarly work while attending FGCU. Please personally visit ORSP to learn more about their programs, explore their funding source library, inquire about their travel award program, or work on a proposal without interruption. For more information on ORSP please see their website <http://www.fgcu.edu/orsp/>

### **Grants and Contracts**

The President and/or designee is empowered to make contracts. The Office of Research and Sponsored Programs oversees all external grants.

### **Grant Application Processes**

Grant application processes vary, depending on the particular program and funding agency. Any faculty member interested in grant writing should contact the Office of Research and Sponsored Programs (590-7020) for copies of procedures and currently available grant opportunities.

### **Institutional Review Board**

The Office of Research and Sponsored Programs oversees the university Institutional Review Board (IRB) for the protection of human subjects in research and related activities.

### **Institutional Animal Care and Use Committee**

The Office of Research and Sponsored Programs oversees the university Institutional Animal Care and Use committee (IACUC). The IACUC reviews research protocols to ensure compliance with legal and ethical guidelines regarding vertebrate animals.

### **Use of the University Logo**

The Florida Gulf Coast University logo was developed to represent the university in all signage (institutional and vehicular), all printed materials (including electronic), such as stationery, brochures, catalogs, and advertisements, as well as other usage. It is important that these materials project a clear and consistent graphic image. A full guide to proper logo usage can be obtained from the Office of Community Relations and Marketing. Any questions about usage should be directed to the Associate Vice President for Community Relations and Marketing. <http://www.fgcu.edu/crm/about.asp>

### **Employee Benefit Plans and Other Personnel Issues**

The following information is designed to be a brief highlight of the benefits offered for employment with FGCU. For additional information or details on any of these benefit items, please contact Human Resources (590-1400). The Human Resources Website is located at <http://admin.fgcu.edu/stathtml/hr/index.html>.

#### **Address and Personal Status Changes**

It is important that you promptly contact Human Resources to update any change in your name, home address, telephone number, e-mail address, office location and office telephone number, marital status, beneficiary, number of withholding exemptions and/or emergency contact number. Accurate information is important in order to keep your personal data current and to adjust insurance coverage and other pertinent benefits information.

#### **Twelve-Month Pay Option**

Enrollment in the Twelve Month Pay Option Plan allows academic employees on 9-month appointments to spread their gross salary equally over the 12-month academic year (August through July of the following year) according to the standard Biweekly Salary Payroll Schedule. Once you enroll in the plan, your pay will continue to be deferred until you formally withdraw from the plan or resign from FGCU.

#### **Insurance and Retirement**

The university works continuously to increase the benefits you receive as a university employee. The university contributes approximately 32 percent of your gross salary to the payment of your retirement, social security, state health and state life insurance costs.

Some of the benefit plans have limited enrollment periods. If you do not enroll within this time period, you may only enroll during the annual open enrollment period or if you experience a qualifying status change. It is important to note that some benefits are not normally available during the annual open enrollment period.

For more detailed information about the benefits provided to you as a university employee, you may refer to <http://admin.fgcu.edu/stathtml/hr/benefits/home.html>.

### **Health Insurance**

The University provides a comprehensive health insurance program for you, your spouse and dependents through the State Health Self-Insurance Plan. The plan provides hospitalization, physician and pharmaceutical coverage.

The University pays a portion of the premium for all covered employees. If you and your spouse are both employed by the University or your spouse is employed by a State of Florida agency (full-time or part-time) you are eligible to participate in the Spouse Program, which reduces your premium cost. You must notify Human Resources in order to participate.

You must enroll for health insurance within 60 days of employment. Pre-tax premiums are paid in advance by payroll deduction and your coverage is effective on the first day of the month following enrollment.

The State Health Insurance Plan is a Preferred Provider Care Plan (PPC) that is designed for treatment to be provided by participating physicians. You may also utilize non-participating physicians with a difference in the amount of coverage. The medical treatment under this plan is covered worldwide.

### **Life Insurance**

The University provides pre-tax term life insurance coverage at 1.5 times your salary with a corresponding amount of Accidental Death and Dismemberment Insurance. The state pays 80% of the premium for employees. The premium you pay is payroll deducted on a pre-tax basis. You must enroll within 60 days of employment or during the open enrollment period.

State employees who enroll in the basic term life insurance plan also have the opportunity to purchase additional term life insurance in amounts from one to five times their base annual earnings, up to a maximum of \$500,000. This is an "employee-pays-all" after tax benefit, but the premiums are competitive. Human Resources can provide additional information about this plan.

Additional life insurance is available through approved carriers. These plans are paid entirely by you at reduced group rates.

### **Supplemental Insurance Plans**

You may select from a variety of supplemental insurance plans offered through payroll deduction. These plans are paid entirely by you at reduced group rates.

- Dental Insurance
- Vision Care
- Cancer and Intensive Care
- Hospital Income Insurance
- Accident/Disability Insurance

### **SUS Long Term Disability (LTD) Income Insurance**

This plan provides two-thirds of your gross salary should you become disabled. Benefits under this plan start paying on the 91st day of disability and continue to pay for as long as the disability

exists. Medical certification is not required if you enroll within the first 60 days of employment. This plan may not be offered during any open enrollment periods.

### **Short Term Disability Income Insurance**

This plan provides monthly income from the 31st day of disability through the 90th day. The benefit is for disability from either sickness or accident and is intended to supplement the Long Term Disability Income Insurance. You must enroll within the first 30 days of employment. This plan may not be offered during any open enrollment periods.

### **Pre-Paid Legal Insurance**

Eligible employees can purchase group legal insurance to insure themselves, and their eligible dependents. This insurance will pay attorney fees for a broad range of covered personal legal services.

### **Florida Retirement System**

Another significant benefit that you receive as a university employee is membership in the Florida Retirement System (FRS). The FRS provides two retirement options: the Pension Plan and the Investment Plan.

The FRS Pension Plan is a defined benefit plan, paid for by the University and requires 6 years of creditable service to vest and receive a retirement benefit. This system is combined with Social Security to assist you by providing an income for your later years or for an unforeseen disability.

Once vested, you may retire at age 62 and receive full benefits or at an earlier age with reduced benefits. You may retire at any age after 30 years of service with no reduction in benefit. The monthly benefit payment you will receive when you retire depends on your years of creditable service and the average income of the five highest years (fiscal year) during your covered employment.

The FRS Investment Plan is a defined contribution plan that is paid by the University through contributions that are based on your salary and your FRS membership class (Regular Class, Special Risk Class, etc.) The Investment Plan requires 1 year of creditable service to vest (i.e. own the assets in your Investment Plan account.)

The Investment Plan directs contributions to individual member accounts, and you allocate your contributions and account balance among various investment funds. (Participant contributions are not allowed.)

Your Investment Plan retirement benefit is the value of your account. Unlike the Pension Plan, there is no fixed benefit level at retirement. However, the Investment Plan, like the Pension Plan, has a guaranteed lifetime payment option (based on the benefit to be distributed) and is available with annual 3% benefit increases like the Pension Plan.

### **Deferred Retirement Option Program**

The 1997 Legislature established a new benefit program for all eligible FRS Pension Plan members, which was effective July 1, 1998. The Deferred Retirement Option Program (DROP) allows members to have their retirement benefits deposited monthly into their DROP account,

earning interest, while simultaneously continuing to work (but not earning additional credit for retirement). The purpose of this program is to provide a way for retirees to accumulate additional savings while continuing employment. You are eligible to DROP when you first reach your normal retirement date - either age 62 and vested, or 30 years of service (age 55 and vested or 25 years of service if you are a Special Risk employee). You must decide to elect DROP participation within 12 months of first reaching your normal retirement date. There are special provisions for an employee who is more than five years away from their normal retirement date based upon age. (For example, if an employee is age 55 with 30 years of service, the employee could defer DROP participation until age 57 and participate in DROP for 60 months.) For additional information about FRS retirement and the DROP program you may visit their website at <http://www.myfrs.com>.

### **Optional Retirement Program**

Faculty employees are eligible to participate in the Optional Retirement Program (ORP) instead of the Florida Retirement System (FRS). As a faculty employee you must make an irrevocable election to participate in either the FRS or the ORP within the first 90 days of employment. If you are reclassified to a faculty position, you have 90 days to elect participation in the ORP. For further information contact Human Resources.

### **Flexible Spending Accounts Program**

The Flexible Spending Accounts Program (FSA) allows you to pay for eligible medical expenses and/or dependent day care expenses from your gross earnings before taxes are calculated. The annual election amount you choose is automatically deducted from your pay. This plan allows you to increase your take-home pay by utilizing pre-tax payment for these services.

You must enroll within 60 days of your employment, during open enrollment or within 31 days of a change in your family/employment status.

### **Tax Deferred Annuities**

You may purchase fixed, variable, flexible, or investment annuities from several different companies by payroll deduction. These annuities result in a tax deferral for you because the dollars put into the program are not taxed until you receive them. To achieve maximum benefit, this program should be considered only for long-term savings.

### **Employee Assistance Program**

The Employee Assistance Program (EAP) is available for all faculty, A&P and USPS employees and their immediate family members.

This program is absolutely confidential and there is no cost to you or your family members for this benefit.

The *Southwest Florida Employee Assistance Programs, Inc.* is the provider organization for EAP services. They have convenient counseling offices located in Fort Myers, Cape Coral, Port Charlotte and Naples. You can contact their offices twenty-four (24) hours a day, seven days a week, by calling (239) 278-7435 or (800) 226-7930.

The EAP professional staff is available to assist with problems including, but not limited to, those associated with marital and family difficulties, financial, legal, alcohol and drug abuse, emotional difficulties, aged parents, grief and abuse.

Professional services provided by EAP are available as follows:

- Unlimited accessibility to the program by employees and members of their immediate families.
- Up to three (3) counseling sessions, per event, for the purpose of assessing the nature of the problem(s).
- Utilization of motivational and short-term counseling.
- Referral to outside community or health insurance treatment resources for follow up.
- Case management to track outcome.

For more information regarding the Employee Assistance Program, please feel free to contact Human Resources or *Southwest Florida Employee Assistance Programs*.

## **University Policies**

### **Affirmative Action and Equal Opportunity**

FGCU is an equal opportunity/equal access/affirmative action employer, and does not discriminate against any group or individual on the basis of race, color, gender, religion, creed, national origin, disability, marital status, Vietnam or disabled veterans status, or age. Equal opportunity is concerned with every aspect of employment policy and practice: recruitment, testing, selection, assignment, pay, and conditions of work, training, leave, overtime, promotion, discipline, demotion, and separation.

Affirmative action refers to specific actions in recruitment, hiring, promotion, upgrading, and similar areas of personnel administration which are taken to remove barriers to equal employment opportunity and to eliminate the present effects of past discrimination.

The Equal Opportunity Programs Office (EOP) administers and facilitates the application of equal opportunity/affirmative action policy. Questions regarding this policy, compliance or complaints should be directed to the EOP Office, 239-590-1022.

### **Sexual Harassment**

Sexual harassment undermines the integrity of the academic and work environment and prevents its victims and their peers from achieving their full potential. All members of the university community are entitled to work and study in an atmosphere free from sexual overtures or innuendoes that are unsolicited and unwelcome. It is the particular responsibility of those members of the university community who hold positions of authority to avoid actions that are or can be considered sexually abusive or unprofessional.

It is a violation of university policy for any officer, employee, student, or agent to sexually harass any other officer, employee, student, visitor or agent.

For more information, refer to Appendix B - Policy to Prevent Sexual Harassment or <http://www.fgcu.edu/eoo/>.

### **Access for Persons with Disabilities**

Florida Gulf Coast University supports all provisions of the Americans with Disabilities Act (ADA) and provides reasonable work site accommodations for employees who are disabled or become disabled and are able to perform the essential functions of their position.

The university continuously reviews the campus to ensure a barrier-free environment. Any difficulties experienced in access to university facilities should be reported to the Office of Student Disabilities.

### **HIV/AIDS**

It is the policy of the University to balance the rights of Acquired Immune Deficiency Syndrome (AIDS) victims to an education and employment against the rights of students and university employees to an environment in which they are protected from contracting the disease. Education can exercise some control over the spread of the disease and help the public to respond in a reasoned manner. The SUS is committed to providing the university community and the public at large with education on the nature and transmission of the disease and the legal rights of HIV/AIDS victims.

Persons who know or suspect they are sero-positive are expected to seek expert medical advice and are obligated, ethically and legally, to conduct themselves responsibly for the protection of others.

The university has designated HIV/AIDS counselors who are available to the university community. For additional information, contact Counseling and Student Health Services.

### **Drug Free Workplace**

The unlawful sale, purchase, manufacture, distribution, dispensing, possession or use of a controlled substance or the unlawful possession and use of alcohol is prohibited in and on Florida Gulf Coast University owned or controlled property, as part of any of its activities, or within a 200 foot perimeter of the university property. No employee is to report to work or any university activity while under the influence of illegal drugs or alcohol. Violation of these policies by an employee shall be reason for evaluation/treatment for a drug or alcohol use disorder or for disciplinary action up to and including termination of employment from the university. Such action will be in accordance with applicable collective bargaining agreements for employees and other policies and procedures; or referral for prosecution consistent with local, state and federal law. To comply with the Federal Drug-Free Schools/Campus Act, Florida Gulf Coast University will provide annual notice regarding its drug prevention program to employees and conduct a biennial review of the program.

In order to comply with federal law, the university has the following requirements:

- An individual employed by a grant or contract shall notify his/her supervisor or other appropriate management representative of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

- The university shall notify any federal contracting agency within 10 days of having received notice that an employee engaged in the performance of such contract or grant has had a criminal drug statute conviction for a violation occurring in the workplace.
- The university will take appropriate personnel action against any employee who is convicted for a violation occurring in the workplace or will require the employee's satisfactory participation in a drug abuse assistance or rehabilitation program.

For additional information, contact Human Resources.

### **Conduct and Behavior**

As responsible individuals and as employees of Florida Gulf Coast University, personal conduct is a matter of importance, both on- and off the job. On-the-job courtesy, cooperation and a positive attitude in all dealings are necessary.

Off-the-job activities are personal, but may affect your employment. Activities that bring discredit to you may reflect on the university; therefore, the university expects you to observe acceptable standards of behavior, to abide by established laws, and to avoid any inappropriate actions that may involve the university in your personal affairs.

### **Computer and Network Use**

The University Technology Committee has developed policies governing the use of computers and related information technology resources owned and operated by Florida Gulf Coast University. The Acceptable Computer and Network Use policy is located at [http://www.fgcu.edu/utc/Acceptable\\_Use\\_Policy.htm](http://www.fgcu.edu/utc/Acceptable_Use_Policy.htm). These policies apply to all employees who use FGCU computing resources, whether on campus or from remote locations. Questions regarding specific provisions of the policy should be directed to the Chair of the University Technology Committee (emailed to [utc@fgcu.edu](mailto:utc@fgcu.edu)).

The intent of the Computer and Network Use policy is to permit maximum freedom of FGCU computing and network use consistent with local, state, and federal law, university policy, and a productive working environment, while securing the university's computing and networking systems to a reasonable and economically feasible degree against unauthorized access and/or abuse. All users of university computing and network resources are expected to utilize the equipment for university use only.

Computing resources are not to be used for personal commercial or political purposes or for personal financial or other personal benefit where such use incurs a cost to the university and is not directly related to one's official role in the university.

While not an exhaustive list, the following uses of e-mail are considered inappropriate and unacceptable. In general, e-mail shall not be used for the initiation or re-transmission of chain mail that misuses or disrupts resources; harassing or hate mail; virus hoaxes; unsolicited e-mail that is not related to university business and is sent without a reasonable expectation that the recipient would welcome receiving it; or, any actions that defraud another or misrepresent or fail to accurately identify the sender.

While the university does not routinely monitor individual usage of its computing resources, it may do so without notice. The university, in its discretion, may disclose the results of any such general or individual monitoring, including the contents and records of individual communications, to appropriate university personnel or law enforcement agencies and may use those results in appropriate university disciplinary proceedings.

### **Student Records**

As a university employee, you are likely to handle or have access to students' education records. Educational records consist of any information which pertains to a student's attendance at FGCU and include not only grades and transcripts but also a student's medical information, scholarship and financial records, personal home and family information, and the like. Federal and state laws prohibit universities from disclosing information in educational records to third parties – including fellow students – without the student's written consent, with few exceptions. Further, only university employees with a "need to know" may review a student's educational records. The laws will not even permit you to give such information to the student's parents, if the student is over 18 years of age. No one other than the student has the right, under the Public Records Act, to see the student's records.

Because violation of these laws may result in liability to the university (or to yourself if you willfully violate the law), you are put on notice to seek advice before releasing information from educational records of an FGCU student to anyone other than the student. You should refer inquiries about student records to either the Registrar's Office or the Dean of Students Office.

### **Outside Employment**

You are expected to have a primary obligation to the university and to perform all duties pertinent to your position and employment in a full and competent manner. Being involved in an outside employment or other activity that materially interferes with your obligations to the university is prohibited. You should not claim to be an official university representative in connection with any outside employment or activity or use the university's name, proprietary marks or goodwill to promote an outside employment or other activities, unless prior written approval is obtained according to university rules and policies.

Before you accept a paid or unpaid job outside of your university employment, or before you become involved in any activity that may be considered a conflict of interest, you must obtain approval, by submitting a "Request for Approval of Outside Employment Activity" form located on the Marlin Share drive in the Forms/Human Resources folder. Annual approval for an outside employment or activity is required.

### **Financial Disclosure**

Certain Faculty employees are required to file, as a condition of employment, disclosure of personal interests and such other information on the Statement of Financial Interests Form, provided by the Florida Commission on Ethics. The form must be filed within 30 days of employment or appointment. Thereafter, the form must be filed by July 1; following each calendar year they hold their positions.

### **Fraudulent or Dishonest Acts**

Employees are expected to abide by laws and regulations. Supervisors and department heads are responsible for establishing and maintaining proper internal controls that will provide for the security and accountability of the resources entrusted to them and to be aware of the signs of fraudulent or other dishonest acts, should they occur. As an employee of the State University System, you are required to observe the provisions of the Code of Ethics for Public Officers and Employees, Part III of Chapter 112, F.S.

The Office of Internal Auditor has been designated the official contact for reporting suspected fraudulent or other dishonest acts. If you have a reasonable basis for believing such acts have occurred, you have a responsibility to report it to your supervisor, appropriate administrator, or the Office of Internal Auditor. If it is determined that an investigation is warranted, the Office of Internal Auditor will investigate the suspected fraudulent or dishonest act. You must cooperate fully with those performing an investigation pursuant to this policy. Employees found to have participated in fraudulent or dishonest acts will be subject to disciplinary action pursuant to personnel policies and rules, applicable collective bargaining agreements and/or criminal or civil actions.

Section 112.3187, F.S. (Whistle-blower's Act), provides that individuals who report suspected fraudulent or other dishonest acts, and those cooperating with the ensuing investigation, will be protected from retaliatory action.

### **Nepotism**

Employment of relatives is allowed where there is no direct supervisory responsibility between relatives, and where functions of their positions do not create a conflict of interest, or if there is a conflict of interest, there is a demonstrated critical shortage of qualified applicants.

Relatives or related persons is defined to mean those who live in the same residence as and maintain an intimate personal relationship with the employee or is related to the employee as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepsister, stepbrother, half brother or half sister.

### **Political Participation**

When authorized by the president, you may be a candidate for or hold a local public office that does not conflict or interfere with your university employment. You may not take any active part in a political campaign while on duty or during any period when required to perform services for which compensation is received. Political campaigning is forbidden on the FGCU campus except for student and other university-related elections.

### **University Property**

Proper care of all university-owned property will ensure better operation and reduce maintenance and replacement costs. Misuse of equipment or property impacts the effective operation of the work unit and the services we provide. You are responsible for using assigned equipment in a safe and efficient manner, and protecting against loss or theft.

University-owned property should only be used for official university business. Inventory records include the physical location of the property. With approval of your department head, you may be authorized to take university-owned equipment home to perform official university

business. A checkout form must be completed when university property is to be removed, on a temporary basis, from its recorded location for use on or off campus (this includes both tagged items and items not tagged).

### **Collective Bargaining**

The Florida Constitution grants the rights of organization and representation to public employees, and requires the state to negotiate with bargaining agents duly certified to represent public employees. The Constitution also provides a prohibition against strikes by public employees.

While the choice of joining or not joining the union is exclusively yours, the provisions of a collective bargaining agreement apply regardless of whether or not you are a union member. For additional information regarding your collective bargaining status, please contact Provost Office.

### **Policy on Spoken English Language Competence of Faculty**

The respective department or college during the annual evaluation ascertains the spoken language competence of all currently employed faculty members. If during the interview process a prospective faculty member is found to be potentially deficient in oral language skills, that person shall be required to be tested in accordance with current relevant Florida statute. While it is the responsibility of the university to provide instruction in oral English for faculty found to be deficient in spoken English, it is ultimately the responsibility of the faculty member to correct the deficiency.

### **University Layoff Policy**

Instructional faculty may be laid off under certain conditions. The policy for layoff of faculty will be covered in the new collective bargaining agreement currently under negotiation.

### **Policy on Smoking**

Florida law prohibits smoking within any state public building. There are several sites on campus in which smoking is permitted outside, between Reed Hall and Griffin, between the Wellness Center and Student Services and between the Library and Reed Hall and between Reed and Whitaker Halls. (Marlin share drive/administrative services)

### **Campus Alcohol Policy**

There is a policy on the use of alcohol on campus. This University policy can be found on the share drive or by Internet: <http://itech.fgcu.edu/general/policy.htm>.

### **Annual Leave**

The university provides for the accrual of annual leave for Faculty on 12-month appointments. Annual leave should be used to provide periodic vacations; however, earned annual leave may be used for any purpose. Annual leave cannot be used before it is earned and can only be used with the approval of your immediate supervisor.

As a 12-month Faculty employee, you accrue annual leave at a rate of 6.77 hours bi-weekly. Part-time faculty employees accrue annual leave proportionate to the number of hours in pay status during the pay period. You may accrue up to a year-end maximum of 352 hours. If you have accrued annual leave in excess of the year-end maximum as of December 31, any excess will be converted to accrued sick leave on an hour-for-hour basis on January 1. The use of annual leave is reported on the Faculty/A&P Application for Leave form. It is imperative that all leave be properly documented.

Upon leaving university employment, you will be paid for unused accumulated annual leave up to a maximum of 352 hours. Additional information may be obtained at <http://admin.fgcu.edu/hr/handbook/Leave.htm>.

### **Sick Leave**

As a full-time Faculty employee, you earn four hours of sick leave for each bi-weekly pay period in which you are in pay status. (Part-time employees accrue sick leave proportionate to the number of hours in pay status during the pay period.) There is no limit to the amount of sick leave you can accrue.

Sick leave is provided for your illness or injury. With advance approval by your immediate supervisor, it may also be used to take time off for medical appointments. If you are absent due to illness or injury, you must notify your immediate supervisor as soon as possible on the first day of absence. You may be required to submit proof of your illness or disability by submitting a doctor's statement prior to the approval of sick leave with pay. It is imperative that all leave be properly documented.

Sick leave may also be used to care for an ill or injured member of your immediate family. For purposes of this policy, immediate family is defined as the spouse, grandparents, parents, brothers, sisters, children and grandchildren of both you and your spouse.

Upon leaving university employment, you will be paid for one-fourth of your unused accumulated sick leave accrued after October 1, 1973, up to a maximum of 480 hours, provided you have at least 10 years of creditable state service.

You should consult with your immediate supervisor to obtain information regarding procedures for requesting sick leave and to become acquainted with departmental leave policies. The use of sick leave is reported on the Faculty/A&P Application for Leave form. Additional information may be obtained at <http://admin.fgcu.edu/hr/handbook/Leave.htm>.

### **Sick Leave Pool**

Upon completion of one year of employment with the university/state and provided you have a balance of at least 64 hours of unused sick leave, you may join the Sick Leave Pool. To enroll, you contribute eight hours of sick leave to the pool. You may join the pool within 30 days after completing your first year of service or during an annual open enrollment period. You are encouraged to join the pool as soon as you meet the eligibility criteria.

Once you have become a pool member, if you experience a personal illness or injury and deplete all of your annual, sick, and compensatory leave, you may apply to draw sick leave hours from the pool. Additional information may be obtained at <http://admin.fgcu.edu/hr/handbook/Leave.htm>.

## **Holidays**

You may look forward to the following paid holidays each year:

Independence Day  
Labor Day  
Veterans Day, November 11th  
Thanksgiving Day  
Day after Thanksgiving  
Christmas Day  
Winter Break (4 business days between Dec. 25 and Jan. 1)  
New Year's Day  
Birthday of Martin Luther King, Jr.  
Memorial Day

When a holiday falls on a Saturday, it will be observed on the prior Friday. Likewise, when a holiday falls on a Sunday, it will be observed on the following Monday. Additional information may be obtained at <http://admin.fgcu.edu/hr/handbook/Leave.htm>.

## **Administrative Leave and other Leaves of Absence with Pay**

Under certain circumstances described below, other kinds of absences from work may be authorized. Administrative leave is granted as an excused absence that does not affect your annual or sick leave balances.

*Jury Duty and Court Appearances* - if you are summoned as a member of a jury panel, or subpoenaed as a witness in proceedings not involving your personal interests, you are granted Administrative Leave. You may retain any jury or witness fees. If you are subpoenaed to represent the university or another State agency as a witness, such duty is considered a part of your job assignment, and you will be paid per diem and travel expenses. In such instances, you are required to give the university any fees received.

*Voting* - if you live at such a distance from your assigned work location as to preclude you from voting outside of working hours, you may be granted a maximum of two hours of administrative leave for the purposes of voting.

*Military Leave* - if you are ordered to or volunteer for active military service, upon presentation of a copy of your official orders, you will be granted a leave of absence in accordance with federal regulations. The first 30 days of military leave is with full pay and the remainder is without pay. You may use accrued annual leave intermittently while on military leave.

*Job-related Injury* -if you sustain a job-related injury or disability that is compensable under the Workers' Compensation Law, you will be granted administrative leave for a maximum of 40 hours, without being required to use accrued annual or sick leave. Additional information regarding Worker's Compensation is located at <http://admin.fgcu.edu/stathtml/hr/workcomp2.html>.

*Formal Investigation* - when the president or designee has reason to believe that an employee's presence on the job will adversely affect the operation of the university, the employee may be placed on administrative leave pending investigation of the event(s) leading to that action.

Additionally, an employee may be placed on administrative leave between the notice of suspension or dismissal and the effective date of the action. Additional information may be obtained at <http://admin.fgcu.edu/hr/handbook/Leave.htm>.

### **Leaves of Absence without Pay**

*Parental Leave* - if you become a biological parent or have a child placed in your home pending adoption you shall, upon written request, be granted a parental leave of absence without pay. The leave may begin no more than two weeks before the expected date of the child's arrival, for a period up to six calendar months. You may request to use your accrued annual leave on an intermittent basis in conjunction with the Parental Leave request. Sick leave may be granted while you are on Parental leave when certified by a physician that the illness or disability is caused or contributed to by pregnancy, miscarriage, abortion, childbirth or recovery there from.

*Family and Medical Leave Act (FMLA)* - This federal act provides leave for up to 12 weeks in any fiscal year period in connection with the birth of a child, placement of a child for adoption or foster care, to care for a sick or disabled immediate family member or for your own serious health condition. For the purposes of FMLA, immediate family member is defined as your spouse, parent or child. For more information and forms required to request an FMLA leave, contact Human Resources.

The provisions of the FMLA do not limit your rights to request sick leave in order to provide the necessary medical care and attendance to a sick family member under the existing university sick leave policy. In these instances, you may also elect to utilize intermittent leave with pay to cover a portion of your absence from work.

*Other Leave of Absence without Pay* - you may, upon request, be granted a leave of absence without pay, provided the university deems such leave to be justified and not detrimental to the operations of your department. When considering a leave of absence without pay, you must submit a written request indicating the dates and conditions of the leave to your immediate supervisor. The department shall submit a recommendation to the respective vice president regarding approval or disapproval of the request. Please contact Human Resources for further information. Additional information may be obtained at <http://admin.fgcu.edu/hr/handbook/Leave.htm>.

## **University Travel Policy**

State mandates authorize the universities to handle travel through state contracts. The Office of the Comptroller is responsible for travel policy. The college administrative assistants have designated a staff member to be responsible for assisting personnel with their travel needs.

Each academic unit has its own policies and criteria regarding travel support for faculty. All travel funding must be pre-approved and reimbursement for unapproved trips is not guaranteed. In addition, the university uses its sales tax exemption to reduce costs, and generally will not reimburse employees for any sales tax paid when it could have been avoided by using University vendors.