

# Faculty Resource Guide



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## Introduction to the Academic Affairs Faculty Handbook

The harmonious, effective functioning of an institution depends largely on all its personnel knowing and understanding the mission of the institution and the policies, procedures, and guidelines governing its operation. Such knowledge can reduce misunderstanding and confusion. Florida Gulf Coast University's Academic Affairs Faculty Handbook sets forth University policies, procedures, and guidelines. It also articulates the privileges and obligations affecting professional faculty members.

The Academic Affairs Faculty Handbook is intended to give general guidance/information. It is, of course, impossible to provide in succinct form a faculty handbook covering every possible exigency. Consequently, when specific examples/listings are given, they are intended to be illustrative only and are not to be considered all-inclusive.

### **Important Note**

The information in this faculty handbook should be supplemented by relevant school documents, the [Collective Bargaining Agreement \(CBA\)](#), and the [Faculty Performance Evaluation Document \(FPED\)](#).

## University

### **Vision**

Florida Gulf Coast University will achieve national prominence in offering exceptional value in high-quality educational programs that address regional and statewide needs. Our programs, firmly grounded in the liberal arts and sciences, will employ emerging instructional technologies. Possessing an entrepreneurial spirit, graduates will be well prepared for productive lives as civically engaged and environmentally conscious citizens with successful careers, ready to pursue further education.

*[Approved by the FGCU Board of Trustees September 8, 2015.](#)*

### **Mission**

Florida Gulf Coast University, a comprehensive institution of higher education, offers undergraduate and graduate degree programs of strategic importance to Southwest Florida and beyond. FGCU seeks academic excellence in the development of selected programs and centers of distinction in science, technology, engineering, and mathematics (STEM) disciplines, health professions, business, and marine and environmental sciences. Outstanding faculty and staff supported by a strong community of advisors prepare students for gainful employment and successful lives as responsible, productive, and engaged citizens. FGCU emphasizes innovative, student-centered teaching and learning, promotes and practices environmental sustainability, embraces diversity, nurtures community partnerships, values public service, encourages civic responsibility, and cultivates habits of lifelong learning and the discovery of new knowledge.

*[Approved by the FGCU Board of Trustees May 10, 2016.](#)*

## Guiding Principles

The founding of Florida Gulf Coast University at the advent of a new century is a signal event. It comes at a moment in history when the conditions that formed and sustained American higher education are fundamentally changing, and at a time when rapid shifts wrought by technology and social complexities are altering the very nature of work, knowledge, and human relationships. As a public institution, Florida Gulf Coast University eagerly accepts the leadership opportunity and obligation to adapt to these changes and to meet the educational needs of Southwest Florida. To do so, it will collaborate with its various constituencies, listen to the calls for change, build on the intellectual heritage of the past, plan its evolution systematically for the twenty-first century, and be guided by the [following principles](#)

## Strategic Plan

Florida Gulf Coast University has an active and continuous planning process that includes a [strategic plan](#) as required by Section 1001.74(14), Florida Statutes. The plan is anchored in the commitments established by the Florida Gulf Coast University Board of Trustees. Additionally, the plan also addresses the goals of higher education as established by the Florida Board of Governors.

## Master Plan

The Campus Master Planning process is part of a series of planning efforts that occur every five years for state universities, at the direction of Florida's Board of Governors. The Campus Master Plan is the second component in the planning process, and its purpose is to address the need and planned provision of buildings, roads, parking, public transportation, solid waste, drainage, sewer, potable water, and recreation and open space during the coming 10 to 20 years. The [Campus Master Plan](#) must contain elements relating to future land use, intergovernmental coordination, capital improvements, recreation, open space, general infrastructure, housing, and conservation. Each element must address compatibility with the surrounding community, and the plan in its entirety must be formally adopted by the FGCU Board of Trustees.

## Accreditations

The Office of the Provost is responsible for ensuring both the equality of the university's academic programs and enhancing student learning through continuous improvement.

Florida Gulf Coast University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate, baccalaureate, master's, and doctoral degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the [accreditation](#) of Florida Gulf Coast University.

## University Governance & Structure

### **Board of Trustees**

The [FGCU Board of Trustees \(BOT\)](#) is comprised of 13 trustees - six appointed by Florida's Governor and five appointed by the State University System Board of Governors, along with the current presidents of the university's Faculty Senate and Student Government.

The FGCU BOT serves as the governing body of Florida Gulf Coast University. It selects the FGCU president and holds the president responsible for the university's operation and management, performance, fiscal accountability, and compliance with federal and state laws and regulations, including those of the Board of Governors.

### **President**

The [President](#) is the chief executive officer of the University responsible to the Florida Gulf Coast University Board of Trustees for the operation of the University in accordance with general policies established by the Board. The President oversees the academic and administrative areas of the entire University organization.

### **Executive Vice President and Provost for Academic Affairs**

The [Executive Vice President and Provost for Academic Affairs](#) reports directly to and works closely with the President. As the chief academic officer of the university, the Vice President is expected to promote academic excellence in the faculty and academic programs, and to promote efficiency in instructional operations.

### **Academic Divisions**

Our dedicated faculty and staff and 22:1 student-to-faculty ratio ensure a more [personal education experience](#) in a state-of-the-art setting. Professors know their students by name. Even undergraduates often get the opportunity to collaborate with faculty on research.

The six colleges include:

- [College of Arts & Sciences](#)
- [College of Education](#)
- [Honors College](#)
- [Lutgert College of Business](#)
- [Marieb College of Health & Human Services](#)
- [U.A. Whitaker College of Engineering](#)

The five schools include:

- [Bower School of Music and the Arts](#)
- [Daveler & Kauanui School of Entrepreneurship](#)
- [School of Nursing](#)
- [School of Resort & Hospitality Management](#)
- [The Water School](#)

## Graduate Studies

The [Office of Graduate Studies](#) serves three principle functions for Florida Gulf Coast University: (1) to ensure that the graduate educational needs of Southwest Florida are well served; (2) to provide support and facilitation as the University's graduate programs grow in breadth, depth, and reputation; and (3) to maintain the highest level of standards and accountability in graduate education.

The Graduate Studies leadership and staff work cooperatively with College Deans, Graduate Program Coordinators, and others across campus to help recruit and retain graduate students and faculty; to help faculty plan and develop new graduate programs; to strengthen and promote existing graduate programs; to develop and enforce policies and procedures related to graduate students, graduate faculty, and graduate programs; to help provide resources for graduate faculty and students; and to help facilitate graduate program assessment.

## FGCU Centers and Institutes

Engaging with the community through the university's centers and institutes, FGCU faculty conduct [research](#), collaborate with their regional business partners, and offer their expertise, sharing resources and contributing to the community.

## Organizational Charts

- [Florida Gulf Coast University Organizational Chart](#)
- [Academic Affairs Organizational Chart](#)

## Office of the General Counsel

The [Office of the General Counsel \(GCO\)](#) represents the Florida Gulf Coast University Board of Trustees and provides legal services to the University, the Florida Gulf Coast University Foundation, Inc., and the Florida Gulf Coast University Financing Corporation.

## Faculty Governance/Faculty Senate

[Faculty governance](#) at Florida Gulf Coast University safeguards academic quality, promotes effective and open communication, insists upon academic integrity, emphasizes rights and shared responsibilities of students, staff, community, faculty, and administration, and sustains a dynamic learning environment.

## United Faculty of Florida (UFF)

The Board of Trustees recognizes the [United Faculty of Florida \(UFF\)](#) as the bargaining agent for in-unit faculty. UFF is an affiliate of the National Education Association and is empowered to bargain wages, hours, and terms of conditions of employment for all in-unit faculty, whether members of UFF or not.

## University Police Department (UPD)

The [University Police Department \(UPD\)](#) is responsible for law enforcement, security, disaster planning, and emergency response at FGCU. UPD works with the entire university community to provide a safe and secure environment that enables everyone to achieve their academic goals and enjoy the FGCU experience. In addition to promoting crime prevention, they ensure safety for both vehicle and pedestrian traffic and assist in coordinating special events.

We provide reliable high-quality professional service at all times.

## General Faculty Resources & Privileges

### University Identification Card

The [Eagle ID Card](#) is the primary identification card used on campus. It is recommended that you carry your Eagle ID Card at all times while on campus. Use it as a lifeline for daily functions around campus.

### University Library

The purpose of the [University Library](#) is to support the teaching, research, and service programs of the University. The University Library shall also provide the optimum learning environment for its diverse users.

### Campus Recreation

FGCU [Campus Recreation](#) offers a variety of memberships. Memberships can be purchased at the Membership Office inside the URWC, at the Lee County/FGCU Aquatics Center, or online using the [Recstore](#).

## Mail Services

[Physical Plant Mail Operations](#) is responsible for the handling of all USPS mail, interoffice mail, outgoing and courier mail, and all FedEx services. Mail Operations is dedicated to serving the University community with prompt, efficient service ensuring that all mail is sorted and delivered daily in a timely manner. Faculty members are provided with mailboxes located in departmental offices and mailrooms. Special envelopes are made available for campus correspondence.

## Electronic Mail Services (Email)

All faculty members are provided with campus email for professional correspondence. The [FGCU email section](#) provides resources to activate email accounts, check messages and quickly link to helpful resources.

- [University Email Policy and Usage Rules](#)

## Information Technology Services

[Information Technology Services \(ITS\)](#) is responsible for the planning, management, and direction of technology initiatives in support of both academic and administrative operations at FGCU.

ITS provides the campus community a diverse set of technology services including development, monitoring, and maintenance of the campus data network, campus cable television services, telephone systems, computer systems and servers, computer labs, and smart classrooms.

## Parking Services

[Parking Services](#) at FGCU provides access to parking on campus, wherever you might be traveling from. Any motor vehicle on University property must be registered with the University and display a valid FGCU parking decal or permit.

## Media and Public Relations

FGCU's [media and public relations](#) initiatives strategically and proactively raise the profile of Florida Gulf Coast University. They serve as liaisons for members of the media and make the storytelling process as simple and fast as possible.

## Room Reservations

To [reserve a space](#) on the main campus, please send an email to the Campus Reservations Room Scheduler at [rmsched@fgcu.edu](mailto:rmsched@fgcu.edu) using the guidelines in [How to Request Space](#).

## Learning Management System

[Canvas](#) is Florida Gulf Coast University's Learning Management System. It is used by FGCU's faculty and students to access and manage online course learning materials and communicate about skill development and learning achievement.

## Digital Learning

The [Department of Digital Learning](#) provides guidance and support with course design, teaching, and technology to promote the development and delivery of high-quality online, hybrid, and digital learning enhanced face-to-face courses.

## New Faculty Academy

All new resident faculty hires at FGCU with less than two years of university teaching experience (not including graduate assistantships, teaching assistantships, or adjunct teaching) are required to enroll in the [New Faculty Academy](#). Other new faculty may enroll if there is space available.

## Lucas Center

The [Lucas Center](#) supports activities that help you grow as a teacher, which promotes FGCU's primary mission of providing the highest quality education that prepares students for success in life and work.

## Professional Development Services/Opportunities

Florida Gulf Coast University recognizes that professional development is key to attracting and retaining a knowledgeable and skilled workforce. FGCU offers an array of professional development opportunities including grants and workshops. For more information, visit:

- [Professional Development Leave Guidelines](#)
- [Sabbatical Guidelines](#)

## Celebration of Excellence Awards

The Celebration of Excellence is an annual tradition at FGCU to celebrate the many achievements and accomplishments of our talented students, faculty, and staff. Established in 1998, the Celebration of Excellence at Florida Gulf Coast University is an opportunity for us to recognize the many endeavors of the university community in scholarship, leadership, service, creative arts, and teaching during the past academic year. Visit the [Faculty Awards](#) page to explore the different categories of awards and their guidelines.

## Emeritus Designation

The designation of emeritus is awarded to retired faculty who have advanced the academic mission of Florida Gulf Coast University through meritorious teaching, scholarship, and service. [Emeritus Criteria and Procedures](#)

## Honorary Degrees

- Information on [Honorary Degrees](#)

## Student Perception of Instruction (SPol)

Instructors can review and use the SPol feedback to strengthen and improve teaching and learning in their classes. The information obtained in the SPol includes focused open response items that can be used by the instructor to uncover behaviors that assist in student learning, to write PDP goals, and ultimately collect feedback to support the Annual Review of teaching based upon the goals written. Additional information and resources regarding SPol can be found on the [Lucas Center website](#).

## Academic Responsibilities of Faculty

### Textbook Adoption and Affordability

Textbooks are generally a valuable and integral part of the course materials, and ultimately student success. The selection of appropriate textbooks is the responsibility of the instructor of the course or the lead instructor in team-taught courses.

Timely adoption of textbooks is crucial for compliance with [FGCU Regulation 3.003](#), [FGCU Policy 3.036](#), [Florida Board of Governors Regulation 8.003](#), and Florida Statutes ([Section 1004.085](#)).

### [Textbook Adoption Information and Portal](#)

## Grade Posting

Grades are due within two days of the end of each semester. FGCU does not automatically mail out grades, these are available to all students through [Gulfline](#). Please refer to the University Catalog for guidelines regarding incomplete grades and grade appeals. For additional resources on posting grades please reference this [Canvas Grade User Guide](#).

## Final Examinations

Final exams should be given during the time that has been set by the [Office of Records and Registration](#) that is listed on the academic calendar.

## Office Hours

The long-standing process within the University is that each course has office hours attached to it (the number of office hours is determined by each college/unit). Office hours must be posted on your office door. Office hours must also be included in each class syllabus and every semester in the Faculty Activity Report (FAR). In the case of Distance Learning Courses, the faculty member still has an obligation to hold office hours that would be equivalent to those held for on-campus courses.

- [Office Hours Guidelines](#)

## Course Syllabus

Each faculty member is expected to produce a syllabus for each course with [clearly-defined requirements](#). The syllabus should be filed in the dean's office and distributed to each student at the beginning of class.

## Professional Development Plan

The Professional Development Plan (PDP) should be completed each academic year, as it serves as the cornerstone of all faculty assignment processes at Florida Gulf Coast University.

- [Professional Development Plan \(PDP\) & Annual Professional Development Report \(ADPR\) Option 1](#)
- [Professional Development Plan \(PDP\) & Annual Professional Development Report \(ADPR\) Option 2](#)

## Academic Appointments

Florida Gulf Coast University follows the procedures included in the Search, Screen, and Selection Guidelines policy in recruitment and appointment of all faculty. For more information on appointments, see Article 8 of the current [CBA](#).

## Promotion and Evaluation Policies/Processes

Awarding promotion is the University's major means for recognizing and promoting professional excellence in the academic disciplines. Criteria, guidelines, and other relevant information for promotion are found in Article 14 of the [CBA](#) and the [Faculty Performance Evaluation Document \(FPED\)](#).

More specific information on annual evaluations is located in Article 10 of the [CBA](#) and the [FPED](#).

## **Academic Workload Policy**

Scheduled hours for all employees shall not normally exceed forty (40) hours per week. Time shall be allowed within the normal working day for research, teaching, or other activities required of the employee when a part of the assigned duties. For more information on the work, week see Article 9 of the current [CBA](#).

## **Assignments**

Employees are appraised in writing at the beginning of employment and at 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 percentage of the time to be allocated to teaching; research, university service, and/or other expected activities. More information can be found in Article 9 of the current [CBA](#).

## **Summer Employment**

Available supplemental summer appointments shall be offered equitably and as appropriate to qualified employees, not later than five weeks before the beginning of the appointment, if practicable, in accordance with written criteria. The criteria shall be made available in each department/unit. For more information on Summer Appointments, go to Article 8 of the current [CBA](#).

## **Outside Employment/ Conflict of Interest**

Any faculty member who proposes to engage in any outside activity which the faculty member should reasonably conclude may create a conflict of interest, or in any outside compensated professional activity, shall report to the faculty member's supervisor, in writing, the details of such proposed activity before engaging therein. More information can be found in Article 19 of the current CBA. This form can be accessed through the [Human Resources website](#).

## **Faculty Absences/Leave**

Florida Gulf Coast University recognizes the varied reasons that faculty will need to take leave. Pertinent information regarding leave can be found in Article 17 of the current [CBA](#).

## **Intellectual Property**

Florida Gulf Coast University encourages its faculty, staff, and students to undertake and/or assist with creative research endeavors and the development of new scholarship, works, and inventions that stimulate learning and lead to the discovery of new knowledge. View the [Intellectual Property Policy](#) here.

## **Student Related Policies & Support Services**

### **Academic Cheating/Dishonesty/Classroom Discipline**

[Ensuring a fair and civil campus community](#), Student Conduct at Florida Gulf Coast University strives to promote a safe and educationally supportive community where civility, fairness, integrity, dignity, and respect are the foundation for a vibrant academic community. Disruptive, alarming, and/or discipline problems are normally handled by personnel in the Office of Student Conduct and include provision for due process.

### **Student Travel**

- Information on student travel within [Study Abroad](#).
- Information on [Registered Student Organizations](#).

### **FERPA/Confidentiality**

FERPA is the United States federal law that protects student records privacy and provides for review and disclosure rights. Please review the [guidelines](#) to help you understand FERPA and what it means to you. These pages outline student rights under FERPA to review educational records and to allow or restrict access to third parties.

Please note that some information, called "Directory Information", may be released to third parties without the student's prior consent, unless the student files a written request to restrict directory information access.

### **Student Appeals Related to Grading and Other Academic Matters**

Please refer to the University Catalog for guidelines regarding [grade appeals](#).

### **Grade Forgiveness**

Students may repeat a course and [replace a previous course grade](#) from their FGCU grade point average calculations. FGCU continually updates [academic term information](#).

## Incomplete Grades

A student who is passing a course but who has not completed all of the required coursework by the end of the term may, with the permission of the instructor, [be assigned a grade of I](#). A grade of I is not computed in a student's GPA.

## Withdrawal from the University

Withdrawal is the formal process of leaving the university during a term. Dropping all classes does not constitute formal withdrawal from the university. A formal withdrawal can be initiated by submitting a [Withdrawal Application](#) in person, by email to the Office of Records and Registration. For more information on withdrawals, visit the Office of Records and Registration's [Office of Records and Registration's website](#).

## Financial Aid

The [Office of Financial Aid & Scholarships](#) has many resources to help aid students here at FGCU.

## Service Learning

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](#). Every student at FGCU must participate in 80 hours of service-based learning before graduation. Transfer students are required to complete 40 hours. Service-learning helps students enhance their classroom learning, gain career readiness skills, and explore passion areas while serving real needs in the community.

## Center for Academic Achievement

[The Center for Academic Achievement](#) offers free resources to help all FGCU students maximize their academic potential. Student services include academic coaching, tutoring, supplemental instruction, and writing consultations.

## Academic Advising

Academic advisors guide students in their transition into and navigation of the university experience. The Academic Advising Faculty and Staff help students clarify their interests, skills, and values in the context of class selection, major choice, and curriculum planning. [Advising](#) empowers students to make informed academic decisions while helping them interpret policy and understand the university resources available to assist in their academic success.

## Writing Lab

[The Writing Lab](#) helps students, faculty, and staff become more confident writers. Services include one-on-one sessions with expert writing consultants, on-demand presentations, drop-in sessions, and online writing submissions.

## Innovative Education and Partnerships

Everyone can find value in [continuing education](#), whether you're a lifelong learner or a professional wanting to advance your career. No matter where you find yourself, the Office of Innovative Education and Partnerships are here to help you take the next steps. Learn to accomplish your goals and go further in life.

## Counseling and Psychological Services (Students)

[Counseling and Psychological Services \(CAPS\)](#) is the main source of mental health support, counseling, and therapy services on campus. CAPS is fully accredited and most services are covered for students who are enrolled in the current semester and/or who have already paid health fees for the current academic term.

## Student Care Services

[Student Care Services](#) provides resources, referrals, and education to students, faculty, and staff while serving students who need assistance. The purpose of the Behavioral Consultation and Assessment Team ([BCAT](#)) is to provide consultation, recommendations, and when appropriate, resources to the University community regarding the behavior of a student that is disruptive or threatening to the University community or is potentially threatening to self or others.

## Adaptive Services/Disabilities

[Adaptive Services](#) provides access to activities, programs, and services to students, faculty, staff, and guests with disabilities. Individuals with a documented disability will be provided reasonable accommodations and services that will supplement their learning styles and aid them in becoming academically, professionally, and personally successful.

## Human Resources: Fiscal Information & Benefits

### Payroll

The [Payroll Department](#) is responsible for paying authorized salaries and wages for University faculty, staff, and hourly employees on a biweekly basis.

## Insurance

As a part of your total compensation package, the State of Florida offers competitive and comprehensive benefits to meet the needs of employees and their dependents. New employees have sixty days from their date of hire to enroll in these plans. Plan changes can also be made during the annual open enrollment period, or if you experience an approved [qualifying status change](#). All enrollments in State-sponsored plans are completed through People First, the State's third-party benefits administrator. Additional details on all of the State [insurance plans](#) are included in the [State Benefits Guide](#).

## Retirement

As an employee of Florida Gulf Coast University, a significant component of your benefits package is the participation in one of the State of Florida Division of [Retirement Plans](#). Options may include participation in the Florida Retirement System Pension Plan, Florida Retirement System Investment Plan, or the State University System Optional Retirement Plan (SUSORP). In addition, you have the opportunity to maximize your retirement savings by participating in the University-sponsored 403(b) program or State Deferred Compensation 457 plan.

## Employee Tuition Voucher Program

The [Tuition Fee Voucher Program](#) provided by the University allows full-time employees and their spouses and/or dependents with financial assistance for ongoing education with a total of 6 credit hours per semester for FGCU courses.

## Time Off

There are different [leave options](#) available to eligible employees at the University.

## Worker's Compensation

As an FGCU employee, you are covered by [Worker's Compensation](#) as required by Florida law. Worker's Compensation covers all "on-the-job" injuries, regardless of how minor.

## Employee Assistance Program

FGCU's [Employee Assistant Program \(EAP\)](#) has an abundance of resources to help you manage everyday challenges or significant life events through a robust support network and is available 24 hours per day/365 days per year.

## Equal Employment Opportunities and Affirmative Action

Florida Gulf Coast University is committed to maintaining a respectful, fair educational and work environment, free from discrimination or harassment. The goal of the University is to prevent discrimination or harassment from occurring and to provide a means of raising and resolving complaints promptly and effectively. The University does not discriminate on the basis of race, color, religion, age, disability, sex, national origin, marital status, genetic predisposition, sexual orientation, gender identity/gender expression, or veteran status as required by applicable state and federal law, as well as University regulations and policies. [Equal Employment Opportunity and Affirmative Action Statement](#)

## University Holiday Schedule

- [University Holiday Observances](#)

## Separation

- [University Separation Regulation](#).

## General Policies & Regulations

To promote effective governance practices, Florida Gulf Coast University formally approves and promulgates University policies. Policies are approved by the President in accordance with FGCU Policy 1.001, Guidance and Procedures for Approval and Issuance of University Policies.

- Information on [FGCU Policies](#).
- Information on [FGCU Regulations](#).