



July 5, 2007

MEMORANDUM

TO: Members of the Faculty

FROM: Anne E. Rowe *AER*
Dean of the Faculties and Deputy Provost

RE: Important Policies and Procedures

As the new academic year begins, I want to direct your attention to several important general and academic policies and procedures that govern your teaching, research, and service activities. This memorandum will remind you of your responsibilities under those policies. Please see the following websites for useful information:

- Office of the Dean of the Faculties (<http://dof.fsu.edu/>)
- the *Faculty Handbook* (<http://dof.fsu.edu/facultyhandbook/index.html>)
[Please note the *Faculty Handbook* is currently undergoing a major revision that will be completed this year]
- the *Florida State University General Bulletin 2007-2008* and *Graduate Bulletin 2007-2009* (<http://registrar.fsu.edu/>)
- FSU Policies and Procedures (<http://www.vpfa.fsu.edu/policies/index.html>)
- Office of Research (<http://www.research.fsu.edu/>)

General University Policies

1. Outside Employment/Conflict of Interest (<http://dof.fsu.edu/forms/outsideact1-06.pdf>)
 - “Outside activity” is defined as private practice, private consulting, additional teaching or research, or other professional activity, compensated or uncompensated, which is not part of the faculty member’s assigned duties and for which the university has provided no compensation.
 - “Conflict of interest” is defined as any conflict between the private interests of the faculty member and the public interests of the university, or the State of Florida, including conflicts of interest specified under Florida Statutes, or any activity which interferes with the full performance of the faculty member’s professional or institutional responsibilities or obligations. Conflicts of interest, including those arising from University or outside activities, are prohibited.

Florida State University encourages University faculty and academic staff to undertake outside activities, subject to the conditions stated in this policy on outside activity, that will increase the employee’s professional reputation and service to the community. If an outside activity is undertaken, the faculty member or academic staff must take reasonable precautions to ensure that the outside employer or other recipient of services understands that the faculty member or academic staff is engaging in such outside activity as a private citizen and not as an employee, agent, or spokesperson of the University. A faculty member must

not engage in any outside activity which the employee may reasonably conclude might create a conflict of interest or which might interfere with the full performance of the faculty member's academic responsibilities in the classroom and in non-classroom administrative, research, and advising obligations.

Before assuming or continuing any outside activity, the *Florida State University Faculty Outside Activity Statement* form (FSU Form FOA 802) must be completed and approved by the chair/supervisor and dean/director/vice president. After all necessary approvals have been received, the original of this form must be submitted by the dean/director to the Office of the Dean of the Faculties.

2. Dual Compensation (<http://dof.fsu.edu/dualcomp.htm>)

The Council of Deans has approved a change in the approval procedures of faculty dual compensation requests. Faculty dual compensation requests no longer require approval by Academic and Professional Program Services (APPS; formerly CPD). The approval process that ensures compliance with University dual compensation guidelines has been delegated to the appropriate deans or directors.

Dual Compensation is defined as compensation from the University for employment in excess of one full-time equivalent established position (1.0 FTE). This means faculty members may be employed in excess of 1.0 FTE by more than one department within the University, provided such employment:

- Is approved by the Dean or Director of both the primary and secondary employing unit. Approval must be requested and granted prior to the dual compensation appointment and/or the performance of any work with the secondary employer;
- Involves activities such as teaching courses on a branch campus (e.g., the Panama City Campus), conducting workshops not associated with the employee's regularly assigned duties, and teaching continuing education courses as well as other activities involving continuing education. The Dean or Director also has the authority to approve dual compensation under extenuating circumstances that would require immediate secondary employment upon approval;
- Does not interfere with the regular work of the faculty member for the primary department;
- Does not result in any conflict of interest between the two activities;
- Is compensated from OPS, not salary funds;
- Is offered to qualified faculty members before anyone who is not a faculty member. No faculty member is required to accept a dual compensation appointment.

3. Sexual Harassment Policy (<http://www.auditservices.fsu.edu/sh/policy.html>)

Sexual harassment is a form of discrimination based on a person's gender. Sexual harassment is contrary to the University's values and moral standards, which recognize the dignity and worth of each person, as well as a violation of federal and state laws and University rules and policies. Sexual harassment cannot and will not be tolerated at The Florida State University, whether by faculty, students, or staff, or by others while on property owned by or under the control of the University.

Employees and students who engage in sexual harassment will be subject to applicable disciplinary processes. Acts of sexual harassment which also constitute sexual battery or other violation of criminal law will be referred to the appropriate authorities for prosecution.

Under the University's sexual harassment policies and procedures, the Office of the University's Coordinator of Sexual Harassment Resolutions within the Office of Audit Services is designated to receive and investigate sexual harassment complaints as set forth in the University policy and to maintain records of all complaints. The policy requires all Florida State University community members to report incidences of sexual harassment promptly. The *Florida State University Sexual Harassment Policy* is available on the web at <http://www.auditservices.fsu.edu/sh/policy.html> or a copy may be obtained from Linda Stoutamire at 645-4682.

4. Sexual Battery Policy (<http://dof.fsu.edu/forms/sexualbattery.pdf>)

Florida State University is committed to educating the University community regarding the serious issues related to sexual battery as well as penalizing those who commit sexual offenses and providing support to victims. The complete policy statement is available under *University Policies* on the Office of the Dean of the Faculties website at <http://dof.fsu.edu/forms/sexualbattery.pdf>.

5. Alcohol and other Illicit Drug Policy

(<http://registrar.fsu.edu/bulletin/undergrad/info/drugs.htm>)

(<http://www.tshc.fsu.edu/par/documents/FSUAlcoholPolicy.pdf>)

The provisions in the two sites identified above constitute the alcohol and illicit drug policy of Florida State University. The policy delineates where and under what circumstances alcohol is permitted on campus. It also includes a clear statement of the standards of conduct that prohibit unlawful possession, use, or distribution of illicit drugs and alcohol on Florida State University's property or part of its activities; a description of the health risks associated with the use of illicit drugs and the abuse of alcohol; a description of the legal sanctions under local, state and federal law; a description of applicable counseling, treatment, or rehabilitation or re-entry programs; and a clear statement of the disciplinary sanctions the institution will impose on students and employees, and a description of those sanctions.

6. Faculty Member Seeking Advanced Degree at Florida State University

No tenure-track faculty member above the rank of instructor is permitted to work toward an advanced degree at the University. This policy applies to the ranks of assistant professor, associate professor, and professor.

7. Faculty Absences

A faculty member who is absent because of illness or for other legitimate reasons should notify the department chair or academic dean as soon as possible in order to make arrangements for the meeting of classes and the performance of other scheduled activities.

Teaching Policies

1. Course Syllabus

University policy requires that an outline of the course contents be distributed at the beginning of the semester along with the written objectives, the attendance policy (if applicable), notice of the Academic Honor Policy, and an ADA statement. The evaluation of each instructor's teaching effectiveness will begin with the approved written objectives of the instructor's course. See the University Curriculum Committee Forms website at <http://facsenate.fsu.edu/forms.html> for sample Academic Honor Policy, ADA, and attendance syllabus statements.

2. American with Disabilities Act (ADA)

Each faculty member and teaching assistant has the responsibility to comply with the American with Disabilities Act (ADA). Information on ADA requirements may be found in the *Guide to Reasonable Accommodations*, © 2000. A copy of the *Guide* may be requested by contacting the Student Disability Resource Center at 644-9566, and is also available at <http://www.disabilitycenter.fsu.edu/faculty.html>. See sample ADA statement at <http://facsenate.fsu.edu/forms.html> that must be included in each course syllabus.

3. Academic Honor Policy (<http://dof.fsu.edu/honorpolicy.htm>)

(New policy as of August 2005) The University has an Academic Honor Policy that calls for the coordinated efforts of faculty members and students to uphold academic integrity and combat academic dishonesty. A copy of the policy that includes all procedures and necessary forms can be found on the Dean of the Faculties website at <http://dof.fsu.edu/honorpolicy.htm>. Faculty members should remind students at the beginning of the term that they are bound by the Academic Honor Policy in all of their academic work. Also, faculty members must include a statement in each course syllabus referring students to the Academic Honor Policy and defining their expectations about two specific areas of the policy: whether group work and multiple submission are permitted. The Academic Honor Policy applies to all Distance Learning, International, and other off-campus programs. See sample Academic Honor Policy statement at <http://facsenate.fsu.edu/forms.html> that must be included in each course syllabus.

4. Explanation of specified grading standards to students at beginning of each term

Each instructor must provide to students in his or her classes at the beginning of each term an evaluation (grading) statement that will be used to determine grades in each course along with a statement of the goals and objectives of the course. We strongly encourage that you include your evaluation (grading) statement in all course syllabi. An explicit written statement included in the syllabus is the best way to provide students a clear understanding of course expectations and provides the best evidence that such an explanation was provided in case a grade is challenged. See the FSU File Syllabus on the University Curriculum Forms website (<http://facsenate.fsu.edu/forms.html>).

5. Posting of Student Grades

The password-protected, web-based "Blackboard" System is the most secure method for posting student grades. Because of the risk of identify theft, grades must **never** be posted by

complete social security numbers, and any records containing social security numbers must be protected carefully and must be shredded when discarded. The Family Educational Rights and Privacy Act requires the student's consent to public posting of his or her grades by name or other personal identifier, including a portion of the social security number. When posting grades of students who have given such consent, the faculty member should not arrange the list in alphabetical order.

6. Grade Appeals System (<http://dof.fsu.edu/gradeappeals.htm>)
(New policy in effect as of January 2006) The purpose of the grade appeals system is to afford an opportunity for an undergraduate or graduate student to appeal a final course grade under certain circumstances. Faculty judgment of students' academic performance is inherent in the grading process and hence should not be overturned except when the student can show that the grade awarded represents a gross violation of the instructor's own specified evaluation (grading) statement and therefore was awarded in an arbitrary, capricious, or discriminatory manner. The evaluation (grading) statement utilized during the grade appeals process is the one contained in the instructor's syllabus at the beginning of the semester. This system does not apply to preliminary or comprehensive exams or to thesis or dissertation defenses; these issues are reviewed by the Student Academic Relations Committee via the Dean of the Faculties.

The entire policy is found in the *Academic Regulations and Procedures* section of the *Florida State University General Bulletin 2007-2008* (<http://registrar.fsu.edu/bulletin/undergrad/apdefault.htm>) and on the Office of the Dean of the Faculties website (<http://dof.fsu.edu/gradeappeals.htm>)

7. Undergraduate Final Examinations *Florida State University General Bulletin 2007-2008* and *Exam Schedule* (<http://registrar.fsu.edu/bulletin/undergrad/apdefault.htm>); (<http://dof.fsu.edu/academics.htm>).

Undergraduate Final Examination Policy provides:

- Final examinations in undergraduate courses are discretionary within any given department.
- All students, including graduating seniors and graduate students, enrolled in an undergraduate course having a final examination are required to take the examination.
- The scheduling of a final examination, or a test in lieu of a final examination, *at any time other than the regularly scheduled final examination period is a violation of University policy*. The final exam schedule is found at <http://registrar.fsu.edu>.
- A test covering a portion of the semester's work which is given in lieu of a final examination, e.g., a "unit test," must be given during the regularly scheduled examination period.

Classes meeting every day at the same hour and classes meeting for more than one time period will hold examinations according to the time and day of the first scheduled class meeting of the week. For example, a class meeting at 8:00 a.m. on Tuesday and at 9:30 a.m. on Thursday will hold its examination at the exam time scheduled for Tuesday 8:00 a.m. classes.

Exceptions to the Examination Policy for an Individual Undergraduate Student:

Approval by the academic dean of the college in which the course is taught is required for any change in examination time for an individual undergraduate student. The student must first receive written permission from the instructor, if the instructor is willing to give a make-up examination at a specified time within the exam week. The student must then petition the dean, giving the reason for the requested exception, and including the instructor's written permission. The dean will then notify the instructor in writing if approval is granted.

Make-up examinations are permitted for an undergraduate student when justified by illness, conflicting examinations, four or more examinations in a 24-hour period, or for certain emergencies. **Arrangements must be made prior to the scheduled exam.**

In case of conflicting examinations, group examinations take precedence over examinations scheduled by class meeting time. In the case of conflicts that cannot otherwise be resolved, the course meeting earlier (by day or time) takes precedence over a course meeting later.

Exceptions to the Examination Policy for an Entire Undergraduate Class:

No instructor of an undergraduate course may give a final examination during the separate examination period at a time other than that which appears online at <http://registrar.fsu.edu/>, unless the instructor has obtained prior approval from the Undergraduate Policy Committee. Such approval must be requested, in writing, at least three (3) weeks prior to the scheduled final examination. To schedule a final examination without such approval places the instructor in jeopardy of administrative reprimand by his or her dean and the Vice President for Academic Affairs.

Graduate Final Exams

If a final exam is given in a graduate course, the exam should be scheduled during the established final exam schedule unless clear arrangements are made with the students and the Registrar's Office.

Examination Papers

University policy requires that examination papers of students shall be kept in the departmental file of the faculty member giving the examination for one year after the examination is given. Faculty members leaving the University before the completion of the year must leave the examination papers in the departmental files.

8. *Course Evaluations*

The student survey is one among several components of teaching evaluation. To accomplish that portion of the evaluation, it is Faculty Senate policy that all instructors (faculty, adjuncts, and graduate assistants) are required to administer the SPOT (Student Perception of Teaching) survey in all graduate and undergraduate courses during the academic year (fall and spring semesters), with the exception of those courses with fewer than ten students (for which SPOT is optional).

The non-confidential portion of the SPOT/SUSSAI results are available at <http://online.fsu.edu/assessmentservices/>.

9. Religious Holy Days (<http://dof.fsu.edu/forms/ReligiousHolyDaySp07.pdf>)

- Each student shall, upon notifying his/her instructor, be excused from class to observe a religious holy day of his/her faith.
- While the student will be held responsible for the material covered in his or her absence, each student shall be permitted a reasonable amount of time to make up the work missed.
- Professors and University administrators shall in no way arbitrarily penalize students who are absent from academic or social activities because of religious holy day observance.
- A Florida State University faculty member who wishes to observe a religious holy day shall notify the department chair or academic dean as soon as possible in order that arrangements may be made for the meeting of classes and the performance of other scheduled activities.

10. Office Hours

Every member of the faculty is required to post and honor specific office hours each session in which he or she conducts classes. The statement of office hours should be posted in a conspicuous place. While University policy does not set a minimum number of hours per week, standard practice has established that there be at least one hour per week for a minimum classroom teaching load.

11. Copyright restrictions (<http://www.auditservices.fsu.edu/services/copyright/>); (http://www.lib.fsu.edu/eres_copyright)

Faculty members are reminded that the copyright law protects the interests of the creators of pieces of literature, inventions, art work, *et cetera*. The Copyright Revision Act of 1976 officially recognizes the "fair use" exception for the use of material without the permission of the copyright holder, and the Act sets up factors to be considered if "fair use" is to apply. Every faculty member should acquaint himself or herself with the regulations of the law in order to adhere to them.

Copies of the Copyright Law (Copyright Revision Act of 1976, 17 U.S.C) can be found in the Documents Department of Strozier Library. The University Libraries provide "Guidelines for Reserve" which carry the Library's statement of policy in conformity with the law (http://www.lib.fsu.edu/eres_copyright). Please read these "Guidelines for Reserve" carefully.

12. University-sponsored Educational Materials (Course Packets)

Under University policy, students may be charged only the actual copying costs for course packets and similar materials used in courses.

Research Policies

The Office of Research website (<http://www.research.fsu.edu/>) provides information on research compliance policies and procedures as well as current research funding, training, and workshop opportunities that will assist you with your scholarly research and creative activities.

If you have any questions, please do not hesitate to contact my office at 644-6876. I also encourage you to visit our website at <http://dof.fsu.edu/> for information about a wide range of issues relevant to faculty.