Wednesday, November 18, 2020
8:30 AM -10:00 AM

Florida Polytechnic University
WEBEX TELECONFERENCE MEETING

Dial in: 1-415-655-0001 | Access code: 171 608 4905#

MEMBERS

Dr. Earl Sasser, Chair	Dr. Laine Powell	Connor Coddington
Dr. Ala' J. Alnaser	Dr. Narendra Kini	

AGENDA

|		
I.	Call to Order	Dr. Earl Sasser, Chair
II.	Roll Call	Zaira Medina
III.	Public Comment	Dr. Earl Sasser, Chair
IV.	Approval of the September 9, 2020 Minutes *Action Required*	Dr. Earl Sasser, Chair
V.	Discussion and Approval of the Committee Charter *Action Required*	Dr. Terry Parker, Provost
VI.	Provost's Report *Actions Required*	Dr. Terry Parker, Provost
VII.	Supporting Materials Overview	Dr. Terry Parker, Provost
VIII.	Spring Calendar Change Request *Action Required*	Dr. Terry Parker, Provost
IX.	Faculty Handbook Change and Approval Request *Action Required*	Dr. Terry Parker, Provost
X.	Florida Polytechnic University-5.0001AP New Degree Program Planning & Approval Policy *Action Required*	Dr. Terry Parker, Provost
XI.	Approval of Pathway for Associate of Arts Degree per Board of Governor's Regulation 8.007 *Action Required*	Dr. Terry Parker, Provost
XII.	Temporary Waiver of Tuition and Fees for Academic Improvement Course *Action Required*	Dr. Terry Parker, Provost

XIII.   Housing Owner Request for Rate Increase   Dr. Terry Parker, Provost
        Action Required

XIV.   Revised Faculty Handbook (clean copy)   Dr. Terry Parker, Provost

XV.   Closing Remarks and Adjournment   Dr. Earl Sasser, Chair
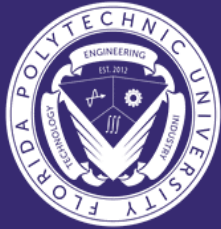
Academic & Student Affairs Committee Meeting

DRAFT MEETING MINUTES

Wednesday, September 9, 2020
9:00 AM – 10:00 AM

Florida Polytechnic University
WEBEX TELE-CONFERENCE MEETING

I. Call to Order

Committee Chair Earl Sasser called the Academic and Student Affairs Committee meeting to order at 9:35 am.

II. Roll Call

Zaira Medina called the roll: Committee Chair Earl Sasser, Committee Vice-Chair Frank Martin, Trustee Ala' J. Alnaser, and Trustee Connor Coddington were present (Quorum)

Other Trustees Present: Chair Cliff Otto, Vice Chair Mark Bostick, Trustee Gary Wendt, Trustee Don Wilson, and Trustee Bob Stork

Staff Present: President Randy K. Avent, Provost Terry Parker, Ms. Gina DeIulio, Mr. Tom Dvorske, Mrs. Kathy Bowman, Mr. Ben Matthew Corpus, Mrs. Kristen Wharton, Ms. Michele Rush, and Ms. Zaira Medina

III. Public Comment

There were no requests received for public comment.

IV. Approval of Minutes

Committee Vice-Chair Frank Martin made a motion to approve the Academic and Student Affairs Committee meeting minutes of May 20, 2020. Trustee Connor Coddington seconded the motion; a vote was taken, and the motion passed unanimously.

V. Committee Charter Review and Approval

Trustee Ala' J. Alnaser made a motion to approve the Committee Charter. Committee Vice-Chair Frank Martin seconded the motion; a vote was taken, and the motion passed unanimously.

VI. 2020-22 Academic & Student Affairs Committee Work Plan

Committee Vice Chair Frank Martin requested that the Academic & Student Affairs Committee Work Plan be consistent in format with the other committees. Provost Parker stated he will work with Committee Chair Earl Sasser on the Work Plan document and will review it with the Committee at the next meeting.

VII.   Provost Report and Discussion

Provost Terry Parker presented his quarterly Provost's report. He reviewed the University's response to the COVID-19 pandemic, including concerted efforts to create a vibrant student community on campus despite the situation. Provost Parker shared how the pandemic has impacted faculty hiring, and how faculty has adapted to flexible classroom instruction methods.

Provost Parker reported First Time in College (FTIC) and graduate student data, followed by student diversity data. He also reported on the increase in enrollment applications. Increasing the number of students will improve the Institution's metrics in Performance Based Funding (PBF). Provost Parker stated the Board of Governors is considering adding two new metrics to PBF that will be difficult for Florida Poly to achieve at this point. Committee Vice Chair Martin inquired about the two-year graduation rate for associate in arts transfer students, particularly if that included an associate in science degree. President Randy Avent responded there is an associate in science degree, but they are typically technician degrees.

Committee Vice Chair Martin also inquired if the University has any articulation agreements in place. Provost Parker responded there are two agreements in place, one with South Florida State College and one with Polk State College. The agreements specify the courses that a state college student needs to take in order to obtain a four-year degree at Florida Poly.

Committee Vice Chair Martin inquired if "events to support diversity on campus" and "training for committees to have searches be carefully inclusive" will be the only two areas of focus or are there others that Mr. Rick Maxey will work on? Mr. Maxey responded a plan for diversity and inclusion will be submitted this month to President Avent and his executive team for review.

Trustee Gary Wendt inquired about scholarships for minority groups. Mrs. Kathy Bowman responded there are some restrictions on establishing scholarships for diversity groups and she works closely with the General Counsels' office when scholarship opportunities arise. Trustee Wendt runs a scholarship fund for minority students and women; if this can be implemented at Florida Poly, he would be willing to assist. Committee Vice Chair Martin also referred to the Frank T. Martin STEM Scholarship and the two African American students at Florida Poly who will receive this scholarship.

Provost Parker briefly reported on the Collective Bargaining memorandum of understanding (MOU) regarding fall re-opening. He stated his support of this MOU.

Trustee Ala' J. Alnaser made a motion to recommend approval of FPU-BOT COVID19 MOU 2 to the Board of Trustees. Trustee Connor Coddington seconded the motion; a vote was taken, and the motion passed unanimously

Trustee Connor Coddington made a motion to recommend approval of the 2020 textbook and instructional materials report to the Board of Trustees. Committee Vice-Chair Frank Martin seconded the motion; a vote was taken, and the motion passed unanimously.

Committee Vice-Chair Frank Martin made a motion to recommend approval of the 2019 textbook report to the Board of Trustees. Trustee Connor Coddington seconded the motion; a vote was taken, and the motion passed unanimously.

Trustee Connor Coddington made a motion to recommend approval of FPU-5.003 textbook adoption and affordability-amendment and repeal of BOT Resolution 2017-001 to the Board of Trustees. Committee Vice-Chair Frank Martin seconded the motion; a vote was taken, and the motion passed unanimously.

VIII.   <u>Closing Remarks and Adjournment</u>

With no further business to discuss, the Academic and Student Affairs Committee Meeting adjourned at 10:49 a.m.

Academic and Student Affairs Committee
CHARTER
(Staff Liaison: Dr. Terry Parker, Provost)

2020-2021 Committee Members:

1. **Chair: Dr. Earl W. Sasser**
2. **Vice Chair:**
3. **Trustee Ala J. Alnaser**
4. **Trustee Connor Coddington**
5. **Trustee Narendra Kini**
6. **Trustee Laine Powell**

Current charter:
"This committee is responsible for issues related to academic programs, student affairs, student life, education policy, regional accreditation, financial aid, recruitment, admissions and retention of students, and faculty recruitment."

Proposed charter:

In the simplest terms, the Academic and Student Affairs committee has its charter to be responsible for issues at Florida Polytechnic University related to improving the student success rate and developing centers of faculty excellence in carefully selected STEM fields.   Everything that the committee does should ensure that Florida Poly achieves those two objectives in the most cost-effective manner.

Topics routinely examined by the committee include Admissions and Financial Aid, Degree Programs, Faculty Hiring, Graduate Programs, and Technology and Pedagogy in support of the instructional mission.

Provost's Report

Terry Parker

November 18, 2020

Today's meeting includes both "approval" items and reporting and discussion

- **Approval Items**
  - **Spring Calendar**
  - **Faculty Handbook**
  - **Policies to approve**
    - *New Degree program planning and approval*
    - *Approval to Grant Associates of Arts Degree*
  - **Academic Improvement Course 0 credit-hour fee temporary waiver**

- **Reporting and Discussion**
  - **Admissions and Financial Aid**
  - **Student Affairs**
  - Four Year graduation improvement plan
  - **Degree Program Additions and Faculty Hiring Status**
  - **Student and Faculty Diversity**
  - Graduate Programs
  - **Technology and Pedagogy**
  - **Special Discussion Items:**
    - *Performance Based Funding*
    - *Housing and Cost of Attendance*
    - *FIPR Building*
    - *SACSCOC*

Spring Break 2021, a change in plans

- **A "typical" Spring Break is a time for LOTS of Student Travel and Gathering across the country**
  - **COVID-19 will be a factor in our spring**
  - **"Travel and Gathering" during a pandemic is problematic for our campus**
- **We are proposing a modified Spring schedule**
- **The key element is a replacement of spring break week with one midweek break day and a three day weekend**
- **Formal calendar dates are provided in the Board Materials**
- **Proposed Action:**
  - **"Recommend approval of the changes in the Spring 2021 calendar that are provided in the board materials to the Board of Trustees."**

Faculty Handbook

- **Reviewed and updated annually.**
- **Delayed last year due to Covid-19.**
- **This year's updates include reorganization of materials.**
- **New Sections added on Academic Affairs organization, joint appointments, and distance-learning attendance requirements.**
- **Updates to other sections to bring in line with current policy or practice.**

- **Proposed Action:**
  - **"Recommend approval of the 2020 – 2021 Faculty Handbook to the Board of Trustees."**

FPU-5.0001AP-New Degree Program Planning & Approval Policy

- **Revises current policies to reflect organizational changes in Academic Affairs since 2016.**

- **Authorizes BOT to grant Associate degrees in aligned with BOG Regulation 8.007**

- **Brings us into compliance on this issue with our own policy for SACSCOC reaffirmation**

- **Proposed Action:**
  - **"Recommend approval of the <u>REVISED</u> policy FPU-5.0001AP-New Degree Program Planning & Approval to the Board of Trustees."**

Approval to Grant
Associate of Arts Degree

- **Board of Governors' Regulation 8.007 on Articulation requires that students who meet the curricular requirements for an associate degree and who**
  - **"Stop out, do not re-enroll, and become inactive at the institution…the subsequent fall shall receive specific instructions from the SUS institution on how to apply for an A.A. degree."**
- **Only awarded to students who leave the university and**
  - **Meet the requirements for an A.A., and**
  - **Apply for the degree.**
- ***Not* awarded to continuing students and *Not* available to students who also earn a bachelor's degree from the University.**

- **Proposed Action:**
  - **"Recommend to the Board of Trustees awarding the associate of arts degree under the terms and conditions stipulated in the Florida Board of Governors Regulation 8.007 effective upon adoption of FPU-5.0001AP by the full Board of Trustees."**

Academic Improvement Course

- **The Academic Improvement Program targets students whose GPA has fallen below a 2.0.**
- **Students paired with coach show 85 – 95% success rate in pulling up their GPAs.**
- **We are _expanding the program_ to add a 0-credit course to augment the success coach's work.**
  - **Required for students on probation**
  - **Optional for students that would like extra support**
- **0-credit requires a fee equal to 1-credit hour.**
- **Requesting one-time waiver of fee for spring 2021 only during pilot phase, after which fee will be charged as usual.**
- **Proposed Action:**
  - **"Recommend approval to the Board of Trustees of a one-time waiver of the 0-credit fee for the SLS Academic Improvement, 0-credit course for spring 2021 only."**

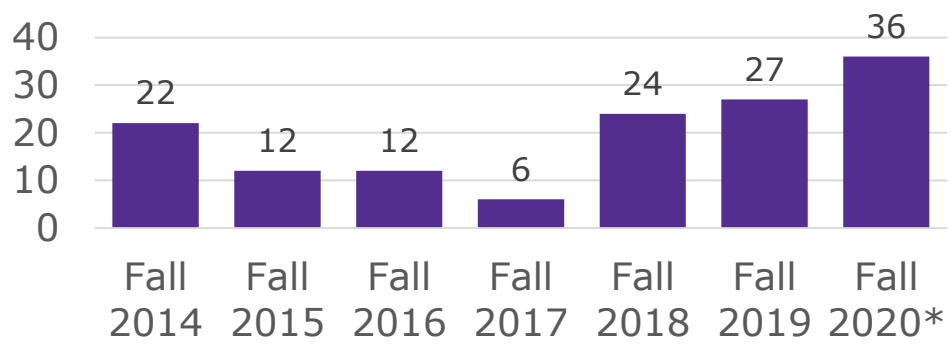# Fall 2020 admissions were strong; the Fall 2021 "season" is Very Uncertain

First Time Freshman		Fall 2014	Fall 2015	Fall 2016	Fall 2017	Fall 2018	Fall 2019	Fall 2020*
Average SAT		1,250	1,200	1,200	1,269	1,287	1,275	1,327
Average ACT		26.0	26.0	26.0	27.0	28.8	28.4	30.0
Average HS GPA		3.80	3.98	3.78	3.95	4.03	4.00	4.20
Ranked Top 10% in HS Class			17%	14%	22%	25%	25%	25%
Top Quartile HS Class						45%	48%	49%
Gender	Males	86%	85%	88%	85%	86%	83%	82%
	Females	14%	15%	12%	15%	14%	17%	18%

Gains are at risk

Total entering student headcount **495***

strong uncertainty

**As of First Day of Class, includes 66 summer starts continuing in the fall*

Graduate New Students

	Fall 2014	Fall 2015	Fall 2016	Fall 2017	Fall 2018	Fall 2019	Fall 2020*
	22	12	12	6	24	27	36

The "COVID" Landscape is Negatively Impacting Fall 2021 Admissions

FLORIDAPOLY

- **SUS Applications down significantly**
  - **November: UCF, USF, FSU, UF, etc.** ⬇ **30%-50%**
  - **Florida is the only state in the country that is not test-optional**
    - *60% of Florida HS seniors did not have a test score as of October*
    - *Community College and State College no test*
  - **COVID effects are significant**
    - *Limited in-person events and activity, pressure for students to "stay local"*
    - *We are strongly concerned about the effect of COVID on diversity in our admissions pool*
- **Fall Change: Bright Futures (Medallion level) will receive 100% tuition at the FCS and 75% at SUS**
  - **This effectively lowers the price of state college attendance compared to the SUS for fall 2021.**

Florida Poly Fall 2021 Prospects: we are faring better than many in the SUS

- **FTIC**
  - **Applications down 12% (compared to previous year)**
  - **Quality is flat in transcripts; board scores will return to 2019 averages due to pandemic**
- **Admission reaction to the current environment:**
  - **Admits up: strategy to:**
    - *admit early, package aggressively, and actively build relationships promptly*
    - *Increasing summer and First-Year STEM program numbers*
- **Tools for continued growth:**
  - **Degrees: continued construction of High Value Degrees**
    - *Exploring new industry relevant FTIC Certificate as part of admission*
    - *Aggressive push for Business Analytics and Data Science in new markets*
  - **Student Experience:** *Be a Part of Something*
    - *Developed new pathways through University Teams: Esports, Robotics, Nuclear Propulsion, Band, club Women's soccer, club Men's Lacrosse*

Spring 2021 Status
(looks good but numbers are small)

- **Spring FTIC**

  - **Applications initially up over 200% (58 vs 15 last year), however most not following through or have low indicators**
  - **Project enrolling about 15 (twice as many as the average of the past 4 years)**

- **Spring Transfer Students**

  - **Transfer applications are up 83%**
  - **Transfer deposits are up 90%**

- **Spring Grad Students**

  - **Apps and deposits up (20 vs 1 last year)**
  - **However almost all are internationals that will be unable to obtain a visa or travel due to the pandemic**

A successful admission strategy requires a range of groups

- *Data is for first day of class in Fall 2020 and census for Fall 2019*

Enrollment Growth requires expansion of student "types"

	Fall 2019	Fall 2020	Change	Fall 2021 Projections
New UGs	345	460	+115	
FTIC	278	319	+41	
Transfer Students	64	75	+11	
First Yr Stem Prgm	24	58	+34	
Graduate Students	27	35	+8	
Int Deposits	21	30	+9	
FTIC Female %	15.0%	16.6%	+1.6	
FTIC Latino %	20.3%	24.5%	+4.2	
FTIC Black %	5.8%	7.2%	+1.4	

Will provide at next board mtg

FTIC – First Time IN College, UnG – Under Graduate, SAT – Scholastic Aptitude Test, ACT – American College Test, HSGPA – High School Grade Point Average

Student Affairs: Student Support in a Remote Environment

- **Advising and Tutoring**
- **Early Alert**
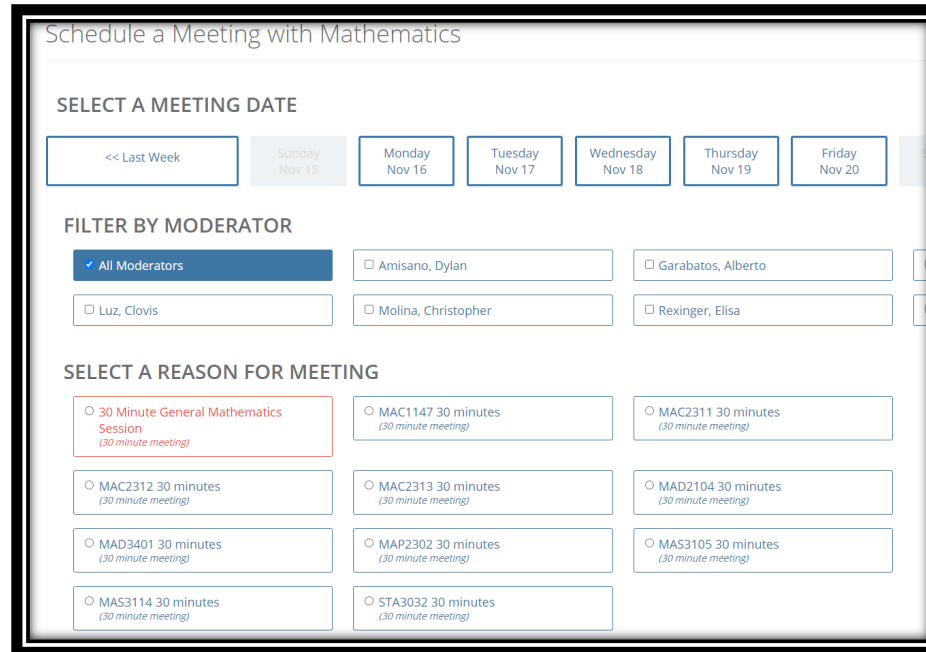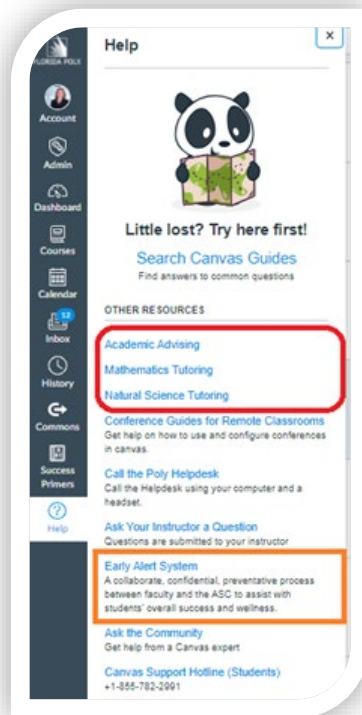
Early Alert—Committee and weekly outreach to promote student success

TEAMS
(Be a Part of Something)

- **Students compete at high levels within varying degrees of state or national competitiveness, while balancing the rigor of a core STEM degree. The social interaction, lasting friendships, sportsmanship, and positive energy generate unique experiences that will last a lifetime.**

Coming Soon…
--Women's Club Soccer
--Men's Club Lacrosse
--Robotics

Career and Graduate School outcomes are positive

- **Approximately 60% of Spring and Summer 2020 grads identify being employed a field of study associated with their degree.***

- **Majority employed in Polk County.
  Companies reporting multiple FL Poly hires:**
  - **CITI, Draken, Ellucian, Honeywell, Jacobs, Lockheed Martin, NAWCTSD, Publix**

- **Approximately 10% of Spring and Summer 2020 grads identify being enrolled in a graduate program.**

- **Fall 2020: Remote Career Fair, Graduate School Showcase, Virtual Meet and Greets**

Degree program Additions: discussion

- **A principle for Florida Poly is "High Value Degrees"**
- **The constraints and processes are significant:**
  - **Constraints: student demand, industry demand, faculty to deliver the degree, infrastructure as required, staging of assembling the faculty for a four year degree**
  - **Processes:**
    - *Degrees are controlled by processes within the SUS structure*
    - *Certificates* and Concentrations** are within the purview of the institution*
    - *Timing for Establishing is very different: Degrees require a minimum of 18 months, Certificates and Concentrations can be established quickly*
- **Program offerings must promote:**
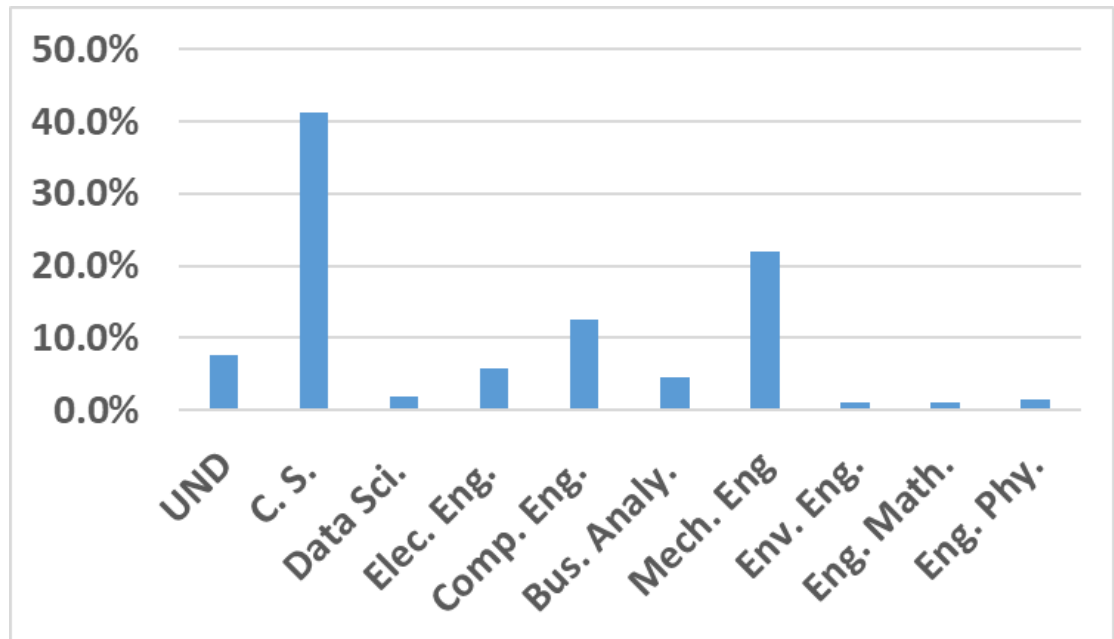 - **High Value Degrees**
  - **Growth**

*a certificate is a set of courses that are NOT fully embedded in, or typically used for, a degree program
** a concentration is an upper division set of four courses embedded within a degree

- **Our Degree Offerings are at the center of our student experience and drive the success (and size) of the campus**
  - **To ensure _sustained_ growth we must continue to add degrees, concentrations, and certificates**

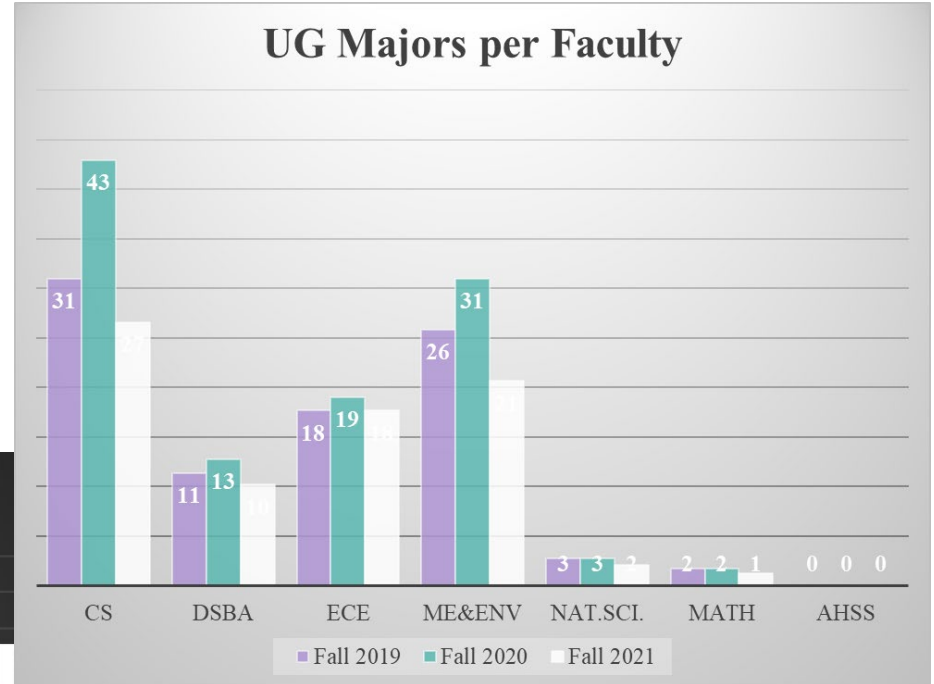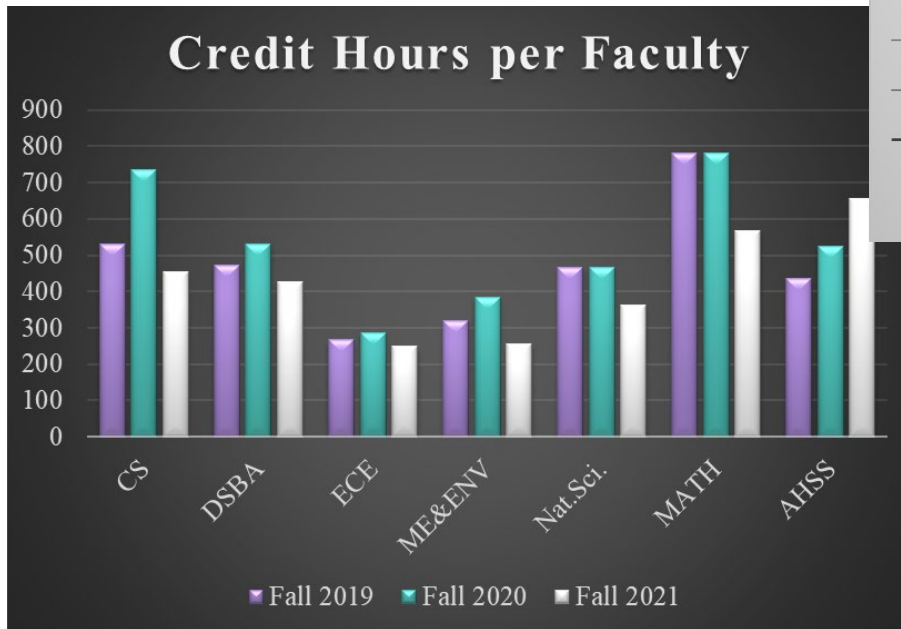Our degree "demographic" represents our history and shows where our growth potential lies

Strategic Design for Growth

- **Degrees and Campus Culture:**
  - "High Value Degrees" and "Be a Part of Something"
- **Computing and Technology:**
  - Build reputation, focus on quality in CS degree
  - Add Cyber Security Engineering Degree (final step spring 2021)
  - Data Science, emphasize distinction from Computer Science, internally publicize new hire
- **Engineering:**
  - Build employer base for Mechanical
  - Focus on internal growth for Electrical (gateway courses)
  - Build enrollment in Environmental Eng.
  - Add Industrial Engineering, Civil Engineering
- **Business Analytics:**
  - Strengthen unique focus, actively recruit into degree
  - Use as a high value fallback major
  - Consider concentration using Computer Science (i.e. FinTech)
- **Use certificates to provide stackable credentials**

Hiring Allocations are based on a range of factors

Credit Hours per Faculty

CS · DSBA · ECE · ME&ENV · Nat.Sci. · MATH · AHSS

Fall 2019   Fall 2020   Fall 2021

UG Majors per Faculty

	CS	DSBA	ECE	ME&ENV	NAT.SCI.	MATH	AHSS
Fall 2019	31	11	18	26	3	2	0
Fall 2020	43	13	19	31	3	2	0
Fall 2021					2	1	0

Program Quality, stability, and growth all must be considered

Faculty Hires for the current year are based on four needs

- **Protect quality of credit hour delivery**
  - **CS: 3 hires**
  - **Math: 2 hires**
  - **ME: 1 hires**
  - **NatSci: 1 hire**
- **Protect/Build "old" programs, position for growth**
  - **DSBA: 2 hire**
  - **ECE: 1 hire**
  - **ME: 2 hire**
  - **CS: 2 hires**
- **Build New Programs**
  - **ENV: 3 hires**
  - **Cyber Sec. Eng, 2 hire**
  - **Phy: 2 hires**
  - **Math: 2 hires**
- **Build Grad program**
  - **CS: 3 hires**

> - *All Departments established areas of strength, considered their teaching capacity for courses.*
> - *Externally filled Leadership positions must be included in this hiring program.*
> - *We have hired one individual this fall and are actively pursuing three others*

Diversity and Inclusion

- **The institution has appointed Rick Maxey as the Assistant Vice President of Diversity and Inclusion**
- **The initial focus has been on public events for the Florida Poly campus**
- **Fall 2020 Programming**
  - **Phoenix Talks: Women of 21st Century STEM**
  - **Phoenix Talks: Your Vote Matters**
    Phoenix Talks: Your Life Matters
  - **Campus Dialogues—Open Space for the Community to Come together and Discuss the Election**
  - **Student Development: LGBTQ+ Welcome Space**
    Student Development: Safe Zone
    Student Development: Love is Louder
- **Curricular Activity:**
  - **Focused lesson on Diversity and Inclusion in Academic Professional Skills Course**

Technology and Training positioned us to succeed during the fall

- **Instructional modes are: FLEX, ONLINE ENGAGED, and Lab**
- **A complete "redo" of furniture in all IST common spaces has addressed social distance issues**
- **A seat reservation "app" provides class access and seat assignment**
- **88% of the faculty were trained over the summer**
- **Large support from much of the campus to create a FLEXIBLE and pandemic appropriate campus**
- **<u>The emerging challenge is maintaining student engagement</u> (this statement was made in September)**
  - **Indicators are that student engagement is not what it needs to be**
  - **We have formally asked students for "cameras on"**

Operating with COVID

- **Learning Loss impacts STEM disproportionately**
  - **Fall of 2020 K-12 students returned with only 50% of the learning gains in Math relative to a typical school year on average**
  - **HS Seniors inability to superscore lowering avg test scores**
  - **77% of principals said that they developed alternative routes (ie: waiving graduation requirements) for students to graduate [due to the pandemic]**
- **Our challenge is to succeed with students that are not as well prepared and that are having difficulty re-engaging**

Ceballos, A. & Solochek, J. (2020). How are Florida's high school seniors going to go to college if they can't take SAT? Miami Herald – Education OCTOBER 15, 2020; http://rattlernation.blogspot.com/2020/09/half-students-registered-for-sat-test.html; Kuhfeld, M. and B. Tarasawa (2020), The COVID-19 slide: What summer learning loss can tell us about the potential impact of school closures on student academic achievement, NWEA; Hamilton, L., Grant, D., Kaufman, J., Diliberti, M., Schwartz, H., Hunter, G., Messan Setodji, C., & Young, C. (2020). COVID-19 and the State of K–12 Schools: Results and Technical Documentation from the Spring 2020 American Educator Panels COVID-19 Surveys. Rand Corporation Research Project.

Spring Instructional Effort

- **Spring classroom modalities designed around a stronger effort to encourage back-to-campus/ classroom participation to boost academic progress and learning.**

- **Instructional modes are:**
  - **Face-to-face;**
  - **FLEX-with at least 50% Face-to-Face required;**
  - **Online-engaged, and**
  - **Labs**

- **Added face-to-face back in mix**

- **Flex/synchronous courses will strongly encourage a "camera's on" behavior: fosters engagement and reinforces professional workplace**

- **IST classrooms and common spaces continue to be fully set up to address social distancing protocols**

- **Even with modified, in-class requirements IST will still be operating at a low-population level.**

Performance Based Funding is based on <u>prior</u> year performance

FLORIDA**POLY**

•	Percent BS graduates employed	10	(2018-19)
•	Median wages for BS graduates	10	(2018-19)
•	Average Cost to the Student	10	(2019-20)
•	FTIC Four-Year graduation rate	10	2016 FTIC cohort
•	Academic progress rate (retention)	10	(2019-20)
•	BS awarded in strategic areas	10	(2019-20)
•	University access rate (UG w/ Pell)	10	(Fall 2019)
•	% Freshman in Top 10% HS	10	(Fall 2020)
•	Two-Yr Grad. Rate AA transfers	5	3 year average, cohorts from 2016, 2017 and 2018
•	APR for Pell	5	(2019-20)
•	BOT: % Grads with 2+ Workforce Experiences	10	(2019-20)

The measurement cycle culminates in mid summer and uses the most recent available and complete data

There are two parts of the system: Excellence points and Improvements

Point Scales are set by the Board of Governors

Florida Poly struggles with several metrics

- **FTIC four year graduation rate**
  - **We rank number 8 in the system**
  - **To acquire five points requires a ~44% FTIC graduation rate**
  - **This metric is based on an accumulation of activity over a four year period**

- **Academic Progress Rate**
  - **We rank number 10 in the system**
  - **This metric is based on "initial" student success and positive engagement**

- **Percent Freshman in top 10% of High School class**
  - **We rank number 6 in the system**
  - **This metric is only applied to one other school**

- **"New" metrics**
  - **Two year AA graduation rate, APR for Pell**

- **Our pathway in the coming few years on these metrics is "improvement" points**

The housing owner has requested an approximate 3% cost increase for next year

- **Our cost of attendance is dominated by non-tuition and fee expenses**
  - **Tuition and Fees: $4,980**
  - **Room and Board: $10,580**
  - **Transportation and other expenses: $4,000**
- **Tuition and Fees have been "frozen" for seven years**
- **The housing owner is requesting an increase rental rates**
  - **COVID-19 has significantly impacting their net income**
  - **Any increase over 2.25% requires formal approval**
  - **Double up by 4.3% and single 3.3% in Phase II**
- **Market analysis is difficult because of local markets and differences in "services"**
  - **Comparably priced to UCF, FSU, more expensive than UWF, UF, FIU**
  - **Local apartments significantly less expensive but direct comparison due to lease duration and utilities, etc. difficult**
  - **The effect of the pandemic on funds for education is unknown**

FLORIDA**POLY**

- **FIPR is currently located in Bartow**
  - **Stronger interaction with campus would help both FIPR and the campus research mission**
  - **Location near the ARC would be ideal**
  - **Funds would come from the FIPR trust fund**

SACSCOC Reaffirmation Update

- **University is up for full reaffirmation of institutional accreditation in December 2022.**

- **On-site visit scheduled for February 21 – 24, 2022.**

- **Compliance Certification is due <u>Sep 7, 2021</u>.**

- **Advisory Visit from SACSCOC Vice President, February 2 – 3, 2021.**

Key Messages for Today

- **Admissions and Financial Aid**
  - **Numerous challenges**
- **Student Affairs**
  - **Be a Part of Something**
- **Degree Program Additions and Faculty Hiring Status**
  - **Planning additions**
  - **Hiring underway**
- **Technology and Pedagogy**
  - **COVID-19 challenges in the learning environment are significant**
- **Performance Based Funding**
  - **Brings new challenges to the campus**
- **We are planning a facility for FIPR on the campus**

Supporting Materials for November Board of Trustees Meeting
Academic and Student Affairs Meeting

- **Spring Calendar: Memo providing details of the changes**

- **Faculty Handbook changes: Memo providing explanation of the changes**

- **New Degree Planning and Approval Policy: memo explain rationale**

- **Approval of Associates of Arts Degree: memo explain rationale**

- **Rationale for temporary waiver of tuition and fees for Academic Improvement Course**

- **Faculty Handbook: background material: "Clean" copy of the proposed revised faculty handbook**

FLORIDA POLYTECHNIC UNIVERSITY

October 12, 2020

To: Randy Avent, President

From: Terry Parker, Provost

Re: Calendar for the spring semester

Cc: Dahl Grayckowski, Registrar

As we have discussed, the expected conditions that we will face from COVID-19 have caused us to reconfigure the Spring 2021 semester so that there is not a weeklong break. Classes will operate on the normal daily schedules as controlled by the registrar. The critical dates for the new calendar will be:

January 11, 2022	First Day of Class	This is the same as the prior approved calendar
January 18, 2021	Martin Luther King Day – no classes	This is the same as the prior approved calendar
February 9, 2021	Career Day – no classes	This is the same as the prior approved calendar
March 10	Spring Mid-week break – no classes	This is a NEW date that is in lieu of spring break
March 26	Spring End-of-Week break – no classes	This is a NEW date that is in lieu of spring break
April 23	Last Day of Classes	This is a NEW date because of the changes in the calendar
April 24, April 26	Reading Days – no classes	These are NEW dates because of the changes in the calendar
April 27 to May 1	Final Exams	These are NEW dates because of the changes in the calendar
May 2 or May 3	Graduation	Date pending venue availability

Please provide your approval for this change in calendar, pending formal adoption by the Board of Trustees at the November meeting.

Approved: _Mave_____
                Randy Avent, President

November 8, 2020

To: Florida Poly Board of Trustees

From: Terry Parker, Provost

Re: Faculty Handbook Changes

The faculty handbook is updated annually with changes typically being proposed and accepted at the end of the spring. The challenges of last spring forced us to move last year's update to this fall. The changes included in this year's update are:

- This year's updates include reorganization of materials.
- New Sections added on Academic Affairs organization, joint appointments, and distance-learning attendance requirements.
- Updates to other sections to bring in line with current policy or practice.

Within the supporting Board materials, the full handbook is included both as a "clean" copy and as a redline version to show changes.

FLORIDA	OFFICIAL
POLYTECHNIC	UNIVERSITY
UNIVERSITY	ACADEMIC POLICY

Subject/Title: New Degree Program Planning and Approval
FPU Policy Number: FPU-5.0001AP
___ New Policy ___X___ Major Revision of Policy ___ Minor Technical Revision of Policy
Date First Adopted: December 13, 2013
Date Revised: ~~December 2, 2015~~
Responsible Division/Department: Academic Affairs
Initiating Authority: Provost and Executive Vice President for Academic Affairs

A. APPLICABILITY/ACCOUNTABILITY:

This policy governs the required planning and approval process for new academic degree programs ("new degree programs") ~~to be offered at Florida Polytechnic University~~ and is applicable to all individuals charged with planning and approving new degree programs.

B. POLICY STATEMENT:

The Florida Polytechnic University Board of Trustees ("BOT") has the responsibility and authority to approve the implementation of new degree programs at the associate, bachelor's, master's, ~~and~~ advanced master's, and specialist level in accordance with Board of Governors Regulation 8.011 ("BOG Regulation 8.011").

1. Program proposals shall be approved by the BOT if they meet criteria set forth in BOG regulation, including but not limited to Strategic plan, demand, and need; and, institutional readiness and sufficiency.
2. Proposals for Doctoral programs must be reviewed by the BOT and approved for submission to the BOG, but the degree programs themselves are only approved by the Board of Governors. ~~This policy supplements BOG Regulation 8.011. The University will follow the procedures below when: 1) identifying potential new degree programs to explore for implementation over the period covered by the University's strategic plan and work plan; 2) reviewing and approving proposed new degree programs by the appropriate entities of the University and the system; 3) seeking final approval of the new degree program by the BOT and the Board of Governors; and 4) getting new degree programs adopted, if applicable.~~

~~The BOT shall only approve a new degree program if the program meets the criteria set out in BOG Regulation 8.011 ("BOG criteria").~~

C. Definitions

This policy follows definitions as stated in BOG Regulation 8.011:

(a) **Degree Program** – An organized curriculum leading to a degree in an area of study recognized as an academic discipline by the higher education community, as demonstrated by assignment of a Classification of Instructional Programs (CIP) code by the National Center for Educational Statistics or as demonstrated by the existence of similar degree programs at other colleges and universities. An argument may also be made for a truly unique degree program, based upon emerging research trends or occupational demand. Each degree program shall have designated faculty effort and instructional resources and shall be assigned a CIP code and included in the State University System Academic Degree Program Inventory. Each degree program shall include at least one program major as defined in paragraph (2) (b), but may have multiple majors.

(b) **Program Major** – An organized curriculum offered as part or all of an existing or proposed degree program. A program major shall be reasonably associated with the degree program under which it is offered and shall share common core courses with any other majors within the same

1

degree program. Although in some cases the major and the degree program names are synonymous, only the degree program shall be assigned a CIP Code and shall be included in the State University System Academic Degree Program Inventory as a stand-alone program. The number of credit hours for a program major for each degree level shall be established by the university within the parameters of paragraph (3)(a) 6c.

C.3.   PROCEDURES:

The process for planning for and approval process forof new degree programs includes an pre-preproposal phase and a proposal phase.volves an exploratory pre-proposal process, a Formal Proposal development and preliminary internal review and approval process, and a final new degree program approval process. In order to ensure that the University delivers its best product in the form of a degree program, the process is necessarily iterative, but includes, at a minimum, the following elements.

1. Exploratory Pre-Proposal Phase rocess.
    a. The Provost in consultation with the President and, based on the University's strategic plan, research and input feedback from various constituents (such as facultyacademic leadership, faculty, industry partners, University staff,advisory boards, and so on) and Board of Governors, and based on trends in higher education identifies potential new degree programs to explore for possible implementation over the period covered by the University's strategic plan and work plan. includes prospective program areas in the year-two box of the University's annual Accountability Plan (which is subsequently approved by the BOT).
    b. The University may engage consultants to conduct market studies, viability studies, and/or to provide information on the potential new degree programs.
    c. The University, through its faculty, staff and outside consultants, gathers information related to the BOG criteria for each of the potential new degree programs to create a Prospectus. The Prospectus undergoes a vetting process by the following groups:
        i. The Office of Institutional Research and Effectiveness (for CIP code assigning);
        ii. The Academic Program Coordinators' Council; and
        iii. The Graduate Committee (if graduate program)
        with recommendations related to the Prospectus and potential new degree program being submitted to the Provost.
    d.b. At the Provost's direction, the Vice Provost, or designee will submits the Prospectus Pre-proposal for the proposed degree program to the SUS Council of Academic Vice Presidents Academic Coordinating Group (SUS CAVP ACG) for feedbackinput.
    e. The Prospectus may be modified based on information and feedback obtained during the pre-proposal process. A promising Prospectus is submitted to the Provost for final review and consideration.
    f. If the Provost determines that the University should further consider a potential degree program, the Provost presents the Prospectus to the BOT for the board's preliminary approval of the potential new degree program.
    c. A successful pre-proposal, which will have a specific degree name and CIP code at this time, will be moved into the year-one category on the University's annual Accountability Plan, approved by the Board of Governors.
2. Formal Proposal Development and Internal Review ProcessProposal Phase.
    a. The Department responsible for the degree program develops the courses, curriculum, plan of study, determines common pre-requisites, and other academic requirements and initiates the curriculum process as outlined in the Faculty Handbook, updated and approved annually.

    b. The Office of the Vice Provost of Academic Affairs coordinates with other administrative offices and the department to complete the remaining portions of the formal proposal, including the required Board of Governors criteria for accountability, demand, and institutional capacity; finance, faculty, administrative, and research support.

        i. The Office of the Vice Provost also ensures appropriate submission of documents for review and approval to other State committees as required.

    ~~2.~~ c. Upon completion of the curriculum process and finalization of the formal proposal, the document is submitted to the Provost and President for inclusion in the Board of Trustees materials for approval at their next available meeting.

    ~~a. If the BOT gives preliminary approval of a potential new degree program, faculty work with the Office of Institutional Research and Effectiveness to develop the **Formal Proposal** for the proposed new degree program and identify SACSCOC substantive change issues in coordination with the Accreditation Liaison.~~

    ~~Once completed, the Formal Proposal for the proposed new degree program goes to the following for feedback and recommendations:~~

      ~~i. University Curriculum Committee (UCC) – for evaluation of the program and approval of proposed courses;~~

     ~~ii. Graduate Committee – (if a graduate program) for evaluation of the program and approval of proposed courses;~~

    ~~iii. Academic Program Coordinators' Council – for overall evaluation to include compliance with accreditation (regional and professional, if applicable);~~

    ~~iv. The Chief Financial Officer – for evaluation of implementation costs and other costs;~~

     ~~v. Faculty Assembly;~~

    ~~vi. The University Provost; and~~

   ~~vii. The University President.~~

3. **Final Approval by BOT and Board of Governors and Adoption**. The Provost presents the ~~final version of the~~ Formal Proposal for the proposed new degree program to the BOT Academic and Student Affairs Committee for its approval.

    a. The BOT Academic and Student Affairs Committee ~~has the authority to approve~~ reviews the new degree program~~s. The Committee reviews the Formal Proposal~~ in light of the BOG criteria and implementation costs and determines whether to recommend approv~~al of e~~the new degree program ~~on behalf of~~ to the full Board of Trustees. ~~BOT.~~

    b. If the ~~BOT Academic and Student Affairs Committee~~Board of Trustees approves the new degree program, the University submits the ~~required information related to the new degree program to the Board of Governors for approval~~full proposal with signatures to the Board of Governors' staff ~~, if applicable, and/or~~ for inclusion in the Board of Governors' Academic Program Inventory.

    ~~b.~~ c. Board of Governors' Staff may request clarifications prior to inclusion in the Inventory.

4. **SACSCOC Approval**. At the appropriate stage in this process, the SACSCOC liaison determines the appropriate notification requirements in compliance with SACSCOC policy on Substantive Change and initiates that process. ~~Once the University receives approval documentation from the Board of Governors, the Accreditation Liaison submits all necessary documentation to SACSCOC in compliance with University and SACSCOC policies on substantive change. Upon SACSCOC approval, the University may include the new degree program in the Academic Catalog.~~

5. **Doctoral Programs.** New Doctoral programs are considered at only June and November Board of Governors meetings and deadlines for submission are determined by the Chancellor. Approval at the BOG level is required for implementation of a doctoral program.

6. **Programs Advertising and Recruitment**. Programs may not be advertised for or recruited into until they have been formally added to the State's program inventory.

4.

ACADEMIC POLICY APPROVAL

Academic Policy No.: FPU-5.0001AP

_____	_____
Initiating Authority	Date
_____	_____
Academic Policies Committee Chair	Date
_____	_____
Vice President of Academic Affairs	Date
_____	_____
President/Designee	Date
Approved by FPU BOT, if required	_____
	Date

FLORIDA	OFFICIAL
POLYTECHNIC	UNIVERSITY
UNIVERSITY	ACADEMIC POLICY

Subject/Title: New Degree Program Planning and Approval
FPU Policy Number: FPU-5.0001AP
___ New Policy   X   Major Revision of Policy ____ Minor Technical Revision of Policy
Date First Adopted: December 13, 2013
Date Revised:
Responsible Division/Department: Academic Affairs
Initiating Authority: Provost and Executive Vice President for Academic Affairs

A. APPLICABILITY/ACCOUNTABILITY:

This policy governs the required planning and approval process for new academic degree programs ("new degree programs") and is applicable to all individuals charged with planning and approving new degree programs.

B. POLICY STATEMENT:

The Florida Polytechnic University Board of Trustees ("BOT") has the responsibility and authority to approve the implementation of new degree programs at the associate, bachelor's, master's, advanced master's, and specialist level in accordance with Board of Governors Regulation 8.011 ("BOG Regulation 8.011").

1. Program proposals are approved by the BOT only if they meet criteria set forth in BOG regulation, which includes but is not limited to:
   a. Being consistent with the SUS strategic plan, the University mission, the University strategic plan, and the University work plan;
   b. Demonstrable demand and need for program graduates, research or service;
   c. Does not unnecessarily duplicate existing SUS degree programs;
   d. Sufficient financial planning and resources for implementation;
   e. Sufficient projected benefit of the program to the University, local community, and the state;
   f. Maintenance of access and articulation for all programs;
   g. Ability to implement a high-quality program;
   h. Appropriate curriculum;
   i. Availability of qualified faculty; and
   j. Availability of sufficient institutional resources.
2. Proposals for Doctoral programs must be reviewed by the BOT and approved for submission to the BOG, but the degree programs themselves are only approved by the BOG

C. Definitions

This policy follows definitions as stated in BOG Regulation 8.011:

   (a) **Degree Program** – An organized curriculum leading to a degree in an area of study recognized as an academic discipline by the higher education community, as demonstrated by assignment of a Classification of Instructional Programs (CIP) code by the National Center for Educational Statistics or as demonstrated by the existence of similar degree programs at other colleges and universities. An argument may also be made for a truly unique degree program, based upon emerging research trends or occupational demand. Each degree program shall have designated faculty effort and instructional resources and shall be assigned a CIP code and included in the State University System Academic Degree Program Inventory. Each degree program shall include at least one program major as defined in paragraph (2) (b), but may have multiple majors.

(b) **Program Major** – An organized curriculum offered as part or all of an existing or proposed degree program. A program major shall be reasonably associated with the degree program under which it is offered and shall share common core courses with any other majors within the same degree program. Although in some cases the major and the degree program names are synonymous, only the degree program shall be assigned a CIP Code and shall be included in the State University System Academic Degree Program Inventory as a stand-alone program. The number of credit hours for a program major for each degree level shall be established by the university within the parameters of paragraph (3)(a) 6c.

3. PROCEDURES:

The planning and approval process for new degree programs includes a pre-preproposal phase and a proposal phase. In order to ensure that the University delivers its best product in the form of a degree program, the process is necessarily iterative, but includes, at a minimum, the following elements.

1. **Pre-Proposal Phase**
    a. The Provost, in consultation with the President and based on the University's strategic plan, research and input from various constituents, such as academic leadership, faculty, industry partners, and advisory boards, includes prospective program areas in the year-two box of the University's annual Accountability Plan, which is subsequently approved by the BOT.
    b. At the Provost's direction, the Vice Provost, or designee will develop and submit the Pre-Proposal for the degree program to the Council of Academic Vice Presidents-Academic Coordinating Group(CAVP-ACG) for input. A Pre-Proposal must include a specific degree name and CIP code.
    c. If the University chooses, the Pre-Proposal will be moved into the year-one category on the University's annual Accountability Plan, which is subsequently approved by the BOT and the BOG.
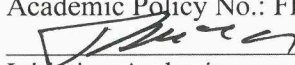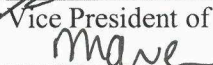
2. **Proposal Phase**.
    a. The Department responsible for the degree program develops the courses, curriculum, plan of study, determines common pre-requisites, and other academic requirements and initiates the curriculum process as outlined in the Faculty Handbook, updated and approved annually by the BOT.
    b. The Vice Provost of Academic Affairs coordinates with other administrative offices and the Department to complete the remaining portions of the formal proposal, including the required Board of Governors criteria for accountability, demand, and institutional capacity; finance, faculty, administrative, and research support as described in BOG Regulation 8.001.
        i. The Vice Provost of Academic Affairs also ensures appropriate submission of documents for review and approval to other State committees as required.
    c. Upon completion of the curriculum process and finalization of the Formal Proposal, the document is submitted to the Provost and President for inclusion in the Board of Trustees materials for approval at their next available meeting.

3. **Final Approval by BOT and Board of Governors and Adoption**. The Provost presents the Formal Proposal for the proposed new degree program to the BOT Academic and Student Affairs Committee for its approval.
    a. The BOT Academic and Student Affairs Committee reviews the new degree program in light of the BOG criteria and implementation costs and determines whether to recommend approval of the new degree program to the full Board of Trustees.
    b. If the Board of Trustees approves the new degree program, the University submits the full proposal with signatures to the Board of Governors' staff for inclusion in the Board of Governors' Academic Program Inventory.
    c. Board of Governors' Staff may request clarifications prior to inclusion in the Inventory.

4. **SACSCOC Approval**. At the appropriate stage in this process, the SACSCOC liaison determines the appropriate notification requirements in compliance with SACSCOC policy on Substantive Change and initiates that process.
5. **Doctoral Programs.** New Doctoral programs are considered at only June and November BOG meetings and deadlines for submission are determined by the Chancellor. Approval at the BOG level is required for implementation of a doctoral program.
6. **Programs Advertising and Recruitment**. Programs may not be advertised for or recruited into until they have been formally added to the State's program inventory.

ACADEMIC POLICY APPROVAL	
Academic Policy No.: FPU-5.0001AP	
_____	11/03/2020
Initiating Authority	Date
_____	10/30/2020
Academic Policies Committee Chair	Date
_____	11/03/2020
Vice President of Academic Affairs	Date
_____	11/4/2020
President/Designee	Date
Approved by FPU BOT, if required	
	_____
	Date

FLORIDA POLYTECHNIC UNIVERSITY

November 8, 2020

To: Florida Poly Board of Trustees

From: Terry Parker, Provost

Re: Approval to Grant Pathway to Associates of Arts Degrees

Florida Board of Governor's regulation (8.007) requires four-year institutions to provide a pathway for an Associates Degree for individuals that "stop-out, do not re-enroll, and become inactive in the institution." An institution will award the Associates Degree to individuals that meet the requirements for the AA degree and that apply for the degree. This degree is not available to continuing students and it is not available to individuals that also earn a bachelor's degree from the university.

The degree requirements for the Associates Degree are: 36 credit hours of General Education and 24 credit hours of Electives.

November 8, 2020

To: Florida Poly Board of Trustees

From: Terry Parker, Provost

Re: Temporary waiver of tuition and fees for new course: Academic Improvement

In order to support students that are either on probation, or having difficulty succeeding in the curriculum, we will offer an Academic Improvement course for students at zero credit. This course targets students that are struggling, especially those with a GPA that has fallen below a 2.0.

We have had prior success with this type of program where students paired with a success coach have an 85% or higher success rate in GPA improvement. This course will formalize this program and it will be offered as a requirement for students on probation, and as an option for students that elect to take the class. Given the difficulties that the pandemic has produced for student success along with the institutional need to produce student success for Performance Based Funding, this is a necessary for Florida Polytechnic University.

The guidance form the Board of Governors is that zero-credit courses are billed to students at a cost of one credit hour in expense. We request a one time, board approved waiver of this fee for the spring semester 2020. This waiver is a separate waiver and is not a part of our overall waiver strategy for financial aid.

FACULTY HANDBOOK

Board of Trustees Approved:

CONTENTS

I. GENERAL INFORMATION

1.1 FOREWORD

The Faculty Handbook first and foremost describes the University's principles and organizational structure around shared governance with particular attention to the role of the faculty. The Handbook also describes faculty responsibilities, defines faculty ranks and minimum qualifications, and addresses a range of informational and policy items that are relevant to faculty in the execution of their teaching, research, and service roles. Additionally, general academic operating policies, University-wide and employment policies and regulations, and other policies are addressed within the document.

While language included in the Handbook is intended to be current and accurate, in all cases the most current University regulation, policy, guideline, or Collective Bargaining Agreement as adopted by the Board of Trustees and available on the University's website shall govern. Where appropriate, this document links to original source material (e.g., law, rule, regulation, policy, etc.) to ensure accuracy. Every faculty member should familiarize themselves with the Faculty Handbook, the Academic Catalog(s), the Collective Bargaining Agreement, Academic Affairs Guidelines, and other Faculty Resources as housed on the Provost's webpage.

This revised Faculty Handbook is the result of the work of many people, including those appointed by the Provost and serving on the Academic Policies & Procedures Committee (APPC). The handbook is subject to revision, which will typically only occur once annually. Recommendations by faculty members for making this Handbook more useful may be submitted in writing to the Provost and/or the University Academic Policies & Procedures Committee. Corrections and additions to the Faculty Handbook may be made to the current version as needed by the Office of the General Counsel. Substantive changes to the Faculty Handbook typically will be developed by the APPC in conjunction with the Provost and in all cases require Board of Trustees approval.

A copy of the current Faculty Handbook is available on the University website.

> *This Faculty Handbook is not a contract, either expressed or implied, between any faculty member or employee and Florida Polytechnic University. The language used in the Florida Polytechnic University Faculty Handbook does not constitute legal terms and conditions of employment, and if any policy or practice described herein is inconsistent with federal law, state law, or existing Collective Bargaining Agreement, such policy or practice is superseded by the applicable law or agreement.*

1.2 A BRIEF HISTORY OF FLORIDA POLY

Florida Poly was created through legislation as an independent university in 2012. On April 20, 2012, the Governor signed the bill into law creating the 12th university in the State University System of Florida.

The law established Florida Polytechnic University as the state's only polytechnic university and required that it develop new academic programs in the fields of science, technology, engineering and mathematics (STEM).

On April 24, 2014, Dr. Randy K. Avent was selected by the Florida Polytechnic University Board of Trustees to be the University's first President. The University President, as Chief Executive Officer, reports directly to

the Board of Trustees. The Board of Trustees, which established the powers and duties of the president by Resolution 2014-01, approved his contract on May 15, 2014.

Florida Polytechnic University officially welcomed its inaugural class of 554 students on August 25, 2014 when classes began for the fall 2014 semester. The students included 394 freshmen, 134 transfer students, and 26 graduate students. Ninety-seven percent of the students were Florida residents.

The University was granted initial accreditation by the Southern Association of Colleges and Schools Commission on Colleges on June 15, 2017 to award bachelor and master level degrees.

In August 2019, four Florida Poly programs earned ABET accreditation—Computer and Electrical Engineering, Mechanical Engineering, and Computer Science, demonstrating the excellent quality of education and making the University part of a select group of institutions around the world.

1.3   MISSION, VISION, AND STRATEGIC PRIORITIES

Mission Statement:

Serve students and industry through excellence in education, discovery, and application
of engineering and applied sciences.

Vision Statement:

Florida Poly will be a premier STEM university known for producing highly desirable graduates
and new technology solutions.

Strategic Plan Priorities

1. Degree Alignment: Build Prominent Programs in High-Paying Industries
2. Student Success: Prepare Students for a Lifetime of Success
3. Economic Development: Grow a High-Technology Economy Around Florida Poly
4. Affordability & Efficiency: Maximize Value for the Student

1.4   ACCREDITATION

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

Four programs earned accreditation by the Accrediting Board of Engineering and Technology (ABET) in August 2019: Computer Engineering, Electrical Engineering, Mechanical Engineering (ABET-EAC); and Computer Science (ABET-CAC). All accreditations are retroactive to October 2017.

1.5 UNIVERSITY ORGANIZATIONAL CHART

The Florida Polytechnic University organizational charts are available upon request.

II.   PRINCIPLES FOR UNIVERSITY GOVERNANCE

The distinctive mission of technology-rich, industry-inspired education in advanced STEM fields through interdisciplinary learning, applied research, and interactive collaboration with high-tech industry partners of Florida Polytechnic University can best be achieved through cooperation, collaboration, and consultation among the membership of the entire university community. Achievement of that mission requires an understanding and commitment to the formal and informal collaborative decision processes by which the university conducts its work, maintains its standards, and responds to external feedback.

Central to effective and efficient university governance is open consultation, communication, and participation in decisions and decision-making bodies. An understanding of the responsibilities and limitations of authority by all members of the university community is also essential. Success of the university depends on collegial relationships and mutual respect among the faculty, staff, students, administrative officers, and representatives of external entities. All members of the university community must be accountable for their designated roles and responsibilities, recognize the purpose and value of the organizational structure and the various sources of authority where decisions are made, from which delegations flow, and the appropriate venues where input is actively sought and valued. Adhering to policies and procedures is essential to achieving the vital mission and goals of the university.

Florida Poly recognizes the value of diverse opinions in decision-making and pursues its mission in an atmosphere of shared governance and open communication. Faculty and staff are involved in policy formation; faculty hold the primary implementation role in the learning, research, and service missions of the university. Faculty and staff also recognize their shared accountability for the performance of the university in carrying out its mission. In the spirit of promoting effective governance of the university, the following principles relative to members of the university community are adopted.

2.1   SHARED GOVERNANCE PRINCIPLES

AUTHORITY
Ultimate authority for governance of the university is vested by the State of Florida in the Board of Governors, the Board of Trustees, and further delegated by the board to the president. The president exercises that authority through the vice presidents / provosts, directors, and other officials of the administration in consultation, as appropriate, with units of the university and with the faculty, staff, and students.

CONSULTATION
To facilitate open communication and effective university governance, the president and other administrative officers of the university will appropriately consult with the faculty, staff, students, and external constituents on issues affecting both the university and these stakeholders. Consultation is characterized by early discussions with the affected constituencies; jointly formulated procedures for consultation; reasonable deadlines within the constraints of the academic calendar; access to appropriate information; adequate feedback; and, timely communication of decisions to the affected constituencies.

REPRESENTATION
Effective university governance includes consultation with the faculty, staff, students, and external constituents on matters affecting the mission of the University. Appropriate representation of these groups is normally obtained through the university's committee structure. Elected and appointed representatives should, as far as possible, be selected from among the relevant constituent faculties responsible for a particular degree program or scholarly discipline. When committees are established by the president to address matters affecting the academic mission of the university, faculty membership may be composed of representatives selected by the

president or provost and/or chosen by the faculty. Staff, students, and external constituencies should be represented on committees as appropriate.

FACULTY REPRESENTATION

The Faculty Assembly is the representative body of the faculty and serves to provide appropriate representation on matters affecting the academic mission of the university. Consultation with the faculty is conducted through their designated representatives and/or the Faculty Assembly, as well as through normal administrative channels such as the Academic Departments and/or Divisions.

2.1.1 Roles and Responsibilities

ADMINISTRATION

The president has been delegated authority to administer the university, to lead the university so that its mission and goals are achieved, and to coordinate university relations with officers of the Board of Trustees. The president exercises primary authority through members of the administration in:

- Control and allocation of the budgeted appropriation and other funds;
- Establishment of the administrative organization;
- Administration of personnel appointments;
- Administration of university programs and policies;
- Administration of student affairs and services;
- Administration of campus operations and fiscal affairs;
- Administration of facility construction and maintenance programs;
- Administration of resource development and fund-raising; and
- Accomplishment of all other assignments to the university by the Board of Trustees.

The president is required by the Board of Trustees to articulate long range university goals and to see that high standards are maintained in all university programs. The president exerts a major influence on the specific direction of change, not only through basic judgments on budgets and staff, but also in the continuous evaluation of existing university programs and in the planning of overall program direction. Such evaluation and planning necessitate the participation of faculty, staff, students, representatives of external entities, and administrative groups and is accomplished through the offices of the vice presidents.

FACULTY

The principal responsibilities of the faculty are teaching, research, and service. A significant part of these responsibilities relies upon the faculty's perspective and partaking in the generation and implementation of policies that impact the university's mission. On matters primarily affecting the academic mission of the university (curriculum, subject matter and methods of instruction, advising, degree requirements, faculty scholarship, faculty status, faculty service), the faculty appropriately play a significant role. This role includes improving the academic programs and culture, which is manifested within the principle responsibility of the faculty to work collaboratively with the administration to effectuate improvements in existing programs and develop new programs. The administration recognizes this responsibility and is committed to supporting the faculty in carrying out this important role.

UNIVERSITY COMMITTEES

University committees play important roles in the governance of the university. These committees may be composed of faculty, staff, students, administrators, and representatives of external entities. The members are selected by the appropriate bodies or are appointed by the president or provost to advise the administration in the development of institutional policy, procedure, and practice. A listing of the university's standing committees with the membership of each is updated and distributed annually.

III. ADMINISTRATIVE ORGANIZATION

Florida Polytechnic University is committed to becoming a top tier predominately undergraduate-servicing public engineering University in the world. The University's leadership is committed to strategically developing the university's resources to facilitate applied research and job-generating programs to set a high standard for a thriving, STEM-based economy. Florida Poly's distinguished STEM leaders and leadership are responsible for carrying out the mission and goals of the University as envisioned by the Board of Trustees.

3.1 BOARD OF TRUSTEES

3.1.1 Members

Florida Poly is led by a Board of Trustees appointed by the Governor and by the Board of Governors of the State University System of Florida. Article IX, Section 7 of the Florida Constitution establishes the composition of the Board. Six members are appointed by the Florida Governor, and five members are appointed by the Board of Governors – all of whom must be confirmed by the Florida Senate. Two members serve by virtue of their offices: the chair of the faculty senate, or equivalent; and, the president of the student government organization. The Florida Poly Board of Trustees was established in 2012 and has assembled a dynamic team to lead its university operations and implement its strategic vision of innovation and collaboration with industry.

3.1.2 Role & Responsibilities

The Board of Trustees is established as a public body corporate, with all the powers of a body corporate as provided by the Florida Constitution, state law, and by delegation of the Board of Governors. The Board has all the powers and authority to effectively govern and set policy for Florida Polytechnic University and exercises those powers and duties prescribed by law. By regulation, the Board of Governors delegated to the state universities' boards of trustees the power to administer each constituent university. The Board is a corporation primarily acting as an instrumentality of the State of Florida pursuant to Section 768.28(2), Florida Statutes, for purposes of sovereign immunity.

The specific roles and responsibilities of the Board include:
* Serves as the governing body of the university and approves the university's mission.
* Selects the president of the university for ratification by the Board of Governors.
* Evaluates the president's performance annually and holds the president responsible for the university's operation and management, performance, fiscal accountability, and compliance with federal and state laws and rules and the Board of Governors' regulations.
* Responsible for ensuring the university has adequate financial resources to provide a sound educational program.
* Responsible for policy-making, planning, and appraisal actions.

In order to effectively fulfill its obligations under the law, the Board of Trustees may adopt resolutions, regulations, rules, and policies consistent with the university mission, the law, and Board of Governors regulations.

See Board of Trustees: Members
See Board of Trustees: Committees
See University: Rules, Regulations & Policies
See Board of Trustees: Policies & Resolutions
See Florida Board of Governors: Regulation Development Procedure

3.2 PRESIDENT

3.2.1 Role & Responsibilities

According to the amended and restated Florida Polytechnic University Board of Trustees By-laws, the president serves as executive officer and secretary of the board. As executive officer, the president's responsibilities include the following:

- Serve as the principal liaison officer and official contact between the board and the faculty, staff, and students of the university.
- Promote, support, and protect the interests of the university.
- Manage and direct university affairs.
- Serve as the university's key spokesperson.
- Execute documents on behalf of the university and the board.

The President of the University shall have the authority to appoint and to constitute councils, committees, advisory bodies, bureaus, or other units necessary and desirable for the effective administration and operation of the University.

See Board of Trustees Resolution: Powers and Duties of the President

3.2.2 Administrative Leadership

Florida Poly's distinguished STEM leaders and leadership are responsible for carrying out the mission and goals of the University as envisioned by the Board of Trustees. The administrative leadership team supports and advises the president on all matters.

3.3 PROVOST

3.3.1 Role & Responsibilities

The provost reports to the president of the university and works in partnership with the vice presidents, vice provosts, faculty, staff, and others in directing and managing the academic affairs of the university. As the university's chief academic officer, the responsibilities of the provost include the following:

- Oversee all aspects of the university's growth, including attracting new students, recruiting faculty, and working with faculty to secure research grants.
- Play a leadership role in academic development, including creating quality curriculum and expanding the degrees offered by the institution.

3.4 DIVISION DIRECTORS & DEPARTMENT CHAIRS

Academic Affairs includes two Division Directors and seven Department Chairs. The Graduate Division Director is responsible for the planning and administration of the university's graduate programs, which are delivered through the academic departments.

The Division Director of Science, Arts, and Mathematics oversees Department Chairs for Natural Sciences; Mathematics; and the Arts-Humanities-Social Sciences departments.

Department Chairs for Mechanical Engineering; Electrical and Computer Engineering; Computer Science; and Data Science and Business Analytics oversee the faculty and delivery of programs in these departments.

The Division Directors and Department Chairs work closely with the Provost and other Academic Affairs staff to fulfill the University's academic mission.

3.4.1 Roles & Responsibilities of Division Directors & Department Chairs

Division Directors and Department Chairs are normally appointed for two or three-year terms. Responsibilities include, but are not limited to, leadership that supports the curriculum; student success; faculty development; and the University.

Individuals appointed to these roles are tasked with delivering the following:
- Leadership that supports the Curriculum and the high academic standards that Florida Poly aspires to attain:
  - Work with the department to ensure major curriculum additions, deletions, and adjustments are completed in accordance with the Academic Affairs calendar and that these changes are transmitted to the curriculum committee.
  - Provide oversight for assessing and assuring the quality of the program and its curriculum, such as content, sequence, and manner of delivery to ensure that program-level assessment plans are fully developed, evaluated and updated, and act on assessment results for making improvements.
  - Provide support and coordination for SACSCOC Degree/Program compliance and requirements.
  - Provides support to faculty in curriculum delivery and course support including schedules, syllabi construction, book orders, course evaluations and student/program materials.
  - Coordinate and develop periodic program review in support of University policy and Board of Governor's requirements.
  - Develop an Advisory Board for your program, in consultation with the Provost, that meets initially in the spring and that serves to improve the quality and relevance of our degrees and curriculum.
- Leadership that supports Students at Florida Poly
  - Work with the Provost and the Academic Success Center to improve academic advising for our students.
  - Serves as a second point of contact (after instructor) for responding to student complaints.
  - Support potential transfer and related types of credit in collaboration with the University Registrar.
- Leadership that supports Faculty at Florida Poly
  - Support Academic Affairs on credentialing faculty for teaching.
  - Evaluate Adjunct Faculty's teaching related activities and assignments and communicate the results of this evaluation each semester to the Vice Provost of Academic Affairs.
  - Manage deadlines for the faculty's timely completion and submission of key Academic Affairs requirements and deliverables.
  - Act as primary author for the faculty evaluation process and participate collaboratively in developing standards for reviews and assessing reviews across the faculty.
- Leadership that supports the Institution.
  - Communication: represent the area's goals and interests to the Provost and represent an institutional view to the faculty in the area. In addition, carefully and consistently communicate with the program faculty regarding institutional initiatives and viewpoint.
  - Participate as appropriate in institutional activities.

3.4.2 Role of Graduate Division Director

The Graduate Division Director's role carries unique responsibilities among the Directors and Department Chairs. Typically excluded from this function is direct supervision of other faculty. The role does, however, include, but may not be limited to, the following responsibilities:

- Act as Chair of the Graduate Studies Committee
- Actively supports curriculum development and high academic standards within the graduate program;
- Facilitates effective graduate theses and projects that are of an appropriate high standard and encourages thesis and project committees to set high standards for these activities;
- Supports the proactive development of individual based and multi-investigator based (especially multidisciplinary) research programs and activity,
- Manages relationships with the other division and department chairs to ensure that appropriate courses are delivered on an appropriate schedule;
- Leads degree improvement and new degree/concentration development in cooperation with the Provost and the administration;
- Ensures that sufficient processes and procedures are in place to support an effective graduate program;
- Works with the Registrar's office to support appropriate graduate student information and records are in place;
- Works with admissions to support growth and viability of the graduate program, including ensuring processes that produce an admissions pool that is acted on in a timely manner with appropriate department input;
- Strategize with Provost and admissions on awarding assistantships; managing assistantship delegations to departments;
- Work with the Provost to develop an external advisory board that is used to support graduate program improvements.

3.5 FACULTY

3.5.1 Role & Responsibility

As the most durable and stable of the constituencies immediately involved with the academic operation of the institution, the faculty has direct responsibility for academic quality and integrity. Collegial governance provides faculty with mechanisms and procedures, independent of the collective bargaining process, for the development and implementation of recommendations in areas of traditional faculty concern.

The duties of the Faculty as it relates to shared governance shall include, but not be limited to, formal recommendations on academic standards, curricula, courses of study, and the policies and regulations pertaining thereto, as well as the certification of candidates for degrees and recommendation to the Board of Trustees for award of degrees.

The designated faculty governance officers and executive committee are responsible for ensuring that the members of the campus faculty are kept informed of the activities of the faculty governing body and its committees.

3.5.2 Authority

Faculty governance exists and derives its power from the authority delegated to it by the Board of Trustees. These powers and duties must be exercised in accordance with the regulations and policies of the university and the laws, regulations, and constitutions of the State of Florida and of the United States.

Decisions reached by the faculty governing body regarding its concerns are forwarded to the Provost, who may act on them, as appropriate, provided the authority to do so has been delegated by the President. For areas of concern where the authority has not been delegated to the Provost, the Provost will transmit such to the president for consideration.

3.5.3 Role in Academic Governance

The concept of academic governance embraces the notion that governance and decision-making are shared tasks and responsibilities that can be allocated in various ways, but in legal terms, legal authority and responsibility for all decisions ultimately rests with the Board of Trustees. In the making of policy and addressing matters concerning the general academic welfare of the university, the faculty shall collaborate with the administration in developing recommendations to the provost, then president, for submission to the Board of Trustees, as appropriate pursuant to applicable processes.

It is a guiding principle of university shared governance that the faculty and the administration shall collaborate in major decisions affecting the academic welfare of the university. The nature of that collaboration, shared as appropriate with students and staff, varies according to the nature of the decisions in question. In every case, the faculty and the administration participate in the governance and operation of the university as provided by and in accordance with the regulations of the Board of Governors and the Board of Trustees, university policies and the laws and regulations of the State of Florida.

The general faculty shall function individually or collectively to recommend and refer to the faculty governing body those matters dealing with the academic community and welfare of the university which it would desire to have the faculty government consider. This does not deny the right of direct approach of any member of the general faculty to the president or the administration. The faculty government shall consider all matters referred to it, whether by the president, the provost, faculty governing body, or individual faculty members, and may make recommendations concerning such at its discretion.

3.5.4 Function

- The faculty governing body shall consider all matters brought before it by the president of the university and the provost, and it may consider any matter brought to its attention by administrative staff or an individual faculty member and make recommendations concerning them when appropriate.
- Through the faculty governing body, the University administration and faculty shall be collegially involved in the decision-making process.
- The faculty governing body shall strive to keep individual faculty fully informed of any recommendations.
- Faculty governance shall be represented by its chair/president on the University Board of Trustees as a voting member and, therefore, serves as the spokesperson for the faculty when addressing the Board.

3.5.5 Form of Rule

The faculty governing body shall practice direct rule, unless the faculty collectively, by vote, decide on a form of representative rule. Should the faculty determine to adopt representative rule, faculty representatives shall be apportioned among the constituent academic departments on a basis defined in the Faculty Governing Body's Constitutions and/or Bylaws.

3.5.6 Constitution & Bylaws

Faculty governance associations established to represent the university faculty are required to develop a constitution and/or bylaw and operate in accordance with such, which shall be consistent with this Faculty Handbook, university rules, regulations, and policies, and the laws, regulations and constitutions of the State of Florida and of the United States. Any part of the faculty governing body constitution that conflicts with the laws of the State of Florida or BOT/UFF agreement shall be null and void.

Upon creation of or revision to the constitution or bylaws of any faculty governing body, the validity of such will be subject to submission to the Office of the General Counsel for review and approval in regard to: (i) appropriate scope and authority; and (ii) adherence to the process for making such revisions as specified in the valid governing document.

Any faculty governance association constitution or bylaws, or amendment to such, shall go into effect upon review and necessary approval, as described above, by the Office of the General Counsel. Sections of such that require enabling revisions to university regulations or policies shall go into effect only upon approval of such revisions by the appropriate designated authority.

Upon proper adoption, such governing documents must be published and made available to university faculty.

3.6   FACULTY GOVERNING BODY

3.6.1 Purpose

The Florida Polytechnic University Faculty Governing Body has stated its purpose as to ensure effective shared governance between the University's administration and faculty in all matters related to instruction, curriculum and program development, faculty hiring, research, academic advising, and other areas related to the university's academic mission. The Governing Body provides a collegial forum for open communication among faculty and between faculty and administration and advises the administration in academic matters. The Governing Body is committed to promoting academic freedom, academic rigor, constructive dialogue, and the professional development of the faculty. The Faculty Governing Body is also committed to furthering the University's mission.

3.6.2 Functions & Responsibilities

The Faculty Governing Body is responsible for the following functions:

- The Faculty Governing Body shall take the initiative for establishing, by mutual agreement with the President and the Provost, procedures governing the form and nature of consultation that is to occur between them, the nature of the issues in which consultation is to be required and matters as to which notice of impending action shall be given.
- Both the Faculty Governing Body and its committees and the officers of the campus administration shall be responsible for communicating with each other through appropriate channels.
- The Faculty Governing Body shall be responsible for electing or appointing its faculty representatives to the university committees, for generating nominations for faculty representation on committees, and for ensuring that the activities of the assembly and its committees are coordinated with the activities of the university administration and its committees.

3.6.3 Faculty Governing Body and University Committees

Certain university committees designate faculty representatives to be selected by the Faculty Governing Body from among its members. Items deserving of faculty consideration may be brought to the attention of any university committee through the faculty representative assigned to serve on the relevant committee. Committee members representing the Faculty Governing Body are expected to vote on committee business in accordance with their concepts of the best interests of the university.

Upon election or appointment to a committee through the Faculty Governing Body, selected faculty representatives shall be timely notified of meetings of committees and shall report to the full Assembly, or any other faculty governing body, the outcomes of meetings on a regular basis.

3.6.4 Constitution

The Constitution as adopted by the Faculty Governing Body is attached as APPENDIX B and shall go into effect upon review and approval, as described above, by the Office of the General Counsel.

3.7   STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA) is the official voice of the student body at Florida Polytechnic University. The SGA is organized to actively represent student opinions; promote the social and academic advancement of students; foster communication, cooperation and understanding in all areas of the University; recommend and implement improvements necessary to the welfare of the students and the University; and encourage effective student participation.

Each student is a member of the association at large, which elects all officers. The officers comprise the cabinet, which oversees general policy-making. Through the work of various elected and appointed officers and committees, the SGA represents the views of the student body to the trustees, the administration, and various college committees. The SGA sponsors major social activities each year and advises the Student Affairs Office concerning the initiation of additional student social activities.

The SGA is maintained by the students in accordance with law and regulation, including Florida Statutes Section 1004.26 (University student governments) and Board of Governors regulation 6.014 (Student Governments). The SGA develops and adopts its constitution and bylaws, and any amendments thereto, in addition to its internal procedures, all of which must be approved by the University President.

3.7.1 SGA Branches

The SGA is composed of executive, judicial, and legislative branches.
- The Executive Branch includes the Student Body President, Vice President, Treasurer, Secretary and an Executive Cabinet. The Cabinet includes various Executive Committees as appointed by the Student Body President. They are the students' voice and liaison between the students and the administration.
- The Legislative Branch is comprised of senators represented by class years, degree programs, and on- and off-campus students. The Senate enacts statutes, allocates funds, and oversees campus organizations. The Legislative Branch will grow as the University grows.
- The Judicial Branch is the Supreme Court, comprised of a Chief Justice and six Associate Justices. The seven Justices are appointed by the Student Body President and confirmed by the Senate. The Supreme Court hears student concerns, helps conduct all SGA elections, and holds trials for officials who breach the SGA Constitution.

See FPU-3.002 Student Government and Student Organizations

See SGA Constitution
See SGA Organizations

3.8   UNIVERSITY-WIDE COMMITTEES

3.8.1 Function

Numerous University-wide committees serve to provide a formal venue for faculty "voice" in a manner that carefully provides consultation and advice to the President and to other officials on a broad spectrum of university activities. The President and the Provost are supported by a number of committees, from which they receive recommendations on various aspects of the university's business.

The President reserves, or delegates, the authority to establish university committees as needed and, in doing so, will specify the charge of the committee and membership construct. University committees are expected to act collectively as recommending bodies and are defined in a way that ensures appropriate representation of the relevant university community interests. Committees function to implement shared governance by way of constituent representation and consultation. Committees managed by the Faculty Governing Body have been delegated so by the President and are identified in the Faculty Assembly Constitution. These delegations and rules pertaining to them are subject to revocation by the President at any time. Revocation does not mean a removal of representation.

University committees will meet throughout the year to consider a wide range of issues that may fall within the purview of one of the established committees. The President or Provost will review university committees annually to evaluate the need, composition, procedures, and functions.

All University-Wide Committees are listed in **APPENDIX A** along with the charge and membership composition of each and officially establish the committees in policy. A separate document, "University Committee: Membership & Guidelines for Operating" provides further guidance on seating and operating university committees. This document, in addition to a committee membership database, are the functional mechanisms for University Committee operations.

3.8.2 General Rules

COMMITTEE MEMBERSHIP. University committee members are appointed for a one-year term, renewable, which begins on the first day of fall semester classes, unless stated otherwise. Members appointed to a committee by university title ("ex-officio members") serve on that committee by virtue of their position or special expertise and are appointed for so long as they hold such title. For appointments managed by the Faculty Governing Body, elections and appointments to university committees shall take place according to the Constitution and Bylaws of the Governing Body. Unless stated to the contrary, ex-officio members of university committees have both voice and vote.

COMMITTEE MEETINGS. Each standing committee shall determine its own agenda. Members of the administration, faculty, staff and students may propose items to be placed on a relevant committee's agenda by submitting such request to the committee chair. It is the responsibility of each committee chair to give advance notice of committee meetings and to attempt to resolve scheduling conflicts. The president or provost designates the chair of each committee, unless stated otherwise. In the event the selection of a committee chair falls on the committee itself, the committee members shall elect one of its voting members to serve as chair, which shall be the first matter of business the committee is to address at the first meeting of the committee without a designated chair. The chair of each committee is responsible for selecting or appointing an individual to note attendance and prepare the minutes for each meeting of the committee. Each committee may consult with students, staff, faculty, administrators and other resource persons as needed.

QUORUM. A quorum shall consist of a majority of the committee members eligible to vote.

PROCEDURE. Meetings of university committees shall be conducted according to the latest edition of Robert's Rules of Order, unless otherwise specified.

VOTING. A majority vote of the voting members present at a committee meeting shall be required for any action taken at the meeting to constitute an official act of the committee.

VACANCIES. If for any reason a member of a university committee is unable to serve for a period of one or more semesters, a replacement shall be named for that period. The selection of the replacement shall take place in the same manner as the selection of the member unable to serve.

3.8.3 Faculty Representation

Faculty representatives on a committee are designated to be selected by the President or Provost and/or nominated by the faculty. Where faculty representatives appointed to a university committee are designated to be elected or nominated by the faculty, such election and nominating procedures shall be in accordance with those specified in the valid constitution or bylaws of the Faculty Governing Body, or a senate.

3.9 OPEN MEETING REQUIREMENTS & PUBLIC RECORDS

Florida's State Constitution, in conjunction with the provisions of Chapter 119, Florida Statutes, provides what is commonly known as "Florida's Public Records Law." The Public Records Law provides the structure for the State's open government by affording the public a constitutional right of access to state governmental meetings and records. Florida Poly faculty members are employees of the state and therefore are expected and required to adhere to any applicable provisions of the public record requirements.

Under Florida law, most of the University's records are considered open and subject to public inspection upon request. However, there are specific exceptions that result in certain records, or portions thereof, to be held and maintained as confidential. To ensure compliance, all faculty members should refer public records requests to their supervisors or to the Office of the General Counsel.

3.9.1 Open Meetings

The Sunshine Law Open Meetings Act, under Chapter 286 of the Florida Statutes, provides an open government by establishing the public's basic right of access to all meetings held by any board or commission of a public entity, at which official business is to be conducted. The law requires meetings of boards or commissions to be open to the public, the public be provided with reasonable notice of such meetings, and that the minutes of such meetings are taken.

3.9.2 Public Records

Public records, as determined by the Florida Supreme Court, include all materials made or received by the University in connection with official business that are used to perpetuate, communicate, or formalize knowledge. In addition to traditional written documents, public records include, but are not limited to, tapes, photographs, films, sound recordings, data processing software. Public records are subject to public inspection, upon request, unless a statutory exemption applies. Requirements pertaining to public records, including a list of specific exceptions that prevent those records from the mandatory disclosure requirements, can be found in Chapter 119 of the Florida Statutes. All University employees should review the applicable statutory provisions in order for Florida Poly to ensure compliance is continuously maintained.

The two primary exceptions that apply to the University and provide the records with confidentiality protections include: (1) faculty academic evaluative materials, and (2) student records protected under The Family Educational Rights and Privacy Act ("FERPA").

3.9.3 Record Retention Requirements

The University is subject to certain recordkeeping requirements and must maintain specific records in accordance with the applicable retention period required by federal and state laws and regulations. Faculty members should be aware that the retention periods set forth in Records Schedule GS1-SL State and Local Government Agencies and GS5 Public Universities and Colleges, established by the Department of State, provides the minimum retention period required by law and that University rules, regulations, and policies may impose extended retention periods for certain records.

3.9.4 University Committees & FERPA

In some cases, some University Committees may limit access to their proceedings when discussing specific documents or issues related to student information that may be protected under the Family Educational Rights and Privacy Act (FERPA).

See [FPU-1.0123P Public Records Policy](#)
See [FPU-1.0122P Record Retention Policy](#)

3.10 UNIVERSITY INSTITUTES & CENTERS

Institutes and centers are university entities established to coordinate intra- and inter-institutional research, service, and/or educational/training activities that supplement and extend existing instruction, research, and service at the universities. In some cases, institutes and centers are established to provide the infrastructure needed to coordinate support activities across the State University System. A university institute or center is established normally within a single university and is funded by appropriations for that center and/or grants or donations. It may expend funds appropriated by the Legislature to that center. Additional institutions may participate, in some instances, with one university as the host.

[Florida Board of Governors (BOG) Regulation 10.015](#) sets forth the criteria and guidelines for both State of Florida and state university Institutes and Centers. It requires each state university to develop and publish clearly defined guidelines consistent with BOG policies for establishing, operating, evaluating, reviewing and disbanding university institutes and centers. University centers or institutes are created under university-established procedures.

Institutes and Centers are classified as either (1) State of Florida institutes or centers or (2) university institutes or centers.

3.10.1 State of Florida Institutes and Centers

Characteristics of a State of Florida Institute or Center:
- Has a statewide mission.
- Includes two or more State universities.
- Must be approved by the Florida Board of Governors.
- Has a Memorandum of Understanding among the presidents or their designees from all participating universities and the Chancellor or designee that specifies the host institution and outlines operational procedures for the institute or center.
- Has an advisory board with membership as designated in the Memorandum of Understanding.
- Has a separate unit account in the host university's operating budget.

- May spend State funds appropriated to the institute or center according to Legislative and/or university decisions.
- May spend "other" funds (e.g., fees; contracts and grants–including private, federal, and State contracts and grants not appropriated through the Educational and General budget entity).

3.10.2 University Institutes and Centers

Characteristics of a University Institute or Center:
- Generally, is established by a single university; in some instances, additional institutions may participate, in which case one institution is designated as the host university.
- May expend State funds appropriated to the institute or center according to Legislative and/or university decisions.
- May expend "other" funds (e.g., fees; contracts and grants–including private, federal, and State contracts and grants not appropriated through the Educational and General budget entity).

3.10.3 Annual Reporting Requirements for All Institutes and Centers

No later than September 30 of each year, each Provost or his or her designee shall review the inventory of authorized institutes and centers to determine the accuracy of information that is maintained by the Division of Colleges and Universities. Additionally, a report of actual and estimated expenditure and position data, as well as evaluation/review information, shall be submitted for all institutes and centers that are approved for all or part of a given fiscal year (July 1-June 30):
- Total funds expended during the previous fiscal year (July 1-June 30) by funding source and by entity.
- Total positions during the previous fiscal year (July 1-June 30) by funding source and type of position.
- The date of the last evaluation/review.

See [FPU-5.002 University Institutes and Centers](#)
See [FPU-5.0021AP Establishment of University Institutes and Centers](#)
See [FPU-5.0022AP Operating and Reporting Requirements for University Institutes and Centers](#)

IV. THE FACULTY

4.1 FACULTY ORGANIZATION

For the purpose of organization and execution of the educational and research programs of the university, the Florida Poly faculty shall be organized into Divisions and Departments, each responsible for a degree program or programs, scholarly discipline, or group of related disciplines, as determined by the Provost.

4.2 FACULTY RANK & QUALIFICATIONS

4.2.1 Titles & Definitions

Faculty shall hold one of the five recognized academic ranks*:

<div align="center">

Adjunct
Instructor
Assistant Professor
Associate Professor
Professor

</div>

The title of "Adjunct" shall be restricted to faculty who are employed by the university in a less than full time position to deliver specific courses or parts of the curriculum.

The prefix of "Visiting" to a faculty rank shall be restricted to true visitors, e.g., temporary appointments for a term of up to two (2) years and visits by distinguished faculty. Visiting appointments may be renewed.

The title of "Research Scholar" shall be restricted to faculty positions appointed* primarily for the conduct of research and funded predominantly through external sources, such as research grants.

Note: Contracts delineate the nature of one's appointment.

4.2.2 Minimum Qualifications by Rank

The **Instructor** should display:	Demonstrated ability to perform his or her assigned duties. Education and/or experience in compliance with the University's Policy on Faculty Credentials that is appropriate for his/her assigned duties.
The **Assistant Professor** should display:	Combination of appropriate scholarship and teaching ability commensurate with the university's mission and relevant academic discipline(s). Assistant Professor will hold a terminal degree in his/her field, except for rare circumstances where such exception is justifiable and granted by the Provost.

The **Associate Professor** should display:	In addition to meeting minimum qualifications for *Assistant Professor*, a demonstrated record of scholarly activity, teaching, and, as appropriate, course and/or curriculum development commensurate with the university's mission and relevant academic discipline(s); evidence of a positive and growing reputation in his/her chosen field; and promise of continued successful performance.
The **Professor** should display:	In addition to meeting minimum qualifications for both *Assistant Professor* and *Associate Professor*, scholarly contribution, such that the professor is recognized for sustained and significant contributions in the relevant discipline and/or interdisciplinary area by experts in the field.

Evaluation of teaching, research, and service performance and/or potential used for initial appointment or changes in rank must include careful faculty input at the department level, division level (where appropriate), and at the university-wide level. These recommendations will be forwarded to the administration for a final decision. The evaluation of teaching may include coursework and curriculum development; research may include traditional publication but may also include tech transfer and tech development activities, and/or leading-edge practice in industrial or business organization; service should consider effort in support of both the institution and their respective field. The final process by which individuals are evaluated for either initial rank or for a change in rank will be addressed and specified within the anticipated Collective Bargaining Agreement.

4.3   FACULTY: HIRING & APPOINTMENT

4.3.1 Faculty Appointments

Faculty members at Florida Polytechnic University are normally appointed in the academic ranks of instructor, assistant professor, associate professor, and full professor. In addition, there are also special faculty titles of equivalent academic ranks in the instructional or research units or in other University academic functions, such as librarians. Initial faculty appointments are typically at the rank of Assistant Professor, although appointments at higher ranks may be made where an individual's previous experience and qualifications warrant such an appointment.

4.3.1.b. Joint Appointments

As with many institutions, Florida Poly supports joint appointments between departments. Unfortunately, joint appointments can produce confusion in the area of course assignments, graduate student assignments, committee assignments, SEA and GA resource allocation, annual faculty evaluation, and reappointment/promotion processes. This section addresses these issues and how they are managed.

Joint appointments are set at the time of hiring in the letter that sets the individual's home department. Letters provided prior to Fall 2020 did not specify a "primary" and "secondary" department, and this document will provide a mechanism to create such a specification. The following items will provide clarity on how Joint Appointments will be utilized and managed.

- Joint appointments will specify a "primary" and "secondary" department. The primary department will be the venue for annual faculty evaluation and faculty reappointment/promotion. All other resource and assignments will be managed jointly between the primary and secondary department.
- The Primary department is typically set on the basis of majority teaching expectation and is

determined at the time of initial appointment and then reviewed every three years. If teaching loads change in the three-year period, the primary appointment does not change. Individuals that do not have a formal primary and secondary department should put this in place before January 1, 2021.

- Annual evaluation will be performed by the Chair of the primary department. The Chair of the secondary department will review the annual evaluation and, if appropriate, provide formal comment on the evaluation.
- Assignment of courses will follow the process in the Collective Bargaining Agreement, noting that the two chairs must collaborate on setting course assignments and schedules.
- Resource allocation will follow the model listed below:
  - o SEA assignments will be provided by the department that owns the course that is being delivered.
  - o Faculty that have a joint appointment may advise graduate students, with full advising rights, for students in all programs sponsored by each department. Advising functions do not offset teaching expectations as they pertain to primary department assignment.
  - o Committee assignments and undergraduate student advising assignments are made via consultation between the chairs of the primary and secondary department.

The joint appointment is set when an individual joins Florida Poly and is administratively driven to allocate resources to departments. If a faculty member wants to move to a single appointment, they must:

- Provide written notification to the department chairs, copy to the Provost that they want a primary appointment in one of the two departments. This written notification must provide a strong rationale for making the change.
- The two department chairs and Vice Provost of Academic Affairs will meet to determine if the request has merit and if it should be formally considered. If it is to be formally considered, the department that will receive the full appointment will consult with his/her faculty regarding the addition of the faculty member as a 100% department member.
- The Vice Provost of Academic Affairs will consider, and if appropriate, provide a recommendation to the Provost regarding the change in appointment. The Provost may approve, or deny, the request.
- Changes in appointment status will not be the basis for further hiring in a department.

If a faculty member seeks a joint appointment across two department, the process outlined above must be followed as well.

Requests for changes in appointment must be made prior to the faculty contract start date each fall and, if approved, will become effective with the start of contract in the fall.

The Faculty Handbook is effective upon approval by the Board of Trustees: current faculty under joint-appointments have up to two weeks after this Handbook's approval to elect to change their appointment.

4.3.2 Employment Periods

The University operates on a modified semester system with fall and spring semesters during the academic year and a summer term. The dates of all employment periods are established by the University on an annual basis. Faculty are employed for contractual periods and not on an hourly basis. The employment period for instructional faculty is normally 39 weeks. During the employment period, all faculty are entitled to observe all official holidays designated by the University. No classes will be scheduled on holidays.

4.3.3 Summer Appointments

Summer appointments are separate and distinct from the nine (9) month academic year appointment and do not affect the faculty member's term of appointment.

Summer assignments shall be offered based on student needs to qualified faculty members. The summer course schedule shall be developed considering available budget, student demand, and program and curricular needs of the department, division, and University. Faculty members that would like to teach in the summer should inform their Chair of their availability and which courses they are available to teach. The Chair will consider these requests in addition to other considerations such as workload assignment distribution, budgetary constraints, providing an appropriate learning environment for students, upholding appropriate academic standards, and facilitating student success.

A full-time (1.0) FTE summer assignment shall consist of teaching 7.4 credit hours. In normal circumstances, a summer teaching assignment will not exceed eight credit hours. The summer instructional assignment, like that for the fall and spring semesters, includes the normal activities related to such an assignment as defined by the department/unit and the nature of the course, such as course preparation, minor curriculum development, lectures, evaluation of student efforts, consultations and conferences with students, and minor committee activities.

No faculty member with a nine (9) month appointment shall be required to accept a summer appointment.

Faculty members with a nine (9) month appointment who have not been assigned a summer course shall not be required to undertake committee work during the summer without compensation.

The University also reserves the right to employ faculty over the summer period for non-teaching duties, for agreed upon times and at a rate not below the faculty member's standard daily rate of pay.

See Collective Bargaining Agreement sections 7.8 – 7.10, Assignment of Responsibilities

4.3.4 Administrative Faculty Appointments

Faculty members who are assigned to academic-administrative classifications serve at the pleasure of the appointing administrator and may be removed or assigned to other institutional duties at any time during the term of the appointment. The salary rate and contractual period may be adjusted to reflect the new responsibilities.

4.4 FACULTY: EVALUATION & PROMOTION

Faculty members are considered for promotion to the next higher rank based upon their accomplishments relative to defined criteria. Promotion decisions represent an evaluation on the part of the University of the faculty member's total value to the University and potential for the future as evidenced by past performance. They require not only a consideration of the candidate's fulfillment of assigned responsibilities in research, teaching, and service, but also a broad-scale evaluation of the individual's ability to effectively fulfill the responsibilities of membership in the University community.

4.4.1 Annual Evaluation

Faculty members are evaluated at least once annually, based on their performance of assigned duties and responsibilities and their contribution to the orderly and effective functioning of the academic unit and the total University. The annual appraisal period will be February 1 through January 31. The basic purpose of the annual evaluation is faculty improvement in the functions of teaching, research, service, and other duties that may be assigned. Individuals responsible for the supervision and evaluation of a faculty member should endeavor to assist the faculty member in correcting any performance deficiencies reflected in the annual evaluation. Faculty

members are also encouraged to accept and seek such assistance, if needed. The evaluation should also address progress toward promotion.

The individual responsible for the evaluation should provide the faculty member with a written copy of the evaluation. The evaluator will offer the faculty member the opportunity to discuss the evaluation prior to its being finalized. The evaluation shall be signed and dated by the evaluator, and by the employee being evaluated; the employee may attach a concise comment to the evaluation. A copy of the evaluation shall be made available to the employee. The employee may request, in writing, a meeting with the administrator at the next higher level to discuss concerns regarding the evaluation which were not resolved in previous discussions with the evaluator.

Personnel decisions, including promotional decisions, shall take the annual evaluations into account, but personnel decisions need not be based solely on written employee performance evaluations.

See Collective Bargaining Agreement Article 8, Performance Evaluations

4.4.2 Evaluation File

Faculty members shall refer to 6C13-6.008 Personnel Records and Limited-Access Records.

4.5 FACULTY: SABBATICALS

A sabbatical leave is intended to provide faculty members with opportunities for professional and scholarly development that will contribute to their achievements and the value of their service to the University. A sabbatical recognizes prior teaching and scholarly achievements at the University and anticipates future teaching and scholarly contributions.

Sabbaticals must provide the University with professional value, and offer faculty with opportunities for professional renewal, planned travel, study, formal education, research, faculty development, certification, or other experiences.

See Collective Bargaining Agreement Article 14.2, Professional Development & Sabbatical Leave

4.6 FACULTY: PROFESSIONAL DEVELOPMENT

The University supports the development of its workforce as teachers, scholars, and practitioners by providing resources and programs. Such support includes but is not limited to internal research grants, financial support including travel support, orientation programs, instructional technology workshops, and speakers' series. Professional Development funds are dispersed by the Provost or his/her designee based on appropriateness of the request and budget availability.

See Collective Bargaining Agreement Article 14.1, Professional Development & Sabbatical Leave

4.7 FACULTY CREDENTIALING

Faculty credentialing refers to a quality assurance process associated with institutional accreditation. The University is responsible for ensuring that the faculty assigned to teach courses are "credentialed" to instruct in

the disciplines to which they are assigned. Typically, this means faculty must, at a minimum, have at least 18 credits of coursework at the graduate level in the discipline in which they are teaching to instruct lower-level undergraduate courses in that same discipline. Department Chairs should certify that a new hire is credentialed to teach courses in the discipline offered by the department at the time of hire using the form provided by Institutional Research & Effectiveness. The University strives to fill all faculty lines with individuals holding terminal degrees in the discipline , or a closely related field, for which they are hired.

While credentialing does speak to specific courses, it is a somewhat broad tool and does not necessarily reflect a faculty member's specific expertise for teaching a specific course. A faculty member may be credentialed by degree to teach a certain course, but they may not be the most suitable choice for that particular course among those credentialed for it in the department, either because of experience, disciplinary focus, or some other reason.

"Credentialing" is not limited to academic degree (or coursework), although that is the strongest and often a necessary but not always sufficient basis for qualifying a faculty member for a course or set of courses. Additional means of qualifying include, but may not be limited to, relevant research, track-record of successful teaching in the field, work-related experience that can be directly aligned with the outcomes and content of course (subject to documentation), or other specific certifications or credentials (e.g. CPA).

See [FPU-5.0002AP Faculty Credentialing Policy](#)

4.8   FACULTY ASSIGNMENT OF RESPONSIBILITIES

The assignment of responsibilities to faculty members is one of the mechanisms by which the University establishes its priorities, carries out its mission, and creates opportunities to increase the quality and integrity of its academic programs. The University approaches faculty assignments in the spirit of equity and fairness. Teaching, research, and service are integral parts of a faculty member's assignment. Ideally, interaction between teaching, research, and service will occur and each will enhance and complement the other.

The University recognizes that there are legitimate differences in faculty development needs within the academic community, in interests and areas of expertise among faculty members, in conventions among academic disciplines, and in academic program needs. A prescriptive, rigid and uniform formula that inflexibly dictates annual workloads for individual faculty is not conducive to responding to these differences. This policy is intended to provide assignment flexibility, allowing for shifts in the emphasis placed on teaching, research, and service throughout a faculty member's career.

Faculty members receive their assignments of duties and responsibilities, in writing, from the University prior to the beginning of each new semester. Assignments generally include instruction, research, and service activities; however, research and service may be assigned on a more flexible basis.

See [FPU-6.01222AP Faculty Assignment of Responsibilities](#)
See [Collective Bargaining Agreement](#) Article 7, sections 1 and 2, Assignment of Responsibilities

4.8.1 Considerations in Assignments for Faculty

In accordance with Section 1012.945, Florida Statutes, full-time teaching faculty members who are paid wholly by state funds shall teach a minimum of twelve (12) classroom contact hours per week. The University and UFF recognize that the Legislature has described the minimum full academic assignment as twelve (12) contact hours of instruction or equivalent research/scholarship/creative activity and service. The University and UFF also recognize that professional obligations undertaken by a faculty member will often be broader than that

minimum. The University also recognizes that, to ensure quality of instruction and provide opportunities for appropriate professional development, faculty should be assigned more than twelve (12) credit hours of work in a fall or spring semester only in unusual circumstances.

a) Any assignment of responsibilities that exceeds fifteen (15) credit hours in a fall or spring semester will be considered an overload.

b) Any assignment that exceeds twelve (12) credit hours in teaching (classroom instruction and teaching buyouts) for a fall or spring semester will be considered an overload.

c) When making assignments, the Chair should consider a credit hour of independent research or service as roughly equivalent to three (3) to four (4) hours of work per week over a fall or spring semester.

d) Subject to the provisions of this Agreement, the University has the right to determine the type of duties and responsibilities that comprise the professional obligation and to determine the relative proportion of effort a faculty member may be required to expend on the various components.

e) Faculty will be provided an opportunity to express their preference for courses that they would like to teach and preferred schedules for delivery that adhere to University established course scheduling standards. The Chair, or in the absence of Chair, the Director or Provost will consider these requests in addition to other considerations such as workload assignment fairness, providing an appropriate learning environment for students, upholding appropriate academic standards, and facilitating student success when assigning courses and other responsibilities.

f) The Chair shall inform the faculty member of their course and service assignments and shall offer the faculty member the opportunity to discuss their overall course and service assignments.

To the extent feasible, each faculty member will be given assignments that provide equitable opportunities in relation to other faculty members, to meet required criteria for annual evaluations, reappointment and promotion.

See Section 1012.945, Florida Statutes
See Collective Bargaining Agreement Article 7, Assignment of Responsibilities

4.8.2 University FARE Form

The Florida Polytechnic University Faculty Assignment of Responsibilities and Effort Report (FARE Form) was developed in order to comply with the Standard Practice for the Instructional and Research Data File and 12 Hour Law. The FARE Form is the University's official record of a faculty member's activities for each term (form maintained by the Office of Academic Affairs).

As the official record, the University uses these reports in a number of different ways. The University submits this data to the State as documentation of faculty productivity in the areas of teaching, research, and service. Additionally, the FARE Form also serves as record of faculty effort devoted to externally funded contracts and grants. Each FARE Form must be signed by the faculty member and the Provost or designee and shall be maintained in the Office of Academic Affairs in the faculty members' official personnel files.

FARE Forms shall should be completed and submitted to Academic Affairs no later than two (2) weeks after the start of each semester. In addition, Subsequently, each FARE Form shall is to be updated and certified by the faculty member at the end of each academic term to include the individual faculty member's actual activities for the term.

See FARE Form
See Chancellor's Memo - Standard Practice for the Instructional and Research Data File

V. ACADEMIC POLICIES & PROCEDURES

5.1 ACADEMIC FREEDOM & RESPONSIBILITY

It is the policy of the University to maintain, encourage, and protect academic freedom. Academic freedom is essential to the University. It includes both freedom of thought and expression, and it applies to teaching, research/creative activities, and professional, public, and University service. Academic freedom is accompanied by corresponding faculty and administration responsibilities, arising from the nature of the educational process.

The University administration and faculty are fully committed to maintaining, encouraging, and protecting academic freedom. In accordance, University policy FPU-5.0012AP Protection of Academic Freedom provides the necessary procedures, which work to supplement FPU-6.0011P Employee Grievance Procedure, to safeguard academic freedom and promote a prompt and equitable process to resolve alleged violations.

See FPU-5.001 Academic Freedom and Responsibility
See FPU-5.0012AP Protection of Academic Freedom
See FPU-6.0011P Employee Grievance Procedure
See Collective Bargaining Agreement Article 5, Academic Freedom & Responsibility

5.2 ACADEMIC INTEGRITY

Florida Poly is committed to a policy of honesty in academic affairs. Academic dishonesty is considered a serious breach of ethical standards in the academic environment and because it interferes with the University's mission to provide a high-quality education in which no student enjoys an unfair advantage over any other. Dishonesty is also destructive of the University community, which is grounded in a system of mutual trust and places high value on personal integrity and individual responsibility. All of us in the Florida Poly community are responsible for discouraging academic dishonesty by taking preventative measures and by insuring that appropriate action is taken when irregularities are discovered.

Florida Poly students are expected to maintain the highest ethical standards in order to prevent academic irregularities, which frustrate the efforts of both the faculty and serious students to meet university goals. Since faculty, students, and staff have a stake in these goals, all must be responsible for discouraging academic irregularities by taking preventative measures and by insuring that appropriate action is taken when such irregularities are discovered. Thus, Florida Poly Regulation FPU-5.005 Academic Integrity that requires a faculty member, student, or staff member to notify an instructor when there is reason to believe an academic irregularity is occurring or has occurred in a course. The faculty's duty is to properly investigate any reasonable allegation and to take the necessary action where it is deemed appropriate, in accordance with the University's regulations and policies.

Faculty are expected to lead by example and demonstrate the highest regard for academic integrity. See above, 6.2.10 Professional Ethics

See FPU-5.005 Academic Integrity

5.3 ACADEMIC CALENDAR

The Florida Poly Academic Calendar defines each semester's and summer session's beginning and ending dates, as well as any important dates or deadlines. Classes must be scheduled and held in conformity with the academic calendar in order to assure that each class meets for the minimum amount of time required by the state. Any deviation from the calendar, such as starting a course later or concluding it sooner than the date indicated in the calendar, requires prior, written approval from the Provost/designee. Instructors are required to provide all students enrolled in a course with sufficient notice of any deviations from the course schedule provided in the academic calendar.

See Academic Calendar

5.4 TEXTBOOK ADOPTION

Course textbooks and instructional materials must be adopted in compliance with the requirements provided by both federal and state law. These requirements regarding textbook adoption and affordability have been imposed with the intended goal of reducing the expense of instructional materials to students by providing them with the necessary information on required purchases with sufficient time to shop for the best prices.

Faculty members may require students in their classes to buy course manuals, study guides, and other materials prepared by the faculty member so long as the faculty member complies with all applicable copyright laws. Such materials may be produced and sold by the copy center or bookstore on campus. The fee charged to students for such materials shall not exceed the cost of producing and distributing the material and must be approved by the Provost or Provost's designee.

The Bookstore will order all required texts and shall make them available for purchase by students for the upcoming term. Although all required textbooks and course pack information may be obtained at the university bookstore, students may choose to purchase their instructional materials from any vendor.

5.4.1 Use of Faculty-Authored Textbooks

Since University faculty members are expected to be experts in their disciplines, the best textbook for use in a class may be one written by the course faculty member. A faculty member may select a textbook he or she has written for use in the course provided that the textbook has been published by a nationally recognized, commercial book company. Any faculty member who is instructing a course and wishes to use a text that he or she has authored is required to obtain prior written approval from the Provost.

5.4.2 Textbook Adoption Procedure

Per Florida Statute and Board of Governors' regulations on textbook affordability, textbooks must be posted 45 days prior to the start of the term. To the fullest extent possible, faculty must plan ahead, coordinate with their department chairs and administrative assistants to ensure that this deadline is met. The Office of the Provost works with departmental administrative assistants to facilitate the timely ordering of textbooks. Faculty must submit their order directly to their administrative assistant by the posted deadlines each semester.

For the most part, faculty have wide latitude to select textbooks and instructional materials they deem appropriate to effectively deliver the course content. Faculty are encouraged to collaborate on choices that impact core courses in a curriculum and have implications for pre-requisites. Textbook choice may also be informed by a department's course assessment and evaluation process.

In situations where there are multiple sections of the same course, department faculty have the responsibility to select a uniform textbook as a group. In the event the department faculty are unable to do so, or desire to

utilize differing textbooks, prior authorization from the Provost or designee is required. Special topics classes are excluded from this requirement.

Textbook orders are to be placed through departmental offices no later than the provided deadline, which is approximately twelve (7) weeks prior to the start of the term. Only in rare circumstances are changes to textbooks allowed after this date subject to Provost approval. See also the most current edition of the [Academic Affairs Guidelines](#) for specific instructions on Textbook and Course Materials processes and rules.

See [FPU-5.003 Textbook Adoption and Affordability](#)
See [Board of Governors Regulation 8.003](#)
See Section [1004.085, Florida Statutes](#)
See [Collective Bargaining Agreement Article](#) 5, Section 2(a)2, Academic Freedom & Responsibility

5.5   ACADEMIC CREDIT

Florida Poly's academic schedule consists of two semesters (fall and spring), and the summer term. University regulation and federal law states that the amount of academic credit that counts toward a student's accrual of credit hours toward graduation is stated in terms of academic "credit hours." A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work as required in paragraph (1) of this definition for academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

See [FPU-5.0003AP Credit Hour Policy](#)

5.5.1 Noncredit Coursework Equivalent

Florida Poly does not typically award credit or credit equivalencies for course work taken on a noncredit basis. Transfer credit awarded on a non-credit basis from another institution will not be accepted by Florida Poly unless approved according to BOG Regulation.

See [FPU-5.0082AP Transfer of Credits Policy – Undergraduate](#)
See [FPU-5.0083AP Transfer of Credits Policy – Graduate](#)
See [BOG Regulation 6.020](#)

5.6   ACADEMIC STANDING

The University has established minimum academic standards to which all students must adhere. Academic standing defines academic progress as it is indicated on student records, and how the status will affect a student's academic standing is denoted on his/her student record. The University Registrar will notify students of a change in academic standing via email.

See [FPU-5.0074AP Academic Standing (Undergraduate)](#)
See [FPU-5.00744AP Graduate Academic Standing, Academic Dismissal, and Readmission](#)

5.7   DROP / ADD

Students may drop and add courses up to the end of the drop/add period, which is notated on the Academic Calendar for each semester. Students are responsible for all fees for courses remaining on their schedule after the drop/add period.

Faculty may not administratively withdraw students from their classes.

See [FPU-5.0101AP Course Drop / Add](#)

5.8   CLASSROOM POLICIES

Faculty members may not cancel classes at their own discretion. In the event that extraordinary circumstances require a faculty member to miss a scheduled class meeting, he or she must notify the Department's Administrative Assistant (whenever possible, prior to the scheduled class meeting) and arrangements must be made to make up for the lost class time. In the event of a hurricane or other emergency, classes will be cancelled only if the University is officially closed.

In most cases, classes must meet during the scheduled Final Exam period. Courses may not end prior to the scheduled end of the term except in exceptional circumstances, and then only with prior, written approval from the Provost/designee.

5.9   CLASSROOM REQUESTS

Classrooms for academic courses are assigned each semester when class schedules are submitted by departments. Instructors may indicate preferences for a particular location or a specific classroom for consideration while the department is developing its schedule for the upcoming academic term.

Instructors wishing to change their classroom assignment for the term should contact their Department Chair to make arrangements with scheduling. Because a room change will affect the online schedule, the request for a change in classroom assignment may only come from the Department Chair to the Registrar. Instructors must ensure that all students enrolled in the course are sufficiently notified of any changes to the assigned classroom.

5.10   THE USE OF TECHNOLOGY TO ENHANCE STUDENT LEARNING

Florida Poly is committed to enhancing instructional technology resources and to preparing its students to thrive in a technology-rich work environment. To that end, the University employs information technology in creative, experimental, and practical ways for the delivery of instruction, for administrative and information management, and for student access and support. This commitment includes engaging faculty and students in the strategic planning and decision-making process for instructional technology acquisition and implementation.

5.11   FEES FOR COURSE MATERIALS AND SUPPLIES

Proposed material fees for consumable course materials and supplies must be based on the actual costs of the materials. Such fees must be preapproved by the President and are required to be publicized in the course schedule.

For courses where specific materials may be required, orders should be placed in alignment with the deadline requirements and processes for ordering textbooks.

5.12 GRADING POLICY

The individual responsible for the assignment of grades is the instructor of the course. The grade assigned must be appropriate for the student's academic performance in the course and in accordance with grade designations outlined in policy. When a student registers for a course but fails to complete the course requirements without timely dropping the course, the student will normally receive a grade of "F" from the course instructor.

A student who is passing a course but has not completed all of the required work due to exceptional circumstances may, with the approval of the instructor, temporarily receive a grade of "Incomplete" (I). An incomplete must be changed to a grade within a specified time defined by policy. Students cannot graduate with an incomplete grade on their record.

In circumstances where an instructor fails to submit a grade for a student in a particular course by the deadline, the Registrar will enter an "NR" (No Grade Reported) on the transcript. When the instructor subsequently submits a grade to the Registrar, it will replace the NR designation. It is expected that the instructor shall submit grades prior to the deadline for submission of grades for the semester in which the course was taken.

See FPU-5.0071AP Grading Policy
See FPU-5.00711AP Grade Submission
See FPU-5.00712AP Incomplete Grade
See FPU-5.0006AP Grade Forgiveness Policy
See FPU-5.00715AP Grade Change

5.13 COURSE SYLLABUS

The University specifies the scope of content that must be included in all course syllabi. Faculty syllabi are subject to review and must be submitted to the Department Chair or designee no less than five days prior to the first day of class of each semester.

See FPU-5.0065AP Course Syllabi

5.14 OFFICE HOURS

All faculty members are required to post office hours during which time they will be available for consultation with students. In establishing the office hour schedule, faculty should carefully consider the availability of his or her students during the scheduled times. All full-time faculty members must schedule his or her office hours so that he or she is available to meet with students on at least three (3) weekdays per week. Faculty members with special advising responsibilities may have additional office hours assigned. Faculty are expected to be in their office and available during these hours. Individual departments may establish a requirement beyond these minimum University requirements.

See FPU-6.01222AP Faculty Assignment of Responsibilities

5.15 STUDENT ATTENDANCE

Students are expected to attend all of their scheduled University classes and to satisfy all academic objectives as defined by the instructor. The effect of unexcused absences upon a student's grade is to be determined by the instructor, however, the University reserves the right to deal, at any time, with individual cases of non-attendance. Faculty may not administratively withdraw a student from their course at any time.

Students are responsible for arranging to make up work missed due to a valid, excused class absence, such as illness, family emergencies, military obligation, court-imposed legal obligations, or participation in University-approved activities. Examples of University approved reasons for absences include participating on an athletic or scholastic team, musical and theatrical performances, and debate activities. It is the student's responsibility to give the instructor notice prior to any anticipated absence, and within a reasonable period of time after an unanticipated absence, ordinarily by the next scheduled class meeting.

Reasonable accommodations shall be made for religious observance, practice, and belief of individual students in regard to class attendance, the scheduling of examinations, and work assignments.

Instructors must allow each student the opportunity to make up work missed, due to a validly excused absence, without any reduction in the student's final course grade because of the absence alone.

See FPU-5.0010AP Student Attendance

5.16 STUDENT WITHDRAWAL

See FPU-5.01034AP Student Withdrawal from a Course
See FPU-5.01033AP Student Withdrawal for Mitigating Circumstances
See FPU-5.01032AP Student Withdrawal from the University

5.17 READING DAYS

In order to provide students with additional examination preparation time before the commencement of final exam week, the University has sanctioned Reading Days, which are incorporated into the Academic Calendar.

See FPU-5.0018AP Reading Days

5.18 FINAL EXAMS

The procedure for handling student examinations varies not only among academic units, but among the faculty within those units. Faculty are expected to handle final examinations in accordance with departmental procedures for multi-course sections where a course coordinator is present. If a final exam is not a course requirement, the final exam time period should be used for other activities related to the course.

When scheduling examinations and assignment due dates, faculty members should keep in mind that undergraduate students need to have some indication of their progress prior to the deadline to withdraw from a course. Major tests or other major class events should not be scheduled on days that will be observed as holy days by a significant number of students.

Comprehensive final examinations are to be given only at the time published by the University Registrar.

Student Review of Exams

While the University has no specific policy regarding student examinations, it supports a practice that every student has a right of access to review examinations. Most faculty members are willing to let the students review the test along with their answer sheets in a faculty member's office. In other cases, the faculty may choose to post a copy of the examination along with the answers.

See FPU-5.0073AP Final Exams

5.19 GRADE APPEALS

Florida Poly states that Faculty exercise professional judgment in determining how to assess student performance based on departmental standards and on their own student achievement expectations. A student may request a review of the final course grade only when the student believes that one or more of the following conditions apply:
- Computational or recording error in grading occurred
- Non-academic criteria applied in the grading process
- Gross violation of the instructor's own grading statement

The student is responsible for monitoring his/her grades and student email account and availing himself/herself of this process in a timely manner if the student wishes to appeal a grade. If the student fails to submit the forms and information to the designated official on or before the stated deadline, the student's appeal or further access to the grade appeal process will be denied.

See FPU-5.00714AP Student Grade Appeals
See FPU-5.00715AP Grade Change

5.20 COURSE EVALUATION

University regulations require that a survey be conducted in all sections of all courses with enrollments of five or more students. The survey is administered during the last three weeks of the course, except in summer when it is conducted during the last week.

5.21 STUDENT ACCOMMODATION REQUESTS

Florida Poly provides students with disabilities the services and accommodations needed in order to ensure that each student has the opportunity to attain the same quality of education without compromising academic integrity or altering specific course or program requirements.

5.21.1 Faculty Role in Accommodations for Students

The University, through the Office of Disability Services (ODS), facilitates reasonable accommodations for students with disabilities so that such students can participate and enjoy the benefits and privileges of University programs, services and activities. Reasonable accommodations may include academic adjustments, auxiliary aids, and reasonable modifications as long as such modifications do not fundamentally alter the nature of a service, course, program or activity or would result in undue financial or administrative burdens.

If a student wishes to receive an accommodation, the student must self-identify, register with the ODS as the first point of contact, and follow the procedures for an accommodation request and assessment. It is the student's responsibility to submit the Accommodation Request Form to ODS or to request a specific service from ODS in a timely manner. Registration with ODS is only required once but students must request accommodations each semester during which they want to use them.

For assistance with understanding and administering accommodations, faculty are encouraged to reach out to the Office of Disability Services.

See also FPU-3.0041AP Student Requests for Disability Services
See Disability Services Website

5.22 GRADUATE THESIS COMMITTEE OR PROJECT ADVISORY GROUP

Graduate students complete their degree by finishing a thesis or a project. For most students, a thesis is the standard culminating event, but for a few tracks or in special circumstances a project is an appropriate culminating activity. In both cases, a committee or advisory group is required, led by a faculty member in the student's primary discipline and approved by the Department Chair for that discipline. Membership for the committees or groups varies in size depending on whether the group is single or interdisciplinary in nature. Each department sets its own procedures for assigning faculty advisors (Committee Chair) and each faculty advisor/student pairing must be approved by the Department Chair (or designee) and the Graduate Division Director (or if there is no division director, the Provost or designee). The student follows the processes set by their primary advisor's department. Detailed procedures, timelines, and information for students in non-thesis, or project tracks may be found in the various Graduate Division documents, and all forms may be obtained from the Office of the University Registrar

See FPU-5.0123AP Graduate Thesis Committee

5.23 HONORARY DEGREES

The University may grant honorary degrees to persons whose achievements align with the University's purpose and mission. Honorary degrees are awarded to recognize sustained achievement of lasting significance in scholarship, the arts, public service, and/or contributions to the University.

See FPU-5.0095AP Honorary Degrees

5.24 ACADEMIC DEGREE PROGRAMS

Academic degree programs are approved by the University's Board of Trustees. In the case of graduate programs, Florida Board of Governors must also approve the program. Faculty are responsible for developing program curricula, subject to approval by the Provost.

See FPU-5.001AP New Degree Program Planning and Approval
See FPU-5.00012AP Approval of Non-Degree Academic Programs
See FPU-5.0008AP Academic Program Termination

5.25 REVIEW & ASSESSMENT

Assessment is the ongoing process of establishing clear, measurable expectations of student learning; systematically gathering, analyzing, and interpreting evidence of learning; comparing outcomes to expectations; and, using results to understand and improve student learning throughout the University.

Florida Poly is committed to assessment that is meaningful, manageable, efficient, and useful for making decisions at the department, division, and University levels. Although assessment processes are required by state regulation and regional and discipline accrediting agencies, assessment works best when guided by the curiosity and intellectual dialogue that characterize the culture of higher education.

See FPU-5.0062AP Academic Program Review and Continuous Improvement Process
See Institutional Effectiveness Manual (available via Provost's Office)

5.26 STUDENT INFORMATION & PRIVACY (FERPA)

See 8.2.4 Protection of Confidential Information.

VI. RESEARCH REGULATIONS & POLICIES

6.1 CAMPUS ENVIRONMENTAL HEALTH & SAFETY

The University is committed to providing a safe and healthful campus that is free from recognizable occupational safety, health, and environmental hazards. Every member of the university community is responsible for observing applicable requirements for safety and health.

University employees are responsible for conducting their work in a manner that adheres to applicable requirements for safety and health and minimizes the potential for illness or injury to themselves or the university community. Individual employees are expected to report any unsafe acts of conditions to his/her supervisor and shall complete the Safety Concern form (FPU-9.0042P). Employees should suspend activities in the event unsafe acts or conditions have been identified and/or reported until the employee receives clearance from his/her supervisor.

See FPU-9.0042P Campus Environmental Health & Safety

6.2 HAZARDOUS MATERIALS & EQUIPMENT

The Department of Environmental Health and Safety (EHS) is the designated authority for compliance with applicable hazardous materials and radiation-producing equipment regulations, including those regulations that apply to research activities and any safety requirements specified in grants. EHS acts an informational resource for researchers who have questions about best safety practices, who must procure safety equipment, correct potential hazards and respond to inquiries from external agencies.

All individuals are required to disclose the details of hazardous material procurement, use, storage, security, and disposal measures, in accordance with current EHS policy and procedure. Hazardous materials include any material that, because of its quantity, concentration, or physical, chemical, or biological, radiological characteristics, may pose a hazard to human health or the environment.

The university will notify individuals in the event of noncompliance with safety issues and will request correction within thirty (30) days and if necessary, the authority to direct the individual to suspend unsafe activity until corrected.

See [FPU- 9.0041P The Procurement, Use and Possession of Hazardous Materials & Radiation Producing Equipment](#)

6.3   SPONSORED RESEARCH ROLES AND RESPONSIBILITIES

It is the policy of the University to encourage faculty members to participate in research sponsored by outside agencies when such research is consistent with the basic aims of the University in regard to the education of students, the extension of knowledge, and supports the University in fulfilling its mission as an innovative, interdisciplinary high-tech institution. All members of the University community involved in research will take personal responsibility for their actions in pursuit of individual and organizational excellence. Each individual will uphold the highest standards of ethical and professional conduct in accordance with University, state, federal and sponsoring agency policies and regulations.

The Office of Research Services (ORS), which is under the direction of the Provost, is responsible for all external research proposal submissions. ORS assists faculty, staff and students in proposal preparation, funding source identification, compliance issues pertaining to the use of human and animal subjects in research, budget preparation, and any other aspect of research and sponsored programs at the University. ORS also acts as liaison between the sponsor agency and the faculty when requested to do so. The Director of ORS is the University's reviewing, certifying, and negotiation coordinating officer for all research proposals submitted to outside agencies.

See [FPU-12.0011AP Sponsored Research Roles and Responsibilities](#)

6.4   RECIPIENT / SUBRECIPIENT MONITORING

The University is obligated in its role as primary recipient or grantor to undertake certain stewardship activities as well as comply with federal, state and local regulations. When the University assigns responsibility for conducting work sponsored by an award to a subrecipient, the University remains responsible for managing funds and meeting performance goals. Thus, the monitoring of technical and financial activities associated with a subrecipient is an integral part of the University stewardship of sponsor funds.

FPU-12.0016AP addresses institutional responsibilities and assists PIs and staff to ensure that, in addition to achieving performance goals, subrecipients comply with federal laws and regulations and with the provisions of any agreements that govern the subaward. This policy applies to all subawards issued under sponsored research projects regardless of primary source of funding; however, it does not apply to consultant agreements or the procurement of goods or services from contractors as defined within the policy.

See [FPU-12.0016AP Recipient-Subrecipient Monitoring](#)

6.5 INTELLECTUAL PROPERTY POLICY

The University is dedicated to teaching, research, and the pursuit of knowledge for the benefit and use of society. An inherent objective of the University is to encourage creative activity and nurture innovation by recognizing and rewarding individuals who engage in such endeavors. The University recognizes that the natural outgrowth of research, scholarly, and other University activities conducted by faculty, staff, students, and others may result in the development of inventions and discoveries of commercial importance. Consequently, it is incumbent upon the University to seek assurance that any intellectual property and related rights arising from research, scholarly, and other University activities are administered consistent with the public interest. Because the protection of intellectual property can often enhance the potential for investment and commercialization, the University seeks to protect the property rights of those ideas and discoveries that arise out of the activities of its faculty, staff, students, and others where it appears necessary or beneficial to do so.

6.5.1 Intellectual Property Ownership

As a public institution, Florida Polytechnic University is entrusted with the responsibility to see that intellectual property produced at the University is administered in the best interest of the local and national public. Pursuant to university policy, faculty own IP that is developed on their own personal, unpaid time, in the absence of any sponsored project agreement or other agreement giving rights to the University, and without significant use of University Resources. On the other hand, ownership of all other IP immediately vests with the university upon creation, conception and/or reduction to practice in the following circumstances: (i) IP is created by university faculty pursuant to a sponsored project agreement to which the university is a party; (ii) IP is created as a "work-for-hire" or pursuant to a written agreement with the University providing for the assignment of any Intellectual Property rights to the University; and (iii) IP is developed by university faculty within his/her scope of employment and with significant use of university resources.

6.5.2 Faculty Outside Consulting Agreements

University employees who are consulting for, visiting, or collaborating with other entities may be asked by other entities to sign documents (e.g., consulting agreements, facility access arrangements, and non-disclosure/confidentiality agreements). Such third-party agreements often contain language conferring rights to inventions arising from access to information or facilities, and the signing of such agreement may conflict with an individual's existing obligations to the University. It is the responsibility of each individual to ensure that the terms of any consulting or other agreements with a third party do not conflict with his/her commitment to the University. A University employee should make the nature of his/her obligations to the University clear to any third party for whom he or she expects to consult or collaborate with. Specifically, the scope of the consulting services should be distinguished from the scope of any individual's University research commitments.

The University will not negotiate any outside consulting agreements on behalf of any employee or student; however, any questions regarding a University policy or regulation may be directed to the General Counsel's Office.

According to the University's Intellectual Property Policy, the author or inventor and the university share in the proceeds of such intellectual property. Faculty members are not authorized to waive Florida Poly's intellectual property rights.

It is the responsibility of Florida Polytechnic to manage the technology transfer process for all patent, trademark and copyright matters relating to the identification, protection and commercialization of Florida Poly-owned Works and Inventions. Technology Transfer represents Florida Poly in the implementation of the Florida Poly Intellectual Property Policy with regard to governmental entities, industry and the public. Technology Transfer works to transfer all Florida Poly technologies available for licensing to industry and start-up companies.

6.5.3 Disclosure Process

All Florida Poly supported works and inventions created by faculty members are required by state and federal laws to be promptly disclosed. The disclosure is made using the Florida Poly Invention Disclosure form. When completed, the Disclosure should be submitted in accordance with the University's Intellectual Property Policy. These documents provide the University with the necessary information to evaluate feasibility, patentability, market demand, inventorship, and any obligations to research sponsors.

Disclosures must be kept confidential until a patent application or copyright has been filed or certain rights may be lost. Faculty should refrain from discussing the invention or sending it to others, including any sponsor, until necessary confidentiality agreements can be signed by all parties. This includes discussions, papers, posters, publications, and presentations. Research notebooks referencing the work or invention described in the Disclosure should be witnessed and kept in a safe place. The location of the notebooks should be documented in the Disclosure.

The University will evaluate all Disclosures for their commercialization potential and to determine the appropriate means for protecting and promoting the development of the technology, with the assistance and cooperation of the university faculty creator(s). The University will provide a timely response to the university creator(s), generally not to exceed sixty (60) days from the date of disclosure and may engage outside evaluators and other consultants to review the disclosure, as well as to assist in the licensing, commercialization, and protection of the IP.

See FPU-1.0061P Intellectual Property
See Collective Bargaining Agreement Article 16, Intellectual Property (note: references University Policy only)

VII. GENERAL EMPLOYMENT INFORMATION

7.1 COMPENSATION

Paydays. University employees are paid on a semi-monthly pay cycle. Pay dates fall on the 15th and last day of the month. If either the 15th or the last date of day of the month falls on a weekend day, then the preceding Friday will be the pay date.

Paychecks. The University strongly encourages direct deposit. Your pay will be deposited directly into the account you create in Workday during your onboarding process. No paper copies of pay slips will be provided, as they can be printed directly from Workday.

Federal income and Social Security taxes are deducted each pay period. You may request other deductions from your pay such as payments for insurance plans, tax sheltered annuities, parking and voluntary contributions to the Florida Poly Scholarship Fund.

Once you receive your first pay, please verify that all the information is accurate; particularly your benefit deductions (if applicable). Contact the Payroll Department immediately if you have any concerns about the information on your pay slip.

Support employees and non-exempt employees' pay is based on an hourly rate times the number of hours submitted in a workweek. Florida Poly's standard workweek is Friday to Thursday. If an employee physically works over 40 hours in a workweek, those hours over 40 will be calculated as overtime at one and a half times the hourly rate. Support employees and non-exempt employees must obtain approval from their supervisor prior to working overtime.

Exempt employees' pay is based on an annual rate. Semi-monthly rates are calculated by dividing the annual rate by 24 (the number of semi-monthly pay cycles in a calendar year).

> Please note: Prompt completion of your new hire paperwork and the Workday onboarding process will ensure prompt payment of your wages. It's critical that your personal information in Workday is verified and any changes be made by you in a timely manner.

Visa Status. An employee's visa status affects appointment eligibility as well as withholding for federal, Social Security and Medicare (FICA) taxes. Employees who fail to provide their departments with copies of their past or current visa documents are responsible for paying their respective tax liability.

The Foreign National Tax Information Form and the I-9 must be completed and sent to the Human Resources Department if there is an extension or change of status for the employee. An employee will not be put on payroll without the report from the Human Resources Department. Employees are encouraged to consult with their own tax advisers concerning their visa and tax status.

7.2 FLORIDA POLY ID CARDS

The Florida Poly ID card is the official picture ID card of Florida Polytechnic University. All students and employees are required to have a Florida Poly ID Card. In addition to the card being your official identification card, this card is also your "key" to accessing many of the buildings and rooms on campus. Please store this

card in a safe place at all times. Should you lose your ID card, please contact Business & Auxiliary Services as soon as possible to obtain a replacement. You will be charged $15 for a replacement card.

> Please Note: Business & Auxiliary Services is not able to produce an employee ID card prior to receiving the appropriate authorization from Human Resources. Accordingly, please wait until you have been contacted by a member of Business & Auxiliary Services to have your photo taken for the ID card.

7.3   PARKING ON CAMPUS

Permission to park is granted equally and regulated by rule adopted by the Florida Polytechnic University Board of Trustees. All parking fees are set by the Board.

For more information on parking on campus and to purchase a parking permit, please visit the University's website.

See 6C13-1.003 Parking on University Property

7.4   BENEFITS ENROLLMENT

All benefit-eligible employees have the opportunity to enroll in state benefit plans. (See the "University Benefits" section below for details.) Please note that new employees must complete the enrollment process themselves by going online to the People First web site within 60 days of becoming employed in the benefit-eligible position or will otherwise have to wait until the next open enrollment period occurs. See section 6.8 below for more information.

For more information on benefit enrollment, please contact Human Resources.

See Collective Bargaining Agreement, Article 13, Benefits

7.5   CELL PHONE ALLOWANCE

Employees who are required to maintain and carry a cell phone for work may be eligible to receive a cell phone allowance. Your supervisor is responsible for determining which employees are required to maintain and carry a cell phone to perform their University duties and are therefore eligible for a cell phone allowance to assist with the cost.

For more information regarding cell phone allowances, please contact your immediate supervisor or Human Resources.

See FPU-6.0005P Cell Phone Allowance

7.6.   EMPLOYEE DRESS CODE

All employees are expected to dress professionally and in a manner consistent with the University environment. It may be appropriate for certain University departments to develop their own dress code in accordance with the University's public interests. Any dress code established by an individual department will be enforced consistently within that department. It is recommended that you talk with your supervisor about what type of dress is considered appropriate for your work area.

See FPU-6.006P Florida Polytechnic University Dress Code Policy

7.7   OFFICIAL UNIVERSITY TRAVEL

Employees who intend on traveling for official University business must have approval from the Provost or Provost's designee and complete a travel authorization in Workday prior to their departure and before accruing any nonrefundable fees or expenses related to the request. With the granting of approval by the designated supervisor, employees may be reimbursed, within limits, for certain costs of travel on official University business. Such costs must be submitted through a Spend Authorization in Workday. An approved Spend Authorization is necessary in order for an employee to be eligible for coverage under Worker's Compensation while traveling on business.

Employees who are traveling on official University business are subject to the applicable requirements and restrictions governing travel by state employees, as provided in Florida Statutes, Sections 112.061, 1004.22, 1011.90 and 1012.06 and with export control requirements. Employees are responsible for ensuring compliance with these provisions while traveling on official University business.

If an employee uses his/her personal car for approved travel, the employee will be reimbursed at the current official mileage rate. The designated departure and return times are used for calculating per diem.

Hours Worked while Traveling on Official University Business. Travel to and from an employee's home to the employee's regularly assigned work location cannot be counted as hours worked. If a non- exempt employee is required to work outside his or her scheduled hours of work for the day, the employee will be credited with the additional actual time worked. The additional actual time worked will include the travel time from the employee's home to the assigned work location, the time spent working at the location, and travel time from the assigned work location back to the employee's home or a minimum of two additional hours of work—whichever is greater.

An employee may be required to attend a meeting or conference or otherwise work at an out-of-town location as part of their employment with the University. During such times, the official travel time that occurs either during or outside of the employee's normal work schedule is considered time worked. If official travel time results in a non-exempt employee exceeding 40 hours in the work week, the employee must be compensated for overtime according to standard overtime policies.

Please direct questions about University travel to the Human Resources department.

International Travel. International travel for official University business requires specific approval by the Vice President of the employee's department or designee prior to the commencement of the travel. International travel requests should be prepared well in advance to allow time for processing and must comply with any export control requirements.

See Collective Bargaining Agreement Article 19, Travel

7.8   ATTENDANCE

When you are hired at Florida Poly, you accept the responsibility to work each day as scheduled. As a general guideline, you will be considered excessively absent if your absences are impacting the efficient operation of your department. Excessive absenteeism may lead to disciplinary action, up to and including termination.

If you are unavoidably absent from your job (absent for reasons other than specified in 7.13 – 7.18), it is your responsibility to let your supervisor know of the circumstances of your absence as soon as possible on the first day of your absence and when you expect to return to work. If your anticipated return date changes, you must keep your supervisor informed.

> Please note: An employee who is absent without authorization for three or more consecutive workdays may be considered to have abandoned his or her position and to have voluntarily resigned from the University.

7.9 BREAKS FOR NURSING MOTHERS

See FPU-6.0131P Break Time for Nursing Mothers

7.10 WORK HOURS

As faculty are central to the University's academic mission, their presence on campus is strongly encouraged, not only for fulfilling their teaching obligations, but to meet the University or departmental standards for office hours and be broadly available to assist students, the department, and participate actively in service roles.

A work week for academic professionals will consist of a minimum of forty (40) hours. The University recognizes that professional obligations undertaken by academic professionals will often require more than that minimum.

a) The University has the right to determine the type of duties and responsibilities that comprise the professional obligation of an academic professional.
b) In making assignments, or adjustments to assignments, the University shall consider the needs of the unit and such non-teaching academic professionals' preferences, qualifications and experiences, and professional development interests.

See Collective Bargaining Agreement, Article 7. Assignment of Responsibilities, point 2.

7.11 CERTIFYING TIME WORKED

Faculty must certify their time worked in Workday every two weeks. Faculty are not required to certify time worked over the summer unless they have a summer assignment.

Please direct questions about overtime compensation to Human Resources.

7.12 UNIVERSITY HOLIDAYS

The following holidays are observed by the University. All offices in which functions can be discontinued temporarily are closed on these days:

New Year's Day	Veteran's Day
Martin Luther King Day	Thanksgiving Day
Memorial Day	Friday after Thanksgiving
Independence Day	Christmas Day
Labor Day	Winter Break

When a holiday falls on Saturday, the preceding Friday will be observed as a holiday; when a holiday falls on a Sunday, the following Monday is observed as the holiday.

See FPU-1.008 University Holidays
See FPU-1.0081P Compensation Related to University Holidays

7.13 ANNUAL LEAVE

Annual leave is not earned by faculty on a 9-month contract.

7.14 SICK LEAVE

Sick leave is earned on the last day of each pay period in proportion to the amount of time in paid status. There is no waiting period for using sick leave. Once sick leave is posted to the balance, employees may request to use it. Earned sick leave may be approved for time off from work because of exposure to a contagious disease that may endanger others, personal visits to doctors or dentists and for personal illness. Sick leave may be used only up to the regular FTE, not to exceed the 40-hour workweek.

Sick leave transfers with the employee if he or she moves to other benefits-eligible positions within the University.

Sick Leave and Classes
Faculty should make every effort to ensure that in the event they must take sick leave instructional time is covered. As circumstances are often unforeseen, this requires pre-planning and departmental effort to ensure that appropriate protocols are in place. Faculty are responsible for following these protocols to the best of their ability relative to the conditions for which they are taking leave. Only as a last resort should a class meeting be canceled due to sickness.

See FPU-6.005 Sick Leave

7.15 SICK LEAVE POOL

The University's Sick Leave Pool is a way for employees to contribute a portion of their individually accrued sick leave for collective use of the members. Leave-accruing employees who have at least 64 hours of sick leave on balance may apply to join the Sick Leave Pool during the Open Enrollment period in October/November. Membership is approved if the criteria are met. Once membership is approved, full- time employees contribute 8 hours of sick leave automatically to the Sick Leave Pool. All figures associated with the sick leave pool are figured on a prorated basis for part-time employees.

Members of the Sick Leave Pool who have exhausted all their accrued leave (sick, annual, etc.) may apply for hours from the pool in the event of a personal catastrophic illness or injury. Catastrophic injury or illness is defined as "a severe condition or combination of conditions affecting the mental or physical health of the employee that has resulted in a life-threatening condition and/or has had a major impact on life functions."

See FPU-6.006 Sick Leave Pool

7.16 ADMINISTRATIVE LEAVE

Administrative leave is leave with pay that is not charged against individually accrued leave balances. It is designed to keep employees in full pay status under certain circumstances and typically can be granted only in the amount necessary to the regular FTE, not to exceed the 40-hour workweek.

University employees may be granted administrative leave in specific enumerated circumstances such as jury duty or Florida disaster volunteer leave.

See [FPU-6.007 Other Types of Leave](#)

7.17 FAMILY AND MEDICAL LEAVE ACT (FMLA)

Covered employees may take up to twelve weeks of unpaid leave under the Family and Medical Leave Act of 1993. This leave is permitted for either a serious health condition of the employee, the birth or adoption of a child by the employee, to care for a spouse, child or parent of the employee who has a serious health problem, or to care for a member of the military.

Whenever possible, employees must provide at least thirty (30) days' notice of their intent to take this leave. If thirty days' notice is not practicable, then the employee must provide as much notice as possible.

Please consult Human Resources for specific terms and conditions of this leave, or if you think you may be in need of this type of leave.

See [FPU-6.0071P Family and Medical Leave of Absence](#)

7.18 OTHER TYPES OF LEAVE

Other types of leave may include:
- Bereavement Leave
- Compulsory Leave
- Military Leave
- Workers Compensation Leave
- Domestic Violence Leave
- Personal Holiday (for support employees only)

See [FPU-6.007 Other Types of Leave](#)
See [Collective Bargaining Agreement Article 10, Leaves](#)

7.19 UNIVERSITY BENEFITS

Your benefits can represent a significant portion of your overall compensation, based on the elections you've made. As your employer, Florida Poly picks up a large percentage of the overall cost of some types of insurance, particularly health and basic life, resulting in your paying lower premiums. A variety of other supplemental plans, which are strictly employee-paid, are also available.

7.19.1 Benefits Enrollment

State/People First Plans

Within a few weeks of your employment, a People First ID (PFID) will be mailed to your home address along with password information. The PFID is assigned by the state.

Your PFID is your permanent identifier that will allow you to:
- Enroll in your selected benefits
- View benefits during the year
- Make qualified status changes
- Make other adjustments to your benefits during the annual Open Enrollment periods

Your premiums and deductions for benefits will be established based upon your enrollment decisions.

New employees and those experiencing a qualifying status event must complete enrollments through the People First portal or by calling the People First service center at 1-866-663-4735.

Eligibility
All active, permanent, full or part-time Florida Poly employees qualify for coverage under the State of Florida Insurance Programs. Employees who work less than .75 FTE (full-time equivalency) pay a prorated share of the cost for the health and basic life plans. Typically, .75 FTE equates to 9 credit hours.

Certain variable hour and OPS employees qualify for the State's Insurance Program. OPS employees who regularly work 30 hours/week or more may enroll in the state's plans upon hire. OPS employees are eligible to participate in a majority of the state plans with the exception of Optional Term Life, Medical Reimbursement and Limited Purpose Reimbursement Accounts. Employees will be notified of their eligibility for state plans by the state.

All eligible employees should review the Marketplace Notice included in the appendix section of the Description Employee Benefits Package administered to new employees upon hiring. The Marketplace Notice is required under the Affordable Care Act and provides employees additional information about affordable health plan options that are available through the Marketplace or Health Care Exchanges.

Coverage for Dependents
Dependents eligible for State of Florida sponsored plans include:
- Employee's spouse
- Employee's children through age 30* (natural, adopted, step, foster, and those for whom the employee has legal guardianship)
- Employee's disabled children beyond age limits; incapable of self-sustained employment; dependent for financial support
- Employee's eligible dependent's newborn child for 18 months after birth, or until eligible dependent who is the infant's parent no longer qualifies as a dependent, whichever comes first

*Eligibility of dependent children ages 19 through 30 include:

- Family Coverage Tier: Children age 19 through the end of the calendar year in which they turn 26, are covered under the regular "family plan"
- Optional Over-Age Coverage: For health insurance only—coverage for children age 26 through the end of the calendar year they turn 30 may be purchased at an additional premium if they:
  - A, are not married,
    - have no dependents (i.e., children, domestic partner),
    - are dependent for financial support,
    - are not provided or otherwise have available health insurance,

And
- o B. Either live in Florida or are a student in another state.

The eligibility requirements listed above apply to the State of Florida-sponsored plans.

Spouse Program

An eligible employee whose spouse works in a benefits-eligible position for a State of Florida government agency may enroll in the health insurance Spouse Program. This program combines the state's matching portion of each member's insurance premium, providing health insurance at a minimal cost provided that both employees are in full-time, benefits eligible positions. Should one spouse terminate employment with the State of Florida—or in the event of a divorce, change in FTE, or leave of absence—the employee must notify People First of the event within 60 days of the event.

Open Enrollment

Open Enrollment is a period of time when employees have an opportunity to make additions, changes or deletions to their elected benefit options. During this time, Open Enrollment communications provide information to employees regarding critical dates, new plan options, or other important changes for the upcoming plan year. After the Open Enrollment period begins, employees may access the People First enrollment system 24 hours a day to make necessary changes. Benefit elections can be made throughout the Open Enrollment period, however once the Open Enrollment period ends, all of the employee's elections in the system are final and coverage for the elections will begin on the following January 1. The Open Enrollment period generally varies from year to year and usually occurs around mid-October to November. For specific dates, check with the Human Resources Department each fall.

Qualifying Events for Changing Coverage

Under certain circumstances, you may be allowed to make changes to your benefit elections during the plan year. Within 60 calendar days of the qualified event date, you must make these changes through the People First portal or by calling the People First service center at 1-866-663-4735.

Qualifying status changes/events include:
- Employee gives birth to, adopts, or becomes the legal guardian of a child (employee must add each child even if the employee already has family coverage)
- Employee gets married or divorced
- Employee's spouse or dependent dies
- Employee's employment is changed from full-time to part-time or from part-time to full-time
- A change in employee's spouse's employment status (resulting in a gain or loss of other coverage)
- A change in dependent's eligibility for benefits
- Termination of employee's employment

The employee may be required to submit documentation for certain events and such documents must be consistent with the requested benefit change. Outside of the 60-day qualifying status change window, changes to an employee's plans are limited to the annual Open Enrollment period.

7.19.2 Health Benefits

Benefit Eligible employees may choose from several health insurance plan options.

Current available state health plans include:
- Preferred Provider Organization (PPO) Plans
- Health Maintenance Organizations (HMO) Plans
- Health Investor (High Deductible) PPO or HMO Plans

- Health Savings Accounts
- State Prescription Drug Program
- Flexible Health Spending Accounts

No matter which plan you choose, health insurance premiums are deducted on a pre-tax basis unless you request post-tax deductions through a state pre-tax waiver. Please note that coverage is NOT effective until AFTER you receive your insurance cards from the companies.

The State of Florida makes a variety of other health insurance and benefit programs available to eligible employees. For more information, please visit: http://www.myflorida.com/MyBenefits/Health/Health.html.

7.19.3 Life Insurance

The State of Florida offers Basic and Optional term life insurance coverage to eligible full-time and part-time employees.

For more information, please visit:
http://www.myflorida.com/mybenefits/Health/Life_Insurance/Life_Insurance.html.

7.20 UNIVERSITY RETIREMENT PLANS

Eligible employees may choose to participate in one of three plans: the State University System Optional Retirement Program, the Florida Retirement System's Florida Pension Plan, or the Florida Retirement System's Florida Investment Plan. All three retirement plans include employer and mandatory employee contributions.

To select a retirement plan, you will need to fill out the appropriate form and turn it in to the Human Resources department for processing.

State University System's Optional Retirement Program (SUSORP)
For more information regarding the please visit:
http://www.dms.myflorida.com/workforce_operations/retirement/optional_plans/state_university_system_optional_retirement_program

Florida Retirement System's Florida Pension Plan (FPP) and Florida Investment Plan (FIP)
For more information about the, please visit: https://www.myfrs.com/

Deferred Retirement Option Program (DROP)
For more information, please visit: https://www.myfrs.com/FRSPro_Pension_DropRoll.htm

Deferred Compensation Plan
For more information, please visit:
https://www.myfloridadeferredcomp.com/SOFWeb/default.aspx

7.21 EMPLOYEE PERFORMANCE & CONDUCT

7.21.1 Disciplinary Action

Employees are subject to disciplinary action, up to and including discharge, for just cause, including but not limited to, for violating University procedures, policies, rules, and regulations, contract provisions, personnel directives, and/or general orders. Due process shall be provided prior to any final decisions regarding disciplinary actions (excluding oral reprimands). Employees shall be provided notice and a written statement of any disciplinary action taken (excluding oral reprimands).

Just Cause. Discipline of bargaining unit employees shall be for just cause. Just cause is defined as:
  (a) incompetence; or
  (b) misconduct

Progressive Discipline. Disciplinary actions shall be progressive. Certain actions by their nature may be severe enough, however, to justify deviating from progressive disciplinary principles, and result in immediate discharge of employment or other disciplinary action. Forms of discipline may include, but are not limited to:
  (a) oral counseling;
  (b) written reprimand;
  (c) suspension without pay; and
  (d) discharge of employment.

Review of Personnel Files. Employees shall have the right to review their official personnel file upon request. the employee shall have the opportunity to submit a written statement responding to any written reprimand issues. The employees' responding statement will be entered in the personnel file included with the written reprimand.

Investigations. When an employee is questioned by management, and the employee reasonably believes that the questioning may lead to disciplinary action, the employee has the right to request that a union representative be present at the meeting. When an employee requests union representation pursuant to this section, and no union representative is immediately available, the University shall postpone the meeting until a representative is available, cancel the meeting, or at the employee's option, continue the meeting without a representative.

UFF Representation. UFF determines representation per its governing documents. The UFF does not represent bargaining unit employees who are not members in good standing at the time of an alleged incident.

For additional information about disciplinary issues, please consult Human Resources.

See Collective Bargaining Agreement Article 9, Discipline

7.21.2 Employee Grievance Process

Florida Poly encourages informal resolution of grievances and complaints whenever possible. Your immediate supervisor is available to help you resolve any work-related concerns or misunderstandings. Should this type of informal resolution be unsuccessful, you may choose to initiate a formal grievance or complaint. Please contact the Human Resources department for assistance.

See FPU-6.0011P Employee Grievance Procedure
See Collective Bargaining Agreement Article 11, Grievance and Arbitration Procedure

7.22 EMPLOYEE SAFETY

7.22.1 Background Checks

See FPU-6.011 Employee Criminal Background Checks

7.22.2 Drug-Free Workplace

See FPU- 1.0036P Drug-Free Environment

7.22.3 Workers' Compensation

Florida Poly is committed to providing a safe and healthy environment in which faculty, staff and students may work and study. In order to help uphold this commitment, the Department of Facilities and Safety Services is responsible for informing the Florida Poly community of the general safety training that is required of employees.

As a University employee, you will want to practice good safety habits and observe appropriate precautions at all times for the protection of yourself and others. Even then, accidents and injuries on the job can happen. If you sustain a work-related injury, your medical expenses and a portion of your earnings may be covered under the Florida Poly Workers' Compensation program.

What to Do If You Are Injured While Performing Your Job
1. Notify your supervisor immediately. You/your supervisor must then contact the Human Resources department. An incident report will need to be completed.
2. If you require medical attention, contact Human Resources prior to going to a medical care provider. Human Resources will assist you getting the medical attention that you may need.
3. To obtain authorization for Workers' Compensation claims, employees need to contact AmeriSys at 1-800-752-0886. They will be asked a series of questions about their work-related injury and then will be instructed on which medical facility to go to for services.
4. When you arrive at an authorized medical care provider's facility, be prepared to show proof of identification.
5. Provide both your supervisor and HR with medical documentation of your initial work status and any subsequent changes to it. Your authorized medical care provider must support, in writing, all injury-related time away from work.
6. Contact your supervisor daily, or according to a schedule established by your supervisor, in order to keep him/her informed about your current work status, ongoing treatment and prognosis for recovery.
7. Attend all of your scheduled medical appointments.
8. When an authorized medical care provider releases you to return to work (regardless of your assigned limitations or restrictions), you must be willing and able to return to the workplace.

For more information regarding Workers' Compensation, please contact the Human Resources department.

7.23 WORKPLACE VIOLENCE

See FPU-6.0024P Workplace Violence

VIII.   EMPLOYMENT REGULATIONS & POLICIES

8.1   PROFESSIONAL ETHICS & UNIVERSITY COMMUNITY

The University acknowledges a concern for values and ethics that are important to the educational experience and process. Faculty members are expected to show an awareness that membership in the academic profession carries with it special responsibilities. The following responsibilities of faculty members are taken from the *American Association of University Professors (AAUP)* Statement on Professional Ethics, with slight modifications.

> The professor, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognizes the special responsibilities of the profession. The professor's primary responsibility to his or her subject is to seek and to state the truth as he or she sees it. To this end, the professor devotes energies to developing and improving scholarly competence. The professor accepts the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. The professor must never seriously hamper or compromise freedom of inquiry.

> As an instructor, the professor encourages the free pursuit of learning in students. The professor holds before him/her the best scholarly standards of his or her discipline. The professor demonstrates respect for the student as an individual and adheres to the proper role of intellectual guide and counselor. The professor makes every reasonable effort to foster honest academic conduct and to assure that the evaluation of students reflects their true merit. The professor respects the confidential nature of the relationship between professor and student. The professor avoids any exploitation of students for private advantage and acknowledges significant assistance from them. The professor protects academic freedom.

> As a colleague, the professor has obligations that derive from common membership in the community of scholars. The professor respects and defends the free inquiry of associates. During the exchange of criticism and ideas, the professor must show due respect for others' opinions. The professor acknowledges academic debts and strives to be objective in the professional judgment of colleagues. The professor accepts his or her share of faculty responsibilities for the governance of the institution.

> As a member of an institution, the professor seeks above all to be an effective teacher and scholar. Although the professor observes the stated regulations of the institution, provided they do not contravene academic freedom, the professor maintains the right to criticize and seek revision. The professor determines the amount and character of his or her work performed outside the institution (the amount of work is governed by the University policy), with due regard to his or her paramount institutional responsibilities. When considering the interruption or termination of employment, the professor recognizes the effect of this decision upon the program of the institution and gives due notice of his or her intentions.

> As a member of the community, the professor has the rights and obligations of any citizen. The professor measures the urgency of these obligations in light of responsibilities to his or her subject, to students, to the profession, and to the institution. The professor, when

speaking or acting as a private person, should avoid creating the impression that he or she speaks or acts for the college or University. As a citizen engaged in a profession that depends upon freedom for its health and integrity, the professor has a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

Faculty, as intellectual leaders of the institution, are expected to demonstrate the highest level of ethics when it comes to teaching, research and scholarship, and service. This includes appropriate representation of source material and presentation of oneself as an intellectual and a professional. Absence of representation, misrepresentation, or false representation of oneself or one's work or the actions or work of others is grounds for disciplinary action.

See Collective Bargaining Agreement, Article 9. Discipline.

8.2   EMPLOYEE CODE OF CONDUCT AND ETHICS

The Florida Polytechnic University's Board of Trustees and the University's administration value high ethical standards. Thus, it is expected that all of the University's businesses, operations, and interactions with those within and outside the University community will be executed in a manner exhibiting the highest degree of ethical standards and conduct. To provide the University faculty, staff, and representatives guidance and notice of their obligations, this Code of Conduct and Ethics describes general expectations for achieving and maintaining an organizational culture that affirms the University's responsibility to protect its resources, its employees, its students, and its reputation.

The University, through its personnel, is entrusted by the public with financial resources and social responsibilities. All University personnel play a key role in assuring that high standards of ethical practice are utilized regarding the custody and use of these resources. To accomplish this, it is expected that University personnel observe and be faithful to the values embodied in this Code of Conduct and Ethics so that all in the University community will enjoy a professional and supportive work environment.

This Code is not intended to stand alone. Rather, it complements and serves as a link with state and federal laws and other rules and regulations that govern the University's operations and its personnel's ethical conduct. Further, this Code is described in a general manner and is not intended to address every circumstance of expected ethical behavior. As such, any member of the University community who may be confronted with an ethical dilemma should first contact his or her immediate supervisor or others in their supervisory chain to seek guidance in addressing issues that are not directly covered by this Code.

All University personnel are required to observe and comply with all state and federal laws applicable to the University. Any questions regarding the application of law to situations, or the compliance requirements of the law, should be referred by University personnel to their immediate supervisor or any other individual in his or her supervisory chain. Should anyone in the supervisory chain require assistance in interpreting the legal requirements of compliance efforts, they may contact the Office of the General Counsel.

See FPU-6.002 Personnel Code of Conduct and Ethics
See Collective Bargaining Agreement, Article 8, Performance Evaluations

8.2.1 Discrimination, Harassment, and Mistreatment

The University is committed to providing and maintaining an environment that is free of discrimination, harassment, or mistreatment based on one's membership in a protected class. The University does not tolerate any form of prohibited discriminatory or harassing behavior directed toward another member of the University community.

See [FPU-1.004 Non-Discrimination and Equal Opportunity](#)
See [FPU-1.005 Discrimination and Harassment Complaint Policy and Procedures](#)
See [FPU-1.005P Sexual Harassment](#)

8.2.2 Use of University Resources

The University's resources and facilities are for official and authorized use only and in furtherance of the University's mission and organizational culture. Thus, University personnel should not misuse the University's resources and/or facilities and should not permit others to inappropriately use these resources and/or facilities. The University understands the occasional use of certain resources (e.g. computer and telephone) for personal reasons; however, such personal use by University personnel should not result in expense to the University or interfere with the performance of required duties or the University's mission. Moreover, it is expected that University personnel will not use any of the University's resources and facilities for any illegal or unauthorized commercial activities, or in any manner which is inconsistent with the University's mission. University personnel shall not allow or assist others in illegal or unauthorized commercial use of these resources.

See [FPU-1.0132P Use of University Name and Logo](#)
See [FPU-1.009 Commercial Solicitation on University Property](#)
See [FPU-1.003 Use of University Facilities and Property](#)
See [FPU-1.011 Political Activity on Campus](#)
See [FPU-1.0039P Use of University Vehicles and Other Vehicles for University Business](#)

8.2.3 Outside Employment & Activities

All University employees have certain ethical and professional responsibilities as public employees, which include the requirements of the Code of Ethics for Public Officers and Employees, located in Chapter 112, Part III, Florida Statutes. Full-time personnel who wish to engage in outside employment or activities must report to their supervisor, in writing, the details of such proposed employment or outside activity and must obtain written approval prior to engaging in the employment/activity.

See [FPU-6.008 Outside Employment / Outside Activity](#)
See [Florida Board of Governors Regulation 1.006](#)
See [Florida Statutes, Chapter 112, Part III](#)

8.2.4 Protection of Confidential Information

Florida Polytechnic University is subject to Florida's "Government-in-the-Sunshine" law meaning that most University-related documents, in any form including e-mail, are subject to request and inspection by the public. However, certain personal and official information regarding students, faculty, staff and donors are confidential and cannot be disclosed to others pursuant to federal and/or state laws, including but not limited to the Family Educational Rights and Privacy Act (FERPA), the Americans with Disabilities Act (ADA) and state law regarding limited access to faculty evaluative information. As such, the University expects confidential information about its students, faculty, staff, and donors to be protected in accordance with the provisions of these and other pertinent laws. Any questions regarding what constitutes "confidential" information and laws applicable to specific situations should be referred by University personnel to their immediate supervisor or any other individual in his or her supervisory chain. Similarly, should anyone in the supervisory chain require assistance regarding "confidential" information, questions should be directed to the Office of the General Counsel.

Student Information. The Federal Family Educational Rights and Privacy Act (FERPA), commonly known as the Buckley Amendment, along with its State counterpart located in Section 1002.22 of the Florida Statutes, protect the privacy of student records and allow individual students access to their education records. The only information within a student's record that may be subject to disclosure, without the student's written

permission, is information deemed by the University to be public directory information. However, a student may submit a written request to the University to keep his or her directory information confidential if the student does not want such information to be disclosed.

University regulation requires faculty members to maintain and protect the privacy and confidentiality of student education records. If an individual, including a parent, guardian, spouse or other interested party, inquiries about academic information or any other matter regarding a student, the faculty member should not divulge information as it may be privileged. In these circumstances, the faculty member shall take the following action:

1. Refer the party to the Provost/designee for a determination as to whether the student has waived their privilege;
2. Advise the individual that under the Family Educational Rights and Privacy Act, a federal law covering Florida Polytechnic University, the requested information cannot be divulged absent a waiver or authorization from the student.

See FPU-3.001 Confidentiality of Student Records and Applicant Records
See 6C13-6.008 Personnel and Limited Access Records
See Florida Statutes, Section 1002.22
See FERPA

8.2.5 Using Organizational Status to Influence Business Decisions

The university expects that its personnel who hold purchasing or other decision-making positions will not attempt to use their University status to influence business transactions which may result in their experiencing any personal, financial, or material gain on behalf of themselves or others.

See FPU-8.001 Procurement

8.2.6 Nepotism / Reporting Structure

University personnel should avoid situations where they may influence the decision to hire a family member at the University. A conflict of interest would exist, for example, if personnel serve on a selection committee or in a decision-making chain where a family member has applied for employment. In such a scenario, University personnel should disclose their familial status to the chair of the selection committee or Human Resources prior to the candidate's interview. Further, employees are not permitted to supervise family members as a conflict of interest would exist if a supervisor had to conduct a performance appraisal on a family member.

See FPU-6.009 Employment of Relatives

8.2.7 Purchase of Property from Board of Trustees

No University personnel should enter into a personal agreement or a contract to purchase goods or services, except those available to the general public, from a member of the University's Board of Trustees or the Trustee's firm without first discussing the transaction with the University's Office of the General Counsel. Transactions of this type may have the appearance of impropriety and result in a conflict of interest that at the very least may reflect poorly on the individual, the Trustee, and/or the University.

8.2.8 Gifts and Honoraria

In accordance with Florida law, certain University personnel are prohibited from giving, soliciting, or accepting certain gifts from vendors doing business with the University and must comply with the reporting requirements of the statute.

8.2.9 Use of University Intellectual Property, Copyrights, Patents, and Trademarks

The University observes all intellectual property, patent, and copyright laws and expects all University personnel to comply with the laws regarding the use of such property. For example, the University's trademark, seal, and letterhead must only be used in relation to University-related activities and University business matters. Any other use of the University's intellectual property is strictly prohibited. Should University personnel have any questions regarding whether their intended use of the University's intellectual property may be in contradiction to "University-related activities and University business matters" the individual should consult their immediate supervisor or any other individual in his or her supervisory chain. Should anyone in the supervisory chain require assistance in interpreting whether the intended use of patents, copyrights, or trademarks falls within accepted University activities or business matters, the supervisor should contact the Office of the General Counsel to seek guidance regarding any question that they may have regarding the intended use of the intellectual property.

See [FPU-1.0132P Use of University Name and Logo](#)
See [FPU-1.0061P Intellectual Property](#)

8.2.10 Professional Ethics

All University personnel who are members of professional associations external to the University are expected to abide by their association's code of ethics and other membership guidelines. If University personnel are found to have violated an external association's code of ethics or membership guidelines and such violation may negatively impact the University or the individual's employment at the University, such personnel must report the alleged violation to their supervisor, or other in his or her supervisory chain so that the impact of the alleged violation may be evaluated by the appropriate University representatives.

8.3 DISABILITY ACCOMMODATIONS

8.3.1 Employee Reasonable Accommodations

Upon request, the University provides reasonable accommodations to persons with disabilities. Under the employment provisions (Title I) of the Americans with Disabilities Act or ADA (PL 101-336), employers are required to provide "reasonable accommodation" as a means of overcoming unnecessary barriers that prevent or restrict employment opportunities for otherwise qualified individuals with disabilities.

The ADA defines a qualified individual with a disability as a person who "satisfies the requisite skill, experience, education, and other job-related requirements of the employment position such individual holds or desires and who, with or without reasonable accommodation, can perform the essential functions of such position." The term "reasonable accommodation" means a modification or adjustment to the job, the work environment, or the way things usually are done that enables a qualified individual with a disability to enjoy an equal employment opportunity. Essential functions are, by definition, those that the individual who holds the job would have to perform, with or without reasonable accommodation, in order to be considered qualified for the position.

It is the intent of Florida Poly to extend reasonable accommodation to the known limitations of qualified persons with disabilities who are employees or applicants for employment, in order that these individuals may perform the essential functions of a position and/or participate in the employment application process. In general, it is the responsibility of the applicant or employee with a disability to inform the University that an accommodation is needed for him or her to participate in the application process, to perform the essential job functions, or to receive benefits and privileges of employment.

All requests for accommodations will be evaluated on an individual basis to determine the appropriateness of the request. Moreover, employment opportunities will not be denied because of the need to make reasonable accommodations to an individual's disability. To request a reasonable accommodation, contact Human Resources if you are an applicant, or your immediate supervisor if you are an employee, and make your request known.

Notification of Special Needs for an Emergency Situation

Individuals are encouraged to report any special needs to their supervisor and the Human Resources Department to ensure that the required needs are satisfied in an emergency situation. The employee should arrange with his or her department if the employee will need assistance in exiting a building during an emergency.

IX. UNIVERSITY-WIDE REGULATION & POLICIES

9.1 DISCRIMINATION / SEXUAL HARASSMENT

Florida Poly's Non-Discrimination regulation and Sexual Harassment policy affirms its commitment to ensure that each member of the University community shall be permitted to work, study, and interact with each other in a dignified learning environment free from any form of unlawful discrimination. University policy imposes mandatory reporting of violations for certain University employees, and all faculty members are expected to comply with such requirements.

Note: The definition of sexual harassment excludes the use of sexual material in a classroom setting for academic purposes. If you need advice about how to present sexual material in classrooms or how to respond to student concerns about such material, contact the Provost.

See FPU-1.005P Sexual Harassment
See FPU-1.004 Non-Discrimination and Equal Opportunity
See FPU-1.005 Discrimination and Harassment Complaint Policy and Procedures

9.1.1 Title IX Coordinator

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in any educational program or activity that receives financial support from the Federal government. Under University Policy discrimination based on sex includes sex or gender-based harassment, sexual harassment, sexual assault, dating and domestic violence, and stalking. University Policy also prohibits retaliation against individuals who report or participate in an investigation regarding an alleged violation.

The Title IX Coordinator at Florida Polytechnic University accepts complaints of unlawful sexual discrimination affecting the University campus and its educational programs.

<div align="center">

Title IX Coordinator
863-874-8484
titleixcoordinator@floridapoly.edu

</div>

Faculty members may direct any person that believes they have been subjected to sex discrimination; any person that believes they have been subjected to retaliation related to an allegation of sex discrimination; or any person that believes that others have been subjected to sex discrimination, in violation of the University's sexual harassment policy, that may wish to seek guidance, counseling, or file a complaint to:

<div align="center">

Sex Discrimination Complaint Form
Title IX Website

</div>

9.2 USE OF UNIVERSITY NAME & LOGOS

Faculty are permitted to use their titles in public. However, faculty should take care to avoid the appearance that their public statements represent the official positions of the faculty of Florida Polytechnic University or the University itself. A faculty member may not use his or her title in a way that implies that the university is actually or implicitly espousing a particular view or endorsing any person, organization, product, service, or belief.

Similarly, faculty may not use the name, logos, facilities, or resources of the university for any personal, commercial, or similar purposes, or to participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of, or in opposition to, any candidate for political office.

9.2.1 General Guidelines for Use of University Trademarks (Name, logo, mascot)

- The University has an obligation to its students, faculty, staff, donors, and others to ensure that the use of its name falls, in general, within its primary mission of education and research. Some activities such as promotion of individual causes, political or otherwise, clearly fall outside its mission as a public institution.
- Use of University trademarks in connection with an activity, project, or product implies a close association with the University and is generally construed as sponsorship or endorsement. The University must ensure that this portrayal is accurate and that it has the requisite control of the activity, project, or product to ensure that the implied close association remains an accurate representation of the affiliation with the University.
- Use of University trademarks in situations having a potential to diminish or damage the University's image and reputation must be avoided.
- If there is a potential for financial, legal, or reputational risk to the University through the use of its trademarks, for example on a particular product, such use of University trademarks should be avoided.
- Florida Polytechnic University's trademarks may not be used in any way that discriminates or implies discrimination against any person or group based on race, color, national origin, marital status, sex, religion, age, disability, sexual orientation, gender identity, gender expression, or veteran status, or in any other way that would be in violation of Florida Polytechnic University's non-discrimination policies or practices.
- No one other than the Florida Polytechnic University may claim copyright or trademark rights to the University trademarks or seek to register any design that incorporates a University trademark.
- Use of any University trademarks shall follow these guidelines and additionally must adhere to the graphic standards outlined in the University's Brand Manual. Such use requires review and approval by the Director of Marketing before printing or manufacturing is permitted.
- The University's trademarks may not be used to create new trademarks and may not be integrated or combined with existing trademarks. Issues regarding co-branding must follow the guidelines above and require review and approval by the Director of Marketing and Communications and the Office of the General Counsel.
- The University Seal is used to authenticate official University documents and to communicate the significance of special occasions and events. It is generally reserved for more formal uses such as graduation programs, transcripts, diplomas, and certificates.
- The Phoenix mark represents student spirit and may only be used on the student focused materials and merchandise and requires approval from the Director of Marketing.

9.2.2 Internal Approval Process

Any proposed use of the University name and/or trademarks that refers to the institution as a whole, or which requires approval in advance pursuant to university policy FPU-1.0132P Use of University Name and Logo, must be submitted to the Director of Marketing. The Director of Marketing will review all requests upon submission and will subsequently forward each request, with a recommendation to the Office of the General Counsel, who will make the final decision.

See FPU-1.0132P Use of University Name and Logo

See University Brand Manual

9.3 ANTI-HAZING

Florida Polytechnic University believes every student has the right to pursue their education in an enriching and fulfilling environment without fear of being degraded or exposed to harm. The entire University community is committed to raising awareness of the importance of hazing prevention so that all students are able to participate in campus life without concern of being hazed.

The University prohibits all forms of hazing as defined by the Student Code of Conduct, regardless of where or when the hazing occurs. In addition to facing disciplinary actions by the University, students engaging in hazing may face criminal charges under Section 1006.63, Florida Statutes.

See FPU-3.0062P Anti-Hazing
See FPU-3.006 Student Code of Conduct
See Florida Statutes, Section 1006.63

9.4 DEMONSTRATIONS AND CAMPUS FREE EXPRESSION

Subject to the limitations of University regulation FPU-1.007, University grounds may be used for demonstrations and other exercises of free speech and assembly by the University and University- related organizations. However, demonstrations are not permitted inside University buildings. Such use must not disrupt or interfere with the normal operations of the University, any academic or other University activities, or the rights of other members of the University community. Persons engaging in protected speech on University grounds must follow all applicable University regulations and policies and shall be fully responsible for any violation of federal or state law or University regulation.

See FPU-1.007 Campus Free Expression

9.5 COMMERCIAL SOLICITATION ON CAMPUS

Persons or entities wishing to solicit business on University property, including advertising and other promotional marketing efforts, must first obtain written approval from the University CFO or designee. The University may assess fees and charges for commercial solicitation, advertising, or other promotional efforts conducted on University property.

Students and student groups wishing to conduct commercial solicitations on University property must first obtain written approval from the Vice Provost of Student Affairs to do so and must comply with the applicable University policies and procedures.

See FPU-1.009 Commercial Solicitation on University Property

9.6 EVENTS ON CAMPUS

University facilities are scheduled on a priority basis to serve university needs and, when available, to accommodate non-university groups and the general public. University regulation provides set priorities for facility use, scheduling procedures and fees.

In order to conduct an event on campus the individual, organization or sponsor (the "Organizer") must request approval through the official University Event Management System and receive approval from the Director of Auxiliary Services or his/her designee

See [FPU-1.003 Use of University Facilities and Property](#)
See [FPU-1.0038P Events on Campus by Non-University Groups](#)
See [FPU-1.009 Commercial Solicitation on University Property](#)
See [FPU-1.011 Political Activity on Campus](#)

9.7 ALCOHOL & SMOKING POLICIES

See [FPU-1.0035P Smoking and Tobacco Use on University Campus](#)
See [FPU 1.0003P Alcohol Policy](#)

9.8 ANIMALS ON CAMPUS

See [FPU-1.014 Animals on University Property](#)

9.9 CAMPUS LAKES

The University does not permit boating, swimming, diving, or wading in the campus waterways without prior written approval by the President or designee for safety reasons.

9.9.1 Alligators and Snakes

Alligators can be found in virtually every body of water on campus and are normally shy creatures. But when fed by people, they lose that fear and associate people with food. An alligator that has lost its fear of humans can be extremely dangerous and can approach you looking for food. There are numerous cases in Florida where alligators have attacked people or pets because they have lost the fear of humans.

Be aware of the possibility of alligator attacks when in or near fresh or brackish water bodies. Attacks may occur when people do not pay close enough attention to their surroundings when working or recreating near water.

- Do not swim in any of the ponds or lakes on or near the campus as the waters might be inhabited by alligators.
- Alligators are most active between dusk and dawn.
- Leave alligators alone: State law prohibits killing, harassing or possessing alligators.
- Never feed or entice alligators: it is dangerous and illegal. When fed, alligators overcome their natural wariness and learn to associate people with food.

Report nuisance alligators to Florida Fish and Wildlife Conservation Commission (FFWCC) by calling 1-866-FWC-GATOR.

Of the many species of native snakes in Florida, not all are venomous. Still, we strongly suggest that you give all snakes plenty of room.

9.9.10 Fishing

Catch-and-release, leave-no-trace fishing is allowed only in southernmost pond of the J.D. Alexander Campus (by the Flag Park).

See [FPU-1.0031P Campus Water Bodies](#)
See [FPU-1.0032P Fishing on Campus](#)

9.10 USE OF UNIVERSITY INFORMATION TECHNOLOGY RESOURCES

The use of University IT resources is a privilege and imposes certain responsibilities and obligations on Users whose use of University IT Resources is subject to state and federal law, as well as University regulations and policies (collectively referred to as "rules"). These rules apply when the User is accessing the Internet using University IT Resources and when using University mobile devices inside or outside the University premises.

See [FPU-11.0018P Appropriate Use of IT Resources](#)
See [FPU-11.00111P Data Security Plan](#)
See [FPU-11.0011P Mandatory Information Security Training-Employees](#)
See [FPU-11.00115P Virus and Spyware Protection on Computing Devices](#)
See [FPU-11.0017P Electronic Communications and Data Transmission](#)
See [FPU-11.0014P Use of IT Resources when Traveling Abroad](#)

X. HANDBOOK REVISIONS

10.1 ACADEMIC POLICIES & PROCEDURES COMMITTEE

The charge of the University Academic Policies & Procedures Committee (APPC) includes to review annually the Faculty Handbook and to recommend changes to the Provost. Maintenance of the Faculty Handbook is the responsibility of both the APPC and the Provost. Each year the Handbook is updated for changes and additions in operating policies, procedures, and descriptive information. During the academic year, the APPC does the following:

- Considers issues related to academic governance that may require updates or additions to the Handbook and drafts additions for inclusion in the Handbook;
- Works with the Provost to update the Handbook; and,
- Reviews proposed changes and additions to the Handbook.

10.2 INITIATION OF HANDBOOK CHANGES

Revisions to the Faculty Handbook may originate in one of the following ways:
- A proposal to the APPC from the administration, the faculty, faculty members, or any faculty governing body;
- An emendation initiated by the APPC in the course of its annual review;
- A Board of Trustees action or a change required to align the Handbook with prior or new policy.

10.3 PROCESS FOR PROPOSING HANDBOOK CHANGES

Any member of the faculty may propose a revision to the Faculty Handbook. Proposed revisions to the Handbook shall be written and include a statement of supporting rationale and be submitted to any member of the APPC who will then forward the proposed revision to the chair of the APPC.

Immediately upon receipt, the chair of the APPC will forward all proposed revisions to the Provost, who then establishes priority of such consideration, as appropriate. Faculty representatives serving on the APPC shall timely report on APPC action and recommendations to the faculty governing body to ensure faculty members are informed through appropriate communication channels.

With the exception of revisions initiated by either Board of Trustees action, or adoption / revision of any applicable Collective Bargaining Agreement or university rule, regulation, or policy, the APPC shall ensure all proposed revisions approved by the Provost for further consideration are forwarded to university stakeholders, for review and comment, which will include the general faculty and staff.

The comment period provided to stakeholders shall be, at minimum, seven (7) calendar days and in no event shall the entire process exceed thirty (30) calendar days. Comments received from the faculty governing body, the faculty, and staff will be reviewed by the APPC. The APPC will consider all comments and, in consultation with the Provost, will (i) recommend adoption of the revisions as distributed to stakeholders for comment, (ii) recommend adoption of the revisions with editorial changes, or (iii) recommend reconsideration of sections of

the proposed revisions to the Handbook. The APPC may recommend adoption of certain proposed new sections while recommending reconsideration of other sections, as appropriate.

10.4 APPROVAL OF HANDBOOK CHANGES BY BOARD OF TRUSTEES

All proposed revisions to the Handbook will be submitted to the Provost who will seek authorization of the changes by the President and Board of Trustees, as may be appropriate. Once approved, revisions to the Handbook will be updated in the most recent electronic version of the Faculty Handbook on the university's website.

The Provost and the APPC will promptly announce to the university community the publication of the updated version of the Faculty Handbook and provide a summary detailing that version's updates.

APPENDIX A

2020-2021 UNIVERSITY COMMITTEES

NOTES:
University rules, regulations & policies are referenced herein; governing documents should be referenced and read in entirety at: https://floridapoly.edu/about/board-of-trustees/university-policies-regulations-rules/

Definition: Ex Officio, by virtue of office. Members identified as ex officio are voting members of a committee unless expressly identified as non-voting.

Committee Eligibility

Faculty that are in their terminal year of employment (as a result of non-reappointment or layoff) are not eligible to participate on University Committees. Similarly, faculty who have resigned, unless otherwise approved by the President or designee, are not eligible to serve on University Committees. In both such cases, faculty must be removed from the committee and following committee rules a replacement must be identified.

ACADEMIC COMMITTEES

Academic Policies & Procedures Committee (APPC): Provost

The University Academic Policy and Procedures Committee is a standing Committee appointed by the Provost to make recommendations regarding the creation, revision and management of university academic policies. The APPC shall review academic policy and procedure proposals in order to determine whether they are aligned with the mission of the University.

Meeting Frequency: Minimum of Monthly during the Academic Year, more frequently as needed

- Vice Provost of Academic Affairs, Ex officio, Chair
- Vice Provost of Student Affairs, Ex officio
- Chair of the faculty governing body, Ex officio
- University Registrar, Ex officio
- General Counsel representative, Ex officio (non-voting)
- Two (2) faculty representatives, selected by the faculty governing body
- Two (2) faculty representatives out of a pool of four nominated by the faculty governing body and selected by the Provost
- Department Chair, selected by the Provost

Policy Reference
- FPU-1.001AP Policy Creation and Development Process – Academic Policies

Academic Program Review Committee: Provost

The Academic Program Review Committee ("APRC") reviews and evaluates the self-study prior to submission to external reviewer during the review process. Membership of the APRC shall consist of at least three faculty members and one Department Chair. No member of the review committee should be primarily affiliated with the Degree program being reviewed. This is an "as needed" committee per program review schedule filed with Board of Governors.

Members
- Director of Teaching and Learning, Ex officio, Chair
- Vice Provost of Academic Affairs, Ex officio
- Three (3) faculty representatives, selected by the faculty governing body
- Library representative, selected by the Provost
- One academic Department Chair, selected by the Provost

Policy Reference
- FPU-5.0062AP Academic Program Review and Continuous Improvement Processes.

Admissions Appeals Committee: Provost

The University Admissions Appeals Committee is responsible for reviewing all admissions appeals.

Meeting Frequency: As needed, but approximately every four weeks, to consider appeals.

Committee Membership
- Vice Provost of Student Affairs, Ex officio
- Vice Provost of Academic Affairs, Ex officio
- General Counsel representative, Ex officio (non-voting)
- Vice Provost of Admissions & Financial Aid, Ex officio
- Admissions representative
- Student Development representative
- University Registrar representative
- Faculty representative, selected by the faculty governing body
- Faculty representative, selected by the Provost

Policy Reference
- FPU-2.001 Admission to the University and Appeal Process-General

Collections Advisory Committee: Provost

The Collections Advisory Committee advises the Director of Libraries on budget and policy issues and is responsible for assessing proposals for new high cost purchases.

Meeting Frequency: once per semester

Members
- University Librarian, Ex officio, Chair or designee
- Director of Teaching and Learning, Ex officio
- One Vice Provost, Ex officio
- Two faculty, selected by the faculty governing body
- Two Department Chairs, selected by the Provost

Policy Reference
- FPU-5.0042AP Library Collection Development Policy

Financial Aid Committee: Provost

The Financial Aid Committee is charged with reviewing student financial aid appeals and rendering final decisions.

Meeting Frequency: Minimum of once per semester during the Academic Year but within 15 business days of the committee receiving an appeal.

Membership
- Director of Financial Aid, Ex officio, Chair
- Vice Provost, Admissions and Financial Aid, Ex officio
- Assistant Director, Treasury Management, Ex officio
- University Budget Officer, Ex officio
- General Counsel representative, Ex officio (non-voting)
- Two (2) Finance representatives, selected by the CFO
- Admissions representative
- Student Affairs representative
- Registrar's Office representative
- Faculty representative, selected by the faculty governing body

Policy Reference
- FPU-7.0021P Financial Aid Appeals
- FPU-7.002 Student Financial Aid

Graduate Studies Committee: Provost

The purpose of the University Graduate Studies Committee is to review and make recommendations concerning graduate academic policies and standards related to graduate level curriculum (new graduate programs or major changes to existing programs and courses). Committee may serve in advisory capacity to the Graduate Director and Provost on other division-related matters.

Meeting Frequency: Minimum of Monthly during the Academic Year, more frequently as needed

Membership
- Graduate Division Director, Ex officio, Chair (or Provost designee)
- University Registrar, Ex officio
- Vice Provost of Academic Affairs, Ex officio
- Vice Provost of Student Affairs, Ex officio (non-voting)
- One (1) faculty representative from each academic department directly associated with a graduate degree program or concentration.
- One (1) faculty representative at-large, selected by faculty governing body

Policy Reference
- FPU-5.00812AP Curriculum and Course Changes

Honorary Degrees Committee: Provost

The Honorary Degrees Committee reviews nominations and selects nominees to be recommended to the President for the award of an honorary degree. The Committee may gather additional information on the nominee(s).

Meeting Frequency: As needed, not anticipated during the 2019-20 AY

Members
- Provost/designee, Ex officio, Chair
- Vice President of Advancement, Ex officio
- Office of President representative, selected by the President
- Three (3) faculty representatives, selected by the faculty governing body

Policy Reference
- FPU-5.0095AP Honorary Degrees

Institutional Effectiveness Committee (IEC): Provost

The University Institutional Effectiveness Committee is responsible for reviewing the effectiveness and soundness of the University's planning and assessment practices and processes. The IEC provides oversight and guidance with the development and implementation of the University's assessment framework and processes and provides support for development and ongoing maintenance of SACSCOC accreditation.

Meeting Frequency: as needed

Committee Membership
- Vice Provost of Academic Affairs, Ex officio, Chair
  - Administrative Subcommittee
    - Director, Institutional Research, Ex officio
    - Two (2) Academic Affairs representatives, selected by the VPAA or SACSCOC Liaison in consultation with Provost
    - Staff representative (non-academic department), selected by the VPAA or SACSCOC Liaison in consultation with appropriate Vice President or supervisor.
    - Finance representative, selected by the CFO
  - Academic Subcommittee
    - Director, Teaching and Learning, Ex officio
    - Two (2) faculty representatives, selected by the faculty governing body
    - Two (2) faculty representatives, selected by the Provost

Mitigating Circumstances Committee: Provost

The Mitigating Circumstances Withdrawal Committee reviews a student's request for a mitigating circumstances withdrawal and supporting documentation and decides whether to grant a mitigating circumstances withdrawal, and if so, whether a refund will be provided. The Committee will be comprised of at least four members and must include representatives from the following departments: Academic Affairs, Student Affairs, Office of Financial Aid, and the Bursar's Office. The Provost or his/her designee serves as the chair of the Committee. *Note*: portions of this committee's meetings may be closed in order to protect students' rights under FERPA.

Members
- Provost/designee, Chair
- At least four members to include a representative from:
    - Academic Affairs, selected by the Provost
    - Student Affairs, selected by the Provost
    - Office of Financial Aid, selected by the Provost
    - Bursar's Office, selected by the CFO

Policy Reference
- FPU-5.01033AP Student Withdrawal for Mitigating Circumstances

Performance Review of Institutes and Centers Committee: Provost

The Performance Review Committee is appointed by the Provost and consists of at least three members who review the annual report of the Institute or Center. The Performance Review Committee consists of individuals selected from the following areas: at least one faculty member from the Academic Department most closely affiliated with the Institute or Center; a representative from Finance; and a third member with appropriate expertise. The Provost coordinates all appointments.

Meeting Frequency: as Needed.

Members
- Chair, appointed by Provost
- Institute representative
- At least one faculty member from the Academic Department most closely affiliated with the Institute or Center
- Institutional Research representative
- Finance representative
- Provost appointee

Policy Reference
- FPU-5.0021AP Establishment of University Institutes and Center

Proposal Review of Institutes and Centers Committee: Provost

The Proposal Review Committee is appointed by the Provost and consists of at least three individuals, one of whom is recommended by the proposed Director of the proposed Institute or Center. This Committee reviews the initial application of the Institute or Center and provides written recommendations to the proposed Director. The Provost coordinates all appointments.

Meeting Frequency: as needed.

Members
- Chair, appointed by Provost
- Proposed Institute representative
- Provost appointees, at least 3 members
- Institutional Research representative

Policy Reference
- FPU-5.0021AP Establishment of University Institutes and Center

Readmission Committee: Provost

The Readmission Committee hears appeals for re-entry by students who have been suspended pursuant to the University's Academic Standing policy. *Note*: portions of this committee's meetings may be closed in order to protect students' rights under FERPA.

Meeting Frequency: heavy, particularly between academic terms.

Members
- University Registrar, Chair, Ex officio
- Vice Provost of Academic Affairs, Ex officio
- Academic Success Center representative

Review of Student Disciplinary System and SCC Committee: Provost

The Student Disciplinary System and SCC (Student Code of Conduct) Committee operates under the direction of the Provost to periodically review the Student Disciplinary System and SCC. This committee includes student representation. *Note*: portions of this committee's meetings may be closed in order to protect students' rights under FERPA.

Meeting Frequency: As Needed

Members
- Chair, appointed by Provost
- Vice Provost of Student Affairs, Ex officio
- Vice Provost of Academic Affairs, Ex officio
- General Counsel representative, Ex officio (non-voting)
- One faculty member, selected by the faculty governing body
- One faculty member, selected by the Provost
- Student Affairs representative
- Five students, nominated by SGA

Policy Reference
- FPU-3.006 Student Code of Conduct

Student Academic Appeals Committee: Provost

The Student Academic Appeals Committee conducts formal reviews of student grade appeals. The Committee shall be made up of at least three (3) and not more than five (5) faculty members and two (2) students. The Vice Provost of Academic Affairs will appoint the faculty members, and the Vice Provost of Student Affairs will appoint the student members from a panel of ten (10) students provided by the president of the University's Student Government Association. *Note*: portions of this committee's meetings may be closed in order to protect students' rights under FERPA.

Meeting Frequency: As Needed

Members
- Vice Provost of Academic Affairs, Chair, Ex officio, non-voting
- Vice Provost of Student Affairs, Ex officio, non-voting
- At least 3 and not more than 5 faculty members, appointed by VPAA
- Two (2) students, appointed by VPSA

Policy Reference
- FPU-5.00714AP Student Grade Appeals

Tuition & Fee Appeals Committee: Provost

The purpose of the University Tuition & Fee Appeals Committee is to review and determine to approve or reject appeals from students who wish to appeal their late registration fee, late payment fee, or repeat course surcharge. *Note*: portions of this committee's meetings may be closed in order to protect students' rights under FERPA.

Meeting Frequency: As Needed

Committee Membership
- Assistant Director, Treasury Management (Chair), Ex officio
- Director, Financial Aid, Ex officio
- University Registrar, Ex officio
- General Counsel representative, Ex officio (non-voting)
- Admissions representative
- Student Affairs representative
- Academic Success Center representative
- Faculty representative, selected by the faculty governing body

Tuition Residency Appeals Committee: Provost

The Residency Appeals Committee is designated to review and decide residency decisions - not the classification and reclassification processes nor associated deadlines; these areas may not be appealed. Please note that the Residency Appeal Committee cannot override Florida Statutes, which govern residency for tuition purposes. *Note*: portions of this committee's meetings may be closed in order to protect students' rights under FERPA.

Meeting Frequency: As Needed

Members
- Chair, University Registrar, Ex officio
- Financial Aid representative
- Admissions representative
- Two (2) academic affairs staff representatives, selected by the Provost
- Other (1), selected by the Provost

Policy Reference
- FPU-4.0012P tuition Residency Appeals

Undergraduate Curriculum Committee (UCC): Provost

The purpose of the UCC is to review all new and revised undergraduate curriculum proposals at the course and program level, discuss academic policies, where appropriate, and as provided by the academic policy committee or the Provost's Office, and provide advice on a range of curricular issues that impact the institution. The UCC takes an institutional view of curricular proposals, applying University standards, state rules, accreditation principles, and other standards and practices consistent with higher education quality and effectiveness. The UCC makes recommendations to the Provost.

Meeting Frequency: As Needed

Membership
- University Registrar, Ex officio, Chair
- Vice Provost of Academic Affairs, Ex officio
- Vice Provost, Student Affairs, Ex officio (non-voting)
- Institutional Research representative (non-voting)
- One (1) faculty representative from each academic department

Notes
- The UCC is a university committee managed by the faculty governing body.
- The University Registrar shall serve as chair of the committee.
- The faculty governing body shall call for faculty representatives to serve on the committee from each academic department in effort to provide representation consisting of the faculty who "own" undergraduate curriculum, develop courses, and degrees, as relevant. Departments are responsible for putting forward their own representatives.
- The UCC will review proposed changes in, additions to, and deletions from the undergraduate curriculum, course descriptions, and catalog information.
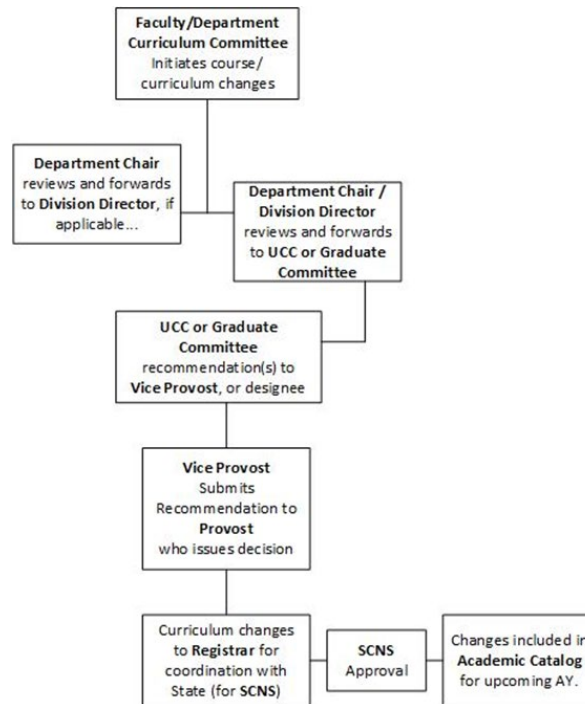
Student Technology Fee Committee: Provost / CFO

The University Student Technology Fee Committee administers the annual distribution of Student Technology Fee revenues. This Committee will administer the budget, review recommendations and create necessary policies and procedures in order to govern the fees that will be applied to information technology for the University.

Meeting Frequency: Minimum of Once per semester during the Academic Year and as needed

Membership
- Vice Provost of Academic Affairs, Ex officio, Chair
- Vice Provost of Student Affairs, Ex officio
- Chief Information Officer, Ex officio
- Director of Student Life, Ex officio
- General Counsel representative, ex-officio (non-voting)
- Finance representative, selected by the CFO
- Two (2) Department Chairs, selected by the Provost
- Faculty (1) representative, selected by the Provost
- Faculty (1) representative, selected by the faculty governing body
- Three (3) student representatives selected by SGA

Policy Reference
- Section 1009.24(13), Florida Statutes
- FPU-4.001 Tuition and Related Fees Schedule

Dining Services Committee: Provost / CFO

This committee reviews meal plans.

Meeting Frequency: Minimum of once per semester, more frequently as needed

Members
- Assistant Vice President, Procurement & Auxiliary Enterprises, Chair, Ex officio
- Vice Provost of Student Affairs, Ex officio
- Associate Director of Campus Wellness, Ex officio
- Office of General Counsel representative, Ex officio (non-voting)
- SGA representative
- Auxiliary Services representative, selected by the CFO
- Finance representative, selected by the CFO

Transportation Committee Provost / CFO

This is an ad hoc committee that specifically studies and makes recommendations regarding the student transportation program.

Meeting Frequency: as needed

Members
- Vice Provost of Student Affairs, Ex officio, Chair
- Auxiliary Services representative, selected by the CFO
- Two (2) SGA representatives
- Others as designated by Vice Provost for Student Affairs

Threat Assessment Team Committee: President / CFO

The Threat Assessment Team ("TAT") evaluates violent acts or threats which disrupt the operations of the University ("violent acts or threats"). The TAT may also assist in efforts to prevent workplace violence by providing training, education, or intervention and by fostering communication.

Meeting Frequency: as needed

Members
- University Police Chief, Ex officio, Chair
- Associate Director of Campus Wellness, Ex officio
- Vice Provost of Student Affairs, Ex officio
- Assistant Vice President of University Relations, Ex officio
- General Counsel representative, Ex officio (non-voting)
- Human Resources representative, selected by the CFO

Policy Reference
- FPU-6.0024P Workplace Violence

ADMINISTRATIVE COMMITTEES

Non-Academic Policies & Procedures Committee: President

University policies provide specific guidance and procedures in compliance with applicable state, federal and University regulations. The University Non-Academic Policy and Procedures Committee oversees the development of non-academic policies by circulating policies and soliciting comments from stakeholders, modifying policy drafts and approving policies and related procedures to direct and guide the operations of the University.

Meeting Frequency: Minimum of Monthly during the Academic Year, more frequently as needed

Membership
- General Counsel representative, Ex-Officio (non-voting)
- Academic Affairs representative, selected by Provost
- Faculty representative, selected by faculty governing body
- Student Affairs representative, selected by Vice Provost of Student Affairs
- Finance representative, selected by the CFO
- Advancement representative
- Human Resources representative, selected by the CFO

Notes
- The chair of the Non-Academic Policy & Procedures Committee is appointed by the President or designee.
- The Non-Academic Policy & Procedures Committee will ensure proper distribution of proposed policies to university stakeholders for review and comment.

Policy Reference
- FPU-1.001P Policy Creation and Development Process- Non-academic

Accessibility Committee: President

The purpose of the Accessibility Advisory Committee is to help create an inclusive, welcoming campus environment that meets the needs of students, faculty, staff and visitors with disabilities at Florida Polytechnic University.

Meeting Frequency: Minimum of once per semester during the Academic Year, more frequently as needed

Membership
- Title IX and ADA Coordinator, Ex officio, Chair
- Coordinator Disability Services, Ex officio
- Vice Provost of Student Affairs, Ex officio
- Vice Provost of Academic Affairs, Ex officio
- Director of Teaching and Learning, Ex officio
- General Counsel, Ex officio (non-voting)
- Human Resources representative, selected by the CFO
- Technology Services representative, selected by the CFO
- University Relations representative, selected by the President
- Facilities and Safety Services representative, selected by the CFO
- Faculty representative, selected by the Provost

Annual Employee Awards Committee: President (Human Resources)

The University Annual Employee Awards Committee is responsible to plan and implement the "Ablaze" annual employee awards celebration which recognizes the extraordinary professional contributions and quality service of our University staff and faculty and their integral role in advancing Florida Poly's mission.

Meeting Frequency: as needed

Membership
- Chair, selected by President
- President's Office (2) representatives
- University Relations (2) representatives
- Human Resources representative
- Staff representative selected by President
- Faculty (2) representatives, selected by the Provost
- Institutional Research representative

Diversity and Inclusion Committee: President

The purpose of the Diversity and Inclusion Committee is to foster an inclusive, diverse and emotionally safe campus environment.

Meeting Frequency: Minimum of twice per semester during the Academic Year, more frequently as needed

Membership
- Assistant Vice President, Diversity and Inclusion, Chair
- General Counsel representative, Ex officio
- Staff representative, selected by the President
- University Relations representative, selected by the President
- Two (2) faculty representatives, selected by faculty governing body
- Student representative, selected by SGA
- Student Affairs representative, selected by the Provost
- Academic Affairs representative, selected by the Provost
- Academic Support Center representative, selected by the Provost
- Human Resources representative, selected by the CFO

Employee Activities Committee (EAC): President (Human Resources)

The purpose of the University Employee Activities Committee (EAC) is to coordinate and promote enjoyable and rewarding activities, programs, and services for Florida Polytechnic faculty, staff, and their families. Their mission is to facilitate employee interaction and enhance and sustain employee morale.

Membership
- Chair, selected by the President
- Seven (7) staff representatives selected by the President (should include representation from Main Campus, FL Poly South, and FIPR)
- Two (2) faculty representatives, selected by the faculty governing body

HIV/AIDS Committee: President

The University Committee on HIV/AIDS is appointed by the President on an as needed basis and chaired by the Vice Provost of Student Affairs/designee to consider special problems related to HIV/AIDS that require University action.

Meeting Frequency: as needed

Members
- Vice Provost of Student Affairs or designee, Ex officio, Chair
- Associate Director Campus Wellness, Ex officio
- Title IX Coordinator, Ex officio
- Staff representative, selected by the President
- Faculty representative, selected by Provost

Policy Reference
- FPU-1.0124AP HIV and AIDS Information

Student Fees Committee: President

The Increase in Student Fees Committee makes recommendation regarding increasing the A&S, health, athletic, or CITF fees. At least one-half of members are students appointed by the student body president. The remainder of the committee are appointed by the university president. A chairperson, appointed jointly by the university president and the student body president, votes only in the case of a tie. The recommendations of the committee take effect only after approval by the university president, after consultation with the student body president, with final approval by the university board of trustees.

Meeting Frequency: as needed.

Members
- Chair (non-voting, except in cases of a tie) – appointed jointly by University & SGA Presidents
- Vice Provost of Student Affairs, Ex officio
- Director of Student Life, Ex officio
- Facilities and Safety Services representative, selected by the University President
- Finance representative, selected by the University President
- At least 50% student appointed by the SGA president

Policy Reference
- Section 1009.24, Florida Statutes

Clery Act Committee: CFO

The University Clery Act Committee is responsible to compile, develop, and disseminate the University's annual security report.

Meeting Frequency: Minimum of once per semester during the Academic Year, more frequently as needed

Membership
- University Chief of Police, Ex officio

- Director of Student Life, Ex officio
- Associate Director Campus Wellness, Ex officio
- Title IX Coordinator, Ex officio
- Office of General Counsel Representative, Ex officio
- University Relations representative, selected by the President
- Facilities and Safety Services Representative, selected by the CFO
- One Faculty representative, selected by the Provost

Continuity of Operations Plan (COOP) Committee: CFO

The University Continuity of Operations Plan Committee is responsible to plan for emergency activity associated with natural and man-made events which may interrupt normal operations of the campus. The COOP Committee will work in concert with the National Incident Management System procedures.

Meeting Frequency: Minimum of once per semester during the Academic Year, more frequently as needed

Membership
- Chief of Police (Chair), Ex officio
- AVP of Facilities & Safety Services, Ex officio
- AVP of Procurement & Auxiliary Enterprises, Ex officio
- AVP of University Relations, Ex officio
- Vice Provost of Student Affairs, Ex officio
- Associate Director, Health and Wellness, Ex officio
- General Counsel representative, Ex officio
- Two (2) Technology Services representatives, selected by the CFO
- FIPR representative, selected by the Provost
- Lab Technician, selected by the Provost
- Human Resources representative, selected by the CFO
- Facilities and Safety Services representative, selected by the CFO
- Faculty representative, selected by the faculty governing body

Parking Committee: CFO

The Parking Committee provides input and recommendations on parking locations, fees, fines and systems. It also provides recommendations on student transportation, agreements, fees and rates.

Meeting Frequency: Minimum of once per Year, more frequently as needed

Membership
- AVP of Procurement & Auxiliary Enterprises, Ex officio, Chair
- Vice Provost of Student Affairs, Ex officio
- University Police Chief, Ex officio
- ADA Coordinator, Ex officio
- Office of General Counsel representative
- University Relations representative, selected by the President
- Faculty representative, selected by faculty governing body
- Facilities and Safety Services representative, selected by the CFO

- Auxiliary Services representative, selected by the CFO
- SGA representative, selected by SGA

Policy Reference
- 6C13-1.002 University Traffic Rules 9.19.14
- 6C13-1.003 Parking on University Property 3.4.18
- 6C13-1.004 Schedule of Parking Fees and Fines 3.4.18

Property Surplus Committee: CFO

The purpose of the University Surplus Property Committee is to establish and maintain a uniform process that will aid in certifying property as surplus and determining the best method for disposing of surplus property.

Meeting Frequency: as needed

Membership
- AVP of Procurement & Auxiliary Enterprises, Ex officio, Chair
- Office of the General Counsel representative, Ex officio (non-voting)
- Technology Services representative, selected by the CFO
- Finance representative, selected by the CFO
- Two (2) Facilities & Safety Services representatives, selected by the CFO
- Human Resources representative, selected by the CFO
- Student Development representative
- University Lab Technician, selected by the Provost
- Faculty representative, selected by the faculty governing body

Policy Reference
- FPU-8.0041P Surplus Property Policy

Safety Committee: CFO

The purpose of the University Safety Committee is to conduct an ongoing systematic review of safety and security conditions throughout the University; to regularly review community safety/security concerns and evaluate accident and "near miss" incident reports; to promote safety through a comprehensive safety education/training program for all employees, students and visitors to university facilities; to promote compliance with federal/state/local regulations and industry standards regarding health and safety; and to make monthly recommendations to the President's Cabinet for the maintenance and improvement of a safe and healthy environment throughout the University and its affiliated properties.

Meeting Frequency: Minimum of once per semester during the Academic Year, more frequently as needed

Membership
- Director, Facilities and Safety Services, Ex officio, Chair
- University Chief of Policy, Ex officio
- Department Chair from Engineering program, Ex officio
- Division Director for Science, Arts, and Mathematics or designee (Ex officio)
- Office of the General Counsel representative, Ex officio
- Faculty Representative, selected by the faculty governing body
- FIPR Institute Representative, selected by the Provost

- University Lab Technician, selected by the Provost
- Student Affairs representative
- Facilities & Safety Services representative, selected by the CFO
- Auxiliary Services representative, selected by the CFO
- Two (2) Technology Services representatives, selected by the CFO
- Human Resources representative, selected by the CFO
- University Relations representative, selected by the President

Policy Reference
- Section 1009.24(13), Florida Statutes
- FPU-9.0042P Campus Environmental Health and Safety

Subcommittee on Drone Safety

In accordance with FPU-1.0033 Unmanned Aircraft Systems (UAS)/Model Aircraft, the subcommittee on drone safety is charged with reviewing program plans for safety and/or awareness considerations. This subcommittee of the University Safety committee is chaired by a representative of Facilities and Safety Services and is a voting member. Other members include the following:

- Office of the General Counsel representative, Ex officio, non-voting
- A student representative, voting
- Student Affairs representative, voting -- only at the discretion of the University Safety Committee

All members are seated by the Safety Committee.

APPENDIX B

FLORIDA POLYTECHNIC UNIVERSITY FACULTY ASSEMBLY CONSTITUTION AND BYLAWS

CONSTITUTION

Article 1. Purpose

The purpose of the Florida Polytechnic University Faculty Assembly is to ensure effective shared governance between the university's administration and faculty in all matters related to instruction, curriculum and program development, faculty hiring, research, academic advising, and other areas related to the university's academic mission. The assembly provides a collegial forum for open communication among faculty and between faculty and administration and advises the administration in all academic matters. The assembly is committed to promoting academic freedom, academic rigor, constructive dialogue, and the professional development of the faculty. The assembly is also committed to furthering the university's mission to prepare 21st century learners in advanced fields of science, technology, engineering, and mathematics (STEM) to become innovative problem-solvers and high-tech professionals through interdisciplinary teaching, leading-edge research, and collaborative local, regional and global partnership.

Article 2. Membership

Voting members of the faculty include all full-time professors, instructors, and librarians. Non-voting members include part-time professors, adjunct instructors, visiting professors, administrators with faculty appointments, the university president, the provost, and the registrar. The faculty assembly may admit other categories of faculty as voting members via the ratification of bylaws.

Article 3. Officers

Section 1. Eligibility
To be eligible to serve as an officer in the faculty assembly, an individual must be a voting member of the assembly. See Article 2. An individual may not serve concurrently in more than one faculty assembly office.

Section 2. Terms of Service
The terms of service for all officers will extend from the day after the end of the spring semester's final exams to the last day of the spring semester's final exam two years after the beginning of their term.

Section 3. Offices
The membership shall, every two years, elect by secret ballot a chair-elect. Upon the completion of a two-year term as chair-elect, the chair-elect will become the chair. Upon the completion of a two-year term as chair, the chair will become the past-chair.

Section 4. Executive Council
The executive council will consist of all of the officers of the faculty assembly.

Section 5. Faculty Advisory Council
The officers of the faculty assembly will serve on the Faculty Advisory Council.

Article 4. The Faculty Advisory Council Department Representatives

Section 1. Definition
Each academic department will elect one representative to serve on the Faculty Advisory Council.

Section 2. Eligibility
To be eligible to serve as a Faculty Advisory Council department representative, an individual must be a voting member of the assembly. See Article 2. A Faculty Advisory Council Department representative may not concurrently serve as chair-elect, chair, or ex-chair. A Faculty Advisory Council Department representative may serve consecutive terms.

Section 3. Terms of Service
The terms of service for Faculty Advisory Council Department Representatives will extend from the day after the end of the spring semester's final exams to the last day of the spring semester's final exam one year after the beginning of their term.

Article 5. Referenda, Recall, and Overrule

Section 1. Referenda
A referendum on any faculty governance issue may be initiated by a majority vote of the Faculty Advisory Council or by petition of 30% of the voting membership. A referendum must be held within thirty days. During this period of time the Faculty Advisory Council shall guarantee ample opportunity for the pro and con arguments to be communicated to the membership. The membership shall resolve the issue through a fair and secret vote.

Section 2. Recall of Faculty Assembly Officers
A recall of a Faculty Assembly officer may be initiated by a majority vote of the Faculty Advisory Council or by petition of 30% of the voting membership. A recall election must be held within thirty days of one of these two actions. During this period of time the Faculty Advisory Council shall guarantee ample opportunity for the pro and con arguments to be communicated to the membership. The membership shall resolve the issue through a fair and secret vote.

Section 3. Recall of Faculty Advisory Council Department Representatives
A recall of a Faculty Advisory Council department representative may be initiated by a majority vote of the Faculty Advisory Council or by petition of 40% of that department's membership. A recall election must be held within thirty days of one of these two actions. During this period of time the Faculty Advisory Council shall guarantee ample opportunity for the pro and con arguments to be communicated to the membership from that department. That department's membership shall resolve the issue through a fair and secret vote.

Section 4. Overrule by Faculty Assembly
The Faculty Assembly may, by majority vote at a Faculty Assembly meeting at which a quorum is present, overrule any decision made by the Faculty Advisory Council.

Article 6. Amendment to the Bylaws

The Faculty Advisory Council, 20% of the Faculty Assembly voting members (by petition), or a majority of the attending members at any Faculty Assembly meeting may propose amendments to the bylaws. The proposed changes shall then be sent to the membership thirty days before a vote. Ratification of the proposed change(s) requires approval of a majority of those voting.

Article 7. Amendment to the Constitution

The Faculty Advisory Council, 30% of the Faculty Assembly voting members (by petition), or a majority of the attending members at any Faculty Assembly meeting may propose amendments to the constitution. The proposed changes shall then be sent to the membership thirty days before a vote. Ratification of the proposed change(s) requires approval of two-thirds of those voting.

Article 8. Compliance

The provisions of this Constitution shall not be construed in any manner so as to conflict with federal laws, the laws of the State of Florida, the policies of the Board of Governors of the State University System of Florida system, or the policies of the Board of Trustees.

FLORIDA POLYTECHNIC UNIVERSITY FACULTY ASSEMBLY BYLAWS

Article 1. Rules of Order

Section 1. Roberts Rules of Order, Revised, shall govern in all cases not governed by the Constitution and Bylaws.

Section 2. Quorum for the Faculty Advisory Council shall be a majority of the Faculty Advisory Council membership. If quorum is not achieved, business shall be deferred to a subsequent Council meeting. At that subsequent Council meeting, actions may be approved by a majority of the members of the Council who are present.

Section 3. Quorum for the Faculty Assembly will be 30% or more of voting members of the Faculty Assembly.

Article 2. Committees

Section 1.
Standing Committees shall be:
1. Undergraduate Curriculum Committee
2. Graduate Studies Committee
3. Committee on Committees
4. Faculty Handbook Committee
5. Academic Standards Committee
6. Faculty Professional Interests Committee

Section 2.
The chair with the consent of the Faculty Advisory Council may create special committees when needed. The chair shall determine if the membership of these committees is appointed or elected.

Article 3. Membership of the Standing Committees

Section 1: Undergraduate Curriculum Committee
The University Undergraduate Curriculum Committee is a university wide committee managed by the Faculty Assembly. The faculty membership shall consist of one representative from each academic department. The non- faculty members of the committee shall be as provided in the faculty handbook, as determined by consultation between the provost and the faculty.

Section 2: Graduate Studies Committee
The University Graduate Studies Committee is a university wide committee managed by the Faculty assembly. The faculty membership shall consist of one representative from each academic department directly associated with a graduate degree program or concentration thereof and one member representing the interests of other academic departments. The non-faculty members of the committee shall be as provided in the faculty handbook, as determined by consultation between the provost and the faculty.

Section 3: Committee on Committees
The membership of the Committee on Committees shall consist of three representatives serving on the Faculty Advisory Council, determined by the Faculty Advisory Council, and the Chair-Elect who will chair the committee.

Section 4: Faculty Handbook Revision Committee
The membership of the Faculty Handbook Revision Committee shall consist of the four members of the Faculty Advisory Council not serving on the Committee on Committees and the Past-Chair, who will chair the committee.

Section 5: Academic Standards Committee
The membership of the Academic Standards committee shall consist of one faculty member from each Academic Department Grouping defined for that year by the Committee on Committees.

Section 6: Faculty Professional Interests Committee
The membership of the Faculty Professional Interests committee shall consist of one faculty member from each Academic Department Grouping defined for that year by the Committee on Committees.

Article 4. Duties of the Standing Committees

Section 1: Undergraduate Curriculum Committee
The Undergraduate Curriculum Committee oversees all matters relating to undergraduate curriculum and instruction. The committee initiates, evaluates, monitors and recommends policies and procedures related to curricula and teaching techniques to the faculty and administration. The committee provides a directional force for the planning, development, approval, and implementation of new academic curricula; and for the review, evaluation, approval, and disposition of existing curricula.

Section 2: Graduate Studies Committee
The purpose of the University Graduate Studies Committee is to review and make recommendations as to academic policies and standards related to graduate curriculum including approval of any new graduate programs or major changes to existing programs, graduate program monitoring and evaluation, graduate admissions requirements, graduate teaching and research assistantships, criteria for and appointment to the graduate faculty and other matters of importance pertaining to graduate education and programs.

Section 3: Committee on Committees
1. Contingent on the approval of a majority of the Faculty Advisory Council, group existing academic departments in to Academic Department Groups for purposes of membership of standing committees not otherwise determined. The purpose is to keep committee size and the number of committee assignments held by individual faculty members manageable while assuring even representation of the perspectives of different departments on committees of the faculty. The groupings should take into consideration department size and similarity of disciplines.
2. Subject to approval of the Faculty Advisory Council, determine which faculty seats on university committees that are to be filled by Faculty Assembly election and which by appointment.
3. Solicit nominations for open committee seats to be filled by election.

4. Subject to approval of the Faculty Advisory Council, determine the process by which elections for open committee seats will proceed each academic year. All such elections must be by secret ballot. This process must be proposed to the Faculty Advisory Council by February 1 to allow for consideration, possible revisions, and approval of a final process by the opening of nominations on March 15.
5. Solicit faculty preferences for appointed committee seats.
6. Subject to approval of the Faculty Advisory Council, make appointments to university committee seats with the goal of balancing individual committee workloads and faculty preferences.
7. Ensure each committee selects a chair in a timely way where applicable.
8. Ensure information flows appropriately between the committees and the Faculty Assembly, the Faculty Advisory Council, and the academic departments.

Section 4: Faculty Handbook Revision Committee
Each year the Faculty Handbook Revision Committee will conduct a comprehensive review of the Faculty Handbook, solicit input from the faculty as a whole on the handbook through the Faculty Advisory Council department representatives, and prepare a list of suggested revisions which, with the approval of a majority of the Faculty Advisory Council, will be forwarded as recommendations to the University Academic Policies and Procedures Committee. This activity shall be conducted in accord with the timeline for the revision established in the Faculty Handbook.

Section 5: Academic Standards Committee
The Academic Standards Committee advised the administration and the faculty in order to ensure educational goals, standards, assessment, and outcomes are consistent with Florida Polytechnic University's mission. The committee initiates, evaluates, and recommends policies and procedures related to academic standards, suspensions, dismissals, grade appeals, and the awarding of academic honors and prizes.

Section 6: Faculty Professional Interests Committee
The Faculty Professional Interests Committee advises the administration and the faculty on matters of academic freedom, standards of professional faculty conduct, professional development, resources needs, evaluation, promotion, hiring, and related matters insofar as these matters affect the professional interests of the faculty.

Article 5. Duties of Officers, the Executive Council, and the Faculty Advisory Council

Section 1. Chair
1. The chair of the faculty assembly serves a two-year term. The chair may serve other terms but they may not be contiguous. In the event that the chair resigns or is unable to finish the term, the chair-elect becomes chair. The chair becomes the past-chair at the end of the chair's term. The chair has five primary areas of responsibility:
2. The chair convenes and presides over faculty assembly meetings.
3. The chair convenes and presides over faculty advisory council meetings.
4. The chair serves as a trustee on Florida Polytechnic University's Board of Trustees.
5. The chair communicates the concerns and goals of the faculty assembly to the administration in regular leadership meetings with the president and provost.
6. The chair calls and presides over meetings of the executive council.

Section 4. Chair-Elect
The chair-elect serves a two-year term. Any voting member of the faculty assembly may serve as the chair-elect except for the current chair. The chair-elect becomes the chair at the end of the chair-elect's term. The chair-elect convenes and presides over faculty assembly, faculty advisory, and executive council meetings when the chair is absent. The chair-elect attends regular leadership meetings with the president and the provost.

Section 5. Past-Chair
The past-chair serves a two-year term. The past-chair advices the chair on all matters pertaining to the chair's duties. The past-chair may attend regular leadership meetings with the president and provost.

Section 6. The Executive Council
The purpose of the executive council is to provide a forum for the officers of the faculty assembly to discuss matters and make decisions that do not require the consent of the full faculty assembly or the Faculty Advisory Council. These matters and decisions include, but are not limited to, setting the agenda for Faculty Advisory Council and Faculty Assembly meetings, cancelling or calling such meetings, and setting items to discuss with the administration. The council will meet as frequently as the chair deems necessary.

Section 7. The Faculty Advisory Council
The purpose of meetings of the Faculty Advisory Council is to discuss and vote on issues related to shared governance; to discuss, consider, and vote on proposals made by the standing committees; and to address other relevant issues that impact the faculty.

Article 7. Meetings

Section 1. Faculty Assembly
At least one Faculty Assembly meeting must be held during both the fall and spring semesters. The exact date should be fixed by the Faculty Advisory Council. Special meetings shall be called by the President within two weeks upon petition of at least 20% of the Faculty Assembly's members.

Section 2. Faculty Advisory Council
The Faculty Advisory Council shall hold regular meetings during the fall and spring semesters of the academic year at a frequency deemed necessary to conduct council business, but at least once per month. Special meetings may be called by the Chair or by a majority of the Faculty Advisory Council.

Section 3. Announcement
The officers of the Faculty Assembly will publicize Faculty Assembly and Faculty Advisory Council meetings at least one week prior to the meeting.

Section 4. Open Meetings
All Faculty Assembly and Faculty Advisory Council meetings are open to interested members of Florida Polytechnic University's administration, staff, and students.

Article 8. Elections

Section 1. Regular Elections
  a. Elections for the chair, Faculty Advisory Council department representatives, and standing committee members to begin service during the summer preceding the next academic year must be held by the last day of classes but no earlier than April 1. The chair, in consultation with the executive council, will schedule the elections.
  b. The chair will solicit nominations for chair, Faculty Advisory Council department representatives, and committee members beginning on March 15. Nominations will continue until the day before the meeting at which voting will occur. Any member of the assembly may nominate. Self-nominations will be accepted.
  c. Voting for chair
    i. Voting will take place in a Faculty Assembly meeting.
    ii. Voting will be by secret ballot.
    iii. Votes will be counted immediately. Vote counting will be undertaken by the members of the Executive Council with the assistance of any voting member the chair might wish to designate. Vote counting will take place in full view of the assembled faculty.

       iv.   To be elected chair-elect a candidate must receive a majority of the votes cast for the given position. If no candidate receives a majority in the first ballot, runoffs will be held immediately between the two candidates receiving the most votes. If a tie means that three or more candidates finish in the top two positions, all these candidates will be included in the runoff election. If a tie persists after three rounds of voting, the winner will be determined by coin toss.

  d. Voting for committee members
      i.   The process for voting for committee members will be determined by the Committee on Committees.
      ii.   All such elections must be by secret ballot.

  e. Voting for Faculty Advisory Council department representatives
      i.   Voting will take place in a department meeting convened either by the department chair or by the Faculty Advisory Council for the purpose of this vote.
      ii.   Voting will be by secret ballot.
      iii.   Votes will be counted immediately. Vote counting will be undertaken by at least two members of the department. Vote counting will take place in full view of department members. Any member of the department may inspect the ballots.
      iv.   To be elected a candidate must receive a majority of the votes cast. If no candidate receives a majority in the first ballot, runoffs will be held immediately between the two candidates receiving the most votes. If a tie means that three or more candidates finish in the top two positions, all these candidates will be included in the runoff election. If a tie persists after three rounds of voting, the winner will be determined by coin toss.

Section 2. Special Elections
  a. Chair-elect and Committee Seats
    If an office or committee seat is left vacant, the chair will call a special election to fill the remainder of the vacant office or committee seat's term provided at least four months remain in the term. This special election will be held at the next regularly scheduled faculty assembly meeting, and nominations will be solicited beforehand. Nominations must be open for at least one week prior to the vote. If the period between the vacating of the office and the next regularly scheduled faculty assembly meeting is less than a week, the special election will be held at the second regularly scheduled faculty assembly meeting after the office is vacated. Voting during a special election should follow the rules laid out in Article 8, Section 1.

  b. Faculty Advisory Committee Department Representative
    If a Faculty Advisory Committee department representative seat is left vacant, the chair will call a special election to fill the remainder of the vacant seat's term provided at least four months remain in the term. This special election will be held at a department meeting called by the chair or the chair of the Faculty Assembly. Nominations must be open for at least one week prior to the vote. Voting during a special election should follow the rules laid out in Article 8, Section 1.