

FLORIDA

POLYTECHNIC
UNIVERSITY

BOARD OF TRUSTEES
Academic and Student Affairs Committee Meeting

Wednesday, December 21, 2016
10:00 a.m. Eastern Standard Time

Teleconference:
Dial: 888-670-3525
Passcode: 4872254143#

Dr. Sandra Featherman, Chair
Rear Admiral Philip Dur
Bob Stork

Dr. Richard Hallion, Vice-Chair
Henry McCance

Dr. Christina Drake
Veronica Perez-Herrera

AGENDA

- | | | |
|------|--|---------------------------------|
| I. | Call to Order | Dr. Sandra Featherman,
Chair |
| II. | Roll Call | Maggie Mariucci |
| III. | Public Comment | Dr. Sandra Featherman,
Chair |
| IV. | Recommend Approval of the Revised Faculty Handbook (Pg. 2-141)
Action required | Dr. Terry Parker, Provost |
| V. | Closing Remarks and Adjournment | Dr. Sandra Featherman,
Chair |

AGENDA ITEM: IV

**Florida Polytechnic University
Board of Trustees
Academic and Student Affairs Committee
December 21, 2016**

Subject: Recommend Approval of the Revised Faculty Handbook

Proposed Board Action

Recommend approval of the revised faculty handbook to the Board of Trustees.

Background Information

Over the course of the fall semester, the Academic Policies and Procedures Committee (APPC) has carefully produced a significantly revised Faculty Handbook for Florida Poly. The Faculty Handbook sets forth standards for the academic enterprise with a focus on the interactions of the faculty with the institution. As such, the faculty handbook is extraordinarily important to the culture at the university.

Two primary factors drove this Faculty Handbook rewrite initiative:

- By adding in a few key elements to the Faculty Handbook, we improve our level of compliance with SACSCOC standards.
- An appropriately structured Faculty Handbook becomes the basis for sustaining positive relationships between the faculty and the administration as we move forward.

The objectives for this significant reconfiguration of the Faculty Handbook were:

- Adoption of a table of contents that is common to Faculty Handbooks so that the information in the handbook is presented in a logical and appropriate manner.
- Specifications of the minimum qualifications for individuals to hold various academic ranks. This specification improves our compliance with SACSCOC expectations.
- Formal recognition of the Faculty Assembly. This elevates the role of the Assembly and specifies how the shared governance model that is present across Higher Ed in the US is applied here at Florida Poly.
- Formalization of the committee structure currently present at Florida Poly. By listing the committees and carefully specifying how the committees are populated, the structure for faculty input into the university is spelled out clearly. This area in particular is important to the operation of the university and appropriately addresses our accreditation efforts.

The table provided on the following page of this memo, lists the substantial changes to the Faculty Handbook. Minor editorial changes are not included in this table, but can be made available upon request.

The Faculty Handbook is a Board of Trustees approved document and is one of the ways through which the Board “governs” the institution. The proposed changes have been carefully considered by the members of the APPC, which involved significant discussion among faculty and staff regarding the proposed rewrite in coordination with the university administration. These Handbook revisions have been presented to the faculty at a discussion forum held during a Faculty Assembly meeting and to all faculty via email for review and specified comment period. In all cases, there has been strong faculty participation and support for these Handbook changes.

Supporting Documentation:

Table – Summary of Faculty Handbook Revisions
Revised Faculty Handbook
Current Faculty Handbook

Prepared by: Dr. Terry Parker, Provost

PLEASE NOTE:

**Sections in the revised Faculty Handbook include an asterisk next to the heading as a means to indicate that the section as presented reflects the language from the current Faculty Handbook and has not been revised. These sections will be revised accordingly pending the outcome of collective bargaining negotiation.

<i>Summary of Major Faculty Handbook Revisions</i>		<i>Handbook Page Number</i>
Table of Contents Reorganization	The new table of contents is loosely modeled after what is present at Michigan State University. This update to the Table of Contents concisely organizes the material in the handbook to make it more useful resource for faculty.	Sent as separate document
Specification of minimum qualifications for academic rank	This specification starts to build the framework surrounding expectations of academic faculty consistent with the ranks held by the faculty. Included in this specification is a short description of the factors to be considered and how these factors will be considered.	Section 4.2 <i>pp. 16-17</i>
Statement of Shared Governance	This statement reflects shared governance language that was present in the current Faculty Handbook and university policy and regulation and clearly delineates the role of the faculty in decision-making processes.	Section II <i>pp. 5-7</i>
Statement on Faculty Governance Role & Functions	This statement specifies the role and functions of faculty governance in relation to authority and shared responsibilities. The statement emphasizes the importance of meaningful collaboration in the making of policy and addressing matters concerning the general academic welfare of the university.	Section 4.4 <i>pp.19-20</i> Section 3.5 <i>pp.10-11</i>
Review of Faculty Governance Documents	The statement requires, 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 regards to: (i) appropriate scope and authority; and (ii) adherence to the process for making such revisions as specified in the valid governing document.	Section 4.4.3 <i>p.20</i>
Formal Recognition of the Faculty Assembly	This recognition is important to implement shared governance at the institution and also is an important element for SACSCOC. Absent the proposed statement, the Faculty Assembly has no formal standing within the University or official recognition by the Board.	Section 4.5 <i>pp. 20-21</i>
Specification of the Role of University-Wide Committees	This specification reflects the committee charges, membership composition, directives, and various policies that establish authority and are relevant to the committee charge. The specification also clarifies the role of the Faculty Assembly in populating select university-wide committees with	Section 3.6 <i>pp. 11-12</i> Appendix A

	representatives selected from the faculty at large and works to centralize the established committee structure within the Faculty Handbook.	
Specification of Required Days to Hold Office Hours	While current university policy states that a faculty member must hold office hours to meet with student, at minimum, three days out of the week, the existing Faculty Handbook sets an expectation of four days per week. Although these documents are not perceived to be contradictory, clarification is sought after reports of significant scheduling problems for those faculty members with schedules providing for several contact hours offered on two days a week. Moving to a three days per week expectation allows for policy and the Handbook to cleanly align, provides more flexibility in scheduling contact hour assignments, and also permits the expectation to be enforced, if necessary.	Section 7.13 <i>p. 70</i>

Faculty Handbook *Revised Draft*

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***Sections in the revised Faculty Handbook include an asterisk next to the heading as a means to indicate that the section as presented reflects the language from the current Faculty Handbook and has not been revised. These sections will be revised accordingly pending the outcome of collective bargaining negotiation.*

I. GENERAL INFORMATION

1.1 FOREWORD

The purpose of the Faculty Handbook is to provide information, as well as sources of information, which faculty find beneficial. The Handbook describes the University's history, vision and mission, and defines the university's principles of governance. In addition, the Handbook describes the role of faculty government and various sources of authority from which delegations may flow. Faculty responsibilities, academic operating policies, university-wide and employment policies and regulations, and other policies are addressed within the document. In addition to consulting this Handbook, every faculty member should familiarize him/herself with the University Academic Catalog and Student Handbook.

This Handbook provides general references and links throughout to the University's regulations, policies, and guidelines for your convenience. Where appropriate, this document links to original source material (e.g., law, rule, regulation, policy, etc.) to ensure accuracy. While language included in the Handbook is intended to be current and accurate, in all cases the most current University regulation, policy, or guideline as adopted by the Board of Trustees or University and available on the University's website shall govern.

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 [[LINK UPON POSTING](#)].

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 HISTORY OF FLORIDA POLY

Florida Polytechnic University grew out of the University of South Florida. In 2008, the Florida Board of Governors authorized the conversion of the University of South Florida (USF) branch campus in Lakeland, Florida, to USF Polytechnic and it was given a separate operating budget within the University of South Florida system.

In 2011, USF Polytechnic submitted a request to the Board of Governors to separate from the University of South Florida and become an independent, stand-alone university within the State University System. At its November 2011 meeting, the Board of Governors voted to grant the request and make USF Polytechnic independent, contingent upon it meeting specified criteria. The approval from the Board of Governors was subject to a three-to-five year process that required USF Polytechnic to continue as part of the University of South Florida System until certain benchmarks, designated by the Board of Governors, were achieved.

However, Senate Bill 1994 was introduced in 2012 that immediately created Florida Polytechnic as an independent university; it was signed into law on April 20, 2012, 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 Florida Polytechnic 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 the status of candidacy by the Southern Association of Colleges and Schools Commission on Colleges on June 17, 2016 to award bachelor and master level degrees.

1.3 MISSION, VISION, & GUIDING PRINCIPLES

Mission Statement:

The mission of Florida Polytechnic University is 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 partnerships.

Vision Statement:

Florida Polytechnic University will be a world-renowned “University of Innovation” for producing a dynamic pool of info-tech talent with real-world solutions and the capacity to lead global high-tech industries through customized undergraduate and graduate STEM-enriched academic curriculum, operating space and facilities, entrepreneurial research and interactive business industry partnerships.

Strategic Plan Goals

1. Core STEM education in emerging technologies
2. Applied research
3. Strong industry collaborations
4. Efficient operational structures

Guiding Principles/Core Values

- ❖ **Continuous Innovation:** Facilitate ongoing innovation and discovery, both in and out of the classroom, through a learning process that fully integrates science, technology, engineering, mathematics, and applied research in collaboration with industry.
- ❖ **Empowerment:** Embrace open-minded cultural difference and diversity to encourage, reward, and recognize faculty, staff, and students to explore, experiment, and solve problems for the benefit of their community and the world.
- ❖ **Responsiveness:** Constantly respond to new technological designs, scientific discoveries, and changing student needs by adopting technological trends and real-world innovations.
- ❖ **Collaboration:** Foster multidisciplinary learning opportunities by actively facilitating and engaging faculty, students, and industry partners in collaborative research and projects.
- ❖ **Courage:** Encourage and support a trailblazing spirit in students, faculty, and staff to experience a new and innovative academic endeavor by keeping an open mind to new ideas, solutions, and possibilities.

1.4 ACCREDITATION

Florida Polytechnic University was granted the status of candidacy by the Southern Association of Colleges and Schools Commission on Colleges on June 17, 2016 to award bachelor and master level degrees. For information contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4558.

Florida Polytechnic University will undergo a SACSCOC Initial Accreditation Committee Visit February 13-16, 2017. The SACSCOC Visiting Committee will review the University's Compliance Certification for Initial Accreditation. The SACSCOC policy is that if an institution submits a successful Compliance Certification that is approved by the SACSCOC Board at any point in a given year, the decision of the Board is retroactive to January of that calendar year.

1.5 UNIVERSITY ORG CHART

The Florida Polytechnic University organizational charts may be referenced on the university's website.

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. Adhering to policies and procedures is essential to achieving the vital mission and goals of the university.

Florida Polytechnic 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.

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.

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 necessitates 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 rely 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 Poly’s leadership is comprised of accomplished academics and expert businessmen and women committed to strategically developing Florida Polytechnic as the world’s best research and job generating university, and a standard for a thriving STEM-based economy. Florida Polytechnic’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. As a new institution, Florida Poly’s administrative model is designed to be leaner to discourage the bureaucracy that is traditionally associated with academia.

3.1 BOARD OF TRUSTEES

3.1.1 BOARD OF TRUSTEES: MEMBERS

Florida Polytechnic 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 BOARD OF TRUSTEES: 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: Trustee Biographies & Terms](#)

See [Board of Trustees: Committees](#)

See [University: Rules, Regulations & Policies](#)

See [Board of Trustees: Policies and Resolutions](#)

See [Florida Board of Governors: Regulation Development Procedure](#)

3.2 PRESIDENT

3.2.1 PRESIDENT: 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, supports, and protects the interests of the university.
- ❖ Manage and directs 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 PRESIDENT: ADMINISTRATIVE LEADERSHIP

Florida Polytechnic’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. As a new institution, Florida Polytechnic’s administrative model is designed to be lean to discourage the bureaucracy that is traditionally associated with academia. The administrative leadership team supports and advises the president on all matters.

3.3 PROVOST

3.3.1 PROVOST: 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 ACADEMIC PROGRAM COORDINATORS (APCs)

The Academic Program Coordinator (APC) is a faculty member who serves the institution as an official representative of a specific academic program for which he or she is credentialed. This role is in support of the University’s compliance with SACSCOC standards 3.4.11 (Academic program coordination) and 3.3.1.1 (institutional effectiveness of educational programs).

3.5 FACULTY GOVERNANCE

3.5.1 FACULTY GOVERNANCE: 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.

3.5.2 FACULTY GOVERNANCE: ROLE & RESPONSIBILITIES

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.

3.6 UNIVERSITY-WIDE COMMITTEES

3.6.1 UNIVERSITY COMMITTEES: 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. In rare but necessary circumstances, the president may act without committee consultation.

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. These committees function to implement shared governance by way of constituent representation and consultation.

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.

The 2016-17 University-Wide Committees are listed in APPENDIX A along with the charge and membership composition of each.

3.6.2 UNIVERSITY COMMITTEES: 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. Elections and appointments to university committees shall take place in the spring semester each year. 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.

3.6.3 UNIVERSITY COMMITTEES: 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 Assembly, or a senate.

3.7 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.

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).

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).

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](#)

3.8 STUDENT GOVERNMENT ASSOCIATION

The Student Government Association is the official voice of the student body at Florida Polytechnic University. 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 Student Government 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 Student Government 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.

Established in 2014, the Student Government Association (SGA) acts as the students' voice to the University's leadership, campus community, and public at large. In order to provide a positive college experience to all students at Florida Polytechnic University, the association approves funds, regulates campus-sponsored clubs, and advocates for students and their rights.

The Florida Polytechnic University student Constitution, enacted in February 2015, is a dynamic document that establishes the Student Government Association, its mission, powers, and duties. With the signing of the Constitution, the Florida Polytechnic SGA is formally operated by the students and for the students, a highly visible testament to democracy at the university level.

SGA Branches

The Florida Polytechnic University Student Government Association 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](#)

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 Polytechnic faculty shall be organized into constituent faculties, each responsible for a particular degree program or scholarly discipline or group of related disciplines, as determined by the Provost.

4.2 FACULTY: RANK & QUALIFICATIONS

4.2.1 FACULTY: TITLES & DEFINITIONS

Faculty shall hold one of the five recognized academic ranks:

Adjunct
Instructor
Assistant Professor
Associate Professor
Professor

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 funded predominantly through external sources, such as research grants.

4.2.2 FACULTY: MINIMUM QUALIFICATIONS BY RANK



The Instructor should display:	Demonstrated ability to perform his or her assigned duties. Education and/or experience 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 <i>Assistant Professor</i> , 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 <i>Assistant Professor</i> and <i>Associate Professor</i> , 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 both the program area level 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*

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.

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.

Summer Appointments.

The Provost normally has the responsibility for making the supplemental (summer) appointments for the faculty on academic-year appointments. The assignments, which must be in support of the institutional program, should be offered equitably and as appropriate to qualified employees not later than five weeks prior to the beginning of the appointment period, if practicable, in accordance with written criteria. The criteria shall be made available in each college.

In making such appointments, the Provost should consider such factors as academic needs of students and/or students' demands for programs; budgeted resources available to the department; programmatic needs of the department; and, the qualifications and performance of the faculty members available to teach the courses deemed necessary to be offered during the summer term.

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.

4.4.1 FACULTY GOVERNANCE: 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.

4.4.2 FACULTY GOVERNANCE: FUNCTIONS

- The faculty governing body shall consider all matters brought before it by the president of the university, the provost, the administration, the general faculty, or individuals of the general faculty, 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 keep the general faculty fully informed of 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.

4.4.2 FACULTY GOVERNANCE: FORM OF RULE

The faculty governing body shall practice direct rule, unless the faculty collectively, by vote, decide on a form of representative rule (e.g., faculty senate). Should the faculty determine to adopt representative rule, faculty representatives shall be apportioned among the constituent academic disciplines on the basis of population.

4.4.3 FACULTY GOVERNANCE: CONSTITUTION & BYLAWS

Faculty governance associations established to represent the university faculty are required to develop a constitution and/or bylaws 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 assembly or senate constitution that is in conflict 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 regards 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 available to university faculty.

4.5 FACULTY ASSEMBLY

4.5.1 FACULTY ASSEMBLY: PURPOSE

The Florida Polytechnic University Faculty Assembly 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 assembly provides a collegial forum for open communication among faculty and between faculty and administration and advises the administration in academic matters. The assembly is committed to promoting academic freedom, academic rigor, constructive dialogue, and the professional development of the faculty. The Faculty 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.

4.5.2 FACULTY ASSEMBLY: FUNCTIONS & RESPONSIBILITIES

The Faculty Assembly, or any other faculty governing body, is responsible for the following functions:

- The Faculty Assembly 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 Assembly and its committees and the officers of the campus administration shall be responsible for communicating with each other through appropriate channels.
- The Faculty Assembly 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.

4.5.3 FACULTY ASSEMBLY: ROLE OF COMMITTEES

Certain university committees designate faculty representatives to be selected by the Faculty Assembly or any other 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 Assembly or any other 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 Assembly or any other 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.

4.5.4 FACULTY ASSEMBLY: CONSTITUTION

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

4.6 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.

Evaluation of Faculty Performance

Annual Evaluation

Faculty members are evaluated at least once annually, on the basis of 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 April 1 through March 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.

Evaluation File

Faculty members shall refer to [6C13-6.008 Personnel Records and Limited-Access Records](#).

Sabbaticals provide faculty with the opportunities for professional renewal, planned travel, study, formal education, research, faculty development, certification, or other experiences of professional value. Florida Polytechnic allows full-time faculty who have completed at least six years of full-time service with Florida Polytechnic the opportunity to further enhance their professional development through sabbaticals. Sabbaticals are granted to increase an employee's value to the University through further professional development, not as a reward for service. Applications for sabbaticals are usually distributed by the Provost in early September for the subsequent academic year.

Professional Development Leave (PDL) is designed to provide eligible faculty with opportunities for professional renewal, educational travel, study, formal education, research, faculty development, certification, or other experiences of professional value. Florida Polytechnic allows full-time faculty who have completed three or more years of full-time service with Florida Polytechnic to be eligible for such leave. The eligibility of faculty compensated pursuant to a contract or grant is subject to the terms of the contract or grant.

In each college, a sabbatical/PDL committee is elected by and from the full-time faculty. The committee then elects a chairperson. All sabbatical/PDL applications are ranked and reviewed by the committee which in turn submits a ranked list to the Provost/designee for final selection.

4.8 FACULTY: PROFESSIONAL DEVELOPMENT [TBD]

The University supports the development of its faculty as teachers, scholars, and practitioners by providing resources and programs. Such support includes but is not limited to internal research grants, financial support, orientation programs, instructional technology workshops, and speakers' series.

V. UNIVERSITY-WIDE REGULATIONS & POLICIES

5.1 ACADEMIC FREEDOM AND RESPONSIBILITY

Academic freedom, which encompasses freedom of thought and expression, is essential to the University and applies to teaching, research/creative activities, and professional, public, and University service. University regulation FPU-5.001 governs Academic Freedom and Responsibility at the University and embodies all applicable rights and responsibilities of faculty members.

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 of such. This policy requires academic freedom violation allegations be referred to the Faculty Professional Interests Committee of the Faculty Assembly, which works to serve in an advisory role by reviewing the details surrounding such an allegation and issuing a written opinion detailing the Committee's findings and recommendation for resolution.

See **FPU-5.001 Academic Freedom and Responsibility**

<https://floridapolytechnic.org/wp-content/uploads/FPU.5.001-Academic-Freedom-Academic-Freedom-and-Responsibility-1.14.141.pdf>

See **FPU-5.0012AP Protection of Academic Freedom**

<https://floridapolytechnic.org/wp-content/uploads/FPU-5.0012AP-Protection-of-Academic-Freedom-6.20.16.pdf>

See **FPU-6.0011P Employee Grievance Procedure**

<https://floridapolytechnic.org/wp-content/uploads/FPU-6.0011P-Employee-Grievance-Procedure-11.17.14.pdf>

5.2 DISCRIMINATION / SEXUAL HARASSMENT

Florida Polytechnic'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**

<https://floridapolytechnic.org/wp-content/uploads/FPU-1.005P-Sexual-Harassment-2.27.15.pdf>

See **FPU-1.004 Non-Discrimination and Equal Opportunity**

<https://floridapolytechnic.org/wp-content/uploads/FPU-1.004-Non-Discrimination-and-Equal-Opportunity-Regulation-1.14.20141.pdf>

See **FPU-1.005 Discrimination and Harassment Complaint Policy and Procedures**

<https://floridapolytechnic.org/wp-content/uploads/FPU-1.005-Discrimination-and-Harassment-Complaint-Policy-and-Procedures-2.5.141.pdf>

5.2.1 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 Title IX, discrimination based on sex includes sexual harassment, sexual violence, and sexual assault. Title IX also prohibits retaliation against individuals who complain about or participate in an investigation regarding an alleged Title IX violation.

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

Shelley Wells
Title IX Coordinator
Director Human Resources
4700 Research Way
Lakeland, Fla. 33805-8531
TitleIXCoordinator@flpoly.org

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

Title IX Discrimination Complaint Form

https://floridapolytechnic.org/wp-content/uploads/14-0926-Title-IX-Discrimination-Complaint-Form_FILL.pdf

Title IX FAQ

<https://floridapolytechnic.org/title-ix-faq/>

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 Florida Polytechnic University. 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.

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 Graphic Standards & Brand Guide. In most cases, such use will require review and approval by the Director of Marketing and Communications 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.

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 and Communications. The Director of Marketing and Communications 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**

<https://floridapolytechnic.org/wp-content/uploads/FPU-1.0132P-Use-of-University-Name-and-Logo-9.22.151.pdf>

See **University Graphic Standards & Brand Guide**

<https://pulse.floridapolytechnic.org/wp-content/uploads/2016/03/05-1201-University-Brand-Guide.pdf>

See **University Phoenix (Mascot) Brand Style Guide**

<https://pulse.floridapolytechnic.org/wp-content/uploads/2016/03/Phoenix-Brand-Guide.pdf>

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**

<https://floridapolytechnic.org/wp-content/uploads/FPU-3.0062P-Anti-Hazing-Policy-4.28.15.pdf>

See **FPU-3.006 Student Code of Conduct**

<https://floridapolytechnic.org/wp-content/uploads/FPU-3.006-Student-Code-of-Conduct-7.29.14.pdf>

See **Florida Statutes, Section 1006.63**

http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&URL=1000-1099/1006/Sections/1006.63.html

5.5 PUBLIC RECORDS & OPEN MEETING REQUIREMENTS

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 Polytechnic 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.

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.

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 Polytechnic 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").

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.

See **FPU-1.0123P Public Records Policy**

<https://floridapolytechnic.org/wp-content/uploads/FPU-1.0123P-Public-Records-Policy-8.27.14.pdf>

See **FPU-1.0122P Record Retention Policy**

<https://floridapolytechnic.org/wp-content/uploads/FPU-1.0122P-Record-Retention-Policy-8.26.14.pdf>

5.6 INTELLECTUAL PROPERTY

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.

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.

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 Polytechnic'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 Polytechnic-owned Works and Inventions. Technology Transfer represents Florida Polytechnic in the implementation of the Florida Polytechnic Intellectual Property Policy with regard to governmental entities, industry and the public. Technology Transfer works to transfer all Florida Polytechnic technologies available for licensing to industry and start-up companies.

Process

All Florida Polytechnic 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 Polytechnic 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**

<https://floridapolytechnic.org/wp-content/uploads/FPU-1.0061P-Intellectual-Property-6.3.15.pdf>

5.7 DEMONSTRATIONS

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 Demonstrations**

<https://floridapolytechnic.org/wp-content/uploads/FPU-1.007-Demonstrations-7.29.14.pdf>

5.8 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**

<https://floridapolytechnic.org/wp-content/uploads/FPU-1.009-Commercial-Solicitation-on-University-Property-7.29.14.pdf>

5.9 EVENTS OF 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.

Events that are hosted by non-university individuals or entities require written authorization from the Facilities Department prior to advertising or commencing an event on University property. The organizing individual or entity may request permission to hold an event on campus by completing and submitting a SAFE Form to the Facilities Department at least two (2) weeks prior to the date of the proposed event. Events involving fireworks or temporary structures require the SAFE Form be submitted at least thirty (30) days in advance.

See **FPU-1.003 Use of University Facilities and Property**

<https://floridapolytechnic.org/wp-content/uploads/FPU-1.003-Use-of-University-Facilities-and-Property-5.15.14.pdf>

See **FPU-1.0038P Events on Campus by Non-University Groups**

<https://floridapolytechnic.org/wp-content/uploads/FPU-1.0038P-Events-on-Campus-by-Non-University-Groups-12.10.14.pdf>

See **FPU-1.009 Commercial Solicitation on University Property**

<https://floridapolytechnic.org/wp-content/uploads/FPU-1.009-Commercial-Solicitation-on-University-Property-7.29.14.pdf>

See **FPU-1.011 Political Activity on Campus**

<https://floridapolytechnic.org/wp-content/uploads/FPU-1.011-Political-Activity-on-Campus-6.5.15.pdf>

5.10 ALCOHOL & SMOKING POLICIES

See **FPU-1.0035P Smoking and Tobacco Use on University Campus**

<https://floridapolytechnic.org/wp-content/uploads/FPU-1.0035P-Smoking-and-Tobacco-Use-on-University-Campus-11.17.14.pdf>

See **FPU 1.0003P Alcohol Policy**

<https://floridapolytechnic.org/wp-content/uploads/FPU-1.0003P-Alcohol-Policy-12.10.14-Date.pdf>

5.11 ANIMALS ON CAMPUS

See **FPU-1.014 Animals on University Property**

<https://floridapolytechnic.org/wp-content/uploads/FPU-1.014-Animals-on-University-Property-9.14.16.pdf>

5.12 CAMPUS LAKES

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

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 the fear of man 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 man.

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. 866-392-4286. for more about alligators click here:

http://myfwc.com/media/152524/Alligator_Brochure.pdf

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.

See **FPU-1.0031P Campus Water Bodies**

<https://floridapolytechnic.org/wp-content/uploads/FPU-1.0031P-Campus-Water-Bodies-10.13.14-Date1.pdf>

5.13 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**

<http://floridapolytechnic.org/wp-content/uploads/FPU-11.0018P-Appropriate-Use-of-IT-Resources-4.21.15.pdf>

See **FPU-11.00111P Data Security Plan**

<https://floridapolytechnic.org/wp-content/uploads/FPU-11.00111P-Data-Security-Plan-8.30.15.pdf>

See **FPU-11.0011P Mandatory Information Security Training-Employees**

<https://floridapolytechnic.org/wp-content/uploads/FPU-11.0011P-Mandatory-Information-Security-Training-Employees-3.18.16.pdf>

See **FPU-11.00115P Virus and Spyware Protection on Computing Devices**

<https://floridapolytechnic.org/wp-content/uploads/FPU-11.00115P-Virus-and-Spyware-Protection-on-Computing-Devices-3.18.16.pdf>

See **FPU-11.0017P Electronic Communications and Data Transmission**

<https://floridapolytechnic.org/wp-content/uploads/FPU-11.0017P-Electronic-Communications-and-Data-Transmission-8.29.15.pdf>

See **FPU-11.0014P Use of IT Resources when Traveling Abroad**

<https://floridapolytechnic.org/wp-content/uploads/FPU-11.0014P-Use-of-IT-Resources-when-Traveling-Abroad-9.23.15.pdf>

VI. EMPLOYMENT REGULATIONS & POLICIES

6.1 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.

6.2 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](#)

<http://floridapolytechnic.org/wp-content/uploads/FPU-6.001-University-Personnel-Program-6.27.13.pdf>

6.2.1 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**

<https://floridapolytechnic.org/wp-content/uploads/FPU-1.004-Non-Discrimination-and-Equal-Opportunity-Regulation-1.14.20141.pdf>

See **FPU-1.005 Discrimination and Harassment Complaint Policy and Procedures**

<https://floridapolytechnic.org/wp-content/uploads/FPU-1.005-Discrimination-and-Harassment-Complaint-Policy-and-Procedures-2.5.141.pdf>

See **FPU-1.005P Sexual Harassment**

<https://floridapolytechnic.org/wp-content/uploads/FPU-1.005P-Sexual-Harassment-2.27.15.pdf>

6.2.2 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**

<https://floridapolytechnic.org/wp-content/uploads/FPU-1.0132P-Use-of-University-Name-and-Logo-9.22.151.pdf>

See **FPU-1.009 Commercial Solicitation on University Property**

<https://floridapolytechnic.org/wp-content/uploads/FPU-1.009-Commercial-Solicitation-on-University-Property-7.29.14.pdf>

See **FPU-1.003 Use of University Facilities and Property**

<https://floridapolytechnic.org/wp-content/uploads/FPU-1.003-Use-of-University-Facilities-and-Property-5.15.14.pdf>

See **FPU-1.011 Political Activity on Campus**

<https://floridapolytechnic.org/wp-content/uploads/FPU-1.011-Political-Activity-on-Campus-6.5.15.pdf>

See **FPU-1.0039P Use of University Vehicles and Other Vehicles for University Business**

<https://floridapolytechnic.org/wp-content/uploads/FPU-1.0039P-Use-of-University-Vehicles-and-Other-Vehicles-for-University-Business-12.9.14..pdf>

6.2.3 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**

<https://floridapolytechnic.org/wp-content/uploads/FPU-6.008-Outside-Employment-Outside-Activity-Regulation-7.29.14.pdf>

See **Florida Board of Governors Regulation 1.006**

http://www.flbog.edu/documents_regulations/regulations/FINAL%201_006%20Conflict%20of%20Interest%2011316.pdf

See **Florida Statutes, Chapter 112, Part III**

http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0100-0199/0112/0112PARTIIIContentsIndex.html

6.2.4 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, inquires 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**

<https://floridapolytechnic.org/wp-content/uploads/FPU-3.001-Confidentiality-of-Student-Records-and-Applicant-Records-5.15.14.pdf>

See **6C13-6.008 Personnel and Limited Access Records**

<https://floridapolytechnic.org/wp-content/uploads/6C13.6.008-Personnel-and-Limited-Access-Records-Rule-8.5.14.pdf>

See **Florida Statutes, Section 1002.22**

http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=1000-1099/1002/Sections/1002.22.html

See **FERPA**

<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

6.2.5 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 Purchasing**

<http://floridapolytechnic.org/wp-content/uploads/FPU-8.001-Purchasing-8.28.13.pdf>

6.2.6 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 the Director of 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**

<https://floridapolytechnic.org/wp-content/uploads/FPU-6.009-Employment-of-Relatives-2.21.141.pdf>

6.2.7 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.

6.2.8 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.

6.2.9 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**

<https://floridapolytechnic.org/wp-content/uploads/FPU-1.0132P-Use-of-University-Name-and-Logo-9.22.151.pdf>

See **FPU-1.0061P Intellectual Property**

<https://floridapolytechnic.org/wp-content/uploads/FPU-1.0061P-Intellectual-Property-6.3.15.pdf>

6.2.10 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.

6.3 FACULTY CREDENTIALING

See **FPU-5.0002AP Faculty Credentialing Policy**

<https://floridapolytechnic.org/wp-content/uploads/FPU-5.0002AP-Faculty-Credentialing-Policy-5.29.14-Date1.pdf>

6.4 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 their Provost/designee at the beginning of each year of employment. Assignments generally include instruction, research, and service activities.

All faculty members, regardless of status, will have the same general responsibilities and expectations. However, the responsibilities and expectations of part-time faculty shall be proportionate to the number of hours in pay status when compared to a full-time faculty member.

See **FPU-6.01222AP Faculty Assignment of Responsibilities**

<https://floridapolytechnic.org/wp-content/uploads/FPU-6.01222AP-Faculty-Assignment-of-Responsibilities-1.22.16.pdf>

6.4.1 FLORIDA'S 12-HOUR LAW

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. A faculty member may be assigned, by an appropriate administrator, other responsibilities and duties in proportion to twelve (12) classroom contact hours per week. Classroom contact hour means a regularly scheduled one-hour period of classroom activity in a course of instruction which has been approved by the University.

Faculty members that are paid partly from state funds and partly from other funds or appropriations shall teach a minimum number of classroom contact hours in such proportion to twelve (12) classroom contact hours per week as his or her salary is paid from state funds to total salary.

For this provision, "full-time teaching faculty member" shall mean all faculty personnel budgeted in the instruction and research portion of the budget, exclusive of those full-time faculty positions assigned to research, public service, administrative duties, and academic advising. State funds shall be interpreted to mean those funds appropriated annually in the General Appropriations Act.

See **Section 1012.945, Florida Statutes**

http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=1000-1099/1012/Sections/1012.945.html

6.4.2 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 be completed and submitted to Academic Affairs no later than two (2) weeks after the start of each semester. In addition, each FARE Form shall 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**

6.5 EMPLOYEE DISABILITY ACCOMMODATIONS

6.5.1 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 Polytechnic 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 in order 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.

6.5.2 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 make arrangements with his or her department if the employee will need assistance in exiting a building during an emergency.

6.6 GENERAL EMPLOYMENT INFORMATION

6.6.1 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.

6.6.2 FLORIDA POLY ID CARDS

The Florida Polytechnic ID card is the official picture ID card of Florida Polytechnic University. All students and employees are required to have a Florida Polytechnic 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 \$15.00 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.

6.6.3 PARKING ON CAMPUS

Employees parking on campus must obtain a parking permit and are responsible for complying with the University’s Parking rules. Parking & Transportation Services (P.A.T.S.) is responsible for regulating the parking of vehicles on campus. P.A.T.S. issues parking decals, processes parking fines and appeals, and maintains parking lots and signs. You may contact P.A.T.S. at Parking@FLPoly.org.

You may purchase your employee parking permit for campus by visiting P.A.T.S. in the Wellness Center, Monday through Friday during normal business hours or by going online to: www.floridapolytechnic.org/parking-and-transportation-services.

Parking Permit Fees for employees may be referenced at: www.floridapolytechnic.org/parking-and-transportation-services.

See **6C13-1.003 Parking on University Property**

<https://floridapolytechnic.org/wp-content/uploads/6C13-1.003-Parking-on-University-Property-8.5.14.pdf>

6.6.4 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.

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

6.6.5 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**

<https://floridapolytechnic.org/wp-content/uploads/FPU-6.0005P-Cell-Phone-Allowance-7.1.13-Date1.pdf>

6.6.6 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**

<https://floridapolytechnic.org/wp-content/uploads/FPU-6.006P-Florida-Polytechnic-University-Dress-Code-Policy-11.5.13-Date1.pdf>

6.6.7 OFFICIAL UNIVERSITY TRAVEL

Employees who intend on traveling for official University business must have a supervisor approved travel authorization completed 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.

6.6.8 ATTENDANCE

When you are hired at Florida Polytechnic, 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 for the preapproved use of annual or sick leave), 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.

6.6.9 WORK BREAKS

Lunch Break. Your lunch break is set by your supervisor. University employees work a variety of schedules and are permitted varying amounts of time for lunch depending upon their regular working schedule. For example, if an employee works from 8 a.m. to 5 p.m., Monday through Friday, they will typically be scheduled for a one-hour lunch break. If an employee works from 8 a.m. to 4:30 p.m., Monday through Friday, they will typically be scheduled for a half-hour lunch period. Employees are encouraged to leave their workstations during their regularly scheduled lunch breaks.

Work Break Periods. Employees work better when they are refreshed. During each four hours that you work, you are permitted to take a 15-minute break period whenever possible. You are encouraged to leave your workstation during the break period. Your supervisor will advise you of particular arrangements necessary for taking breaks in your department. Break periods may not be accumulated for later use—that is, break periods may not be accumulated in order to extend your lunch hour or to arrive late or leave early. You also may not combine break periods to allow one half-hour break during an eight-hour shift.

6.6.10 BREAKS FOR NURSING MOTHERS

See **FPU-6.0131P Break Time for Nursing Mothers**

<https://floridapolytechnic.org/wp-content/uploads/FPU-6.0131P-Break-Time-for-Nursing-Mothers-11.10.16.pdf>

6.6.11 WORK HOURS

For most full-time employees, the University's normal work schedule is a five-day, 40-hour week. Employees who work less than full-time will work the number of hours proportional to their FTEs. The University may require employees to work non-traditional work shifts where such is necessary to maintain continuous operations. Your supervisor will inform you if your work schedule needs to be changed.

You must obtain your supervisor’s pre-approval for any variations to your normal schedule. Any approved adjustment in a work schedule to make up time missed during regular working hours or to offset working beyond the regular standard workweek must be arranged with your supervisor within the affected workweek.

For payroll purposes, including overtime accrual concerns for non-exempt employees, the University’s workweek begins at 12:00 a.m. each Friday and ends on the following Thursday at 11:59 p.m..

See **FPU-6.003 Hours of Work and Overtime**

<https://floridapolytechnic.org/wp-content/uploads/FPU-6.003-Hours-of-Work-and-Overtime-9.14.16.pdf>

6.6.12 NON-EXEMPT AND EXEMPT STATUS

Positions are designated as either non-exempt or exempt for overtime compensation under the Fair Labor Standards Act. Non-exempt (hourly) employees are eligible for overtime compensation, while exempt employees—whose duties are usually executive, professional or administrative—are not eligible for overtime compensation.

6.6.13 TIME WORKED

1. Support, non-exempt, and OPS employees must record their daily work hours via the “Time” Worklet in Workday. All time for the workweek must be submitted by the employee every Thursday to allow time for supervisors to review and approve the information every Friday. Instructions on how to complete this process are located on the “P” Drive, Workday Job Aids section.
2. Exempt employees must certify their time *once* a pay period via the “Time Off” Worklet within Workday. Instructions on how to complete this process are located on the “P” Drive, Workday Job Aids section.
3. Time-worked and leave reported by an employee within Workday must be approved by the employee’s immediate supervisor or by the designated approver to ensure proper and accurate payment and leave balance accruals.
4. In computing the workweek, time off charged to any type of leave or holiday is not considered to be hours worked for purposes of overtime pay.
5. Regardless of the amount of leave originally approved for an employee to use (including some types of administrative leave) an employee may be charged with or granted the amount of paid leave necessary to bring the employee to his or her normal workweek not to exceed 40 hours.

6. A Support, non-exempt, or OPS employee should not begin work before the employee's normal work schedule starting time, nor should they work beyond the established work schedule quitting time unless specifically authorized, in advance, by their supervisor.

7. A Support, non-exempt, or OPS employee may not take work home to be completed after scheduled working hours unless approved in advance by their immediate supervisor, as work completed after scheduled working hours will be treated as hours worked.

8. Employees who falsify any type of University document or falsely report time-worked, leave usage, etc., will be subject to disciplinary action up to, and including dismissal.

6.6.14 OVERTIME COMPENSATION

Due to the fact that the University operates on a set budget each fiscal year, overtime worked by non-exempt (hourly) employees is limited to emergency situations or pre-planned and approved overtime for peak work periods.

Please direct questions about overtime compensation **to Human Resources.**

6.6.15 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**

<http://floridapolytechnic.org/wp-content/uploads/FPU-1.008-University-Holidays-Regulation-5.14.13.pdf>

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

<https://floridapolytechnic.org/wp-content/uploads/FPU-1.0081P-Compensation-Related-to-University-Holidays-11.10.16.pdf>

6.7 LEAVE POLICIES

6.7.1 ANNUAL LEAVE

Annual 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 annual leave. Once annual leave is posted to the balance, employees may request to use it. However, requests for annual leave should be submitted to the supervisor in advance and taken only after the supervisor’s approval has been received. Annual leave may be used only up to the regular FTE, not to exceed the 40-hour workweek.

Hours Accrued During Pay Period:

	SEMI-MONTHLY	YEAR-END MAXIMUM	MAXIMUM PAYOUT
FACULTY	7.3125	352	352
ADMINISTRATIVE	7.3125	352	352
EXECUTIVE SERVICE	9.75	480	480
SUPPORT (Months of service)			
0-6	4.3334	240	240
6-120	5.4167	240	240
Over 120	6.5000	240	240

Employees may accrue annual leave throughout the year. However, any accrued hours in excess of 240 hours for Support employees, 352 for Faculty and Administrative employees, and 480 hours for Executive Service employees will convert to sick leave hours at the end of the pay period in which December 31 falls.

Annual leave transfers with the employee if he or she moves to other benefits-eligible positions within Florida Polytechnic.

See **FPU-6.004 Annual Leave**

<https://floridapolytechnic.org/wp-content/uploads/FPU-6.004-Annual-Leave-9.14.16.pdf>

6.7.2 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.

See **FPU-6.005 Sick Leave**

<https://floridapolytechnic.org/wp-content/uploads/FPU-6.005-Sick-Leave-9.14.16.pdf>

6.7.3 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 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**

<https://floridapolytechnic.org/wp-content/uploads/FPU-6.006-Sick-Leave-Pool-2.5.141.pdf>

6.7.4 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**

<https://floridapolytechnic.org/wp-content/uploads/FPU-6.007-Other-Types-of-Leave-2.5.141.pdf>

6.7.5 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.

6.7.6 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**

<https://floridapolytechnic.org/wp-content/uploads/FPU-6.007-Other-Types-of-Leave-2.5.141.pdf>

6.8 UNIVERSITY BENEFITS

Your benefits can represent a significant portion of your overall compensation, based on the elections you've made. As your employer, Florida Polytechnic 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.

6.8.1 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 Polytechnic 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.

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

- 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.

6.8.2 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.htm>

6.8.3 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.htm

6.9 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>

6.10 EMPLOYEE PERFORMANCE & CONDUCT

6.10.1 DISCIPLINARY ACTION

While the majority of University employees may never need discipline, exceptions do occur. Disciplinary actions may include oral reprimands, written reprimands, suspensions and dismissals, depending on the severity of the offense. Management has the discretion to determine the degree of discipline to administer for a particular offense.

To ensure equity in disciplinary action, the following categories act as guidelines for the University to determine when discipline may be necessary: unsatisfactory attendance; misconduct; negligence; and violation of provision of law, University regulation or departmental policy, procedure, or practice that is verbal, written, or understood.

The University will consider each individual employee's record of offenses and disciplinary action history when determining whether an adverse employment action is both appropriate and in the best interest of the University.

Discipline And Termination From Employment. The appointment of any faculty member may be terminated or disciplinary action taken during the term of employment contract for just cause. Just cause includes, but is not limited to, the following examples of conduct:

- (a) neglect of duty or responsibilities, including unauthorized absence, which impairs teaching, research or other normal and expected services to the University;
- (b) failure to perform the terms of employment;
- (c) willful violation of the policies and regulations of the Florida Board of Governors and/or the University;
- (d) failure to discharge assigned duties effectively because of incompetence;
- (e) misconduct, professional or personal, involving moral turpitude;
- (f) violation of the ethics of the academic profession; and
- (g) actions which impair, interfere with or obstruct, or aid, abet or incite the impairment, interference with or obstruction of the orderly conduct, processes and functions of the University.

If a faculty member is absent without authorized leave for five or more consecutive days shall be considered job abandonment and treated as a voluntarily resignation from the University. A faculty member's activities which fall outside the scope of employment shall constitute misconduct only if such activities adversely affect the legitimate interests of the University.

The President designee may immediately place a faculty member on leave with pay pending investigation. The leave pending investigation shall commence immediately upon the President designee providing the faculty member with a written notice of the reasons. The leave shall be with pay, with no reduction of accrued leave. If, as a result of the investigation, the faculty member is to be suspended or terminated, written notices shall be given to the faculty member. An employee shall be given written notice of termination or suspension prior to the effective date, unless it is determined that the actions adversely affect the functioning of the University or jeopardize the safety or welfare of the faculty member, colleagues or students.

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

6.10.2 EMPLOYEE GRIEVANCE PROCESS

Florida Polytechnic 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](#)

<https://floridapolytechnic.org/wp-content/uploads/FPU-6.0011P-Employee-Grievance-Procedure-11.17.14.pdf>

6.11 EMPLOYEE SAFETY

6.11.1 BACKGROUND CHECKS

See [FPU-6.011 Employee Criminal Background Checks](#)

<https://floridapolytechnic.org/wp-content/uploads/FPU-6.011-Employee-Criminal-Background-Checks-5.15.14.pdf>

6.11.2 DRUG-FREE WORKPLACE

See [FPU- Drug-Free Environment](#)

6.11.3 WORKERS' COMPENSATION

Florida Polytechnic 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 Division of Environmental Health & Safety (EH&S) is responsible for informing the Florida Polytechnic 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 Polytechnic 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.

6.12 WORKPLACE VIOLENCE

See **FPU-6.0024P Workplace Violence**

<https://floridapolytechnic.org/wp-content/uploads/FPU-6.0024P-Workplace-Violence-6.24.15.pdf>

VII. ACADEMIC POLICIES & PROCEDURES

7.1 ACADEMIC INTEGRITY

Florida Polytechnic 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 Polytechnic community are responsible for discouraging academic dishonesty by taking preventative measures and by insuring that appropriate action is taken when irregularities are discovered.

Florida Polytechnic 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 Polytechnic 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.

See **FPU-5.005 Academic Integrity**

<https://floridapolytechnic.org/wp-content/uploads/FPU-5.005-Academic-Integrity-7.29.14.pdf>

7.2 ACADEMIC CALENDAR

The Florida Polytechnic 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](#)

<https://floridapolytechnic.org/all-academics/academic-calendars/>

7.3 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 program coordinator.

Textbooks and course pack information required for use in a course will be posted in a single online location for students no later than forty-five (45) days prior to the first day of class for each term. Textbook orders are to be placed through departmental offices no later than the provided deadline, which is approximately twelve (12) weeks prior to the start of the term. 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.

7.3.1 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. (Report of Specified Interest, Florida Code of Ethics.) 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.

7.3.2 TEXTBOOK ADOPTION PROCEDURE

FacultyEnlight is a web-based platform built exclusively for faculty and department administrators that enables you to research and adopt course materials in one, convenient place. When you use *FacultyEnlight*, you can quickly see the formats available and the estimated student price for any textbook you choose, including our selection of rental titles available right from the campus bookstore. To get started, you will need to create a new account the first time using *FacultyEnlight*. Click the *Create account* link, located in the upper right of www.facultyenlight.com, and enter a username and password of your choosing.

You will also find a quick demo video to get acquainted with the many features of the site at <http://www.facultyenlight.com/content/facultyenlight-demo-video>.

See **FPU-5.003 Textbook Adoption and Affordability**

<https://floridapolytechnic.org/wp-content/uploads/FPU-5.003-Textbook-Adoption-and-Affordability-NOTICE-OF-AMENDMENT-11.3.2016.pdf>

See **Board of Governors Regulation 8.003**

http://www.flbog.edu/documents_regulations/regulations/FINAL%208.003%20Textbook%20and%20Instructional%20Materials%20Affordability%2011%2013%2016.pdf

See **Section 1004.085, Florida Statutes**

http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=1000-1099/1004/Sections/1004.085.html

7.4 ACADEMIC CREDIT

Florida Polytechnic'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**

<https://floridapolytechnic.org/wp-content/uploads/FPU-5.0003AP-Credit-Hour-Policy-10.27.14-Date1.pdf>

7.4.1 NONCREDIT COURSE WORK EQUIVALENT

Florida Polytechnic 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 Polytechnic unless approved according to BOG Regulation.

See **FPU-5.0082AP Transfer of Credits Policy – Undergraduate**

<https://floridapolytechnic.org/wp-content/uploads/FPU-5.0082AP-Transfer-of-Credits-Policy-Undergraduate-10.22.14.pdf>

See **FPU-5.0082AP Transfer of Credits Policy – Graduate**

<https://floridapolytechnic.org/wp-content/uploads/FPU-5.0083AP-Transfer-of-Credits-Policy-Graduate-10.22.14.pdf>

See **BOG Regulation 6.020**

http://www.flbog.edu/documents_regulations/regulations/6_020_CollegeCredit.pdf.

7.5 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)**

<https://floridapolytechnic.org/wp-content/uploads/FPU-5.0074AP-Academic-Standing-Undergraduate-8.18.16.pdf>

See **FPU-5.00744AP Graduate Academic Standing, Academic Dismissal, and Readmission**

<https://floridapolytechnic.org/wp-content/uploads/FPU-5.00744AP-Graduate-Academic-Standing-Dismissal-and-Readmission-8.18.16.pdf>

7.6 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.

See **FPU-5.0101AP Course Drop / Add**

<https://floridapolytechnic.org/wp-content/uploads/FPU-5.0101AP-Course-Drop-Add-9.23.14-Date1.pdf>

7.7 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, the Office of Academic Affairs shall be notified (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.

Classes must meet during the scheduled Final Exam period, even if no Final Exam is given. 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.

7.8 CLASSROOM REQUESTS

Classrooms for academic courses are assigned each semester when class schedules are submitted by departments/colleges. Instructors may indicate preferences for a particular location or a specific classroom for consideration.

Instructors wishing to change their classroom assignment for the term, should contact their Registrar 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 Registrar. Instructors must ensure that all students enrolled in the course are sufficiently notified of any changes to the assigned classroom.

Instructors should not hesitate to report a problem no matter how small: the university counts on the faculty to bring any problems to our attention so that they can be resolved.

7.9 THE USE OF TECHNOLOGY TO ENHANCE STUDENT LEARNING

Florida Polytechnic 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.

7.10 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.

7.11 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. The Provost or designee will determine if a course will be graded by the pass/fail or satisfactory/unsatisfactory grading process. 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, not to exceed one calendar year from the end of the semester during which the course was taken. 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-5.00712AP Incomplete Grade](#)

<https://floridapolytechnic.org/wp-content/uploads/FPU-5.00712AP-Incomplete-Grade-3.26.15.pdf>

7.12 COURSE SYLLABUS

The University specifies the scope of content that must be included in all course syllabi.

See [FPU-5.0065AP Course Syllabi](#)

<https://floridapolytechnic.org/wp-content/uploads/FPU-5.0065AP-Course-Syllabi-10.29.14.pdf>

7.13 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. Faculty members with special advisement 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.

7.14 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.

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**

<https://floridapolytechnic.org/wp-content/uploads/FPU-5.0010AP-Student-Attendance.pdf>

7.15 STUDENT WITHDRAWAL

See **FPU-5.01034AP Student Withdrawal from a Course**

<https://floridapolytechnic.org/wp-content/uploads/FPU-5.01034AP-Student-Withdrawal-From-a-Course-10.20.15.pdf>

See **FPU-5.01033AP Student Withdrawal for Mitigating Circumstances**

<https://floridapolytechnic.org/wp-content/uploads/FPU-5.01033AP-Student-Withdrawal-for-Mitigating-Circumstances-10.20.15.pdf>

See **FPU-5.01032AP Student Withdrawal from the University**

<https://floridapolytechnic.org/wp-content/uploads/FPU-5.01032-Student-Withdrawal-from-the-University-10.20.15.pdf>

7.16 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**

<https://floridapolytechnic.org/wp-content/uploads/FPU-5.0018AP-Reading-Days.pdf>

7.17 FINAL EXAMS

The procedure for handling student examinations varies not only among academic units, but among the faculty within those units. 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.

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 withdrawal 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. Classes must meet during the time provided for the final examination in the schedule, even if the instructor has determined that no final exam will be administered for the course.

See **FPU-5.0073AP Final Exams**

<https://floridapolytechnic.org/wp-content/uploads/FPU-5.0073AP-Final-Exams-6.2.15.pdf>

7.18 GRADE APPEALS

Florida Polytechnic 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**

<https://floridapolytechnic.org/wp-content/uploads/FPU-5.00714AP-Student-Grade-Appeals-2.16.15.pdf>

7.19 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.

7.20 STUDENT ACCOMMODATION REQUESTS

Florida Polytechnic 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.

See **Disability Services Website**

<https://floridapolytechnic.org/wellness/health-clinic/disability-services/>

See **Request Form for Disability Services**

<https://floridapolytechnic.org/wp-content/uploads/16-1021-UPDATED-Request-for-Disability-Services-Form-Updated-copy.pdf>

7.21 GRADUATE THESIS COMMITTEE

In order to complete a thesis, a student must have a Graduate Thesis Committee. The Committee must be comprised of at least three faculty members. The Chair of the Committee must be an expert in the subject matter of the proposed thesis and a faculty member. At least one Committee member should represent a field outside of the student's major field. Industry partners may also serve as members of the Committee. The Committee approves the student's course of study; plans for research; supervises the research and any comprehensive qualifying exams; and, reads and approves the thesis for content and format.

See **FPU-5.0123AP Graduate Thesis Committee**

<https://floridapolytechnic.org/wp-content/uploads/FPU-5.0123AP-Graduate-Thesis-Committee-5.20.16.pdf>

7.22 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-8.0095AP Honorary Degrees**

<https://floridapolytechnic.org/wp-content/uploads/FPU-5.0095AP-Honorary-Degrees-12.2.15.pdf>

7.23 ACADEMIC DEGREE PROGRAMS

See **FPU-5.001AP New Degree Program Planning and Approval**

<https://floridapolytechnic.org/wp-content/uploads/FPU-5.0001AP-New-Degree-Program-Planning-and-Approval-12.2.15.pdf>

See **FPU-5.0008AP Academic Program Termination**

<https://floridapolytechnic.org/wp-content/uploads/FPU-5.0008AP-Academic-Program-Termination-Policy-8.27.14.pdf>

7.23.1 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 Polytechnic is committed to assessment that is meaningful, manageable, efficient, and useful for making decisions at the department, college, 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**

<https://floridapolytechnic.org/wp-content/uploads/FPU-5.0062AP-Academic-Program-Review-and-Continuous-Improvement-Processes-6.4.15.pdf>

VIII. RESEARCH REGULATIONS & POLICIES

8.1 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 or 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**

<https://floridapolytechnic.org/wp-content/uploads/FPU-9.0042P-Campus-Environmental-Health-Safety-6.17.16.pdf>

8.2 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**

<https://floridapolytechnic.org/wp-content/uploads/FPU-9.0041P-Use-and-Possession-of-Hazardous-Materials-8.24.15-Date.pdf>

8.3 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.

Faculty members wishing to submit a research proposal shall do so in accordance with the procedure specified in FPU-12.0011AP.

See **FPU-12.0011AP Sponsored Research Roles and Responsibilities**

<https://floridapolytechnic.org/wp-content/uploads/FPU-12.0011AP-Sponsored-Research-Roles-and-Responsibilities-9.9.15.pdf>

8.4 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**

<https://floridapolytechnic.org/wp-content/uploads/FPU-12.0016AP-Recipient-Subrecipient-Monitoring-1.12.16.pdf>

See **Recipient/Subrecipient Profile Questionnaire Form**

<https://floridapolytechnic.org/wp-content/uploads/Subrecipient-Profile-Questionnaire-Form-1.11.16-Protected.docx>

IX. HANDBOOK REVISIONS

9.1 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.

9.2 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.

9.3 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.

9.4 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

2016-17 UNIVERSITY COMMITTEE DESCRIPTIONS

NOTE: University rules, regulations & policies are referenced herein; governing documents should be referenced and read in entirety at: <https://floridapolytechnic.org/board-of-trustees/university-policies-and-regulations/>

University Undergraduate Curriculum Committee (UCC)

The purpose of the University Undergraduate Curriculum Committee is to make recommendations on academic policies and standards related to undergraduate curriculum; provide 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.

Committee Membership:

- ❖ One (1) faculty representative from each degree granting program(s) represented by an APC.
- ❖ Three (3) faculty representatives from general education programs (physical sciences, mathematics, and humanities or social sciences)
- ❖ University Registrar (Chair), *Ex officio*
- ❖ Director, Institutional Effectiveness, *Ex officio*
- ❖ Vice Provost, Student Affairs, *Ex officio*
- ❖ Vice Provost, Academic Support Services, *Ex officio*
- ❖ Vice Provost, Enrollment, *Ex officio*

- 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 appoint faculty representatives to serve on the committee in effort to provide representation consisting of the faculty who “own” undergraduate curriculum, develop courses, and degrees, as relevant.
- The UCC will review proposed changes in, additions to, and deletions from the undergraduate curriculum, course descriptions, and catalog information and will forward recommendations to the Graduate Studies Committee or Provost, as appropriate.

- ***FPU-5.0003AP Credit Hour Policy***
- ***FPU-5.00812AP Curriculum and Course Changes***
- ***FPU-5.0065AP Course Syllabi***
- ***FPU-5.0086AP Credit for Online Courses Completed Prior to Initial Enrollment***

University Graduate Studies Committee

The purpose of the University Graduate Studies Committee is to review and make recommendations as to graduate academic policies and standards related to graduate level curriculum (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.

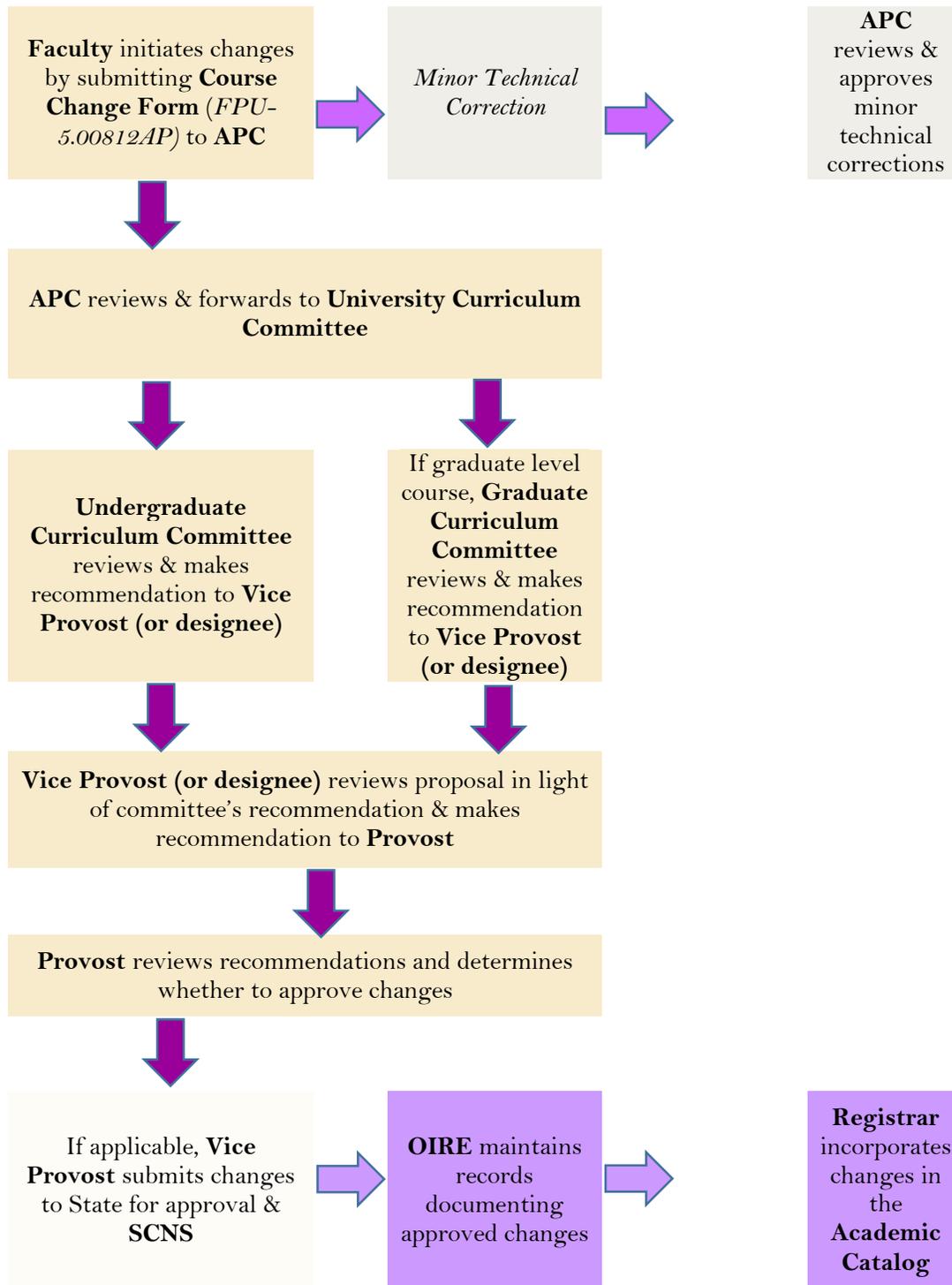
Committee Membership:

- ❖ One (1) graduate faculty representative from each college
- ❖ Three (3) faculty representatives proportionate and relevant to graduate level disciplines supporting / implementing the graduate-level curriculum
- ❖ University Registrar, *Ex officio*
- ❖ Director, Institutional Effectiveness, *Ex officio*
- ❖ Vice Provost, Student Affairs, *Ex officio*
- ❖ Vice Provost, Academic Support Services, *Ex officio*
- ❖ Vice Provost, Enrollment, *Ex officio*

- The University Graduate Studies Committee is a university committee managed by the faculty governing body.
- The faculty governing body shall annually select a faculty representative to serve as chair of the committee, subject to the Provost's approval.
- The faculty governing body shall appoint faculty representatives to serve on the committee in effort to provide representation consisting of the faculty who "own" graduate curriculum, develop courses, and degrees, as relevant.
- The University Graduate Studies Committee will review proposed changes in, additions to, and deletions from the graduate curriculum, course descriptions, and catalog information and will forward recommendations to the Provost.

- ***FPU-5.0003AP Credit Hour Policy***
- ***FPU-5.00812AP Curriculum and Course Changes***
- ***FPU-5.0065AP Course Syllabi***
- ***FPU-5.0086AP Credit for Online Courses Completed Prior to Initial Enrollment***
- ***FPU-5.0096AP Graduate Degree Graduation Requirements***

Process for initiating proposed curriculum and course changes (FPU-5.00812AP):



University Academic Policies & Procedures Committee (APPC)

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.

Committee Membership:

- ❖ Academic Program Coordinator (APC) selected by the Provost
- ❖ Two (2) faculty representatives selected by faculty governing body
- ❖ Two (2) faculty representatives nominated by the faculty governing body, selected by Provost
- ❖ Chair, Faculty Governing Body, *Ex officio*
- ❖ University Registrar, *Ex officio*
- ❖ Director, Institutional Effectiveness, *Ex officio*
- ❖ Vice Provost, Student Affairs, *Ex officio*
- ❖ Vice Provost, Enrollment, *Ex officio*
- ❖ General Counsel representative, *Ex officio*

- The APPC Chair is appointed by the Provost.
- The APPC will ensure proper distribution of proposed policies to university stakeholders for review and comment.
- The APPC reviews and recommends proposed changes to the Faculty Handbook to the Provost.

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

University Parking Appeals Committee

The University Parking Appeals Committee is responsible for coordinating the appointment of Appeal Hearing Officers to receive, evaluate, and resolve written appeals of citations for university-issued parking infractions and/or charges or procedures for towing, impounding, or immobilization of vehicles.

Committee Membership:

- ❖ University Bursar (Chair), *Ex officio*
- ❖ Business & Auxiliary Services representative, *Ex officio (non-voting)*
- ❖ Director, Campus Development & Facilities, *Ex officio*
- ❖ Faculty representative selected by the faculty governing body
- ❖ Student representative selected by the student government association

- *6C13-1.003 Parking on University Property*

University Non-Academic Policies & Procedures Committee (NPPC)

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.

Committee Membership:

- ❖ Faculty representative selected by faculty governing body
- ❖ Student Affairs representative selected by Vice Provost for Student Affairs, *Ex officio*
- ❖ Finance representative, *Ex officio*
- ❖ Advancement representative, *Ex officio*
- ❖ Human Resources representative, *Ex officio*
- ❖ General Counsel representative, *Ex-Officio*
- ❖ General Counsel representative, *Ex-Officio (non-voting)*

- 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.

- *FPU-1.001P Policy Creation and Development Process – Non-Academic Policies*

University Institutional Effectiveness Committee (IEC)

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.

Committee Membership:

- ❖ Two (2) faculty representatives selected by Provost
- ❖ Two (2) faculty representatives selected by faculty governing body
- ❖ Director, Institutional Effectiveness (Chair), *Ex officio*
- ❖ Director, Institutional Research, *Ex officio*
- ❖ Two (2) Academic Affairs representatives, *Ex officio*
- ❖ Staff representative (non-academic department), *Ex officio*
- ❖ Finance representative, *Ex officio*

University Diversity Recruitment Committee

The purpose of the University Diversity Recruitment Committee is to develop recommendations for increasing the recruitment of African American and other underrepresented groups for faculty and staff positions at Florida Polytechnic. The Committee will also discuss strategies for retaining African American male students.

Committee Membership:

- ❖ Two (2) faculty representatives selected by faculty governing body
- ❖ Government Relations / External Affairs representative, *Ex officio*
- ❖ Student Affairs representative, *Ex officio*
- ❖ Institutional Research representative, *Ex officio*
- ❖ Human Resources representative, *Ex officio*
- ❖ Academic Support Services representative, *Ex officio*
- ❖ Marketing & Communications representative, *Ex officio*
- ❖ General Counsel representative, *Ex officio*

- *FPU-1.005 Non-Discrimination and Equal Opportunity*

University Student Technology Fee Committee

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.

Committee Membership:

- ❖ Director, Technology Services (Chair), *Ex officio*
- ❖ Director, Student Life, *Ex officio*
- ❖ Finance representative, *Ex officio*
- ❖ Two (2) Academic Program Coordinators (APCs) selected by the Provost
- ❖ Faculty representative selected by the Provost
- ❖ Faculty representative selected by the faculty governing body
- ❖ Three (3) student representatives selected by SGA

University Enrollment Management Committee (EMC)

The University Enrollment Management Committee is responsible for monitoring the effective management of the university's enrollment (both undergraduate and graduate) including practices and procedures necessary to ensure student diversity and persistence to graduation in addition to forecasting future student enrollments. The EMC plans, develops, and implements programs and events in effort to maintain a positive experience for all students. The Committee will make recommendations for continuous improvement in the practices and procedures that affect student recruitment, enrollment, and persistence until graduation so that diversity and degree production goals will be attained.

Committee Membership:

- ❖ Vice Provost, Enrollment (Chair), *Ex Officio*
- ❖ Vice Provost, Student Affairs, *Ex officio*
- ❖ Vice Provost, Academic Support Services, *Ex officio*
- ❖ Three (3) staff representatives selected by President or Provost
- ❖ Three (3) faculty representatives selected by faculty governing body

- The committee may wish to ask non-members from the University community to attend specific meetings and address topics of interest.
- While it is perceived that most of the tasks that will be undertaken by the EMC will be discussed and handled by the committee as a whole, there may be occasions when sub groups may be formed to address specific tasks.

University Admissions Appeals Committee

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

Committee Membership:

- ❖ Vice Provost, Enrollment (Chair), *Ex officio*
- ❖ Admissions representative, *Ex officio*
- ❖ Student Affairs representative, *Ex officio*
- ❖ University Registrar representative, *Ex officio*
- ❖ Faculty representative selected by the Provost
- ❖ Faculty representative selected by the faculty governing body
- ❖ General Counsel representative, *Ex officio*

- *FPU-2.001 Admission to the University and Appeal Process-General link*
- *FPU-2.008 Graduate Admissions link*

University Financial Aid Committee

The purpose of the University Financial Aid Committee is to discuss, recommend, and create policies, procedures, and regulations that are necessary in servicing financial aid to all Florida Polytechnic students. The Financial Aid Committee is charged with reviewing student financial aid appeals and rendering final decisions. The committee also assists in developing and implementing various financial aid programs that assist Florida Polytechnic students with costs of attending the University.

Committee Membership:

- ❖ Director, Financial Aid (Chair), *Ex officio*
- ❖ Vice Provost, Enrollment, *Ex officio*
- ❖ Two (2) Finance representatives, *Ex officio*
- ❖ Admissions representative, *Ex officio*
- ❖ Student Affairs representative, *Ex officio*
- ❖ University Bursar, *Ex officio*
- ❖ University Budget Officer, *Ex officio*
- ❖ Faculty representative selected by the faculty governing body

- The Financial Aid Policy Committee recommends university policy on matters relating to financial aid; recommends specific financial aid program objectives in support of the University's master plan; and facilitates the conduct of financial aid activities.

- *FPU-7.002 Student Financial Aid link*
- *FPU-7.0021P Financial Aid Appeals link*

University Edison Review Committee

The purpose of the University Edison Review Committee is to review Edison submissions from University faculty and staff and to make recommendations to the President as to which Edison ideas are potentially beneficial to University life, financially feasible, and ready to be implemented.

Committee Membership:

- ❖ Executive Assistant, President's Office (Chair), *Ex officio*
- ❖ Administrative Assistant, President's Office, *Ex officio*
- ❖ University Controller, *Ex officio*
- ❖ Four (4) staff representatives selected by the President
- ❖ One (1) faculty representative selected by the faculty governing body

University Continuity of Operations Planning Committee (COOP)

The University Continuity of Operations Planning 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.

Committee Membership:

- ❖ Chief of Police (Chair), *Ex officio*
- ❖ Director, Campus Development & Facilities, *Ex officio*
- ❖ Two (2) Technology Services representatives, *Ex officio*
- ❖ FIPR representative, *Ex officio*
- ❖ Lab Technician, *Ex officio*
- ❖ Executive Director, Auxiliary and Business Services, *Ex officio*
- ❖ Human Resources representative
- ❖ Director, Marketing & Communications, *Ex officio*
- ❖ Construction & Campus Development representative, *Ex officio*
- ❖ General Counsel representative, *Ex officio*
- ❖ Vice Provost, Student Affairs, *Ex officio*
- ❖ Faculty representative selected by the faculty governing body

University Property Surplus Committee

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.

Committee Membership:

- ❖ Procurement representative (Chair), *Ex officio*
- ❖ Technology Services representative, *Ex officio*
- ❖ Budget & Finance representative, *Ex officio*
- ❖ Two (2) Construction & Campus Development representatives, *Ex officio*
- ❖ Human Resources representative, *Ex officio*
- ❖ Admissions representative, *Ex officio*
- ❖ University Lab Technician, *Ex officio*
- ❖ Faculty representative selected by the faculty governing body

- *FPU-8.0041P Surplus Property Policy*
- *FPU-8.0042P Disposition of Lost or Abandoned Personal Property*

University Safety Committee

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.

Committee Membership:

- ❖ Director, Environmental Health & Safety (Chair), *Ex officio*
- ❖ University Chief of Policy, *Ex officio*
- ❖ University Wellness Counselor, *Ex officio*
- ❖ Executive Director, Auxiliary & Business Services, *Ex officio*
- ❖ University Lab Technician, *Ex officio*
- ❖ Construction & Campus Development representative, *Ex officio*
- ❖ Two (2) Technology Services representatives, *Ex officio*
- ❖ Marketing & Communications representative, *Ex officio*
- ❖ Human Resources representative, *Ex officio*
- ❖ Faculty Representative selected by the faculty governing body

- *FPU-9.0042P Campus Environmental Health & Safety link*

University Employee Activities Committee

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.

Committee Membership:

- ❖ Eleven (11) staff representatives selected by the President
- ❖ One (1) faculty representative selected by the faculty governing body

University Tuition & Fee Appeals Committee

The purpose of the University 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.

Committee Membership:

- ❖ University Bursar (Chair), *Ex officio*
- ❖ Assistant Director, Financial Aid, *Ex officio*
- ❖ University Registrar, *Ex officio*
- ❖ Admissions representative, *Ex officio*
- ❖ Student Affairs representative, *Ex officio*
- ❖ Academic Support Services representative, *Ex officio*
- ❖ Faculty representative selected by the faculty governing body

- ***FPU-4.001 Tuition and Related Fees Schedule***
- ***FPU-4.002 Waiver of Tuition and Fees***
- ***FPU-4.003 Special Fees, Fines and Charges***
- ***FPU-4.004 Procedure for Payment, Waiver, and Refund of Tuition, Fees, Fines, and Penalties***
- ***FPU-4.005 Student Withdrawal from Courses due to Military Service***
- ***FPU-4.006 Third Time Repeat Course Fee Exception***

Faculty Assembly 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. 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 3. An individual may not serve concurrently in more than one faculty assembly office with the exception of the position of chair-elect. See Article 2, Section 6.

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 one or two years after the beginning of their term, depending upon the office's designated length of service.

Section 3. Chair

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. In a year with no chair-elect, the vice-chair becomes chair. The chair has four primary areas of responsibility:

- 1) The chair convenes and presides over faculty assembly meetings. See Article 5, Section 1 for frequency of meetings.
- 2) The chair serves as a trustee on Florida Polytechnic University's Board of Trustees.
- 3) The chair communicates the concerns and goals of the faculty assembly to the administration in regular leadership meetings with the president and provost.
- 4) The chair calls and presides over meetings of the executive council.

Section 4. Vice-Chair

The vice-chair serves a two-year term. The vice-chair presides over the faculty assembly and executive council meetings when the chair is absent. The vice-chair attends regular leadership meetings with the president and the provost.

Section 5. Secretary

The secretary serves a one-year term. The secretary records and distributes the faculty assembly meeting minutes to assembly members, circulates the agenda prior to faculty assembly meetings, schedules faculty assembly meetings after the chair has called them, and attends regular leadership meetings with the president and the provost.

Section 6. Chair-Elect

The chair-elect serves a one-year term. The assembly only has a chair-elect during the final year of a chair's two-year term. Any voting member of the faculty assembly may serve as the chair-elect except for the current chair. A faculty member may serve concurrently as the chair-elect and vice-chair or secretary. The chair-elect becomes the chair at the end of the chair-elect's one-year term. The chair-elect attends regular leadership meetings with the president and the provost.

Section 7. Executive Council

The executive council will consist of all of the officers of the faculty assembly: the chair, vice-chair, secretary, and chair-elect. 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. These matters and decisions include, but are not limited to, setting the agenda for assembly meetings, cancelling or calling meetings, and setting items to discuss with the administration. The council will meet as frequently as the chair deems necessary.

Section 8. Removal

Any officer may be removed for cause by a $\frac{3}{4}$ vote of those voting members present. To initiate removal, a voting member will make a written motion giving cause for removal and another voting member will second the motion. This motion and second must take place in a regularly scheduled meeting. The officer will be allowed to respond to the removal motion in the meeting during which the motion is made and during the next regularly scheduled meeting. The officer will also be allowed to respond to the removal motion in writing. This written response will be distributed by the faculty assembly secretary. A vote on the removal motion will take place during the second regularly scheduled meeting after the initial motion was made and seconded. See Article 5, Section 1.

Article 3. Membership

Voting members of the faculty include all full-time professors. Non-voting members include part-time professors, full-time instructors, adjunct instructors, visiting professors, administrators with faculty appointments, the university president, the provost, the registrar, and librarians. The faculty assembly, upon a majority vote of those voting members present, may admit other categories of faculty as voting members.

Article 4. Elections

Section 1. General Rules

1. The first election under this constitution will be held under the following rules:
 - a. The first elections must be held by the end of April 2015 for officers and committee members to begin service in the academic year 2015-2016. Elections will be held in a specially scheduled faculty meeting. The current chair, Robert MacCuspie, will schedule this meeting.

- b. The current chair, Robert MacCuspie, will solicit nominations for officer and committee members beginning the day after this constitution is ratified. Any faculty member may nominate. Self-nominations will be accepted. Nominations will continue until the beginning of the meeting at which voting will occur, and further nominations may be made at the beginning of this meeting before voting begins. Nominations must be open for at least one week unless the time between ratification and the end of April precludes this.
 - c. Voting
 - i. Voting will be by secret ballot.
 - ii. A voting member attending remotely may e-mail her/his vote to either the chair or secretary.
 - iii. For positions with more than one member (such as committee memberships), voting members may vote for a number of individuals up to the number of individuals to serve in the position. For example, if a committee has six memberships up for election, voting members of the faculty assembly may vote for up to six individuals.
 - iv. For positions with two year terms that stagger, the positions will be divided between those standing for a full two-year term and those standing for a one-year term. This will allow the staggering of terms to begin immediately. Staggered terms only apply to the standing committees.
 - v. Votes will be counted immediately. Vote counting will be undertaken by the current chair, Robert MacCuspie, with the assistance of any voting member he might wish to designate. Vote counting will take place in full view of the assembled faculty.
 - vi. To be elected chair, vice-chair, or secretary a candidate must receive a majority of the votes cast for the given position. 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.
 - vii. In the case of committee memberships, the candidates will be ranked in order of votes received with the top vote-getters equal to the number of open positions on the committee being elected. Runoff elections will not be held for committee memberships.
2. Subsequent elections will be held under the following rules:
- a. Elections for all officers and 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 officers and committee members beginning on March 15. Nominations will continue until the beginning of the meeting at which voting will occur, and further nominations may be made at the beginning of this meeting before voting begins. Any member of the assembly may nominate. Self-nominations will be accepted.
 - c. Voting
 - i. Voting will be by secret ballot.
 - ii. A voting member attending remotely may e-mail her/his vote to either the chair or secretary.
 - iii. For positions with more than one member (such as committee memberships), voters may vote for a number of individuals up to the number of individuals to serve in the position. For example, if a committee has six memberships up for election, voting member of the faculty assembly may vote for up to six individuals.

- iv. 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.
- v. To be elected chair-elect, vice-chair, or secretary a candidate must receive a majority of the votes cast for the given position. 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.
- vi. In the case of committee memberships, the candidates will be ranked in order of votes received. The top vote-getters equal to the number of open positions on the committee will be elected. Runoff elections will not be held for committee memberships.

Section 2. Chair

With the exception of the first election, the chair is elected one year prior to the beginning of his/her term of service. During that year, he/she serves as the chair-elect.

Section 3. Special Elections

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 4, Section 1.

Article 5. Meetings

Section 1. Frequency of Regular Meetings

The faculty assembly will meet at least once a month during the fall and spring semesters of each academic year. These meetings will adhere to the following schedule. During the months of September, November, January, and March, the meeting will occur on the first Tuesday of the month provided that the first Tuesday is a day on which class is scheduled; otherwise, the meeting will be moved to the second Tuesday. During the months of October, December, February, and April, the assembly will meet on the first Wednesday of the month provided that the first Wednesday is a day on which class is scheduled; otherwise, the meeting will be moved to the second Wednesday. With the concurrence of a majority of the executive council, the chair may cancel the monthly meeting.

Section 2. Special Meetings

Meetings beyond the regularly scheduled meetings may be convened under the following circumstances:

1. With the concurrence of a majority of the executive council, the chair may call for a special meeting.
2. To initiate a special meeting, a faculty member must move for such a meeting and have it seconded. The meeting must then be approved by a majority of the voting members present.

Section 3. Announcement

The secretary will publicize faculty assembly meetings at least one week prior to the meeting. The announcement of all faculty assembly meetings must be done in such a way that the entire university community has the opportunity to learn about upcoming meetings.

Section 4. Quorum

A quorum of the faculty is considered present if 30%+1 of voting members of the faculty are present. A quorum must be present for votes of the faculty assembly to be binding.

Section 5. Remote Attendance

A means will be provided for members to attend faculty assembly meetings remotely. Voting members attending remotely will be allowed to take part in all votes. In the case of officer elections, a voting member attending remotely may e-mail her/his vote to either the chair or secretary.

Section 6. Open Meetings

All faculty assembly meetings are open to interested members of Florida Polytechnic University's administration, staff, and students. The chair must recognize any non-member who wishes to speak at an assembly meeting

Section 6. Purpose

The purpose of meetings of the faculty assembly 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 6. Committees

Section 1. Meetings

Regular committee meetings are publicly announced with at least 7 days' notice. Emergency committee meetings are publicly announced with at least 24 hours' notice. These public announcements will contain the planned agenda for the meeting. All committee meetings are open to faculty, administration, staff, and students. Each committee has a chair and a secretary, who takes meeting minutes. Each committee reports back to the faculty at regular assembly meetings. Committees should meet as often as committee members deem necessary but must meet at least once during each fall and spring semester. For a motion to be passed during a committee meeting, a majority of the committee's entire membership must vote in favor of the motion. Committees must provide a reasonable means for members to attend committee meetings remotely.

Section 2. Academic Standards Committee

The Academic Standards committee functions as an advisory body to the administration and the faculty in order to ensure that the colleges and sections have educational goals consistent with Florida Polytechnic University's mission statement and that the colleges meet stated student learning outcomes through the use of appropriate curricula and teaching techniques. The committee develops procedures for assessing the university's progress toward its goals and uses the results to improve institutional programs, services, and operations. In overseeing academic programs, 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.

Faculty members of the Academic Standards Committee are appointed by the provost with the approval of the faculty assembly through a majority vote. Each college has two members of this committee. Two members also serve from the general education faculty. Committee members serve two-year terms. The two members from each college and the general education faculty serve staggered terms. Upon ratification of this constitution, one member from each college and the general faculty serves a one-year term while the other member serves a full two-year term. The vice-provost and registrar will serve as *ex officio*, non-voting members of the Academic Standards Committee.

Section 3. Curriculum Committee

The Curriculum Committee oversees all matters relating to undergraduate and graduate 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 makes recommendations concerning degrees offered, graduation requirements, and course offerings in relation to the student learning outcomes in the various areas of study and examines the university's long-range educational policies.

Faculty members of the curriculum committee are elected by the faculty assembly to serve two-year terms. The composition of this committee may be changed at any time by a majority vote of the faculty assembly. If the assembly chooses to make such a change, the new structure will take effect at the next regular election. However, changes that affect *ex officio* members will take place immediately. Regardless of the new committee composition, all committee members with time remaining in their term will remain members of the committee. During its first meeting of each academic year, the committee will, if necessary, assign terms of service to committee members such that half of the committee will serve for one more year and half will serve for two more years.

Upon ratification of this amendment, the curriculum committee will consist of two general education faculty members; one faculty member from each degree program (currently computer engineering, mechanical & industrial engineering, electrical engineering, computer science & information technology, advanced technology, and science & technology management); and one faculty member chosen at large from each college (currently engineering and innovation & technology). The chair of the committee may choose to designate that one or both of these at-large seats from the colleges should instead come from a particular degree program in that college. Despite this change, any committee member currently serving on the committee will continue to serve to the end of their term. Due to the pressing need for the committee to do business, empty seats will be filled by self-nomination. These self-nominations should be sent to the chair of the curriculum committee. Empty seats will be filled by the first eligible faculty assembly member to self-nominate for each seat. In the future, empty seats will be filled via the election process laid out in this constitution. In addition, the registrar and director of institutional effectiveness will serve as *ex officio*, non-voting members of the Curriculum Committee. During its first meeting following the ratification of this amendment, the committee will assign terms of service to committee members such that half of the committee will serve to the end of the academic year during which this amendment was ratified and half of the committee will serve to the end of the next academic year after the one in which this amendment was ratified.

Section 4. Faculty Professional Interests Committee

The Faculty Professional Interests Committee has two significant functions. First, as part of its charge to attend to issues of professional concern, the committee serves as an advisory body to the faculty and administration. The committee initiates, evaluates and recommend policies and procedures governing

academic freedom, promotion, sabbaticals, flexible schedule/assignment reduction requests, professional development, and other faculty opportunities and rights. Second, the committee also reviews and recommends portfolios, proposals, and requests with regard to: promotion, non-renewal of a faculty contract, sabbatical leaves, and flexible schedule/assignment reductions. If during its study of policies and procedures, the committee identifies general matters of concern to the faculty or issues a policy that affects the faculty, the committee will refer these matters directly to the faculty assembly, along with any questions, concerns, and recommendations.

Members of the Faculty Professional Interests Committee are elected by the faculty assembly to serve two-year terms. Each college has two members of this committee. Two members also serve from the general education faculty. The two members from each college and the general education faculty serve staggered terms. Upon ratification of this constitution, one member from each college and the general faculty serves a one-year term while the other member will serve a full two-year term.

Section 5. Dissolving and Adding Committees

The faculty assembly may create new standing or ad hoc committees initiated by a member or by the administration with the approval of a majority vote at a regular assembly meeting. The structure and the authority of new committees are determined on a case-by-case basis by voting members of the assembly. The assembly may also dissolve standing committees by majority vote.

Section 6. Administrative Search Committee

Should there be an opening for the position of Provost or Vice Provost, the voting members of the assembly will elect a committee to advise the President in the search. The committee will report back to the assembly and make candidate recommendations based upon a majority vote.

Section 7. Constitution Review Committee

By the end of September 2015, the voting members of the assembly will elect a committee to monitor the new constitution and recommend to the assembly amendments or new by-laws as they deem necessary. Committee members serve for two years. After two years, the assembly may choose to dissolve this committee and then periodically elect a new committee to review the constitution.

Article 7. Ratification and Amendment process

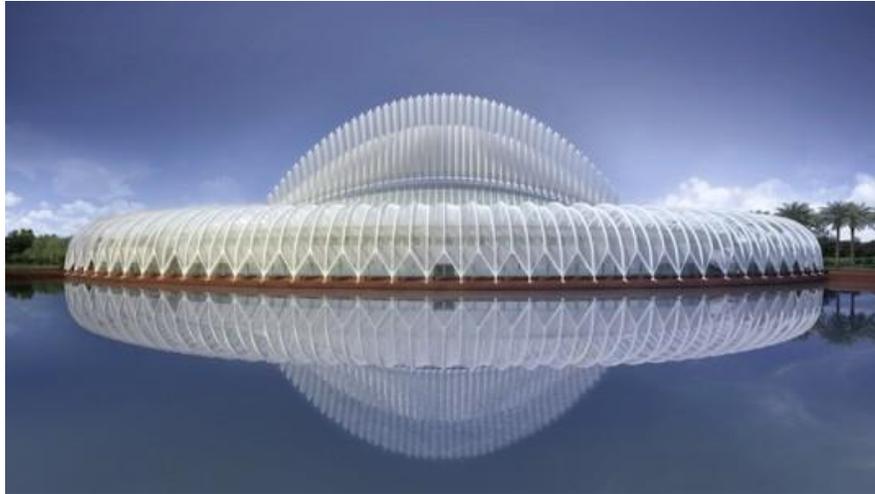
Section 1. To be adopted, this constitution must be approved by three-quarters of the full voting members of the assembly. The voting on ratification is administered by the Ombuds and allows voting by proxy.

Section 2. Amendments may be proposed by the Constitution Review Committee and by any member of the assembly. To be adopted an amendment must be approved by three-quarters of voting members of the faculty assembly who vote on the amendment provided more than 50% of voting members of the faculty assembly vote on the amendment.

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 HANDBOOK

2016-2017

Academic Year

REVISED August 18, 2016

Florida Polytechnic University is committed to equal employment opportunity and nondiscrimination towards the applicants and employees with respect to race, color, religion, age, disability, sex, sexual orientation, marital status, national origin, and veteran status consistent with Federal and State law. Unlawful discrimination, harassment, and retaliation are prohibited by the University. Behavior that constitutes unlawful discrimination, harassment or retaliation is unacceptable.

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FOREWORD

All faculty members (including full-time and part-time) are subject to the responsibilities, guidelines, relationships, and benefits included in this *Faculty Handbook and the Employee Handbook*. This Handbook has been prepared to furnish the information and policies with which an instructor will need to be familiar. In addition to consulting this *Handbook*, every faculty member should familiarize himself/herself with the *University Catalog*, *Student Handbook*, and the University's regulations, policies and procedures. This *Handbook* may be revised from time to time. Faculty members will want to contact the Office of Academic Affairs to obtain a copy of the current version. Suggestions by faculty members for making this *Handbook* more useful may be submitted in writing to the Vice President for Academic Affairs.

NOTICE: THE FLORIDA POLY FACULTY HANDBOOK PROVIDES GENERAL REFERENCES AND LINKS THROUGHOUT TO THE UNIVERSITY'S REGULATIONS, POLICIES, AND GUIDELINES, FOR YOUR CONVENIENCE. IN THE EVENT LANGUAGE CONTAINED WITHIN BECOMES CONFLICTING, THE LANGUAGE CONTAINED IN THE MOST CURRENT UNIVERSITY REGULATION, POLICY OR GUIDELINE, AS ADOPTED BY THE BOARD OF TRUSTEES AND AVAILABLE ON THE UNIVERSITY'S WEBSITE, SHALL GOVERN.



Mission Statement

The mission of Florida Polytechnic University is 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 partnerships.

Vision Statement

Florida Polytechnic University will be a world-renowned “University of Innovation” for producing a dynamic pool of info-tech talent with real-world solutions and the capacity to lead global high-tech industries through customized undergraduate and graduate STEM-enriched academic curriculum, operating space and facilities, entrepreneurial research, and interactive business Industry partnerships.

Florida Polytechnic University was granted the status of candidacy by the Southern Association on Colleges and Schools Commission on Colleges on June 17, 2016 to award bachelor and master level degrees. For information contact the Southern Association on Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4558.

FLORIDA POLY BOARD OF TRUSTEES

The Florida Polytechnic University is the 12th university created within the State University System and came in to existence on April 1, 2012, when Governor Rick Scott signed Senate Bill 1994 in the 2012 legislative session.

The [Florida Poly Board of Trustees](#) is established by statute and is comprised of six citizen members appointed by the Governor, five citizen members appointed by the [Florida Board of Governors](#), the President of the Florida Poly Student Government, and of the President of the Faculty Assembly. The University President serves as Executive Officer and Corporate Secretary of the Board. The Florida Poly Board members come from all areas of the state and represent diverse business and educational interests and expertise.

The Board of Trustees is the governing body for the University and is responsible for cost-effective policy, implementing and maintaining high-quality education programs consistent with the university's mission, performance evaluation and developing a process meeting state policy, budgeting, and education standards.

FACULTY GOVERNANCE

Florida Poly is committed to providing an academic environment of collegiality and shared governance. To that end, faculty members are both encouraged and expected to participate in the shared collegial governance, in addition to their assigned duties.

As a colleague, the faculty member has obligations that derive from common membership in the community of scholars. In the exchange of ideas, the faculty member is required to show respect for the opinions of others. The faculty member is obligated to his or her share of faculty responsibilities for the governance of the institution.

ACADEMIC FREEDOM AND RESPONSIBILITY

Academic freedom, which encompasses freedom of thought and expression, is essential to the University and applies to teaching, research/creative activities, and professional, public and University service. [Florida Poly Regulation FPU-5.001](#) governs Academic Freedom and Responsibility at the University and embodies all applicable rights and responsibilities of faculty members.

The University administration and faculty are fully committed to maintaining, encouraging and protecting academic freedom, as provided in University Regulation FPU-5.001 Academic Freedom and Responsibility. 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 of such. This policy requires academic freedom violation allegations be referred to the Faculty Professional Interests Committee of the Faculty Assembly, which works to serve in an advisory role by reviewing the details surrounding such an allegation and issuing a written opinion detailing the Committee's findings and recommendation for resolution.

PROFESSIONAL ETHICS AND THE 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.

FLORIDA CODE OF ETHICS FOR PUBLIC EMPLOYEES

In addition to the standards of conduct of the University, faculty members are also subject to the standards of conduct for public employees, which are provided in [Chapter 112 of the Florida Statutes](#) and [Florida Board of Governors Regulation 1.006](#) and in the University's Regulation FPU-6.002 <https://floridapolytechnic.org/wp-content/uploads/FPU-6.002-Personnel-Code-of-Conduct-and-Ethics-12.11.14.pdf>

All faculty members are expected to comply with all applicable standards of conduct and necessary reporting requirements.

CONFLICT OF INTEREST/OUTSIDE ACTIVITY

University employees are prohibited from engaging in outside employment or activities which are deemed to constitute a conflict of interest or other interference with the employee's duties. Florida Poly Regulation [FPU-6.008 Outside Employment and Activities](#) provides the prohibited conflicting employment and activities of faculty members and details the corresponding reporting requirements to the University.

A conflict of interest means a divergence between an individual's private interests and his or her employment obligations to the University such that an independent observer may reasonably question whether the individual's actions or decisions are influenced or determined by considerations other than the best interest of the University. All Florida Poly faculty members are expected to review and comply with all University rules, regulations and policies pertaining to Conflict of Interest/Outside Activity and the corresponding disclosure requirements.

A conflict of interest may include: 1) any conflict between the private interests of the employee and the public interests of the University, the Board of Trustees, or the State of Florida, including conflicts of interest specified under Florida Statutes; 2) any activity which interferes with the full performance of the employee's professional or institutional responsibilities or obligations; or 3) any outside teaching employment with any other educational institution without the prior, written approval of the Vice President of Academic Affairs.

All conflicts of interest or commitment, including any potential conflicts of interest or commitment, shall be disclosed to the University by all "Budgeted Employee" faculty members, including faculty administrators and researchers, in order to ensure that no conflicts exist between primary university commitments and outside activities, interests and commitments.

CONFLICTS UNDER FLORIDA LAW

Florida Statutes provides the following policy statement pertaining to public employees:

No employee "shall have any interest, financial or otherwise, direct or indirect; engage in any business transaction or professional activity; or incur any obligation of any nature which is in substantial conflict with the proper discharge of his or her duties in the public interest."

Under Florida law, the potential conflict is between the faculty's private financial interests and his or her public responsibilities to the State. The State provides, within its statutes, specific standards which apply to outside activity that may potentially create a conflict of interest:

DOING BUSINESS WITH THE UNIVERSITY

A University employee acting in his or her official capacity as a purchasing agent cannot purchase goods or services from any entity of which the employee (or the employee's immediate family) has an equity position and/or serves as an officer, director or other managerial position.

A University employee acting in a private capacity cannot sell goods and services directly to the University from an entity in which the employee (or employee's immediate family) has an equity position and/or serves as an officer, director or in another managerial position.

UNAUTHORIZED COMPENSATION

A University employee (or employee's immediate family) cannot accept any compensation, payment or thing of value from any individual, firm, or entity, when the employee knows or with the exercise of reasonable care, should know, that it the compensation, payment or thing of value was given to influence the employee's actions in his or her employment capacity.

CONFLICTING EMPLOYMENT OR CONTRACTUAL RELATIONSHIP

A University employee cannot hold any employment or contractual relationship with a business entity that sells or purchases goods or services from the University.

RECEIPT OF GOODS/SERVICES RELATED TO REQUIRED TEXTBOOKS

No employee of the University may demand or receive any payment, loan, subscription, advance, deposit of money, service or anything of value, present or promised, in exchange for requiring students to purchase specific textbooks for coursework or instruction. However, an employee may receive:

- (1) Sample copies, instructor copies, or instructional materials. These materials may not be sold for any type of compensation if they are specifically marked as free samples not for resale.
- (2) Royalties or other compensation from sales of textbooks that include the instructor's own writing or work.
- (3) Honoraria for academic peer review of course materials.
- (4) Fees associated with activities such as reviewing, critiquing, or preparing support materials for textbooks pursuant to guidelines adopted by the Board of Governors.
- (5) Training in the use of course materials and learning technologies.

FACULTY REPORTING REQUIREMENTS

An employee who proposes to engage in any outside activity must report to their supervisor, in writing, the details of such proposed activity and he or she must obtain written approval prior to engaging in the activity.

An employee who proposes to engage in any outside activity is required to report in writing the particulars of such employment on an annual basis. These reports are made on Florida Poly form, "Outside Employment or Outside Activity Disclosure Form" available on the all staff "S" drive or from Human Resources. Once completed the form should be returned to Human Resources. An employee who engages in outside activities cannot normally expect to use University equipment, facilities and services to further those activities. The use of University resources will be allowed only on a non-interference basis to the extent that (1) no more than normal depreciation of equipment is experienced and that (2) the use of facilities and services will not result in added expenses to the University. In those instances where added expenses are involved, there will be an appropriate charge to the employee for such use of those services and facilities.

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.

RELIGIOUS OBSERVANCES

Florida Poly Regulation [FPU-3.009 Reasonable Accommodations for Religious Observances, Practices and Beliefs](#) governs the responsibilities of faculty members to provide reasonable accommodations for the religious observance, practice, and belief of individual students in regard to class attendance and the scheduling of examinations and work assignments.

ACCOMMODATIONS FOR DISABILITIES

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. [Florida Poly Regulation](#) on Accommodations for Disabilities provides the required procedure for faculty members when handling such requests.

PUBLIC RECORDS AND THE FLORIDA SUNSHINE LAW

[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.

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.

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 which 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").

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.

CONFIDENTIALITY OF STUDENT INFORMATION AND RECORDS

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.

Florida Poly Regulation [FPU-3.001 Confidentiality of Student Records and Applicant Records](#) requires each faculty member to maintain and protect the privacy and confidentiality of student education records. If an individual, including a parent, guardian, spouse or other interested party, inquires 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.

FERPA provides additional protection to individual students by making it a violation of the Act to publicly post student grades using a portion or all of the social security numbers or University student identification numbers. Therefore, instructors must ensure, when posting course grades in a publicly accessible manner, that a unique and confidential identifier is assigned to each student and utilized for grade postings, provided that the posted list is not in alphabetical order.

ROLE AND RESPONSIBILITY OF FACULTY

Florida Poly faculty members may be appointed on a “full-time” or “part-time” basis. In distinguishing between full and part-time employment, Florida Poly uses the following definitions:

Full-time - the utilization of effort considered to be the normal or standard amount required during a given time period, equivalent to 100% or 1.00 FTE.

Part-time - the utilization of effort considered less than customary or standard during a given time period, equivalent to less than 100% or less than 1.00 FTE or, appointments for thirty-nine (39) weeks or less. It includes either working less than 100% of the time through an academic or calendar year or working full-time for less than the full number of terms in the academic year.

All faculty members, regardless of status, will have the same general responsibilities and expectations. However, the responsibilities and expectations of part-time faculty shall be proportionate to the number of hours in pay status when compared to a full-time faculty member.

FACULTY ASSIGNMENT OF RESPONSIBILITIES

Faculty members receive their assignments of duties and responsibilities, in writing, from their Provost/designee at the beginning of each year of employment. Assignments generally include instruction, research, and service activities.

INSTRUCTIONAL POLICIES

ACADEMIC CALENDAR

The [Florida Poly Academic Calendar](https://floridapolytechnic.org/all-academics/academic-calendars/) <https://floridapolytechnic.org/all-academics/academic-calendars/> 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.

CLASS MEETINGS

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, the program coordinator shall be notified (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.

Classes must meet during the scheduled Final Exam period, even if no Final Exam is given. 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.

CLASSROOM REQUESTS

Classrooms for academic courses are assigned each semester when class schedules are submitted by departments/colleges. Instructors may indicate preferences for a particular location or a specific classroom for consideration.

Instructors wishing to change their classroom assignment for the term, should contact their Registrar 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 Registrar. Instructors must ensure that all students enrolled in the course are sufficiently notified of any changes to the assigned classroom.

Instructors should not hesitate to report a problem no matter how small – the university counts on the faculty to bring any problems to our attention so that they can be resolved.

ACADEMIC CREDIT

Florida Poly's academic schedule consists of two semesters (Fall and Spring), and the Summer Term. Florida Poly Regulation [FPU-5.003AP Credit Hour Policy](#) 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.

NONCREDIT COURSE WORK EQUIVALENT POLICY

Florida Poly [FPU-5.0082AP Transfer of Credits Policy](#) states that 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. [FPU-5.0083AP http://www.flbog.edu/documents_regulations/regulations/6_020_CollegeCredit.pdf](#).

FLORIDA'S MINIMUM CLASSROOM CONTACT HOURS

In accordance with [Section 1012.945 of 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. A faculty member may be assigned, by an appropriate administrator, other responsibilities and duties in proportion to twelve (12) classroom contact hours per week. Classroom contact hour means a regularly scheduled one-hour period of classroom activity in a course of instruction which has been approved by the University.

Faculty members that are paid partly from state funds and partly from other funds or appropriations shall teach a minimum number of classroom contact hours in such proportion to twelve (12) classroom contact hours per week as his or her salary is paid from state funds to total salary.

For this provision, "full-time teaching faculty member" shall mean all faculty personnel budgeted in the instruction and research portion of the budget, exclusive of those full-time faculty positions assigned to research, public service, administrative duties, and academic advising. State funds shall be interpreted to mean those funds appropriated annually in the General Appropriations Act.

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.

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.

The Provost or designee will determine if a course will be graded by the pass/fail or satisfactory/unsatisfactory grading process. 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.

Florida Poly Regulation [FPU-5.00712AP Incomplete Grade](#) states that 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, not to exceed one calendar year from the end of the semester during which the course was taken. 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 a "[No Grade Reported](#)" (NR) on the transcript. When the instructor subsequently submits a grade to the Registrar, it will replace the "No Reported Grade" 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.

GRADE APPEAL POLICY

Florida Poly [FPU-5.00714AP Student Grade Appeals](#) 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
-

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. Departmental offices are

responsible for providing instructors with survey packages. An online version of the survey is available for any course offered online.

STUDENT ATTENDANCE

Florida Poly Regulation [FPU-5.0010AP Student Attendance](#) states that 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.

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.

University regulations require that [reasonable accommodations](#) 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.

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 four weekdays. Faculty members with special advisement 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.

EXAMINATIONS

The procedure for handling student examinations varies not only among academic units, but among the faculty within those units. 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.

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 withdrawal 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, in accordance with [FPU-3.009 Reasonable Accommodations for Religious Observances, Practices and Beliefs](#).

FINAL EXAMINATION SCHEDULE

Comprehensive [final examinations](#) are to be given only at the time published in the Final Examination Schedule. Classes must meet during the time provided for the final examination in the schedule, even if the instructor has determined that no final exam will be administered for the course.

ACADEMIC PROGRAM 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, college 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.

Dealing with Disruptive Behavior

Increasingly, faculty members are called on to deal with behavioral problems with students (or, on occasion, with non-students). It is important for faculty members to be prepared to deal with occurrences as they arise: to exercise good judgment, to communicate to the appropriate colleagues and offices, and to document the details of any interactions that have occurred.

The faculty have a responsibility not only to maintain the academic integrity of their teaching and research, but also to maintain an orderly environment for the learning process. Disruptive conduct

is conduct that interferes with the orderly operations of the University. Disruptive conduct may result in disciplinary action.

Disruptive conduct might include such things as:

- Using cell phone: receiving or making calls, or text messaging during class (the latter is as a method of cheating during exams)
- Reading newspapers or magazines during class
- Arriving late to class or departing early from class
- Having conversations with other students during lectures
- Having discussions unrelated to the topic of the class, such as political or religious discussions
- Using offensive profane or obscene language
- Dressing inappropriately
- Engaging in abusive or otherwise inappropriate behavior during encounters inside or outside of class

There is, of course, a level of discretion and judgment involved in many situations. One student may arrive late to a class, or may need to leave early, and is discreet in the movement, providing little disruption; another student may make a ruckus with his/her arrival or departure. A faculty member should be aware of how student behavior affects others in the learning process and maintain control so that all students have a fair opportunity to learn without distraction. In such situations it is important for the faculty member to communicate with colleagues. The program coordinator/ can provide good, experienced counsel to help in responding to unusual situations.

If a faculty member feels strongly about particular kinds of behavior, it is advisable for the faculty member to include that information in the course syllabus so students are aware of what is expected of them from the beginning. Faculty members should feel free to consult with program coordinator for assistance in creating an effective syllabus.

If faculty members do include guidelines in their syllabi, it is a good idea to set out what is expected rather than what is forbidden. If faculty members enumerate all types of unacceptable behavior, students might come up with disruptions that were never mentioned. A sentence such as “you are expected to be attentive to the lecture and discussion, respectful of others’ questions and arguments” covers behavior quite effectively without setting a confrontational mood. The important thing is to communicate expectations early. It is easier to establish customary expectations than to correct deviations.

When you do encounter a problem with disruptive behavior, the first action will usually be to talk privately to the student in question (but never in an office with the door closed). Many students are not aware that their behavior is disruptive, and once it is pointed out, will adjust their behavior appropriately. If you are uncomfortable approaching a student directly, please work with your program coordinator and Provost/designee.

How does one handle a situation in which the student does not respond, or responds in a hostile manner? If you encounter this, you should conclude the discussion and document what you said, when you said it, and how the student responded. Discuss the matter with your program coordinator so that you can decide upon the next step in the University's response to the problem. It is particularly important to document your steps to deal with any such situation, so that if there is a persistent problem that requires the student be removed from class, there is documentation of the efforts to communicate. The documentation should be a factual description of the incident, rather than a record of your feelings. Incident reports shall be drafted as close to the time of the incident as possible, and e-mailed to the Provost/designee

If the student refuses to change his/her behavior, we have a variety of responses available, and can have the student removed from class, and in extreme cases, banned from the University grounds. If the situation deteriorates to that point, please work with the Provost/designee. A faculty member might need to work with the Director of Student Affairs and, if necessary, with the local Police Department to enforce the decision to discipline the student.

Students, as well as faculty, have the right to due process. They do not have the right to continue disruptive behavior, but they may appeal disciplinary decisions. If the discipline has been imposed by Florida Poly, then they need to follow the process established for appeal.

Threatening Behavior

If you encounter behavior that makes you feel that you or another member of the class might be endangered from the actions of another student (or, for that matter, another employee of the University), good judgment and swift responses are called for. Do not hesitate to contact local law enforcement if you find yourself in such a situation and certainly contact your Provost/designee. Your first priority should be your own protection and that of the students. Such situations might include:

- Verbal threats of violence
- Use of weapons of any sort
- Angry and abusive language and actions
- An actual physical attack

Make sure you document the situation, and confer with the Provost/designee. You also need to make sure that any appropriate authority within the University community is informed.

DISCRIMINATION AND 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.

[FPU-1.004 Non-Discrimination and Equal Opportunity](#)

[FPU-1.005P Sexual Harassment](#)

[FPU-1.005 Discrimination and Harassment Complaint Policy and Procedures](#)

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

Kevin Calkins
Title IX Coordinator
4700 Research Way
Lakeland, Florida 33805-8531
(863) 583-9050
TitleIXCoordinator@flpoly.org

Complaints may also be submitted by using the online form located on the [Florida Poly Title IX website](#).

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.

TEXTBOOKS AND INSTRUCTIONAL MATERIALS

Course textbooks and instructional materials must be adopted in compliance with the requirements provided by [The Higher Education Opportunity Act \(HEOA\) of 2008, Section 1004.085 of the Florida Statutes](#), [Board of Governors Regulation 8.003](#), and [Florida Poly Regulation FPU-5.003 Textbook Adoption and Affordability](#). 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.

TEXTBOOK ADOPTION

Textbooks and course pack information required for use in a course will be posted in a single online location for students no later than thirty (30) days prior to the first day of class for each term. Textbook orders are to be placed through departmental offices no later than the provided deadline, which is approximately twelve (12) weeks prior to the start of the term. 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.

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. (Report of Specified Interest, Florida Code of Ethics) Any faculty member who is instructing a course and wishes to use a text that he or she has authored is required to submit a Report of Specified Interest Form.

PRINTED INSTRUCTIONAL MATERIALS & COURSE PACKS

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 program coordinator.

INTELLECTUAL PROPERTY

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. Under state and federal law, where patents or copyrights in intellectual property are: produced in the field in which the Principle Investigator (“PI”) is employed by the University; or produced using Florida Poly resources; such intellectual property is the property of the university. 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.

<https://floridapolytechnic.org/wp-content/uploads/FPU-1.0061P-Intellectual-Property-6.3.15.pdf>

Intellectual Property Policy

Florida Poly recognizes that marketable forms of intellectual property may result from the activities of Florida Poly faculty. Florida Poly has an obligation to serve the public interest by ensuring that marketable forms of Florida Poly intellectual property are developed and made available to the public.

It is the responsibility of Florida Poly 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.

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 a Florida Poly Invention or Works 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 Works 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 notify the faculty member within 60 days of receipt of a Works Disclosure and 90 days of receipt of an Invention Disclosure as to Florida Poly's interest in retaining ownership of the Works or Invention.

FACULTY APPOINTMENT, EMPLOYMENT AND COMPENSATION

ACADEMIC RANK AND PROMOTION

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. 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.

Evaluation of Faculty Performance

Annual Evaluation

Faculty members are evaluated at least once annually, on the basis of the performance of their 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 April 1 through March 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.

Evaluation File

Faculty members shall refer to [6C13-6.008 Personnel Records and Limited-Access Records](#).

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.

SUMMER APPOINTMENTS

The Provost normally has the responsibility for making the supplemental (summer) appointments for the faculty on academic-year appointments. The assignments, which must be in support of the institutional program, should be offered equitably and as appropriate to qualified employees not later than five weeks prior to the beginning of the appointment period, if practicable, in accordance with written criteria. The criteria shall be made available in each college. In making such appointments, the Provost should consider such factors as: academic needs of students and/or students' demands for programs, budgeted resources available to the department, programmatic needs of the department and the qualifications and performance of the faculty members available to teach the courses deemed necessary to be offered during the summer term.

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. At the conclusion of the appointment (unless there has been a change of assignment during the term of the appointment period), a faculty member is entitled to reassignment to the same or similar faculty rank and responsibilities held at the time of the administrative appointment.

Professional Development

All Florida Poly faculty members have been selected for their commitment to excellence in teaching, their ability in research and creative activity, and their interest in public service. The assignment of responsibilities and evaluation process, the promotion process, opportunities for sabbatical and professional development leave, and recognition of faculty achievements help promote this commitment to excellence and facilitate the overall professional development of faculty.

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

Sabbatical/Professional Leave

Sabbaticals provide faculty with the opportunities for professional renewal, planned travel, study, formal education, research, faculty development, certification, or other experiences of professional value. Florida Poly allows full-time faculty who have completed at least six years of full-time service with Florida Poly the opportunity to further enhance their professional development through sabbaticals. Sabbaticals are granted to increase an employee's value to the University through further professional development, not as a reward for service. Applications for sabbaticals are usually distributed by the Provost in early September for the subsequent academic year.

Professional Development Leave (PDL) is designed to provide eligible faculty with opportunities for professional renewal, educational travel, study, formal education, research, faculty development, certification, or other experiences of professional value. Florida Poly allows full-time faculty who have completed three or more years of full-time service with Florida Poly to be eligible for such leave. The eligibility of faculty compensated pursuant to a contract or grant is subject to the terms of the contract or grant.

In each college, a sabbatical/PDL committee is elected by and from the full-time faculty. The committee then elects a chairperson. All sabbatical/PDL applications are ranked and reviewed by the committee which in turn submits a ranked list to the Provost/designee for final selection.

COLLECTIVE BARGAINING

There is no certified collective bargaining agent or unit for Florida Polytechnic University's faculty. This provides Florida Poly and employees with the flexibility required to define terms and conditions of employment best suited for individual needs.

COMPENSATION

Pay Plan and Procedures

All University employees are paid bi-weekly. All new employees are required to participate in Direct Deposit. Direct deposit is arranged through the Processing and Records section of Human Resources. Deductions for Federal Income Tax, Social Security Tax, various insurance, tax-deferred annuity programs, credit unions and various miscellaneous deductions are made when applicable or appropriate. For each bi-weekly pay period, the University provides an itemized statement which details payment and all deductions for that pay period. Should a question arise, contact the departmental secretary who has the responsibility to deal with these problems.

TRAVEL

When University employees travel on official University business, they are required to have an approved Travel Authorization Request (TAR) prior to committing funds toward the travel and prior to time of departure. With the approval of the Provost/designee, faculty members can often be reimbursed for the costs of travel on official University business. Such reimbursement must be included in the TAR. In order to assure coverage by workmen's compensation, a TAR is required whether or not the employee is being reimbursed for the costs of travel. Faculty members are subject to the applicable requirements and restrictions governing travel by state employees, provided in [sections 112.061, 1004.22, 1011.90 and 1012.06 of the Florida Statutes](#). Every faculty member shall be responsible for compliance with all applicable provisions of these statutes when traveling on official University business.

If the employee uses his/her personal car for approved travel, reimbursement will be made at the current official mileage rate. The designated departure and return times govern eligibility for meal reimbursement.

If authorized travel results in the faculty member being unavailable for scheduled class responsibilities, a Faculty Absence Request form must also be submitted to the Provost/designee.

Cash Advance

A Request for Travel Advance form is used to obtain a cash advance for expenses associated with authorized University travel. Travel advances may not exceed 80 percent of the estimated allowable expenses as indicated on the approved Travel Authorization Request (TAR). The request for a cash travel advance must be received by no less than 10 business days prior to travel.

International Travel

International travel for official University business requires specific approval by the Provost/designee prior to the commencement of the travel. International travel requests should be prepared well in advance to allow time for processing.

DISCIPLINE AND TERMINATION FROM EMPLOYMENT

The appointment of any faculty member may be terminated or disciplinary action taken during the term of employment contract for just cause. Just cause includes, but is not limited to, the following examples of conduct:

- (a) neglect of duty or responsibilities, including unauthorized absence, which impairs teaching, research or other normal and expected services to the University;
- (b) failure to perform the terms of employment;
- (c) willful violation of the policies and regulations of the Florida Board of Governors and/or the University;
- (d) failure to discharge assigned duties effectively because of incompetence;
- (e) misconduct, professional or personal, involving moral turpitude;
- (f) violation of the ethics of the academic profession; and
- (g) actions which impair, interfere with or obstruct, or aid, abet or incite the impairment, interference with or obstruction of the orderly conduct, processes and functions of the University.

If a faculty member is absent without authorized leave for five or more consecutive days shall be considered job abandonment and treated as a voluntarily resignation from the University.

A faculty member's activities which fall outside the scope of employment shall constitute misconduct only if such activities adversely affect the legitimate interests of the University.

The President designee may immediately place a faculty member on leave with pay pending investigation. The leave pending investigation shall commence immediately upon the President designee providing the faculty member with a written notice of the reasons. The leave shall be with pay, with no reduction of accrued leave. If, as a result of the investigation, the faculty member is to be suspended or terminated, written notices shall be given to the faculty member. An employee shall be given written notice of termination or suspension prior to the effective date, unless it is determined that the actions adversely affect the functioning of the University or jeopardize the safety or welfare of the faculty member, colleagues or students.

FACULTY BENEFITS

Human Resources is responsible for the administration of all University benefit programs available to Faculty. The University offers a variety of benefits to its eligible faculty members including health, vision, dental, and other benefits to assist employees with everyday needs. In addition to the standard benefits provided to employees through the State, the University may also provide additional benefits to its employees through private entities. Faculty members who wish to obtain more information regarding University benefits should contact Human Resources.

LEAVE PROGRAMS

Benefits made available to those eligible employees include both paid and unpaid leave programs. All faculty members shall refer to the links below to access the applicable University policies and regulations and for details and requirements pertaining to the University's leave programs. To the extent any provisions of this Handbook contradict with University policies, rules, or regulations, the current policy, rule, or regulation of the University will be the controlling authority for those programs available to eligible faculty members. Faculty members should contact Human Resources for additional information on the University's leave programs.

[FPU-6.001 University Personnel Program](#)

[FPU-6.004 Annual Leave](#)

[FPU-6.005 Sick Leave](#)

[FPU-6.006 Sick Leave Pool](#)

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

UNIVERSITY HOLIDAYS

[FPU-1.008 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

Martin Luther King Day

Memorial Day

Independence Day

Labor Day

Veteran's Day

Thanksgiving Day

Friday after Thanksgiving

Christmas 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.

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 the fear of man 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 man.

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's 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 (FWCC) by calling 1-866-FWC-GATOR. 866-392-4286. For more about alligators click here: http://myfwc.com/media/152524/Alligator_Brochure.pdf

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.

FLORIDA

POLYTECHNIC
UNIVERSITY

Board of Trustees
Audit & Compliance Committee Meeting

Wednesday, December 21, 2016
10:30 a.m. Eastern Standard Time
(or upon adjournment of the Academic and Student Affairs Committee meeting)

Teleconference:
Dial: 888-670-3525
Passcode: 4872254143#

Cliff Otto, Chair
Bill Brown

Don Wilson, Vice-Chair
Dr. Richard Hallion

Mark Bostick

AGENDA

- | | | |
|------|---|-------------------|
| I. | Call to Order | Cliff Otto, Chair |
| II. | Roll Call | Maggie Mariucci |
| III. | Public Comment | Cliff Otto, Chair |
| IV. | Audit of the Annual Financial Report (Pg. 2-50)
Action Required | Mark Mroczkowski |
| V. | Closing Remarks and Adjournment | Cliff Otto, Chair |

AGENDA ITEM: IV

**Florida Polytechnic University
Board of Trustees
Audit and Compliance Committee
December 21, 2016**

Subject: Audit of the Annual Financial Report

Proposed Committee Action

Approve the audit of the Annual Financial Report.

Background Information

Mark Mroczkowski will present the Annual Financial Report to the Committee for approval.

Supporting Documentation:

Annual Financial Report

Prepared by: Mark Mroczkowski

Report No. 2017-074
December 2016

STATE OF FLORIDA AUDITOR GENERAL

Financial Audit

FLORIDA POLYTECHNIC UNIVERSITY

For the Fiscal Year Ended
June 30, 2016



Sherrill F. Norman, CPA
Auditor General

Board of Trustees and President

During the 2015-16 fiscal year, Dr. Randy K. Avent served as President of Florida Polytechnic University and the following individuals served as Members of the Board of Trustees:

R. Mark Bostick, Chair	Thomas “Tom” D. O’Malley to 1-8-16 ^b
Frank T. Martin, Vice Chair	Henry McCance from 3-24-16
William “Bill” M. Brown	Clifford “Cliff” Otto from 3-24-16
Dr. Christina Drake ^a	Veronica Perez Herrera ^c
Rear Admiral Philip Dur from 3-24-16	Robert W. Stork
Dr. Sandra Featherman	Donald H. Wilson
Dr. Richard “Dick” P. Hallion	

^a Faculty senate chair.

^b Member resigned 1-8-16, and position remained vacant through 6-30-16.

^c Student body president.

The Auditor General conducts audits of governmental entities to provide the Legislature, Florida’s citizens, public entity management, and other stakeholders unbiased, timely, and relevant information for use in promoting government accountability and stewardship and improving government operations.

The team leader was Becky D. Grode, CPA, and the supervisor was David A. Blanton, CPA.

Please address inquiries regarding this report to Jaime Hoelscher, CPA, Audit Supervisor, by e-mail at jaimehoelscher@aud.state.fl.us or by telephone at (850) 412-2868.

This report and other reports prepared by the Auditor General are available at:

www.myflorida.com/audgen

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State of Florida Auditor General

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FLORIDA POLYTECHNIC UNIVERSITY
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SUMMARY

SUMMARY OF REPORT ON FINANCIAL STATEMENTS

Our audit disclosed that the basic financial statements of Florida Polytechnic University (a component unit of the State of Florida) were presented fairly, in all material respects, in accordance with prescribed financial reporting standards.

SUMMARY OF REPORT ON INTERNAL CONTROL AND COMPLIANCE

Our audit did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses.

The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Governmental Auditing Standards* issued by the Comptroller General of the United States.

AUDIT OBJECTIVES AND SCOPE

Our audit objectives were to determine whether Florida Polytechnic University and its officers with administrative and stewardship responsibilities for University operations had:

- Presented the University's basic financial statements in accordance with generally accepted accounting principles;
- Established and implemented internal control over financial reporting and compliance with requirements that could have a direct and material effect on the financial statements; and
- Complied with the various provisions of laws, rules, regulations, contracts, and grant agreements that are material to the financial statements.

The scope of this audit included an examination of the University's basic financial statements as of and for the fiscal year ended June 30, 2016. We obtained an understanding of the University's environment, including its internal control, and assessed the risk of material misstatement necessary to plan the audit of the basic financial statements. We also examined various transactions to determine whether they were executed, in both manner and substance, in accordance with governing provisions of laws, rules, regulations, contracts, and grant agreements.

An examination of Federal awards administered by the University is included within the scope of our Statewide audit of Federal awards administered by the State of Florida.

AUDIT METHODOLOGY

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and applicable standards contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.



Sherrill F. Norman, CPA
Auditor General

AUDITOR GENERAL STATE OF FLORIDA

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The President of the Senate, the Speaker of the
House of Representatives, and the
Legislative Auditing Committee

INDEPENDENT AUDITOR'S REPORT

Report on the Financial Statements

We have audited the accompanying financial statements of Florida Polytechnic University, a component unit of the State of Florida, and its discretely presented component unit as of and for the fiscal year ended June 30, 2016, and the related notes to the financial statements, which collectively comprise the University's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We did not audit the financial statements of the discretely presented component unit, which represents 100 percent of the transactions and account balances of the discretely presented component unit columns. Those statements were audited by other auditors whose report has been furnished to us, and our opinion, insofar as it relates to the amounts included for the discretely presented component unit, is based solely on the report of the other auditors. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the

assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, based on our audit and the report of other auditors, the financial statements referred to above present fairly, in all material respects, the respective financial position of Florida Polytechnic University and of its discretely presented component unit as of June 30, 2016, and the respective changes in financial position and, where applicable, cash flows thereof for the fiscal year then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matter

As discussed in Note 2. to the financial statements, the Florida Polytechnic Foundation, Inc., a discretely presented component unit, implemented *Financial Accounting Standards Board Accounting Standards Codification 958-605-25*, which is a change in accounting principles that requires recognition of an unconditional promise to give when the promise is received. This affects the comparability of amounts reported for the 2015-16 fiscal year with amounts reported for the 2014-15 fiscal year. Our opinion, and the opinion of other auditors, are not modified with respect to this matter.

Other Matter

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that **MANAGEMENT'S DISCUSSION AND ANALYSIS, Schedule of Funding Progress – Other Postemployment Benefits Plan, Schedule of the University's Proportionate Share of the Net Pension Liability – Florida Retirement System Pension Plan, Schedule of University Contributions – Florida Retirement System Pension Plan, Schedule of the University's Proportionate Share of the Net Pension Liability – Health Insurance Subsidy Pension Plan, Schedule of University Contributions – Health Insurance Subsidy Pension Plan, and Notes to Required Supplementary Information**, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other

knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued a report dated December 15, 2016, on our consideration of the Florida Polytechnic University's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, rules, regulations, contracts, and grant agreements and other matters included under the heading **INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Florida Polytechnic University's internal control over financial reporting and compliance.

Respectfully submitted,



Sherrill F. Norman, CPA
Tallahassee, Florida
December 15, 2016

MANAGEMENT'S DISCUSSION AND ANALYSIS

Management's discussion and analysis (MD&A) provides an overview of the financial position and activities of the University for the fiscal year ended June 30, 2016, and should be read in conjunction with the financial statements and notes thereto. The MD&A, and financial statements and notes thereto, are the responsibility of University management. The MD&A contains financial activity of the University for the fiscal years ended June 30, 2016, and June 30, 2015.

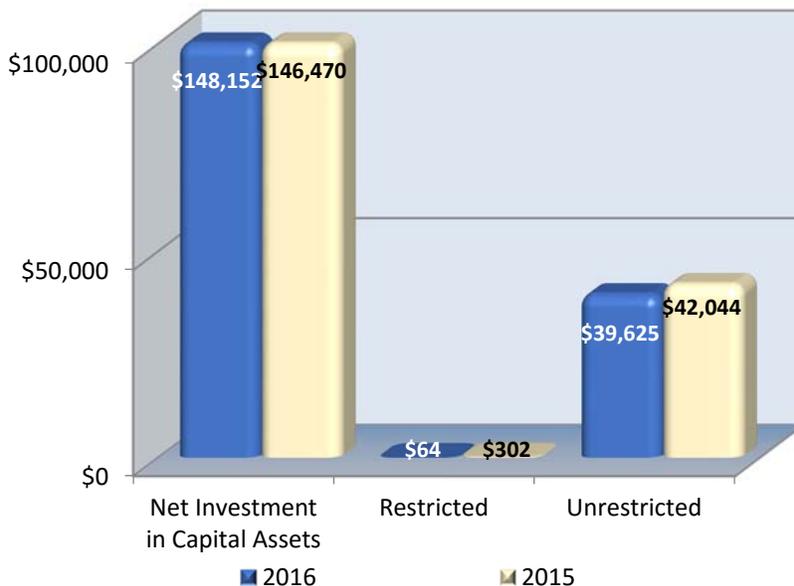
FINANCIAL HIGHLIGHTS

The University's assets and deferred outflows totaled \$206.2 million at June 30, 2016. This balance reflects a \$4.6 million, or 2 percent, increase as compared to the 2014-15 fiscal year, resulting from increases in noncurrent assets, capital assets, and deferred outflows of resources. Liabilities and deferred inflows also increased by \$5.6 million, or 44 percent, totaling \$18.3 million at June 30, 2016, compared to \$12.8 million at June 30, 2015. As a result, the University's net position decreased by \$975 thousand, resulting in a year-end balance of \$187.8 million.

The University's operating revenues totaled \$6.2 million for the 2015-16 fiscal year, representing a 16 percent increase compared to the 2014-15 fiscal year due mainly to increased student enrollment and increased sales and services related to auxiliary operations. Operating expenses totaled \$43.4 million for the 2015-16 fiscal year, representing an increase of 32.8 percent as compared to the 2014-15 fiscal year due mainly to increased staffing needed to accommodate operations and increased scholarship expense due to enrollment.

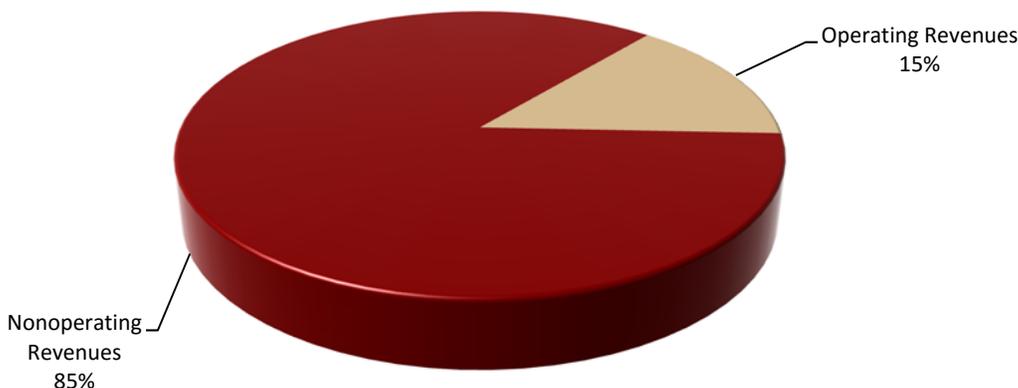
Net position represents the residual interest in the University's assets and deferred outflows of resources after deducting liabilities and deferred inflows of resources. The University's comparative total net position by category for the fiscal years ended June 30, 2016, and June 30, 2015, is shown in the following graph:

**Net Position:
(In Thousands)**



The following chart provides a graphical presentation of University revenues by category for the 2015-16 fiscal year:

Total Revenues:



OVERVIEW OF FINANCIAL STATEMENTS

Pursuant to GASB Statement No. 35, the University’s financial report consists of three basic financial statements: the statement of net position; the statement of revenues, expenses, and changes in net position; and the statement of cash flows. The financial statements, and notes thereto, encompass the University and its component unit. Based on the application of the criteria for determining component units, the Florida Polytechnic University Foundation, Inc. is included within the University reporting entity as a discretely presented component unit.

Information regarding the component unit's separately issued financial statements, is presented in the notes to financial statements. This MD&A focuses on the University, excluding the discretely presented component unit.

The Statement of Net Position

The statement of net position reflects the assets, deferred outflows of resources, liabilities, and deferred inflows of resources of the University, using the accrual basis of accounting, and presents the financial position of the University at a specified time. Assets, plus deferred outflows of resources, less liabilities, less deferred inflows of resources, equals net position, which is one indicator of the University's current financial condition. The changes in net position that occur over time indicate improvement or deterioration in the University's financial condition.

The following summarizes the University's assets, deferred outflows of resources, liabilities, deferred inflows of resources, and net position at June 30:

Condensed Statement of Net Position at June 30

(In Thousands)

	2016	2015
Assets		
Current Assets	\$ 38,168	\$ 39,498
Capital Assets, Net	150,805	149,507
Other Noncurrent Assets	12,305	9,962
Total Assets	201,278	198,967
Deferred Outflows of Resources	4,909	2,617
Liabilities		
Current Liabilities	8,868	6,604
Noncurrent Liabilities	8,800	5,146
Total Liabilities	17,668	11,750
Deferred Inflows of Resources	678	1,018
Net Position		
Net Investment in Capital Assets	148,152	146,470
Restricted	64	302
Unrestricted	39,625	42,044
Total Net Position	\$ 187,841	\$ 188,816

Assets increased \$2.3 million, or 1.2 percent due primarily to increases in cash as a result of increases in State noncapital appropriations, grants and contracts, and student tuition and fees and as a result of a noncurrent receivable due from the Foundation.

Deferred outflows of resources increased \$2.3 million due to GASB Statement No. 68, *Accounting and Financial Reporting for Pensions, an amendment of GASB Statement No. 27*.

Total liabilities increased \$5.9 million primarily as a result of commencing with new construction projects, increased compensated absences payable and increased net pension liability, both related to an increase in staffing levels.

Deferred inflows of resources decreased \$340 thousand due to GASB Statement No. 68.

Net position is reported in three major categories. The first category, net investment in capital assets, provides the University's equity in property, plant, and equipment owned by the University. Restricted net position is another category, which may be further broken down into nonexpendable and expendable. Restricted nonexpendable net position represents funds that have been donated to the University that are required to be invested in perpetuity. This net position component is primarily maintained within the Florida Polytechnic University Foundation, Inc., a component unit of the University. Restricted expendable net position is available for use by the University, but must be spent for purposes as determined by donors or external entities that have placed time or purpose restrictions on the use of the assets. The final category is unrestricted net position and is available for any lawful purpose of the University.

The Statement of Revenues, Expenses, and Changes in Net Position

The statement of revenues, expenses, and changes in net position presents the University's revenue and expense activity, categorized as operating and nonoperating. Revenues and expenses are recognized when earned or incurred, regardless of when cash is received or paid.

The following summarizes the University's activity for the 2015-16 and 2014-15 fiscal years:

**Condensed Statement of Revenues, Expenses, and Changes in Net Position
For the Fiscal Years
(In Thousands)**

	2015-16	2014-15
Operating Revenues	\$ 6,167	\$ 5,311
Less, Operating Expenses	43,398	32,677
Operating Loss	(37,231)	(27,366)
Net Nonoperating Revenues	36,221	32,656
Income (Loss) Before Other Revenues, Expenses, Gains, or Losses	(1,010)	5,290
Other Revenues, Expenses, Gains, or Losses	35	3,400
Net Increase (Decrease) In Net Position	(975)	8,690
Net Position, Beginning of Year	188,816	180,104
Adjustment to Beginning Net Position (1)	-	22
Net Position, Beginning of Year, as Restated	188,816	180,126
Net Position, End of Year	\$ 187,841	\$ 188,816

Note: (1) For the 2014-15 fiscal year, the University's beginning net position was increased in conjunction with the implementation of GASB Statement No. 68.

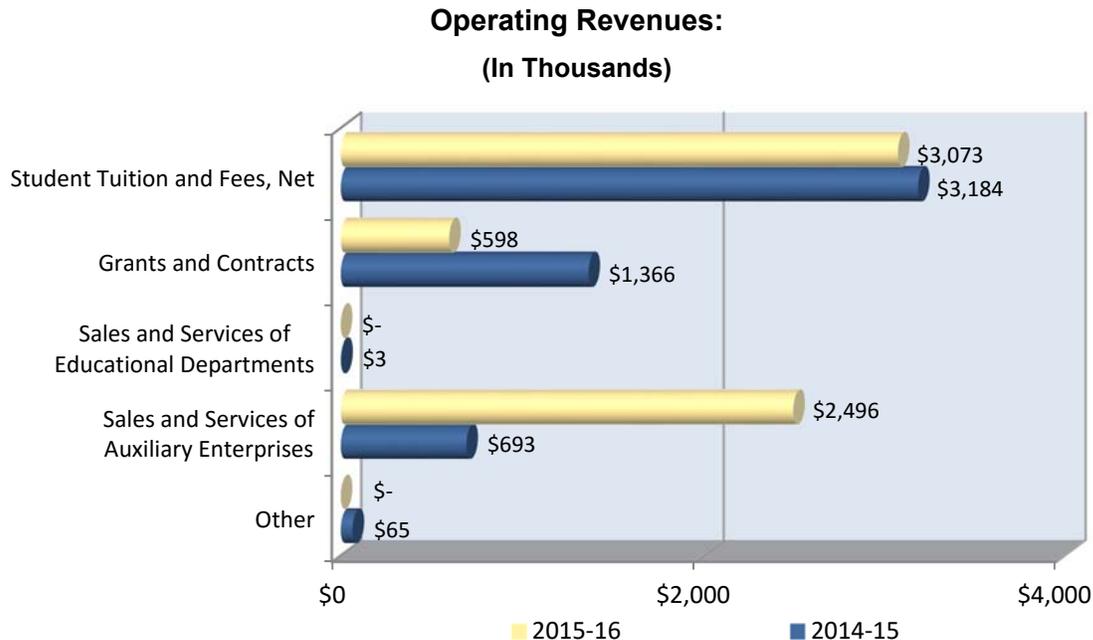
Operating Revenues

GASB Statement No. 35 categorizes revenues as either operating or nonoperating. Operating revenues generally result from exchange transactions where each of the parties to the transaction either gives or receives something of equal or similar value.

The following summarizes the operating revenues by source that were used to fund operating activities for the 2015-16 and 2014-15 fiscal years:

Operating Revenues For the Fiscal Years		
(In Thousands)		
	2015-16	2014-15
Student Tuition and Fees, Net	\$ 3,073	\$ 3,184
Grants and Contracts	598	1,366
Sales and Services of Educational Departments	-	3
Sales and Services of Auxiliary Enterprises	2,496	693
Other	-	65
Total Operating Revenues	\$ 6,167	\$ 5,311

The following chart presents the University's operating revenues for the 2015-16 and 2014-15 fiscal years:



University operating revenues increased \$856 thousand primarily due to the increased sales and services of the auxiliary enterprises.

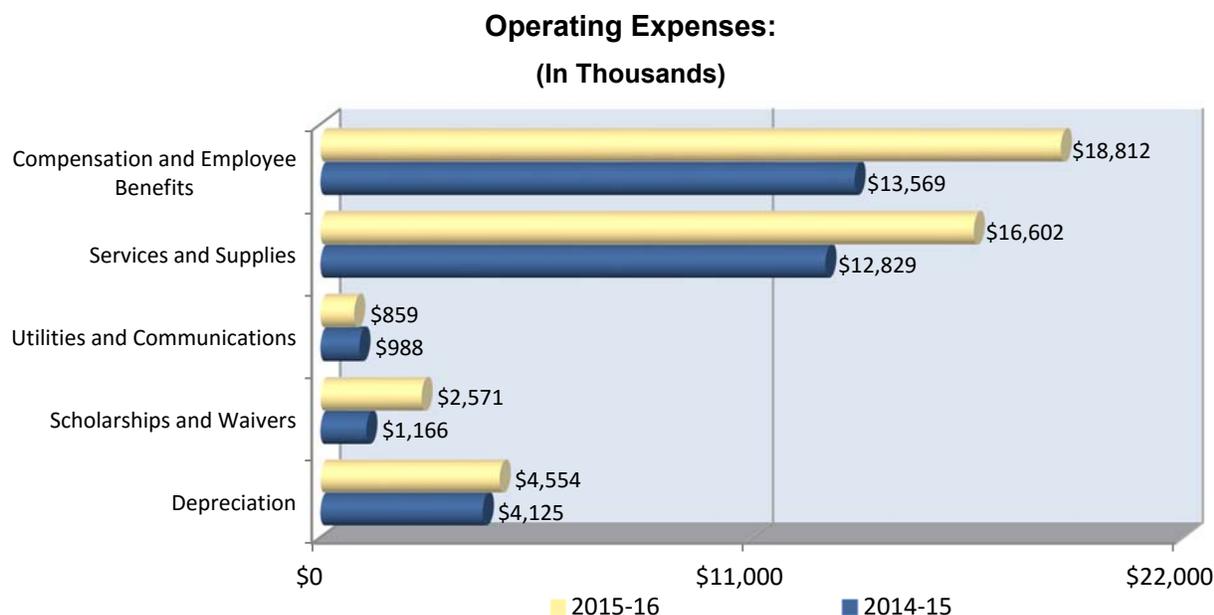
Operating Expenses

Expenses are categorized as operating or nonoperating. The majority of the University’s expenses are operating expenses as defined by GASB Statement No. 35. GASB gives financial reporting entities the choice of reporting operating expenses in the functional or natural classifications. The University has chosen to report the expenses in their natural classification on the statement of revenues, expenses, and changes in net position and has displayed the functional classification in the notes to financial statements.

The following summarizes operating expenses by natural classification for the 2015-16 and 2014-15 fiscal years:

Operating Expenses		
(In Thousands)		
	2015-16	2014-15
Compensation and Employee Benefits	\$ 18,812	\$ 13,569
Services and Supplies	16,602	12,829
Utilities and Communications	859	988
Scholarships and Waivers	2,571	1,166
Depreciation	4,554	4,125
Total Operating Expenses	\$ 43,398	\$ 32,677

The following chart presents the University’s operating expenses for the 2015-16 and 2014-15 fiscal years:



Total operating expenses increased by \$10.7 million mainly attributable to increases in compensation and benefits and increases in services and supplies resulting from the University staff and student growth.

Nonoperating Revenues and Expenses

Certain revenue sources that the University relies on to provide funding for operations, including State noncapital appropriations, State student financial aid, and investment income, are defined by GASB as nonoperating. Nonoperating expenses include capital financing costs and other costs related to capital assets. The following summarizes the University’s nonoperating revenues and expenses for the 2015-16 and 2014-15 fiscal years:

Nonoperating Revenues (Expenses)		
For the Fiscal Years		
(In Thousands)		
	2015-16	2014-15
State Noncapital Appropriations	\$ 34,073	\$ 32,302
State Student Financial Aid	1,076	-
Investment Income	615	607
Unrealized Gain (Loss) on Investments	599	(277)
Other Nonoperating Revenues	8	115
Loss on Disposal of Capital Assets	(98)	(29)
Interest on Capital Asset-Related Debt	(52)	(43)
Other Nonoperating Expenses	-	(19)
Net Nonoperating Revenues	\$ 36,221	\$ 32,656

Total net nonoperating revenues increased \$3.6 million primarily due to increases in State noncapital appropriations and financial aid due to student growth.

Other Revenues

This category is composed of State capital appropriations and capital grants, contracts, donations, and fees. The following summarizes the University’s other revenues for the 2015-16 and 2014-15 fiscal years:

Other Revenues		
For the Fiscal Years		
(In Thousands)		
	2015-16	2014-15
State Capital Appropriations	\$ 10	\$ -
Capital Grants, Contracts, Donations, and Fees	25	3,400
Total	\$ 35	\$ 3,400

Total other revenues decreased \$3.4 million primarily as a result of a capital grant received from Polk County for capital infrastructure costs in the 2014-15 fiscal year.

The Statement of Cash Flows

The statement of cash flows provides information about the University’s financial results by reporting the major sources and uses of cash and cash equivalents. This statement will assist in evaluating the University’s ability to generate net cash flows, its ability to meet its financial obligations as they come due, and its need for external financing. Cash flows from operating activities show the net cash used by

the operating activities of the University. Cash flows from capital financing activities include all plant funds and related long-term debt activities. Cash flows from investing activities show the net source and use of cash related to purchasing or selling investments, and earning income on those investments. Cash flows from noncapital financing activities include those activities not covered in other sections.

The following summarizes cash flows for the 2015-16 and 2014-15 fiscal years:

**Condensed Statement of Cash Flows
For the Fiscal Years
(In Thousands)**

	2015-16	2014-15
Cash Provided (Used) by:		
Operating Activities	\$ (30,596)	\$ (24,284)
Noncapital Financing Activities	35,196	31,080
Capital and Related Financing Activities	(6,285)	(10,486)
Investing Activities	2,007	4,651
Net Increase in Cash and Cash Equivalents	322	961
Cash and Cash Equivalents, Beginning of Year	1,100	139
Cash and Cash Equivalents, End of Year	\$ 1,422	\$ 1,100

Major sources of funds came from State noncapital appropriations (\$34 million), student tuition and fees (\$1.6 million), and sales and services of auxiliary enterprises (\$2.5 million). Major uses of funds were for payments made to and on behalf of employees totaling \$17.4 million; payments to suppliers totaling \$15.3 million; payments to and on behalf of students for scholarships totaling \$2.6 million; and purchase or construction of capital assets totaling \$5.5 million. The net cash used by operating activities increased \$6.3 million, primarily due to increased payments to employees as the University continues to grow. Net cash provided by noncapital financing activities increased \$4.1 million primarily due to an increase in State noncapital appropriations and State student financial aid. Cash used by capital and related financing decreased by \$4.2 million primarily due to decreased spending on capital projects during the 2015-16 fiscal year. The net cash provided by investing activities decreased by \$2.6 million as a result of a decline in investment activity.

**CAPITAL ASSETS, CAPITAL EXPENSES AND COMMITMENTS,
AND DEBT ADMINISTRATION**

Capital Assets

At June 30, 2016, the University had \$159.9 million in capital assets, less accumulated depreciation of \$9.1 million, for net capital assets of \$150.8 million. Depreciation charges for the current fiscal year totaled \$4.6 million. The following table summarizes the University's capital assets, net of accumulated depreciation, at June 30:

Capital Assets, Net at June 30

(In Thousands)

	2016	2015
Land	\$ 18,156	\$ 17,910
Construction in Progress	2,703	634
Buildings	85,856	87,080
Infrastructure and Other Improvements	35,435	36,629
Furniture and Equipment	4,887	4,227
Library Resources	9	12
Works of Art and Historical Treasures	-	12
Other Capital Assets	3,759	3,003
Capital Assets, Net	\$150,805	\$149,507

Additional information about the University’s capital assets is presented in the notes to the financial statements.

Capital Expenses and Commitments

(Major capital expenses) through June 30, 2016, were incurred on the following projects: expansion of the wellness center and parking lot construction. The University’s construction commitments at June 30, 2016, are as follows:

	Amount (In Thousands)
Total Committed	\$ 9,642
Completed to Date	2,703
Balance Committed	\$ 6,939

Additional information about the University’s construction commitments is presented in the notes to financial statements.

Debt Administration

As of June 30, 2016, the University had \$2.7 million in outstanding installment purchases payable, representing a decrease of \$385 thousand, or 13 percent, from the prior fiscal year. Additional information about the University’s long-term debt is presented in the notes to financial statements.

ECONOMIC FACTORS THAT WILL AFFECT THE FUTURE

The University’s economic condition is closely tied to that of the State of Florida. The budget that the Florida Legislature adopted for the 2016-17 fiscal year provided a 5 percent increase for State universities. For the 2016-17 fiscal year, the University received an increase in State funding of \$2.6 million or 8 percent over the prior year. The University is entering its fourth year of operations and enrollment is projected to increase to approximately 1,800 students in the 2017-18 fiscal year when it admits the fourth cohort.

REQUESTS FOR INFORMATION

Questions concerning information provided in the MD&A or other required supplemental information, and financial statements and notes thereto, or requests for additional financial information should be addressed to Mark Mroczkowski, Vice President/Chief Financial Officer, Florida Polytechnic University, 4700 Research Way, Lakeland, Florida 33805-8531.

BASIC FINANCIAL STATEMENTS

**Florida Polytechnic University
A Component Unit of the State of Florida
Statement of Net Position**

June 30, 2016

	University	Component Unit
ASSETS		
Current Assets:		
Cash and Cash Equivalents	\$ 1,422,220	\$ 431,085
Investments	36,425,563	-
Accounts Receivable	127,612	-
Interest Receivable	64,848	-
Contributions Receivable, Net	-	1,115,445
Due from Component Unit/University	99,785	4,720,712
Other Current Assets	28,373	-
Total Current Assets	38,168,401	6,267,242
Noncurrent Assets:		
Investments	6,284,633	-
Restricted Investments	4,720,712	-
Contributions Receivable, Net	-	1,504,050
Due from Component Unit	1,300,000	-
Depreciable Capital Assets, Net	129,945,899	-
Nondepreciable Capital Assets	20,858,706	-
Total Noncurrent Assets	163,109,950	1,504,050
Total Assets	201,278,351	7,771,292
DEFERRED OUTFLOWS OF RESOURCES		
Deferred Amounts Related to Pensions	4,909,069	-
LIABILITIES		
Current Liabilities:		
Accounts Payable	2,449,907	802
Construction Contracts Payable	182,362	-
Salary and Wages Payable	276,247	-
Deposits Payable	85,644	-
Due to Component Unit/University	4,720,712	99,785
Other Current Liabilities	-	2,883,589
Long-Term Liabilities - Current Portion:		
Installment Purchases Payable	812,852	-
Compensated Absences Payable	236,215	-
Net Pension Liability	103,800	-
Total Current Liabilities	8,867,739	2,984,176

**Florida Polytechnic University
A Component Unit of the State of Florida
Statement of Net Position (Continued)**

June 30, 2016

	University	Component Unit
LIABILITIES (Continued)		
Noncurrent Liabilities:		
Installment Purchases Payable	1,839,651	-
Compensated Absences Payable	2,125,939	-
Other Postemployment Benefits Payable	470,000	-
Due to University	-	1,300,000
Net Pension Liability	4,364,620	-
Total Noncurrent Liabilities	8,800,210	1,300,000
Total Liabilities	17,667,949	4,284,176
DEFERRED INFLOWS OF RESOURCES		
Deferred Amounts Related to Pensions	678,052	-
Total Deferred Inflows of Resources	678,052	-
NET POSITION		
Net Investment in Capital Assets	148,152,102	-
Restricted for Nonexpendable:		
Endowment	-	674,836
Restricted for Expendable:		
Other	64,510	1,115,986
Unrestricted	39,624,807	1,696,294
TOTAL NET POSITION	\$ 187,841,419	\$ 3,487,116

The accompanying notes to financial statements are an integral part of this statement.

Florida Polytechnic University
A Component Unit of the State of Florida
Statement of Revenues, Expenses, and Changes in Net Position
For the Fiscal Year Ended June 30, 2016

	University	Component Unit
REVENUES		
Operating Revenues:		
Student Tuition and Fees, Net of Scholarship Allowances of \$1,314,971	\$ 3,072,660	\$ -
Federal Grants and Contracts	191,130	-
State and Local Grants and Contracts	50,000	-
Nongovernmental Grants and Contracts	356,975	-
Sales and Services of Auxiliary Enterprises	2,495,942	-
Interest on Loans and Notes Receivable	-	71,610
Other Operating Revenues	-	4,363,037
Total Operating Revenues	6,166,707	4,434,647
EXPENSES		
Operating Expenses:		
Compensation and Employee Benefits	18,811,763	-
Services and Supplies	16,602,258	-
Utilities and Communications	858,399	-
Scholarships and Waivers	2,571,337	-
Depreciation	4,553,877	-
Other Operating Expenses	-	3,624,141
Total Operating Expenses	43,397,634	3,624,141
Operating Income (Loss)	(37,230,927)	810,506
NONOPERATING REVENUES		
State Noncapital Appropriations	34,072,669	-
State Student Financial Aid	1,076,441	-
Investment Income	615,302	-
Unrealized Gain on Investments	598,720	-
Loss on Disposal of Capital Assets	(97,860)	-
Interest on Capital Asset-Related Debt	(52,383)	-
Other Nonoperating Revenues	8,596	-
Net Nonoperating Revenues	36,221,485	-
Income (Loss) Before Other Revenues	(1,009,442)	810,506
State Capital Appropriations	10,011	-
Capital Grants, Contracts, Donations, and Fees	25,244	-
Increase (Decrease) in Net Position	(974,187)	810,506
Net Position, Beginning of Year	188,815,606	2,276,610
Adjustment to Beginning Net Position	-	400,000
Net Position, Beginning of Year, as Restated	188,815,606	2,676,610
Net Position, End of Year	\$ 187,841,419	\$ 3,487,116

The accompanying notes to financial statements are an integral part of this statement.

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**Florida Polytechnic University
A Component Unit of the State of Florida
Statement of Cash Flows**

For the Fiscal Year Ended June 30, 2016

	University
CASH FLOWS FROM OPERATING ACTIVITIES	
Student Tuition and Fees, Net	\$ 1,587,987
Grants and Contracts	598,105
Sales and Services of Auxiliary Enterprises	2,495,942
Payments to Employees	(17,373,630)
Payments to Suppliers for Goods and Services	(15,333,478)
Payments to Students for Scholarships	(2,571,337)
Net Cash Used by Operating Activities	(30,596,411)
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES	
State Noncapital Appropriations	34,072,669
State Student Financial Aid	1,076,441
Net Change in Funds Held for Others	43,316
Other Nonoperating Receipts	3,597
Net Cash Provided by Noncapital Financing Activities	35,196,023
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES	
State Capital Appropriations	10,011
Capital Grants, Contracts, Donations and Fees	25,244
Proceeds from Sale of Capital Assets	5,000
Purchase or Construction of Capital Assets	(5,502,598)
Principal Paid on Capital Debt	(769,891)
Interest Paid on Capital Debt	(52,383)
Net Cash Used by Capital and Related Financing Activities	(6,284,617)
CASH FLOWS FROM INVESTING ACTIVITIES	
Proceeds from Sales and Maturities of Investments	38,500,893
Purchases of Investments	(37,084,917)
Investment Income	591,593
Net Cash Provided by Investing Activities	2,007,569
Net Increase in Cash and Cash Equivalents	322,564
Cash and Cash Equivalents, Beginning of Year	1,099,656
Cash and Cash Equivalents, End of Year	\$ 1,422,220

Florida Polytechnic University
A Component Unit of the State of Florida
Statement of Cash Flows (Continued)
For the Fiscal Year Ended June 30, 2016

	<u>University</u>
RECONCILIATION OF OPERATING LOSS	
TO NET CASH USED BY OPERATING ACTIVITIES	
Operating Loss	\$ (37,230,927)
Adjustments to Reconcile Operating Loss	
to Net Cash Used by Operating Activities:	
Depreciation Expense	4,553,877
Changes in Assets, Liabilities, Deferred Outflows of Resources,	
and Deferred Inflows of Resources:	
Receivables	(80,919)
Due from Component Unit	(1,399,785)
Other Assets	(3,969)
Accounts Payable	2,127,179
Salaries and Wages Payable	(217,871)
Compensated Absences Payable	896,445
Other Postemployment Benefits Payable	405,000
Net Pension Liability	2,987,263
Deferred Outflows of Resources Related to Pensions	(2,292,325)
Deferred Inflows of Resources Related to Pensions	(340,379)
	<u>\$ (30,596,411)</u>
NET CASH USED BY OPERATING ACTIVITIES	

**SUPPLEMENTAL DISCLOSURE OF NONCASH INVESTING AND
CAPITAL FINANCING ACTIVITIES**

Unrealized gains on investments were recognized on the statement of revenues, expenses, and changes in net position, but are not cash transactions for the statement of cash flows.	\$ 598,720
Losses from the disposal of capital assets were recognized on the statement of revenues, expenses, and changes in net position, but are not cash transactions for the statement of cash flows.	\$ (97,860)
The University entered into an installment purchase agreement, which is recognized on the statement of net position, but is not a cash transaction for the statement of cash flows.	\$ 385,315

The accompanying notes to financial statements are an integral part of this statement.

NOTES TO FINANCIAL STATEMENTS

1. Summary of Significant Accounting Policies

Reporting Entity. The University is a separate public instrumentality that is part of the State university system of public universities, which is under the general direction and control of the Florida Board of Governors. The University is directly governed by a Board of Trustees (Trustees) consisting of 13 members. The Governor appoints 6 citizen members and the Board of Governors appoints 5 citizen members. These members are confirmed by the Florida Senate and serve staggered terms of 5 years. The chair of the faculty senate and the president of the student body of the University are also members. The Board of Governors establishes the powers and duties of the Trustees. The Trustees are responsible for setting policies for the University, which provide governance in accordance with State law and Board of Governors' Regulations, and selecting the University President. The University President serves as the executive officer and the corporate secretary of the Trustees, and is responsible for administering the policies prescribed by the Trustees.

Criteria for defining the reporting entity are identified and described in the Governmental Accounting Standards Board's (GASB) *Codification of Governmental Accounting and Financial Reporting Standards*, Sections 2100 and 2600. These criteria were used to evaluate potential component units for which the primary government is financially accountable and other organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the primary government's financial statements to be misleading. Based on the application of these criteria, the University is a component unit of the State of Florida, and its financial balances and activities are reported in the State's Comprehensive Annual Financial Report by discrete presentation.

Discretely Presented Component Unit. Based on the application of the criteria for determining component units, the Florida Polytechnic University Foundation, Inc. (Foundation), a direct-support organization (as provided for in Section 1004.28, Florida Statutes, and Board of Governors Regulation 9.011) is included within the University's reporting entity as a discretely presented component unit. This legally separate, not-for-profit corporation is organized and operated to assist the University to achieve excellence by providing supplemental resources from private gifts and bequests, and valuable education support services and is governed by a separate board. The Statute authorizes the Foundation to receive, hold, invest, and administer property and to make expenditures to or for the benefit of the University. The Foundation solicits, collects, manages, and directs contributions to various academic departments and programs of the University, and assists the University in fundraising, and public relations.

An annual audit of the Foundation's financial statements is conducted by independent certified public accountants. Additional information on the University's discretely presented component unit, including copies of the audit report, is available by contacting the University Controller.

Basis of Presentation. The University's accounting policies conform with accounting principles generally accepted in the United States of America applicable to public colleges and universities as prescribed by GASB. The National Association of College and University Business Officers (NACUBO) also provides the University with recommendations prescribed in accordance with generally accepted accounting principles promulgated by GASB and the Financial Accounting Standards Board (FASB).

GASB allows public universities various reporting options. The University has elected to report as an entity engaged in only business-type activities. This election requires the adoption of the accrual basis of accounting and entitywide reporting including the following components:

- Management's Discussion and Analysis
- Basic Financial Statements:
 - Statement of Net Position
 - Statement of Revenues, Expenses, and Changes in Net Position
 - Statement of Cash Flows
 - Notes to Financial Statements
- Other Required Supplementary Information

Measurement Focus and Basis of Accounting. Basis of accounting refers to when revenues, expenses, and related assets, deferred outflows of resources, liabilities, and deferred inflows of resources, are recognized in the accounts and reported in the financial statements. Specifically, it relates to the timing of the measurements made, regardless of the measurement focus applied. The University's financial statements are presented using the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets, deferred outflows of resources, liabilities, and deferred inflows of resources resulting from exchange and exchange-like transactions are recognized when the exchange takes place. Revenues, expenses, gains, losses, assets, deferred outflows of resources, liabilities, and deferred inflows of resources resulting from nonexchange activities are generally recognized when all applicable eligibility requirements, including time requirements, are met. The University follows GASB standards of accounting and financial reporting.

The University's discretely presented component unit uses the economic resources measurement focus and accrual basis of accounting whereby revenues are recognized when earned and expenses are recognized when incurred, and follows FASB standards of accounting and financial reporting for not-for-profit organizations.

Significant interdepartmental sales between auxiliary service departments and other institutional departments have been accounted for as reductions of expenses and not revenues of those departments.

The University's principal operating activities consist of instruction, research, and public service. Operating revenues and expenses generally include all fiscal transactions directly related to these activities as well as administration, operation and maintenance of capital assets, and depreciation of capital assets. Nonoperating revenues include State noncapital appropriations, State student financial aid, investment income, and revenues for capital construction projects. Interest on capital asset-related debt is a nonoperating expense.

The statement of net position is presented in a classified format to distinguish between current and noncurrent assets and liabilities. When both restricted and unrestricted resources are available to fund certain programs, it is the University's policy to first apply the restricted resources to such programs, followed by the use of the unrestricted resources.

The statement of revenues, expenses, and changes in net position is presented by major sources and is reported net of tuition scholarship allowances. Tuition scholarship allowances are the difference between the stated charge for goods and services provided by the University and the amount that is actually paid by the student or the third party making payment on behalf of the student. The University applied "The Alternate Method" as prescribed in NACUBO Advisory Report 2000-05 to determine the reported net tuition scholarship allowances. Under this method, the University computes these amounts by allocating the cash payments to students, excluding payments for services, on a ratio of total aid to the aid not considered third-party aid.

The statement of cash flows is presented using the direct method in compliance with GASB Statement No. 9, *Reporting Cash Flows of Proprietary and Nonexpendable Trust Funds and Governmental Entities That Use Proprietary Fund Accounting*.

Cash and Cash Equivalents. Cash and cash equivalents consist of cash in demand accounts. University cash deposits are held in banks qualified as public depositories under Florida law. All such deposits are insured by Federal depository insurance, up to specified limits, or collateralized with securities held in Florida's multiple financial institution collateral pool required by Chapter 280, Florida Statutes.

Capital Assets. University capital assets consist of land; construction in progress; buildings, infrastructure and other improvements; furniture and equipment; library resources; and other capital assets. These assets are capitalized and recorded at cost at the date of acquisition or at acquisition value at the date received in the case of gifts and purchases of State surplus property. Additions, improvements, and other outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred. The University has a capitalization threshold of \$5,000 for tangible personal property, \$100,000 for infrastructure and other improvements, and \$250,000 for building renovations except that all new buildings and projects adding new square footage are capitalized. Depreciation is computed on the straight-line basis over the following estimated useful lives:

- Buildings – 20 to 50 years
- Infrastructure and Other Improvements – 20 years
- Furniture and Equipment – 7 to 15 years
- Library Resources – 10 years
- Other Capital Assets – 10 years

Noncurrent Liabilities. Noncurrent liabilities include installment purchases payable, compensated absences payable, other postemployment benefits payable, and net pension liabilities that are not scheduled to be paid within the next fiscal year.

Pensions. For purposes of measuring the net pension liabilities, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Florida Retirement System (FRS) defined benefit plan and the Health Insurance Subsidy (HIS) defined benefit plan and additions to/deductions from the FRS's and the HIS's fiduciary net position have been determined on the same basis as they are reported by the FRS and the HIS plans.

For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with benefit terms. Investments are reported at fair value.

2. Adjustment to Beginning Net Position – Component Unit

The beginning net position of the discretely presented component unit was increased by \$400,000 due to a change in accounting principles. During the 2015-16 fiscal year, the Foundation no longer reported under *Government Accounting Standards* and began reporting under *Financial Accounting Standards*. GASB Statement No. 33 states that providers and recipients of permanently restricted promises to give should not recognize liabilities or receivables for these type transactions, therefore, permanently restricted (endowed) promises to give were not recognized in prior fiscal years. *FASB Accounting Standards Codification 958-605-25* states that an unconditional promise to give shall be recognized when the promise is received. Since the Foundation had \$400,000 of endowed promises to give at June 30, 2015, the financial statements for the prior fiscal year have been restated to reflect the \$400,000.

3. Investments

Section 1011.42(5), Florida Statutes, authorizes universities to invest funds with the State Treasury and State Board of Administration (SBA), and requires that universities comply with the statutory requirements governing investment of public funds by local governments. Accordingly, universities are subject to the requirements of Chapter 218, Part IV, Florida Statutes. The Board of Trustees has adopted a written investment policy providing that surplus funds of the University shall be invested in those institutions and instruments permitted under the provisions of Florida Statutes. Pursuant to Section 218.415(16), Florida Statutes, the University is authorized to invest in the Florida PRIME investment pool administered by the SBA; Securities and Exchange Commission registered money market funds with the highest credit quality rating from a nationally recognized rating agency; interest-bearing time deposits and savings accounts in qualified public depositories, as defined in Section 280.02, Florida Statutes; direct obligations of the United States Treasury; obligations of Federal agencies and instrumentalities; securities of, or interests in, certain open end or closed end management type investment companies; and other investments approved by the Board of Trustees as authorized by law.

Investments legally restricted to make debt service payments, maintain sinking or reserve funds, or to purchase or construct capital assets are classified as restricted.

The University categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs.

External Investment Pools

The University reported investments at fair value totaling \$47,430,908 at June 30, 2016, in the State Treasury Special Purpose Investment Account (SPIA) investment pool, representing ownership of a share of the pool, not the underlying securities (level 3 inputs). Pooled investments with the State Treasury are not registered with the Securities and Exchange Commission. Oversight of the pooled investments with the State Treasury is provided by the Treasury Investment Committee per Section

17.575, Florida Statutes. The authorized investment types are set forth in Section 17.57, Florida Statutes. The SPIA carried a credit rating of A+f by Standard & Poor's, had an effective duration of 2.61 years and fair value factor of 1.0143 at June 30, 2016. Participants contribute to the Treasury Pool on a dollar basis. These funds are commingled and a fair value of the pool is determined from the individual values of the securities. The fair value of the securities is summed and a total pool fair value is determined. A fair value factor is calculated by dividing the pool's total fair value by the pool participant's total cash balances. The fair value factor is the ratio used to determine the fair value of an individual participant's pool balance. The University relies on policies developed by the State Treasury for managing interest rate risk or credit risk for this investment pool. Disclosures for the State Treasury investment pool are included in the notes to financial statements of the State's Comprehensive Annual Financial Report.

4. Receivables

Accounts Receivable. Accounts receivable represent amounts for student tuition and fees, and contract and grant reimbursements due from third parties. As of June 30, 2016, the University reported the following amounts as accounts receivable:

<u>Description</u>	<u>Amount</u>
Student Tuition and Fees	\$ 92,944
Other	34,668
Total Accounts Receivable	\$ 127,612

No allowance has been accrued for the receivables. University management considers these to be fully collectible.

5. Due From and To Component Unit/University

The \$4,720,712 reported as due to component unit consists of amounts owed by the University to the Foundation pursuant to an agreement to invest funds on behalf of the Foundation. The amount due from component unit consists of amounts owed to the University by the Foundation for scholarships and student aid. The Foundation recorded \$1,300,000 of the amount payable to the University as a long term liability, payable over 10 years, with no interest.

6. Capital Assets

Capital assets activity for the fiscal year ended June 30, 2016, is shown in the following table:

<u>Description</u>	<u>Beginning Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending Balance</u>
Nondepreciable Capital Assets:				
Land	\$ 17,910,000	\$ 246,039	\$ -	\$ 18,156,039
Construction in Progress	633,961	3,670,824	1,602,118	2,702,667
Total Nondepreciable Capital Assets	\$ 18,543,961	\$ 3,916,863	\$ 1,602,118	\$ 20,858,706
Depreciable Capital Assets:				
Buildings	\$ 88,951,147	\$ 731,450	\$ -	\$ 89,682,597
Infrastructure and Other Improvements	38,266,740	379,365	-	38,646,105
Furniture and Equipment	4,952,105	1,427,635	166,269	6,213,471
Library Resources	16,030	328	-	16,358
Works of Art and Historical Treasures	14,887	-	14,887	-
Other Capital Assets	3,400,000	1,095,984	-	4,495,984
Total Depreciable Capital Assets	135,600,909	3,634,762	181,156	139,054,515
Less, Accumulated Depreciation:				
Buildings	1,871,537	1,954,692	-	3,826,229
Infrastructure and Other Improvements	1,638,077	1,573,044	-	3,211,121
Furniture and Equipment	725,051	681,438	79,785	1,326,704
Library Resources	3,675	4,220	-	7,895
Works of Art and Historical Treasures	3,028	483	3,511	-
Other Capital Assets	396,667	340,000	-	736,667
Total Accumulated Depreciation	4,638,035	4,553,877	83,296	9,108,616
Total Depreciable Capital Assets, Net	\$ 130,962,874	\$ (919,115)	\$ 97,860	\$ 129,945,899

7. Long-Term Liabilities

Long-term liabilities of the University at June 30, 2016, include installment purchases payable, compensated absences payable, other postemployment benefits payable, and net pension liability. Long-term liabilities activity for the fiscal year ended June 30, 2016, is shown below:

<u>Description</u>	<u>Beginning Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending Balance</u>	<u>Current Portion</u>
Installment Purchases Payable	\$ 3,037,079	\$ 385,315	\$ 769,891	\$ 2,652,503	\$ 812,852
Compensated Absences Payable	1,465,709	1,050,641	154,196	2,362,154	236,215
Other Postemployment Benefits Payable	65,000	406,000	1,000	470,000	-
Net Pension Liability	1,481,157	6,282,061	3,294,798	4,468,420	103,800
Total Long-Term Liabilities	\$ 6,048,945	\$ 8,124,017	\$ 4,219,885	\$ 9,953,077	\$ 1,152,867

Installment Purchases Payable. The University has entered into several installment purchase agreements for the purchase of equipment reported at \$4,099,848. The stated interest rates ranged from 1.7 percent to 1.9 percent. Future minimum payments remaining under installment purchase agreements and the present value of the minimum payments as of June 30, 2016, are as follows:

<u>Fiscal Year Ending June 30</u>	<u>Amount</u>
2017	\$ 855,034
2018	855,034
2019	855,034
2020	150,707
2021	20,053
	<hr/>
Total Minimum Payments	2,735,862
Less, Amount Representing Interest	83,359
	<hr/>
Present Value of Minimum Payments	<u>\$ 2,652,503</u>

Compensated Absences Payable. Employees earn the right to be compensated during absences for annual leave (vacation) and sick leave earned pursuant to Board of Governors regulations, University regulations, and bargaining agreements. Leave earned is accrued to the credit of the employee and records are kept on each employee’s unpaid (unused) leave balance. The University reports a liability for the accrued leave; however, State noncapital appropriations fund only the portion of accrued leave that is used or paid in the current fiscal year. Although the University expects the liability to be funded primarily from future appropriations, generally accepted accounting principles do not permit the recording of a receivable in anticipation of future appropriations. At June 30, 2016, the estimated liability for compensated absences, which includes the University’s share of the Florida Retirement System and FICA contributions, totaled \$2,362,154. The current portion of the compensated absences liability, \$236,215, is the amount expected to be paid in the coming fiscal year, and represents a historical percentage of leave used applied to total accrued leave liability.

Other Postemployment Benefits Payable. The University follows GASB Statement No. 45, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions*, for certain postemployment healthcare benefits administered by the State Group Health Insurance Program.

Plan Description. Pursuant to the provisions of Section 112.0801, Florida Statutes, all employees who retire from the University are eligible to participate in the State Group Health Insurance Program, an agent multiple-employer defined benefit plan (OPEB Plan). The University subsidizes the premium rates paid by retirees by allowing them to participate in the OPEB Plan at reduced or blended group (implicitly subsidized) premium rates for both active and retired employees. These rates provide an implicit subsidy for retirees because, on an actuarial basis, their current and future claims are expected to result in higher costs to the OPEB Plan on average than those of active employees. Retirees are required to enroll in the Federal Medicare (Medicare) program for their primary coverage as soon as they are eligible. A stand-alone report is not issued and the OPEB Plan information is not included in the annual report of a public employee retirement system or another entity.

Funding Policy. OPEB Plan benefits are pursuant to the provisions of Section 112.0801, Florida Statutes, and benefits and contributions can be amended by the Florida Legislature. The State has not advance-funded other postemployment benefit (OPEB) costs or the net OPEB obligation. Premiums necessary for funding the OPEB Plan each year on a pay-as-you-go basis are established by the Governor’s recommended budget and the General Appropriations Act. Although the University currently has no retirees, the University provided required contributions of \$1,000 to provide for administrative expenses of the OBEB Plan.

Annual OPEB Cost and Net OPEB Obligation. The University's annual OPEB cost (expense) is calculated based on the annual required contribution (ARC), an amount actuarially determined in accordance with the parameters of GASB Statement No. 45. The ARC represents a level of funding that if paid on an ongoing basis, is projected to cover normal cost each year and amortize any unfunded actuarial liabilities over a period not to exceed 30 years. The following table shows the University's annual OPEB cost for the fiscal year, the amount actually contributed to the OPEB Plan, and changes in the University's net OPEB obligation:

<u>Description</u>	<u>Amount</u>
Normal Cost (Service Cost for One Year)	\$ 298,000
Amortization of Unfunded Actuarial Accrued Liability	91,000
Interest on Normal Cost and Amortization	<u>16,000</u>
Annual Required Contribution	405,000
Interest on Net OPEB Obligation	3,000
Adjustment to Annual Required Contribution	<u>(2,000)</u>
Annual OPEB Cost (Expense)	406,000
Contribution Toward the OPEB Cost	<u>(1,000)</u>
Increase in Net OPEB Obligation	405,000
Net OPEB Obligation, Beginning of Year	<u>65,000</u>
Net OPEB Obligation, End of Year	<u><u>\$ 470,000</u></u>

The University's annual OPEB cost, the percentage of annual OPEB cost contributed to the OPEB Plan, and the net OPEB obligation as of June 30, 2016, and for the 2 preceding fiscal years were as follows:

<u>Fiscal Year</u>	<u>Annual OPEB Cost</u>	<u>Percentage of Annual OPEB Cost Contributed</u>	<u>Net OPEB Obligation</u>
2013-14	\$ 33,000	0.0%	\$ 33,000
2014-15	32,000	0.0%	65,000
2015-16	406,000	0.2%	470,000

Funded Status and Funding Progress. As of July 1, 2015, the most recent actuarial valuation date, the actuarial accrued liability for benefits was \$2,464,000, and the actuarial value of assets was \$0, resulting in an unfunded actuarial accrued liability of \$2,464,000, and a funded ratio of 0 percent. The covered payroll (annual payroll of active participating employees) was \$7,174,213 for the 2015-16 fiscal year, and the ratio of the unfunded actuarial accrued liability to the covered payroll was 34.3 percent.

Actuarial valuations for an OPEB Plan involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment and termination, mortality, and healthcare cost trends. Actuarially determined amounts regarding the funded status of the OPEB Plan and the annual required contributions of the employer are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future. The Schedule of Funding Progress, presented as required

supplementary information following the notes to financial statements, presents multiyear trend information that shows whether the actuarial value of OPEB Plan assets is increasing or decreasing over time relative to the actuarial accrued liabilities for benefits.

Actuarial Methods and Assumptions. Projections of benefits for financial reporting purposes are based on the substantive OPEB Plan provisions, as understood by the employer and participating members, and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and participating members. The actuarial calculations of the OPEB Plan reflect a long-term perspective. Consistent with this perspective, the actuarial valuations used actuarial methods and assumptions that include techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities and the actuarial value of assets.

The University's OPEB actuarial valuation as of July 1, 2015, used the entry-age cost actuarial method to estimate the actuarial accrued liability as of June 30, 2016, and the University's 2015-16 fiscal year ARC. This method was selected because it is the same method used for the valuation of the Florida Retirement System. Because the OPEB liability is currently unfunded, the actuarial assumptions included a 4 percent rate of return on invested assets, which is the University's expectation of investment returns under its investment policy. The actuarial assumptions also included a payroll growth rate of 3.25 percent per year and an inflation rate of 3 percent. Initial healthcare cost trend rates were 4.4 percent, 8.5 percent, and 9.3 percent for the first 3 years, respectively, for all retirees in the Preferred Provider Option (PPO) Plan, and 3.5 percent, 6.6 percent, and 7.5 percent for the first 3 years for all retirees in the Health Maintenance Organization (HMO) Plan. The PPO and HMO healthcare trend rates both grade down to an ultimate rate of 3.9 percent over 70 years. The unfunded actuarial accrued liability is being amortized over 30 years using the level percentage of projected payroll on an open basis. The remaining amortization period at June 30, 2016, was 29 years.

8. Retirement Plans – Defined Benefit Pension Plans

General Information about the Florida Retirement System (FRS)

The FRS was created in Chapter 121, Florida Statutes, to provide a defined benefit pension plan for participating public employees. The FRS was amended in 1998 to add the Deferred Retirement Option Program (DROP) under the defined benefit plan and amended in 2000 to provide a defined contribution plan alternative to the defined benefit plan for FRS members effective July 1, 2002. This integrated defined contribution pension plan is the FRS Investment Plan. Chapter 112, Florida Statutes, established the Retiree Health Insurance Subsidy (HIS) Program, a cost-sharing multiple-employer defined benefit pension plan to assist retired members of any State-administered retirement system in paying the costs of health insurance. Chapter 121, Florida Statutes, also provides for nonintegrated, optional retirement programs in lieu of the FRS to certain members of the Senior Management Service Class employed by the State and faculty and specified employees in the State university system.

Essentially all regular employees of the University are eligible to enroll as members of the State-administered FRS. Provisions relating to the FRS are established by Chapters 121 and 122, Florida Statutes; Chapter 112, Part IV, Florida Statutes; Chapter 238, Florida Statutes; and FRS Rules, Chapter 60S, Florida Administrative Code; wherein eligibility, contributions, and benefits are defined and described in detail. Such provisions may be amended at any time by further action from the

Florida Legislature. The FRS is a single retirement system administered by the Florida Department of Management Services, Division of Retirement, and consists of two cost-sharing multiple-employer defined benefit plans and other nonintegrated programs. A comprehensive annual financial report of the FRS, which includes its financial statements, required supplementary information, actuarial report, and other relevant information, is available from the Florida Department of Management Services' Web site (www.dms.myflorida.com).

The University's FRS and HIS pension expense totaled \$1,038,797 for the fiscal year ended June 30, 2016.

FRS Pension Plan

Plan Description. The FRS Pension Plan (Plan) is a cost-sharing multiple-employer defined benefit pension plan, with a DROP for eligible employees. The general classes of membership are as follows:

- *Regular Class* – Members of the FRS who do not qualify for membership in the other classes.
- *Senior Management Service Class (SMSC)* – Members in senior management level positions.
- *Special Risk Class* – Members who are employed as law enforcement officers and meet the criteria to qualify for this class.

Employees enrolled in the Plan prior to July 1, 2011, vest at 6 years of creditable service and employees enrolled in the Plan on or after July 1, 2011, vest at 8 years of creditable service. All vested members, enrolled prior to July 1, 2011, are eligible for normal retirement benefits at age 62 or at any age after 30 years of service, except for members classified as special risk who are eligible for normal retirement benefits at age 55 or at any age after 25 years of service. All members enrolled in the Plan on or after July 1, 2011, once vested, are eligible for normal retirement benefits at age 65 or any time after 33 years of creditable service, except for members classified as special risk who are eligible for normal retirement benefits at age 60 or at any age after 30 years of service. Employees enrolled in the Plan may include up to 4 years of credit for military service toward creditable service. The Plan also includes an early retirement provision; however, there is a benefit reduction for each year a member retires before his or her normal retirement date. The Plan provides retirement, disability, death benefits, and annual cost of living adjustments to eligible participants.

DROP, subject to provisions of Section 121.091, Florida Statutes, permits employees eligible for normal retirement under the Plan to defer receipt of monthly benefit payments while continuing employment with an FRS-participating employer. An employee may participate in DROP for a period not to exceed 60 months after electing to participate. During the period of DROP participation, deferred monthly benefits are held in the FRS Trust Fund and accrue interest. The net pension liability does not include amounts for DROP participants, as these members are considered retired and are not accruing additional pension benefits.

Benefits Provided. Benefits under the Plan are computed on the basis of age, and/or years of service, average final compensation, and credit service. Credit for each year of service is expressed as a percentage of the average final compensation. For members initially enrolled before July 1, 2011, the average final compensation is the average of the 5 highest fiscal years' earnings; for members initially enrolled on or after July 1, 2011, the average final compensation is the average of the 8 highest fiscal years' earnings. The total percentage value of the benefit received is determined by calculating the total

value of all service, which is based on retirement plan and/or the class to which the member belonged when the service credit was earned. Members are eligible for in-line-of-duty or regular disability and survivors' benefits. The following chart shows the percentage value for each year of service credit earned:

<u>Class, Initial Enrollment, and Retirement Age/Years of Service</u>	<u>% Value</u>
Regular Class members initially enrolled before July 1, 2011	
Retirement up to age 62 or up to 30 years of service	1.60
Retirement at age 63 or with 31 years of service	1.63
Retirement at age 64 or with 32 years of service	1.65
Retirement at age 65 or with 33 or more years of service	1.68
Regular Class members initially enrolled on or after July 1, 2011	
Retirement up to age 65 or up to 33 years of service	1.60
Retirement at age 66 or with 34 years of service	1.63
Retirement at age 67 or with 35 years of service	1.65
Retirement at age 68 or with 36 or more years of service	1.68
Special Risk Regular	
Service on and after October 1, 1974	3.00
Senior Management Service Class	2.00

As provided in Section 121.101, Florida Statutes, if the member is initially enrolled in the FRS before July 1, 2011, and all service credit was accrued before July 1, 2011, the annual cost-of-living adjustment is 3 percent per year. If the member is initially enrolled before July 1, 2011, and has service credit on or after July 1, 2011, there is an individually calculated cost-of-living adjustment. The annual cost-of-living adjustment is a proportion of 3 percent determined by dividing the sum of the pre-July 2011 service credit by the total service credit at retirement multiplied by 3 percent. Plan members initially enrolled on or after July 1, 2011, will not have a cost-of-living adjustment after retirement.

Contributions. The Florida Legislature establishes contribution rates for participating employers and employees. Contribution rates during the 2015-16 fiscal year were:

<u>Class</u>	<u>Percent of Gross Salary</u>	
	<u>Employee</u>	<u>Employer (1)</u>
FRS, Regular	3.00	7.26
FRS, Senior Management Service	3.00	21.43
FRS, Special Risk	3.00	22.04
Deferred Retirement Option Program - Applicable to Members from All of the Above Classes	0.00	12.88

Note: (1) Employer rates include 1.66 percent for the postemployment health insurance subsidy. Also, employer rates, other than for DROP participants, include 0.04 percent for administrative costs of the Investment Plan.

The University's contributions to the Plan totaled \$563,074 for the fiscal year ended June 30, 2016.

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions. At June 30, 2016, the University reported a liability of \$2,583,054 for its proportionate share of the net pension liability. The net pension liability was measured as of

June 30, 2015, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2015. The University's proportionate share of the net pension liability was based on the University's 2014-15 fiscal year contributions relative to the total 2014-15 fiscal year contributions of all participating members. At June 30, 2015, the University's proportionate share was 0.019998331 percent, which was an increase of 0.010350316 from its proportionate share measured as of June 30, 2014.

For the year ended June 30, 2016, the University recognized pension expense of \$682,387. In addition, the University reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

<u>Description</u>	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ 272,694	\$ 61,262
Change of assumptions	171,446	-
Net difference between projected and actual earnings on FRS Plan investments	-	616,790
Changes in proportion and differences between University contributions and proportionate share of contributions	2,396,471	-
University FRS contributions subsequent to the measurement date	563,074	-
Total	<u>\$ 3,403,685</u>	<u>\$ 678,052</u>

The deferred outflows of resources related to pensions totaling \$563,074, resulting from University contributions subsequent to the measurement date, will be recognized as a reduction of the net pension liability in the year ending June 30, 2017. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

<u>Fiscal Year Ending June 30</u>	<u>Amount</u>
2017	\$ 352,979
2018	352,979
2019	352,979
2020	861,851
2021	226,335
Thereafter	15,436
Total	<u>\$ 2,162,559</u>

Actuarial Assumptions. The total pension liability in the July 1, 2015, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.60 percent
Salary increases	3.25 percent, average, including inflation
Investment rate of return	7.65 percent, net of pension plan investment expense, including inflation

Mortality rates were based on the Generational RP-2000 with Projection Scale BB.

The actuarial assumptions used in the July 1, 2015 valuation were based on the results of an actuarial experience study for the period July 1, 2008, through June 30, 2013.

The long-term expected rate of return on pension plan investments was not based on historical returns, but instead is based on a forward-looking capital market economic model. The allocation policy's description of each asset class was used to map the target allocation to the asset classes shown below. Each asset class assumption is based on a consistent set of underlying assumptions, and includes an adjustment for the inflation assumption. The target allocation and best estimates of arithmetic and geometric real rates of return for each major asset class are summarized in the following table:

<u>Asset Class</u>	<u>Target Allocation (1)</u>	<u>Annual Arithmetic Return</u>	<u>Compound Annual (Geometric) Return</u>	<u>Standard Deviation</u>
Cash	1%	3.2%	3.1%	1.7%
Fixed Income	18%	4.8%	4.7%	4.7%
Global Equity	53%	8.5%	7.2%	17.7%
Real estate (Property)	10%	6.8%	6.2%	12.0%
Private Equity	6%	11.9%	8.2%	30.0%
Strategic Investments	12%	6.7%	6.1%	11.4%
Total	<u>100%</u>			
Assumed inflation - Mean		2.6%		1.9%

Note: (1) As outlined in the Plan's investment policy.

Discount Rate. The discount rate used to measure the total pension liability was 7.65 percent. The Plan's fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the discount rate for calculating the total pension liability is equal to the long-term expected rate of return.

Sensitivity of the University's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate. The following presents the University's proportionate share of the net pension liability calculated using the discount rate of 7.65 percent, as well as what the University's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1 percentage point lower (6.65 percent) or 1 percentage point higher (8.65 percent) than the current rate:

	<u>1% Decrease (6.65%)</u>	<u>Current Discount Rate (7.65%)</u>	<u>1% Increase (8.65%)</u>
University's proportionate share of the net pension liability	\$ 6,693,274	\$ 2,583,054	\$ (837,326)

Pension Plan Fiduciary Net Position. Detailed information about the Plan's fiduciary net position is available in the separately issued FRS Pension Plan and Other State Administered Systems Comprehensive Annual Financial Report.

HIS Pension Plan

Plan Description. The HIS Pension Plan (HIS Plan) is a cost-sharing multiple-employer defined benefit pension plan established under section 112.363, Florida Statutes. The benefit is a monthly payment to assist retirees of State-administered retirement systems in paying their health insurance costs and is administered by the Florida Department of Management Services, Division of Retirement.

Benefits Provided. For the fiscal year ended June 30, 2016, eligible retirees and beneficiaries received a monthly HIS payment of \$5 for each year of creditable service completed at the time of retirement with a minimum HIS payment of \$30 and a maximum HIS payment of \$150 per month, pursuant to Section 112.363, Florida Statutes. To be eligible to receive a HIS Plan benefit, a retiree under a State-administered retirement system must provide proof of health insurance coverage, which can include Medicare.

Contributions. The HIS Plan is funded by required contributions from FRS participating employers as set by the Florida Legislature. Employer contributions are a percentage of gross compensation for all active FRS members. For the fiscal year ended June 30, 2016, the contribution rate was 1.66 percent of payroll pursuant to Section 112.363, Florida Statutes. The University contributed 100 percent of its statutorily required contributions for the current and preceding 3 years. HIS Plan contributions are deposited in a separate trust fund from which HIS payments are authorized. HIS Plan benefits are not guaranteed and are subject to annual legislative appropriation. In the event the legislative appropriation or available funds fail to provide full subsidy benefits to all participants, benefits may be reduced or canceled.

The University's contributions to the HIS Plan totaled \$121,161 for the fiscal year ended June 30, 2016.

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources Related to Pensions. At June 30, 2016, the University reported a liability of \$1,885,366 for its proportionate share of the net pension liability. The current portion of the net pension liability is the University's proportionate share of benefit payments expected to be paid within one year, net of the University's proportionate share of the HIS Plan's fiduciary net position available to pay that amount. The net pension liability was measured as of June 30, 2015, and the total pension liability used to calculate the net pension liability was determined by applying update procedures to the HIS Plan actuarial valuation as of July 1, 2014. The University's proportionate share of the net pension liability was based on the University's 2014-15 fiscal year contributions relative to the total 2014-15 fiscal year contributions of all participating members. At June 30, 2015, the University's proportionate share was 0.018486835 percent, which was an increase of 0.008941776 from its proportionate share measured as of June 30, 2014.

For the fiscal year ended June 30, 2016, the University recognized pension expense of \$356,410. In addition, the University reported deferred outflows of resources related to pensions from the following sources:

<u>Description</u>	<u>Deferred Outflows of Resources</u>
Change of assumptions	\$ 148,329
Net difference between projected and actual earnings on HIS Plan investments	1,021
Changes in proportion and differences between University HIS contributions and proportionate share of HIS contributions	1,234,873
University HIS contributions subsequent to the measurement date	121,161
Total	\$ 1,505,384

The deferred outflows of resources totaling \$121,161 resulting from University contributions subsequent to the measurement date, will be recognized as a reduction of the net pension liability in the fiscal year ending June 30, 2017. Other amounts reported as deferred outflows of resources related to pensions will be recognized in pension expense as follows:

<u>Fiscal Year Ending June 30</u>	<u>Amount</u>
2017	\$ 261,707
2018	261,707
2019	261,707
2020	261,498
2021	261,400
Thereafter	76,204
Total	\$ 1,384,223

Actuarial Assumptions. The total pension liability at July 1, 2015, determined by applying update procedures to the actuarial valuation at July 1, 2014, used the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.60 percent
Salary increases	3.25 percent, average, including inflation
Municipal bond rate	3.80 percent

Mortality rates were based on the Generational RP-2000 with Projected Scale BB.

While an experience study had not been completed for the HIS Plan, the actuarial assumptions that determined the total pension liability for the HIS Plan were based on certain results of the most recent experience study for the FRS Plan.

Discount Rate. The discount rate used to measure the total pension liability was 3.8 percent. In general, the discount rate for calculating the total pension liability is equal to the single rate equivalent to discounting at the long-term expected rate of return for benefit payments prior to the projected depletion date. Because the HIS benefit is essentially funded on a pay-as-you-go basis, the depletion date is considered to be immediate, and the single equivalent discount rate is equal to the municipal bond rate selected by the plan sponsor. The Bond Buyer General Obligation 20-Bond Municipal Bond Index was

adopted as the applicable municipal bond index. The discount rate used to determine the total pension liability decreased from 4.29 percent from the prior measurement date.

Sensitivity of the University's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate. The following presents the University's proportionate share of the net pension liability calculated using the discount rate of 3.8 percent, as well as what the University's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1 percentage point lower (2.8 percent) or 1 percentage point higher (4.8 percent) than the current rate:

	1% Decrease (2.8%)	Current Discount Rate (3.8%)	1% Increase (4.8%)
University's proportionate share of the net pension liability	\$ 2,148,287	\$ 1,885,366	\$ 1,666,130

Pension Plan Fiduciary Net Position. Detailed information about the HIS Plan's fiduciary net position is available in the separately issued FRS Pension Plan and Other State Administered Comprehensive Annual Financial Report.

9. Retirement Plans – Defined Contribution Pension Plans

FRS Investment Plan. The SBA administers the defined contribution plan officially titled the FRS Investment Plan (Investment Plan). The Investment Plan is reported in the SBA's annual financial statements and in the State of Florida Comprehensive Annual Financial Report.

As provided in Section 121.4501, Florida Statutes, eligible FRS members may elect to participate in the Investment Plan in lieu of the FRS defined benefit plan. University employees already participating in the State University System Optional Retirement Program or DROP are not eligible to participate in the Investment Plan. Employer and employee contributions are defined by law, but the ultimate benefit depends in part on the performance of investment funds. Service retirement benefits are based upon the value of the member's account upon retirement. Benefit terms, including contribution requirements, are established and may be amended by the Florida Legislature. The Investment Plan is funded with the same employer and employee contributions, that are based on salary and membership class (Regular Class, Senior Management Service Class, etc.), as the FRS defined benefit plan. Contributions are directed to individual member accounts, and the individual members allocate contributions and account balances among various approved investment choices. Costs of administering the Investment Plan, including the FRS Financial Guidance Program, are funded through an employer contribution of 0.04 percent of payroll and by forfeited benefits of Investment Plan members. Allocations to the Investment Plan member accounts during the 2015-16 fiscal year were as follows:

<u>Class</u>	<u>Percent of Gross Compensation</u>
FRS, Regular	6.30
FRS, Senior Management Service	7.67
FRS, Special Risk Regular	14.00

For all membership classes, employees are immediately vested in their own contributions and are vested after 1 year of service for employer contributions and investment earnings regardless of membership class. If an accumulated benefit obligation for service credit originally earned under the FRS Pension Plan is transferred to the FRS Investment Plan, the member must have the years of service required for FRS Pension Plan vesting (including the service credit represented by the transferred funds) to be vested for these funds and the earnings on the funds. Nonvested employer contributions are placed in a suspense account for up to 5 years. If the employee returns to FRS-covered employment within the 5-year period, the employee will regain control over their account. If the employee does not return within the 5-year period, the employee will forfeit the accumulated account balance. For the fiscal year ended June 30, 2016, the information for the amount of forfeitures was unavailable from the SBA; however, management believes that these amounts, if any, would be immaterial to the University.

After termination and applying to receive benefits, the member may rollover vested funds to another qualified plan, structure a periodic payment under the Investment Plan, receive a lump-sum distribution, leave the funds invested for future distribution, or any combination of these options. Disability coverage is provided in which the member may either transfer the account balance to the FRS Pension Plan when approved for disability retirement to receive guaranteed lifetime monthly benefits under the FRS Pension Plan, or remain in the Investment Plan and rely upon that account balance for retirement income.

The University's Investment Plan pension expense totaled \$130,609 for the fiscal year ended June 30, 2016.

State University System Optional Retirement Program. Section 121.35, Florida Statutes, provides for an Optional Retirement Program (Program) for eligible university instructors and administrators. The Program is designed to aid State universities in recruiting employees by offering more portability to employees not expected to remain in FRS for 8 or more years.

The Program is a defined contribution plan, which provides full and immediate vesting of all contributions submitted to the participating companies on behalf of the participant. Employees in eligible positions can make an irrevocable election to participate in the Program, rather than the FRS, and purchase retirement and death benefits through contracts provided by certain insurance carriers. The employing university contributes 5.14 percent of the participant's salary to the participant's account, 2.65 percent to cover the unfunded actuarial liability of the FRS pension plan, 0.01 percent to cover administrative costs, for a total of 7.8 percent, and employees contribute 3 percent of the employee's salary. Additionally, the employee may contribute, by payroll deduction, an amount not to exceed the percentage contributed by the University to the participant's annuity account. The contributions are invested in the company or companies selected by the participant to create a fund for the purchase of annuities at retirement.

The University's contributions to the Program totaled \$335,541 and employee contributions totaled \$245,133 for the 2015-16 fiscal year.

10. Construction Commitments

The University's construction commitments at June 30, 2016, are as follows:

<u>Project Description</u>	<u>Total Commitment</u>	<u>Completed to Date</u>	<u>Balance Committed</u>
Parking Lots 6 and 8	\$ 1,700,000	\$ 1,507,473	\$ 192,527
Recreation Building	2,000,000	20,551	1,979,449
Wellness Center Expansion	2,000,000	296,653	1,703,347
Subtotal	<u>5,700,000</u>	<u>1,824,677</u>	<u>3,875,323</u>
Other Projects (1)	<u>3,942,136</u>	<u>877,990</u>	<u>3,064,146</u>
Total	<u>\$ 9,642,136</u>	<u>\$ 2,702,667</u>	<u>\$ 6,939,469</u>

Note: (1) Individual projects with current balance committed of less than \$1.5 million at June 30, 2016.

11. Risk Management Programs

The University is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. Pursuant to Section 1001.72(2), Florida Statutes, the University participates in State self-insurance programs providing insurance for property and casualty, workers' compensation, general liability, fleet automotive liability, Federal Civil Rights, and employment discrimination liability. During the 2015-16 fiscal year, for property losses, the State retained the first \$2 million per occurrence for all perils except named windstorm and flood. The State retained the first \$2 million per occurrence with an annual aggregate retention of \$40 million for named windstorm and flood losses. After the annual aggregate retention, losses in excess of \$2 million per occurrence were commercially insured up to \$54 million for named windstorm and flood through February 14, 2016, and increased to \$85 million starting February 15, 2016. For perils other than named windstorm and flood, losses in excess of \$2 million per occurrence were commercially insured up to \$200 million; and losses exceeding those amounts were retained by the State. No excess insurance coverage is provided for workers' compensation, general and automotive liability, Federal Civil Rights and employment action coverage; all losses in these categories are completely self-insured by the State through the State Risk Management Trust Fund established pursuant to Chapter 284, Florida Statutes. Payments on tort claims are limited to \$200,000 per person, and \$300,000 per occurrence as set by Section 768.28(5), Florida Statutes. Calculation of premiums considers the cash needs of the program and the amount of risk exposure for each participant. Settlements have not exceeded insurance coverage during the past 3 fiscal years.

Pursuant to Section 110.123, Florida Statutes, University employees may obtain healthcare services through participation in the State group health insurance plan or through membership in a health maintenance organization plan under contract with the State. The State's risk financing activities associated with State group health insurance, such as risk of loss related to medical and prescription drug claims, are administered through the State Employees Group Health Insurance Trust Fund. It is the practice of the State not to purchase commercial coverage for the risk of loss covered by this Fund. Additional information on the State's group health insurance plan, including the actuarial report, is available from the Florida Department of Management Services, Division of State Group Insurance.

12. Functional Distribution of Operating Expenses

The functional classification of an operating expense (instruction, research, etc.) is assigned to a department based on the nature of the activity, which represents the material portion of the activity attributable to the department. For example, activities of an academic department for which the primary departmental function is instruction may include some activities other than direct instruction such as research and public service. However, when the primary mission of the department consists of instructional program elements, all expenses of the department are reported under the instruction classification. The operating expenses on the statement of revenues, expenses, and changes in net position are presented by natural classifications. The following are those same expenses presented in functional classifications as recommended by NACUBO:

Functional Classification	Amount
Instruction	\$ 4,362,564
Research	2,387,720
Public Services	137,312
Academic Support	5,480,113
Student Services	2,611,420
Institutional Support	16,610,066
Operation and Maintenance of Plant	2,158,219
Scholarships and Waivers	2,571,337
Depreciation	4,553,877
Auxiliary Enterprises	2,525,006
Total Operating Expenses	\$ 43,397,634

13. Current Unrestricted Funds

The Southern Association of Colleges and Schools, which establishes the accreditation requirements for institutions of higher education, requires a disclosure of the financial position of unrestricted net position, exclusive of plant assets and plant-related debt, which represents the change in unrestricted net position. To meet this requirement, statements of net position and revenues, expenses, and changes in net position for the current unrestricted funds are presented, as follows:

Statement of Current Unrestricted Funds Net Position

ASSETS

Current Assets:

Cash and Cash Equivalents	\$	1,422,220
Investments		33,024,092
Accounts Receivable		90,465
Due From Other Funds		10,624,742
Interest Receivable		45,096
		45,206,615

TOTAL ASSETS

45,206,615

DEFERRED OUTFLOWS OF RESOURCES

Deferred Amounts Related to Pensions		4,909,069
		4,909,069

LIABILITIES

Current Liabilities:

Accounts Payable		2,216,331
Salary and Wages Payable		276,247
Deposits Payable		23,976
Compensated Absences Payable		236,215
Net Pension Liability		103,800
		2,856,569

Total Current Liabilities

2,856,569

Noncurrent Liabilities:

Compensated Absences Payable		2,125,939
Other Postemployment Benefits Payable		465,697
Net Pension Liability		4,364,620
		6,956,256

TOTAL LIABILITIES

6,956,256

DEFERRED INFLOWS OF RESOURCES

Deferred Amounts Related to Pensions		678,052
		678,052

TOTAL NET POSITION

\$ 39,624,807

**Statement of Current Unrestricted Funds Revenues,
Expenses, and Changes in Net Position**

REVENUES

Operating Revenues:

Student Tuition and Fees, Net of Scholarship Allowances of \$1,314,971	\$ 1,371,534
Sales and Services of Auxiliary Enterprises	2,495,942
Total Operating Revenues	<u>3,867,476</u>

EXPENSES

Operating Expenses:

Compensation and Employee Benefits	18,331,976
Services and Supplies	16,602,258
Utilities and Communications	858,399
Scholarships and Waivers	1,106,457
Total Operating Expenses	<u>36,899,090</u>
Operating Loss	<u>(33,031,614)</u>

NONOPERATING REVENUES (EXPENSES)

State Noncapital Appropriations	34,072,669
Investment Income	532,662
Net Increase in Fair Value of Assets	598,720
Interest on Capital Asset-Related Debt	(52,383)
Other Nonoperating Revenues	3,597
Net Nonoperating Revenues (Expenses)	<u>35,155,265</u>

**Income (Loss) Before Other Revenues,
Expenses, Gains, or Losses**

Transfers to/from Other Funds	2,123,651
	<u>(4,542,918)</u>

Decrease in Net Position

Net Position, Beginning of Year	42,044,074
Net Position, End of Year	<u>\$ 39,624,807</u>

OTHER REQUIRED SUPPLEMENTARY INFORMATION

Schedule of Funding Progress – Other Postemployment Benefits Plan

Actuarial Valuation Date	Actuarial Value of Assets (a)	Actuarial Accrued Liability (AAL) (1) (b)	Unfunded AAL (UAAL) (b-a)	Funded Ratio (a/b)	Covered Payroll (c)	UAAL as a Percentage of Covered Payroll [(b-a)/c]
7/1/2013	-	257,000	257,000	0%	4,420,523	5.8%
7/1/2015	-	2,464,000	2,464,000	0%	7,174,213	34.3%

Note: (1) The entry-age cost actuarial method was used to calculate the actuarial accrued liability.

Schedule of the University's Proportionate Share of the Net Pension Liability – Florida Retirement System Pension Plan

	2015 (1)	2014 (1)	2013 (1)
University's proportion of the FRS net pension liability	0.019998331%	0.009648015%	0.000813120%
University's proportionate share of the FRS net pension liability	\$ 2,583,054	\$ 588,671	\$ 139,974
University's covered-employee payroll (2)	\$ 8,912,958	\$ 4,212,980	\$ 348,928
University's proportionate share of the FRS net pension liability as a percentage of its covered-employee payroll	28.98%	13.97%	40.12%
FRS Plan fiduciary net position as a percentage of the FRS total pension liability	92.00%	96.09%	88.54%

Notes: (1) The amounts presented for each fiscal year were determined as of June 30.

(2) Covered-employee payroll includes defined benefit plan actives, investment plan members, State university system optional retirement program members, and members in DROP because total employer contributions are determined on a uniform basis (blended rate) as required by Part III of Chapter 121, Florida Statutes.

Schedule of University Contributions – Florida Retirement System Pension Plan

	2016 (1)	2015 (1)	2014 (1)
Contractually required FRS contribution	\$ 563,074	\$ 487,576	\$ 211,332
FRS contributions in relation to the contractually required contribution	(563,074)	(487,576)	(211,332)
FRS contribution deficiency (excess)	\$ -	\$ -	\$ -
University's covered-employee payroll (2)	\$ 11,660,838	\$ 8,912,958	\$ 4,212,980
FRS contributions as a percentage of covered-employee payroll	4.83%	5.47%	5.02%

Notes: (1) The amounts presented for each fiscal year were determined as of June 30.

(2) Covered-employee payroll includes defined benefit plan actives, investment plan members, State university system optional retirement program members, and members in DROP because total employer contributions are determined on a uniform basis (blended rate) as required by Part III of Chapter 121, Florida Statutes.

**Schedule of the University's Proportionate Share
of the Net Pension Liability –
Health Insurance Subsidy Pension Plan**

	<u>2015 (1)</u>	<u>2014 (1)</u>	<u>2013 (1)</u>
University's proportion of the HIS net pension liability	0.018486835%	0.009545059%	0.000943115%
University's proportionate share of the HIS net pension liability	\$ 1,885,366	\$ 892,486	\$ 82,111
University's covered-employee payroll (2)	\$ 5,391,296	\$ 2,508,042	\$ 55,192
University's proportionate share of the HIS net pension liability as a percentage of its covered-employee payroll	34.97%	35.58%	148.77%
HIS Plan fiduciary net position as a percentage of the HIS total pension liability	0.50%	0.99%	1.78%

Notes: (1) The amounts presented for each fiscal year were determined as of June 30.

(2) Covered-employee payroll includes defined benefit plan actives, investment plan members, and members in DROP.

**Schedule of University Contributions –
Health Insurance Subsidy Pension Plan**

	<u>2016 (1)</u>	<u>2015 (1)</u>	<u>2014 (1)</u>
Contractually required HIS contribution	\$ 121,161	\$ 70,668	\$ 32,698
HIS contributions in relation to the contractually required HIS contribution	(121,161)	(70,668)	(32,698)
HIS contribution deficiency (excess)	\$ -	\$ -	\$ -
University's covered-employee payroll (2)	\$ 7,298,830	\$ 5,391,296	\$ 2,508,042
HIS contributions as a percentage of covered-employee payroll	1.66%	1.31%	1.30%

Notes: (1) The amounts presented for each fiscal year were determined as of June 30.

(2) Covered-employee payroll includes defined benefit plan actives, investment plan members, and members in DROP.

NOTES TO REQUIRED SUPPLEMENTARY INFORMATION

1. Schedule of Funding Progress – Other Postemployment Benefit Plan

For the July 1, 2015, valuation, the following key assumptions were modified to reflect current experience:

(1) the per capita claims cost assumption increased, (2) retiree contributions were not as high as expected (3) the healthcare trend rate assumption was revised, and (4) certain demographic assumptions were revised (retirement rates, termination rates, etc).

**2. Schedule of Net Pension Liability and Schedule of Contributions –
Health Insurance Subsidy Pension Plan**

Changes of Assumptions. The municipal rate used to determine total pension liability decreased from 4.29 percent to 3.80 percent.



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The President of the Senate, the Speaker of the
House of Representatives, and the
Legislative Auditing Committee

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Florida Polytechnic University, a component unit of the State of Florida, and its discretely presented component unit as of and for the fiscal year ended June 30, 2016, and the related notes to the financial statements, which collectively comprise the University's basic financial statements, and have issued our report thereon dated December 15, 2016, included under the heading **INDEPENDENT AUDITOR'S REPORT**. Our report includes a reference to other auditors who audited the financial statements of the discretely presented component unit, as described in our report on the University's financial statements. This report does not include the results of the other auditors' testing of internal control over financial reporting or compliance and other matters that are reported on separately by those auditors.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the University's internal control over financial reporting (internal control) to determine audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the University's internal control. Accordingly, we do not express an opinion on the effectiveness of the University's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the University's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control

that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the University's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, rules, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the University's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the University's internal control and compliance. Accordingly, this report is not suitable for any other purpose.

Respectfully submitted,



Sherrill F. Norman, CPA
Tallahassee, Florida
December 15, 2016

FLORIDA

POLYTECHNIC
UNIVERSITY

BOARD OF TRUSTEES

Wednesday, December 21, 2016
10:45 a.m. Eastern Standard Time
(or upon adjournment of the prior committee meeting)

Teleconference:
Dial: 888-670-3525
Passcode: 4872254143#

Frank Martin, Chair
Bill Brown
Dr. Sandra Featherman
Cliff Otto

Don Wilson, Vice Chair
Dr. Christina Drake
Dr. Richard Hallion
Veronica Perez-Herrera

Mark Bostick
Rear Admiral Philip Dur
Henry McCance
Bob Stork

AGENDA

- | | | |
|------|---|---------------------------------|
| I. | Call to Order | Frank Martin, Chair |
| II. | Roll Call | Maggie Mariucci |
| III. | Public Comment | Frank Martin, Chair |
| IV. | Approval of Minutes | |
| | A. Public Hearing September 7, 2016 (Pg. 3-4)
Action required | Frank Martin, Chair |
| | B. Special Board Meeting September 7, 2016 (Pg. 5)
Action required | Frank Martin, Chair |
| V. | Committee Reports | |
| | A. Academic and Student Affairs Committee | Dr. Sandra Featherman,
Chair |
| | 1. Approval of the Revised Faculty Handbook (Pg. 6-7)
Action required | |

B. Audit and Compliance Committee

Cliff Otto, Chair

1. [Audit of the Annual Financial Report](#) (Pg. 8)

Action required

V. Closing Remarks and Adjournment

Frank Martin, Chair

DRAFT

**FLORIDA POLYTECHNIC UNIVERSITY
BOARD OF TRUSTEES
PUBLIC HEARING**

**Florida Polytechnic University
Admissions Center
4700 Research Way
Lakeland, FL 33805
September 7, 2016 @ 5:05 p.m.**

I. Call to Order and Roll Call

Chair Frank Martin called the Public Hearing for the 2015-2025 Campus Master Plan to order at 5:05 p.m.

Board of Trustees present: Chair Frank Martin, Vice-Chair Don Wilson, Trustee Mark Bostick, Trustee Christina Drake, Trustee Philip Dur, Trustee Sandra Featherman, Trustee Richard Hallion, Trustee Henry McCance, Trustee Cliff Otto, Trustee Veronica Perez-Herrera, and Trustee Bob Stork were present.

Staff present: President Randy Avent, Kevin Aspegren, Gina DeIulio, Crystal Lauderdale, Maggie Mariucci, Rick Maxey, Terry Parker and Mark Mroczkowski were present.

II. Opening Remarks

Chair Frank Martin reported Florida law sets out a procedure for approval and adoption of Campus Master Plans for all public universities. Chair Martin stated the Board held the first of two required public hearings on March 16, 2016.

At this point, Chair Martin opened the public hearing.

Chair Martin provided instruction for those in the audience or on the phone wishing to address the public hearing.

Mark Mroczkowski, Vice President and University CFO, addressed the public hearing and provided an overview of the Florida Polytechnic 2015-2025 Campus Master Plan.

Mark stated Brenna Durden with Lewis, Longman & Walker, P.A., Outside Counsel, was available on the phone and General Counsel in the room to answer questions.

Mark mentioned no public comments were received during the first public hearing held in March 2016. However, the 2015-2025 Campus Master Plan was sent out to nine local communities with 3 responding "no comment", 3 did not reply, and 3 replied with minor comments which were addressed.

Chair Martin then asked if there were any requests for public comment either in person or via phone. Maggie Mariucci indicated there were no requests.

Chair Martin stated no one in the room or on the phone had requested the right to address the public hearing. Having received no requests, Chair Martin inquired of outside counsel how long the hearing must be held open. Brenna Durden, Outside Counsel, indicated there is no mandatory period of time and the public hearing could be closed.

With no further questions or comments, Chair Martin closed the public hearing for the 2015-2025 Campus Master Plan at 5:10 p.m.

DRAFT

DRAFT

**FLORIDA POLYTECHNIC UNIVERSITY
BOARD OF TRUSTEES
CAMPUS MASTER PLAN MEETING**

**Florida Polytechnic University
Admissions Center
4700 Research Way
Lakeland, FL 33805
September 7, 2016 at 5:10 p.m.**

I. Call to Order and Roll Call

Chair Frank Martin called the special Board of Trustees meeting for the 2015-2025 Campus Master Plan to order at 5:10 p.m.

Chair Martin asked if there was any discussion or comments from the Board of Trustees. As there were no comments, Chair Martin opened the floor for a motion to approve the 2015-2025 Campus Master Plan.

Trustee Richard Hallion made a motion to approve the 2015-2025 Campus Master Plan as presented. Trustee Philip Dur seconded the motion; a vote was taken, and the motion passed unanimously.

As there was no further business to discuss, the special Board of Trustees meeting for the 2015-2025 Campus Master Plan was adjourned at 5:12 p.m.

AGENDA ITEM: V. A. 1.

**Florida Polytechnic University
Board of Trustees
December 21, 2016**

Subject: Approval of Revised Faculty Handbook

Proposed Board Action

Approve the revised faculty handbook.

Background Information

Over the course of the fall semester, the Academic Policies and Procedures Committee (APPC) has carefully produced a significantly revised Faculty Handbook for Florida Poly. The Faculty Handbook sets forth standards for the academic enterprise with a focus on the interactions of the faculty with the institution. As such, the faculty handbook is extraordinarily important to the culture at the university.

Two primary factors drove this Faculty Handbook rewrite initiative:

- By adding in a few key elements to the Faculty Handbook, we improve our level of compliance with SACSCOC standards.
- An appropriately structured Faculty Handbook becomes the basis for sustaining positive relationships between the faculty and the administration as we move forward.

The objectives for this significant reconfiguration of the Faculty Handbook were:

- Adoption of a table of contents that is common to Faculty Handbooks so that the information in the handbook is presented in a logical and appropriate manner.
- Specifications of the minimum qualifications for individuals to hold various academic ranks. This specification improves our compliance with SACSCOC expectations.
- Formal recognition of the Faculty Assembly. This elevates the role of the Assembly and specifies how the shared governance model that is present across Higher Ed in the US is applied here at Florida Poly.
- Formalization of the committee structure currently present at Florida Poly. By listing the committees and carefully specifying how the committees are populated, the structure for faculty input into the university is spelled out clearly. This area in particular is important to the operation of the university and appropriately addresses our accreditation efforts.

The table provided on the following page of this memo, lists the substantial changes to the Faculty Handbook. Minor editorial changes are not included in this table, but can be made available upon request.

The Faculty Handbook is a Board of Trustees approved document and is one of the ways through which the Board “governs” the institution. The proposed changes have been carefully considered by the members of the APPC, which involved significant discussion among faculty and staff regarding the proposed rewrite in coordination with the university administration. These Handbook revisions have been presented to the faculty at a discussion forum held during a Faculty Assembly meeting and to all faculty via email for review and specified comment period. In all cases, there has been strong faculty participation and support for these Handbook changes.

Supporting Documentation:

Supporting Materials are provided in the Academic and Student Affairs Committee

Prepared by: Dr. Terry Parker, Provost

AGENDA ITEM: V. B. 1.

**Florida Polytechnic University
Board of Trustees
December 21, 2016**

Subject: Audit of the Annual Financial Report

Proposed Board Action

Approve the Audit of the Annual Financial Report.

Background Information

Mark Mroczkowski discussed the Annual Financial Report with the Audit and Compliance Committee.

Supporting Documentation:

Supporting Materials are provided in the Audit and Compliance Committee.

Prepared by: Mark Mroczkowski