The Mission of the College for Design and Social Inquiry is promoting safe, healthy, and sustainable communities through education, research, and design. The College for Design and Social Inquiry is a unique configuration of professional programs addressing social justice, design, public policy and planning in and for communities. The College strives to develop solutions through the integration and synergy of diverse disciplines. In doing so, the College prepares future leaders, scholars, and innovators to advocate for solutions through action.

Welcome to the College for Design and Social Inquiry. As a faculty member in CDSI, this handbook you are provided this overview of the college, along with important policies and information in hopes that you will find it useful.

The University Provost also publishes a comprehensive handbook, which can be found at: http://www.fau.edu/provost/files/facultyhandbook.pdf
# Table of Contents

**College Mission** ................................................. Cover  
**School of Architecture** ........................................ Page 1  
**School of Criminology and Criminal Justice** ................... Page 2  
**School of Public Administration** ................................ Page 3  
**School of Social Work** ........................................... Page 4  
**School of Urban and Regional Planning** ........................ Page 5  
**Research Centers and Institutes** ................................. Pages 6-8  
**Important Policies** ............................................... Pages 9-20  
  - Ethical Conduct of the University Community ................ Page 10  
  - Anti-Discrimination and Anti-Harassment ..................... Page 11  
  - Outside Employment/Conflict of Interest ........................ Page 11  
  - Assignments ....................................................... Page 11  
  - Benefits ............................................................ Page 11  
  - Discipline and Termination from Employment ................. Page 12  
  - Parental Leave .................................................... Page 12  
  - Sabbatical Leave .................................................. Page 12  
  - Faculty Appointments ............................................. Page 13  
  - Summer Appointments ............................................ Page 13  
  - Travel .............................................................. Page 13  
  - The Focus on Melding Mission and Career Management ..... Page 14  
  - Grievance Procedure ............................................. Page 14  
  - Holidays ............................................................ Page 14  
  - Parking and Transportation ...................................... Page 14  
  - Center for eLearning ............................................. Page 15  
  - Institutional Effectiveness and Analysis ........................ Page 15  
  - Academic Calendar ............................................... Page 16  
  - Office Hours ........................................................ Page 16  
  - Course Syllabi ..................................................... Page 16  
  - Posting Grades .................................................... Page 17  
  - Classrooms ........................................................ Page 17  
  - Computing Help ................................................... Page 18  
  - Research ............................................................ Page 19  
  - College Committees .............................................. Page 20  
  - Helpful Links ...................................................... Page 21
School of Architecture

The School of Architecture prepares students for the profession and practice of architecture. By developing an understanding of the design process as it embraces the interrelated and interdependent processes of planning, design, construction, and governance, the students develop the capability to recognize their ethical and societal responsibilities for improving the quality of our physical environment, and with it, our quality of life, for we respect our environment, resources, and fellow beings.

“Learning by doing” and “Living lightly on the land” are two tenets that are practiced in the School of Architecture.

Studio Culture

The School of Architecture has intellectual, ethical, and professional intentions.

The intellectual intention empowers the choices made in the design process because they are based on the integration of rational and intuitive principles, which determine judgment.

The ethical intention instills individual and public values through academic achievement and community involvement. It encompasses an embodiment to strive to reach the highest standards in the creation of architecture, and in the conservation of cultural heritage.

The professional intention upholds the unity of design, and the shared responsibility of the allied professions and society at large in the commitment to responsible citizenship and improved quality of the built environment.

Learning Culture

The School of Architecture’s location in the College for Design and Social inquiry puts it in a collegial relationship with professions whose focus is also dedicated to the well-being of the public. While the SoA faculty meet on a bi-weekly basis, the faculty in the College meet together at least once each semester to review the direction of the College and its integration with the University as a whole whose stated mission is to “foster excellence and innovation in teaching, outstanding research and creative activities”. The SoA subscribes to the values of mutual respect, sharing, engagement, encouragement and support between and among all the members of the community.
School of Criminology and Criminal Justice

The mission of the School of Criminology and Criminal Justice is to provide quality graduate and undergraduate education within a liberal arts context and is designed to prepare students for careers in criminal justice or other fields that become attractive to students. It is also incumbent upon CCJ faculty to add to the body of knowledge in the field through active and visible scholarship. In addition, it is crucial for CCJ scholars to provide an impact to society and the field of criminal justice through active and ongoing service.

The field of criminology and criminal justice has changed dramatically since the events of 9/11. The federal government now has new cabinet level government agencies such as the Department of Homeland Security, and the fields of law enforcement, intelligence and the practice of law. These new fields and agencies have opened up career opportunities for students that did not previously exist. The School of Criminology and Criminal Justice offers both undergraduate and graduate degrees for pre-professionals who plan to enter the work force as law enforcement officers, correction officials, victim advocates, probation and parole officers, juvenile justice administrators and attorneys. The programs also assist professionals already working in the field to advance their careers by completing their undergraduate degree or by obtaining a Master’s degree. The faculty, many of whom have had practitioner experience in a number of criminal justice agencies, are committed to assisting students in successfully achieving degrees which will directly enhance their career goals.

The Criminology and Criminal Justice faculty are particularly concerned with making sure students have a sound research methods background and practical real-world experience. The faculty have a wide variety of interests. Some of those interests are: the criminal justice system's response to white collar crime, crimes against the environment, applied public safety theory, the criminal justice system's response to organized crime, the problems associated with illicit drug control, and the growth of transnational crime and international law enforcement.
The field of public administration concerns itself with government, public purposes, and getting the job done. The faculty of the School of Public Administration are here to build knowledge in the discipline through scholarship, and also to provide educational opportunities for those who wish to know more. There are many stimulating challenges facing the public sector, and the School of Public Administration offers five degree programs knowing that our students seek a superb education at the undergraduate, graduate, and doctoral levels.

The **Bachelor of Public Management (BPM)** places emphasis on the critical cognitive knowledge and practical skills essential for professional positions in public and nonprofit agencies and organizations.

The **Bachelor of Public Safety Administration (BP-SA)** is a unique undergraduate degree program for South Florida professionals and pre-professionals interested in police, fire, and disaster response practice and administration.

The **Master of Public Administration (MPA) degree** is a nationally ranked and accredited. Students were first admitted to the FAU MPA program in 1967 and the first degrees awarded in 1969. The mission of the MPA is to provide intellectual, technical, analytical, and pragmatic education to enhance the knowledge, skills, and abilities of those working to solve problems in the public sector.

The **Master of Nonprofit Management (MNM) degree** recognizes the growing importance of the nonprofit sector in solving public problems. The curriculum was developed with the unique needs of the nonprofit sector in mind, and so contains specialized content on board governance, fund raising, nonprofit management, and finance.

The **Ph.D. in Public Administration** is a high quality research degree delivered by nationally and internationally recognized scholars who hold tenured senior positions on the faculty. It is designed for people interested in public administration and public policy careers, public sector research centers, or the public sector itself. Many of those who graduate with the Ph.D. take faculty positions at other distinguished universities offering public administration degrees.
FAU School of Social Work is an active and vibrant community of faculty and students working to make the community in which we live a better place for everyone. The students and faculty work with people in all walks of life. Heartache and despair come into the lives of most people and families at some point in their lives. In the community, it is likely that you will find an FAU School of Social Work student or FAU School of Social Work graduate in agencies assisting those in need. The students and graduates work in hospitals, hospice care, homeless shelters, child welfare and adoptions, criminal justice, substance treatment centers, mental health centers, and elder care facilities.

The School of Social Work partners with local community agencies as far north as Vero Beach and as far south as Miami to serve populations in need.

**Mission**

The field of Social Work is committed to maximizing human potential, alleviating human suffering, enhancing the vitality and caring capacity of communities, and promoting the ideals of a humane and just society. It strives to fulfill this mission through education, research, and community engagement. The School focuses its endeavors on the themes of "Contemporary Societal Challenges" in addressing issues that the region and State of Florida experience first, including health and aging, children welfare, healthy environments, disaster preparedness and response, immigration, culture and diversity, ethics, health disparities, and social and economic inequities. It demonstrates its leadership as "Stewards of Place," by building on the strengths and addressing the needs of the region and state.
The School of Urban and Regional Planning (SURP) is a locus of scholars, teachers, practitioners, agents and students committed to the continuous improvement of urban regions and the planning enterprise through research, teaching and service.

The School provides an environment to discuss, develop and disseminate new ideas and concepts, and contribute to the practice of planning directed towards a future that is environmentally, economically and humanly beneficial. The focus of our work relies on the recognition and use of multi-scalar connections and interactions of systems and planning activities. The School encourages involvement in a range of governance activities including policy framework development, participatory decision-making and community stewardship. The School seeks to exploit the potential of emerging technologies and collaborative engagement in creative and innovative ways.

SURP has distinguished faculty that specialize in areas as diverse as transportation systems, economic development, urban and community design, disaster planning and hazard assessment, globalization, metropolitan growth, urban mobility, environmental planning, sea-level rise vulnerability assessment, governance, and housing and community development.

Current initiatives range from: global urban networks, climate change, metropolitan form, disaster management, place making, healthy cities, and housing market issues.
Institute for Design and Construction

The Institute for Design and Construction is committed to providing effective resources for affordable continuing education intended to improve increased awareness of best practices for the health, safety, and welfare for consumers and professionals associated with the allied design and construction trades.

The Institute values:

- Affordability and Quality – to provide affordable classes without compromising quality.
- Collaboration – to open the door for further collaboration in the allied design and construction trades.
- Integrity and Commitment – to be both reliable and dedicated to the students we serve and the services we provide.
- Responsiveness – to be open to suggestions and to make available the best learning environment we are capable of creating.
- Learning and Resources – to provide a resource for professionals to further their education.

The Institute has been in existence for over twelve years at FAU. At that time the Institute found that the needs of the local construction community fell into three categories: Safety Science, Construction Technology, and Construction Management. These categories evolved over the years as the Institute provided continuing education and training to the construction community. The courses offered in the Safety Science Program meet the Occupational Safety and Health Administration (OSHA) standards. IDaC is also adding a design category to compliment the three existing categories. The design category will include courses for architects to collect CEUs and for intern architects to further their education and assist in ARE preparation.

John M. Degrove Eminent Scholar Chair in Growth Management and Development

The John M. DeGrove Eminent Scholar Chair in Growth Management and Development was established in 2000 in the College for Design and Social Inquiry.

The mission of the Eminent Scholar is to advance knowledge and scholarship in growth management and development and to promote the planning and implementation of smart growth initiatives.
Child Welfare Institute

The missions of the Child Welfare Institute are to partner with public and community-based child welfare agencies in the state of Florida; the professionalization of child welfare workforce through university-community partnerships; to extend the School of Social Work’s existing research, service, training, and education efforts in child welfare; to apply for and secure new grants and contracts in research, service, training, and education in the field of child welfare; to discover, analyze, and document emerging child welfare trends at the national, state, and local levels; to establish and maintain partnerships with child welfare organizations at the national, state, and local levels; to coordinate, collaborate, and streamline administration of a variety of faculty efforts in child welfare; and to enhance teaching and learning experiences through faculty and student involvement in applied research in the community.

Broward Community Design Collaborative

The mission of the MetroLAB Collaborative is to engage faculty, students, and the community in collaborative activities that advance scholarship and improve the well-being of the community within a metropolitan sub-tropical setting. The MetroLAB Collaborative endeavors to discover knowledge through inquiry, guided by the disciplines at the university, to address local and global challenges; and to explore, exchange, and apply knowledge and information for the mutual benefit, resilience, vitality and health of our communities and the regional physical environment.

The Broward Community Design Collaborative (BCDC) was conceptualized in January 2004 by School of Urban and Regional Planning (SURP) and the School of Architecture (SoA) at Florida Atlantic University.

John Scott Dailey Florida Institute of Government

The Institute’s primary mission is to forge closer government-university ties to address the needs of state, regional, and local governments and non-profit agencies. The IOG meets the needs of its constituents by coordinating training workshops for all levels of local government employees, technical assistance services, and policy conferences, seminars, and training workshops focusing on issues of public sector interest or concern. The service area includes Broward, Glades, Hendry, Indian River, Martin, Miami-Dade, Monroe, Okeechobee, Palm Beach, and St. Lucie counties. The IOG is housed within CDSI.
Public Procurement Research Center

The Public Procurement Research Center was conceived to address a growing need for providing education and research, thus enhancing and empowering a growing and increasingly complex public procurement profession. Guided by its theme, “Building Bridges – Our Gateway to the Future”, the PPRC, generally, and the staff, individually, forged new ground.

Today, the PPRC has become the global leader in the public procurement profession by delivering certificate educational programs to individuals located not just across the United States but worldwide. A solid foundation exists. Additionally, quality research exploring both theoretical constructs as well as practical knowledge are provided to the Center’s various stakeholders. Furthermore, professional development programs are provided to various individuals and organizations encompassing leading aspects and processes. These demands mark the beginning of a new day for the Public Procurement Research Center.

A new mantra, “Where Value Opportunities Abound” marks the focused and renewed commitment the PPRC delights in providing all customers of its educational, research-driven, and service programs. A new zeal concentrating on collaboration and comprehensiveness in the approach to public procurement will provide an opportunity enabling the PPRC to lead from the front effectively positioning the overall profession as a leadership discipline tailor-made for excellence and ready, willing, and able to resolve the challenges of the twenty-first century.

Visual Planning Technology Lab

The mission of this lab is to advance research and knowledge on the application of geospatial and visual planning technologies for public and private sector planning and decision-making. The VPT Lab accomplishes this mission through: research and creative activities; teaching and Instruction, outreach and public engagement in line with the mission of Florida Atlantic University. The VPT Lab supports the School of Urban and Regional Planning’s course offerings in GIS and Visual Planning Technologies. The courses are taken by undergraduate and graduate students as well as non-degree seeking professionals who wish to further their technical skills.
Are you a new faculty member?

Are you a current faculty member and need to brush-up on some of our policies?

If so, then please read through this next section!
The University acknowledges a concern for values and ethics that are important to the whole educational experience. A faculty member is 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. In the exchange of criticism and ideas, the professor shows due respect for the opinions of others. 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.
Anti-Discrimination and Anti-Harassment

Florida Atlantic University is committed to ensuring that each member of the University community shall be permitted to work or study in an environment free from any form of unlawful discrimination or harassment that is based on race, color, religion, age, disability, sex, national origin, marital status, veteran status, sexual orientation, or any other legally protected class or basis (each a “protected class”). The University recognizes its obligation to work towards a community in which diversity is valued and opportunity is equalized. The Anti-Discrimination and Anti-Harassment Regulation (5.010) establishes procedures for a student, applicant, employee or a member of the University community to file a complaint of alleged discrimination or harassment.

Assignments

Annual assignments are made by the appropriate School Director with the approval of the Dean. Except for an assignment made at the beginning of an employee’s employment, the school director shall notify the employee prior to making the final written assignment. The assignment shall be communicated to employees no later than six weeks in advance of its starting date if practicable. If the faculty member believes their assignment is arbitrary or unreasonable, then the faculty member may appeal to and be heard by the Dean and/or Associate Provost of Academic Personnel.

Benefits

The Benefits Office in the Department of Human Resources is responsible for the administration of all University benefit programs available to Faculty. In addition to State benefits, the University also offers many other insurances and benefits which have been approved by the Fringe Benefits Committee. The Committee is comprised of Faculty, AMP, & SP employees who are appointed by the President. The committee members evaluate insurance plans and other benefit proposals to determine whether or not they would benefit employees and/or the University community. Because of the need for brevity and frequent amendment to programs, it is suggested that faculty members contact the Benefits Office in Human Resources for detailed information.

Outside Employment/Conflict of Interest

An employee who proposes to engage in any outside employment or professional activity shall report to their supervisor, in writing, the details of such proposed activity prior to engaging there in. 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. Forms to declare outside employment or conflict of interest are available at: http://www.fau.edu/hr/files/OutsideBusinessV2.pdf and http://www.fau.edu/hr/files/SpecifiedInterest.pdf.
Discipline and Termination from Employment

A tenured appointment or the appointment of any faculty member may be terminated or disciplinary action taken during the term of employment contract for just cause. Just cause is defined in University Regulations and any applicable Collective Bargaining Agreements. 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.

A faculty member who is absent without authorized leave shall be considered to have abandoned the position and voluntarily resigned from the University.

Parental Leave

Currently, a 9-month faculty member who does not accrue annual leave and is on a benefit-eligible line of 0.75 FTE or greater may utilize paid parental leave for a period of one regular (Fall or Spring) semester no more than once every three years during his or her employment with the University. FAU employees on 10- or 12-month appointments are not eligible (retroactively to inception of the benefit). Such paid parental leave will be taken no later than a year from the point when the faculty member becomes a biological parent or a child is placed in the faculty member’s home for purposes of adoption by the faculty member. Details are available in the most recently-ratified version of the Collective Bargaining Agreement between the FAU Board of Trustees and the United Faculty of Florida.

Sabbatical Leave

Sabbaticals are made available for full-time, tenured faculty who have completed at least six years of full-time service. Sabbaticals are granted to increase an employee's value to the University through further professional development, not as a reward for service. Sabbatical applications usually are distributed by the University Provost and Chief Academic Officer's office in early September for the subsequent academic year.
Faculty Appointments

Full-time Faculty members at Florida Atlantic University are normally appointed in the academic ranks of instructor, assistant professor, associate professor, and full professor. 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. The University operates on a modified semester system with two semesters during the academic year and three summer terms, identified as Terms 1, 2, and 3. 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. A Deferred Pay Option Plan is also available, allowing nine-month salary to be spread over twelve months. Faculty who are hired on a nine-month academic year contract and offered employment during the supplemental summer term will be compensated at the rate consistent with appropriate formulas used to determine summer rates. 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 faculty member's Director 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 chair 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. See the current policy on the Provost’s website. (http://www.fau.edu/provost/files/facsumassign.pdf)

Travel

When University employees travel on official University business, they are required to have an approved Travel Authorization (TA) prior to time of departure. With the approval of the department chair, faculty members can often be reimbursed for the costs of travel on official University business. Such reimbursement must be included in the TA. In order to assure coverage by workmen's compensation, a TA is required whether or not the employee is being reimbursed for the costs of travel.

If the employee uses his/her personal car for approved travel, reimbursement will be made at the current official mileage rate. Mileage charts showing the official computations for travel within the state can be found at http://www.fau.edu/controller/travel/mileage_chart.php. The designated departure and return times govern eligibility for meal reimbursement.
The University holiday schedule is set by the University President and published by University Human Resources. The following holidays are typically observed by the University:

- New Year’s Day
- Veteran’s Day
- Martin Luther King Day
- Thanksgiving Day
- Memorial Day
- Day after Thanksgiving
- Independence Day
- Christmas Day
- Labor Day

All offices in which functions can be discontinued temporarily are closed on University holidays. 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.

Florida Atlantic University encourages a proactive, collegial work environment in which employees have the opportunity to discuss and resolve work related concerns with the appropriate supervisor. In those cases where an employee has an unresolved dispute concerning that employee’s terms or conditions of employment, the employee may choose to file a grievance. The purpose of this Regulation is to set out a procedure for the investigation and resolution of grievances filed by instructional and research faculty; administrative, managerial and professional staff; and support personnel employees, at Florida Atlantic University who are not subject to the terms of collective bargaining agreements. http://www.fau.edu/regulations/chapter5/5.009_Grievance_Procedure.pdf

Faculty members are encouraged to review the University’s Parking Rules and Regulations. The regulations are posted on the Parking and Transportation website at http://parking.fau.edu. It is the responsibility of each faculty member to become familiar and comply with the University’s Parking and Transportation Rules and Regulations.
Center for eLearning

The Center for eLearning at FAU is committed to increasing access to education, improving student-learning outcomes, and holding constant or reducing instructional costs by effectively utilizing technology in course delivery redesigns.

The Center for eLearning aspires to be an internationally recognized leader in the new higher education landscape for its success in utilizing technology and instructional design to increase access and student learning while decreasing instructional costs. Visit their website at: http://www.fau.edu/cel/

Goals:

- To develop the newly created Center for eLearning at FAU into a unit well recognized for excellence in the administration of eLearning
- To positively influence FAU faculty and staff to promote the highest quality eLearning course development and delivery
- To ensure the highest level of support for eLearning students from recruitment to graduation

Services

- Course Development
- Program Development
- Community of Practice
- Online Certifications
- Instructional Design Consultation
- National Recognition of your Online Classes
- Faculty Development Workshops

Institutional Effectiveness and Analysis

The Office of Institutional Effectiveness & Analysis (IEA) provides:

- Accurate and timely data and information in support of administrative decision making, planning and policy analysis;
- Reports data to internal and external (e.g., federal and state) constituencies;
- Conducts studies on issues of significance to the FAU community;
- And supports University processes for determining and documenting institutional effectiveness in academic departments and academic support units.

IEA can assist faculty through the following services:

- Provide historical or current data about FAU's students, programs, personnel, and resources, in response to internal and external requests.
- Conduct special studies as requested by faculty committees or University administrators.
- Design and administer survey instruments, manage data collection, and analyze, interpret and disseminate results.
- Assist academic departments and academic support units in evaluating and documenting the effectiveness of their programs and activities through assessment design, data collection, and analysis of results.
- Build and maintain query-able databases for student retention, majors, productivity and survey results.
Academic Calendar
The University's academic calendar defines the beginning and ending dates of the semester and summer sessions, as well as critical deadlines associated with them. Classes must be scheduled 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 dates indicated in the calendar must be approved in advance by the dean of the college. To view current and future academic calendars, please visit www.fau.edu/registrar/acadcal.php.

Office Hours
All faculty are required to post office hours during which time they will be available for consultation with students. In establishing the office hour schedule, faculty will carefully consider students' ability to come at the scheduled times. Faculty 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. The University’s office hour policy is available on: http://www.fau.edu/provost/files/officehours.pdf.

Course Syllabi
A well-crafted syllabus benefits student and instructor alike by minimizing misunderstandings about course requirements and expectations. The syllabus provides students a clear understanding of course objectives and learning outcomes. It also offers students a roadmap for how those objectives and learning outcomes will be met. The syllabus should not only include information on course content, readings, assignments and activities, exams, and the grade weighting of course components but also should state what students are expected to learn or be able to do as a result of taking the course. Expectations should be clear, especially in terms of assignments and due dates. In extraordinary circumstances, the Office of the Provost will issue instructions on how to handle missed classes. For more guidelines, visit: http://www.fau.edu/provost/files/coursesyllabus.2011.pdf

1. Course title/number, number of credit hours
2. Course prerequisites, corequisites, and where course fits in program of study
3. Course logistics
4. Instructor contact information
5. TA contact information (if applicable)
6. Course description
7. Course objectives/student learning outcomes
8. Course evaluation method
9. Course grading scale (optional)
10. Policy on makeup tests, late work, and incompletes (if applicable)
11. Special course requirements (if applicable)
12. Classroom etiquette policy (if applicable)
13. Disability policy statement
14. Code of Academic Integrity policy statement
15. Required texts/readings
16. Supplementary/recommended readings (if applicable)
17. Course topical outline, including dates for exams/quizzes, papers, completion of readings
Posting Grades

Federal statute prohibits the posting of examination scores, test or paper grades or final grades in any way that lets individual students be identified, e.g. by student social security number. If it is necessary to post grades, special identification numbers may be devised as long as they do not allow identification of the student.

Instructions for Faculty to Input Grades

1. Log into Banner Self Service by going to [www.fau.edu](http://www.fau.edu) and placing your mouse on the Faculty & Staff tab.
2. Click on MyFAU Login.
3. Enter your user name and password. Click the Login button.
4. Click on the FAU Self-Service link and the Main Menu is displayed.
5. Click on the Faculty Services tab or Faculty Services link: Check Teaching Schedule, Class Roster, Advising...
6. When the Faculty Services menu is displayed, click on Final Grades, Select Term and click on Submit.
7. In the CRN drop down box, choose the class name that you want to enter grades and click on Submit.
   Note: Please do not go to any class (CRN) that does not have students. If you accidentally access a class without students, sign out and start the process over again.
8. After the grades are entered, click on Submit button. (Students are listed in groups of 50. Remember to click on Submit button after each group.) Note: If you have more than 50 students, the additional students can be accessed by clicking on the Record Sets displayed on the top or bottom of the page.
   Note: If a student earns a ‘U’ or an ‘F’ grade please remember to insert the appropriate number in the reason code box. A list of the reason codes appears at the top of the page. A message pop-up box will display if a missing or an invalid reason code was entered.
9. If you have another class that you need to enter grades for, click on Return to Menu and follow steps 7-8 again. The University Faculty Senate voted to roll grades nightly to allow students to view their grades the day after input. Faculty members will be able to change a grade the same day it is recorded.
   Any grade changes after 9:59 pm will require a CHANGE of GRADE FORM.
   Fast track classes that end prior to the regular term end will be rolled every Sunday, making the grades available to the students on Monday. If you have problems, please call the Office of the Registrar at 561-297-3050 and request to speak with an available assistant or associate registrar.

Classrooms

There are signs posted inside each classroom listing a phone number to call in case you encounter a problem in a classroom so that it may be addressed as quickly as possible. If you do not see a sign and require assistance, please contact your department office if it is during business hours or campus police/security if it is after regular business hours. If you wish to change your classroom assignment for the term, please contact your department chair or secretary to make arrangements with scheduling on your behalf. Because a room change will affect the online schedule, the request may only come from the department chair or secretary. Please do not hesitate to report a problem no matter how small—we count on the faculty to bring any problems to our attention so that they can be resolved.
Computing Help

What do I do if I need help with technology?

How to get Help?

FAU provides technology support in several ways. CDSI has staff to serve the college’s specific IT needs and support. OIT also has technicians who can assist in performing desktop computer installations, troubleshooting, printer setup and troubleshooting, and configuration of mobile devices, among other computer-related issues.

OIT provides centralized support via an outsourced 24x7 help desk available via phone, chat, and online ticket system. OIT also provides walk-in support on all the campuses. Self-help is available on the OIT home page and/or the online knowledge base.

Helpful Links

New employee information for Computing at FAU:

http://www.fau.edu/oit/newtofau.php

Open a work order for Computer related issues.

Email, Login, printing, wireless access, etc:

http://www.helpdesk.fau.edu

Information for all aspects of Wireless networks at FAU:

http://www.fau.edu/oit/wireless/

Connecting to ‘fauwpa2’ Wireless:

http://www.fau.edu/oit/wireless/secure_wifiless.php

Need any computer/IT help?

Contact the applications computer coordinator, Matt Canavan at:

mcanavan@fau.edu

Online Ticketing System and Knowledge Base to open up a help ticket

http://helpdesk.fau.edu

Phone Support

(561) 297 3999

Walk-in Support

• Boca Campus

Hours: Monday – Friday 7:30am – 5:00pm

Location: CM 138

• Jupiter Campus

Hours: Monday – Friday 7:30am - 6pm

Location: SR 284

• Davie Campus

Hours: Monday – Thursday 9:00am – 9:00pm, Friday and Saturday 9:00am – 4:30pm

Location: LA 303

• Ft. Lauderdale Campus

Hours: Monday – Thursday 11:00am – 8:00pm, Friday and Saturday, 12:00pm – 4:30pm

Location: HEC 608
The Division of Research, under the supervision of the Vice President for Research, is responsible for oversight of the University's programs of research and scholarly activity. The Division is responsible for (1) projects supported by external grants and contracts administered by the Division; and (2) the Florida Atlantic University Research Corporation, Inc., a direct-support organization chartered to assist faculty, staff and students of FAU with research support, especially in connection with patentable inventions. The Division also works closely with the Florida Atlantic Research and Development Parks, which are situated on the Boca Campus and in Deerfield Beach, comprising companies with activities which complement FAU research activities.

Proposals to outside agencies for funding of specific projects must be routed through the Division of Research. All projects funded by outside agencies that involve participation by students, staff, or faculty, or the use of campus facilities, are to be referred to the Director of Sponsored Programs. All projects that involve human or animal subjects, hazardous materials, boating safety and/or export control issues are to be reviewed prior to the beginning date of the project by the appropriate institutional review board.

The function of the Division of Research is to support, promote and administer research at the University and other sponsored programs as appropriate. Sponsored Programs assists departmental offices and individual faculty in aspects of sponsored project administration, in particular pre-award requirements such as budget preparation, submission guidelines, and adherence to policies and procedures relating to the performance of research. When funding has been awarded, Sponsored Programs initiates post-award administrative functions, such as approval of budget transfers, authorization of extensions, or modifications and renewals.

Forms, instructions and more information regarding the review committees are available at http://www.fau.edu/research
**Promotion and Tenure Committees**

Each school has a Promotion and Tenure Committee that reviews and votes on promotion and tenure candidates, and forwards this advice to the school’s director. They also consider and vote on third year reviews. The College Committee receives portfolios from the Schools, deliberates, and forwards its advice to the Dean. From there the documentation goes to the University Committee, the Provost, and ultimately the President and the Board of Trustees.

**Awards Committee**

Each school elects a representative to the College Awards Committee. This committee solicits, reviews, and recommends all nomination portfolios submitted for awards for the College, and chooses the portfolios that go forward to the University Committee. This committee also takes a leading role in organizing the annual CDSI awards luncheon.

**Research Committee**

Each school elects a representative to the College Research Committee, which reviews portfolios for Research Scholar of the Year and Researcher of the Year awards and chooses the ones to send to the University committee. This committee also organizes research “brown bag” lunches and colloquia to promote an interdisciplinary research environment.

**Undergraduate Programs Committee**

The Undergraduate Programs Committee is composed of one representative from each School. The committee’s job is to review new course proposals, proposed changes to courses, proposed changes to program requirements including admissions requirements, and proposals for new undergraduate degree programs. Recommendations of the College Committee are forwarded directly to the University Undergraduate Programs Committee and ultimately to the University Faculty Senate.

**Graduate Programs Committee**

The Graduate Programs Committee is composed of one representative from each School. The committee’s job is to review new course proposals, proposed changes to courses, proposed changes to program requirements including admissions requirements, and proposals for new degree programs. Recommendations of the College Committee are forwarded directly to the University Graduate Programs Committee and ultimately to the University Faculty Senate.
If any additional information is needed, go to: http://www.fau.edu/provost/files/facultyhandbook.pdf

1. University, Alumni, and College Awards.
2. Academic Dismissal of Students from a Graduate Degree Program.
3. Incomplete Grading Policy.
4. Faculty Profile Submission Form.
6. College Policy on Adjunct Faculty.
8. College Policy on Graduate Student Dismissal.
10. Faculty Governance.
11. Email Directory.
13. Policy of Graduate Faculty.
14. United Faculty of Florida.
15. Ethics and Academic Integrity-Faculty Guidelines.
16. Faculty Assignments Policy.
17. Policy on Graduate Attendance.
18. Statement regarding recording of instructional activities.
19. Permission Form for Recording Class Content.
20. Instructor Promotion Policy.