

Florida Agricultural and Mechanical University

Faculty Handbook

*Published 1987-88, Faculty Handbook
Committee*

Revised 2007, Academic Policies Review Committee

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I. UNIVERSITY HISTORY, GOVERNANCE AND ORGANIZATION

A. HISTORICAL OVERVIEW AND GENERAL INFORMATION

Florida Agricultural and Mechanical University, founded on October 3, 1887, as the State Normal College for Colored Students, began classes with 15 students and two instructors. Its destiny -- to become an institution of higher learning, striving toward even greater heights of academic excellence is evident today as it is one of 11 institutions in Florida's State University System, and excellence -"Excellence with Caring"- remains its goal.

FAMU can credit much of its present academic stature to the leadership of its distinguished presidents: Thomas DeSaille Tucker (1887-1901); Nathan B. Young (1901-1923); John Robert Edward Lee, Sr. (1924-1944); William H. Gray, Jr. (1944-1949); George W. Gore, Jr. (1950-1968); Benjamin L. Perry, Jr. (1968-1977); Walter L. Smith (1977-1985); Frederick S. Humphries (1985-2001); Fred Gainous (2002-2004); and its current president, James Ammons (2007-) and acting presidents: W.H.A. Howard (1923-24); J.B. Bragg (1944); and H. Manning Efferson (1949-50); Henry Lewis III, interim president (2002); Castell Vaughn Bryant, interim president (2004-2007).

Leading the State Normal College through its infancy were two distinguished citizens and educators, Thomas DeSaille Tucker, an outstanding attorney from Pensacola who was selected as the college's first president, and Thomas Van Rennasaler Gibbs, a state representative from Duval County who was Tucker's top assistant. In 1891, the college received \$7,500 under the Second Morrill Act for agricultural and mechanical arts education; thus, it became Florida's Land Grant institution for African Americans. The college was moved from Copeland Street (now the site of Florida State University) to its present location, and its name was changed to the State Normal and Industrial College for Colored Students. It was at this new site that President Tucker initiated his plans for institutional growth and development.

In the 1900s, this young institution flourished under the leadership of Nathan B. Young. In 1905, management of the college was transferred from the Board of Education to the Board of

Control. This event was significant because it officially designated the college as an institution of higher education. The name was changed in 1909 to Florida Agricultural and Mechanical College for Negroes (FAMC). The following year, with an enrollment of 317 students, the college awarded its first degrees. In spite of a setback caused by a tragic fire which destroyed Duval Hall (the main building which housed the library, administrative offices, cafeteria and other college agencies), progress was made when a gift of \$10,000 was presented to the University by Andrew Carnegie for the erection of a new library facility. This facility held the distinction of being the only Carnegie Library located on an African-American land-grant college. President Young directed the growth of the college, with limited resources and expectations, to a four-year degree-granting institution, offering the Bachelor of Science degree in education, science, home economics, agriculture, and mechanical arts.

Under the administration of John Robert Edward Lee, Sr., FAMC acquired much of the physical and academic image it has today. Buildings were constructed; more land was purchased; more faculty was hired; courses were upgraded, and accreditation was received from several state agencies. By 1944, FAMC had constructed 48 buildings, accumulated 396 acres of land, and had 812 students and 122 staff members. In 1949, under the guidance of William H. Gray, Jr., expansion, along with reorganization, continued; the college obtained an Army ROTC unit, and student enrollment had grown to more than 2,000.

Perhaps the greatest achievement under the presidency of Dr. George W. Gore, Jr., was the elevation of the school to university status. In 1953, the college's name was changed by legislative action from Florida Agricultural and Mechanical College to Florida Agricultural and Mechanical University (FAMU). Obtaining university status meant restructuring existing programs and designing new academic offerings to meet the demands of producing quality students at the professional and graduate levels. Between 1953 and 1968, the Schools of Pharmacy, Law, Graduate Studies, and Nursing were created.

During the years 1950-68, the University experienced its most rapid growth. Twenty-three buildings were erected, with construction and renovation costs totaling more than \$14 million. These facilities included: the Dairy Barn, Faculty Duplexes, Law Wing of Coleman Library; Gibbs, Tucker, and Truth Halls; Agriculture and Home Economics Building (Perry Paige), Student Union Building, Demonstration School Building and Cafeteria; Health and Physical Education Building, Music and Fine Arts Complex, High School Gymnasium and Stadium. The hospital was

completed and operative. The University's staff was increased to more than 500. At this time, the four-quarter plan was implemented, the school became the first Negro institution to become a member of the Southern Association of Colleges and Schools and enrollment increased to more than 3,500.

With Dr. Benjamin L. Perry, Jr., at the helm, the 1970s brought further growth to FAMU. FAMU experienced a decade of rapid transition during an era when federal laws were demanding desegregated unitary systems in higher education. His administration is credited with the preservation of FAMU's autonomy. In 1971, FAMU was recognized as a full partner in the nine-university-member, public higher education system of Florida. The program and academic areas within the institution were extended to include the African American Archives Research Center and Museum, established as a state repository for African American history and culture; the Division of Sponsored Research; the program in medical sciences, in conjunction with FSU and the University of Florida; the development of the School of Architecture; a Naval ROTC unit; establishment of the cooperative programs in agriculture; and a degree-granting program in Afro-American Studies. Enrollment at FAMU increased from 3,944 (1969) to 5,024 (1970). The University was reorganized into academic areas instead of departments. The physical plants were improved by the construction of the Women's Complex (apartment type dormitory), Clifton Dyson Pharmacy Building, new poultry building and dairy cattle resting shed and renovation of University Commons, Coleman Library, Tucker Hall and the FAMU Hospital into the presently named, Foote-Hilyer Administration Center.

The 1980s served as a model for productive development at FAMU. Under the administration of Dr. Walter L. Smith, the University grew to eleven schools and colleges, and a division of graduate studies, research, and continuing education. In 1984, the University was granted the authority to offer its first Doctor of Philosophy degree, the Ph.D. in Pharmacology. The '80s also saw the expansion of the Gaither Athletic Center, which includes the construction of a new Women's Athletic Complex equipped with a track, an Olympic pool, men's and women's weight training rooms, and softball and baseball fields. Bragg Memorial Stadium was renovated and expanded to provide seating for about 25,500 spectators, and a modern field house was erected. The old laundry was converted into the Industrial Education Classroom/Laboratory. New facilities were constructed to house the Schools of Allied Health Sciences, Architecture, Business and Industry, and Nursing. Construction and renovation projects amounted to more than \$34 million. Under the leadership of Dr. Smith, the University launched the Centennial Celebration Fund for establishment of a university endowment.

In 1985, construction of a new corridor of history was begun as Dr. Frederick S. Humphries became the eighth president of Florida A&M University. Under his leadership, FAMU experienced significant growth and unsurpassed accomplishments. President Humphries had the distinction of presiding over the University's Centennial Celebration: October 2, 1986-December 31, 1987. This commemorative event, which centered upon the theme, "A Legacy to Preserve-A Future to Design," was initiated with the president's inauguration, highlighted with many activities (lectures, concerts, convocations, etc.) and honors, and culminated with the burial of a time capsule.

Dr. Humphries' unique administrative initiatives heightened FAMU's awareness to high school students, parents, and other members of the public. Some of the achievements made during the Humphries' administration include the following: FAMU received national recognition for record-breaking enrollment. In 1985, enrollment was 5,100. By 1992 these statistics showed total enrollment had nearly doubled at 9,551 and in the 1998/99 academic year it reached approximately 12,000.

In addition to increased enrollment, the University consistently ranked nationally among the top five colleges and universities for enrolling National Achievement finalists. Due to an aggressive and competitive campaign to attract more talented students, FAMU climbed steadily from fourth place in 1989 to first place (1992, 1995, and 1997), and second place (1993 and 1994), surpassing institutions such as Harvard, Yale, and Stanford. Black Issues in Higher Education; also cited FAMU, in 1999, for awarding more baccalaureates to African Americans than any institution in the nation.

FAMU successfully completed requirements for establishing eight Eminent Scholar Chairs through the State Major Gifts Program: the Warner-Lambert Chair in the College of Pharmacy and Pharmaceutical Sciences; the Garth Reeves and the Knight Foundation Chairs in the School of Journalism and Graphic Communication; the Anheuser-Busch, Centennial and Financial Services Chairs in the School of Business and Industry; the Carrie Meek Chair in the College of Education and the Foster-Edmonds Chair in the College of Arts and Sciences.

At the 1989 Spring Commencement Exercises, the University awarded its first Ph.D. degree to Hyacinth Chi Akunne in the College of Pharmacy and Pharmaceutical Sciences. The University presented the doctor of philosophy degree to Fred Foreman (FAMU/FSU College of Engineering) during the 1995 Spring Commencement Exercises thereby establishing a second discipline in which the PhD is awarded.

The FAMU Marching "100" Band, under the direction of Dr. William P. Foster, Director of Bands, was invited by the French government to participate in the Bastille Day Parade as the official representative from the United States. This event was held in celebration of the Bicentennial of the French Revolution. The Marching "100" continues to perfect its legacy of excellence, which has resulted in it being labeled as the "Best Marching Band in the Nation" by Sports Illustrated (August, 1992). The band received national recognition in January 1993, when it performed in the 52nd Inauguration Parade in Washington, D.C., by invitation of President-Elect William "Bill" Clinton. Most recently the Marching 100 performed at the 48th Annual Grammy Awards Show and at Super Bowl XLI, its fourth Super Bowl performance.

Tremendous efforts have been made to upgrade facilities and construct new buildings during the past decade. The completed projects include construction of the Benjamin L. Perry General Classroom and Science Research Building; expansion of the School of Business and Industry's east and west wings; the FAMU/FSU College of Engineering; the new College of Pharmacy and Pharmaceutical Sciences building; expansion of the School of Allied Health Sciences; a new Student Services Center; a 400-car parking garage; a 360-bed expansion at Palmetto Housing; remodeling and expansion of the Foster-Tanner Complex; and construction of the Frederick S. Humphries Science Research Center. Recently completed projects include the new School of Journalism and Graphic Communication's building and the Campus Recreation Center. Projects scheduled for construction include the FAMU Developmental Research School (FAMU-DRS) and the Multipurpose Gymnasium and the renovation of College of Arts & Sciences' Jones Hall.

Most significantly, during the celebration of its 110th Anniversary, FAMU was selected as the 1997-98 College of the Year by TIME Magazine-Princeton Review. FAMU was selected as the winner from among six finalist including: DePaul University, Chicago; DePauw University, Greencastle, Indiana; the University of Iowa, Iowa City, Iowa; University of California, Los Angeles; Trinity College, Hartford, Connecticut; and the University of California State System.

FAMU was the first African American institution in the country to receive this honor from this magazine.

In January 2002, FAMU Board of Trustees named Henry Lewis III, PharmD, Dean of the College of Pharmacy and Pharmaceutical Sciences, interim president.

May 17, 2002, the Board of Trustees named Fred Gainous, Ed.D., an alumnus the ninth president of FAMU. Prior to his presidency, Dr. Gainous was the Chancellor of the State Community College System in Alabama.

On December 14, 2004, the Florida A&M University Board of Trustees named Castell Vaughn Bryant, Ed.D., interim president. She is a FAMU graduate and former president of Miami Dade College's North Campus. Dr. Bryant is the first woman to lead the institution in its 117-year history. On July 2nd, 2007, Dr. James Ammons became FAMU's 10th president with a vision to make FAMU a trailblazer in higher education.

For more than 119 years, Florida A&M University has served the citizens of the State of Florida and the nation through its provision of preeminent educational programs, programs which were the building blocks of a legacy of academic excellence with caring. FAMU, "Florida's Opportunity University," is committed to meeting the challenges and needs of future generations.

Vision Statement

Florida Agricultural and Mechanical University will provide the citizens of Florida, the nation, and the world with inspirational teaching, relevant research, and meaningful service by offering opportunities to enhance humankind.

Mission Statement

The mission of Florida Agricultural and Mechanical University (FAMU) as an 1890 land grant institution, is to provide an enlightened and enriched academic, intellectual, moral, cultural, ethical, technological and student-centered environment, conducive to the development of highly qualified individuals who are prepared and capable of serving as leaders and contributors in our ever-evolving society. The University seeks and supports a faculty and staff of distinction dedicated to providing outstanding academic preparation at the undergraduate, graduate, doctoral and professional school levels, with a particular emphasis on integrity and ethical conduct. FAMU is committed to inspirational teaching, exemplary research and meaningful public and community service through creative partnerships at the local, state, national and global levels. The University is also committed to the resolution of complex issues that will enhance humankind. While the University continues its historic mission of educating African Americans, persons of all races, ethnic origins and nationalities are welcomed and encouraged to remain life-long members of the university community. The University, through its diverse faculty and staff, provides a caring, nurturing, collegial and respectful environment.

Core Values

Florida Agricultural and Mechanical University holds the following values essential to the achievement of the University's mission:

Scholarship

Fiscal Responsibility

Diversity

Courage

Collegiality

Excellence

Accountability

Service

Integrity

Freedom

Openness

Collaboration

Fairness

Respect

Ethics

Accreditation

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

In addition to the regional accreditation by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), the University's website includes a list of other bodies that have conferred accreditation in specific disciplines. (See <http://www.famu.edu/index.cfm?AboutFAMU&AccreditingAssociations>)

Degree Offerings

FAMU offers 61 bachelor's degree programs in 94 majors/tracks; 38 master's degree programs with 50 majors/tracks; one educational specialist degree program, three professional degrees (Doctor of Pharmacy, Doctor of Public Health and Juris Doctor) and 13 doctoral degree programs, they are:

- *Biomedical Engineering*
- *Chemical Engineering*
- *Civil Engineering*
- *Educational Leadership*
- *Electrical Engineering*
- *Entomology (Cooperative Program with the University of Florida)*
- *Environmental Sciences*
- *Industrial Engineering*

- *Mechanical Engineering*
- *Nursing (Cooperative Program with the University of Florida)*
- *Pharmaceutical Sciences*
- *Physics*
- *Public Health*

Assessment

The assessment program at FAMU promotes a culture of continuous improvement; an initiative that is an integral aspect of the University's commitment to sustaining and enhancing academic quality and positive student experience.

The assessment activities permeate all levels of the University and target four primary areas: entry-level knowledge and skills, general education outcomes, program/divisional outcomes, and students, graduates and alumni satisfaction. These efforts span multiple institutional levels - from university-wide assessments to assessments conducted by individual academic programs and administrative and educational support service units. The Provost, who formally oversees the assessment program, instituted the Institutional level Assessment Committee (ILAC) to guide and monitor the assessment efforts and use of assessment results for improvement.

Assessment at FAMU serves three major purposes. The first purpose is program and service improvement aimed at making programs/units (academic majors, general education, certification programs, functional units etc.) more effective. The second purpose is for accountability aimed at demonstrating institutional responsiveness to external constituencies by ensuring that students demonstrate basic academic competencies and skills mandated by state and federal legislators. The third purpose is for institutional effectiveness aimed at meeting requirements of accrediting agencies.

(Link to Office of Assessment is located at www.famu.edu.)

B. GOVERNANCE

Board of Governors

The Board of Governors consists of seventeen (17) members including: 14 citizen members appointed by the Governor subject to confirmation by the Senate; the Commissioner of Education; the chair of the Advisory Council of Faculty Senates or the equivalent; and the president of the Florida Student Association or the equivalent.

The Board of Governors is responsible for the operation, regulation, control and full management of the whole university system. The Board of Governors appoints a Chancellor, who is the chief administrative officer of the Board. The Chancellor serves at the pleasure of the Governor.

Board of Trustees

FAMU is governed by the Board of Trustees which consists of thirteen (13) members. Six (6) trustees are appointed by the Governor and five (5) trustees are appointed by the Board of Governor, subject to confirmation by the Florida Senate. The Presidents of the Faculty Senate and Student Government Association are elected by their bodies. Except for the Presidents of the Faculty Senate and Student Government Association, the Trustees are appointed for staggered terms of five (5) years.

As the governing body of the University, the Board of Trustees is charged with administering the University. The powers and duties of the Board of Trustees are set forth in [Sections 1001.71 - 1001.74, Florida Statutes](#).

Trustees serve without compensation and meet at least quarterly. The officers of the Board of Trustees are chair and vice-chair. Each is elected for a term of two (2) years and may be reelected for one additional consecutive term. The President serves as the corporate secretary to the Board of Trustees. The President has the responsibility for the day-to-day management of the University. For this reason, one of the most important responsibilities of the Board of Trustees is the selection, retention and replacement of the President. The powers and duties of the President are set forth in [Section 1001.75, Florida Statutes](#).

Strategic Plan

The Board of Trustees approved the 2004/2005 – 2012/2013 Strategic Plan for the University on December 14, 2004. The five strategic initiatives are:

1. Enhance the Processes of Student Access, Recruitment, Enrollment, Retention, Progression, and Graduation at the Undergraduate and Graduate Levels;
2. Improve the Effectiveness of University Processes;
3. Retain and Enhance Appropriate and Necessary Institutional Resources (Human, Physical, Financial, and Technological Resources);
4. Enhance Institutional Development; and
5. Enhance Institutional Diversity (per our Land-Grant mission) and International Initiatives.

(Link to Strategic Plan is located at: www.famu.edu.)

Faculty Senate

The Faculty Senate is an advisory body to the President/administration. The Senate makes recommendations to designated authorities designed to improve the University’s academic climate and resolve critical problems confronting the University. Each college/school or equivalent academic unit is entitled to voting representation in the Faculty Senate according to the following formula:

$$\text{Number of Voting Representatives} = \frac{\text{Number of Eligible Faculty Members in College or School}}{\text{Number of Schools and Colleges in the University}}$$

A fraction of five-tenths or more of a person, according to the above formula, shall be construed as a whole person and shall entitle the academic unit to an additional voting senator. Regardless of formula applicability, each college/school or equivalent academic unit shall be entitled to at least one voting senator.

Ex officio members of the Faculty Senate shall include the President, the Provost, all vice presidents, all academic deans, and heads of equivalent academic units, the University Registrar, the Comptroller, the Director of the University Libraries, the Director of Health, Director of Human Resources and Personnel Relations, the Director of Safety and Security, the University General Counsel, and the Director of Physical Plant. The President may recommend, for approval by the Faculty Senate, additional persons as ex officio members of the Faculty Senate as conditions warrant. The number of voting ex officio members of the Faculty Senate having voting rights shall be determined by the Provost and Vice President for Academic Affairs who shall also establish the procedure for their selection as voting members. Four full-time students, including undergraduates and graduates, shall be elected to the Faculty Senate for a one year term, by procedures established by the Student Government Association. Two of these students shall have all Senate privileges, including full voting rights, and two shall be ex officio, non-voting members.

Faculty Senate Standing Committees:

Steering Committee

Committee on Committees

Curriculum Committee

Library Committee

Faculty Senate Ad Hoc Committees

Advanced Teacher of the Year Committee

Undergraduate Teacher/Advisor of the Year Committee

Distinguished Professor Committee

Honorary Doctoral Committee

Professor Emeritus Committee

Communications Committee

Newsletter Committee

Constitution and By-Laws Committee

Faculty Handbook Committee

Shared Governance Committee

Ethics Committee

Faculty Professional Development Committee

Research Presentation & Publication Committee

Technology Committee

Faculty Recruitment & Retention Committee

Tenure and Promotion Committee

Parking and Traffic Committee

FAMU DRS & Southside/K-12 Mentoring Committee

Student Relations Committee

Student Affairs/Courses Committee

Financial Aid Advisory Board

Other Standing and Ad Hoc Committees. *The Senate may establish additional standing or special committees for any purpose within its jurisdiction. Each committee shall, at the discretion of the Steering Committee, report to the Senate for consideration, its work, findings, or recommendations. Except for the Committee on Academic Freedom and Tenure, the Faculty Senate President shall be an ex officio member of all standing committees, and he/she shall*

appoint the members of all non-elective committees from lists submitted by the Committee on Committees.

Pertinent Laws and Regulations

Florida A&M University and its employees are governed by federal, state and university laws and regulations. Faculty should be familiar with the following:

Sunshine Law: Chapter 286, Florida Statutes provides a right of access to public meetings, – www.leg.state.fl.us/

Public Records Law: Chapter 119, Florida Statutes provides access to public records- www.leg.state.fl.us/

Florida A&M University Regulations are policies that have been approved by the Florida A&M University Board of Trustees- www.famu.edu

FAMU/UFF Collective Bargaining Agreement – www.famu.edu

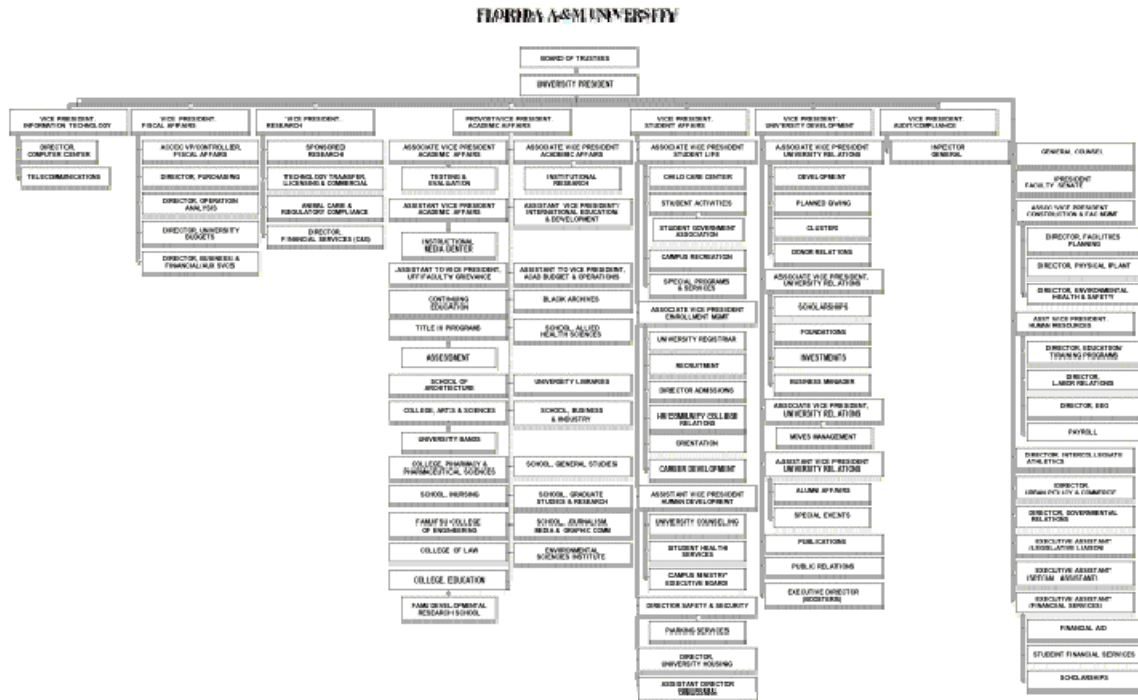
Family Educational Rights and Privacy Act (FERPA) protects the privacy rights of student's educational records - www.ed.gov/policy/gen/guid/fpco/ferpa

Florida Education Code – Chapter 1000, Florida Statutes – www.leg.state.fl.us/

Faculty Senate University Constitution – www.famu.edu

C. ORGANIZATION

As of January, 2007



University President

The president is the chief executive officer of the university and the corporate secretary of the Board of Trustees, and is responsible for the operation and administration of the university. The legal authority of FAMU is vested in the-Board of Governors, Board of Trustees and the University. The president is ultimately responsible for all matters within the University. However, it is anticipated that his/her use of the power to act shall be exercised judiciously and the decision making should include the broadest feasible representation and participation of all segments of the University community. The stability of the University is the faculty in whom the quality of the educational program resides.

Provost and Vice President for Academic Affairs

The Provost and Vice President for Academic Affairs is the principal executive officer under the President and exercises the functions of the President in his/her absence. The Provost and Vice President for Academic Affairs is also the chief academic officer of the University and is advised on academic matters by the Council of Academic Deans and Directors, and the Faculty Senate. This Council comprises the deans, the Registrar, two representatives from the Faculty Senate, two student representatives and the directors of the University Libraries, Assessment, the Instructional Media Center, Institutional Research, and Title III. The deans of the colleges and schools, directors of academic units and academic support units report directly to the Provost and Vice President.

Colleges, Schools and Institute

The University is organized into thirteen colleges and schools and one institute. They are as follows:

1. *College of Arts and Sciences*
2. *College of Education*
3. *College of Engineering Sciences, Technology and Agriculture*
4. *College of Law*
5. *College of Pharmacy and Pharmaceutical Sciences*
6. *FAMU-FSU College of Engineering*
7. *School of Allied Health Sciences*
8. *School of Architecture*
9. *School of Business and Industry*
10. *School of General Studies*

11. *School of Graduate Studies and Research*
12. *School of Journalism and Graphic Communication*
13. *School of Nursing*
14. *Environmental Sciences Institute*

Deans

The dean of each school and college is responsible for carrying out administrative duties under the Provost and Vice President for Academic Affairs; implementing rules and regulations by which the University is governed; nominating and assigning duties and responsibilities to division directors and department chairpersons; providing the general leadership in all administrative matters within the college or school, and providing the overall leadership in all educational and research programs within the college or school.

The Dean is the presiding officer of the faculty in his/her unit and represents his/her unit on the Academic Deans' Council, and advisory body to the Provost and Vice President for Academic Affairs on academic policy matters. The Dean may also serve on the faculty in one of the divisions/departments.

Faculty

The faculty consists of those employees holding the rank of instructor, assistant professor, associate professor or professor in one of the academic units of the University.

- 1. Twelve-month appointments are considered as calendar year appointments. Employees serving on twelve-month appointments shall earn sick and annual leave.*
- 2. Nine and ten month appointments shall be considered academic year appointments and shall be appointed for the fall and spring semesters. Employees appointed on an academic year basis shall earn only sick leave.*

(Note: For the purposes of this handbook, faculty shall not include the following classifications: coordinators, associate in, assistant in, counselor/advisor, program director.)

Vice President for Fiscal Affairs

The Vice President for Fiscal Affairs is the chief officer responsible for fiscal, personnel, and operational affairs of the University and shall perform other duties as the President may designate.

Vice President for University Development

The Vice President for University Relations is the chief fundraiser and officer responsible for institutional enhancement, i.e., generating support, interest, involvement and understanding among University constituencies.

Vice President for Information Technology

The Vice President for Information Technology is the chief information officer for the University and heads Enterprise Information Technology.

Vice President for Student Affairs

The Vice President for Student Affairs is the chief officer responsible for matters pertaining to student welfare and student activities, and shall perform other such duties as the President may designate.

Vice President for Research

The Vice President for Research has the responsibility of overseeing the Office of Sponsored Research, the Office of Technology Transfer and the Office of Research Subject Protection. Sponsored Research committees are listed below:

Research Committees

[Research Council](#)

[Faculty Research Advisory Committee](#)

[Regulatory Compliance Committee](#)

[Intellectual Property Review and Advisory Committee](#)

[Institutional Review Board for the Protection of Human Subjects](#)

[Institutional Animal Care and Use Committee](#)

[Corporate Outreach Committee](#)

[External Research Advisory Board](#)

Vice President for Compliance and Audit

The Vice President for Compliance and Audit is charged with ensuring that the University complies with state and federal reporting requirements.

University Cabinet, Councils and Committees

The University Cabinet. The University Cabinet shall consist of the President, all Vice Presidents, two faculty representatives elected by the Faculty Senate from its voting membership for two-year staggered terms, and other persons from the University community at large, selected at the discretion of the President. The President shall preside at meetings. The Cabinet shall serve as an advisory body to the President on policy matters of general University concern and shall meet at the discretion of the President.

The Council of Academic Deans and Directors. The Council of Academic Deans and Directors shall serve as an advisory body to the Provost/Vice President for Academic Affairs on policy matters related to academic matters.

The Budget Committee. The Budget Committee consists of the University President, all Vice Presidents, the Comptroller, two faculty representatives elected by the Faculty Senate from its voting membership two-year staggered terms, and other persons from the University community at large, selected at the discretion of the President or his designee. The President, or at his/her discretion, the Vice President for Administration shall serve as chairperson. The Budget Committee shall be responsible for recommending the policies and procedures to be followed by the University in the budgetary process. It may recommend to the President such additional standing and special committees as it shall deem necessary for the implementation of its policies and procedures.

Other Administrative Officers Councils and Committees. There shall be other administrative officers, councils, and committees as the University President may designate. The principal agency in nominating faculty membership for various councils and committees shall be the Committee on Committees of the Faculty Senate. The President, at his discretion, may add to or delete from said membership as is consistent with effective operation of the University.

Presidential Councils, Committees and Bureaus

The Admissions Committee. *The Admissions Committee shall consist of the Director of Admissions and the Registrar as ex officio members, a faculty representative from each college and school, and two student representatives appointed by the President upon recommendation of the Student Government Association. Faculty representatives shall serve for four-year staggered terms. The Committee shall suggest policy and make recommendations concerning admission of students to the University to Academic Affairs for presentation to the Faculty Senate.*

The Graduate Council. *The Graduate Council shall include at least one faculty member from each of the existing and evolving graduate programs within the University. Council members shall be recommended by the deans and appointed by the President. The graduate students, appointed from among their own organized ranks, shall be members of the Council. The Council shall review and recommend policies and procedures on graduate school matters.*

The Athletic Committee. *The Athletic Committee shall consist of the Director of Athletics as an ex officio member, three members from the faculty at large selected by the President and two selected by the faculty senate and appointed by the President, other members of the university appointed by the President and two students appointed by the President upon the recommendation of the Student Government Association from among its membership. Total voting members shall not exceed nine. The President shall appoint the chairman of the committee who shall be a member of the faculty and shall serve a period of time as designated by the President. The Committee shall review and recommend all athletic contracts, other budget matters, and any other matters concerning the athletic program to the President.*

The Adjudication and Corrections Committee *The Adjudication and Corrections Committee shall consist of two faculty representatives elected from each college and school to serve two-year staggered terms, and nine students appointed by the President, two from each undergraduate class and one graduate student upon recommendation of the Student Government Association with additional appointments being made as needed to carry out the Committee's functions. The Committee shall hear and make recommendations for action on student disciplinary matters to the Vice President for Student Affairs and other appropriate University committees.*

The Faculty Development Committee. The Faculty Development Committee shall consist of the Vice President for Academic Affairs and the Director of Sponsored Research as ex officio members, and a faculty representative from each college or school with the rank of assistant professor or higher appointed by the President of two-year staggered terms. The Committee shall make recommendations and serve as final arbiter for leaves of absence with salary to eligible faculty members for purposes of study, research, or travel, which will ultimately benefit the faculty member and the University.

The Faculty Professional Relations Committee. The Faculty Professional Relations Committee shall consist of a tenured faculty representative from each college and school elected by their respective unit for a two-year staggered term by the President. The Committee shall meet regularly to consider all matters of University policy concerned with professional relations, ethics, condition of employment, and the general welfare of the faculty.

The Professional Development Selection Committee. The Professional Development Selection Committee shall consist of representation from each of the colleges and schools, and the Committee selects the chair of the committee. The Committee will review eligible faculty members' dossiers and make appropriate recommendations to the Provost and Vice President for Academic Affairs. The faculty member who is granted the leave will receive one semester's leave with full salary, or one academic year's leave with half pay. All employees with three or more years of service, except those who are serving in tenure-earning or tenured positions, are eligible for professional leaves, if the terms of the contract through which an employee is employed allow such leaves. Each year the University makes available at least one professional development leave at full pay for one semester for every twenty (20) eligible employees subject to the conditions of the Program.

The Sabbatical Leave Committee. The Sabbatical Leave Committee shall consist of a representative from each of the colleges and schools. The Committee shall review dossiers of eligible faculty members and make appropriate recommendations for sabbatical leaves to the Provost and Vice President for Academic Affairs. Sabbatical leaves are granted to increase an employee's value to the University through enhanced opportunities for professional renewal, planned travel, study, formal education, research, writing, or other experiences of professional value, not as a reward for service. Full-time, tenured employees with at least six years of full-time service with the University or in the State University System are eligible for the leave. The

Sabbatical leaves are for full pay for one semester, or half pay for two semesters. Faculty members who receive a sabbatical leave are expected to return to the University for at least one year following participation in the program.

Grants-in-Aid Selection Committee. *The Grants-in-Aid Selection Committee is appointed by the University President. Its charge is to review dossiers of eligible faculty and staff employees and to make appropriate recommendations for grants-in-aid to the University President. The awards are designed to address the problem of traditionally underrepresented groups of faculty and staff by facilitating advanced educational opportunities for persons in these classes. The program encourages participation from minorities and to all female employees holding permanent or continuing full-time positions for at least six months prior to making application.*

The Academic Appointment and Class Schedule Committee. *The Academic Appointment and Class Schedule Committee shall consist of the Provost's representative, the University Registrar, Academic Admissions Director, Freshmen Orientation Coordinator, Director of Libraries, Director of Human Resources and Personnel Relations, Director of Student Activities, Athletic Director and others. The Committee shall set the academic schedule, appointment calendar and class schedule for the University.*

The Housing Bureau. *The Housing Bureau may consist of the Director of Housing, the Director of Business and Financial Services, the Vice President for Student Affairs as ex officio members, and two representatives, each appointed by the President from the faculty, the noninstructional professional staff, and the students recommended by the Student Government Association all serving two-year staggered terms. The Bureau shall systematically review policies and seek to provide comfortable and attractive housing for students residing in University residence halls and family units; maintain appropriate lists of acceptable off-campus accommodations for students, faculty, and staff, and periodically inspect prospective housing for use by all members of the University community. The Bureau shall hear complaints from anyone involved in University housing and shall make every effort to resolve such complaints.*

The Research Committee. *The Research Committee may consist of the Vice President for Research, the Director Enterprise Information Technology, the Director of University Libraries, the Editor of the Research Bulletin as ex officio members, and a faculty representative appointed*

by the President from each college and school. Appointed members will serve two-year staggered terms. The Committee shall develop policies and procedures to encourage research and creative activity of the faculty. It shall budget and allocate funds provided for research by the University as well as other funds procured from grants and by the efforts of the Committee.

The Committee shall serve in an advisory capacity to the Editor of the University Research Bulletin. Upon request of the editor, the Committee shall perform such duties as the reading and editing of manuscripts for publication. Upon request of the President or the Vice-

President for Academic Affairs, the Committee shall evaluate proposals for research grants from the University and make recommendations for their acceptance, modification, or rejection.

Health and Clinical Services Committee. *The Health and Clinical Services Committee shall consist of the Director of Counseling Services, Director of the Student Health Clinic, Dean of the School of Nursing, Dean of the School of Pharmacy and Pharmaceutical Sciences, Dean of School of Allied Health Sciences, University Chaplain, Vice President for Student Affairs, ex officio members, four faculty members from disciplines related to health concerns, and four students appointed by the President upon recommendation of the President of the Student Government Association. Appointed members shall serve two-year staggered terms. The Committee shall assess health problems, develop policies, establish guidelines, and seek to provide the maintenance of student health services. These services will provide comprehensive care to include mental health services, and in-patient and out-patient care. The Committee shall also explore ways to facilitate the health, care and safety of the entire University community.*

The Traffic Committee. *The Traffic Committee shall consist of the Comptroller, the Director of Physical Plant, and the Director of Campus Security as ex officio members, five faculty members, two university support personnel system (USPS) staff members and four students appointed by the President upon recommendation by the President of the Student Government Association. The Committee shall establish policies and procedures excluding parking fines and fees and penalties governing the movement and parking of motorized vehicles on University property, and shall further seek to provide the maximum and equitable development and utilization of parking facilities. The Committee's policy recommendations must be submitted to the Vice President for Student Affairs for review and to the President for approval.*

The University Planning and Development Committee. The University Planning and Development Committee shall consist of the Director of University Development, Director of the Office of Facilities Planning, Director of the Office of Public Relations, and the Director of the Office of Alumni Affairs as ex officio members; a faculty representative from each college and school appointed by the President; and, two students recommended to the President by the President of the Student Government Association. Appointed members shall serve two-year staggered terms. The Committee shall establish policy and set the guidelines by which planning, public relations, and fund-raising goals are met.

The University Direct Action Council. The University Direct Action Council shall consist of the President, Vice President for Academic Affairs, Vice President for Fiscal Affairs, Vice President for Student Affairs, Vice President for University Relations, Vice President for Research and the several representatives of the office in areas of counseling services, student life and services, and student affairs; the Comptroller, Director of Physical Plant, Director of Admissions and Records, Director of University Libraries, and Chairman of the Adjudication and Corrections Committee as ex officio members; four faculty members; a legal representative appointed by the President; and fifteen students appointed by the President, upon recommendation of the Student Government Association. The Council shall hear student suggestions and complaints that are channeled through its student members. It shall identify student and University problems, determine their scope and urgency, explore alternatives, lines of action to the solution of problems, and the possible consequences of each action offered.

The Inter-Area Council for Teacher Education. Membership on the Inter-Area Council for Teacher Education shall include at least one faculty representative from each academic division that has teacher education as one of its instructional components, as well as the dean of each school or college. The President shall also appoint as ex officio non-voting members to the Council, individuals deemed necessary for desirable optimum functioning. The Council shall be presided over by the Dean of the College of Education with the faculty representatives and the deans constituting voting membership. The Council shall review, recommend and monitor policies and procedures pertaining to teacher education programs. It may give particular attention to the articulation and coordination of teacher education components throughout the various academic units of the University.

Other Presidential Councils, Committees and Bureaus. The President, at his/her discretion, shall establish such councils, committees, and bureaus, as are consistent with the effective operation of the University. In those matters which directly affect the teaching and research faculty or the students, the President shall consult the appropriately designated committees of the Faculty Senate and Student Government Association.

D. THE UNITED FACULTY OF FLORIDA

The United Faculty of Florida is the certified collective bargaining agent for bargaining unit faculty. The UFF is charged with bargaining with FAMU over the wages, hours and terms and conditions of employment. Copies of the collective bargaining agreement may be secured at the Academic Affairs website and at www.FAMUFF.com.

II. FACULTY POLICIES

A. FACULTY CONDUCT CODE

The State of Florida can achieve its potential for greatness with an outstanding university system. Achieving this greatness dictates a strong and respected Board of Trustees, Board of Governors, administration, faculty, and staff. The Board of Governors reaffirms its determination to develop the State University System of Florida as group of universities of national distinction in their respective. The Board is dedicated to making these institutions preeminent centers of learning and leadership and dynamic forces in American progress. The Board asserts that the dissemination of knowledge, the search for truth, and the development of educated, free minds constitute the professional responsibilities of the faculties. These responsibilities must be maintained while each university executes its function of providing a democratic climate for the study and exchange of ideas.

The Board of Governors, as the legally constituted agency for policy making and supervision of the State Universities, believes that academic freedom and responsibility are essential to the full development of a true university and apply to teaching, research, and creativity. In the development of knowledge, research endeavors, and creative activities, a

university faculty and student body must be free to cultivate a spirit of inquiry and scholarly criticism and to examine ideas in an atmosphere of freedom and confidence. A similar atmosphere is required for university teaching. Consistent with the exercise of academic responsibility, a teacher must have freedom in the classroom in discussing his/her subject. The university student must likewise have the opportunity to study a full spectrum of ideas, opinions, and beliefs, so that he/she may acquire maturity for analysis and judgment. Objective and skillful exposition of such matters is the duty of every teacher.

The established policy of the Board of Governors shall continue to be that the faculty member must fulfill his/her responsibility to society and to his profession by manifesting academic competence, scholarly discretion, and good citizenship. The university teacher is a citizen, a member of a learned profession, and an academic officer of an educational institution. He/she should be constantly mindful that these roles may be inseparable in the public view, and he/she should, therefore, at all times exercise appropriate restraint and good judgment.

The Board of Governors desires that members of all faculties exercise the utmost ingenuity and creativity in order to bring to students the maximum benefits of enlightened education. The board requires that such exercise be tempered with responsibility and due regard for sound educational principles.

Regarding morals and influence, it has long been the established policy of the Board of Governors that institutions shall select faculty members of good moral character and of the highest educational background.

In order to assure a wholesome educational environment within the State Universities of Florida, the Board of Governors has adopted the following policies for the guidance of the universities:

B. NON-DISCRIMINATION POLICY

Florida A&M shall not discriminate against any faculty member based upon race, color, sex, sexual orientation, religious creed, ethnic origin, national origin, ancestry age, veteran status, medical condition, disability, political opinions or affiliation, marital status, or any combination thereof, nor shall the University abridge any rights of faculty related to union activity granted under Chapter 447, Florida Statutes, including but not limited to the right to assist or to refrain from assisting the UFF. The University protects and safeguards the rights and opportunities of faculty members to work in an environment free from any form of

discrimination or harassment and recognizes its obligations under federal and State laws, rules, and regulations prohibiting discrimination/ or harassment.

Faculty shall also be protected from harassment on the basis of race, color, sex, sexual orientation, religious creed, ethnic origin, national origin, ancestry, age, veteran status, medical condition, disability, political opinions or affiliation, marital status, or any combination thereof. Such harassment shall be defined as occurring when the workplace is permeated with discriminatory intimidation, ridicule, and insult that are sufficiently severe or pervasive to alter the conditions of the victim's employment and create an abusive working environment. Personnel decisions shall be based on job-related criteria and performance.

C. ETHICAL CONDUCT OF THE UNIVERSITY COMMUNITY

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.

D. CONSENSUAL RELATIONSHIPS.

1. In General

(a) Consensual sexual relationships between supervisors and employee, faculty-student, employee-student, do not violate laws prohibiting sex-based discrimination. However, such relationships are a concern because of the significant risk, ethical and administrative problems that can be posed when there is an institutional power difference between the parties involved, as between a supervisor and employee, employee and student, faculty and student, senior faculty and junior faculty, mentor and trainee, coach and athlete or academic advisor or counselor and advisee or counselee, and the individuals who supervise the day-to-day living environment and student residents. Because of the conflict or the potential for conflict of interest, exploitation, favoritism, and bias, such relationships may undermine the real or

perceived integrity of the supervision, education and evaluation provided. They can lead to a complaint of sexual harassment when the student or employee feels that she or he has been exploited; thus being less consensual than the individual whose position confers power or authority believes. As a matter of sound judgment and professional ethics, all employees have a responsibility to avoid any apparent or actual conflict of interest between their professional responsibilities and personal relationships with students or other employees.

(b) As to students, the integrity of the teacher-student relationship is the foundation of the University's educational mission. This relationship vests considerable trust in the teacher, who, in turn, bears authority and accountability as a mentor, educator and evaluator. The unequal institutional power inherent in this relationship heightens the vulnerability of the student and the potential for coercion. The pedagogical relationship between teacher and student must be protected from influences or activities that can interfere with learning consistent with the goals and ideals of the University. Consequently, the University prohibits a sexual or romantic relationship between a teacher and student, even where consensual, if the faculty member has direct supervisory or evaluative responsibilities over the student.

(c) Likewise, the University prohibits sexual or romantic relationships between employees and students and between supervisors and their employees.

(d) Through this policy, Florida A & M University asserts its right to protect the integrity of its operations from conflicts of interest, disruptions in its academic and employment environments that can arise from consensual sexual activity involving members of the University community, and to protect persons from the kind of injury that either a subordinate or superior party to such a relationship can suffer. Most of all, this policy seeks to ensure that each member of the Florida A & M University community is treated with dignity and without regard to any factors that are not relevant to the person's work.

(e) For such relationships, recusal is required, the recusing party must also notify his or her supervisor, department chair or dean, so that such chair, dean or supervisor can exercise his

or her responsibility to evaluate the adequacy of the alternative supervisory or evaluative arrangements to be put in place.

2. A failure to comply with the recusal and notification requirements is a violation of this policy, and therefore grounds for discipline commensurate with the severity of the offense, up to and including termination of employment.

3. Non-consensual situations or sexual harassment are covered under the University's policy on Sexual Harassment, as provided in Regulation 10.103.

E. FACULTY ASSIGNMENT

The University shall exercise its authority to determine the standards, qualifications, and criteria, so as to fill each appointment vacancy with the best possible candidates. Appointment vacancies shall be advertised and all the specific requirements of Article 8 of the FAMU/UFF Collective Bargaining Agreement shall be followed prior to making the decision to hire a candidate to fill a vacancy. In regards to faculty assignments, a faculty member shall be given assignments that would enhance the faculty member's opportunities to fulfill applicable criteria for tenure, promotion, and merit salary increases, or, if applicable, fixed multi-year appointments, and merit salary increases. In making assignments, the University shall also be guided by the following considerations:

- (1) The needs of the program or department*

- (2) The faculty member's qualifications and experiences, including professional growth and development and preferences;*

- (3) *The character of the teaching, research, and service assignments;*
- (4) *The time and material support needed to properly complete the assigned task(s);*
- (5) *The relative percentage of effort allocated in any assignment category (teaching, research, service) in relation to the task(s) that need to be performed; and*
- (6) *The reasonable opportunity to fulfill applicable criteria for tenure, promotion, and merit salary increases, or, fixed multi-year appointments and merit salary increases.*

Each employee shall be apprised in writing, at the beginning of the employment period and at the beginning of each semester of employment, thereafter, of the duties and responsibilities in teaching, research and other creative activities, services, and of any other specific duties and responsibilities assigned for that semester. A faculty member, if he/she wishes, will be granted, upon written request, a conference with the person responsible for making the assignment to express concerns regarding the assignment.

The period of an instructional assignment during an academic year shall not exceed an average of seventy-five (75) days per semester and the period for testing, advisement, and other scheduled assignments shall not exceed an average of ten (10) days per semester. Within each semester, activities referred to above shall be scheduled during contiguous weeks with the exception of spring break. (For additional information see Article 8, UFF Collective Bargaining Agreement.)

F. FACULTY OVERLOADS

Overload shall be defined as any instructional duties in an extension or continuing education activity in excess of a full appointment. Available overload appointments shall be offered equitably and as appropriate to qualified faculty member in sufficient time to allow voluntary acceptance or rejection.

G. SUMMER INSTRUCTIONAL ASSIGNMENT

The summer instructional assignment, like that for the academic year, includes the normal activities related to such an assignment as defined by the department and the nature of the course, such as course preparation, minor curriculum development with respect to the course in question, lectures, evaluation of student efforts, and consultations and conferences with students. When a summer instructional appointment immediately follows the academic year appointment, the faculty member may be assigned, if necessary, reasonable noninstructional duties related to the summer instructional appointment prior to the conclusion of the academic year appointment.

Supplemental summer appointments will be offered equitably and as appropriate contingent upon budgetary restrictions and student demands. Salary for a supplemental appointment shall be computed in accordance with the formula outlined in the Collective Bargaining Agreement.

Faculty on twelve-month appointments shall not be assigned duties that preclude them from taking all or a portion of their accrued annual leave in the two weeks immediately preceding the beginning of the Fall term or in the period immediately following the Spring term.

H. ACADEMIC ADVISEMENT

Academic advising connotes the providing of educationally related information and guidance to students confronted with choices and alternative paths in their education.

Although there are several models for advisement programs, the most widely accepted model involves the use of faculty as academic advisors. Advising, as it is defined in the current literature, is a much broader concept. Traditionally, faculty-advising function have involved maintaining student records, and describing the requirements of the academic major. From this broader perspective, advisors must be able to establish and to maintain a relationship with advisees that help them "conceptualize their situation and future possibilities." Ordinarily, the following considerations guide persons involved in advising.

- Advising has a major impact on students' satisfaction with their educational programs and, in turn, on their perception of fit with the institution.*
- Institutional commitment to advising must be demonstrated in terms of human, fiscal, and physical resources.*
- Effective advising presupposes the existence of a well-articulated set of principles and guidelines.*
- The components and criteria of an effective advising system can be isolated.*
- The skills and insights of good academic advising can be developed.*
- The appointment of one individual or office to coordinate the total advising system will prevent fragmentation among units and promote desirable outcomes.*

I. FACULTY PROMOTION

(1) Faculty Promotion – Faculty promotion is the appointment to a higher academic or equivalent rank or class and may also be combined with an application for tenure.

(2) Faculty Promotion Criteria – The criteria shall include meeting the minimum qualifications for appointment to the rank or position. In addition, promotion shall be justified by the faculty employee's proven increased skills in performance of duties, increased knowledge in the field of specialty, potential for professional growth and increased recognition of the faculty member as an authority in his/her field.

a. Additional criteria may be established by each college/school.

b. Assistant professors must serve three (3) years in rank to be eligible to apply for associate professor. Associate professors must serve five (5) years in rank to be eligible to apply for full professor.

c. Candidates must meet the minimum number of publications required by their respective Colleges, Schools or Institute for tenure and/or promotion. For promotion to full professor, these publications must be performed during the tenure of the faculty member as an associate professor.

d. Promotion criteria shall be available in the department/unit office and/or the college/school level.

(3) Beginning with their second year of employment, eligible faculty employees may annually request to be apprised of their progress toward promotion.

(4) Applications for promotion shall be submitted to the University and reviewed in accordance with the tenure and promotion schedule provided by the Provost.

(5) The promotion review process shall include the following steps:

- 1. A recommendation from the employee's supervisor;*
- 2. A poll by confidential ballot of the faculty holding that rank or higher in the department or unit;*
- 3. A poll by confidential ballot and recommendation from the college/school/institute tenure and promotion committee ;*
- 4. Recommendation from the dean/director of the college/school or institute;*
- 5. A poll by confidential ballot and recommendation from the university tenure and promotion committee*

6. *Recommendation from the provost*
7. *Approval by the President*

(6) Promotion applicants shall be notified of the recommendations from the supervisor, department/division, college/school/institute, dean, and university committee.

(7) The President has the final authority to approve or deny promotions.

J. FACULTY TENURE

(1) Tenure may be granted to faculty employees as herein provided. This regulation is supplemented by the Board of Trustees/United Faculty of Florida (BOT/UFF) Collective Bargaining Agreement for those employees who are members of the faculty collective bargaining unit.

(2) Definition of Tenure.

(a) Preamble – Institutions of higher education exist for the common good. The common good depends upon the unfettered search for truth and its free exposition. Academic freedom and tenure exist in order that society may have the benefit of honest judgment and independent criticism. The meaning of tenure in the academic community in the United States is simply a guarantee of annual reappointment for faculty employees until voluntary resignation, retirement, removal for just cause, or layoff in accordance with standards specified by Regulation 10.113, BOT/UFF Collective Bargaining Agreement, and standards as outlined in this chapter. Tenure assures the faculty employee security of employment and immunity from reprisals or threats due to an intellectual position or belief which may be unpopular. Tenure shall be in an academic department/division or other appropriate organizational unit.

(b) Criteria for Tenure – *The criteria for faculty tenure shall be provided to all tenure-earning faculty, upon hire. Tenure criteria shall require evidence of highly competent teaching and research and other scholarly/creative activities, services, and contributions to the University and to society. Faculty employees considered for tenure normally shall hold the terminal degree in the faculty employee’s teaching discipline or a closely related discipline. Criteria shall be established by the college/school or institute. Each tenure-earning employee shall be apprised in writing once each year of his/her progress toward tenure. Additionally, a third year review shall include an evaluation by the chair, dean and faculty (as identified by the college/school/institute). The tenure decision shall take into account the annual performance evaluations, the third year review and the needs of the department/unit, college/school/institute and university. The following factors may be considered:*

(1) professional experiences;

(2) work experiences;

(3) demonstrated contributions to the teaching discipline;

(4) technical and performance competencies;

(5) records of publications: Candidates must meet the minimum number of publications required by their respective Colleges, Schools or Institute for tenure. For those publications having four or more authors, the candidate must present a letter indicating their contribution to the publication;

(6) certifications; and

(7) exceptional scholarly/ creative activities.

Nomination of a faculty employee for tenure shall signify that the President is satisfied that the candidate will continue to make significant professional contributions to the academic unit, the University, and to society.

(c) Tenure in the University – *A faculty employee who has been granted tenure by the BOT shall have the status of permanent member of the faculty and be in the continuing employment of the University until he or she:*

- 1. Resigns;*
- 2. Retires;*
- 3. Is dismissed for just cause under the provision of University rules or the BOT/UFF Collective Bargaining Agreement; or*
- 4. Is discontinued pursuant to the layoff provisions in the University's regulations, and the BOT/UFF Collective Bargaining Agreement.*

(3) Tenure-earning Appointments.

(a) *Tenure earning faculty appointments to the ranks of assistant professor, associate professor, and professor do not include the appointment status modifiers of joint, acting, adjunct, provisional, visiting, research, clinical, courtesy, honorary affiliate or phased retirement. Appointments which include the appointment status modifiers multi-year, joint, provisional, visiting, research, clinical or affiliate may or may not earn time toward tenure, as determined by the President or President's designee at the time of appointment to a tenure earning position. Employees with appointment status modifiers of joint, provisional, visiting, research, clinical or affiliate will be notified in writing at the time of appointment of the tenure-earning status of the position. In the event, the position is not designated as a tenure earning position, the time in the non-tenure earning position may be counted toward tenure-earning eligibility upon being appointed to a tenure-earning position.*

(b) *Upon hire, the college, school or institute shall provide tenure criteria to eligible faculty employees.*

(c) If a Faculty employee is initially appointed to the rank of instructor or to a position including an appointment status modifier determined by the University not to be tenure-earning, and is subsequently appointed to a tenure-earning position, all or a portion of the Faculty employee's prior service in such a non-tenure-earning position may be counted toward time required for tenure, provided the President or President's designee specifically agrees in writing to credit such service.

(4) Eligibility for Tenure Nomination.

(a) Only those Faculty employees serving in tenure-earning positions as described in paragraph (3)(a), above, are eligible to be recommended for tenure at the University. Tenure shall not extend to administrative appointments in the general faculty or administrative and professional classification plans.

(b) Except for Faculty employees who by virtue of prior service credited at the time of their appointment, are eligible for consideration earlier, a decision whether to nominate a Faculty employee for tenure shall normally be made during the sixth year of continuous full-time service, or equivalent part-time service, in a tenure-earning position. The word "normally" as used in this rule takes cognizance of the fact that an employee may satisfy the requirements for tenure in his/her department or equivalent unit after 4 or 5 years of continuous full-time service, or equivalent part-time service. It also implies that an employee's tenure earning eligibility may be deferred for a certain period. An employee's written request for early tenure consideration is subject to the University's written agreement. Continuous employment for the purpose of tenure-earning eligibility consideration for full-time service shall mean employment during at least 39 weeks of any 12-month period. Continuous employment for the purpose of tenure-earning eligibility consideration for part-time service shall mean employment during at least one semester of any 12-month period. Part-time service of an employee employed at least one full semester in any 12-month period shall be accumulated. For example, two semesters of half-time service shall be considered one-half year of service for purposes of tenure eligibility.

(c) The number of years of previous tenure-earning service at other institutions of higher education which the President or President's designee may agree to approve as credit toward a Faculty employee's eligibility time for tenure shall be agreed upon in writing at the time of employment, subject to the following restrictions: the President or President's designee may

approve credit for not more than two years of tenure-earning service for a Faculty employee hired as an assistant professor, not more than three years for a Faculty employee hired as an associate professor, and not more than four years for a Faculty employee hired as a professor.

(d) Time spent by a Faculty employee under joint appointment or exchange within or without the SUS on a duly established personnel exchange program of the University or on a special assignment for the benefit of the University or for the SUS shall be counted toward the time for fulfillment of eligibility for tenure. In all such cases, the faculty employee shall be so informed in writing at the time leave is granted.

(e) Time spent on uncompensated leave shall not be credited as time earned toward tenure, except by agreement of the Faculty employee and the President or President's designee. In deciding whether to credit uncompensated leave toward tenure eligibility, the President or President's designee shall consider the relevance of the employee's activity while on such leave to the employee's professional development and to the employee's field of employment, the benefits, if any, which accrue to the University by virtue of placing the employee on such leave, and other appropriate factors. Time spent on compensated leave shall be credited as time earned toward tenure, unless the Faculty employee and the President or President's designee agree in writing that such leave is not to be credited.

(5) Granting of Tenure.

(a) By the end of six years of continuous full-time, or equivalent part-time service in a tenure-earning position in the University, a Faculty employee shall be nominated for tenure or given notice that further employment will not be offered, in the affected position with reason(s) why the employee was not nominated for tenure.

(b) Applications for tenure are normally submitted to the University at the beginning of the faculty employee's sixth tenure-earning year, in accordance with the Tenure and Promotion Schedule provided by the Provost.

(c) The tenure review process shall include the following steps:

1. *A recommendation from the employee's supervisor*
2. *A poll by secret ballot and recommendation of the tenured members of the department or unit.*
3. *A poll by secret ballot and recommendation from the college/school/institute tenure and promotion committee*
4. *Recommendation from the dean/director of the college/school or institute*
5. *A poll by secret ballot and recommendation from the University Tenure and Promotion Committee*
6. *Recommendation from the Provost*
7. *Nomination by the President*
8. *Approval of tenure by the Board of Trustees*

(d) Tenure applicants shall be notified of the recommendations from the supervisor, department/unit, college/school/institute, dean, and university committee. Any recommendation for disapproval shall include the reason for the negative recommendation.

(e) Upon nomination by the President and approval by the BOT, tenure shall be granted. The decision shall normally be made at the May Board meeting, but no later than the following meeting. The effective date of tenure shall be the date of approval by the BOT. Each nomination for tenure shall be acted upon with careful consideration being given to the qualifications of the faculty employee, including evaluation by colleagues and the immediate supervisor. In making judgments pertaining to the decision to award tenure, evaluation of research and other creative activities by qualified scholars, in pertinent disciplines, both within and outside the University should be included. When one of the duties of the faculty employee being nominated is teaching, the quality of the faculty employee's teaching shall be gauged by the standards outlined in this regulation, the BOT/UFF Collective Bargaining Agreement, where applicable, as well as the regulation which governs faculty evaluation and the approved criteria of the appropriate academic department/unit.

(f) With sufficient justification, an employee may be nominated by the President and approved by the BOT for tenure at the time of initial appointment or prior to the fifth year of tenure earning service. The President or President's designee shall consider the recommendation of the department or equivalent unit prior to making his/her tenure nomination.

(6) Transfer of Tenure – *A tenured faculty member may seek a transfer with tenure through the normal hiring process within the University to a vacant position in the same or similar discipline. The President or Provost may approve the transfer at her or his discretion and may consider any discrepancies in the tenure criteria in approving the transfer. When a tenured faculty member is transferred as a result of reorganization or program curtailment within the University and is employed in the same or similar discipline in which tenure was granted, the employee's tenure shall be transferred to the new department.*

(7) Standards for Maintaining Tenure of Faculty Employees.

An employee with tenure who is appointed to an Administrative and Professional position shall retain tenure in the academic position and in the academic department/unit where granted and not in the Administrative or Professional position.

(8) Duration of Tenure – *A tenured faculty member retains this status as long as he/she is employed in any appropriate academic unit of the University.*

(9) Additional Criteria - *Each college/school or institute may require additional criteria for promotion and/or tenure.*

K. FACULTY ANNUAL PERFORMANCE EVALUATIONS

(1) The performance of all faculty (instructors, assistant professor, associate professor,

professor), including faculty with the appointment modifiers of adjunct, visiting, research and clinical must be evaluated at least once annually, with a more intensive review in the third year of employment. This regulation is supplemented by the Collective Bargaining Agreement for applicable faculty employees.

(2) Faculty Employee Evaluation.

(a) The purpose of the evaluation is to assess and communicate the nature and extent of an employee's performance of assigned duties as it relates to teaching effectiveness, contribution to the discovery of new knowledge, the development of new educational techniques, service, and other forms of creative activity.

(b) Application of the criteria for evaluating faculty employees shall not violate the faculty employee's academic freedom or constitutional rights. A faculty employee shall not be punished for exercising such freedom or rights, either in the performance of University duties or duties outside the University. At the same time, a faculty employee may reasonably be expected to show, both in performance of University duties and duties outside the University, an awareness that membership in the academic profession carries with it special responsibilities.

(c) The criteria and procedures set forth in this rule pertain to the annual and other evaluations of faculty. In cases where dishonesty, incompetence, neglect of duty, or irresponsibility of a bargaining unit faculty member is charged, different proceedings should be undertaken pursuant to the BOT/UFF Collective Bargaining Agreement. In cases of misconduct or incompetence of an out-of-unit faculty member, different proceedings should be undertaken pursuant to applicable University rules.

(d) The performance evaluation shall be based upon assigned duties and shall consider the nature of the assignments.

(f) In evaluating teaching, the evaluation of its effectiveness shall be related to approved written objectives of each course which shall be given to each class at the beginning of the academic term.

(g) Faculty employees may be evaluated by other University officials. In this regard, a faculty employee may be evaluated for duties performed under the supervision of academic vice presidents, deans, directors, chairpersons, and/or any other University official who may supervise the faculty employee's activities. If appropriate, a faculty employee may be evaluated by public school officials for service to public schools or school districts.

(h) Utilization of Evaluation.

1. The chairperson of each department or other administrative unit shall collect the evaluation data for each faculty member in the department, which data shall be placed in the faculty member's personnel file.

2. Existing evaluations and the data in the faculty member's personnel file upon which evaluations are based shall be considered in recommendations and final decisions on tenure, promotion, salary, and retention.

3. The contents of the faculty evaluation file shall be confidential and shall not be disclosed except to the affected faculty employee, and to those whose duties require access to the file in accordance with the University's evaluation procedures or by the President or President's designee in the discharge of official responsibilities or upon order of a court of competent jurisdiction.

(3) Evaluation Instrument. Faculty should be evaluated using the "Florida A&M University Faculty Evaluation Form" or a comparable instrument which has been approved by the University. The University evaluation form can be accessed on the Academic Affairs website at www.famu.edu.

L. FACULTY OFFICE HOURS

Teaching faculty are expected to include their office hours in the course syllabus and post their office hours in a conspicuous place in order that students may have access to their professors, outside of the regularly scheduled class. Faculty should post actual hours and not operate entirely by appointments. Faculty are expected to maintain a minimum of one (1) office hour per week for each course taught. Normally, these hours should be scheduled for both morning and afternoon sessions, distributed across more than one day. Individual exceptions to the office hour policy may be approved by the dean/director because of the level and type of class. Faculty office hour schedule and any changes to the schedule must be submitted to the dean/director for the college/school/academic unit.

M. OUTSIDE ACTIVITY

“Outside Activity” shall mean any private practice, private consulting, additional teaching or research, or other activity, compensated or uncompensated, which is not part of the faculty member’s assigned duties and for which the university has provided no compensation. If a faculty member wishes to engage in any outside activity, the faculty member shall file a request with the faculty member’s immediate supervisor, detailing in writing, the proposed activity prior to engaging therein.

N. CONFLICT OF INTEREST

“Conflict of Interest” shall mean any continuing or frequently recurring obligation of any nature, which is in substantial conflict with the proper discharge of the faculty member’s assigned duties and responsibilities. The following may, in some cases, entail a conflict of interest and must be reported pursuant to Article 19 of the FAMU/UFF Collective Bargaining Agreement:

a. Assuming an executive or managerial position in a for-profit business.

b. Administering a grant outside the University that the faculty member would ordinarily conduct under the auspices of the University.

c. *Establishing a relationship as a salaried employee outside the University.*

d. *Compensated teaching or research at another university, without the prior written approval of the University, while employed as a full-time faculty member at the FAMU, with the exception of delivering occasional lectures or participating in continuing education programs.*

O. ACADEMIC FREEDOM AND RESPONSIBILITY

(1) Academic Freedom and Responsibility.

(a) The University believes that academic freedom and responsibility are essential to the full development of a true university, and such freedom and responsibility applies to teaching, research, service, and creativity. Consistent with the exercise of academic responsibility, a teacher must have freedom in the classroom in discussing academic subjects. The university student must likewise have the opportunity to study a full spectrum of ideas, opinions, and beliefs, so that the student may acquire maturity for analysis and judgment. Objective and skillful exposition of such matters is the duty of every instructor.

(b) The established policy of the University continues to be that the faculty employee must fulfill his/her responsibility to society and to his/her profession by manifesting academic competence, scholarly discretion, and good citizenship. The university instructor is a citizen, a member of a learned profession, and an academic officer of the University. The instructor should be constantly mindful that these roles may be inseparable in the public view, and should therefore at all times exercise appropriate restraint and good judgment.

(2) Morals and Influence.

(a) It has long been the established policy of the University that it shall select faculty members of good moral character and of the highest educational background. The University is also concerned with the careful selection of students and with their continuing social, economic, moral and spiritual welfare.

(b) In order to assure a wholesome educational environment, the University has adopted the following policies:

1. *Citizenship and Conduct* – The University will continue to examine carefully the qualifications and records of those individuals who are to be employed by it, not only with regard to their professional and academic competency, but also with regard to their general character and their moral conduct. Furthermore, the University will continue to exercise due care in the selection of students. The University will continue to guard against activities subversive to the American democratic process and against illegal behavior.

2. *Religion* – Religion plays a vital role in our American way of life and inevitably this subject will arise in classroom discussions. Religion may be properly discussed and analyzed there. The instructor bears and responsibility of pursuing such discussions objectively and impartially, without advocacy or indoctrination and with due respect for the religious beliefs of all concerned.

3. *Books and Teaching Materials* – The University continues its concern that students be exposed to the best in books and teaching materials. While recognizing the right and responsibility of the individual scholar to choose teaching materials, the University enjoins each member of the faculty to select materials that are among the best available, germane and in good taste within the context of the educational or scientific purpose.

(3) Implementation of Policy.

(a) *The President or President’s designee will charge the deans, and the faculty of the University to adhere to these standards within an atmosphere of academic excellence, freedom and responsibility.*

(b) *In reemphasizing its policy, the President or President’s designee makes completely clear his/her confidence in the high quality of the administration, faculty, and students in the University. The intent of this policy and the spirit in which it is to be implemented is that of preserving this high quality on a continuing basis.*

(4) **Conclusion** – *The President or President’s designee encourages the faculty to exercise their ingenuity and creativity in order to bring to students the maximum benefits of an enlightened education. It is further encouraged that such exercises be tempered with responsibility and due regard for sound educational principles.*

P. SABBATICALS AND PROFESSIONAL DEVELOPMENT LEAVE

(a) **Sabbaticals** – *Sabbaticals for professional development will be made available to full-time tenured faculty employees, with at least six years of full-time service within the University. Such sabbaticals will be granted to increase the employee’s value to the University. The*

requirements for Sabbaticals as outlined in the BOT/UFF Collective Bargaining Agreement shall apply.

(b) Faculty Development Leave Program – The Faculty Development Leave Program provides for faculty employees the opportunity to take a period of months, as determined by the University and the faculty employee, for purposes of professional renewal, planned study, formal education research, writing or other experience of professional value. Eligible faculty employees must have achieved the rank of assistant professor or higher and have six years of full-time service at the University. Terms of the BOT/UFF Collective Bargaining Agreement shall apply for employees who are members of the collective bargaining unit.

(c) Professional Development Leave Program – All employees with three or more years of service, except those who are serving in tenure-earning or tenured positions, shall be eligible for professional development leaves if the terms of a contract and grant through which an employee may be compensated allow for such leave, may apply for the professional development program at full pay for up to one semester for the purpose of taking academic course work, performing individual research, or other relevant activities which shall improve the employee's professional experience. The terms of the BOT/UFF Collective Bargaining Agreement shall apply for employees who are members of the collective bargaining unit.

1. An out-of-unit A & P employee is eligible to be considered for professional leaves with pay for educational or developmental leave. The purpose of this leave is to increase the employee's value to the University through enhanced opportunities for professional renewal, educational travel, study, formal education, research, writing, exchange programs, or other experience of professional value to the University and the employee.
2. During the period of professional leave with pay the University will continue to make contributions to the employee's retirement and insurance programs. All other benefits will continue during the period of approved professional development leave, including the accrual of annual and sick leave proportionate to the employee's appointment prior to the approval of the leave.
3. Funding will be from the employee's school, college, division or unit unless otherwise approved by the President or President's designee.
4. Employment unrelated to the purpose of the professional leave is governed by the provisions of all applicable laws, rules, policies, and procedures pertaining to outside activity and conflict of interest.
5. Professional Development Leave may be full-time or part-time, depending on the purpose of the leave. Normally, such a leave will not exceed one semester.
6. The President or President's designee may determine the number of professional leaves in his/her area to be approved each fiscal year. Generally, no more than one employee in a

school, college, division or unit may be approved for leave at the same time.

7. Return to Work Obligation – Unless a written agreement to the contrary is executed prior to participation, the following applies:

a. Upon completion of the leave, the employee is required to return to work for twice the length of time for which the leave was approved.

b. An employee who fails to complete the service requirement will return to the University the salary received during the leave unless otherwise approved.

c. An employee who fails to spend the leave time as stated in the application shall reimburse the University for the salary and any other payments or benefits provided by the university during the leave.

d. Upon completion of the leave, the employee shall provide to the President or President's designee a brief report of the employee's accomplishments during the Professional Development Leave and how those accomplishments may be used to enhance the University, school, college, division or unit.

8. Eligibility Criteria. At least three consecutive years of service with the University in the A & P pay plan, irrespective of funding source, provided the terms of a contract or grant through which an employee may be compensated allows for such leave.

a. The purpose of the leave is for professional development to enhance the employee's knowledge and competencies and contribution to the organizational effectiveness of the University and his/her school, college, division or unit.

b. The University determines that the completion of the project, work, or education will improve the productivity or management of the employee's unit or the University; or move the school, college, division or unit and the University closer to achieving its specific mission or reaching its vision.

c. The employee has not had a professional development leave for at least three years.

(d) Personnel Exchange Program.

1. The University may establish and maintain a program by which persons who occupy Faculty and A & P positions may temporarily exchange positions with persons in like capacities in government, private industry, and/or institutions of higher education.

2. Scope of Program – The Exchange Program is a distinct program providing opportunities for employee exchange and will not be tied to any other personnel program.

(e) Faculty Foreign Service.

1. Full-time faculty employees of the University who work in foreign countries shall retain all rights and privileges of on-campus faculty employees, including those of salary increases, promotion and tenure.

2. No person of professional rank will be employed by the University for official duties outside of the United States in other than full professional status as a member of the faculty when such duties are expected to last for a period of 12 or more months. Persons employed for consultation or short-term tasks of less than 12 months duration will work on a special contract basis with no university rank or other connection except as specified in the individual contract.

*(f) **Other Educational Development Programs** – The University shall make provisions for employees to have access to job-related and job-required learning opportunities. The terms of the respective collective bargaining agreement for in-unit faculty employees shall apply.*

Q. BOOKS AND TEACHING MATERIALS

The University continues to be concerned that students are exposed to the best in books and teaching materials. While recognizing the right and responsibility of the individual scholar to choose his/her teaching material. Each member of the faculty shall select materials that are among the best available, appropriate and in good taste within the context of the educational or scientific purpose. If the faculty member has a vested interest in the selected materials, he/she must notify the dean or designee.

R. FACULTY MEETINGS ATTENDANCE

Each college, school and/or academic unit within the University requires faculty and/or staff members of that college, school, and/or academic unit to attend certain internal and external meetings as part of the faculty or staff members' professional obligation. All faculty members, including adjunct and visiting status faculty, are expected to assume this obligation.

1. *The Dean of a college or school and the head of an academic unit within the University is expected to hold general faculty meetings at least once per semester.*

2. *Department chairs and division directors are expected to hold faculty meetings, as needed.*

S. COURSE SYLLABI

On the first day of class, all teaching faculty shall provide course syllabi (hard copy or web-based), to all students present and enrolled in the course. The syllabi must provide written information about goals and requirements of each course. A copy of each course syllabus shall be maintained in the department office as dictated by the Southern Association of Colleges and Schools (SACS) Criteria for Accreditation. Specifically, each syllabus is required to include the following:

1. *Name of the university*
2. *Name of college, school, institute, division, department or program*
3. *Semester/year*
4. *Course prefix, catalog number, title and catalog description and prerequisites (as listed in the University Catalog)*
5. *Course goals and objectives*
6. *Credit/contact hours*
7. *Name of instructor, contact information (e.g., office location, telephone number, e-mail address)*
8. *Office hours*
9. *Required and recommended texts*
10. *Location of Academic Learning Compacts (<http://www.famu.edu>)*
11. *Course requirements (examinations, research papers, group projects, etc.)*
12. *Course strategies / mode of delivery*
13. *Methods of evaluation (grading system and scale)*
14. *Grading system – percentages or points*

15. *Grading scale*

16. *Course policies – attendance, tardiness, make-up examinations*

17. *Academic Honor Policy statement*

18. *University’s Americans with Disabilities Act (ADA) Policy Statement:*

“Individuals who need a reasonable accommodation must notify the Office of Equal Opportunity Programs at 599-3076.”

19. *University’s Non-discrimination Policy Statement (<http://www.famu.edu>)*

Academic Honesty Violations:

1. *An academic honesty violation shall include a student who gives or takes information or material and wrongfully uses it to aid himself/herself or another student in academic endeavors. It shall further include receiving unauthorized written or oral information from a fellow student. Additionally, it shall include stealing, buying, selling, or referring to a copy of an examination before it is administered.*

2. *In the instance of papers written outside of the class, academic honesty violations shall include plagiarism. Plagiarism may be specifically defined for the purposes of any course by the instructor involved. Unless otherwise defined, plagiarism shall include failure to use quotation marks or other conventional markings around material quoted from any source. Plagiarism shall also include paraphrasing a specific passage from a specific source without indicating accurately what that source is. Plagiarism shall further include letting another person compose or rewrite a written assignment.*

3. *A student who assists in any of the academic honesty violations mentioned above shall be considered equally as responsible as the student who accepts such assistance.*

4. *For procedural information regarding academic honesty violations, students should consult with the academic dean or director in the respective school or college.*

5. *The penalties for academic honesty violations shall include: reprimand, reduction of grade; denial of academic credit; invalidation of university credit or of the degree based upon such credit; probation; suspension; dismissal; or expulsion. In addition to any other penalties that may be imposed, the individual or student may be denied admission or further registration,*

and the University may invalidate academic credit for work done by a student and may invalidate or revoke the degree based upon such application, residence affidavit, or accompanying documents or statements in connection with, or supplemental to, the application for admission to or graduation from the University.

COMPENSATION PRODECURES AND SUPPLEMENTAL POLICIES

T. PAY PLAN AND PROCEDURES

The instructional and research faculty are paid at regular intervals in accordance with the bi-weekly payroll schedule established by the University. All University employees are paid bi-weekly. All employees hired after January 1, 1997 are required to participate in direct deposit. All other faculty are encouraged to participate. Direct deposit is arranged through the Processing and Records section of the Office 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 appropriate departmental staff member.

U. ADDITIONAL COMPENSATION

Faculty may receive approval for additional compensation when assigned additional activities justifying employment in excess of 1.0 FTE. Any activity resulting in university-based compensation beyond that associated with the annual employment contract must have the approval of the faculty member's department chair, the dean, and the provost. Such activities may include, but are not limited to:

- 1. An assignment in excess of 1.0 FTE in credit or non-credit generating activities sponsored by the university;*

2. *Providing services to public schools, other Florida institutions, other state agencies, local governmental agencies, and private firms under the terms of a contract or grant;*
3. *Commitment to research projects, when consistent with the approved project budget and allowed by the sponsor's policies, or to cost sharing in external research grants.*

V. FRINGE BENEFITS

The Benefits Section in the Office of Human Resources is responsible for the administration of all University benefit programs available to faculty. Because of the need for brevity and frequent amendment to programs, it is suggested that faculty members contact the Benefits Section for detailed information. The University currently offers the following programs:

Flexible Benefits Plan

Pretax Premiums

Medical and/or Dependent Day-Care Reimbursement

Health and Life Insurance Plans

Group Health Insurance

Health Maintenance Organizations (HMO's)

State Sponsored Group Life Insurance

State Group Long-Term Disability Income

Short-Term Disability Income

Group Term Insurance

Life Insurance

Accidental Death and Dismemberment Insurance

W. LEAVES

Faculty is entitled to take a leave for the reasons set forth in Article 17 of the FAMU/UFF Collective Bargaining Agreement. No faculty member shall be penalized or disadvantaged for having taken leave. The duration of a leave may vary from a few hours to a year, or more (if extended by the president).

(a) A leave may be with pay (compensated) or without pay (uncompensated).

(b) A leave with pay may include leaves for the following reasons:

(1) Parental leave

(2) Accrued sick leave may be used for:

a. An approved family or medical leave

b. Personal illness or injury

c. Personal appointment with health care providers

d. Illness, injury, or appointment with the health care provider of a member of the immediate family

e. Death of a member of the immediate family

(3) Job-Related Illness Or Injury (under the Worker's Compensation)

(4) Annual Leave for 12-month faculty

(5) Jury Duty and Court Appearances

(6) Military Leave

(7) Service-Connected Disability Leave

(8) Leave Pending Investigation

(9) Potential Damage Leave

(10) Florida Disaster Volunteer

(11) Civil Disorder or Disaster Leave

(12) Athletic Competition Leave

(13) *Official Emergency Closings*

(14) *Presidential Leave*

A leave without pay may include the following reasons:

(1) *Family and Medical Leave Act (FMLA) entitlements*

(2) *Family Medical Leave in addition to FMLA*

(3) *Personal Medical Leave in addition to FMLA*

(4) *Foster care under FMLA*

(5) *Parental Leave (after having used all eligible paid parental leave)*

(6) *Sick Leave (once all accrued sick leave has been used)*

(7) *Presidential Leave*

The following leaves shall be granted upon request of the faculty member.

(1) *Family and Medical Leave Act entitlements*

(2) *Parental Leave*

(3) *Sick Leave*

(4) *Job-Related illness or injury*

(5) *Jury Duty and Court Appearances*

(6) *Military Leave*

(7) *Service-Connected Disability Leave*

(8) *Florida Disaster Volunteer Leave*

(9) *Civil Disorder or Disaster Leave*

(10) *Athletic Competition Leave*

(11) *Official Emergency Closings*

All other leaves are granted at the discretion of the appropriate administrator, i.e. Provost, President or Board of Trustees. However, permission shall not be unreasonably withheld. Additional questions concerning leaves should be directed to the Office of Human Resources.

X. GRIEVANCE PROCEDURE

The university and the employees agree that all problems should be resolved, whenever possible, before the filing of a grievance. Open communications between administrators and employees is encouraged, so the resort to the formal grievance procedure will not normally be necessary. A formal grievance is usually initiated by submitting a written grievance to the employee's supervisor. The grievance form is provided in the appendix of the Collective Bargaining Agreement. Additional information regarding the union grievance procedure can be found in the UFF Collective Bargaining Agreement. Alternately, tenured faculty may chose to file a formal complaint in accordance with Rule 6C3-10.232, Florida Administrative Code. A formal complaint may be filed at Step 1 with the President's representative. The FAMU/Collective Bargaining Agreement and the University's Complaint Procedure can be accessed on the Academic Affairs website.

Y. REAPPOINTMENT/NON-REAPPOINTMENT

All faculty, except (1) those holding visiting appointments (2) those who are appointed for less than one academic year or (3) those with less than five years of continuous service who are on "soft money" e.g., contracts and grants, sponsored research funds, and grants and donation trust funds, are entitled to written notice that they will not be offered further appointment as follows:

- (a) For faculty in their first two years of employment, one full semester;*

(b) For faculty with two or more years of continuous service, one full year.

In the event of a break in service for more than one semester in one full year or more than two semesters in two full years, only service following such break shall be counted for purposes of determining length of service. Paid or unpaid leaves shall not be considered a break in service. Faculty not entitled to written notice of non-reappointment shall have the following statement included in their employment contracts: "Your employment hereunder will cease on the date indicated, no further notice of cessation of employment is required."

Z. SEXUAL HARASSMENT

It is the policy of the Florida A&M University that each member of the University community be permitted to work or attend class in an environment free from any form of discrimination, including race, color, age, handicap, sex, marital status, national origin, veteran status, and sexual harassment, as prohibited by state and federal statutes.

Definition of Sexual Harassment

Sexual harassment of an employee or applicant for employment is defined as unwelcome sexual advances, requests for sexual contact, and other verbal or physical conduct of a sexual nature from any person when: submission to such conduct is either explicitly or implicitly a term or condition of an individual's employment, salary increase, position advancement or other employment related benefits; or submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals; or such conduct has the effect of interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

III. ACADEMIC POLICIES

GENERAL PRINCIPLES

The University is committed to the principle of excellence in education. Teaching and training is at the core of the mission of this University, whether it be in the context of the classroom or in any of the myriad contexts in which faculty interact with students. A number of policies, rules, and regulations have been developed regarding students and faculty interactions. Faculty should become familiar with the student handbook and handbooks of the departmental and/or institutional units because most logistical and administrative matters, such as class assignments are handled at the academic unit level. Student handbooks for the respective colleges, school and institute are available in the Office of the Dean.

The University has established academic policies for undergraduate, graduate, and professional degree programs. These policies may be accessed at the following sites:

Undergraduate Academic Policies: <http://www.famu.edu> (click Registrar and/or Board of Trustees – Regulations – Academic Affairs)

University Catalog: <http://www.famu.edu>

Graduate Academic Policies: <http://www.famu.edu> (click School of Graduate Studies);

Florida A&M University Student Handbook “The Fang” – The Office of Student Affairs

IV. ACADEMIC SUPPORT SERVICES

A. INSTRUCTIONAL SPACE ASSIGNMENT

Instructional space assignment pertaining to general purpose classrooms and laboratories is the responsibility of the University Registrar. Space assignment for special classrooms and laboratories is decentralized, and assignment is made through coordination with the deans of the various colleges/schools and academic units. However, all requests for use of and change of space for instructional and non-instructional related activities are processed through the Office of the Registrar. Inquiries relating to non-instructional space may be referred to the Director of Facilities and Planning.

B. UNIVERSITY LIBRARIES

The Samuel H. Coleman Memorial Library and six branches/departments constitute the University Libraries system. Coleman Library is the main library which is located in the center of the campus west side quadrangle. Samuel H. Coleman Memorial Library, the University's main library, along with its branch libraries hold over 500,000 cataloged volumes, 5,500 serial subscriptions, 90,000 microforms and 70,000 non-print items. The library is a depository for United States government publications. There are staff persons available in each library to assist users in utilizing library materials, databases and equipment, including online catalogs, CD ROMs, the Internet, document delivery and other resources. Up-to-date information can be found on the FAMU website: <http://www.famu.edu> → search University Libraries.

C. INSTRUCTIONAL MEDIA CENTER

The Instructional Media Center (IMC), located on the ground floor of the Coleman Library, Room 104, offers multimedia, distance learning, audiovisual, and videoconferencing support to faculty, students and staff at Florida A&M University. The Center contains an interactive classroom, a faculty development lab, an academic computer lab, and satellite downlinking services. These facilities are available for class sessions or developing instructional materials. The IMC staff is also available to help faculty assess the feasibility of using technology to enhance the teaching-learning environment.

D. UNIVERSITY COUNSELING AND ASSESSMENT CENTER

The University Counseling and Assessment Center enhances the University environment, providing activities and services that will maximize the growth and development of the students, faculty, staff and administrators. To accomplish this goal, the Counseling Center works to provide comprehensive programs and services that are in keeping with the goals and missions of the University. These services are designed to help students adjust to the college environment, as well as to assist them in resolving interpersonal conflicts, deeply rooted emotional troubles, negative reactions to stressful situations, and other concerns that interfere with the learning process. The current phone number for the Center can be found by calling FAMU Information at 850-599-3000.

E. UNIVERSITY TESTING SERVICES

The University Testing Center is located inside of the Sunshine Manor Building. It services professors, examinations analysis, and reports. It provides computerized scoring, analysis, and reporting of academic examinations. The Center also provides students access to computerized testing of national exams.

F. LEARNING DEVELOPMENT AND EVALUATION CENTER

The Learning Development and Evaluation Center (LDEC) was developed for students with one or more specific learning disabilities. The primary objective of the Center is to offer learning-disabled students, who have potential to compete successfully in college level studies, accessibility to post-secondary education programs at Florida A&M University. The LDEC provides a diagnostic evaluation of each student, which is a personalized description that includes an educational plan with strategies to overcome deficits. Tutorial services in all content areas across the curriculum are also provided. In addition, counseling and specific course offerings are available. Any student who knows or suspects he/she has learning disability should go to the LDEC for an interview and testing.

G. CENTRAL COPY CENTER

The Central Copy Center exists for the purpose of providing copying service to the entire university community. Faculty members should contact the Director of the Copy Center for specific information on copying procedures, copyright laws, and current copy policies.

H. FLORIDA A&M UNIVERSITY BOOKSTORE

The University Bookstore offers to the faculty and administrators a wide variety of services. It contacts academic departments for a listing of textbooks that will be used during the current semester. It also offers the service of acquiring custom tailored academic regalia for graduation. Faculty members should contact the University Bookstore for additional information.

I. FLORIDA A&M UNIVERSITY WEBSITE

The Florida A&M Website (<http://www.famu.edu>) contains a wealth of information about the University. Links to colleges and schools, administrative offices, and many academic support services are available. It also includes a link to the OurFAMU website which is an online portal for students, staff, and faculty. From OurFAMU, faculty can access online student transcripts, record attendance, and enter course grades. The OurFAMU portal also contains links to the current Schedule of Classes, Course Catalog, and other valuable informational resources for faculty. A faculty member needs a FAMU email account to access the portal. Instructions to obtain an email account can be found at <http://www.famu.edu> under link FAMMail.

V. ADMINISTRATIVE POLICIES AND AUXILIARY SERVICES

A. TRAVEL

Faculty members are encouraged to attend professional meetings, seminars, workshops and related activities that will benefit the University and/or the State of Florida. The University will reimburse expenses, for professional travel in accordance with the Laws of Florida pertaining to travel expenses of public officers, employees and authorized persons. There are three categories of travel:

Out-of-State Travel: *An out-of-state traveler will receive actual cost for lodging plus \$36.00 per day meal allowance (\$6.00 – breakfast; \$11.00 – lunch; \$19.00 – dinner). A paid receipt for lodging must accompany the reimbursement request.*

Foreign Travel. *For those who travel outside the United States, the department/division chair/director with the approval of the Dean may authorize reimbursement at the current rates specified in the federal publication “Standard Regulations (Government Civilians, Foreign Areas).” (Copy available in the Office of each Vice President and Dean).*

In-State Travel. *An in-state traveler may be reimbursed at a fixed rate of \$80.00 per diem or, if actual expenses exceed \$50.00, the traveler may be reimbursed for reasonable and necessary expenses for lodging plus meal allowance at the rate of \$36.00 per day. If reimbursement for lodging and meals is requested, it is necessary to furnish receipts. Mileage allowance for use of privately owned vehicle is available at a designated cost per mile. Travelers may receive special rates from car rental companies and selected hotels. These rates change frequently. Check with the Office of Administrative and Fiscal Affairs.*

B. UNIVERSITY PARKING AND TRAFFIC POLICIES

The Office of University Parking Services issues a booklet, which outlines the Parking and Traffic Regulations. All faculty and staff should obtain a copy. In order to park on campus, vehicles must display a current parking decal. Decals may be purchased at the Parking Services Main Office on Wahnish Way. Proof of vehicle ownership and a current drivers license and proof of insurance are required documents needed at the time of registration.

Parking and traffic regulations are enforced at all times and citations are issued when

violations occur. These citations can be contested within five working days from the date of the ticket. The employee may also make payment in full within five working days from the date of the ticket without a late fee. Unsatisfied citation debt impacts the employee's ability to receive clearance and may hinder the ability of the employee to obtain a parking permit the subsequent year. Non-payment of tickets may hinder the final leave payments at termination.

For additional information, the University Parking Services Department may be contacted at 850-561-2203.

C. UNIVERSITY POLICE DEPARTMENT

The Florida A&M University Police Department is committed to providing a safe and secure environment for all students, faculty, staff and visitors. The Police Department operates 24 hours a day, 365 days a year. Police Headquarters, located in the Physical Plant Building at 2400 Wahnish Way, is where all incoming calls and walk-in requests for service are handled by the Communications Center. All Communication Operators are authorized to dispatch police, fire or emergency medical services immediately. The emergency contact numbers for the University Police Department is 850-599-3256 (911 - emergency).

Services and Programs

Lost and Found. *The Police Department serves as central clearance for lost and found items. The Police Department should be contacted to report lost items, or to turn in a found property. Items are kept for 30 days. After that time, items that remain unclaimed will be disposed of in compliance with university policies. To retrieve found property, contact “Lost and Found” at the University Police Department, Monday through Friday, between 8:30 a.m. and 4:30PM.*

S.A.F.E. Team *(Students Available For Escort Team). During nighttime hours, a student-run escort service is available upon request to aid in safe movement between various locations on campus (i.e., classroom buildings, labs, libraries, parking lots, and residence halls). SAFE Team members are students, who are responsible for all operational aspects of providing escort services – from recruiting other students to become a part of the team to managing those teams. The University Police Department has oversight responsibility. Call 850-599-3795 or 850-599-3752 to request an escort.*

Personal Safety. *Police Officers provide personal safety information to new students and employees at orientation and during seminars conducted by the University Housing Office. Security surveys or other presentations are offered upon request to any group on campus. Presentations include available pamphlets and prevention tips.*

Operation Identification. *This program is based on the idea that marked items are more difficult to dispose of if stolen. Property is engraved with the owner’s identification marking for detection purposes. This service is offered by the University Police Department at no charge to participants. Contact the Police Department (850-599-3256) or University Housing Office (850-599-3651) to make a request for engraving services.*

Rape and Aggressive Defense Training

To help foster confidence among university women, the Police Department offers RAD training, a wide-ranging course that begins with awareness, prevention, risk reduction and avoidance. After conceptualization, the RAD training moves to hands-on defense tactics. RAD courses are taught by certified instructors, and are offered at most major colleges and universities. Included in the training is a workbook and reference manual. The RAD system is based on the principle that a spontaneous violent attack will stimulate a natural desire to resist on the victim's part. RAD training shows women how to take an active and effective role in their own self-defense as well as enhance their psychological well-being.

Lost and Found

The University provides lost and found services to faculty, staff, and students. All lost or found items should be reported to the University Police Department located on Wahnish Way. The reported items are labeled as lost or found and entered on the FCIC Terminal for lost/found items, a nationwide system, if the item is of value. A check is also conducted on all found items to determine if stolen. After all items have been labeled and checked, they are placed in the evidence room of the University Police Department.

D. POSTAL SERVICE

The University Post Office provides daily outgoing and incoming mail services for official university business only. Couriers pick up and deliver mail Monday-Friday to each department and twice daily to designated areas. The University Postal Services include campus mail pick-up and delivery as well as to the State Government hub downtown. All pick-up mail must be accompanied by the approved Mailing Instruction Form, which must bear the original signature of the respective department head or designee. The use of interdepartmental envelopes is highly recommended for on-campus mail delivery.

Envelopes for mail delivery to State Government offices downtown must be typed (printed) and properly addressed. All outgoing mail must reflect the department's name and building of the sender. All outgoing parcels may be sent by United States Postal Service or United Parcel Service at the discretion of the University Post Office, dependent on savings available to the University.

E. TELECOMMUNICATIONS

The Office of Telecommunications coordinates all requests for telecommunications services on the University Campus. Telecommunications is located in POM 2400 Building A Room #125; telephone, 850-599-3388.

A complete line of services is offered, including system designs, costs of additional, relocations, changes, purchases of telephone equipment, telephone credit card services, toll free (1-800) service, cellular telephone service, payphones and custom calling features, etc. All services are requested via use of the University Requisition/ Change Order Form.

All telephone repair problems are reported to the University operator. Dialing "O" or 850-599-3000 can access the Operator. The FAMU Technician responds only when the requests are made by the University Operator.

F. ID CARD PROGRAM

The Rattler Card is the University's official identification card (ID Card) for students, faculty and staff. Faculty and Staff requesting ID cards are to bring proof of employment and a photo ID with them to the Rattler Card Office, Room 004 Student Services Center (Corner of Wahnish Way and Gamble Dr.). Employees must have written approval from their respective department head to be issued an ID. The Rattler Card has a vending stripe and a banking stripe affixed on its rear side. The vending stripe permits on-campus transactions in vending machines, print systems, and laundry rooms after adding-value at one of the 10 Case-to-Card machines on campus.

There is a \$20 limit on value that can be added to cards. The Banking stripe may be activated for ATM use once a banking account is established with Capital City Bank. University Food Service and the University Bookstore accepts the Rattler Card for payment of purchases. For more information, please call 850-599-VENM (8366).

G. SPACE RESERVATION/EVENT COORDINATION

Each building has a space coordinator who handles space usage for purposes other than regular classes. The Academic Dean or Director whose program of operation is essentially housed within the building usually chooses this person. The Office of the University Registrar officially assigns classroom space. Reservations for space are made through the building space coordinator. The complete listing of building coordinators is housed in the Office of Facilities Planning, telephone 850-599-3197.

H. BUILDING SERVICES

University related persons, organizations, and groups whose activities are related to and further the mission of the University might sponsor meetings in university space in accordance with university policies and procedures. All other groups and persons may use university facilities upon payment of fees in accordance with university policies and procedures. Priority shall be given to those groups and persons whose activities are related to and further the mission of the University. The University may assess charges to recover direct costs for any use. A copy of the charges may be obtained from the Vice President for Administrative Affairs Office. Service, depending upon availability, may be furnished, upon payment of charges which reimburse the University for direct costs, to University related persons, organizations, and groups whose activities are related to and further the mission of the University.

I. NON-SMOKING POLICY

The policy of Florida A&M University is that no smoking is permitted in any university facility, including but not limited to classrooms, faculty offices, administrative offices, dining facilities, break rooms, press boxes, restrooms dorm rooms and other student residential facilities. Furthermore, no room, or portion thereof, within any university building may be designated as a "smoking area." This policy is in compliance with the Florida Clean Indoor Air Act of 1992 (Chapter 386, Florida Statutes).

J. EMERGENCY/FIRE/ELECTRICAL FAILURE

In case of an emergency where immediate medical attention is needed, dial 911. For fire, use the nearest fire alarm and fire fighting equipment. Electrical failures should be reported to the Physical Plant Division.

K. BUILDING ACCESS

Each building has a coordinator or custodian who is responsible for granting access to the building and issuing keys to authorized persons. This person is usually the Dean or Director or the designee of the Dean/Director whose program of operation is essentially housed there.

L. UTILITIES

The Physical Plant Division is responsible for all utilities; lights, water, heat and air conditioning. Route all calls for minor and emergency request to Physical Plant Job Control Center, extension 3525. Submit all written requests to the Physical Plant Director.

M. DECLARED EMERGENCIES (*Incliment Weather, Natural Disasters and Other Emergency Conditions*)

The Governor, by Executive Order declares an emergency. When the Governor, by Executive Order, declares an emergency, the Chief Administrative Officer shall have the responsibility for determining whether affected facilities, or portions thereof, which are located in the area covered by the Executive Order are to be closed and the length of time of such closing. When the Executive Order does not specify the ending time and date of the closing, closings beyond two consecutive days shall require approval by the President/BOT.

For natural disaster or any other emergency condition not covered by an Executive Order, the president shall request approval of the President/BOT before closing any university facilities or portions thereof. The President/BOT shall promptly respond to the request, stating specifically how employees' attendance and leave will be handled. Based on the foregoing statement, the President, by role, is the only person authorized to close the University. In the absence of the President, the Provost and Vice President for Academic Affairs acts on behalf of the President.

VI. STUDENT RELATED POLICIES

A. THE FANG

LOCATION OF STUDENT-RELATED POLICIES AND INFORMATION

The Florida A&M University Student Handbook, The FANG, contains detailed information regarding student policies, rules and regulations. Presumably, student-faculty relationships should remain on a mutually high and respectable level at all times.

Without exception, the rights of every student include respect for his/her personal feelings, freedoms and dignity; freedom from control by any person except as may be in accord with published rules and regulations of the University and the commonly accepted moral codes; and the right to make the best use of his/her time, efforts and talents toward the objectives which contributed to the student's matriculation at the University.

B. CONFIDENTIALITY OF STUDENT RECORDS

A student's personal record is considered confidential, and the contents will not be disclosed without conforming to the Buckley Amendment, which requires the student's permission. Exceptions are allowed in specific circumstances. However, factual information contained in student files that can normally be accessed from open public records, e.g., classification, place of residence and location, are not considered confidential.

C. RIGHTS OF AND SERVICES FOR THE DISABLED STUDENT

The Policy of Non-Discrimination admonished that no person shall, on the basis of sex, race, ethnicity, religion or disability, be subject to discrimination under any educational program or activity receiving federal financial assistance. Moreover, students who have special needs due to a physical or mental disability, should contact the Special Programs and Services office as soon as they arrive on campus. This office has been established to assist handicapped students attending the University.

The staff of the Special Programs and Services Office has close contact with federal and state agencies, which provide services to disabled individuals. The office will work with each student individually to develop solutions to meet his or her special needs.

D. STUDENT CODE OF CONDUCT

The Board of Governors of the State of Florida has full power and authority to prescribe rules and regulations to govern student life and faculty-staff-student relationships at Florida A&M University. The Board of Trustees has delegated the responsibility for student conduct and discipline to the President of Florida A&M University with the provisions that this responsibility shall be exercised through establishing procedures as prescribed and approved by the President except when such procedures are fixed by the Board of Trustees and/or the Board of Governors. At Florida A&M University, the President has designated the Provost/Vice President for Student Affairs as the officer charged with the responsibility for student conduct and discipline.

All students who accept the privilege of attendance at Florida A&M University as extended by the laws of Florida shall, by so attending the University, be deemed to have given their consent

to the policies of the University, the Board of Trustees, the Board of Governors and the laws of Florida. Each student is reminded that a violation of University regulations may constitute not only an offense against the University community, but against the civil laws as well, and, under certain circumstances, students may subject themselves to civil prosecution as well as to University disciplinary procedures for the same violation. All students, faculty and staff of the University have the responsibility to report violations of the Student Code of Conduct to appropriate officials.

E. DISRUPTIVE CONDUCT

Faculty, students and all other personnel who intentionally act to impair, to interfere with, or to obstruct the orderly conduct, processes and functions of a state university shall be subject to appropriate disciplinary action by the university authorities. Disruptive conduct shall include, but not be limited to the following:

- *Violence against any member or guest of the university community.*
- *Theft or willful destruction of university property or property of a member of the University.*
- *Interference with the freedom of movement of any member or guest of the University.*
- *Deliberately impeding or interfering with the rights of others to enter, to use or to leave any university facility, service or scheduled activity, or in carrying out their normal functions or duties.*
- *Deliberate interference with academic freedom and freedom of speech of any member or guest of the University.*

Each university will be free to further define disruptive conduct in its rules and regulations. All such rules and regulations shall become effective only after approval by the Board of Trustees and Board of Governors through regular channels.

Implementation of Policy: The Board of Governors hereby charges the Presidents, the deans, and the faculty of the universities to adhere to these standards within an atmosphere of academic excellence, freedom and responsibility. In order to demonstrate its proper share of responsibility for the policy outlined above, each university is required to report to the Board of Governors for approval of its procedures for implementing this policy. Such procedural mechanics may vary with each institution.

In reemphasizing its policy and the above requirements for its execution, the Board of Governors wishes to make clear its confidence in the high quality of the administration, faculties and students in the universities under its control. The intent of the policy and the spirit in which it is to be implemented is that of preserving this high quality on a continuing basis. (Florida A&M University Student Handbook, THE FANG, has detailed information governing student concerns and issues as interrelated with the faculty members of the University).

F. CONCLUSION

The purpose of this faculty handbook is to provide general information about Florida A&M University, its policies and regulations by which faculty will be governed. This handbook is not an expressed or implied contract between the University and its employees.