



COLLEGE OF EDUCATION

FACULTY GUIDELINES AND PROCEDURES HANDBOOK

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COLLEGE OF EDUCATION

FACULTY GUIDELINES AND PRACTICES HANDBOOK

Welcome to Florida International University. We are very appreciative that you have chosen to teach for the College of Education.

The purpose of this handbook is to help you become familiar with University and College policies and procedures related to your teaching assignments and associated responsibilities. The following phone numbers will be of value to you:

Important College of Education Contacts

OFFICE OF THE DEAN

Garcia, Delia	Interim Dean	320	(305) 348-3202	garciaad@fiu.edu
Cole, Kim	Assistant Dean	326	(305) 348-3609	colek@fiu.edu
Gonzalez, Maria	Administrative Assistant	320	(305) 348-3202	mdgonzalez@fiu.edu

OPERATIONS

Garcia, Alejandra	Payroll: Admi. Assistant	314	(305) 348-1726	garciaal@fiu.edu
Del Valle, Ricardo	Budget Coordinator	322	(305) 348-3202	Ricardo.Delvalle@fiu.edu
Tester, Maria V.	Office Manager	310	(305) 348-2723	testerm@fiu.edu

ACADEMIC AFFAIRS

McEachern, Adriana	Associate Dean	213A	(305) 348-3391	mceacher@fiu.edu
Perez-Prado, Aixa	Coordinator	261	(305) 348-3504	pereza@fiu.edu
Dardompré, Beatrice	Office Manager	213	(305) 348-3520	bdard001@fiu.edu
Soucy, Mellisa	Taskstream and Data Management Assistant	213	(305)348-3655	msoucy@fiu.edu

GRADUATE STUDIES

Barbetta, Patricia	Associate Dean	310	(305) 348-2835	barbetta@fiu.edu
Almeida, Caprila	Office Manager	310	(305) 348-2723	almeidac@fiu.edu

ADVISING CENTER

Vazquez-Syms, Marta	Director	229	(305) 348-3995	vazquezm@fiu.edu
Listhrop, Roma	Coordinator	227	(305) 348-2768	listhrop@fiu.edu
Ramberg, Jeffrey	Bridge Advisor	228	(305)348- 2061	Jeffrey.ramberg@fiu.edu
Oliveira, Jane	Program Assistant	220	(305) 348-2768	oliveirj@fiu.edu

OFFICE OF FIELD EXPERIENCES

Cohen, Judith	Director	225	(305) 348-6668	cohenj@fiu.edu
Gonzalez, Mary Ann	Program Assistant	226	(305) 348-2082	gonzalma@fiu.edu

OFFICE OF TECHNOLOGY

TBA	Director	269	(305) 348-6311	
Computer Lab		130/163/165	(305) 348-6134	

BROWARD PINES CENTER

Little, Diana	Director	Pines 101B	(954) 438-8609	littled@fiu.edu
Reid, Jennifer E.	Program Assistant	Pines 101A	(954) 438-8602	williams@fiu.edu

DEPARTMENT OF TEACHING & LEARNING – T & L

Vos, Robert	Interim Chairperson	215A	(305) 348-6742	vosr@fiu.edu
DeFrancesco, Charmaine	Associate Chairperson	214A	(305) 348-3163	defrance@fiu.edu
Diaz C., Jenny	Senior Secretary	215	(305) 348-2003	diazjc@fiu.edu
Susie Vivas-Torres	Secretary	215	(305) 348-2158	vivats@fiu.edu

DEPARTMENT OF LEADERSHIP & PROFESSIONAL STUDIES – L & P

McKenney, Alexis	Interim Chairperson	313 A	(305) 348-3905	mckenney@fiu.edu
Alfonso, Aleida	Office Assistant	313	(305) 348-2382	alfonsoa@fiu.edu
Porras, Maria	Secretary	313	(305) 348-3418	porrasm@fiu.edu

POLICIES AND PRACTICES

PROCEDURAL ISSUES

EMPLOYMENT DOCUMENTATION (SIGN-ON)

Timely completion of employment documentation (Sign-on) is very important to be added to the University payroll and to comply with Federal, State and University regulations. Your department chairperson/secretary should have provided you with a list of required Sign-on documents (i.e., vitae, official transcripts, I-9 & W-2 forms, Driver's license, Social Security card, etc.) which must be submitted prior to teaching classes. Please contact your department chairperson to confirm that all required documents have been received and that you are "on payroll."

The Florida Statutes (Section 110.13) and University policies, mandate that ALL employees participate in the Direct Deposit Program as a condition of employment. Please complete the Direct Deposit Authorization Form included in the sign-on packet, attach a voided personal check and mail or fax to the EFT Section of the State Controller's Office. The mailing address and fax number are included on the form. You will need to pick up your first checks until the direct deposit has been processed. Checks are available for distribution every pay day Friday. Please contact your department secretary or the Office of Human Resources at 305-348-2181 if you have any questions.

UNIVERSITY IDENTIFICATION –PANTHER CARD

The Panther Card is a computerized card that identifies you as an FIU employee. It contains your photograph, name, ID number, signature, bar code for library use and a magnetic strip for electronic identification. Call the Division of Human Resources or ask your chair for a memo to obtain your I.D. card. Once you have your Panther soft ID number, and a legal photo ID (i.e. driver's license or passport) you may go to the ID office in GC 104E to obtain your FIU Panther ID card.

PARKING DECAL

To park on campus you will need to purchase a parking decal. You must have a decal to park on any FIU campus. Failure to do so will result in expensive parking tickets.

To obtain your FIU parking decal, bring your drivers license, vehicle registration, and proof of car insurance to the Department of Parking & Traffic located at Parking Garage One, first floor

(UPC) or the Wolfe University Center, room 131 (BBC). You can also purchase your parking decal online at http://parking.fiu.edu/decal_info.htm

OFFICE SPACE, OFFICE HOURS, TELEPHONES, AND KEYS

Faculty are required to keep office hours. The expectation is that you maintain a minimum of five office hours per week and be on campus for office hours a minimum of two day. Office hours should be posted in front of your office, on the course syllabus, and provided to your department secretary.

The department will provide you a mailbox in which students can leave messages and papers, and which you may also use to leave items for them to pick-up.

FIU E-MAIL ADDRESS

All official communication is done exclusively via FIU E-mail. Every **faculty** should acquire an FIU E-mail address at <http://uts.fiu.edu/faculty.html>. The faculty's e-mail address should be listed in the syllabus of every course. Arrangements can be made to have FIU e-mail forwarded to other carriers.

UNIVERSITY CREDIT UNION

Faculty are eligible to use the services of the University Credit Union once they receive a contract. Please contact the Credit Union at 786-425-5040 for more information.

TEACHING

The relationship of teaching faculty to students is extremely important. Our reputation as an institution depends on effective teaching and advising as well as quality research. Students are, on the whole, are informed consumers. They want to receive their "money's worth," and they are not inclined to tolerate irresponsible or unprofessional behavior on the part of an instructor. They object to cancelled classes, chronic tardiness, lack of preparation, and unequal treatment of students. The following sections (some of which are strictly informative, some of which are recommended procedure, and some of which are University policy) should help you be a more informed and effective teacher.

MEETING CLASSES

It should go without saying that a teacher must meet every scheduled class and should meet it for the entire scheduled time. On those rare occasions when professional obligations, an emergency, or illness require that you miss a class, notify your chair and make provisions for covering your class in advance, if at all possible. If there is no one available to cover your class, make sure that someone notifies your students. Never hire anyone else to teach a course to which you have been assigned.

THE SYLLABUS

The Faculty Senate has passed policy regarding what is to be included in the syllabus. It is as follows:

- 1) All instructors of record are required to provide students with a printed or published on-line syllabus for any course in which students receive academic credit and for non-credit courses required for a degree or academic certificate.
- 2) Students should receive or have access to the course syllabus no later than the first class meeting for lecture and lab courses, no later than the first day of the semester for on-line courses, and no later than the end of the first week of the semester for internships, practicum, independent study, readings, or any other courses. Exceptions to the time constraints of this policy may be made on a case-by-case basis by department chairpersons or school directors when instructors are assigned in an untimely manner.
- 3) Each department or school will maintain a file of current course syllabi either on-line or in printed copy throughout the semester, which will be available for public examination.

Note, further, that each course syllabus must contain the following information:

- a) The name of the course, course and section numbers, course description, course objectives and learning outcomes, prerequisites and co requisites (if any), and semester and year offered;
- b) The instructor's name, telephone number, e-mail address, department or school, office location and office hours;
- c) Required purchases including texts, lab supplies, and artistic supplies, professional and ancillary items;
- d) A tentative outline that includes major topics, anticipated dates of assignments, performances, artistic submissions, and/or examinations;
- e) Performance measures that will be considered for evaluation in awarding final grades;
- f) Any policies of the instructor and/or department that may impact a student's enrollment or final grade;
- g) Grading standards to be used in calculating final grades;
- h) Attendance standards, if required.

Instructors are encouraged to include the following in course syllabi:

- a) The University drop date;
- b) Instructor's policy on make-up examinations, assignments or performance measures;
- c) Recommended purchases including supplemental texts, lab supplies, artistic supplies, professional and ancillary items;
- d) The University's Code of Academic Integrity;
- e) Reference to University policies on academic misconduct, sexual harassment, and religious holidays, and information on services for students with disabilities.

Instructors retain the right to modify the course syllabus for any reason throughout the semester provided that:

- a) Fair and adequate notice is given to enrolled students either by e-mail, in writing, or through online publishing;
- b) Modifications to the syllabus are not arbitrary or capricious, and;
- c) Students are not unfairly disadvantaged by mid-semester changes to grading standards, attendance standards, or performance measures.

Specific College of Education Requirements for the Syllabus

The College of Education is accredited by NCATE and the FDOE. Consequently, all course syllabi must include the College's Conceptual Framework and outcomes. Specific information pertaining to the knowledge, skills, dispositions and FDOE subject area competencies for teacher certification must also be included in all syllabi in courses in initial teacher certification programs. Programs that have specific accreditation (e.g., counselor education and CACREP) must also identify the specific competencies of the accrediting agency on the syllabus by the topics addressed in the course.

All syllabi must include the knowledge, skills, and dispositions that students will attain as a result of their participation in this class. This is required by NCATE. The syllabus must also contain how these knowledge, skills, and dispositions will be assessed and a statement that discusses the Taskstream requirements. (See Taskstream notes below).

The FDOE requires the College to also assess the satisfactory achievement of the Florida Educators Accomplished Practices (FEAPS). These are (1) Assessment, (2) Communication, (3) Continuous Improvement, (4) Critical Thinking, (5) Diversity, (6) Ethics, (7) Human Development and Learning, (8) Knowledge of Subject Matter, (9) Learning Environments, (10) Planning, (11) Role of the Teacher, and (12) Technology.

In Fall of 2008, the college began using a web-based system called TaskStream to collect evidence of student outcomes that reflect the College's institutional learning outcomes, NCATE, and FDOE competencies.

The College requires that all programs participate in the TaskStream assessment system. For initial teacher certification programs (including the graduate programs of school counseling, school psychology, reading education, and educational leadership) all courses have a specific task that addresses a minimum of 2 of the FEAPS. All faculty teaching courses with TaskStream requirements in any program must include a description of the required artifact in their syllabus and the three point rubric (Target, Acceptable, Unacceptable) that is being used to score the artifact. A multi section course (EDP 3004, for instance) must include the same artifact across all sections.

Required artifacts are submitted to the faculty via the students' TaskStream accounts. Instructors use their own accounts to apply the program's criteria to the artifacts and to indicate whether students' work has achieved satisfactory competence on the task. **All faculty must be trained on evaluating students' work in TaskStream.** Information on Taskstream training is available at <http://education.fiu.edu/taskstream>. Staff are available to come to your classes to instruct students on Taskstream.

The College has a Taskstream Upload Policy that states the following:

Students who earn an "Unacceptable" rating on the course critical task will be provided with one (1) remediation to achieve the Acceptable level. If students are unable to achieve Acceptable, the rating of "Unacceptable" will remain and students will receive a non-passing grade in the course. Students who fail to upload artifacts by the deadline will receive an "I" (Incomplete) or a non-passing grade in the course, at the discretion of the instructor. Faculty must provide final *Taskstream* evaluation before final grades are submitted. *Taskstream* will be inactivated by the end of the first week of the subsequent semester and students who have not uploaded as required will no longer be able to do so without email confirmation from the instructor.

Please be sure to submit your course syllabus(i) electronically to the department secretary at the beginning of each academic term.

DROP DATE

FIU has a late drop date, which is usually 8 weeks into the semester (adjusted for the 6- week summer term). It is useful to have students complete a major assignment (an exam, a project, a paper) before mid-term, so that you can have it graded and returned before the drop date, thus letting your students assess their progress. This is not merely a courtesy; it can also have a salutary effect on a class. Students who are hopelessly lost can make a class very difficult to teach.

STUDENT ATTENDANCE

If attendance is required in your course, indicate that fact on the syllabus. Students who participate in University sanctioned events (athletes, debaters, musicians, etc.) must inform you in advance of any event that will conflict with class time and they must make up any work they missed.

PLAGIARISM

Make sure you have a statement about cheating and plagiarism on your syllabus. Plagiarism is a special problem, since it sometimes occurs through an unintentional misuse of outside sources. The widespread availability of material on the Internet has added a new dimension to the problem of plagiarism. Make sure that your students understand that plagiarism and cheating are serious offenses punishable by expulsion from the University. The section on "Academic Misconduct" in the annual *Student Handbook* also defines plagiarism and cheating. The handbook is available in the Student Affairs Office (305-348-2797). It is imperative that you read this section of the *Student Handbook* since it explains in detail the procedures for disciplining a student who is caught cheating. Academic misconduct is discussed in more detail in a latter section of this handbook. The College website offers a Plagiarism tutorial that students can complete and faculty can require as part of the course. In addition, faculty can be given access to Turnitin. All requests for access to Turnitin should be sent to michellj@fiu.edu (305.348.2814). After your email is received you will be given the university account number and password. Once access is requested the faculty member will receive an email containing the university information. The instructions for setting up the account are located at http://turnitin.com/login_page.asp. Most faculty members usually find their way around with the video tutorials, and documentation available at <http://turnitin.com/static/support.html>. For faculty who prefer a face to face format, the Resource Center for Educational Technology hosts Turnitin workshops. You may view workshops at <http://www.peopleware.net/index.cfm?siteCode=2898&>. If there is no workshop listed, and you know of several faculty members who need one, feel free to request a workshop (call 305.348.2814). Individual appointment can also be made (based on availability).

ORDERING TEXTBOOKS AND PHOTOCOPYING

Teaching without books can be an extraordinary inconvenience, so it is important that you submit your book orders as soon as you know what you will be teaching. In most units, book orders are given to a departmental secretary who forwards them to the bookstore. The FIU Bookstore asks that book orders be made no less than six weeks before the beginning of the term.

Find out what your department's policies are on copying class materials. Some departments limit use of the departmental copy key. If you teach only at night and/or on weekends, you may wish to make arrangements to copy materials at this time. Check with the department secretary regarding departmental policy.

CLASS ROSTER

You may want to have three updated class rosters throughout the semester (the first day of class; the second week of class after the Drop/Add deadline; and after official deadline date to drop as posted in the Academic Calendar). Read each class roster to your class at the next 2 or third class meetings. This is the preferred way for students to verify their official enrollment status – sometimes they have been deleted from class roster and do not realize it. It is particularly important to verify enrollment status when you receive the second class roster, as this follows fiscal cancellation due to tuition non-payment. Students need to know their status

so they can remedy any problems. If the course has optional grading (i.e. pass/fail or letter grade), verify the grade option for which each student is registered. Except under extraordinary circumstances, the grade option cannot be changed after the first week of class.

EQUITABLE TREATMENT OF STUDENTS

It is imperative that all your students receive equitable treatment. You may be tempted to allow certain students to retake exams, turn work in late, or do extra work, but such practices can result in student grievances and even litigation. You should present a comprehensive syllabus at the beginning of the term and apply it consistently. Reasonable accommodation of students with disabilities is not considered inequitable treatment.

TEACHING FAMILY MEMBERS

Faculty should not have family members in their classes*. The State of Florida has a law against nepotism, which prohibits a family member from being in a position of authority of another family member. Whenever possible, direct family members to equivalent courses taught by others. If no other course is available, the case must be discussed with the department chairperson and the dean.

STUDENT EVALUATIONS

Be sure that every course you teach is evaluated by the students. This is a Florida Board of Education rule and there is a standardized form that students must fill out for each course. Your unit may have another form as well. The evaluation must be administered PRIOR to final exams. Ask your chair or departmental secretary about the procedures in your unit.

FINAL EXAMINATIONS

To avoid exam conflicts for students and to allow them to use the reading days for preparation, final examinations must be given on the official exam days noted on the academic calendar (usually the week following the last day of classes during fall and spring semesters). Final exams may now be given during the last week of class. Summer semesters do not have final examination periods and course examinations may be given at the discretion of the faculty member teaching the course.

SUBMITTING GRADES Only the instructor or instructors of record can submit grades. In courses are co-taught, instructors of record must select and designate one instructor as the person responsible for submitting the grades for the course. If for any reason the grades will be submitted late during the day, but before the deadline and you encounter difficulties, the instructor **must** contact the department and make sure the chairperson or program assistant in the department is aware of the problem and can assist them. Otherwise, if grades are not submitted by the deadline, they are considered late and change of grade forms must be manually submitted for each student in the class and must be approved by an academic dean. Grades must be submitted online on Panthersoft. Be sure that the department has received a copy of your syllabus. If a student should file a complaint or if a grading question arises after the semester ends, the department chair may have to deal with the problem without your help.

If you have given an incomplete grade (IN), be certain that your department chair knows what the student must do to finish the course. You must file an Incomplete Form with the department that is signed by you and the student. All students except those who are graduating have two semesters in which to make up an Incomplete. Incomplete grades should only be given if the student is seriously ill and can provide appropriate written documentation of the illness signed by a physician or if there is a death in the immediate family and evidence of such (e.g., death certificate) is provided.

HELPFUL LINKS

College of Education Website

<http://education.fiu.edu/>

Taskstream

<http://education.fiu.edu/taskstream>

Panther Soft procedures for Access to Class Roster

<http://pathersoft.fiu.edu>

Panther Soft procedures for Entering Grades

<http://pathersoft.fiu.edu>

Library Information

<http://library.fiu.edu>

Student Rights and Responsibilities

<http://www.fiu.edu/~oabp/misconductWeb/unitinstructions.htm>

Student Grievances

http://fiu.edu/~camplife/handbook_09/FIU_Student_Handbook_2009.pdf

Policy to Prohibit Sexual Harassment

<http://www.fiu.edu/orgs/diversity/publications/EOPSexH.pdf>

Students and Employees with Disabilities

www.fiu.edu/disabilityservices/

