



**Charles E. Schmidt**  
**College of Biomedical Science**

**Administrative Policies**

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# **Charles E. Schmidt College of Biomedical Science Administrative Policies**

## **Introduction**

The Charles E. Schmidt College of Biomedical Science Administrative Policies should serve as a reference and guide to administrative matters for Faculty, Administrative, Managerial and Professional (AMP), and Support Staff (SP) employees of the College.

The provisions of these policies are subject to all applicable Federal and Florida laws and University Regulations. All University policies apply to Charles E. Schmidt College of Biomedical Science employees unless specifically addressed in these College Administrative Policies.

The administrative policies are not a contract or a guarantee of employment.

### **Non-faculty Employees**

All Administrative, Managerial and Professional (AMP), Support Staff (SP), and Temporary employees shall follow the [Florida Atlantic University Personnel Policies](#) set forth by the Department of Human Resources with the exception of any superseding policies listed herein.

The academic calendar and required hours of work may vary for staff involved with the functional support of the University of Miami Medical School of Medicine (UMMSM). AMP and SP employees will earn compensatory leave if required to work the day of a FAU designated holiday which is considered to be a scheduled UMMSM work day.

### **Faculty**

Faculty shall follow the [Florida Atlantic University Academic Affairs Faculty Handbook](#), [Office of the Provost Memoranda and Policy](#) and [Florida Atlantic University Personnel Policies](#) with the exception of any superseding policies listed herein. Faculty members holding secondary medical school appointments at the University of Miami Miller School of Medicine (UMMSM), or any other medical school that the College may affiliate with, shall also follow those policies applicable to their appointment.

The academic calendar and required hours of work may vary for faculty due to our mission and function of academic support with the University of Miami Miller School of Medicine (UMMSM).

## **Faculty Appointments, Employment and Compensation**

### **Faculty Appointments**

Faculty appointments within the Charles E. Schmidt College of Biomedical Science are normally for 12-month periods.

[Faculty Recruitment, Selection and Appointment Guidelines](#), [Appointment Guidelines](#) and [Faculty Search and Recruitment Procedures](#) set forth by the Office of the Provost shall apply.

Faculty members must have a primary appointment at either Florida Atlantic University or University of Miami Miller School of Medicine and must hold a secondary appointment at the other institution or any other medical school that the College may affiliate with.

The tenure-earning and tenured ranks are Assistant Professor of Biomedical Science, Associate Professor of Biomedical Science, and Professor of Biomedical Science. The ranks of Clinical Assistant Professor of Biomedical Science, Clinical Associate Professor of Biomedical Science and Clinical Professor of Biomedical Science may be tenure-earning or non-tenure earning. The ranks of Research Assistant Professor of Biomedical Science, Research Associate Professor of Biomedical Science, Research Professor of Biomedical Science and Research Associate of Biomedical Science are non-tenure earning. The University has no quotas for admission to rank. The same criteria shall apply for initial appointment to any rank as apply to promotion to that rank. These criteria recognize three broad areas of academic activity: instructional activity, research, scholarship, other creative activity in the relevant discipline(s), and service. Service shall include contributions to the effective functioning, administration and development of professional associations, research grant awarding bodies, scientific journals, department/school, college and university programs, and the University itself, as well as assigned service to the community.

- Assistant Professor of Biomedical Science: Appointment to the rank of Assistant Professor of Biomedical Science normally requires individuals to hold the highest earned degree appropriate to their discipline. Appointment to this rank is made on the judgment that individuals are capable of reaching tenure within a maximum six-year period. Evidence of potential for excellence in scholarship and for quality teaching is required. Responsibilities include teaching graduate and medical students, conducting research in the area of biomedical science and service to the department, college, university and the profession. Minimum qualifications are a Doctoral degree from an accredited institution.
- Associate Professor of Biomedical Science: Appointment to the rank of Associate Professor of Biomedical Science is recognition that the faculty member has reached a status in the discipline appropriate to a life-long member of the academic world. This means that the person will clearly demonstrate the commitment and ability to continue to be a scholar, contributing to the relevant field(s) of knowledge through original work and quality teaching in the best traditions of the professorate. The candidate must demonstrate commitment to and ability in teaching and related instructional activity, as well as demonstrating the ability to contribute successfully and continuously to the scholarship of appropriate academic disciplines. Instructional activities shall be rigorously evaluated as scholarship and creative activity. Although the typical Assistant Professor of Biomedical Science will have only a modest assignment to service,

appointment to Associate Professor of Biomedical Science requires that the candidate have a record of responsible and conscientious participation in some service activities. Responsibilities include teaching graduate and medical students, conducting research in the area of biomedical science and service to the department, college, university and the profession. Minimum qualifications are a Doctoral degree from an accredited institution.

- **Professor of Biomedical Science:** Appointment to the rank of Professor of Biomedical Science is recognition of demonstrated achievement and distinction over the span of an individual's academic career in scholarship/creative activity in the appropriate discipline(s) and/or teaching and related instructional activity and/or service/administration. While distinction must be demonstrated in at least one dimension of the faculty role, the candidate must demonstrate commitment to and competency in the others. While the decision involves the candidate's entire career, the candidate's record shall demonstrate significant additional achievement beyond that demonstrated at the time of promotion to Associate Professor of Biomedical Science. While demonstrated merit, not years of service, shall be the primary factor in determining the case for promotion to Professor of Biomedical Science, no earlier than five years completed in rank from the year that the promotion became effective, may be considered the norm for promotion from Associate to Professor of Biomedical Science. Years in rank and sustained productivity are particularly important. Responsibilities include teaching graduate and medical students, conducting research in the area of biomedical science and service to the department, college, university and the profession. Minimum qualifications are a Doctoral degree from an accredited institution.
- **Clinical Assistant Professor of Biomedical Science:** Appointment to the rank of Clinical Assistant Professor of Biomedical Science normally requires individuals to hold the highest earned degree appropriate to their discipline. Evidence of potential for excellence in scholarship and for quality teaching is required. Responsibilities include medical education and service to the department, college, university and the profession. May be responsible for conducting research in the area of biomedical science, clinical science and/or medical education. Minimum qualifications are a Doctoral degree from an accredited institution.
- **Clinical Associate Professor of Biomedical Science:** Appointment to the rank of Clinical Associate Professor of Biomedical Science is recognition that the faculty member has reached a status in the discipline appropriate to a life-long member of the academic world. This means that the person will clearly demonstrate the commitment and ability to continue to be a scholar, contributing to the relevant field(s) of knowledge through original work and quality teaching in the best traditions of the professorate. The candidate must demonstrate commitment to and ability in teaching and related instructional activity, as well as demonstrating the ability to contribute successfully and continuously to the scholarship of appropriate academic disciplines. Instructional activities shall be rigorously evaluated as scholarship and creative activity. Although the typical Clinical Assistant Professor of Biomedical Science will have only a modest assignment to service, appointment to Clinical Associate Professor of Biomedical Science requires that the candidate have a record of responsible and conscientious participation in some service activities. Responsibilities include medical education and service to the department, college, university and the profession. May be responsible for

conducting research in the area of biomedical science, clinical science and/or medical education. Minimum qualifications are a Doctoral degree from an accredited institution.

- **Clinical Professor of Biomedical Science:** Appointment to the rank of Clinical Professor of Biomedical Science is recognition of demonstrated achievement and distinction over the span of an individual's academic career in scholarship/creative activity in the appropriate discipline(s) and/or teaching and related instructional activity and/or service/administration. While distinction must be demonstrated in at least one dimension of the faculty role, the candidate must demonstrate commitment to and competency in the others. While the decision involves the candidate's entire career, the candidate's record shall demonstrate significant additional achievement beyond that demonstrated at the time of promotion to Clinical Associate Professor of Biomedical Science. While demonstrated merit, not years of service, shall be the primary factor in determining the case for promotion to Clinical Professor of Biomedical Science, no earlier than five years completed in rank from the year that the promotion became effective, may be considered the norm for promotion from Clinical Associate Professor to Clinical Professor of Biomedical Science. Years in rank and sustained productivity are particularly important. Responsibilities include medical education and service to the department, college, university and the profession. May be responsible for conducting research in the area of biomedical science, clinical science and/or medical education. Minimum qualifications are a Doctoral degree from an accredited institution.
- **Research Assistant Professor of Biomedical Science:** Appointment to the rank of Research Assistant Professor of Biomedical Science normally requires individuals to hold the highest earned degree appropriate to their discipline. Evidence of potential for excellence in scholarship and for quality teaching at the graduate level is required. Responsibilities include conducting, participating in, and/or administering research, writing research papers for publication, training personnel involved in specific research projects and programs, writing grants and seeking funding for research projects. Minimum qualifications are a Doctoral degree from an accredited institution.
- **Research Associate Professor of Biomedical Science:** Appointment to the rank of Research Associate Professor of Biomedical Science is recognition that the faculty member has reached a status in the discipline appropriate to a life-long member of the academic world. This means that the person will clearly demonstrate the commitment and ability to continue to be a scholar, contributing to the relevant field(s) of knowledge through original work and quality teaching at the graduate level in the best traditions of the professorate. The candidate must demonstrate commitment to and ability in teaching and related instructional activity, as well as demonstrating the ability to contribute successfully and continuously to the scholarship of appropriate academic disciplines. Instructional activities shall be rigorously evaluated as scholarship and creative activity. Although the typical Research Assistant Professor of Biomedical Science will have only a modest assignment to service, appointment to Research Associate Professor of Biomedical Science requires that the candidate have a record of responsible and conscientious participation in some service activities. Responsibilities include conducting, participating in, and/or administering research, writing research papers for publication, training personnel involved in specific research projects and programs, writing grants and seeking funding for research projects. Minimum qualifications are a Doctoral degree from an accredited institution.

- **Research Professor of Biomedical Science:** Appointment to the rank of Research Professor of Biomedical Science is recognition of demonstrated achievement and distinction over the span of an individual's academic career in scholarship/creative activity in the appropriate discipline(s) and/or teaching and related instructional activity and/or service/administration. While distinction must be demonstrated in at least one dimension of the faculty role, the candidate must demonstrate commitment to and competency in the others. While the decision involves the candidate's entire career, the candidate's record shall demonstrate significant additional achievement beyond that demonstrated at the time of promotion to Research Associate Professor of Biomedical Science. While demonstrated merit, not years of service, shall be the primary factor in determining the case for promotion to Research Professor of Biomedical Science, no earlier than five years completed in rank from the year that the promotion became effective, may be considered the norm for promotion from Research Associate Professor to Research Professor of Biomedical Science. Years in rank and sustained productivity are particularly important. Responsibilities include conducting, participating in, and/or administering research, writing research papers for publication, training personnel involved in specific research projects and programs, writing grants and seeking funding for research projects. Minimum qualifications are a Doctoral degree from an accredited institution.
- **Research Associate of Biomedical Science:** Responsibilities include carrying out research projects, analyzing data, writing reports and scientific papers, and providing appropriate recommendations to address and eliminate problem areas. Minimum qualifications are a Master's degree from an accredited institution.
- **Graduate Teaching Assistants:** Graduate teaching assistants (TA's) assigned primary responsibility for teaching a course must hold a master's degree in the teaching discipline or 18 graduate semester hours in the teaching discipline in accordance with guidelines established by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS). Graduate TA's without these qualifications may not be assigned primary responsibility for teaching a course for credit or for assigning final grades, but may assist the primary instructor with course-related activities. Graduate TAs receive direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations. Exceptions to the highest degree standard can be made in cases where the instructor possesses related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching. Dates for these additional qualifications must be specified, as well as a description of the relationship between these qualifications and the expected outcomes of the course.

### **Faculty-Level Research Appointments**

Faculty-level research appointments are intended to offer a research career pathway to individuals with experience and scholarly qualifications comparable to regular tenure-track and tenured faculty members of the College. Research faculty are not eligible for tenure. Appointees are professional researchers who are interested in and capable of independent

investigation and publication, and who support the research mission of the University by assisting a department in the College to achieve its research goals. Their research should complement the research programs of regular faculty members. Although they are not normally assigned instructional responsibilities, they may teach courses appropriate to their background when it is mutually acceptable to them and to the department and occasionally take part in upper level or graduate teaching or seminar activities. These appointments are normally funded from sponsored projects or other non-appropriated University funds, are contingent upon the availability of funding and should be at a rate comparable to that of regular faculty of the same rank. These appointments cannot extend beyond the period of availability of supporting funds. Research faculty may serve as principal investigators or project directors on research awards and are expected to seek independent external funding. The [Procedure for Faculty-Level Research Appointments](#) shall apply for initial faculty appointments and reappointments.

### **Administrative Faculty Appointments**

Faculty members who are assigned to academic administrative positions are appointed by and serve at the pleasure of the Dean and may be removed or assigned to other duties at any time during the term of the appointment. The salary rate and contractual period may be adjusted to reflect the new responsibilities. At the conclusion of the appointment (unless there has been a change of assignment during the term of the appointment period), a faculty member is entitled to reassignment to the same or similar faculty rank and responsibilities held at the time of the administrative appointment. The Dean is responsible for evaluating the performance of faculty members in these positions.

- Department Chairs
- Associate Deans
- Assistant Deans
- Directors

### **Appointment Status Modifiers**

Faculty appointments which include the appointment status modifiers listed below are non-voting faculty members not eligible for tenure or regular status.

- **Adjunct:** A part-time or temporary appointment extended to qualified faculty members who perform temporary teaching or research functions. The term of employment is only for the period specified.
- **Affiliate, Courtesy or Volunteer:** An unpaid appointment of a qualified staff member of a hospital or medical research institution with which the University has an affiliation agreement. Members of the Affiliated Faculty are not considered employees of the University but they are subject to University policies on such issues as sexual harassment, health and safety, patent and copyright (if collaborating with full-time faculty members or utilizing FAU resources), professional conduct and credentialing while performing

duties as an affiliated faculty member. Appointment and reappointment to the Affiliated Faculty usually requires that the candidate hold a terminal degree which almost always is an M.D. or Ph.D. degree.

- **Clinical or Practice:** An appointment modifier general used for faculty who have a professional position or experience in a health care setting. This may also be used for faculty appointments who come to the College with extensive experience in industry or the human services.
- **Emeritus:** An honorary title conferred upon a retired faculty member in recognition of distinguished service to the College.
- **Honorary/Honoris Causa:** This is an honorary title awarded to an individual having achieved distinction and honor in his/her field. The selection of recipients for honorary degrees is coordinated by the Office of the President.
- **Joint Assignment:** A faculty member may be offered an assignment in more than one department/college. They maintain one primary appointment with one primary supervisor who consults with the secondary supervisor in regard to such issues as assignment, evaluation, promotion and tenure, salary, etc. These appointments are made to promote interdisciplinary or inter-professional teaching and research.
- **Provisional:** An appointment of a faculty member who is not fully qualified for an academic rank but who expects to acquire such qualification in a short period of time.
- **Visiting:** An appointment extended when the faculty member or the position is not expected to be available for more than a limited time period. Visiting appointments that are not expected to extend beyond one year may be exempt from the PeopleAdmin recruitment process (Faculty Search Checklist). Visiting appointments may be renewed for an additional term at the discretion of the Dean.

## **Assignments**

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

## Evaluation of Faculty Performance

Faculty shall be evaluated based on the guidelines and professional standards as set forth by the [Florida Atlantic University Academic Affairs Faculty Handbook](#) and performance evaluation criteria:

- Exceeds Expectations  
Faculty member carries out all aspects of their Assignment of Responsibilities (AOR) and also provides tangible evidence of an outstanding performance in the top 10 percentile range. Examples for:
  - Teaching: University level Teacher of the Year Award, or a College level award from students
  - Research:
    - Multiple research grants including NIH RO1 funding or NSF funding
    - Corresponding or first author of a paper in a journal with an impact factor above 12
    - Authorship, including corresponding authorship, of multiple papers in peer reviewed journals whose summed impact factors exceed 15
    - Primary author of a textbook
  - Service:
    - Chair of college-level or university-level committee that involves major administrative responsibilities
    - Membership of multiple committees at college or university level of which at least one requires a major time commitment (i.e., Medical Admissions Committee)
- MEETS EXPECTATIONS  
Faculty member carried out in a satisfactory and timely fashion all assignments listed in their AOR in a particular area. It is possible that unforeseen events affect the ability of the faculty member to carry out some parts of the AOR; the Chair has discretion to take this into account.
- FAILS TO MEET EXPECTATIONS  
Did not carry out one or more assignments, except in cases where there is an acceptable explanation, i.e., cancelled assignment, ill health.

## Evaluation File

Evaluations and materials in a faculty member's personnel files upon which evaluations are based will be considered in recommendations and final decision on tenure, renewal of appointments, promotions and salary, as well as other personnel decisions. All materials used in the evaluation process (other than evaluations for promotion and tenure) should be contained in the faculty member's evaluation file located in the office of the faculty member's department. The contents of the faculty evaluation file will be kept confidential and should not be disclosed except to the affected faculty member and those persons whose duties require access to the file in accordance with the University's rules and procedures. The evaluation file for the faculty member should be made available for examination, upon reasonable advance notice, during the regular business hours of the office where the file is kept. Written materials used in the annual

evaluative process should be contained in this file. Upon request, a faculty member may paginate with successive whole numbers the materials in the file, and may attach a concise statement in response to any item therein but may not alter the original document.

## **Compensation**

Salary increases may be awarded by the Florida Legislature, the Florida Atlantic University Board of Trustees, or the Dean of the College in accordance with their respective guidelines. The faculty of each department will develop their own guidelines for annual evaluation, a portion of which will detail the allocation of salary increases based on merit.

## **Office Hours**

Faculty members are required to post office hours during which time they will be available for consultation with students as noted in the [Office of the Provost Memoranda and Policy: Office Hours Policy](#). Faculty-student interaction outside of the classroom is an extremely important part of the instructional assignment. Faculty need to designate a portion of their office hours specifically for students to discuss class performance. Office hours may also be used by students for academic advising, academic course and program selection and career counseling. Faculty members shall post a schedule of their office hours in a conspicuous place by their office and include this schedule in their course syllabi. In establishing the office hour schedule, faculty will carefully consider students' ability to come at the scheduled times. Faculty are expected to be in their office and available during these hours.

## **Travel**

An approved Travel Authorization Request (TAR) is required for University employees traveling on official University business, prior to the time of departure. This establishes authorization of the absence and provides documentation in the event of an accident and/or subsequent workmen's compensation claim and encumbers funds for the travel.

A [Complimentary TAR](#) is required for travel when expenses are not reimbursed by the University. This also provides authorization of the absence and documentation in the event of an accident or workmen's compensation claim.

International travel for official University business requires specific approval by the Dean and Provost prior to the commencement of the travel. International travel requests should be prepared well in advance to allow time for processing. [FAU Safety and Security Policies on International Study and Travel](#) shall apply. If any sponsored, endorsed or funded by FAU or any FAU program, department or college, will occur in a location where there is a U.S. State Department travel warning, the employee will be required to sign a waiver (Release of Liability, Waiver of Claims, Express Assumption of Risks, and Hold Harmless Agreement) acknowledging that the travel is voluntary and that they are aware of the safety and security concerns associated with their travel plans.

## **Oral Proficiency**

Florida Statue 1012.93 requires that all faculty members in each state university, other than those who teach courses that are conducted primarily in a foreign language, be proficient in the oral use of English, as determined by a satisfactory grade on the “Test of Spoken English” of the Educational Testing Service or a similar test.

If a supervisor has reason to believe that faculty member involved in classroom instruction, other than in courses conducted primarily in a foreign language, is deficient in English oral language skills, the supervisor shall make provisions for the faculty member to be tested in accordance with appropriate procedures and examinations for testing such skills. No reference to an alleged deficiency shall appear in the annual evaluation or in the personnel file of a faculty member who achieves a satisfactory examination score determining proficiency in oral English. (English as a Foreign Language (TOEFL): 173 computer based, 500 paper based; or the International English Language Testing System (IELTS): 6.0 band score).

Faculty who score below a minimum score on an examination established for determining proficiency in oral English shall be assigned appropriate non-classroom duties for the period of oral English language instruction provided by the University unless during the period of instruction the faculty member is found, on the basis of an examination specified above, to be no longer deficient in oral English language skills. In that instance, the faculty member will again be eligible to assignment to classroom instructional duties and shall not be disadvantaged by the fact of having been determined to be deficient in oral English language skills.

It is the responsibility of each faculty member who is found to be deficient in oral English language skills by virtue of scoring below the satisfactory score on an examination established for determining such proficiency to take appropriate actions to correct these deficiencies. To assist the faculty member in this endeavor, the University shall provide appropriate oral English language instruction without cost to such faculty members for a period consistent with their length of appointment and not to exceed two consecutive semesters. The time the faculty member spends in such instruction shall not be considered part of the individual assignment or time worked, nor shall the faculty member be disadvantaged by the fact of participation in such instruction.

If the University determines, that one or more administrators of a test to determine proficiency in oral English language skills is necessary, in accordance with this section, the University shall pay the expenses for to two administrations of the test. The faculty member shall pay for additional testing that may be necessary.

## **Grievance Procedure**

[Florida Atlantic University Regulation 5.009 “Grievance Procedure”](#) shall apply to all employees of the College.

## **Promotion and Tenure**

The goals of the College of Biomedical Science are to attain excellence in biomedical research and convey knowledge in the subject matter of Biomedical Science to medical and graduate students. In order to attain these goals, faculty of high caliber must be promoted and given tenure.

Promotion and tenure shall follow Florida Atlantic University criteria and guidelines. Academic Affairs provides [Guidelines for Appointment, Promotion and Tenure of Faculty](#).

[The College of Biomedical Science Promotion and Tenure Criteria](#) are consistent with the goals of the college and the regulations of Florida Atlantic University.

The College Promotion and Tenure Committee will be comprised of eight members. Four will be senior (Associate Professor or higher) tenured faculty elected by the Basic Science Department and four will be senior (Associate Professor or higher) elected by the Clinical Science and Medical Education Department. No member may serve more than two three year terms. Initial appointments will be for one, two and three years. The Chair shall be a tenured faculty member elected by the entire College Promotion and Tenure Committee. The Chair, in the performance of his/her role at the university committee, shall represent the views of the college committee. The college committee will vote on promotions sent to it by the departments. Those promotions which are non tenure track will then be sent to the Dean and forwarded to the University Provost for action. They do not need to go to the university committee. The tenure vote will be made only by the tenured faculty on the committee, on those candidates whose promotion was approved by the entire committee.

All time toward tenure earned while the faculty member was in the Charles E. Schmidt College of Science will be credited to the faculty member.

## **Mentoring of Faculty**

### Tenure-Earning Faculty

Assistant Professors and any other faculty members who are untenured but employed on a tenure-earning track will be provided with a mentor who will help them prepare for promotion to Associate Professor and/or tenured status. The mentor will be a tenured member of the faculty within the Charles E. Schmidt College of Biomedical Science, at the rank of Associate Professor or Professor. The selection of the mentor will be made by mutual agreement of the mentor, the candidate and the Chair of the Department. The candidate may, without prejudice, request a change of mentor.

The role of the mentor is to become familiar with the candidate's assigned duties and his or her attempts to fulfill the assignment. The mentor may assist in the following:

1. Teaching: advising as to which courses are advisable to teach (especially new preparations); reviewing course syllabi, course subject matter, lecture notes, and examination format; choosing peer reviewers;

2. Research: helping select research projects; helping select potential granting agencies; advising on choice of outlets for manuscripts; reviewing manuscripts prior to submission;
3. Service: choosing type and number of service activities; comparing relative merits of particular service activities over others, and;
4. Assistance in any other field of endeavor that may bear on normal progress toward promotion and tenure.

The mentor will serve for a period of one year, unless circumstances necessitate a shorter time frame. A faculty member from another College may serve as a mentor. Mentors will meet with the untenured Assistant Professor at least once per semester to discuss relevant professional matters and the mentor shall observe the mentee's teaching at least once per year. The mentor shall provide a written assessment to the Chair and mentee at least once prior to the Third Year Review. Mentoring will be recognized by the Department Chairs as an important part of a faculty member's service role within the Department.

### New Faculty

All new faculty members will be mentored in their first year in the College. The selection of the mentor will be made by the Chair of the Department.

## **Ethical Matters**

The College acknowledges a concern for values and ethics that are important to the whole educational experience. The College shall follow Provost's guidelines regarding [University Mission and Values](#).

### **Code of Conduct for Faculty and Staff**

*Adapted from the University of Wisconsin Milwaukee Sheldon B. Lubar School of Business Code of Conduct for Faculty and Staff with slight modifications.*

It is the intent of the Code to build community, to protect academic freedom, to help preserve the highest standards of scholarship and teaching, to create a supportive environment, and to advance the vision and mission of the Charles E. Schmidt College of Biomedical Science. The Code underscores the principle of respect for academic colleagues, for individual disciplines, and for the College. Academic colleagues include all College faculty and staff.

Although no set of rules or professional code can either guarantee or take the place of an individual's personal integrity, a written code of ethics may serve as a reminder of the variety of obligations and responsibilities assumed by all members of the College community.

### **Obligations and Responsibilities to Academic Colleagues**

- To strive to work together in an atmosphere of mutual respect and fairness, taking into account the diversity of our community.
- To respect and defend free inquiry.

- To show courtesy and respect for the professional opinions and aspirations of others in all interactions and communications.
- To strive to be objective and unbiased during professional judgment of colleagues.
- To encourage and promote the professional development and activities of colleagues.
- To be responsible for our own behavior, fully accountable for our actions, and to conduct ourselves with integrity, dignity, and restraint.
- To represent ourselves honestly in all interactions, intellectual activities, communications, and correspondence.
- To engage in intellectual exchanges without personalizing differences of opinions.
- To value dissent and to acknowledge the right of others to express differing opinions.
- To be cognizant of the power differences that may exist in our interactions with academic colleagues and particularly considerate to those who occupy positions of lesser power.

Faculty and staff will conscientiously maintain the highest standards of professional conduct and will act in a manner that will contribute positively to the overall vision and mission of the College.

### **Faculty Policy on Anti-Discrimination and Anti-Harassment Regulation**

The College affirms its commitment to ensure that each member of the academic community shall be permitted to work or study in an environment free from any form of unlawful discrimination or harassment that is based on a legally protected class, including race, color, religion, age, disability, sex, national origin, marital status, veteran status or any other basis protected by law. The College recognizes its obligation to work towards a community in which diversity is valued and opportunity is equalized and shall strictly adhere to the [Florida Atlantic University Regulation 5.010 “Anti-Discrimination and Anti-Harassment”](#) and [Regulation 4.007 “Student Code of Conduct”](#).

### **Supervision of Academic Work by Relatives**

The College shall adhere to the [Provost's Memorandum on Supervision of Academic Work by Relatives](#). No faculty member may assign a grade to a relative or evaluate in any way a relative who is a student in the College. In addition, no faculty member may:

1. Supervise a relative as a part of a Directed Independent Study or other form of individualized instruction.
2. Serve as a member of a relative's honor's thesis, master's thesis, or doctoral dissertation supervisory or examining committee.
3. Participate in an individual or committee decision (i.e., nomination or conferral of awards, recommendation for fellowships or university positions, complaint about a course) involving a relative where there might exist a conflict of interest.

In situations where a student is planning to take a course from a relative, the faculty member is required to disclose this to his or her immediate supervisor (Chair, Director, or Dean). The supervisor must approve the enrollment and a written plan assuring fair evaluation and grading (i.e., grading by a disinterested party). The supervisor may also suggest other course options for the student in regard to fulfilling degree requirements.

A *relative* for the purposes of this policy is anyone related to an employee in the following ways, and includes those within these categories who are referred to as adopted, step-, grand-, half-, in-law or great-:

- parent
- child
- sibling
- uncle or aunt
- first cousin
- nephew or niece
- spouse

Persons who intend to marry or with whom the employee intends to form a household, and any other person having the same legal residence as the faculty member, are included in the definition of *relative*. In addition, the faculty members should consult with their immediate supervisors in cases where there has been a past relationship with the student or a member of the student's family, where there might be a perceived conflict of interest.

It will be considered misconduct, subject to disciplinary action, for a faculty member to evaluate or supervise any enrolled student in the situations identified above, unless management plan has been approved by the Dean. Violations of this policy may be considered misconduct and the employee may be subject to disciplinary action up to and including termination.

### **Unprofessional Relationships**

The College is committed to maintaining learning and work environments as free as possible from conflicts of interest, exploitation and favoritism. This policy seeks to ensure that each member of the Biomedical Science community is treated with dignity and without regard to any factors that are not relevant to that person's work. College officers and faculty should be aware that amorous, romantic or sexual involvement with students, junior colleagues, or staff members where one of the parties has academic, administrative or other evaluative authority over the other are highly problematic and potentially harmful, even when entirely consensual. The amorous relationship may create, or may be perceived as creating, a conflict of interest that undermines the objectivity of evaluations. Even if the superior is unbiased, others may perceive themselves as being less favored and as disadvantaged by the personal relationship. There is a risk of exploitation and coercion. Furthermore, the line between consensual and non-consensual relationships may not be clear, particularly in regard to the freedom of the junior party to end the amorous relationship without fear of inappropriate repercussions. This creates vulnerability of the senior party and the University itself to charges of sexual harassment

Therefore, no faculty member should enter into a consensual relationship with a student actually under that faculty member's authority. Situations of authority include, but are not limited to, teaching, formal mentoring, supervision of research, employment of a student as a research or

teaching assistant, and exercising authority in any manner for grades, honors, degrees or consideration of disciplinary action involving the student. If an amorous relationship develops, the faculty member shall report the situation to the relevant Chair or Dean who will act to help determine the best means of resolving such actual or potential conflicts and shall maintain the confidentiality of the information reported to the fullest extent possible and appropriate to the circumstances. If a faculty member does so and follows the means indicated, there shall be no sanctions.

Violations of this policy will be considered misconduct on the part of the faculty member and will be subject to disciplinary action up to and including termination.

Note: Non-consensual situations are covered under the University's regulations and policies.

### **Personal Relationships**

The basic criteria for appointment, tenure, promotion, salary or other conditions of employment of faculty shall be appropriate qualifications and performance. Since appointments are based on individual merit, close personal relationships, whether through family, marriage or other basis, shall constitute neither an advantage nor a deterrent to appointment or advancement in the College, provided the individual meets and fulfills the appropriate College standards. When factors of a personal nature might influence an evaluator in a review of performance, promotion, salary or other terms of employment, the evaluator shall withdraw from that review.

### **Employment of Relatives**

The College shall adhere to the [University Employment of Relatives Policy](#). This policy of the University affirms equal opportunity and a commitment to diversity. In association with this policy, special considerations exist when employers evaluate applications from relatives of employees of the University.

This policy is designed to ensure that the College employs the most qualified, specialized, and technically competent individuals for faculty, administrative, and staff positions. The College does not necessarily consider family relationship a disqualifying factor, but bases employment on the comparative qualifications of the applicant.

The basic criteria for the selection of employees shall be appropriate qualifications to perform the job. The College's primary concern is that faculty or staff members are the best candidates with respect to the requisite qualifications for employment. The College has a parallel concern, however, in the avoidance of a conflict of interest or the appearance of such conflict, where an employee's professional decisions or actions pertaining to the performance of his or her job could be influenced by considerations arising from a relationship with another employee.

A *relative* for purposes of this policy is anyone related to an employee in the following ways, and includes those within these categories who are referred to as adopted, step-, grand-, half-, in-law, or great-:

- parent
- child
- sibling

- uncle or aunt
- first cousin
- nephew or niece
- spouse

Persons who intend to marry or with whom the employee intends to form a household, and any other person having the same legal residence as the employee are included in this definition of *relative*.

Conflict of Interest for purposes of this policy includes, but is not limited to, participation by the relative in making recommendations or decisions specifically affecting the appointment, retention, tenure, work assignments, evaluation, promotion, demotion, or salary of the related person. Employment for purposes of this policy and to ensure there is no perception of a conflict of interest, includes appointments to regular positions in any pay plan, temporary or casual employment, or paid student positions such as student assistants, graduate assistants, or research assistants.

Relatives seeking appointment at the College must follow established appointment application policies and procedures. Every employee or prospective employee has the obligation to fully disclose information about a relative employed at the College to the person responsible for recruitment, early in the recruitment process. Each employee has a responsibility to keep his/her supervisor informed of changes relevant to this policy, such as becoming a relative of another employee through marriage or new supervisory conflicts created by changes in organizational structure. Employment of relatives in a single area/department or in job-related area/department is permitted, provided that such employment will not involve a conflict of interest, actual or potential. If a conflict exists, the prospective supervisor of the person seeking appointment is responsible for developing a plan to manage the conflict (i.e., an alternate supervisor), in consultation with the prospective employee and the related person. The plan must assure that related persons do not have direct or indirect administrative decision-making authority over each other or make decisions which affect each other's terms or conditions of employment. The plan may specify responsibilities for general supervision, assignment, assessment of performance, salary, annual evaluation, promotion, tenure, retention or dismissal, career growth, discipline, dealing with issues/concerns from other employees, faculty and students, and handling confidential information.

Prior to the employment of relatives, the prospective supervisor shall submit the related person's application and the conflict of interest management plan for review and action to the Dean. The Dean will then forward to through the appropriate University channels:

If the prospective employee is appointed to the position, a copy of the approved conflict of interest management plan will be included in the personnel file of both employees. With respect to employment of relatives within the same academic department or comparable institutional subdivision of employment, where no direct supervisory relationship is involved, a conflict of interest management memorandum is not required, however, neither relative shall be permitted, either individually or as a member of a faculty or as a member of a committee, to participate in the evaluation of the other related person. Evaluation of a relative for the purposes of assignment, annual evaluation, awards, promotion and tenure, salary increases, discipline and similar processes is not permitted. Violations of this policy will be considered misconduct on the part of the faculty member and will be subject to disciplinary action up to and including termination.

## **Employee Ethical Obligations and Conflict of Interest**

All employees should be aware of their obligations and responsibilities as public employees of Florida Atlantic University. No employee shall have any interest, financial or otherwise, direct or indirect; engage in any business transaction or professional activity; or incur any obligation of any nature which is in substantial conflict with the full and competent performance of the employee's duties.

## **Outside Activities**

On an annual basis, all employees are required to report all outside work activities and interests in accordance with [FAU Guidelines on Conflict of Interest, Conflict of Commitment and Outside Activities, Including Financial Interests](#). The University strongly recognizes the value of outside activities to the university and to the community. The Guidelines are not meant to discourage outside activity but provide resources to assist employees and their supervisors in evaluating possible conflicts. Employees are required to report activities and outside interests in writing through the Dean to the Office of the Provost via a [Report of Outside Business or Professional Activity](#) form. Violations of this policy may be considered misconduct and the employee may be subject to disciplinary action up to and including termination.

## Faculty Leave

### Annual Leave

Annual leave is accrued only by full-time employees appointed for 12 months. Part-time faculty appointed for 12 months earn annual leave at a rate directly proportionate to the percent of time employed.

	<u>Accrual per Pay Period</u>	<u>Year End Maximum</u>	<u>Maximum Payout</u>
Faculty	6.77 hours	352 hours*	22 days

\*Year-end maximum hour carry over for faculty per FAU Personnel Policies.

Full-time faculty holding 12-month appointments earn 6.77 hours biweekly of annual leave per year. Employees may continue to accrue annual leave in excess of the year end maximum during a calendar year. Employees with accrued annual leave in excess of the year end maximum as of December 31, shall have any excess converted to sick leave on an hour-for-hour basis in the first pay period of January of each year. Annual leave may not be paid out at the termination of the employment in excess of 22 days.

Individuals are expected to use annual leave where appropriate as noted in the [Florida Atlantic University Academic Affairs Faculty Handbook](#). A [Leave Request Form](#) must be completed whenever any employee plans to use annual leave. When faculty and staff are away on personal business, a [Leave Request Form](#) should be filled out to report the use of annual leave. All Leave Request Forms must be submitted and approved by the Department Chair. When leave is related with other employment, a [Report of Outside Business or Professional Activity](#) must be on file.

### Cashing Out Annual Leave

Annual leave may not be paid out at the termination of the employment in excess of 22 days. Faculty who accrue annual leave as a result of being appointed to a position that is funded by a grant may be cashed out for unused annual leave hours earned from that appointment when the funding source ends or the appointment funded by that funding source ends, provided there are sufficient funds in the funding source to cover the payment. When there are insufficient funds from the funding source to cash out the unused leave hours (up to 22 days), the University is not required to cash out the balance.

## **Sick Leave**

Full-time faculty earn four hours of sick leave during each biweekly pay period, without limitation as to the total number of hours that may be accrued as noted in the [Florida Atlantic University Academic Affairs Faculty Handbook](#). A [Leave Request Form](#) must be completed whenever any employee plans to use leave time. Employees may use accrued sick leave for the following purposes:

1. The employee's personal illness, injury, exposure to a contagious disease; a disability where the employee is unable to perform assigned duties; or appointments with health care providers.
2. The illness, injury, appointments with health care providers, or death of a member of the employee's immediate family. "Immediate family" means the spouse, and the grandparents, parents, brothers, sisters, children, and grandchildren of both the employee and the spouse, and dependents living in the household.

Faculty who will require a continuous use of sick leave for more than 40 hours, must send medical documentation to Diane Alperin, Associate Provost of Academic Personnel, through the mail or to a confidential fax machine in the Office of Human Resources (561-297-4220), designated for medical documentation. The certification from the health care provider needs to state the medical reasons necessitating the absence from work and an estimate of the length of time the faculty member will be unable to work. Human Resources will be copied on the leave approval so that the faculty member can be provided with information on Family Medical Leave Act (FMLA) entitlements (<http://www.fau.edu/hr/files/FMLA-FAU.pdf>) as required by law. An FMLA form must be completed for absences of more than one week. All medical documentation is retained in a confidential folder in the Office of Human Resources.

## **Sabbatical Leave**

Sabbaticals are made available for full-time faculty members with the rank of Associate Professor of Biomedical Science, Professor of Biomedical Science, Clinical Associate Professor of Biomedical Science, or Clinical Professor of Biomedical Science who have completed at least six years of full-time service. Visiting faculty and administrative positions at the level of Chair and above are excluded. A faculty member who is compensated, in part, through a contract or grant may receive a sabbatical only if the contract or granting source specifically allows a sabbatical in the grant agreement.

Sabbaticals are granted to increase an employee's value to the College through further professional development, not as a reward for service. Each Department will develop award criteria subject to approval by the Dean. Application requests will be reviewed by the appropriate Department Promotion, Appointment and Tenure Committee and Department Chair. The Chair will evaluate application requests and submit a letter of endorsement or non-endorsement to the Dean. The Dean will review the application requests and make a final decision.

## Terms of Sabbatical Program

1. While on sabbatical, the employee's salary shall be one half-pay for one (1) academic year, or full-pay for six (6) months.
2. The employee must return to the university for at least one (1) academic year following participation in the program. Agreements to the contrary must be reduced to writing prior to participation. Return to the University salary received during the program will be required in those instances where neither of the above is satisfied.
3. The employee must, within sixty (60) days upon completion of the sabbatical, provide a concise written report of the employee's accomplishments during the sabbatical to the Dean. This report shall include information regarding the activities undertaken during the sabbatical, the results accomplished during the sabbatical as they affect the employee and the university, and research or other scholarly work produced or expected to be produced as a result of the sabbatical.
4. Employees shall not normally be eligible for a second sabbatical until six (6) years of continuous service are completed following the first.
5. Contributions normally made to retirement and Social Security programs shall be continued on a basis proportional to the salary received. Contributions normally made to employee insurance programs and any other employee benefit programs shall be continued during the sabbatical.
6. Eligible employees shall continue to accrue annual and sick leave on a full-time basis during the sabbatical.
7. While on leave, an employee shall be permitted to receive funds for travel and living expenses, and other sabbatical-related expenses, from sources other than the university such as fellowships, grants-in-aid, and contracts and grants, to assist in accomplishing the purposes of the sabbatical. Receipt of funds for such purposes shall not result in reduction of the employee's university salary. Grants for such financial assistance from other sources may, but need not, be administered through the university. If financial assistance is received in the form of salary, the university salary shall normally be reduced by the amount necessary to bring the total income of the sabbatical period to a level comparable to 125% of the employee's current year salary rate. Employment unrelated to the purpose of the sabbatical leave must not create a conflict of interest in accordance with [FAU Guidelines on Conflict of Interest, Conflict of Commitment and Outside Activities, Including Financial Interests](#).
8. If plans include providing technical information to persons who are not United States citizens, an employee must consult with the Office of General Counsel prior to departure. The provision of technical knowledge outside the United States is considered an export and is regulated by the U.S. Commerce Department or the State Department, depending upon the type of knowledge being exported. Those agencies require a license before the knowledge may be communicated.

## Faculty Non-reappointment

No appointment shall create any right, interest, or expectancy in any other appointment beyond its specific terms. Tenure status guarantees annual reappointment until voluntary resignation, retirement, layoff or removal for just cause. Just cause is defined as incompetence or misconduct and includes, but is not be limited to, the following:

1. neglect of duty or responsibilities, including unauthorized absence, which impairs teaching, research or other normal and expected services to the College;
2. failure to perform the terms of employment;
3. willful violation of the rules, policies or regulations of the College, Florida Board of Governors and/or the University or College;
4. failure to discharge assigned duties effectively because of incompetence;
5. conduct, professional or personal, involving moral turpitude;
6. violation of the ethics of the academic profession;
7. actions which impair, interfere with or obstruct, or aid, abet or incite the impairment, interference with or obstruction of the orderly conduct, processes and functions of the College;

A faculty member who is absent without authorized leave for ten or more consecutive days shall be considered to have abandoned the position and voluntarily resigned from the College.

A faculty member's activities which fall outside the scope of employment shall constitute misconduct only if such activities adversely affect the legitimate interests of the University. The President or the President's designee may immediately place a faculty member on leave with pay pending investigation. The leave pending investigation shall commence immediately upon the President or the President's designee providing the faculty member with a written notice of the reasons. The leave shall be with pay, with no reduction of accrued leave. If, as a result of the investigation, the faculty member is to be suspended or terminated, written notices shall be given to the faculty member. An employee shall be given written notice of termination or suspension prior to the effective date, unless it is determined that the actions adversely affect the functioning of the University or jeopardize the safety or welfare of the faculty member, colleagues or students. All College employees may utilize the University Grievance Regulation when applicable. All non-tenured employees, except those described below\*, are entitled to the following advance written notice that they will not be offered further appointment:

- For employees in their first two years of continuous University service, six months.
- For employees with two or more years of continuous University service, one year;
- For employees appointed to a fixed multi-year appointment, one year.

\*Employees in the following categories are not entitled to the following advance written notice that they will not be offered further appointment and shall have the following statement included in their employment offer letter or Notice of Appointment:

*Your employment under this offer will cease on the date indicated. No further cessation of employment is required.*

- Employees who are on "soft money", i.e., contracts and grants, sponsored research funds, auxiliary funds, and grants and donation trust funds.

- Employees who hold acting, temporary or part-time appointments.
- Employees who are appointed for less than one academic year.
- Employees who are appointed to a visiting appointment or who are issued a letter of offer which states, in substance, that their employment will cease on the date indicated.

### **Terms and Conditions of Non-reappointment**

- The employee's current rate of pay shall remain unchanged through the end of the current period or the advance notice period, whichever is longer. The employee shall not receive any pay increases during the advance notice period.
- The College's right to reassign the employee to other duties and responsibilities remains in effect during the non-reappointment period. The College's right to terminate the employee for just cause remains in effect during the advance notice period.
- The College may offer an employee a letter of reappointment of a duration necessary to fulfill any advance notice requirement in this policy.
- The employee will no longer be eligible for tenure or promotion.

### **Layoff**

The College shall adhere to all University Regulations and Human Resources Policies regarding Layoff and Furlough.

## **Phased Retirement**

### **Eligibility**

- Employees who have accrued at least six years of creditable service in the Florida (FRS) or Optional Retirement Program (ORP) are eligible to participate in the Phased Retirement Program. Such eligibility shall expire on the employee's 70<sup>th</sup> birthday. Employees who decide to participate must provide written notice to the University of such decision prior to the expiration of their eligibility, or thereafter forfeit such eligibility. Employees who choose to participate must retire with an effective date not later than 180 days, nor less than ninety (90) days, after they submit such written notice, except that when the end of the 180 day period falls within the semester, the period may be extended to no later than the beginning of the subsequent term (semester or summer, as appropriate).
- Employees not eligible to participate in the Phased Retirement Program include those who have received notice of non-reappointment, layoff, or termination, and those who participate in the State's Deferred Retirement Option Program (DROP).

### **Program Provisions**

- All participants must retire and thereby relinquish all rights to tenure/permanent status. Participants' retirement benefits shall be determined as provided under Florida Statutes and the rules of the Division of Retirement.
- Participants shall, upon retirement, receive payment for any unused annual leave (up to 22 days) and sick leave to which they are entitled.
- Re-employment
  - Prior to re-employment, participants in the Phased Retirement Program must remain off the University payroll for one calendar month following the effective date of retirement in order to validate their retirement, as required by the Florida Division of Retirement. Participants must comply with the re-employment limitations that apply to the second through twelfth month of retirement, pursuant to the provisions of either the Florida Retirement System (which include ORP).
  - Participants shall be offered re-employment, in writing, by the University under a temporary assignment.
  - Compensation during the period of re-employment shall be at a salary proportional to the participant's salary prior to retirement, including an amount comparable to the pre-retirement employer contribution for health and life insurance and an allowance for any taxes associated with this amount. The assignment shall be scheduled within one semester unless the participant and the University agree otherwise.
  - Participants shall notify the University in writing regarding acceptance or rejection of an offer of re-employment not later than 30 days after the employee's receipt of the written re-employment offer. Failure to notify the University regarding re-employment may result in the employee's forfeiting re-employment for that academic year.

- Leave for Illness/Injury.
  - Each participant shall be credited with five days of leave with pay at the beginning of each full-time semester appointment. For less than full-time appointments, the leave shall be credited on a pro-rata basis with the assigned FTE. This leave is to be used in increments of not less than four hours (1/2 day) when the participant is unable to perform assigned duties as a result of illness or injury of the participant or a member of the participant's immediate family. Immediate family shall include the participant's spouse, mother, father, brother, sister, natural, adopted or step child, or other relative living in the participant's household.
  - Such leave may be accumulated; however, upon termination of the post-retirement re-employment period, the participant shall not be reimbursed for unused leave.
- Personal Non-Medical Leave
  - Each participant who was on a twelve month appointment upon entering the Phased Retirement Program and whose assignment during the period of re-employment is the same as that during the twelve month appointment shall be credited with five days of leave with pay at the beginning of each full-time semester appointment. This leave is to be used in the increments of less not less than four hours (1/2 day) for personal reasons unrelated to illness or injury. Except in the case of emergency, the employee shall provide at least two days notice of the intended leave. Approval of the dates on which the employee wishes to take such leave shall be at the discretion of the supervisor and shall be subject to the consideration of departmental and organizational scheduling.
  - Such leave shall not be accumulated, nor shall the participant be reimbursed for unused leave upon termination of the post-retirement period.
- Re-employment Period
  - The period of re-employment obligation shall extend over five consecutive academic years, beginning with the academic year next following the date of retirement. No further notice of cessation of employment is required.
  - The period of re-employment obligation shall not be shortened by the University with the exception of termination for just cause. During the period of re-employment, participants are to be treated, based on status at point of retirement, as tenured employees or non-tenure-earning employees with five or more years of continuous service, as appropriate.
- Declining Re-employment. A participant may decline an offer of re-employment during any academic year. Such a decision shall not extend the period of re-employment beyond the period described (in Personal Non-Medical Leave above: such leave shall not be accumulated, nor shall the participant be reimbursed for unused leave upon termination of the post-retirement period). At the conclusion of the re-employment period, the University may, at its option, continue to re-employ participants in this program on a year-to-year basis.
- Salary Increases. Participants shall receive all increases guaranteed to all employees in established positions, in an amount proportional to their part-time appointment, and shall be eligible for non-guaranteed salary increases on the same basis as other employees.
- Preservation of Rights. Participants shall retain all rights, privileges, and benefits of employment, as provided in laws, rules, and University policies, subject to the conditions contained in this policy.

- Contracts and Grants. Nothing shall prevent the employer or the participant, consistent with law and rule, from supplementing the participant's employment with contracts and grants.
- The decision to participate in the Phased Retirement Program is irrevocable after the required approval document has been executed by all parties.

## Other Policies

### Accreditation

Accreditation will be maintained in accordance with the Southern Association of Colleges and Schools (SACS) requirements. The University of Miami will maintain its necessary licenses, accreditations and approvals (including accreditation by the Liaison Committee for Medical Education (LCME)) with respect to undergraduate medical education, curriculum and programs as stipulated in the Regional Academic Medical Center Agreement among Boca Raton Community Hospital, Florida Atlantic University, and the University of Miami. Florida Atlantic University will fully cooperate with the University of Miami as necessary in order to meet any accreditation requirements relating to the Regional Campus Program.

### Immigration

The College shall adhere to the University Policies on [Policy on Sponsorship for Lawful Permanent Residence "Green Cards"](#) and [Sponsorship of Foreign Personnel for Non-Immigrant Visas](#).

### Intellectual Property

The College shall adhere to the [FAU Intellectual Property Policy](#).

### Professional Liability

Employees of the College of Biomedical Science shall be immune to personal liability for negligence when acting within the course and scope of their employment, to the fullest extent allowed by law, including Section 768.28, Florida Statutes.

### Religious Accommodation

Florida Law requires that the University provide reasonable accommodations with regard to class attendance, examinations, and work assignments to students who request such consideration in order to observe their religious practices and beliefs. The [Religious Accommodation Policy](#) appears in the Academic Policies section of the University Catalog.

### Posthumous Degrees

The College shall adhere to the Provost's guidelines and procedures for the awarding of posthumous degrees.

## Research Laboratory Space Assignments

1. Only Biomedical Science faculty who have a significant research effort ( $\geq 30\%$ ) as part of their annual assignments should be considered for allocation of research laboratory space.
2. Newly hired faculty are entitled to a lab for 3 years, and newly hired tenure-track Assistant Professors for 6 years, after which time the space assignment will be determined based on external grant funding as described herein.
3. Faculty with sustained external grant funding (average of  $> \$50,000$  per year over 3 years, including current year) will be given an individual lab (645 sq ft).

### Equipment Grants

Grants that provide only for the purchase of equipment, but not for salary or supplies, will not be considered in laboratory space assignments or calculations. The value of these grants to the College should be reflected in the faculty member's annual evaluation.

### Co-PIs

The PI on a multi-investigator grant must indicate how grant monies are to be shared amongst any other PIs or co-PIs for the purpose of laboratory space assignments. All faculty submitting grants together are strongly advised to agree upon financial terms beforehand and should recognize that the PI has ultimate responsibility.

### Dates

FAU and the College of Biomedical Science track grant funds on a fiscal year basis and this will also apply for space assignments.

4. If a faculty member loses their external funding, they should be allowed to retain a lab for the length of time they have had continuous funding (average of  $> \$50,000$  per year, excluding no cost extension) up to a maximum of 3 years. If they have had funding for 1 year or 2 years they will keep a lab for 1 year or 2 years, respectively. After this time, if a faculty member still has remaining Ph.D. and/or Thesis Master's students, they should be allowed to share a lab with another faculty member in a similar situation.
5. In addition to active grant funding, secondary criteria that may merit the allocation of one lab (but not additional space) include existing graduate students who are actively mentored by the PI and research productivity as measured by number of accepted publications in peer reviewed journals in the past year. Secondary criteria need be discussed between the faculty member and their Department Chair, and if deemed justified, will be recommended to the Dean of the College by the Department Chair. Specific arrangements for space assignment due to secondary criteria will be ultimately decided by the Dean of the College (e.g., sharing a space, assignment of a bench etc.).
6. To determine if faculty can be assigned additional lab space, the following formula should be applied

$$N = (20 * A)/T$$

Where N is the number of labs allowed, A is the total cost of external funding of the faculty member (excluding no cost extensions) and T is the total cost of external funding of the College of Biomedical Science (excluding no cost extensions). A score of  $\geq 2.0$  is necessary

to qualify for a second lab but its allocation will depend on the availability of free laboratories.

Maximum number of individual lab space any PI can be assigned is limited to 2 units (unit = 645 sq ft room).

#### Use of common lab space by individual PIs

All PIs qualified by funding for a second lab may not be assigned one due to lack of availability, and some investigations require additional space, particularly for specialized equipment or procedures. Space in the common laboratory areas, including the 120 sq ft labs, may be assigned to individual PIs to overcome these problems. Requests for such extra space should be discussed with the Chair, endorsed by the Space and Resources Committee, and presented to the Dean for approval. Use of common lab space should be re-evaluated annually.

7. Justification for space utilization and continued space productivity will be included in annual evaluation of each research faculty to avoid abrupt unforeseen changes.
8. Individuals can appeal the space reallocation decisions by approaching their Department Chair who will then consult with the Dean of the College. Ultimate decision for space allocation and response to appeals will come from the Dean's Office. Appeals will be more favorably considered if they are framed within the context of stated policy, rather than as an exception to the stated policy.

### **Committees**

The following committees may exist in the College:

#### **Faculty Committees**

Faculty Assembly

College Promotion and Tenure Committee

Department of Basic Science Promotion and Tenure Committee

Department of Clinical Science and Medical Education Promotion and Tenure Committee

Curriculum Committee

Admissions Committee

Graduate Studies Committee

Research Committee

Scholarship Committee

#### **College Administrative Committees**

The administration appoints committees upon which faculty or staff members may be asked to serve:

Advisory Committee

Committee of Appointments and Promotions (CAP)

Executive Committee

Search and Screening Committees

Space and Resource Utilization Committee