



# ADJUNCT FACULTY HANDBOOK

**July 1, 2023 – June 30, 2024**

## *Welcome to Florida Atlantic University*

This handbook has been prepared to help you learn more about the College of Education (COE) and the University and to identify available resources and support for your professional practice.

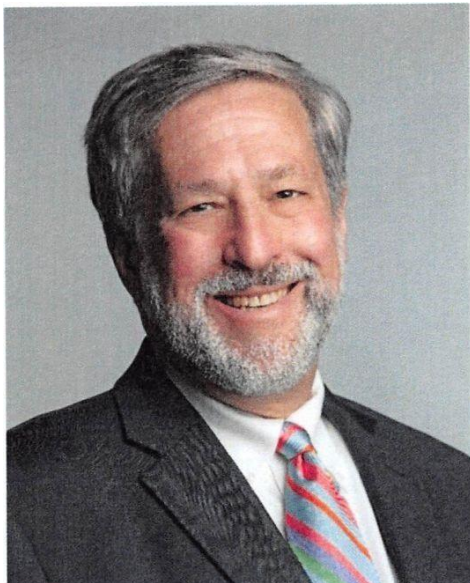
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## ABOUT THE DEAN



Stephen Silverman, Ed.D., serves as Dean and Professor in the College of Education. He earned his Ed.D. from the University of Massachusetts at Amherst, his M.S. from Washington State University and his B.S. from Temple University. Prior to joining FAU in 2019, he served Columbia University's Teachers College for 21 years, most recently as Professor Education and Senior Advisor to the Provost for Research Preparation. Previously he held faculty positions at the University of Illinois at Urbana-Champaign, the University of Texas at Austin and Louisiana State University. He began his career as a health and physical education teacher in the School District of Philadelphia.

Dean Silverman's research focuses on teaching and learning (motor skill and attitude) in physical education and on the methods for conducting research in field settings. He has made more than 225 presentations to international, national and regional groups and has published more than 150 chapters and papers, including nearly 100 refereed research articles. He is the co-author of 18 books related to teaching and research methods. He has served as editor-in-chief, has been a reviewer and a member of the editorial boards of numerous journals, as well as delivered a number of prestigious lectures.

The recipient of the first Exemplary Research Paper Award presented by the American Educational Research Association (AERA) Special Interest Group on Research on Learning and Instruction in Physical Education, Silverman received the Curriculum and Instruction Academy Honor Award from the National Association of Sport and Physical Education (NASPE) and the Distinguished Service Award from the American Alliance for Health, Physical Education, Recreation and Dance (AAHPERD) Research Consortium. He also was the recipient of the 2008 NASPE Presidential Award. Silverman has served as past chair, co-chair and national chair of several organizations. He is a Fellow in the AAHPERD Research Consortium and an Active Fellow in the National Academy of Kinesiology and is a past president of both organizations. In 2010 he was named an AERA Fellow.



COLLEGE OF EDUCATION  
Office of the Dean  
777 Glades Road  
P.O. Box 3091  
Boca Raton, FL 33431-0991  
tel: 561.297.3564  
fax: 561.297.3613  
[www.coe.fau.edu](http://www.coe.fau.edu)

July 2023

Dear Faculty,

As Dean of the College of Education at Florida Atlantic University, and on behalf of all my colleagues, I would like to welcome you to the College. The College of Education has three campus locations: Boca Raton, Davie, and MacArthur/Jupiter, as well as off-site locations.

The College of Education was the first teacher preparation program in Florida to be accredited by the Council for the Accreditation of Educator Preparation (CAEP). Accredited by other agencies as well, the College offers degree programs from the bachelor's through the doctorate and has an excellent reputation for all of its professional preparation programs.

You, the faculty, help to create that reputation and are essential in providing excellence in the delivery of our educational programs. We welcome you to the College of Education team in making a positive difference.

Thank you in advance for your support and continuing the tradition of excellence at FAU COE. If I can be of any further assistance to you, please do not hesitate to contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Stephen Silverman', written in a cursive style.

Stephen Silverman, Ed.D.  
Dean and Professor

SS/je

## **ACADEMIC CALENDAR**

The University's academic calendar defines the beginning and ending dates of the semester and summer sessions, as well as critical deadlines associated with them. Classes must be scheduled in conformity with the academic calendar in order to assure that each class meets for the minimum amount of time required by the state. Any deviation from the calendar, such as starting a course later or concluding it sooner than the dates indicated in the calendar must be approved in advance by the dean of the college.

To view current and future academic calendars, please visit:

<http://www.fau.edu/registrar/registration/calendar.php>

## **PURPOSE OF THE HANDBOOK**

The adjunct faculty handbook is provided to facilitate your entry into the college's teaching force and to promote consistency across departments and instructors. Moreover, this handbook details the COE's expectations of you. By accepting this handbook and signing your contract, you agree to abide by the policies/procedures outlined herein.

Much of the material found in this handbook has been obtained from FAU's undergraduate and graduate catalogues, student handbook, and website. Please feel free to expand your knowledge of university policy and procedures by reviewing these references for more extensive information. The department chair and department support staff of the course you are teaching are a useful resource for questions and/or concerns.

## **MISSION STATEMENTS**

### **Florida Atlantic University Mission**

Florida Atlantic University is a public research university with multiple campuses along the southeast Florida coast serving a uniquely diverse community. It promotes academic and personal development, discovery, and lifelong learning. FAU fulfills its mission through excellence and innovation in teaching, outstanding research and creative activities, public engagement and distinctive scientific and cultural alliances, all within an environment that fosters inclusiveness.

### **College of Education Mission**

The mission of the College of Education is to serve the community of Florida Atlantic University by providing effective leadership in areas of research, service and teaching at the local, state, national and international levels, through the initial and advanced preparation of informed, capable, ethical and reflective decision-making professionals. Our faculty and students seek to promote and sustain authentic change, excellence and equity in their respective fields, and in

the organizations and systems with which they are associated. The College's programs reflect changing societal needs and incorporate web-supported delivery systems, current methodologies and research, which bring faculty and students together to improve the quality of education for all in an increasingly diverse, technological, inclusive and global society.

### **College of Education Academic Department and School Missions**

Each academic department and school within the College has established guiding mission statements:

<https://www.fau.edu/education/aboutcoe/documents/mission-statements-depts-and-schools.pdf>

### **College of Education Graduate Expectations**

Graduates of programs in the College of Education at Florida Atlantic University are informed, ethical, and capable reflective decision-makers.

***Informed reflective decision-makers*** are grounded in the subjects they teach and understand how knowledge in their subject is created, organized, linked to other disciplines and applied to real-world settings.

***Ethical reflective decision-makers*** apply a systematic, rational approach to dilemmas offering difficult choices between competing values.

***Capable reflective decision-makers*** have mastered the skills and competencies that enable them to function in their professional roles. They contribute to the effectiveness and collegiality of the educational environment by working collaboratively with other professionals on policy matters, curriculum development and professional preparation.

## **STANDING COMMITMENTS**

The College of Education at Florida Atlantic University has long-standing commitments to focus on underserved populations, continually improve assessment practices, and embrace current technologies.

### **Commitment to Diversity and Inclusivity**

The College of Education is committed to supporting the value of diversity and inclusivity among its students, faculty, and staff, and in the learning experiences, scholarship, and community engagement taking place at all levels, including ethnicity, gender, nationality, race, sexual orientation, social class, ability and age. We believe the quality of teaching and human services is enriched by differences in perspectives shaped by diversity. One of the important goals of achieving diversity in the College of Education at Florida Atlantic University and in our society is to provide support and empathy for all groups that have historically been discriminated against, excluded or marginalized in our schools, our institutions and in our society. The College of Education is committed to fostering student and faculty experiences, community relationships,



curricula and governance accountability essential to creating an inclusive environment for all. The College of Education prepares teachers and human service providers to work with culturally diverse learners and clients and to foster a climate of respect and open dialogue among students and faculty of all ethnicities and orientations. Additional information about the committee, publications, resources, links, and outreach can be found on the Diversity website: <http://www.fau.edu/education/facultystaff/committees/diversity>.

### **Commitment to Assessment**

The College considers assessment to be a key to student success through the consistent evaluation of established learning outcome measures. To ensure academic student achievement, rigorous assessment requirements are implemented and evaluated. Two of the online evaluation assessment tools used by the College of Education, Canvas and LiveText by Watermark, aid in providing timely student feedback and allow for actionable data in the evaluation of curricular effectiveness.

### **Commitment to Technology**

The College is committed to developing and sustaining technology to support the work of students, faculty and staff. This commitment is grounded in the awareness that teaching and learning processes, including effective research, are increasingly dependent on electronically generated data to make sense of complex educational issues. The adoption of electronic communication systems, assistive technology, and the need to provide equitable access to information systems make it essential for the College to have in place a comprehensive Technology Plan that includes a renewal cycle.

## **COLLEGE OF EDUCATION**

### **Departments**

The College of Education consists of five departments: Curriculum & Instruction; Special Education; Communication Sciences and Disorders; Educational Leadership and Research Methodology; and Counselor Education.

These departments deliver academic programs and courses to students on three different campuses: Davie, Boca Raton, and MacArthur. The COE has an enrollment of almost 4,000 students.

### Campuses Locations, Maps, and Directions

	<b>Boca Raton College of Education</b>	<b>Jupiter College of Education</b>	<b>Davie College of Education</b>
Location	<b>Boca Raton Campus</b>	<b>John D. MacArthur Campus</b>	<b>Davie Campus</b>
Address	777 Glades Rd, Bldg #47	5353 Parkside Dr, Bldg #12	2912 College Ave, Bldg #52
	PO Box 3091		
	Boca Raton, FL 33431	Jupiter, FL 33458	Davie, FL 33314
Phone	<b>561-297-3570</b>	<b>561-799-8135</b>	<b>954-236-1028</b>
Campus Map	<a href="http://www.fau.edu/facilities/osua/maps/BocaRatonMap.pdf">http://www.fau.edu/facilities/osua/maps/BocaRatonMap.pdf</a>	<a href="http://www.fau.edu/facilities/osua/maps/JupiterMap.pdf">http://www.fau.edu/facilities/osua/maps/JupiterMap.pdf</a>	<a href="http://www.fau.edu/facilities/osua/maps/DavieMap.pdf">http://www.fau.edu/facilities/osua/maps/DavieMap.pdf</a>
Google Map Directions	<a href="https://google/maps/hdcT8Ue4BEr">https://google/maps/hdcT8Ue4BEr</a>	<a href="https://google/maps/ZdT84DMDqy72">https://google/maps/ZdT84DMDqy72</a>	<a href="https://google/maps/zi4wARfXFuN2">https://google/maps/zi4wARfXFuN2</a>

### **Boca Raton Campus**

777 Glades Road

P. O. Box 3091

Boca Raton, FL 33431-0991

Phone: 561-297-3000

#### **Driving Directions**

##### **From I-95 or the Florida Turnpike**

Exit at Glades Road. and go east. FAU will be approximately 1/2 mile on the left after I-95

#### **College of Education Offices**

The Education building (ED 47) is located near the corner of North University Drive and West University Drive. The COE administrative support is located on the 3rd floor.



### **Broward Campus at Davie**

2912 College Avenue Davie, FL 33314

Phone: (954) 236-1028

Fax: (954) 236-1022

#### **Driving Directions**

##### **From I-95 or the Florida Turnpike**

Exit I-595 and go west to Davie Road. At Davie Road make a left and go south to Nova Drive (2nd light). Turn right onto Nova Drive and go west toward College Avenue (1st light). At College Avenue make a left, and the campus will be approximately one block on left.



#### **College of Education Offices**

The College of Education offices are located in the ES Building.

**John D. MacArthur Campus at Jupiter**

5353 Parkside Drive

Jupiter, Florida 33458

(561) 799-8135

Fax: (561) 799-2587

**Driving Directions**

**From I-95**

I-95 North/South, Exit 58. Go east on Donald Ross Road to Parkside Drive. Turn left onto Parkside Drive, the campus will be on your right.

**From Florida Turnpike**

If you are taking the Turnpike North, exit at PGA and head east until you get to Central Drive. Turn left onto Central Drive and go North to Donald Ross Road. Turn left onto Donald Ross Road and then make a right onto Parkside Drive, the campus will be on your right.



If you are traveling South on the Turnpike exit onto Indiantown Road in Jupiter. Take Indiantown Road east to Military Trail. Turn right onto Military Trail and head south to Donald Ross Road. Turn right onto Donald Ross Road. Then turn right onto Parkside Drive (after the light). The campus will be on your right.

**College of Education Offices**

The COE offices are located on the second floor of the EC building (MC-12). The administrative support offices are located in EC 202 suite.

## Contact Information

<http://www.fau.edu/education/aboutcoe/documents/coe-org-chart.pdf>

	Phone	FAU Email
<b>Deans</b>		
Stephen Silverman, Dean College of Education	561-297-3357	Silverman
Paul Peluso, Senior Associate Dean and Professor College of Education	561-297-2698	PPeluso
Deborah W. Shepherd, Associate Dean Office for Academic and Student Services	561-297-3570	DShep
Ernest Brewer, Assistant Dean for School Engagement; Assessment and Program Evaluation	561-799-8629	EBrewer2
<b>Department Chairs</b>		
Paul Peluso, Interim Chair Special Education	561-297-3281	PPeluso
Carman S. Gill, Chair Counselor Education	561-297-1002	GillC
Robert Shockley, Chair Educational Leadership and Research Methodology	561-297-3551	Shockley
Dale Williams, Chair Communication Sciences and Disorders	561-297-3238	DWilliam
Charles Dukes, Chair Curriculum and Instruction	561-279-1081	CDukes

<b>Directors and Ombudsperson</b>		
Joseph Waters, Director Office for Academic and Student Services	561-297-1082	Waters
Sheila Walden, Director Office for Accreditation, Assessment & Analytics	561-297-0885	Waldens
Traci Catto, Director Office for School Engagement	561-297-3576	TCatto
Sita Ramnarace, Assistant Director Office for Academic and Student Services	561-297-3570	Ramnarac
Jessica Stupec, Assistant Director, Graduate Education and Advising and Certification Ombudsperson	561-297-3570	JStupec
<b>Coordinator</b>		
Kelli Moransais, Coordinator of School Engagement Office for School Engagement		KWilder2

## WEBPAGES AND RESOURCES

### Florida Atlantic University Webpages

The University has a variety of services offered for students, faculty, and staff. Below outlines a variety of resource webpages for additional information.

- For general contact information: <https://www.fau.edu/about/contact/>
- For a search by department or name: <https://directory.fau.edu/>

Current University Advisories	<a href="http://www.fau.edu/advisory">http://www.fau.edu/advisory</a>
Center for IDEAs (Inclusion, Diversity Education, and Advocacy)	<a href="http://www.fau.edu/diversity">http://www.fau.edu/diversity</a>
Dean of Students	<a href="https://www.fau.edu/dean">https://www.fau.edu/dean</a>
Emergency Management	<a href="http://www.fau.edu/emergency">http://www.fau.edu/emergency</a>
Financial Aid	<a href="https://www.fau.edu/finaid">https://www.fau.edu/finaid</a>
Financial Aid Grants	<a href="http://www.fau.edu/finaid/types-of-aid/grants.php">http://www.fau.edu/finaid/types-of-aid/grants.php</a>
Financial Aid Scholarships	<a href="http://www.fau.edu/finaid/types-of-aid/scholarships.php">http://www.fau.edu/finaid/types-of-aid/scholarships.php</a>
Health Insurance, Student Plans	<a href="https://www.fau.edu/graduate/resources/graduate-assistantship-information/graduate-assistant-health-insurance/">https://www.fau.edu/graduate/resources/graduate-assistantship-information/graduate-assistant-health-insurance/</a> and <a href="https://www.fau.edu/shs/insurance/">https://www.fau.edu/shs/insurance/</a>
Ombudsperson	<a href="https://www.fau.edu/ombuds/">https://www.fau.edu/ombuds/</a>
Owl Cards	<a href="http://www.fau.edu/business-services/owl-card">http://www.fau.edu/business-services/owl-card</a>
Parking & Transportation Services	<a href="http://www.fau.edu/parking">http://www.fau.edu/parking</a>
Police, University	<a href="http://www.fau.edu/police">http://www.fau.edu/police</a>
Registrar, DARS	<a href="http://www.fau.edu/registrar/graduation/degree-audit.php">http://www.fau.edu/registrar/graduation/degree-audit.php</a>
Registrar, General Info	<a href="http://www.fau.edu/registrar">http://www.fau.edu/registrar</a>
Registrar, Graduation	<a href="http://www.fau.edu/registrar/graduation/index.php">http://www.fau.edu/registrar/graduation/index.php</a>
Student, International	<a href="https://www.fau.edu/international">https://www.fau.edu/international</a>
Student Accessibility Services	<a href="http://www.fau.edu/sas">http://www.fau.edu/sas</a>
Student Employment	<a href="http://www.fau.edu/hr/student_employment/jobs.php">http://www.fau.edu/hr/student_employment/jobs.php</a>

Student Government	<a href="http://www.fau.edu/sq">http://www.fau.edu/sq</a>
Student Health Services	<a href="http://www.fau.edu/shs">http://www.fau.edu/shs</a>
Student Housing, Residential	<a href="https://www.fau.edu/housing">https://www.fau.edu/housing</a>
Student Housing, Off-Campus	<a href="https://offcampushousing.fau.edu">https://offcampushousing.fau.edu</a>
Student Orientation	<a href="http://www.fau.edu/orientation">http://www.fau.edu/orientation</a>
Testing & Evaluation	<a href="http://www.fau.edu/testing">http://www.fau.edu/testing</a>
Veteran Affairs	<a href="http://www.fau.edu/vets">http://www.fau.edu/vets</a>
Weppner Center for LEAD & Service-Learning	<a href="https://www.fau.edu/leadandserve">https://www.fau.edu/leadandserve</a>



### College of Education Webpages and Contact Information

	Phone Number & Room	Webpage
A. D. Henderson University School	561-297-3970	<a href="http://adhus.fau.edu">http://adhus.fau.edu</a>
Center for Autism and Related Disabilities	561-297-2055	<a href="http://www.fau.edu/education/centersandprograms/card">http://www.fau.edu/education/centersandprograms/card</a>
Communication Disorders Clinic	561-297-2258 ED 413	<a href="https://www.fau.edu/education/academicdepartments/csd/clinic">https://www.fau.edu/education/academicdepartments/csd/clinic</a>
Department of Communication Sciences and Disorders	561-297-6074 ED 413	<a href="http://www.fau.edu/education/academicdepartments/csd">http://www.fau.edu/education/academicdepartments/csd</a>
College of Education Scholarships	561-297-3570 ED 230	<a href="https://www.fau.edu/education/students/scholarships">https://www.fau.edu/education/students/scholarships</a>
Department of Counselor Education	561-297-3602 ED 270	<a href="https://www.fau.edu/education/academicdepartments/ce">https://www.fau.edu/education/academicdepartments/ce</a>
Department of Special Education	561-297-3280 ED 413	<a href="https://www.fau.edu/education/academicdepartments/ese">https://www.fau.edu/education/academicdepartments/ese</a>
Department of Educational Leadership and Research Methodology	561-297-3550 ED 240	<a href="http://www.fau.edu/education/academicdepartments/el">http://www.fau.edu/education/academicdepartments/el</a>
Department of Curriculum and Instruction	561-297-3791	<a href="https://www.fau.edu/education/academicdepartments/curriculum-instruction/">https://www.fau.edu/education/academicdepartments/curriculum-instruction/</a>
Field Placements	<u>Boca Raton</u> 561-297-3570 ED 230  <u>MacArthur</u> 561-799-8627 EC 202	<a href="https://www.fau.edu/education/students/oass/fieldexperience">https://www.fau.edu/education/students/oass/fieldexperience</a>
Office of Accreditation, Assessment, and Analytics	<u>Boca Raton</u> 561-297-0885 ED 334  <u>MacArthur</u> 561-799-8629	<a href="https://www.fau.edu/education/aboutcoe/oaaa/">https://www.fau.edu/education/aboutcoe/oaaa/</a>

Office for Academic and Student Services	<u>Boca Raton</u> 561-297-3570 ED 230  <u>Davie</u> 954-236-1028 ES 202  <u>MacArthur</u> 561-799-8135 EC 202	<a href="https://www.fau.edu/education/students/oass/contactunder">https://www.fau.edu/education/students/oass/contactunder</a>
Office for School Engagement	<u>Boca Raton</u> 561-297-6001 ED 334  <u>MacArthur</u> 561-799-8629	<a href="https://www.fau.edu/education/students/school-engagement/">https://www.fau.edu/education/students/school-engagement/</a>
Student Teaching Program	561-297-3570 ED 230	<a href="https://www.fau.edu/education/students/oass/studentteaching">https://www.fau.edu/education/students/oass/studentteaching</a>

## **ALIGNMENT OF PROFICIENCIES WITH STATE PROFESSIONAL STANDARDS**

### **Florida Atlantic University Behavioral Indicators**

As part of the State University System of Florida, Florida Atlantic University adheres to required core student learning outcomes. In doing so, Academic Learning Compacts (ALCs) are established for the College's undergraduate programs. These student learning outcomes address content knowledge and skills, communication, and critical thinking skills students are expected to master at the completion of a bachelor degree program.

Graduate programs respond to FAU student learning outcomes, as part of the FAU Assessment Plan. Select courses in programs measure student learning using the same "three C's"; content knowledge, critical thinking and communication skills.

On a regional level, the College of Education earns accreditation with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) with a variety of bachelor's, master's, and doctoral degrees. Having this status assures students the rigor provided in their coursework meets the SACSCOC mission, vision, and core values.

Some College of Education programs may also respond to additional student learning standards, as required by specific accrediting and licensing entities. These professional standards vary by program in the college, and can be found on the department page of this handbook.

### **Academic Assignment**

You are to sign your teaching contract prior to beginning your assignment. The letter of intent (See Appendix A) clarifies the conditions of the appointment and is not a guarantee that you will be assigned to teach the course(s). The appointment is contingent upon sufficient enrollment, sufficient budget, and non-availability of regular college faculty to teach. When it has been determined that your professional services will be used, a contract will be processed based on the conditions stated in the letter of intent. University policy allows an adjunct to teach up to two courses each semester (.50 FTE).

### **Onboarding**

As a new employee, you will be asked to get started with your new employee onboarding tasks in Workday, FAU's Human Resource (HR) and Financial Management system. Once you have had confirmation of your hire, you should receive two consecutive emails from [workday@fau.edu](mailto:workday@fau.edu) with a series of steps that should be completed before your first day at work.

- The first email will contain information with your temporary login information. It will contain the URL used only for the onboarding process, and your temporary username.
- The second email will contain the onboarding URL as well, and the initial password to start the onboarding process.

After completing some of the initial onboarding steps, you will receive another email letting you know that your FAUNet ID has been generated and your permanent FAU account is ready to be

activated. Once you receive the activation email, your temporary account information will no longer be valid and you will need to activate your FAU account and set its password to be able to continue any remaining onboarding tasks through the employee Workday portal. Activation of your FAU account also gives you access to many FAU services including your FAU email. The onboarding process is further outlined at <http://www.fau.edu/hr/onboarding>.

### **Change of Personal Data**

Updates in your Workday profile are required of any changes in name, address, telephone number or banking information for direct deposit. Failure to do so could cause a check to be lost or may result in an employee not receiving a Form W-2 for income tax purposes. To update your information, visit <https://workday.fau.edu>. Personal contact information is updated under your Personal Information section. Direct Deposit information is updated under the Payment Elections section. Please also notify the departmental secretary with changes of personal data. For additional information regarding direct deposit, W-2 and form W-4, visit the Payroll website: <http://www.fau.edu/controller/payroll>.

### **Holidays**

No course will meet during any legal holiday observed by the university. Holidays observed by the university can be found on the website: <http://www.fau.edu/hr/holiday-schedule.php>. Adjunct Faculty are not paid for holidays. If there is an exception to this rule, it will be marked on the Request to Pay Form.

### **Faculty Absence**

All Adjunct Faculty members are expected to hold classes for the entire semester on the days scheduled on the Academic Calendar and in the Letter of Intent. The Adjunct Faculty member, must inform the appropriate Department Chair of any necessary absences and classes not held. When an Adjunct Faculty member must miss a class, remuneration for that semester may be adjusted based on the time involved. A Faculty Absence form should be on file in the department office for any missed class. The form to be complete can be found at <https://www.fau.edu/provost/documents/faculty-leave-form-4-11-17.pdf>

## **PROFESSIONAL EXPECTATIONS**

### **Professionalism**

As an instructor, you are representing the college as well as your discipline and the profession. In essence, we believe that you serve as an example for your students. Therefore, we ask that you avoid casual dress in favor of more professional attire and that you maintain the highest professional standards when interacting with your class and individual students (See University Regulation in Chapter 5.011, [University Ethics](#) and Appendix B, Regulation 5.010 [Anti-Discrimination and Anti-Harassment Regulation](#)).

## Teaching Excellence

The College of Education hired you because you possess the academic credentials and the commitment to excellence in teaching that are the hallmark of this college. We fully expect you to facilitate learning as well as share current, accurate and useful information with your students as it pertains to the subject matter for which you have been hired to teach.

## Academic Rigor

One of our primary concerns is that you challenge your students. Classes in which all students automatically earn A's, represents a learning environment, which may seem void of higher levels of cognitive activity. Your course should require the integration and synthesis of concepts as well as memorization and recognition of facts. As a result of such an approach, your students should have the opportunity to distinguish themselves in your class.

## Preparation of the Syllabus

In an attempt to ensure quality and comply with SACSCOC and other accrediting guidelines, use the FAU's syllabus management system called Simple Syllabus. All FAU policies will be preloaded and maintained within the system, so you can focus on preparing for the semester and not on making sure your syllabus has the most up-to-date university and department policies. Most course information, including instructor of record, course number and section, course description, pre/co-requisites, and course location/time/day, will all be pulled directly from the course schedule and placed in your syllabus. Even course materials and book information will be included, based on what was submitted for textbook adoption. The only updating required will be to the course schedule and course policies. Please refer to the syllabus on file with the department to update the course schedule, course policies and COE policies such as LiveTEXT. Please include all subsections. Each department link to this guide will identify the contact person for you to secure the most recent syllabus copy. As you prepare your syllabus keep in mind that the syllabus represents a contract between you and the student. As such, it is imperative that you are absolutely clear as to what you expect of your students in terms of both attendance and performance. The current term, credit hours, weighting of assignments, papers, exams, the grading scale and dates when assignments are due are essential elements of your syllabus.

## Simple Syllabi Information

- Training and personal appointments are available. Please visit <https://techevents.fau.edu/>.
- Learn more about Simple Syllabus and browse written help documents and videos by visiting [https://www.fau.edu/canvas/additional\\_tools/simple-syllabus/](https://www.fau.edu/canvas/additional_tools/simple-syllabus/)
- For technical assistance, please contact Crystal Barger in OIT ([cbarger@fau.edu](mailto:cbarger@fau.edu)). General questions can be directed to the Provost's Office at [provost@fau.edu](mailto:provost@fau.edu)

## **Students with Disabilities**

The following statement needs to be included in your syllabus with reference to students with disabilities:

### **Students with Disabilities**

In compliance with the Americans with Disabilities Act (ADA), students who require special accommodations due to a disability to properly execute coursework must register with the Office for Students with Disabilities (OSD) located at the Boca Raton campus, SU 133, and follow all OSD procedures. Instructors must ensure that students with disabilities who request accommodation are properly accommodated, provided they are registered with the Office of Disabled Student Services. If there are questions, please contact the Office of Disabled Student Services at (561) 297-3880 or visit link <https://www.fau.edu/sas/FAQ.php> for general information.

## **Student Recordings of Class Lectures**

Please see [course syllabus template](#) to include suggested language related to student recordings of course lectures.

## **Religious Holidays Students**

Observing religious holidays will not be penalized. If tests or other assignments fall on religious holidays, accommodations must be made for observant students.

## **Meet Your Classes**

Meeting your class means not only meeting every session, but also being on time and meeting for the entire time scheduled. If for some reason you cannot meet your class, please find a suitable replacement (i.e. from your department or the college) and notify the department office as soon as possible. If it is not possible for you to find a replacement for your class, you must notify the Department Chair. As a last resort, contact the department secretary. *You are not to cancel classes.*

## **University Closing/Cancellation of Classes**

Individual instructors cannot cancel classes due to inclement weather. On rare occasions, such as floods, [hurricanes](#), tornadoes, security emergencies, the University may cancel classes. In the event of an approaching hurricane or other emergency situation, please check the FAU website, <http://www.fau.edu> or current advisories: <http://www.fau.edu/advisory> or call 888-8FAUOWL (888-832-8695).

## **Instructor Evaluation**

University regulations require that the Student Perception of Teaching survey be conducted in all sections of all courses with enrollments of five or more students. SPOT is an anonymous and effective tool given at the end of each semester to help evaluate the quality of instruction and improve the university's education standards. The SPOT is administered online during the last two weeks of the course, except in summer when it is conducted during the last week. Results of the SPOTs are available for individual instructors or can be queried in the aggregate at the IEA website campus office. For more information regarding SPOT, visit <http://www.fau.edu/spot>.

## **FAU Sexual Discrimination, Sexual Harassment, and Sexual Violence**

Title IX of the Education Amendments of 1972 (“Title IX”), a federal law that prohibits sex discrimination in education, provides as follows:

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance....”

Sex discrimination includes sexual harassment and sexual violence, as further described in FAU Regulation 5.010 available at <http://www.fau.edu/eic>.

### ***Regulation 5.010 Anti-Discrimination and Anti-Harassment Regulation***

[https://www.fau.edu/career/flyers/anti\\_discriminal.pdf](https://www.fau.edu/career/flyers/anti_discriminal.pdf)

### ***Title IX Contacts and Locations***

<https://www.fau.edu/eic/title-ix/>

## ACADEMIC POLICIES AND REGULATIONS

This Academic Policies and Regulations section is divided into the following subsections on the website, **Error! Hyperlink reference not valid.** <https://www.fau.edu/registrar/university-catalog/>. The subsections appear in the following order:

### Policies for All Students

- Attempted Hours
- Attendance
- Course Credits and Levels
- Credit Totals Posted on the FAU Unofficial and Official Transcripts
- Drop/Add and Withdrawal
- Exceptional Circumstance Withdrawal (Medical Withdrawal)
- FAU Email
- Final Exam Period
- Honors Convocation
- Graduation Procedure
- Commencement
- Admission to Professional Programs
- Institutional Complaint Process
- Intellectual Property
- Policy for the Use of Photographs and Videos
- Religious Accommodation

### The Grading System

- Undergraduate & Graduate Grading
- Administrative Notations
- Changes of Grade
- Incomplete Grades
- Grading Information Specifically for Undergraduate Students
- Grading Information Specifically for Graduate Students

### Additional Policies for Undergraduate Students

- Undergraduate Student Classification
- Acceleration Mechanisms
- Continuous Enrollment/Catalog Year
- Deadline for Declaring a Major
- Change of Major
- Double Majors
- Excess Hours Surcharge
- Limitation on Repeated Courses
- Good Academic Standing
- Academic Probation
- Suspension and Dismissal
- Academic Actions for Freshmen



- Returning After Suspension
- Returning After Dismissal
- Deferred Probation, Suspension and Dismissal
- Dean's List
- President's List
- Baccalaureate Degrees of Distinction
- Timely Graduation for Undergraduate Students
- Graduation Policy for Undergraduate Students
- Petitions

### **Additional Policies for Graduate Students**

- Academic Appeals
- Academic Progression Plan
- Change of Major
- Continuous Enrollment
- Full-Time Enrollment and Petitions
- Leave of Absence
- Recency of Credits
- Residence Requirements
- Satisfactory Academic Performance
- Transfer Credits
- Withdrawal

### **Acceleration Mechanisms for Undergraduate Students**

- AICE: <https://www.cambridgeinternational.org/>
- AP: <https://apstudent.collegeboard.org>
- CLEP: <https://clep.collegeboard.org/>
- IB: <https://www.ibo.org/>
- Excelsior: <https://explore.excelsior.edu/>
- Military Service College Credit (DSST): <https://www.fl DOE.org/policy/articulation/ps-credit-military.shtml> and <https://getcollegecredit.com/>

### **Student Code of Conduct Regulations**

- Responsibility and Discipline
- Code of Academic Integrity
- University Regulations

## ADDITIONAL POLICIES AND REGULATIONS

### Syllabi

- [Code of Academic Integrity](#)
- [Guidelines](#)

### Textbooks

- Ordering
- Adoption

### Student Grievances

- [Academic Grievances/Grade Dispute](#)
- Third Party Discrimination and/or Harassment

### University Regulations

- [Chapter 1: Organization](#)
- [Chapter 2: Academic Affairs](#)
- [Chapter 3: Educational Delivery](#)
- [Chapter 4: Student Affairs](#)
- [Chapter 5: Personnel](#)
- [Chapter 6: Property and Finance](#)
- [Chapter 7: Miscellaneous Provisions](#)
- [Chapter 8: Tuition and Fees](#)
- [Chapter 9: Health Affairs](#)

## ONLINE SETUP AND ASSESSMENT

### Accounts and FAUNet ID

The FAUNet ID is the account name you use to login to many of the systems you will utilize in your daily life at Florida Atlantic University, and it is a part of your official FAU e-mail address (e.g., [FAUNetID@fau.edu](mailto:FAUNetID@fau.edu)). At FAU we use single-sign on for most of our applications. This means that you will be using the same FAUNet ID and password for most of the applications offered to you as a student, faculty, and/or staff.

For faculty and staff, your FAUNet ID is generated when the onboarding process has been completed within Workday. Prior to logging in to any of FAU's systems with your new FAUNet ID, you will need to **activate** it by visiting the [FAU Account Self-Services](#) portal.

More information regarding Accounts and FAUNetID at <https://www.fau.edu/oit/accounts>.

## LiveText by Watermark

The adjunct professor must understand how to use LiveText before teaching any course. For all adjunct faculty that have previously had a LiveText account as a student, please email [FAU.LTSupport@fau.edu](mailto:FAU.LTSupport@fau.edu) to inform of your need to be migrated from a student to faculty LiveText account. This will avoid delay of accessing your LiveText course.

**Guides and cost assistance are available on the College's website. The Faculty account is provided to the adjunct faculty member at no cost. Students have a window of time to apply for LiveText Financial Assistance at the beginning of each semester.**

### Guides

- **Faculty**  
<https://www.fau.edu/education/students/livetext/faculty>
- **Student**  
<https://www.fau.edu/education/students/livetext/students>

### Student LiveText Account

- Purchase a 7-Year LiveText by Watermark Subscription  
[https://www.livetext.com/purchase\\_membership](https://www.livetext.com/purchase_membership)
- Purchase a 1-Year LiveText by Watermark Subscription  
<https://www.livetext.com/misk5/c1/purchase/special/FL-FAU-fem-1yr>
- Application for LiveText Financial Assistance  
<https://www.fau.edu/education/students/livetext/livetextfinancialassistance>

For additional LiveText support, call 1-800-311-5656 or visit <https://www.watermarkinsights.com/>

LiveText is the adopted student performance assessment tool. The college responds to multiple accrediting organizations. One of these accrediting bodies, The Council for the Accreditation of Educator Preparation (CAEP), is a national accrediting body for schools, colleges, and departments of education authorized by the U.S. Department of Education. CAEP reviews how schools, colleges, and departments of education meet rigorous national standards in preparing teachers and other school specialists for the classroom. LiveText specializes in providing the tools to help accrediting bodies support students, faculty and administrators in meeting these challenges and assist in demonstrating and ensuring effective student learning and program enhancement.

Referenced by many students and institutions already using the assessment tools, LiveText is intuitive, easy to use, and very user friendly. With this digital assessment tool, you will be better able to track electronically the assessment of competencies embedded in your critical assignments. You will have opportunities to chronicle practicum experiences, internships, and work-based learning in a professional manner.

**Use of LiveText in required courses is not an option for faculty and students working with those courses. All courses that require LiveText need the statement in the "Required Text/Materials" section of the syllabi.**

## **Canvas**

Canvas is a valuable tool to communicate with your students, allow for online class discussion, and to post announcements and documents (including your syllabus). Canvas training is required and necessary to utilize this teaching option within your course, as well as to post syllabi, assignments, grades and handouts online. Once you receive your FAU ID, visit <http://techevents.fau.edu> to schedule a Canvas training.

For more instructor information on eGrades Resources, Self-Paced Training Course, Getting Started, Customize Canvas, Organize a Course, Add Course Content, and Additional Resources visit <https://www.fau.edu/canvas/getting-started.php>.

The FAU Help Desk is available for Canvas assistance:

### **Students**

- Call 561-297-3999, press option 2
- FAU Help Desk ticket  
<https://helpdesk.fau.edu/TDClient/Requests/ServiceCatalog?CategoryID=535>  
5

### **Faculty**

- Call 561-297-3999, press option 3
- FAU Help Desk Ticket  
<https://helpdesk.fau.edu/TDClient/Requests/ServiceCatalog?CategoryID=535>  
4

## **SECURING TEACHING MATERIALS AND EQUIPMENT**

### **Campus Sustainability and Copying Materials**

Florida Atlantic University has a special obligation to meet the challenges of sustainability. As educators we play a leading role in training the scientific, social, political and cultural leaders, professionals and policy-makers who will make a difference in the world. The values, knowledge and skills instilled by the University will help guide their future decisions and practices with being good stewards of the environment. Promoting sustainability through education, operations and community engagement. One of our missions is to create a culture of sustainability at Florida Atlantic University in which the entire FAU community is aware of, involved with and committed to advancing sustainability through education, operations and community engagement.

To help us fulfill this mission, please limit the number of photocopies used during an academic term. Materials should not be copied for a class with accommodation exceptions. There are a variety of avenues materials can be presented, like in the format of a lecture, transparencies, document cameras, PowerPoint presentations, or electronic transmissions via FAU email, LiveText, or Canvas. Some course materials can be placed on reserve at the library. If the reserve materials exceed several pages, copyright laws usually prohibit reproduction without the author's approval. Consult your librarian in advance should you need to scan/copy materials. For additional library information, see Library Services and Media Center under SERVICES.

## **Class Maintenance**

You are responsible for re-arranging any furniture which has been moved for the class, erasing chalkboards, and picking up any trash. Instructors and students are not permitted to eat, drink, or smoke in the classroom. Any problems with the conditions of the classroom should be reported to the department chair.

## **Classroom/Facility and Teaching Aids**

Generally, you will be able to acquire all necessary facilities and teaching aids (e.g. audio/visual) by requesting them through your department or branch campus office. During the course of the semester, please allow at least one week when requesting special facilities and teaching aids.

## **Student Accessibility Technology**

For accessibility technology accommodations, FAU provides Student Accessibility Services.

- Accessible Text Portal, [http://www.fau.edu/sas/Accessible\\_text.php](http://www.fau.edu/sas/Accessible_text.php)
- Assistive Technology Locations, [http://www.fau.edu/sas/Accessible\\_text.php](http://www.fau.edu/sas/Accessible_text.php)
- ReadWrite Software, <http://www.fau.edu/sas/read-and-write.php>

## **Textbooks**

Textbooks are ordered through your department. A desk copy of the book(s) assigned for the course will be lent to the instructor to be returned at the end of the semester.

# **SERVICES**

## **Accessibility Services**

The mission of the Office for Student Accessibility Services (SAS) at Florida Atlantic University (FAU) is to support students with disabilities in their pursuit of equity and excellence in education. The SAS works with FAU faculty and staff to ensure that reasonable accommodations are provided to allow this population of students an equal opportunity to learn in the classroom setting and to have access to all areas of FAU campuses. The SAS fosters student self-advocacy and the development of compensatory skills that support independent learning.

A faculty guide is available to outline regulations, responsibilities, procedures, and confidentiality at <http://www.fau.edu/sas/Faculty.php>.

Our comprehensive academic support services include advocacy, academic accommodations, Assistive Technology equipment/software training, Assistive Technology Computer Lab, Learning Strategies training, and an active student organization. SAS has offices across three of FAU's campuses – Boca Raton, Davie, and Jupiter; however, accessibility services are available for students attending any of the six FAU campuses. More information available at <http://www.fau.edu/sas>.

## Computer Labs

Computer equipment is available for students, faculty, and staff. Computer Lab assistants are there to help you with basic software systems. Open Computer Labs:

### **Boca Raton Campus**

[http://www.fau.edu/oit/labs/open\\_labs](http://www.fau.edu/oit/labs/open_labs)

### **MacArthur Campus**

<http://www.fau.edu/oit/partner-campuses/jupiter>

### **Broward Campus**

<http://www.fau.edu/oit/partner-campuses/davie>

## Dining Services

FAU Dining Services offers information on dining memberships, menus, locations, and hours for food and services offered and more information is available at <http://www.fau.edu/dining>.

## Library Services

Library services are provided on all campus locations and online <https://library.fau.edu>. For updated campus day and hour availability: <https://library.fau.edu/external-relations/library-tools-success-research-guides>. The libraries offer a wide range of reference and informational services, including instruction on the use of all FAU library collections and those of the nine other State University libraries. Faculty may also use the library services to place materials/assignments pertinent to the course on reserve for students.

## Media Center

The Media Center is located on the first floor at the S.E.Wimberly Library Room LY 122, on the Boca Raton Campus. It houses the University's primary collection of audiovisual materials. Formats supported by the Media Center include videotape, CD, CD-Rom, DVD and audiotape. It is an audio-visual facility for student independent study and a media resource for faculty members. Materials in the Center include 16mm films, video cassettes, cd-roms, DVDs, slide sets, compact discs, audio cassettes, and equipment for use in the Center. Frequently asked questions are available <https://library.fau.edu/access-services/media/faqs>

Monday - Friday      8:00 am - 5:00 pm

Saturday & Sunday    Closed

*Hours vary during semester breaks*

## Owl Card

The OWL Card is the official picture identification and debit card for the Florida Atlantic community as well as a Library Card. You may visit their website for more information on how to obtain one at <https://www.fau.edu/business-services/owl-card/Error! Hyperlink reference not valid.> OWL Card Centers are located on all three campuses: <http://www.fau.edu/business-services/owl-card/locations.php>.

## **Parking and Transportation Services**

A parking ePermit may be purchased online after you are hired by opening the webpage <http://parking.fau.edu>. Once on the webpage, click the “Florida Atlantic University Single Sign On” Enter your FAUNet ID credentials and click “Login”. Click on “Buy Permit”, complete all necessary information, ensuring your correct license plate number entered. Your license plate is your permit.

The cost for adjunct faculty is \$38 and is sold by semester only and details for red permits are at <http://www.fau.edu/parking/permits.php>. Red permit holders are allowed to park in any of the red or blue lots from 6:00 a.m. to 11:00 p.m. Parking spaces marked in red are designated as faculty/staff spaces. Vehicles are required to park “nose in” in parking spaces. Vehicles with FAU permits are not permitted to park at and pay the meters; they are reserved for visitors only. Parking at a malfunctioning meter is prohibited. Parking on the grass is NOT ALLOWED anywhere on the FAU campuses. *All parking rules and regulations continue to be enforced 24 hours a day, 7 days a week.* For updated and complete Parking Rules and Regulations, visit [www.fau.edu/parking](http://www.fau.edu/parking).

## **Technology**

Audiovisual equipment, including overhead projectors and VCRs, is available for use in the classroom. AV Services can be reached at [AVServ@fau.edu](mailto:AVServ@fau.edu) or at the below phone numbers.

### ***Boca Raton Campus***

Audiovisual Services, (561) 297-3707

### ***MacArthur Campus***

Marc Verdieu, (561) 799-8413

### ***Broward Campuses***

Broward Computing Services, (954) 201-6666

## **EMERGENCY MANAGEMENT SERVICES**

### **Advisory**

For emergency services’ plans, training, alerts, and resources: <http://www.fau.edu/advisory>

### **General Actions**

- Ways to Respond to Emergencies
  - [Reporting an Emergency](#)
  - [Reporting a Safety Hazard or Near Miss Incident](#)
  - [Emergency Evacuation](#)
  - [Shelter in Place](#)

## **Safety Action Guides**

The first step in providing for your safety is to be prepared before an emergency arises. These guides provide information so that should an event occur you will have background knowledge to provide for your own safety. The key is to be proactive, be aware of your surroundings, and become an invested member of the University community.

The [Emergency Action Guide](#) covers the hazards below and is available for download on the Owl Ready App (Download now: Android App on Google Play | App Store)

[https://play.google.com/store/apps/details?id=com.cutcom.apparmor.fau&hl=en\\_US](https://play.google.com/store/apps/details?id=com.cutcom.apparmor.fau&hl=en_US):

- FAU Alert System
- Tropical Cyclone
- Medical Emergencies
- Hazardous Materials (HAZMAT)
- Individuals with Disabilities
- Severe Weather
- Fire
- Emotional Distress Response
- Cybersecurity
- Victim Services
- Suspicious Package
- Bomb Threat
- Active Threat
- Suspicious Behavior

## **Safety App – OWL Ready**

Owl Ready is the official preparedness and safety app of Florida Atlantic University. It was developed by the Department of Emergency Management, with assistance from Public Safety, under the University's mission to develop policies, programs, services and informational resources to promote and address preparedness and safety concerning the University community. Download the OWL Ready app in the Android Google Play Store or App Store.

## **POLICE DEPARTMENT**

The Florida Atlantic University Police Department is a full-service law enforcement agency which provides 24-hour protection and services to the University and its more than 30,000 students, faculty, and staff. The Boca Raton campus is currently our largest area of operations which is located on more than 800 acres of land and houses more than 50 buildings. In addition to the Boca Raton campus, we also provide services to the University's partner campuses to include MacArthur, Harbor Branch, Davie, and SeaTech. Additional services and information: <http://www.fau.edu/police>.



## Emergencies

For all emergencies regardless of campus, please dial 9-1-1.

## Non-Emergency

For non-emergencies contact information for each campus is provided below.

### ***Boca Raton Campus***

777 Glades Road C.O. 69  
Boca Raton, FL 33431  
Main: (561) 297-3500  
TDD: (561) 297-2390  
Fax-Dispatch: (561) 297-3565  
Fax-Records: (561) 297-4888

### ***MacArthur Campus***

5353 Parkside Drive S.R.  
150W  
Jupiter, FL 33458  
Main: (561) 799-8700  
Duty Officer: (561) 339-0015

### ***Davie Campus***

2912 College Avenue Davie,  
FL 33304  
Security: (954) 236-1140  
After Hours: (954) 236-1140

## Safety

Additional information for Safety in the FAU Community, including Night Owls, Blue Lights, and Rape Aggression Defense (R.A.D.) Course, and Emergency Notification and Evacuation Procedures, visit <https://www.fau.edu/police/>

- **Blue Light**  
<https://www.fau.edu/police/information/blue-lights/>
- **Ride-Along Request**  
<https://www.fau.edu/police/services/ride-along/> 561-297-NOWL  
(561-297-6695)
- **R.A.D.**  
<https://www.fau.edu/police/rad/>
- **Emergency Notification and Evacuation**  
<https://www.fau.edu/police/clery/>

## APPENDIX A: LETTER OF INTENT

### COLLEGE OF EDUCATION LETTER OF UNDERSTANDING

#### **Adjunct Faculty Only**

Please carefully read the adjunct/new faculty handbook. As pointed out in the handbook, the purpose of this document is to ensure quality and consistency in the delivery of academic courses by adjunct faculty. In an effort to assure that you are informed regarding our policies and procedures, The College of Education requests that you sign below as proof that you have read the handbook. Please be informed that it is your responsibility to contact your department chair, or individual representing the college with whom you have worked for clarification regarding any information presented within the handbook. It is also your responsibility to read and comply with the rules appearing in the university catalog and FAU student handbook.

I \_\_\_\_\_ have read the College of Education Adjunct Faculty Handbook. If I have questions, I will discuss the matter with my department/college contact person. I understand that I am expected to abide by all the policies and procedures presented in the handbook. Furthermore, I understand that failure to abide by handbook guidelines/policies could result in immediate dismissal or non-renewal.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please print or type name

## **APPENDIX B: REGULATION 5.010 ANTI-DISCRIMINATION AND ANTI-HARASSMENT REGULATION**

### **I. Policy**

- A. Florida Atlantic University (“FAU” or University) shall comply with applicable federal, state and local discrimination/harassment laws to provide an educational, employment, and business environment free of all forms of discrimination or harassment. Unlawful discrimination or harassment based upon an individual’s race, color, religion, sex, national origin, age, disability, veteran status, marital status, sexual orientation, gender identity or expression, or other protected status is prohibited. This policy applies to all FAU students, applicants for employment, faculty, and staff (hereinafter collectively referred to as “University Community Members”), as well as third parties providing services to FAU. This Regulation 5.010 (“Regulation”) establishes procedures for a University Community Member to file a complaint of alleged discrimination, harassment or retaliation. Discriminatory conduct in the form of sexual misconduct/sexual harassment is also prohibited, and procedures for processing and investigating claims of sexual misconduct/sexual harassment by a University employee will be processed in accordance with current University policy on prohibited sexual conduct.
- B. The Office of Equity, Inclusion and Compliance (“EIC”) shall administer this Regulation. Inquiries regarding the procedures contained in this Regulation should be forwarded to EIC.
- C. It shall be a violation of this Regulation for any University Community Member to discriminate against or harass any other University Community Member on the basis of a protected status as defined by law or University regulations and policy
- D. Retaliation, or otherwise taking adverse employment or educational action, against a University Community Member because he/she in good faith reported discrimination or harassment, or who assisted or participated in any investigation, regarding a complaint, is prohibited.
- E. Activities covered under this Regulation include, but are not limited to, all educational, athletic, cultural and social activities occurring on campus or sponsored by FAU, housing supplied by the University, and employment practices between the University and its employees.
- F. Those found to have violated any term, condition or provision of this Regulation will be subject to disciplinary action, up to and including termination or separation.
- G. Any supervisory employee who receives a report, observes or learns of an alleged violation of this Regulation has an absolute and unqualified duty to immediately report the conduct to the EIC Director.
- H. Every University employee has a duty to cooperate fully and unconditionally in a University investigation. This duty includes, among other things, speaking truthfully with the EIC investigator or his/her designee and voluntarily providing all documentation which relates to the claim being investigated.

### **II. Definitions/Examples**

- A. For the purpose of this Regulation, “unlawful discrimination” is defined as a difference in treatment on the basis of a person’s status in a protected class. Harassment is a form of

unlawful discrimination under Title VII of the Civil Rights Act of 1964 ("Title VII"), the Florida Civil Rights Act and other applicable local, state or federal laws. "Prohibited discrimination" includes unlawful discrimination and that which is based on other protected classes defined by University regulations or policy. A violation of this Regulation may occur regardless of any finding of "unlawful" conduct, as the standards for finding a violation of this policy are independent.

- B. Discrimination on the basis of sex in education programs and activities receiving federal financial funding as set forth in Title IX of the Education Amendments of 1972, as amended ("Title IX"), is included in this Regulation's definition of prohibited discrimination. Discrimination on the basis of sex includes sexual violence, sexual battery, sexual harassment, domestic battery, dating violence, stalking and bullying (as defined below). Title IX prohibits sex discrimination in both the educational and employment settings. Sex discrimination is governed by the current University policy on prohibited sexual conduct.
- C. For purposes of this Regulation, examples of prohibited conduct that fall into the definition of discrimination include, but are not limited to:
  - 1. Disparity of treatment  
Disparate treatment occurs when an individual suffers less favorable treatment than others because of the protected status.
  - 2. Disparate Impact  
Disparate impact occurs when an employment policy, although neutral on its face, adversely impacts persons in a protected status. Disparate treatment on the basis of a class not protected by federal, state or local law shall not constitute discrimination or harassment if such disparate treatment is required by federal or state law.
  - 3. Retaliation  
Retaliation is adverse action taken against a person for engaging in protected activity. Examples of adverse action include: firing, denial of a promotion, lowering a grade, unjustified negative performance evaluations and reports, increased supervision or scrutiny, sudden enforcement of previously unenforced policies, exclusion from activities or privileges open to others, making critical comments about the protected activity to others, or any other action that would deter a reasonable person in the same circumstances from filing a complaint or engaging in protected activity.
- D. For the purposes of this Regulation, examples of prohibited conduct that fall into the definition of harassment include, but are not limited to:
  - 1. Verbal and/or physical conduct based on a protected characteristic that: (A) has the purpose or effect of creating an objectively intimidating, hostile or offensive work or educational environment; (B) has the purpose or effect of unreasonably interfering with an individual's work or learning performance; or (C) otherwise unreasonably adversely affects an individual's employment or educational opportunities.
  - 2. Examples of the foregoing verbal and/or physical conduct that may constitute harassment could include making comments ("humorous" or "non-humorous") based on a protected characteristic, objectionable epithets/slurs, threatened or actual physical harm or abuse, the display of hostile symbols/objects, and other intimidating or insulting conduct directed against the individual because of their protected characteristic or Membership.

- E. Sexual harassment, which includes acts of sexual violence and may include gender-based harassment, is a form of unlawful discrimination prohibited by Title VII, Title IX and other applicable laws. Sexual harassment can take the form of hostile environment harassment, or “quid pro quo” harassment.
  - 1. Hostile Environment  
Hostile environment harassment exists when harassment has the purpose or effect of unreasonably interfering with a person’s work or educational performance or participation in a university program or activity, or is sufficiently severe or pervasive to create an intimidating, hostile, or offensive work or educational environment.
  - 2. Quid Pro Quo  
Quid pro quo harassment is established when submission or rejection of conduct is used, explicitly or implicitly, as the basis for decisions affecting an individual’s education, employment, or participation in a University program or activity.
- F. Gender-based harassment may be a form of sexual harassment prohibited under Title IX or other state or local laws. Gender-based harassment includes acts of verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.
- G. The definition of sexual harassment excludes the use of sexual material in a classroom setting for academic purposes.

### III. Reporting Violations

- A. EIC is responsible for administering the complaint and investigation process set forth in this Regulation.
  - 1. In cases where the individual making an allegation that they have been subjected to conduct that violates this regulation (“Complainant”) chooses not to file a formal complaint, EIC will take action it deems necessary, including but not limited to informing the alleged offender (“Respondent”) of the concerns, and suggesting that the individual monitor and modify (if necessary) his/her behavior. All complaints, formal or informal, must be reported to EIC.
  - 2. The EIC contact information is provided below:  
Equity, Inclusion and Compliance  
Florida Atlantic University  
Administration Building  
777 Glades Road, Room 265 Boca Raton, Florida 33431-0991.  
<https://www.fau.edu/eic/>  
(561) 297-3004
- B. In all cases in which a violation of Title IX is alleged against a University Community Member, the University shall provide notice to the Complainant of his/her rights as soon as possible after it receives notification of the alleged violation. For complaints involving allegations of student misconduct by a student, the Student Code of Conduct, Regulation 4.007, will govern.
  - 1. The EIC Executive Director is the Title IX Coordinator for the University.
  - 2. Individuals with questions or concerns about Title IX may contact the University’s Title IX Coordinator and may file a complaint directly with that office consistent with the procedures outlined herein.
- C. Any University employee who believes he/she has been harassed, discriminated or retaliated against in violation of this Regulation should report the facts and circumstances thereof to the EIC Director, or in the alternative, may report to the appropriate Vice President or Provost, College Dean, or the Director of Human Resources, who in turn must notify the EIC Director.

- D. Any student who believes he/she has been harassed or discriminated against in violation of this Regulation should report the facts and circumstances thereof to the EIC Director, or in the alternative, may report to a University Vice President or Provost, the Dean of Students, the Dean of his/her College, or to his/her Department Head, who in turn must notify the EIC Director.
- E. Reports or allegations of an alleged violation of this Regulation will be processed upon the filing of a written complaint with EIC. The Director of EIC may process an alleged violation without a written complaint if deemed necessary by the Director and if enough information is available to conduct a responsible Investigation.
- F. A complaint must be filed with EIC within one-hundred eighty (180) calendar days of the alleged act(s) of discrimination/harassment. EIC may process an alleged violation outside of this time limitation if deemed necessary by the Executive Director. The filing of a complaint under this Regulation is independent and does not preclude the Complainant from also filing a complaint with federal, state or local enforcement agencies. The filing of a complaint with EIC does not constitute a filing with, or have any effect on the filing time limitations of those external agencies. All Complainants are urged to contact these external agencies directly to learn the filing deadlines and procedures for each agency. Contact information for these agencies is available from the EIC office.
- G. All complaints shall contain the name of the Complainant and state the nature of the act(s) complained of, including such details as the name of the alleged offender and the date(s) or approximate date(s) on which the offending act(s) occurred, the name(s) of any witnesses, and the desired resolution(s). Any portion of a complaint file that is exempt from public disclosure under the Florida Public Records law shall remain confidential to the extent permitted by law.

#### IV. Investigation of Complaints

- A. EIC shall investigate all complaints that contain enough information to allege prohibited discrimination or harassment. This investigation will include, but shall not be limited to, interviewing the alleged offender and the complainant. Each party shall have an equal opportunity to present relevant witnesses and other evidence. The investigation may include the interview of other persons who may have information relevant to the allegations, preparation of witness statements for all persons interviewed, and review of any relevant documents. Upon completion of the investigation, a final report shall be prepared which includes a summary of the complaint, a description of the investigation, whether a violation of University Regulation was found, based on a preponderance of the evidence, and recommendations for disposition.
- B. EIC may attempt conciliation before or during the course of an investigation of a complaint. If conciliation is not achieved, then EIC shall continue to investigate the complaint, and shall issue a final report.
- C. EIC shall attempt to conclude its investigation on non-Title IX matters and issue its final report within seventy-five (75) calendar days of the filing of the complaint. However, the investigation process may be stayed for good cause as determined by the Executive Director.

- D. The final report by EIC shall be submitted to the appropriate Vice President, Provost or designee if an employee is involved, and/or to the Dean of Students or designee if a student is involved. The Respondent and Complainant will each be notified in writing of the outcome of the complaint and any appeal. Corrective or disciplinary action up to and including dismissal or expulsion will be considered and implemented, if warranted, by the Vice President, Provost or Dean of Students in consultation with the EIC Director. Corrective or disciplinary action may also be considered and implemented if EIC determined the complaint was unfounded and made maliciously or recklessly. All disciplinary action shall be subject to applicable University Regulations (including but not limited to University Regulation 5.009 (Grievance Procedure) and University Regulation 4.007 (Student Code of Conduct), policies and applicable collective bargaining agreements.
- E. Any Complainant or Respondent may submit a response or statement to be attached to the EIC's final report and which will be maintained in the EIC file; any response or statement must be submitted to the EIC Director within ten (10) calendar days of the date the final report is published.

V. Reconsideration

- A. Any Complainant or Respondent may request reconsideration of a finding in the EIC Report by filing a written request with the EIC Executive Director.
  - 1. The EIC Executive Director must receive the written request within ten (10) calendar days of the date the final report is published.
  - 2. The request must include a basis for the reconsideration.
  - 3. The EIC Executive Director will consider any request for reconsideration, but reconsideration will only be granted in cases where new evidence is provided or relevant evidence was not previously considered or reviewed.
  - 4. The EIC Executive Director shall notify the requesting party, in writing, of the appeal decision within twenty (20) calendar days. Specific Authority: Article IX of the Florida Constitution; Florida Board of Governors Regulation 1.001; Formerly 6C5-5.012, Amended 11-11-87, 7-5-99, 11-9-05, 6-28-06, 11-16-11, 07-01-15.

## APPENDIX C: CLINICAL/FIELD EXPERIENCE

### Field Experience

Many courses within the College of Education require a Field Experience component: <https://www.fau.edu/education/students/oass/fieldexperience/documents/courses-that-require-placement.pdf>. Each county requires students to apply for security clearance and follow specific policies and procedures. In order to incorporate a field placement component into a particular course requirement, the university instructor must contact the [Office for School Engagement](#). These individuals assume the responsibilities as a liaison between the university and the school district offices. Field Placement arrangements *must* be processed through this office. Students cannot assume placement arrangements privately and should not contact the School District Offices directly.

All students requiring a field experience placement must:

- Apply for Placement Each Semester
- Submit Evidence of Security Clearance to our Office Each Semester
- Be Assigned Through the [Office for School Engagement](#)

For additional information please see <https://www.fau.edu/education/students/school-engagement/>