



**UNIVERSITY OF SOUTH FLORIDA**

**FACULTY HANDBOOK**

*Revised edition: October 2017*

# University of South Florida Faculty Handbook

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The University of South Florida Faculty Handbook is maintained by the Office of the Provost. A multitude of people in various offices, too numerous to mention here, have contributed to the extensive revisions of this edition of the *Handbook*. All who have participated in this effort are due an appreciative note of thanks.

Revisions to the current document will be made as needed and subsequent versions will be subject to review and revision.

## PREFACE

Welcome to the *University of South Florida Faculty Handbook*!

The University of South Florida (USF) was formally established by legislation in 1955. Five years later, in September 1960, USF opened its doors to more than 1,900 students and 130 charter faculty. Located on a 1,700-acre site that was the former bombing range for Henderson Air Field, USF became the state's first metropolitan university and the first Florida public university to be developed in the 20th century. It is now part of a 12-institution State University System that spans the state.

The University of South Florida is a high-impact, global research university dedicated to student success. The USF System has an annual budget of \$1.6 billion, an annual economic impact of \$4.4 billion, and is approaching serving over 50,000 students in separately accredited institutions located in Tampa, St. Petersburg, and Sarasota-Manatee. The central campus is in Tampa, and enrolls over 43,000 students.

USF is classified by the Carnegie Foundation for the Advancement of Teaching in the top tier of research universities, a distinction attained by only 2.5 percent of all universities. It is ranked 45th in the nation for total research expenditures among all universities, and 28th in total expenditures for public universities. It has achieved a top 50 ranking in a number of other national and world ranking systems.

The *University of South Florida Faculty Handbook* is designed to provide information about the roles and responsibilities of faculty members at USF, as well as information about resources available to them. Given the size and scope of USF, as well as the complexity and fluidity of the times, former handbooks became obsolete at an increasingly rapid pace. Therefore, the current and future versions are presented in a web-based format that allows for occasional updating of pertinent information. Please note that there are a multitude of web links throughout this document; they were current as of its posting, but be aware that links can, and do, change with some regularity. Also, it is common for accessing a link to generate a generic warning about accessing computer links. All links included in this document have been determined to be safe for opening, at least at the time of the document's posting.

The *University of South Florida Faculty Handbook* is not intended to address all aspects of university life and specific circumstances that faculty members may encounter. However, it serves as a resource by which summary information about a wide range of topics may be accessed. Readers may find some overlap in coverage because certain topics are pertinent to inclusion in various chapters. **Because of their differential missions, separate USF campuses, including USF Health, may have their own faculty handbooks that contain information specific to those campuses.**

**NOTICE:** *The language used in the University of South Florida Faculty Handbook does not constitute legal terms and conditions of employment, and if any policy or practice described herein is inconsistent with federal law, state law, or existing Collective Bargaining Agreement, such policy or practice is superseded by the applicable law or agreement.*

## CHAPTER 1: ABOUT THE UNIVERSITY OF SOUTH FLORIDA

### VISION

The University of South Florida envisions itself as an ambitious, public research university with state, national and global impact, and positioned for membership in the Association of American Universities (AAU).

In pursuit of this vision, the University of South Florida in Tampa was named in 2016 by the state of Florida as an emerging preeminent university, an important step toward being designated among the state's preeminent universities, a status we anticipate achieving in the near future.

### MISSION

As Florida's leading metropolitan research university, USF is dedicated to excellence in:

- Student access and success in an engaged, and interdisciplinary, learner-centered environment;
- Research and scientific discovery, including the generation, dissemination, and translation of new knowledge across disciplines; to strengthen the economy; to promote civic culture and the arts; and to design and build sustainable, healthy communities; and
- Embracing innovation, and supporting scholarly and artistic engagement to build a community of learners together with significant and sustainable university-community partnerships and collaborations.

### STRATEGIC PLANNING

The USF Strategic Plan 2013-2018 sets the university's course for the next five years through the articulation of USF's vision, values, and goals. Some highlights of the plan can be access through the links below.

- Executive Summary
- Strategic Plan Booklet
- Performance Metrics
- Past Strategic Plans

### GENERAL INFORMATION ABOUT THE UNIVERSITY OF SOUTH FLORIDA

The USF website provides information on a variety of topics regarding resources and services at the university. Some frequently used ones are:

- Alphabetical Index of Administrative Units
- About USF

- [Academics](#)
- [Admissions](#)
- [Athletics](#)
- [Calendars](#)
- [Communications & Marketing](#)
- [General Counsel](#)
- [Human Resources](#)
- [Information Technology](#)
- [Libraries](#)
- [myUSF](#)
- [Research & Innovation](#)
- [USF Directory](#)
- [USF Facts and Statistics](#)
- [USF Unstoppable \(Fundraising Campaign\)](#)

## **USF SYSTEM**

The USF System is an evolving multi-campus system of higher education with fiscally autonomous and separately accredited, yet complementary, campuses in Tampa (including [Academic Affairs](#) and [USF Health](#)), [USF St. Petersburg](#), and [USF Sarasota-Manatee](#). The USF System designation was approved by the [USF Board of Trustees](#) in October 2004. While increased campus autonomy and distinctive missions characterize the USF System, centralized, system-wide functions will continue to be provided by the [Offices of General Counsel](#), [University Audit and Compliance](#), [Office of Diversity, Inclusion and Equal Opportunity](#), [Research and Innovation](#), [University Advancement](#), and [Athletics](#).

In 2009, USF St. Petersburg achieved separate accreditation with the [Southern Association of Colleges & Schools Commission on Colleges](#) (SACSCOC). In 2011, USF Sarasota-Manatee received separate accreditation with SACSCOC, and in 2015, USF Tampa received full reaccreditation.

## **CHAPTER 2: ORGANIZATION AND ADMINISTRATION OF THE UNIVERSITY**

### **BOARD OF GOVERNORS**

#### **FC ARTICLE 9, SECTION 7(D); SEC.1001.70 FS**

After the Florida Legislature abolished an existing Board of Regents in 2001, the Board of Governors (BOG) was established in 2002 through a successful citizen petition for a constitutional amendment. The Board has authority to establish missions for each Florida State University System (SUS) university and its articulation with free public schools and Florida community colleges, and to provide coordination in the operation of the SUS institutions.

The Board of Governors consists of 14 citizens (appointed by the governor and confirmed by the senate for staggered seven year terms), the Commissioner of Education, the chair of the state-wide advisory council of SUS faculty senates, and the president of the Florida Student Association. The BOG appoints a Chancellor who serves as the chief executive officer for the Board, and is its official spokesperson in relations with various external constituencies, especially the State Legislature and the Office of the Governor, as well as presidents, trustees, students and other organizations.

### **BOARD OF TRUSTEES**

Each SUS university is governed by a Board of Trustees, established in 2001 at the time of the abolition of the Board of Regents. The duties and powers of these Boards are determined by Florida Statute (Sec. 1001.71 FS) and by the Board of Governors. Among their chief responsibilities are selection of a president and the determination of institutional rules. Where a collective bargaining agreement exists, such as USF, these rules may not conflict with the terms of a ratified contract.

Each Board of Trustees is composed of 6 members chosen by the Governor and five members selected by the Board of Governors; these 11 members serve staggered five year terms. In addition, the heads of the university faculty senate and the student body are members of the Board of Trustees.

### **PRESIDENT**

The President is the chief executive officer of the state university, is the corporate secretary of the university board of trustees, and is responsible for the operation and administration of the university. The President is the person ultimately accountable for every aspect of the university; the President or designees are the only ones who may enter into contracts on behalf of the university, determine whether the university should be closed for an emergency, or speak as official representatives of the university.

The President has line authority over the major academic and administrative officers of the university, as well as the Regional Chancellors of USF-St. Petersburg and USF-Sarasota/Manatee. The organization chart of those reporting to the President can be viewed at this site: <http://system.usf.edu/system-overview/pdfs/System-Governance-and-Admin-no-BOG.pdf>.

## ACADEMIC ORGANIZATION

Responsible to the Provost and Executive Vice President for Academic Affairs for administration of academic programs and services are the deans of the colleges and deans/directors of the academic support and enhancement units. Two principal groups advising the Provost on academic issues are the Council of Deans and the Faculty Senate Executive Committee.

**Council of Deans.** The Council of Deans serves as the primary advisory group to the Provost on all issues involving academic programs and how the university can best meet its academic mission in the state and region. The Council of Deans is composed of all college and university deans.

**Faculty Senate Executive Committee.** The Faculty Senate Executive Committee is composed of the leadership of the Faculty Senate and meets regularly with the Provost to receive information and to advise on matters related to faculty issues. (For information about the Faculty Senate and this committee, see Chapter 3.)

## COLLEGES

The **college** is the degree-granting unit of the university and is responsible for the advising, retention, and graduation of students in its degree-granting programs. Each college is administered by a Dean, who is responsible for carrying out educational policy established by the faculty and for overseeing the fiscal and administrative requirements of the college. USF has 14 colleges/schools, 13 of which are degree granting. Nine of these report to the Provost and four report to the Senior Vice President of USF Health.

## DEPARTMENTS/SCHOOLS

The **department (or school)** is the basic academic unit reporting to the Dean. Generally, schools are synonymous with departments and usually represent large professional programs. Schools are headed by directors; departments are headed by chairs.

## ACADEMIC AFFAIRS COLLEGES

The Colleges, with their respective departments/schools shown, are overseen by a Dean who reports to the Provost and Executive Vice President of Academic Affairs. They are:

### COLLEGE OF ARTS AND SCIENCES

- Advertising & Mass Communication, Zimmerman School of
- Anthropology
- Cell Biology, Microbiology & Molecular Biology
- Chemistry
- Communication

- Economics
- English
- Geosciences
- History
- Humanities & Cultural Studies
- Information, School of
- Interdisciplinary Global Studies, School of
- Integrative Biology
- Mass Communications
- Mathematics & Statistics
- Philosophy
- Physics
- Psychology
- Public Affairs, School of
- Religious Studies
- Sociology
- Women's and Gender Studies
- World Languages

#### COLLEGE OF THE ARTS

- School of Architecture & Community Design
- School of Art & Art History
- School of Music
- School of Theatre & Dance

## COLLEGE OF BEHAVIORAL AND COMMUNITY SCIENCES

- Child and Family Studies
- Communication Sciences & Disorders
- Criminology
- Mental Health Law & Policy
- Rehabilitation & Mental Health Counseling
- School of Aging Studies
- School of Social Work
- Louis de la Parte Florida Mental Health Institute (FMHI)

## MUMA COLLEGE OF BUSINESS

- Accountancy, Lynn Pippinger School of
- Finance
- Information Systems/Decision Sciences
- Marketing

## COLLEGE OF EDUCATION

- Department of Educational & Psychological Studies
- Department of Teaching & Learning
- Department of Leadership, Counseling, Adult, Career & Higher Education

## COLLEGE OF ENGINEERING

- Chemical & Biomedical Engineering
- Civil & Environmental Engineering
- Computer Science & Engineering
- Electrical Engineering

- Industrial & Management Systems
- Mechanical Engineering
- Medical Engineering (joint with the Morsani College of Medicine)

COLLEGE OF GRADUATE STUDIES

COLLEGE OF MARINE SCIENCE

PATEL COLLEGE OF GLOBAL SUSTAINABILITY

## **USF HEALTH COLLEGES & SCHOOLS**

MORSANI COLLEGE OF MEDICINE

- Cardiovascular Sciences
- Dermatology and Cutaneous Surgery
- Family Medicine
- Internal Medicine
- Molecular Medicine
- Molecular Pharmacology & Physiology
- Neurology
- Neurosurgery & Brain Repair
- Obstetrics and Gynecology
- Oncologic Sciences
- Ophthalmology
- Orthopaedics and Sports Medicine
- Otolaryngology – Head & Neck Surgery
- Pathology and Cell Biology
- Pediatrics

- Plastic Surgery [Scheduled to open soon]
- Psychiatry & Behavioral Neurosciences
- Radiology
- Surgery
- Urology

COLLEGE OF NURSING

COLLEGE OF PHARMACY

COLLEGE OF PUBLIC HEALTH

- Community and Family Health
- Environmental and Occupational Health
- Epidemiology and Biostatistics
- Global Health
- Health Policy and Management

SCHOOL OF PHYSICAL THERAPY

**OTHER UNIVERSITY ACADEMIC OFFICES**

HONORS COLLEGE

The Dean of the Honors College reports to the Provost and Executive Vice President for Academic Affairs. Honors education at the university level is designed to provide special opportunities to the university's most capable students, and entails a separate admissions process. The existence of an honors program is recognition that academically gifted students demand and deserve a more challenging curriculum, more individual attention from their teachers, and more ambitious co-curricular opportunities than others. The Honors College serves to meet those needs with a specially designed set of interdisciplinary courses taught in seminar format, along with co-curricular requirements and options tailored to provide a unique educational experience for gifted students. In addition, the Honors College houses the university's Office of National Scholarships (ONS). This office serves all undergraduates at USF, helping students compete successfully for the most prestigious and competitive fellowships and scholarships in the world, such as Fulbright, Marshall, Truman, Gates Cambridge, Rhodes, Goldwater, and Schwarzman awards.

## INNOVATIVE EDUCATION

Innovative Education (InEd) meets the needs of learners any time and any place through innovative distance learning, continuing education, degree completion, certificate, workforce development, lifelong learning, and pre-college programs. InEd contributes to student success by collaborating with faculty, teaching assistants and academic administrators to strengthen the quality and breadth of USF's educational offerings, and by providing a variety of academic services, including online teaching workshops, consultations and instructional technology support. InEd aligns with the goals stated in the USF Strategic Plan, including the desire to increase enrollments, improve the university's degree completion rate, and develop and nurture public-private partnerships designed to generate new revenue and ensure institutional financial security.

## OFFICE OF UNDERGRADUATE STUDIES

The Dean of Undergraduate Studies has overall responsibility to enhance the quality of the learning experience in undergraduate programs across all colleges and campuses of the university. The Dean is committed to providing vision and leadership in undergraduate education and to serving the needs of all undergraduate students including those with non-traditional and diverse backgrounds. The Dean supervises several units and undergraduate academic programs that are not the purview of a single school or college including the Air Force, Army, and Naval ROTC programs; the B.S. in Applied Science; the B.S. in Information Technology; and the B.S. in Hospitality Management.

## OFFICE OF GRADUATE STUDIES

The Dean of the Office of Graduate Studies reports directly to the Provost and Executive Vice President, but works closely with the leadership at USF Health, college Deans, and graduate coordinators. The primary responsibilities of this position are to coordinate graduate policies and programs among all USF colleges and campuses, and to provide strong advocacy for the importance of graduate education, especially at a research intensive university.

## INTO USF

INTO provides a variety of academic Pathway and English language courses to help international students adapt to the educational, social and cultural norms and progress on to undergraduate and graduate programs at leading universities in North America, the United Kingdom and China. Each INTO Center is managed by a joint venture management board where INTO and the partner university are equal shareholders. The INTO USF Center opened in 2010 and is the tenth partnership developed by INTO. A variety of programs are offered, including both undergraduate and graduate Pathway programs – a one or two semester course of study designed to ease an international student's transition to a new country, improve English skills, and introduce courses required for their intended major.

## USF LIBRARY SYSTEM

The Dean of the USF Library oversees a system that includes three libraries at USF Tampa (Tampa Library, Shimberg Health Sciences, Louis de la Parte Florida Mental Health Institute) and has a long standing, cooperative relationships with the Poynter Library of USF St. Petersburg and the joint use Jane Bancroft Cook Library in Sarasota.

The Tampa campus houses the principal research library and two special libraries, the Shimberg Health Sciences Library, serving the needs of USF Health (the College of Medicine, Nursing, and Public Health), and the Louis de la Parte Florida Mental Health Institute Library. The St. Petersburg campus is home to the Nelson Poynter Memorial Library and the Sarasota campus of the University of South Florida enjoys a joint use relationship with New College of Florida's Jane Bancroft Cook Library.

- [Tampa Campus Library](#)
- [Hinks and Elaine Shimberg Health Sciences Library](#)
- [Louis de la Parte Florida Mental Health Institute Research Library](#)
- [Nelson Poynter Memorial Library – St. Petersburg's Campus](#)
- [Jane Bancroft Cook Library – Sarasota Campus \(shared with New College\)](#)

The USF Libraries provide resources, services, and collections to advance USF's teaching, learning and research missions. The Libraries are dedicated to student academic success; innovative delivery of collections and services; and strategic partnerships and engagement. Together the USF Library system provides access to more than 2.3 million print volumes and an extensive collection of serials and online resources, as well as special collections.

#### USF WORLD

USF World leads the university's involvement in the international arena engaging **with** the world and **in** the world. Its goals work to promote a global culture at USF, globalize student success, enhance global initiatives within the university system and deepen global engagement. USF World supports faculty and staff with information on the university's [Global Academic Partners](#), funding for international research travel, funding for global events on campus, Fulbright opportunities, and the [Discovery Hub](#) where faculty and students can connect across the USF system and access data on USF's global profile, partnerships with universities overseas and the proposal processes for seeking agreements. The [GoinGlobal](#) online resource for jobs and internships around the world, as well as country and city guides.

## CHAPTER 3: UNIVERSITY GOVERNANCE

*The text below is most descriptive of the USF Tampa Faculty Senate, so faculty members at the other two USF institutions are urged to consult their institution's handbook and/or website of their institution's governing body for information on this topic.*

### **SYSTEM FACULTY COUNCIL**

The System Faculty Council is chaired by a faculty governance leader and facilitates communication on System-wide faculty and academic issues.

### **FACULTY SENATE**

The Faculty Senate is the primary legislative body representing the faculty of the university. As the highest faculty body, the Faculty Senate serves as the parent body for all university-wide committees and councils. The Senate's responsibilities, membership, meetings, and basic structure are established by the Constitution of the Faculty of the University of South Florida and elaborated in the Bylaws to the Constitution.

The following is meant only as a brief summary of the role of the Faculty Senate. For details, faculty should contact the Faculty Senate Office for a copy of the Constitution and Bylaws or access those documents on the Faculty Senate web site: <http://guides.lib.usf.edu/faculty-senate/fs-documents>.

### **MEMBERSHIP**

Membership in the general faculty of the university shall consist of all full-time faculty members with the rank of Lecturer, Instructor, Assistant Professor, Associate Professor, Professor, Assistant Librarian, Associate Librarian, or Librarian.

Membership in the Faculty Senate consists of 60 elected members apportioned among and representing the academic colleges and the regional campuses of the university. Members of the Faculty Senate are elected by the general faculty to serve three years, beginning the first day of the fall semester following the annual spring election. A period of one year must elapse before a member may be re-elected to the Faculty Senate.

### **JURISDICTION**

The Faculty Senate is the principal advisory body to the President and the Provost and has the responsibility to review and make recommendations to them concerning decisions of the university on matters pertaining to the welfare of the university, particularly those of special interest to the academic division of the university. The Faculty Senate helps determine and define university-wide policies on academic matters. It participates in formulating measures for the maintenance of a comprehensive educational policy and for the maximum utilization of the intellectual resources of the university.

The Senate also receives reports presented by the President, Provost, vice presidents, and the Senate and university-wide standing committees and councils. The Senate has final responsibility to review reports and recommendations from university-wide committees and councils to the President and

vice presidents, particularly when the recommendations effect wide-range changes in the academic division of the university.

## **OFFICERS**

The officers of the Faculty Senate include a president, vice president, secretary, and sergeant-at-arms, elected by members of the Faculty Senate from among the elected senators. The Parliamentarian shall be chosen by the President of the Faculty Senate from among the Senate Membership. The term of office of the officers is one year. The President of the Faculty Senate shall be elected from among those senators serving in their last two years of office. The President also serves as a member of the Board of Trustees.

## **MEETINGS**

The general faculty members of the university meet at least annually in the fall semester, at which time the President of the university addresses the faculty on the state of the university. The general faculty may meet at other times when called by the President of the Faculty Senate.

The Faculty Senate meets monthly during the fall and spring semesters, and as necessary during the summer term. All meetings of the Faculty Senate are open to the university community. The President, Provost, and other vice presidents shall be extended privileges of the floor upon request; other non-members may be granted privileges of the floor upon written request or upon invitation of the President of the Faculty Senate.

## **COMMITTEES AND COUNCILS**

### The Executive Committee of the Faculty Senate

*The Executive Committee of the Faculty Senate* acts on behalf of the Senate on matters declared by the President of the Senate to be of an emergency nature. When feasible, the Senate is notified of emergency meetings. The Executive Committee also serves as the advisory body to the President of the Faculty Senate, determines the agenda for meetings of the Faculty Senate, serves as a faculty advisory body to the Provost, and functions as the Academic Budget Advisory Council to the Provost.

The Executive Committee is composed of the elected officers of the Senate, Parliamentarian, immediate past President, Chair of the Committee on Committees, and one Senator-at-Large. Ex-officio members include the Chairs of the Committee on Faculty Issues, the Council on Educational Policy and Issue, Council on Technology for Instruction and Research, and the Graduate, Library, Research, and Undergraduate Councils.

### Committees of the Faculty Senate

Other Committees of the Faculty Senate include the Committee on Committees, Standing Committees and Councils, Ad Hoc Committees, University Wide Committees and Councils and Joint Committee on Faculty Senate Constitution and Bylaws. Further details of the academic and university-wide committees and councils can be found on the Faculty Senate web site at: <http://web.usf.edu/FacultySenate/>.

## **COLLEGE AND DEPARTMENTAL GOVERNANCE**

As an educational and administrative unit composed of departments and programs with common educational interests, the college is the central academic home for faculty. The college is governed in its internal administration by the tenured or tenure-earning faculty, chairs and directors, and the dean, who is an agent of the college faculty for the execution of college educational policy.

Each college establishes its own governance structure and generally includes one or more advisory bodies to the dean, tenure and promotion committee, one or more academic and curriculum committee(s), and other standing or ad hoc committees as deemed necessary for the attainment of the college's educational mission. Faculty should consult their dean's office for a copy of their college's governance document.

The department/school is the primary educational and administrative unit. Like other larger academic units, the faculty and the chair/director work in an atmosphere of shared governance. As the agent of the faculty for implementation of departmental policy, the chair/director consults with advisory and other committees to carry out the educational and administrative obligations of the unit. Each faculty member should be familiar with the governance structure of his or her department/school.

## **CHAPTER 4: UNIVERSITY POLICIES AND PROCEDURES**

The University of South Florida has established USF Rules, Regulations, and Policies and Procedures on a variety of topics that provide valuable guidance to members of the university community. The Office of the General Counsel maintains an [Index of Current USF System Regulations and University Policies](#). This site may be searched by name or by number of the regulation or policy. This site changes regularly, so readers are referred to it as the most accurate, up-to-date source of all official information. It also contains a listing of policies that are currently being considered for amendment, as well as new policies that are being proposed. The majority of those shown are relevant to all institutions in the USF System, but some may be specific to an individual institution.

### **POLICY ISSUES OF SPECIAL INTEREST TO FACULTY**

A few policies or regulations that may be of particular interest and relevance to faculty are described below in some detail. However, the full-text of the rule or policy should be referred to for authoritative guidance. If appropriate, a reference to the appropriate article in the prevailing Collective Bargaining Agreement is shown.

### **INTERNAL CONTROL OF THE USF SYSTEM**

#### **USF 0-023**

This policy applies to all USF System Employees including Faculty, USF System Institutions, and direct service organization in the USF System. This policy communicates USF System internal control objectives as set forth by the USF System Board of Trustees. These internal controls are put in place in order to reduce the USF System's exposure to financial, operational, strategic, compliance, and reputational risks. Our system of internal controls is designed to promote effectiveness and efficiency in operations; minimize the risk of asset loss; help ensure the reliability of financial and operations information; and support compliance with applicable laws, rules, and regulations. Internal controls provide reasonable assurance for mitigating risk; however, no system of control can provide absolute assurance.

University Leadership is responsible for the design, development, implementation, and maintenance of an effective system of internal controls within their respective area of responsibilities. University Leadership has the responsibility to ensure those who report to them have adequate knowledge, skills, and ability to function within, and contribute to, an effective Internal Control Environment. This includes, but is not limited to, providing access to appropriate training on topics relevant to their job responsibilities. University Leadership is defined as any USF System Employee who is given fiscal, budgetary, and operational responsibility over a Business Function. This includes those with administrative appointments serving as department chairs, deans, vice presidents, and anyone who is in a position to direct how USF System Institution's financial, capital, and human resources are utilized.

## **UNIVERSITY SAFETY**

### **GENERAL SAFETY ISSUES**

The university makes every attempt to maintain a safe campus for students, faculty, staff, and visitors. University police maintain 24-hour patrols throughout campus and are available to assist anyone who feels his or her safety may be in jeopardy. Faculty and staff who must be in their offices late at night or on the weekend are encouraged to let the university police know they are on campus and when they expect to leave.

The emergency blue light telephone system, located throughout campus, provides direct and immediate access to the USF Police Department dispatcher when the caller opens the telephone box. Maps of the exact location are available through the USF Police Department.

The Office of Student Government provides a free escort service (Safe-Team) for anyone who wishes to be accompanied to his or her car, class, office or dormitory after dark.

### **EMERGENCY MANAGEMENT**

#### **USF 6-010**

Preparing for, responding to, recovering from, and mitigating against all hazards which threaten the safety and security of the University of South Florida System (USF System) population and assets is a primary concern. This policy provides the framework to minimize or eliminate risk to people and property and standardize emergency management operations for the USF System.

### **BOMB THREAT POLICY**

#### **USF 6-002**

It is unlawful for any person to knowingly make a false report concerning the placing or planting of any explosive, or concerning any act of arson or other violence. Any violation is punishable as a second degree felony.

Immediately upon receiving such a threat, the person receiving the call should report this information to the immediate supervisor and call the University Police. The supervisor should at this point inform the appropriate dean, chairperson, as well as, the appropriate vice president. If, in the opinion of the administrative official in charge of the building or the Director of Public Safety, immediate evacuation shall be required, all occupants of the building will be notified. This decision will be final and all occupants will be advised to leave the building immediately, and to take with them personal possessions such as brief cases, purses, or handbags. Persons evacuating from a building will be required to remain at least 100 yards from the building until reentry is announced.

If the recommendation is not to evacuate the building, the building supervisor, or his/her designee, shall immediately notify all occupants so they may decide whether or not to remain in the building.

### **UNIVERSITY CLOSING**

Each university president is in the best position to assess local emergencies and conditions, and to coordinate safety procedures with local disaster officials to protect public health and safety. The

university president shall determine closure of all or portions of the campus in the event of an emergency and the employees who are required to provide essential services. The Chancellor of the Board of Governors shall be notified of anticipated or actual closings as soon as possible.

## **EQUAL OPPORTUNITY**

### **USF 0-007**

#### ***CBA Article 6***

The University of South Florida system (USF System) is a diverse community that values and expects respect and fair treatment of all people. The USF System strives to provide a work and study environment for faculty, staff and students that is free from discrimination and harassment on the basis of race, color, marital status, sex, religion, national origin, disability or age, as provided by law. The USF System protects its faculty, staff, and students from discrimination and harassment based on sexual orientation. The USF System is also committed to the employment and advancement of qualified veterans with disabilities and veterans of the Vietnam era. Unlawful discrimination, harassment and retaliation are prohibited in the USF System. Behavior that constitutes unlawful discrimination, harassment or retaliation is unacceptable.

Any applicant, student, or employee who believes he or she has not been treated in accordance with the university's Equal Education and Opportunity Policy may file a complaint with the Associate Vice President of Diversity and Equal Opportunity Affairs.

## **CONFLICT OF INTEREST**

### **USF 10.107 (SEE ALSO USF 0-027 AND USF 0-309)**

#### ***CBA ARTICLE 19***

All employees of the University of South Florida System (USF System) are public employees of the State of Florida subject to the provisions of Florida Statutes Chapter 112, Part III *Code of Ethics for Public Officers and Employees (FCOE)*. No USF System Faculty member may have an interest, financial or otherwise, direct or indirect; engage in any business transaction or professional activity; or incur any obligation of any nature that is in substantial conflict with the full and competent performance of their duties.

## **OUTSIDE ACTIVITY DISCLOSURE**

In furtherance of these broad mandates under the FCOE, USF System Faculty are required to disclose certain outside activities that, if not disclosed and managed through the appropriate conflict review process, could result in an impermissible conflict of interest or conflict of commitment.

USF System Faculty who propose to engage in outside activity must disclose and receive approval for outside activity that involves any of the following:

- Professional, compensated activity; or
- More than incidental use of USF System facilities, equipment, or services; or
- Supervision of a USF System student or employee who is also supervised or evaluated within the course of the faculty member's USF System employment; or

- Waiver or assignment of the faculty member's or the USF System's rights to any inventions or works that arise during the course of or from the activity; or
- Candidacy for or holding public office; or
- Any other activity that the employee should reasonably conclude may create a conflict of interest or commitment.

Outside Activity disclosures are made through the USF *eDisclose* System, available via *myUSF* using your USF NetID. If the proposed activity is deemed to constitute a conflict of interest or commitment, the faculty member will be notified through the *eDisclose* System. If the faculty member desires to challenge the review decision, the employee may request an expedited arbitration hearing under Article 20, *Grievance Procedure*.

### **FLORIDA CODE OF ETHICS DISCLOSURE**

In addition to potential conflicts regarding outside activity, the *FCOE* also contains provisions concerning other ethical issues such as acceptance of gifts and conflicting business relationships. Faculty should consult [USF System Policy 0-027](#) or contact the USF System Compliance & Ethics Program for more detailed information concerning the following:

- Solicitation or Acceptance of Gifts;
- Misuse of Non-Public Information;
- Misuse of Public Position; or
- Conflicting Business, Employment, or Contractual Relationships.

All USF System Faculty are required to complete an annual disclosure and acknowledgement regarding provisions of the FCOE through the *eDisclose* system. For more information regarding this annual FCOE disclosure requirement consult USF System Policy 0-027.

### **FINANCIAL CONFLICTS OF INTEREST IN RESEARCH**

Any employee submitting any grant proposal or conducting research or educational activities pursuant to any grant or contract as an investigator (principal investigator, co-principal investigator, or any other employee responsible for the design, conduct, or reporting the funded or proposed research activities) must report outside activities and financial or other interests (including activities and interests of the investigator's spouse or dependent children) that are, or may be perceived to be, related to the project. Existing or potential conflicts of interest must be disclosed on the [Financial Relationships Disclosure Form](#) and sent to the Conflict of Interest Coordinator prior to the submission of a proposal for funding. Actual or potential conflicts of interest that develop during the conduct of a funded project must be disclosed on the FRDF as soon as the conflicts occur and sent to the Conflict of Interest Coordinator. If the university determines that such interests may affect the design, conduct, or reporting of the project, steps will be taken to manage or eliminate the conflict.

Any employee submitting a grant proposal to a division of the National Institutes of Health, the National Science Foundation or the American Heart Association must submit a Financial Relationships Disclosure Form to the Conflict of Interest Coordinator (whether or not a conflict exists) prior to the submission of the proposal for funding and annually, if funded.

For more information about Conflicts of Interest in Research go to <http://www.research.usf.edu/cs/coi.htm> or <http://health.usf.edu/facultyaffairs/ConflictOfInterest.htm> for research on human subjects.

## **SEXUAL HARASSMENT**

### **USF 0-007 & USF 0-004**

#### ***CBA Article 6***

The University of South Florida System (University/USF System) community is most successful when it is based on respect and fair treatment of all people. The USF System will strive to provide a work and study environment for faculty, staff and students that is free of discrimination, including sexual harassment. As part of the effort to create an environment which is comfortable for all people, the USF System establishes this policy. Sexual harassment and discrimination are prohibited in the USF System, and behavior which constitutes sexual harassment and discrimination is unacceptable.

Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when: 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education experience; 2) submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual; or 3) such conduct is sufficiently severe or pervasive so as to alter the conditions of, or have the purpose or effect of substantially interfering with, an individual's work or academic performance by creating an intimidating, hostile, or offensive working or educational environment. Sexual harassment also includes any conduct or activity which creates an adverse impact on an employee's ability to acquire or retain a benefit of employment (including hiring, promotion, salary increases, disciplinary actions or any other terms and conditions of employment) or acts to limit a student's access to, participation in, or benefit from an educational program or which creates a hostile or abusive employment or educational environment. Harassment does not include verbal expression, written or other material that is relevant and appropriately related to the subject matter of a course/curriculum or to an employee's duties. This policy is not intended to abridge academic freedom or the USF System's educational mission.

Prohibited actions are as follows:

1. Sexual harassment by or between any faculty member, staff or student, including individuals of the same sex.
2. Sexual harassment by any faculty member, staff or student against any individual who is not a faculty member, staff or student while assigned to duties or academic programs of the USF System regardless of their work location.
3. Sexual harassment by any vendor or individual external to the USF System against any faculty member, staff or student during the transaction of business with the USF System.
4. Retaliation by any faculty member, staff or student against any individual who, in good faith, has made any allegation of sexual harassment, or who has testified, assisted, or participated in any way in any investigation, proceeding, or hearing conducted under this policy or any federal or state law.

5. Knowingly making false accusations or allegations of sexual harassment, or making false statements in any inquiry or investigation of alleged sexual harassment.

The USF System strives to create and maintain a professional, collegial environment for work and study. Professional and collegial relationships are based on mutual respect and trust. When persons in positions of unequal power engage in amorous or sexual relationships they should be aware that they may be at risk of being accused of sexual harassment, either during the relationship or after the relationship ends, or being accused of having a conflict of interest. For additional information concerning conflicts of interest please refer to Ch. 112, Part III, Florida Statutes, the applicable collective bargaining agreement, Board of Governors Rules and USF System Regulations.

The USF System recognizes that consensual, amorous or sexual relationships between two people of unequal position or power (e.g., between a supervisor and an employee, faculty member and student, or staff member and student) may become exploitative or lead to charges of sexual harassment. Accordingly, the USF System has adopted a policy governing consensual relationships (Policy No. 1-022-Consensual Relationships; discussed below).

If a person believes they are being sexually harassed and wishes to explore resolution within the university, they should take one or more of the following actions:

1. If possible and can be done safely, tell the person whose actions you find offensive that you want the behavior to stop and/or that the behavior or conduct is unwelcome, and/or;
2. If you are an employee tell your supervisor or the head of the department in which you are enrolled or employed, or the supervisor/department head's supervisor of the offensive behavior. If you are a student you should report the offensive conduct to your teacher, chair, dean or dean's designee; and/or;
3. Contact the Office of Diversity and Equal Opportunity, Title IX Coordinator, ADM 172, 974-4373, or
4. Contact Human Resources, SVC 2172, 974-2970.

The USF System has a designated Center for Victim Advocacy & Violence Prevention, an Employee Assistance Program, the Counseling Center, and an Ombuds Office. These offices are available to provide information and clarification concerning the USF System's sexual harassment policy, but are not authorized or designated to investigate or resolve sexual harassment complaints or otherwise participate in the sexual harassment complaint process. These offices are considered "confidential resources" and are not obligated to refer allegations of sexual harassment to the Office of Diversity and Equal Opportunity. However, they may support an individual who does wish to make a formal disclosure or complaint. These offices may be contacted at:

- Center for Victim Advocacy & Violence Prevention: 974-5756 (24-hour Crisis Line: 974-5757)
- Employee Assistance Program: 974-5469
- Counseling Center: 974-2831
- Ombuds Office: 974-7777

Allegations of sexual assault and/or battery may also be referred to the University Police, should the disclosing individual or victim request to do so or when circumstances indicate a threat to the safety of the campus community.

## **INTERNAL COMPLAINTS OR ALLEGATIONS REGARDING SEXUAL HARASSMENT**

The Office of Diversity and Equal Opportunity is responsible for certifying all Title IX related incidents, assigning complaints of sexual harassment complaints/allegations for investigation to the office with jurisdiction based on the status of the identified Respondent (employee/visitor/vendor/other or student), and for all oversight of any complaint received by the University. Allegations of sexual harassment will be reviewed by the Office of Diversity and Equal Opportunity to determine if an investigation is required. If the decision by the Office of Diversity and Equal Opportunity is to move the complaint forward for an investigation, the complaint will be investigated and/or resolved in accordance with the Office of Diversity and Equal Opportunity procedure(s) or within the guidelines established by the Office of Student Rights and Responsibilities.

## **WHO CAN FILE UNDER THE USF SYSTEM POLICY**

1. Any person who believes he/she has been sexually harassed; or
2. Any student, faculty member or staff member, in accordance with this section, who has knowledge of the alleged sexual harassment; or
3. USF System employees (faculty or staff) who are in supervisory positions and who are aware of, or become aware of, possible instances of sexual harassment.

## **WHO MUST REPORT UNDER THE USF SYSTEM'S POLICY**

1. Supervisory employees are required to promptly report (either verbally or through written communications) allegations of sexual harassment to the Office of Diversity and Equal Opportunity.
2. Supervisory employees are any administrative personnel or any employee who supervises one (1) or more individual employees and may include, but is not limited to: Deans, Directors, Department Chairs, Coordinators, Unit Heads and Principal Investigators.
3. Supervisors, with respect to students, include all of the positions listed in paragraph [IV.D.2.] and all members of the faculty (including adjunct faculty) when they are supervising or teaching the student who is complaining about possible sexual harassment.

**NOTE:** The University has identified individuals as “Responsible Employees” under University policy Sexual Misconduct/Sexual Harassment 0.004. Responsible Employees are “mandated reporters” and must report all they know as soon as they know it to the Title IX Coordinator, using the University’s official Title IX Incident Report form (found at <http://www.usf.edu/diversity/title-ix/reporting.aspx>).

## **WHEN TO FILE**

An individual wishing to file formal complaint must do so within one hundred twenty (120) days of the incident(s) by filing with the Office of Diversity and Equal Opportunity, Title IX Coordinator.

The complaint form may be found at: <http://www.usf.edu/diversity/title-ix/how-to-file-a-title-ix-complaint-form.aspx>. NOTE: Individuals have the right to file an anonymous report/compliant using the University's third-party reporting system by going to [www.ethicspoint.com](http://www.ethicspoint.com). Reporting or making an anonymous complaint may limit the University's ability to investigate.

## **INVESTIGATION**

Allegations of sexual harassment will be reviewed by the Office of Diversity & Equal Opportunity, Title IX Coordinator, to determine if the appropriate course of action up to and including an investigation. If the decision by the Office of Diversity & Equal Opportunity is to conduct an investigation, or in cases where jurisdiction is within the Office of Student Rights and Responsibilities, the complaint will be investigated and/or resolved in accordance with the Office of Diversity & Equal Opportunity procedures(s) for all faculty, staff, visitors, vendors, and other affiliates while the Office of Student Rights and Responsibilities will be assigned all cases involving student named Respondents.

## **APPEAL**

An appeal of a decision rendered by the Office of Diversity and Equal Opportunity may be available in accordance with their procedure. An appeal of a decision rendered by the Office of Student Rights and Responsibilities involving a student Respondent may be available in accordance with their procedure.

## **DISCRIMINATION AND HARASSMENT BASED ON SEXUAL ORIENTATION**

Unlawful discrimination and harassment have no place on a university campus, particularly one that strives to meet the needs of an increasingly diverse student, faculty, and staff population. The University of South Florida is such an institution. Discrimination and harassment based on sexual orientation hinder the ability of any academic institution to foster a safe, open environment for its students, faculty, and staff and they have no place at USF.

Although, at this time, there is no state or federal law that specifically prohibits discrimination based on sexual orientation, the Florida Legislature has enacted the State Hate Crimes Act, Sec. 775.085, F.S., which provides for enhanced penalties for any felony or misdemeanor evidencing prejudice based on sexual orientation. In addition, the university currently maintains rules and policies that govern the conduct of all members of the university community. To the extent that any rules and policies are violated, the university will vigorously support all actions necessary to achieve compliance with its rules and policies.

## **NOTICE OF NON-DISCRIMINATION**

Pursuant to Title IX, the University does not discriminate on the basis of sex in education programs or activities that it operates. Such protection extends to both the employees and students. Any question or inquiries concerning Title IX, policies, procedures, or the application of Title IX at the University may be referred to the Title IX Coordinator or Senior Deputy Title IX Coordinator. The most up-to-date information regarding Title IX and other University resources are available on the Office of Diversity, Inclusion, and Equal Opportunity's website at [www.usf.edu/Diversity](http://www.usf.edu/Diversity). When

appropriate, the University will take steps to prevent the recurrence of harassment, including sexual violence, and to correct any discriminatory effects of harassment on the Complainant and others.

The University's Title IX Coordinator is:

Crystal C. Coombes, Senior Deputy Title IX Coordinator  
4202 E. Fowler Avenue, ALN 172, Tampa, Florida 33620  
(813) 974-5392; [cccoombes@usf.edu](mailto:cccoombes@usf.edu)

## **SEXUAL BATTERY**

### **USF 0-004**

Sexual battery (rape) is a felony under the criminal laws of the State of Florida and will not be tolerated at the University of South Florida. Any such act is a violation of university policy which, in the case of students, is subject to disciplinary action under the USF student code of conduct rule; and, in the case of employees, is subject to disciplinary action under applicable university rules and collective bargaining agreements.

It is the intent of the university to create and maintain a work and study environment that is safe from sexual battery. In addition, the university is committed to establishing policies and procedures that are responsive to victims of sexual battery. USF Policy 0-004 provides a general overview of sexual misconduct, including sexual battery, and includes the following subjects:

1. Definitions and enforcement.
2. The rights of victims under Florida Statutes.
3. The rights that shall be accorded by the university to victims of campus-related sexual batteries.
4. The services that are provided by the university to assist victims of sexual batteries, and to prevent sexual batteries from occurring.
5. Procedures for monitoring and reporting statistical data on campus-related sexual batteries.

## **CONSENSUAL RELATIONSHIPS**

### **USF 1-022**

The University of South Florida system (USF System) is dedicated to excellence in teaching, research, and public service. All relationships between faculty, staff and students should be guided by the principles of professionalism, integrity, mutual trust and respect. Any relationship that calls these principles into question jeopardizes the ability of the USF System to effectively carry out its mission and maintain public trust.

Consensual relationships between persons who differ in actual or perceived power create a potential for:

1. A conflict of interest that undermines the mutual trust between faculty and students, supervisors and subordinates, or any individual in a position of direct authority over another.
2. Actual or perceived abuse of power.

3. Allegations that the relationship resulted from coercion, exploitation and/or harassment.
4. Allegations of sexual harassment once the consensual relationship ceases (refer to USF Sexual Harassment Policy 0-008).
5. Allegations of favoritism and/or unfair treatment.

The USF System has a special responsibility toward students as members of the USF System community. The academic success of students is central to the USF System's educational mission. The unequal institutional power inherent between students and particular members of the USF System community must be protected from influences or activities that can interfere with the learning experience. Such influences or activities are not consistent with the ideals of a learning community that fosters collaboration, open communication, mutual respect and inclusiveness among students, faculty and staff engaged in the education process.

### **AMERICANS WITH DISABILITIES (USF ADA POLICY)**

#### **USF 0-108**

It is the policy of the University of South Florida to comply fully with the requirements of the Americans with Disabilities Act of 1990, 42 U.S.C. 12101, and all other Federal and State laws and regulations prohibiting discrimination on the basis of disability or handicap.

Sponsors of programs and events, such as campus cinemas, lectures and speakers must advise potential attendees who may require reasonable accommodation to participate that such accommodation must be requested of the program sponsor at least 5 working days prior to the event.

USF will not unlawfully discriminate against its employees on the basis of disability and will provide accessibility and reasonable accommodation to its employees with regard to any aspect of employment including fringe benefits, training, conferences, professional meetings, and recreational/social activities sponsored by USF.

To request a reasonable accommodation under the ADA, an employee of the University of South Florida must submit a written request outlining the requested accommodation(s) to his/her immediate supervisor, with a copy sent to Human Resources/Employee Relations. Attached to the request must be documentation, including diagnosis of a disability, from the employee's primary health care practitioner (e.g., medical doctor, psychiatrist or licensed psychologist). The determination of reasonable accommodation will be made by the Employee Relations Coordinator following a consultation with the supervisor.

Students with disabilities who require reasonable accommodation in order to meet the academic requirements of USF or to participate in Student Affairs activities or services must request an accommodation in writing from the USF Office of Student Disability Services. (For accommodating students with disabilities, see Chapter 5)

USF may request any person seeking accommodation to provide documentation of a specific and generally recognized physical or mental impairment that shows that the specific modification being requested is appropriate and necessary for the diagnosed disability.

The University of South Florida Office of the General Counsel is available to assist with questions concerning the ADA and the law and should be notified in the event an accommodation requestor retains a lawyer or otherwise makes claims in an external legal or administrative forum.

## **TOBACCO AND SMOKE FREE POLICY**

### **USF 6-026**

Smoking, tobacco use, and use of related products is prohibited on all property owned, leased or operated by USF. This includes, but is not limited to, all indoor and outdoor areas and properties. Additionally, no smoking and/or tobacco products will be sold or advertised on the USF Tampa campus. This Policy applies to all faculty, staff, students, vendors, and visitors.

**NOTE:** Enforcement of this policy has proven to be challenging. As of this writing, a university committee is exploring strategies for enhancing compliance.

## **ILLEGAL USE OF ALCOHOL AND OTHER CONTROLLED SUBSTANCES**

### **USF 30-023**

### **USF 0-610**

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or the unlawful possession and use of alcohol by an individual under 21 years of age is wrong, harmful, and prohibited in and on University of South Florida owned or controlled property or as part of any of its activities. The sale, use, or possession of a controlled substance will not be tolerated, with the exception of prescribed medication when taken in accordance with the prescription.

Furthermore, providing alcohol to an individual younger than 21 years of age will not be tolerated. Any University of South Florida employee or student determined to have violated this policy shall be subject to disciplinary action for misconduct, which action may include termination/expulsion and referral for prosecution.

No employee/student is to report to work/class or any university activity while under the influence of illegal drugs or alcohol. Violation of these policies by an employee/student will be reason for evaluation/treatment for a drug/alcohol use disorder and/or for disciplinary action up to and including termination/expulsion in accordance with applicable collective bargaining agreements, policies, and procedures and/or referral for prosecution consistent with local, State, and Federal law.

## **CANINES ON CAMPUS**

### **USF 6-033**

Except for seeing eye dogs, dogs are not permitted in University of South Florida patio areas adjacent to swim facilities, in recreational facilities such as racquet ball and tennis courts, in food or dormitory facilities, inside university buildings, or at special events such as flea markets and open air concerts.

In all other parts of the campus where dogs may be permitted, such animals must be kept securely tied by a line or leash not to exceed ten (10) feet in length. Dogs are not permitted to run at large on any streets, unimproved lots or premises within the boundaries of the University of South Florida and should not be tethered and left unattended.

## **PERSONAL LIABILITY**

### ***CBA ARTICLE 21.4***

#### **Sec. 768.28(9), Florida Statutes**

State law provides that no officer, employee, or agent of the State or any of its subdivisions shall be held personally liable in tort or named as a party defendant in any action for any injury or damage suffered as a result of any act, event, or omission of action in the scope of his employment or function unless such officer, employee, or agent acted in bad faith or with malicious purpose or in a manner exhibiting wanton or willful disregard of human rights, safety, or property.

In the event a faculty member is sued for an act, event, or omission arising out of the performance of university duties or responsibilities, the individual should immediately inform his/her chairperson and/or dean or director and deliver directly to the Office of the General Counsel, upon receipt, any pleading, summons, subpoena, or similar legal documents, in order that the Office might evaluate the rights and responsibilities of the affected faculty member. Failure to notify the university in a timely fashion may affect the rights of the parties and the ability of the university and the Board of Trustees to defend any action.

Where a faculty member is named in a civil action in his or her individual capacity, or if it is otherwise alleged that he or she acted in bad faith, with malicious purpose or otherwise in a manner exhibiting wanton and willful disregard of human rights, safety, or property, the faculty member may be required to seek outside counsel. The university General Counsel's Office does not provide personal legal counsel to faculty members or legal counsel to faculty members who grieve or appeal actions taken by the university administration. The office serves as the legal representative of the university.

## **AUTHORITY TO SIGN CONTRACTS AND OTHER DOCUMENTS**

### **USF 0-100**

The Florida Statutes and Board of Trustees regulations provide that the President is the chief executive officer responsible for the operation and administration of the USF System. The President's authority includes the approval and execution of all contracts, agreements, letters of understanding, and other documents regarding legal assurances, commitments, and obligations on behalf of the university Board of Trustees. The President requires that all such contracts be submitted to the General Counsel for review and approval as to form and legality.

The President has delegated to the Provost and Vice Presidents (and their designee(s) in certain circumstances) the authority to sign certain described contracts and other documents. Examples of such delegated authority include the following:

1. The President has delegated to the Vice President for Research, and designee(s), the authority to sign research contracts, solicitations and acceptances of research grants and donations, representations and certifications incidental to research contracts and grants, and agreements related to the exploitation of intellectual property.
2. The President has delegated to the Executive Vice President and CFO the authority to approve and execute all contracts in excess of \$1 million related to the acquisition of commodities, goods,

equipment, services, leases of real and personal property, and construction to be rendered to or by the USF System.

In the absence of such an express delegation of authority by the President, it is appropriate for the President to sign all contracts, agreements, letters of understanding, and other documents regarding legal assurances, commitments, and obligations on behalf of the USF System and its constituent units. Accordingly, USF System employees must not sign such contracts and other documents of agreement or commitment on behalf of the USF System unless they have been expressly delegated the authority to do so. For information and advice regarding such delegations of authority, USF System employees should contact the Office of the General Counsel.

### **DISTRIBUTION OF LITERATURE AND OTHER SPEECH ACTIVITIES SOLICITATION** **USF 6.026**

The University of South Florida authorizes the solicitation and/or sale of goods and services by external organizations on its Tampa campus only through formal written contractual relationships or through authorizing vendors to participate in the Bull Market. Commercial solicitation or the sale of goods and services by external organizations on the Tampa campus is otherwise prohibited. This policy will be enforced by the University Police Department.

The university prohibits the posting, distributing, stacking or placement in racks of any commercial material or advertisements. Additionally, no material of any kind may be placed on automobile windshields. Other non-commercial material or literature, the author of which is identified, may be handed out in any outdoor university location open to the general public. Other non-commercial speech activities are permitted in outdoor university locations open to the general public exclusive of sidewalks, building entrances or other areas where normal traffic may be obstructed.

The university President has delegated to each vice president the authority to enter into written contractual agreements with external organizations permitting the solicitation and/or sale of goods and services when it is in the best interest of the university, when it is appropriate to provide convenient goods or services for faculty, staff, and students, and when the goods or services support the educational mission of the university.

Student, faculty or staff or individual members of the university community shall not serve as agents or sales representatives on the campus for external organizations, since this violates university policy and will be considered unauthorized solicitation by the business entity involved.

All fund-raising or promotional activities planned by student organizations shall be reviewed and approved in accordance with USF Rule 6C4-6.017. Fundraising and promotional activities by employees shall be reviewed and approved by the appropriate Vice President.

### **EMPLOYMENT OF RELATIVES (NEPOTISM)** **USF 10.107, 6C4; USF System 0-027 & 0-309**

Under USF System Policy 0-027, employment of related persons in a single organizational unit or in work-related organizational units is permitted only when such employment will not involve or create

a type of conflict of interest called nepotism, where an employee may participate in making recommendations or influencing decisions specifically affecting the appointment, retention, tenure, work assignments, evaluation, promotion, demotion, or salary of a relative. Under USF System Policy 0-027, “Related Persons” are defined as follows:

*Persons related to each other in one of the following ways: husband; wife; parent; child; brother; sister; spouse of a child, brother, sister, or parent; or parent, child, brother, or sister of spouse; grandparent; grandchild; aunt, uncle, first cousin, niece or nephew. “Related” person also includes a person who is engaged to be married to an employee or who otherwise holds himself or herself out as or is generally known as the person whom the employee intends to marry or with whom the employee intends to form a household, or any other person having the same legal residence as the USF System Employee.*

## **NEPOTISM DISCLOSURE**

USF System Faculty are required to disclose the employment of a related person in their organizational unit or a work-related organizational unit on the FCOE Form in the *eDisclose* system prior to the employment of the related person or as soon as the relationship is created or discovered. The *eDisclose* system is available via *myUSF* using your USF NETID. Such nepotism disclosures must be made by both the faculty member and the related person.

If the employment of a related person within the disclosing faculty member’s organizational unit or work-related organizational involves, creates, or has the potential to create nepotism, the reviewing Senior Manager will either require the implementation of conditions which would mitigate or eliminate the conflicts or require the employment to cease or not occur. USF System Policy 0-027 defines “Senior Manager” as a *reviewer type within the eDisclose system which equates to the Dean, Senior Vice President, Regional Chancellor, Provost, or the USF System President who is the risk owner for the disclosing employee’s organizational unit.*

Faculty should consult USF System Policy 0-027 or the Office of the Provost for more detailed information concerning the employment of related persons in their organizational unit or a work-related organizational unit.

## **RESEARCH NEPOTISM DISCLOSURE**

USF System Policy 0-309 applies to employing related persons on a USF System Research Project. Faculty who would like to hire relatives to work on a sponsored project must first receive written permission to do so from the Department Chair, Dean (who will provide a copy of the approval to the Provost), and/or the Office of Faculty Affairs for USF Health, as appropriate. The approval must be attached to their Sponsored Research Internal Form at the time of proposal submission. Upon receipt of a notice of award, the related persons must each complete and submit a conflict of interest disclosure in the Applications for Research Compliance (ARC) system (<https://arc.research.usf.edu/Prod>) and notify the funding agency of the relationship and indicate that the potential conflict will be managed in accordance with University policies and procedures.

## **USE OF UNIVERSITY NAME AND SYMBOLS**

### **USF 0-215**

The use of the USF name or symbols in is not allowed for commercial or other advertising or promotional materials where such use implies university endorsement of the advertiser or product or service unless approved by the Vice President for University Advancement.

All requests for the commercial use of the USF name or symbols should be referred to the Director of Auxiliary Services. All requests from non-university third parties for non-commercial use of the USF name or symbols should be referred to the Vice President for University Advancement. Organizational units of the university, registered student organizations and official USF Faculty and Staff groups do not require permission to use the USF name and symbols for non-commercial purposes.

Persons interested in acquiring a license to use the university name or symbols for non-commercial purposes must apply to the Foundation through the Office of the Vice President for University Advancement.

## **USE OF UNIVERSITY SPACE**

### **USF 0-505**

Events, activities, programs, and facilities of the University of South Florida are available without regard to race, color, sex religion, national origin, Vietnam or disabled veteran status, handicapped, or age, as provided by law and in accordance with the university's respect for personal dignity.

University space should be used solely to support the instruction, research, and public service mission of the university. The university is not in the business of leasing space and, therefore, should not allocate its space resources to uses that do not support the university mission.

Conflicting requests for use of space occur infrequently because of the variety of facilities and time periods available. However, because space is a limited resource, if a conflict occurs, use should be scheduled in accordance with the following priority order:

- Credit instruction, research, curricular events such as recitals and symposia, and administration.
- University-sponsored, non-credit instruction such as through the university's Division of Lifelong Learning.
- Co-curricular public service - an event or program that is associated with a part of the university curriculum, offered by an academic department, and targeted for a non-university audience, in addition to university participants.
- Extra-curricular - events or programs that enrich the university student experience such as intramurals, recreational sports, club activities, lecture series, and student government sponsored programs.
- University-sponsored conferences and institutes.
- Alumni and Foundation activities.

- Professionally associated activities - events or programs offered by professional associations that are related to the academic disciplines or career fields of university faculty or staff in which university faculty or staff are members.
- Other public service events

When considering requests to use university space, priority will be assigned in the following order: university members conducting university business, university-related groups and organizations, non-university, not-for-profit organizations, and non-university, for profit organizations.

Either a licensing agreement or a location permit should be signed whenever a university-related customer or a non-university customer is to use USF space. Whether a licensing agreement or a location permit should be used will be determined by the extent of risk (to the university) associated with the activity.

## **RETALIATION, RETRIBUTION OR REPRISALS PROHIBITED**

### **USF 0-020**

The University of South Florida, (“university”), is committed to the values of excellence, integrity and truth in attaining its academic, research and public service mission. These values are exemplified by each employee’s responsible performance of duties consistent with the university’s Policies, Rules and professional standards.

It is the responsibility of all university employees to report violations of law, rule, policy or other misconduct to permit the university to meet its responsibility to the public, its employees and students. Employees should promptly report their concerns to their immediate or next level supervisor, if feasible. Otherwise, other communication channels are available for reporting concerns such as: the Office of Human Resources, the Office of the General Counsel, the Office of Diversity & Equal Opportunity, the Office of University Audit & Compliance, or the university’s anonymous information-line (813-974-8411).

The university encourages an atmosphere of open dialogue and expression, including the promotion of good faith filing of grievances, reporting of complaints or concerns by employees and students regarding violations of law, rule, policy or other misconduct. Employees who learn of retaliation should report it immediately.

## **WASTE, FRAUD, OR FINANCIAL MISMANAGEMENT PREVENTION AND DETECTION**

### **USF 5.001**

Waste, fraud, or financial mismanagement can be generally defined as a willful or deliberate act or omission with the intention of obtaining an unauthorized benefit, service, property, or something of value by deception, misrepresentation, or other unethical or unlawful means. Faculty serving in management roles must be familiar with the types of improprieties that may occur in their areas of responsibility and must be alert for any indication of wasteful, fraudulent or dishonest acts including financial mismanagement.

All levels of USF System Management are responsible for being aware of exposures and symptoms of waste, fraud, or financial mismanagement in their operational areas and for detecting such potential activity. All USF System Employees including Faculty are required to immediately report wasteful, fraudulent or dishonest acts, including financial mismanagement which they suspect, observe, or have made known to them. There are two reporting mechanisms: report through the USF System EthicsPoint hotline at 1-866-974-8411 or [www.ethicspoint.com](http://www.ethicspoint.com); or report the incident or practice to your supervisor for subsequent reporting to the appropriate management official. If the faculty member believes their supervisor may be involved, then they must report the incident or practice to the next higher level of management or USF System Audit. If the faculty member believes USF System Audit may be involved, then the faculty member must report the incident or practice to the Office of the General Counsel.

### **REPORTING VIOLATIONS OF UNIVERSITY POLICY (ETHICSPPOINT)**

USF has selected EthicsPoint to provide employees with a simple, anonymous way to confidentially report activities that may involve certain improper conduct or violations of USF Policies. You may file a report on this site or by calling toll-free **1-866-974-8411**.

This hotline should be used for matters pertaining to financial transactions, human resources, information technology, diversity & equal opportunity, research, safety, athletics, medical treatment. It should **not** be used for academic matters involving faculty and/or students. These issues should be reported directly to the Provost's Office or, for USF Health, the Office of the Senior Vice President. Non-academic student conduct matters should be reported to Office of Student Rights & Responsibilities or call **974-9443**.

## **CHAPTER 5: PRIVACY AND PUBLIC ACCESS TO INFORMATION**

### **OPEN MEETINGS**

#### **Chapter 286, Florida Statute**

The Florida "Sunshine Law" provides that all meetings of any board or commission at any state agency at which official acts are to be taken must be open to the public at all times. Although the University of South Florida is a state agency, the impact of the Public Meetings Law on USF meetings is relatively insubstantial, with a notable exception of the requirements pertinent to search (hiring) committees.

At USF, committees and councils are only advisory, and official USF action is taken by the university president who is a single person rather than a board, commission or other group. Nonetheless, in cases where the president delegates authority to take official acts or make decisions to a group, the Public Meetings Law will apply. The only university meetings that any court has determined to be subject to the Public Meetings Law are those of search and screening committees that have the authority to take official action by rejecting some candidates and advancing others.

### **SEARCH COMMITTEES**

The Public Meetings Law imposes four requirements on meetings of search and screening committees. First, all search and screening committee meetings must be open to the public. This does not imply that the public has a right to participate in search and screening committee meetings; the public may only listen and observe in a non-disruptive fashion. Second, reasonable notice of a search and screening committee meeting's time, place, and agenda must be given by the chair of the committee. Reasonable notice should be made to the Department of Human Resources for posting on the Calendar. Third, any voting by a search and screening committee must be done in public. A committee should abstain from using secret ballots. Finally, the search and screening committee is required to keep and record minutes, which subsequently must be open to public. With the exception of academic evaluative information regarding a current USF faculty member's performance, all records received, considered, or made by a search and screen committee will almost always be public record according to the requirements of the Florida Public Records Law.

### **PRIVACY AND PUBLIC RECORDS LAW**

#### **FEDERAL LAW: STUDENT RIGHTS OF RECORDS PRIVACY**

##### **20 U.S.C. § 1232G; 34 CFR PART 99**

Under the provisions of the Federal Family Educational Rights and Privacy Act ("FERPA" or Buckley Amendment) and Florida Statute, most of the content of student records in university custody is held confidential and released only to those persons and under those circumstances authorized by law.

Under FERPA, the following types of information, designated by law as "directory information," may be released by the University of South Florida, *unless the student has indicated otherwise*: Student name, local and permanent addresses, telephone listings, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates

of attendance, full/part-time status, degrees and awards received, the most recent educational agency or institution attended, and other similar information.

At the beginning of each semester, students may indicate whether the "directory" information above is to be released or not. Whether or not a student makes such an indication, faculty should never release such information to any other person without the student's knowledge and permission. Students not only have a right to expect privacy in their educational records, but also may request and have access to inspect and review their education records and to challenge the accuracy of those records.

## **FLORIDA LAW: ACCESS TO PUBLIC RECORDS AND EXCEPTIONS TO THE LAW** **Chapter 119, Florida Statute**

The Florida Public Records Law (also known commonly as "Sunshine Laws") applies to any material prepared in connection with official agency business that is intended to perpetuate, communicate, or formalize knowledge of some type. The intent of the law is to assure that governmental agencies function in the open. Therefore any exemptions that have been created by the courts or through legislation are very narrowly defined.

Exemptions that do apply include certain Division of Sponsored Research materials, student records, and academic evaluations of university faculty. Because of the careful balancing that must be done between access and privacy, and between federal and state laws, *all requests for access to records, whether from another state agency, the media, a private citizen, a student, a parent/relative, or any business may be forwarded directly to the Office of the General Counsel, which will assist in determining the legality of the request and in establishing the conditions for the record's release.*

"Public records" are defined as all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software or other material, regardless of physical form or characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency. This includes inter-office memoranda and intra-office memoranda (including electronic mail). The courts have excluded from the definition of "public records" rough drafts, personal notes, and notes taken by a secretary as dictation since those documents are not intended to communicate, perpetuate, or formalize information.

Pertinent exemptions to the Florida Public Records Law include:

**Faculty Academic Evaluations** that include information about performance are confidential (except to the employee) under Sec. 240.253, F.S. This includes, but is not limited to, annual evaluations and materials presented for tenure and promotion decisions. The only exception is the results of the SUS Student Assessment of Instruction, which are available in the Tampa Library, deans' offices and various other locations for students and the public to review.

**Student Records** - Under Sec. 228.093, F.S., confidential student records and reports are defined as "any and all official records, files, and data directly related to pupils and students which are created, maintained, and used by public educational institutions, including all material that is incorporated into each pupil's or student's cumulative record folder and intended for school use or to be available

to parties outside the school or school system for legitimate educational or research purposes." (See Federal Law, above)

**Research Records**--materials and documentation that relate to methods of manufacture or production, or to potential or actual trade secrets, received, generated, ascertained or discovered during the course of research conducted within the university are exempt from the public records law.

### **DISPOSAL OF PUBLIC RECORDS**

The disposal of public records must comply with the provisions of the Florida Public Records law. Administrative offices wishing to destroy records must comply with the records retention schedule that takes into consideration the legal, fiscal, historical, and administrative value of the record. Requests must be approved before actual disposition is carried out, even if a film or electronic copy will be maintained. Complete and submit a Records Disposition Request form at [Purchasing & Property Services Forms and Schedules](#).

## CHAPTER 6: INSTRUCTIONAL POLICIES

At any university, instructional policies and procedures, issues of academic responsibility for students and faculty, and related issues are vibrant and rapidly evolving. Please consult the appropriate official websites for all definitive information, particularly the policies and procedures provided by the USF Office of the General Counsel under the heading of Regulations and Policies and in the category of Academic Affairs.

### TEXTBOOK AND INSTRUCTIONAL MATERIALS AFFORDABILITY

Textbook and Instructional Materials regulation establishes procedures for minimizing the cost of required or recommended textbooks and instructional materials to students and requires textbook adoption deadlines and submission of textbook orders [to the University bookstore](#) no later than forty-five (45) days prior to the first day of classes for each term. Instructors may also obtain information on alternative textbooks and sources at the [Textbook Affordability Project \(TAP\)](#)

### FACULTY-AUTHORED TEXTBOOKS

A faculty member who is the author of a textbook, book, software, or collateral materials and who requires the use of that material in his or her course or courses, must inform the Provost if more than \$500 in royalties is received in one year from the required use of the textbook in his or her class. The faculty member must certify that the required text is the only text that is uniquely suited for use in the author's class. The number of students expected to enroll in the class for the year should be included. The above reporting requirements also apply when the faculty member assigning the materials is a relative of the author, a member of a teaching team of which the author is a member, or if the author is in a position to require the materials in any University course or program. A copy of the [Request to Use Textbook form](#) is available from the Provost Office website. (**NOTE:** A formal policy regarding the use of faculty-authored textbooks is underway as of this writing, and a revision of this section is forthcoming in the near future.)

### SYLLABUS

Every regularly scheduled classroom course must have a syllabus. The syllabus should be posted electronically in the Canvas site for the class or be handed out on the first day of class, and no later than the second day of class of the semester. A copy of the current or most recent syllabus for each class should be kept on file in the department. Additional information on syllabus requirements and updates on content suggestions are available from the [Course Proposals](#) website.

### OFFICE HOURS

Each instructor is responsible for designating hours during which he or she will be available for office conference with students. These hours will occur on regularly scheduled class days and shall be of adequate number and length to ensure students of reasonable access to the instructor. For online classes, office hours may be held online.

Office hours are to be announced during a class period during the first week of classes and shall also be noted in each syllabus and posted in the department. Department chairs must be notified of these regularly scheduled office hours. If changes are necessitated because of absence or change in schedule, they shall be announced and posted in advance if possible, and communicated to the chair. Additional office hours may be arranged with students at mutually agreed upon times.

### **AUDITING A COURSE**

Audit status must be obtained during the first five days of the term by filing a Course Audit Form and a date-stamped permit from the college/department in which the course is offered, with the Registrar's Office. The student must register for the course and be assessed the same fees as for credit, except that out-of-state fees are not charged. Auditors are not allowed to take exams, nor should they expect assignments to be graded. While auditors are considered "listeners" only, it is at the instructor's discretion whether and to what extent an auditor may participate in the class discussion and activities.

### **INDEPENDENT STUDY/DIRECTED READINGS/DIRECTED RESEARCH**

In order to provide students the flexibility for independent study outside of the normal classroom course structure, each department offers variable credit Directed Study, Research, and/or Reading courses Study. Students may register for these classes only with the consent of the instructor responsible for working with the student and assigning the final grade. Students registering for these courses must complete an Independent Study Contract in consultation with the instructor.

Students wishing to take a course by independent study must contact the instructor of the course for permission. The regular grading system applies to all independent study students. More information about independent study is available in the Undergraduate Catalog.

### **GRADING SYSTEM**

Graduate and undergraduate grades will be assigned quality points in the Grade Point Average (GPA) grading system. The +/- designation must be included in the syllabus provided at the beginning of the course. The use of the +/- grading system is at the discretion of the instructor.

### **ACCOMMODATING STUDENTS WITH DISABILITIES**

Students with Disabilities Services exists to ensure that students with disabilities have the academic support necessary to achieve academic success at the University of South Florida. Course related assistance and academic accommodations are provided to eligible students with documented disabilities. Services may include advocacy, reader services, interpreters, alternate exam administration, note takers, and adaptive equipment such as FM systems and large print computer access. Students are encouraged to contact the SDS office as early as possible prior to enrollment to make arrangements for appropriate services. Documentation of a disability and significant current functional impairment resulting from that disability is necessary in order for accommodations to be provided. If disability and need for accommodation are adequately shown and the provision of such accommodation would not fundamentally alter the academic program, the SDS office will discuss

the provision of these accommodations with other appropriate USF System representatives (e.g. the instructor of the course for which the student requests accommodation) and, if appropriate, will offer the student a reasonable accommodation. A letter describing that accommodation will be generated by SDS and a copy delivered to the instructor.

All USF campuses provide these services. See these links for additional contact information:

**USF Tampa:** [Students with Disabilities Services](#)

**Sarasota Campus:** [Disability Services](#)

**USF St. Petersburg:** [Students with Disabilities Services](#)

## **CAPTIONING AND ACCESS OF MEDIA**

The University must provide academic accommodations for students as required by law. The most effective means of providing appropriate accommodation in an in-person instructional class is for students to request accommodation through SDS. The most effective means of providing equal access to Media in academic programs is through ensuring that the products ordered in new courses or new Media for existing courses are obtainable in an accessible format of equal educational content, such as Captioning, Subtitles or other accessible Alternative Format.

Because Designated Instructors are responsible for selecting the Media used in their courses, they are therefore in the optimal position to ensure that the Media ordered in new courses or new Media for existing courses are accessible or, if the products are not available or feasible, to offer an accessible Alternative Format or Alternate Assignment. SDS is available to serve as a liaison and guide for Designated Instructors in ensuring immediate compliance for new courses or new Media and for developing a compliance plan for transitioning existing courses and existing Media to an accessible format by 2023. In the circumstances where there is no accessible format (including no Alternative Format) available, feasible or identified for Media, disabled students should not be graded on such Media and Designated Instructors should find Alternate Grading methods.

## **COURSE ATTENDANCE AT FIRST CLASS MEETING**

Students are required to attend the first class meeting of undergraduate courses for which they registered. Names of students who register prior to the first day of the term are shown on the first class roll in Canvas for each course section. The first class roll should be used by professors to drop students who do not attend the first day of class. To avoid fee liability and academic penalty, the student is responsible for ensuring that he/she has dropped or been dropped from all undesired courses by the end of the DROP/ADD period.

USF's distance learning students must log-in to their course(s) during the first five (5) weekdays from the calendar start date of their online course(s).

## **GENERAL CLASS ATTENDANCE POLICY**

Students are expected to attend classes. An academic program or individual instructor may require a specified level of attendance as a condition for successfully completing a course. Instructors decide individually which, if any, absences will count as excused. Likewise, instructors may assign a

portion of final course grades based on attendance and participation. Instructors must inform students of attendance requirements on syllabi.

### **DOCUMENTED JURY DUTY**

The University respects the need for all citizens to serve on a jury when called to duty. If a student serves as a juror, class absences will be considered excused when the student provides advance notice to the instructor, the instructor acknowledges the request, and the student provides written verification of jury selection and proof of service.

### **DOCUMENTED MEDICAL ATTENTION FOR ILLNESS**

Students are excused for absences from documented illnesses that require medical attention. While students should not attend class with infectious conditions, even if medical attention is not sought, the decision to excuse absences from undocumented illnesses is at the discretion of the individual instructor. Consideration should also be given to students whose dependent children experience serious illness. Extended illnesses may interfere with the satisfactory completion of courses, and in such cases a student should contact his or her college by the deadline to drop a course. After the drop deadline, students may submit an Academic Regulations Committee (ARC) petition with proper documentation to drop a course or withdraw for medical reasons. Students may find additional information through their college ARC representative.

### **EARLY NOTIFICATION OF INSTRUCTOR REQUIREMENT FOR UNIVERSITY SPONSORED ACTIVITIES**

The University recognizes the importance of participation in University-sponsored activities such as music performances, athletic competition, and debate. It also recognizes that such participation may result in conflicts with scheduled class times. It is the responsibility of participating students to provide a full list of anticipated conflicting days to instructors by the end of the first week of the term, and directors and advisors of University activity programs have an obligation to assist students with this task. Students are responsible for identifying potential absences specific to a particular class; a general schedule for a team or ensemble does not satisfy this requirement. Students should provide instructors with addenda and changes to scheduled conflicts (e.g., end-of-season tournaments, newly scheduled events, or rescheduled events) as soon as they are available. Directors and advisors of University activity programs should consult with participating students prior to registration to help them choose courses that do not have excessive anticipated conflicts.

Instructors should accommodate absences created when students represent the University by making arrangements with students ahead of time (when possible) or by providing a reasonable amount of time to make up missed work. Arranging to make up missed work is the responsibility of the student.

### **OBSERVANCE OF RELIGIOUS HOLY DAYS BY STUDENTS**

All students, faculty, and staff at the University of South Florida have a right to expect that the University will reasonably accommodate their religious observances, practices, and beliefs.

The University will, at the beginning of each academic term, provide written notice of the class schedule and formal examination periods. The instructor must make every attempt to schedule required classes and examinations in view of customarily observed religious holidays of those religious groups or communities comprising the University's constituency. No student shall be compelled to attend class or sit for an examination at a day or time prohibited by his or her religious belief.

Instructors should remind students at the beginning of the semester or on the course syllabus that they must provide notification at the beginning of the term if they intend to be absent because of religious observance. Students absent for religious reasons will be given reasonable opportunities to make up any work missed or shall not have that work averaged into the student's grade at the discretion of the instructor.

### **PROCEDURES FOR EXCUSED ABSENCES AND MAKE-UP WORK**

Students must notify their instructors of scheduled absences at the beginning of each academic term. In the event of an emergency unscheduled absence, students must contact their instructors as soon as possible and provide documentation, if required.

If excused for an absence, the student is responsible for completing all academic work, examinations, assignments, and labs within a period of time and in a manner deemed appropriate by the instructor. The manner for accommodating excused absences appropriately is in the hands of the instructor, but a student who is absent for an excused reason should not be at a disadvantage when compared to other students. Arranging to make up missed work is the responsibility of the student. Excused absences for other reasons may be allowed or declined entirely at the discretion of the instructor. Even if individual absences are excused, excessive absences may threaten a student's satisfactory completion of a course. Absences may count from the first class meeting, including for students who add the class after the first day.

### **MIDTERM GRADES**

In an attempt to assist the student in evaluating his academic status mid-term, the University requires instructors to submit midterm grades electronically for each student enrolled in 1000, 2000 and 3000 level courses. Instructors may choose to not report mid-term grades for alternate calendar courses, study abroad, directed studies, internships and other courses that do not follow the normal course schedule for the academic term, although they are encouraged to do so if appropriate.

### **ACADEMIC INTEGRITY OF STUDENTS**

Students attending USF are awarded degrees in recognition of successful completion of coursework in their chosen fields of study. Each individual is expected to earn his/her degree on the basis of personal effort. Consequently, any form of cheating on examinations or plagiarism on assigned papers constitutes unacceptable deceit and dishonesty. USF maintains a contract with a plagiarism detection service, and instructors are encouraged to use this service. Academic dishonesty cannot be

tolerated in the University community and will be punishable, according to the seriousness of the offense, in conformity with regulation USF3.027.

### **PENALTIES FOR ACADEMIC DISHONESTY**

Penalties for academic dishonesty will depend on the seriousness of the offense and may include giving the student an "F" or "Zero" on the subject paper, lab report, etc.; or an "F" or "FF" grade in the course. If the offense is serious enough, it may warrant the student's suspension or expulsion from the University. The University's drop and forgiveness policies may not be used for a course in which the student has been accused of academic dishonesty. The internal transcript of a student who is awarded an "F" for academic dishonesty will read "FF." Note: A grade of "F" for academic dishonesty, resulting in a grade of "FF" in the student's record, requires notification of the intent to award the grade to the student and subsequent approval by the Dean of Graduate Studies or Dean of Undergraduate Studies. Note that a student's dismissal for reasons of academic dishonesty is reflected on the student's transcript as "Dismissed for Academic Dishonesty."

### **DISRUPTION OF ACADEMIC PROCESS**

Disruption of the academic process is defined as the act, words, or general conduct of a student in a classroom or other academic environment which in the reasonable estimation of the Instructor: 1. Directs attention away from the academic matters at hand, such as noisy distractions, persistent, disrespectful or abusive interruption of lecture, exam, academic discussion, or general University operations; or 2. Presents a danger to the health, safety or well-being of self or other persons. Misconduct occurring in other campus areas on University premises or which adversely affects the University community and/or the pursuit of its mission is already prohibited by the Student Code of Conduct and will be handled by those procedures.

### **TESTING AND FINAL EXAMINATIONS**

Examinations in academic subjects are, for most courses, an integral part of the learning process and one part of a procedure for evaluating student performance and determining grades. The University of South Florida requires certain standards for the examination process in order to protect the academic integrity of courses and the best interests of both the student and instructor. All tests and final examinations, if not returned to the student, should be kept for one year.

### **READING DAYS**

Effective Spring 2016, two instructional days of the Fall and Spring terms are designated reading days for all courses, including semester length distance learning courses. Alternate calendar courses may not include designated Reading Days and students electing to take those courses should refer to their syllabus or instructor direction. Accordingly, classes will not be scheduled on those two days.

### **FINAL EXAMINATIONS**

The last six (6) days of the Fall and Spring semesters shall be set aside for final examinations and any final examination of a comprehensive nature must be given during this designated period. If a final course examination is not given, the last segment examination in the course must be given in

the period designated during final examination week. Take-home final examinations, papers, projects, practicums, and competency examinations are exceptions to the above rule and may be scheduled for completion at any time at the discretion of the instructor. The period of two hours shall be allotted for each final examination. If a student has a direct conflict of scheduled examinations that are scheduled according to the final exam schedule, or has three or more examinations scheduled on the same day, the student may petition the appropriate instructor to reschedule one of the student's examinations.

## **FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)**

The purpose of the Family Educational Rights & Privacy Act (FERPA) is to identify the rights students have pertaining to their educational records. FERPA affords students the right to review their educational records, seek to have their records amended, and control the disclosure of information from their records. [University of South Florida's FERPA page](#) provides a detailed tutorial.

## **POSTING GRADES**

A student's academic progress and achievement are privileged information and public dissemination is prohibited by federal and state law as well as University policy. Posting grades using an identifier (e.g., name, initials, social security number, descriptive terms, etc.) that can link the grade to an individual student is prohibited. Grades can be safely communicated to students using the Canvas grade book.

## **FINAL GRADE SUBMISSION**

End-of-term grades are submitted using the eGrades tool within Canvas.

## **INCOMPLETE GRADES**

An "I" grade indicates incomplete coursework and may be awarded to graduate and undergraduate students. (Undergraduate rules apply to non-degree-seeking students.) It may be awarded to an undergraduate student only when a small portion of the student's work is incomplete and only when the student is otherwise earning a passing grade. The instructor will be required to complete the I-grade contract online when posting the semester grade at the end of the term, identifying the remaining coursework to be completed, the student's last day of attendance, and the percent of work accomplished to this point. This online contract will be automatically copied to the student's email and to the Registrar. Until removed, the "I" is not computed in the GPA for either undergraduate or graduate students. The time limit for removing the "I" is to be set by the instructor of the course. For undergraduate students, this time limit may not exceed two academic semesters, whether or not the student is in residence, and/or graduation, whichever comes first. "I" grades not removed by the end of the time limit will be changed to "IF" or "IU," whichever is appropriate. If an instructor is willing, he or she may accept work from a student after an "I" grade has changed to an IF or IU grade, and assign the student a final grade in the course, unless the student has graduated. Whether or not the student is in residence, any change to "IF" grades will be calculated in the cumulative

GPA and, if applicable, the student will be placed on appropriate probation or academically dismissed.

### **LAST DAY OF ATTENDANCE**

To comply with federal regulations regarding student attendance, instructors are required to enter students' the last date of attendance for all students receiving an F, I, or U grade. The last date of attendance is defined as the last date a documented academic related activity was completed by the student for the course. In the event of a Federal audit, you may be asked to provide documentation (e.g. grade book entry, exams dates, submission of papers, etc.) to support the last date of attendance reported.

### **CHANGING GRADES**

A grade incorrectly reported on a student's permanent record may be corrected by the faculty member via the eGrades system within Canvas with the approval of the department chair or other college designee. An "FF" grade may not be changed by the student through the grade forgiveness policy but may be changed by a decision resulting from an academic grievance. No grade may be changed once the student has graduated and the permanent transcript has been posted.

If a student files a grade appeal (see Academic/Grade Appeals, below) and it is determined at any step in the grievance process that the grade given was "capricious and arbitrary," the Department Chair, Dean, or Provost has the authority to file an administrative grade change. "Capricious and arbitrary" means the assigned grade was: 1. based on something other than performance in the course; 2. based on more exacting or demanding standards than were applied to other students in that course; 3. the result of substantial departure from the instructor's previously announced standards; or 4. based upon an illegal or unconstitutional act.

### **GRADE FORGIVENESS POLICY**

USF's forgiveness policy permits an undergraduate to repeat a course and have the repeated grade computed in his/her GPA in place of the original grade. For the grade forgiveness policy and the restrictions associated with such, visit the following link:

<http://www.ugs.usf.edu/catalogs/1112/pdf/GradeForgiveness.pdf>

### **ACADEMIC/GRADE APPEALS**

Students may appeal actions regarding their academic status and grades. In actions based on grades received or departmental requirements or actions, the student should first try to resolve the issue with the instructor or the department chair, depending on the issue. If the problem cannot be solved informally, then the student may formally appeal the action, beginning with the department chair. See appeal procedures outlined in the Undergraduate catalog.

## **ACADEMIC REGULATIONS COMMITTEE**

Certain academic regulations for the University are managed by the Academic Regulations Committee (ARC) within each college. Each college's Academic Regulations Committee regularly reviews petitions submitted by undergraduate students.

Undergraduate students must petition and secure approval from their college's Academic Regulations Committee to return to the University after having been academically dismissed or to receive special consideration regarding an academic regulation, including late or retroactive drop of a course, late registration or late add of a course, deletion of a course, and withdrawal from a term. For more information, see the [ARC website](#).

## **TITLE IX MANDATORY REPORTING**

All faculty (including adjunct instructors and graduate teaching assistants) are considered "responsible employees" and are required to promptly report allegations or instances of sexual harassment (including sexual violence) by or against any USF System employee(s), student(s), or group(s). Responsible employees are required to attend Title IX training, which can be accessed via [MyUSF](#). (For more detailed information about Title IX, see Chapter 4.)

## **PERSONAL RELATIONSHIPS WITH STUDENTS**

It is a violation of USF System policy for a faculty member, academic administrator or employee to engage in an amorous, dating or sexual relationship with a student or employee whom he/she instructs, evaluates, supervises, or advises, or over whom he/she is in a position to exercise authority in any way. Accordingly, consensual relationships of this nature that may exist prior to establishing a direct authority relationship require disclosure, management of potential conflicts of interest and the protection of professional and educational environments.

## **FACULTY EVALUATION**

The university's accrediting agency, the Southern Association of Colleges and Schools (SACS), requires that the institution regularly evaluate the effectiveness of each faculty member, adjunct instructor, and teaching assistant in accord with published criteria, regardless of contractual or tenured status. Student evaluations of teaching are addressed in the Collective Bargaining Agreement.

## **LINKS TO POLICIES**

The full text of these policies and others are available at several websites:

1. Undergraduate Studies: <http://www.usf.edu/undergrad/policies/>
2. Office of the Provost: <http://www.usf.edu/provost/faculty-info/faculty-policiesandguidelines.aspx>
3. Office of General Counsel (USF System Regulations and University Policies): <http://regulationspolicies.usf.edu/regulations-and-policies/regulations-policies-procedures.asp>

Individual Colleges often have their own rules, policies, and governance documents, so readers are encouraged to review their College websites for issues not addressed through the policies linked above.

## CHAPTER 7: INFORMATION TECHNOLOGY

Information Technology (IT) at USF provides a broad array of computing and computing support services for faculty, staff, and students. IT is committed to developing and maintaining technologies and support structures that aid and enhance USF life. The principle divisions within IT provide computing resources and services to the entire USF system in direct support of research and instruction. IT is responsible for the management of administrative and academic computing, support of department and university-wide business systems including, but not limited to, Student Information Systems, Human Resource Systems, Financial and Budgeting Systems, and the MyUSF Portal. In addition, IT acts as an advocate in establishing the computing environment appropriate for USF's academic community, and operates and supports the facilities required to generate this environment.

IT provides the following services and features to the USF community:

- NetID
- Email
- MyUSF
- Canvas
- Support Services
  - IT Help Desk
  - Computer Labs
  - apps.usf.edu
  - UStoreFiles
  - Web space & Blogs
- Voice & Data Communications
- USF Computer Store & Software Licensing
- IT Security
- Research Computing
- Classroom Technology
- Policy: Appropriate Use of Information Technology Resources
- USF Computer and Network Access

Information Technology provides assistance to USF students, staff, and faculty through the IT Help Desk, which can be accessed the following ways:

- Phone: (813) 974-1222 or (866) 974-1222 (toll-free in Florida)
- Email: [help@usf.edu](mailto:help@usf.edu)
- Live Online Support
- In Person: Tampa Campus Library: Information Commons, LIB 117

## **FACULTY COMPUTING AT USF**

### **NETID**

The NetID is your user ID at the university and part of the Identity and Access Management Program at USF (IAMUSE). Students, faculty, and staff are automatically eligible to obtain a NetID. With its associated password, the NetID allows you a variety of online services offered at the entire university system, such as:

- Register for USF Tampa Undergraduate Orientation
- Canvas online courseware
- Student email accounts with Google Apps for Education
- OASIS for Students, Applicants, and Former Students (e.g. for transcript requests)
- MyUSF Experience
- FACTS.org Tools for Current USF Students
- Free software downloads
- USF Library online services
- Tampa Library Special Collections
- Parking and Transportation Services (Tampa)
- USF St. Petersburg Parking Services
- USF Application Portal
- UStoreFiles
- Educause Web Services
- Inter-Library Loan and Document Requests (ILLiad)
- DegreeWorks
- NSF CyberInfrastructure
- NIH MyNCBI (e.g. for PubMed)
- USF Computer Store purchasing and special discounts

For more information regarding the USF NetID, visit the NetID Account page.

### **EMAIL**

Faculty and Staff employees are automatically provisioned an Exchange Mailbox in USF's Office 365 environment which can be accessed from the MyUSF Portal <http://my.usf.edu>. Students' official USF email account is hosted by Google and provided free of charge. It can be accessed via the web at <http://mail.usf.edu> and logging in with their NetID and password. Students can learn more about the features of the USF student Gmail account, by clicking on the "Welcome to Google Apps at USF" email message found in the inbox of every new student Gmail account. Faculty can use the many messaging features of Canvas to send and moderate communications to their entire course in a single action.

### **MYUSF**

MyUSF is the single-sign on portal that allows students, faculty, and staff to access Canvas, GEMS, FAST, and OASIS all in one click. The portal also provides virtual workspaces for departments and

individual workgroups to share and collaborate on various projects. Students and faculty are able to access Canvas via the portal which is a collection of online services and includes automatic electronic course space for every section of class, customized distribution of licensed software, as well as real-time information regarding available seats in our Open Use Computer Labs. Email can also be accessed from MyUSF. *You will need your NetID to login.*

## **CANVAS**

Information Technology administers and supports an integrated academic toolkit for hosting web-based courses. This course-delivery tool suite includes easy features for uploading of course materials and assignments, chat rooms, threaded discussions, quiz/survey design, and grading. Accessed via the MyUSF portal, Canvas is a Learning Management System. It's a set of tools to help you deliver your entire course online or to augment your traditional face-to-face classes. Our goal with Canvas is to make teaching and learning online easier for you.

Canvas is exclusively for USF faculty, staff and students with a valid NetID and password. Canvas courses are automatically created for each of your teaching appointments, and your students are added to their course within minutes of registration. Select administration tasks of taking First Day Attendance, Midterm Grades, and End-of-Semester grades are also completed via your Canvas course sites.

Please visit the Canvas website for more information.

## **SUPPORT SERVICES**

IT Help Desk: The Information Technology Help Desk (974-1222 OR toll free 866-974-1222) is your first point of contact for computing issues. Help Desk technicians provide support to students, faculty, and staff for computer accounts, NetID accounts, USF-owned computers, MyUSF, as well as work orders. These trained specialists are also available to assist users regarding web services, email, and computer labs, technology enhanced classrooms, virus and spyware protection at USF, campus internet connectivity, phone/voice systems, and business systems (Gems, Oasis). Located in the USF Library Information Commons, the IT Help Desk is open seven days a week; make sure to check the IT website for times as they vary. The IT Help Desk is also available by phone 24/7. The staff will make every effort to handle requests as they receive them. For more complex issues, technicians will create a work order so that appropriate service arrangements can be made. The IT Help Desk is available by phone, email, and live online support.

Computer Labs: Information Technology supports the computer labs at the main Tampa campus. Classroom computer labs are available by reservation only. If a class requires special software, be sure to discuss the needs with the Lab Manager before the beginning of the semester to assure the software is installed in the labs. Open-Use Labs are available to all USF students, faculty, and staff. Printing in these labs are available via the Bull Buck\$ system and the Free Printing program.

apps.usf.edu: All USF students have access to the USF Application Portal, apps.usf.edu. Students will be able to use over 40 different software applications for their personal and academic use, just by logging in with their USF NetID. Apps.usf.edu can be accessed from any computer with a web browser at anytime, anywhere, including the computer labs on campus. You are able to save your

files to your local computer, network drives, or the UStoreFiles (S drive). *For optimal performance, please use UStoreFiles with apps.usf.edu portal.*

UStoreFiles: UStoreFiles is a central file storage location for use by all USF students. Students will no longer be forced to save their documents in multiple locations; the S drive is available and allows users to quickly save their work in one central location. Students are given the initial disk space quota of 4 gigabytes. **The UStoreFiles S drive can be accessed from many of the USF Tampa campus computer labs, USF Application Portal, and your home computer.** UStoreFiles is also home to students' MyWeb files, CIRCE Computational cluster storage.

WebSpace & Blogs: WebSpace and Blogs are available to all students with a valid NetID for class projects or personal use. WebSpace is created for all students as part of the email account activation process (example: <http://yournetid.myweb.usf.edu>). Similarly, students can use their NetID to activate their blogs as well (example: <http://yournetid.blog.usf.edu>).

## **VOICE & DATA COMMUNICATIONS**

Voice Communications: Services include telephone service for your on-campus location, long distance access, voice mail, and training necessary to effectively utilize these services. Your department's Telephone Counselor works with the IT Customer Service staff to order, install, move existing phones, and maintain your service. Your Counselor has been trained to help you determine your requirements. University faculty, staff, and students may contact the Information Technology Help Desk, at 974-1222 to report telephone trouble, ask questions concerning telephone features and voice mail, and to schedule faculty/staff training for telephone features. You can also access our IT telecom service catalog for additional information.

Long Distance: There is no charge for long distance calling for business purposes for faculty and staff. For international calling, a seven digit authorization code is required. Please visit the service catalog for more information.

Conference Calls: An audio teleconference bridge is available to individuals needing to reserve conference call services (local or long distance). To schedule a conference call, you will need to contact Communication Services at 974-4800. For additional conferencing options, please visit our IT Telecom Service Catalog.

Data Communications: Information Technology maintains the university high-speed network with Internet and Internet2 connections. Faculty should contact the IT helpdesk to obtain connections to the campus network. Desktop connections of 1Gbps are readily available in most locations. Higher speed connections for special applications can also be arranged on a case by case basis.

Special Needs: In accordance with Title II of the Americans with Disabilities Act, the following special telecommunications assistance is available for sensory-impaired persons: auxiliary aids such as amplified and hearing compatible handsets, special access telephone lines to accommodate Telecommunications Teletype (TDD/TTY) devices, and re-positioning telephones to provide better access to facilities by physically impaired individuals.

Telecommuting: USF 0-612 Faculty may be authorized to perform some of their normal duties and responsibilities using computers or telecommunications at sites other than campus. Deans may

authorize telecommuting and may authorize the use of university-owned equipment or telecommunications services. Telecommuting equipment and services will not be provided or paid for by the university if the telecommuting situation is occasional or incidental or is solely for the convenience of the employee.

Any faculty member authorized to telecommute must have a signed agreement that addresses the terms and conditions of the arrangement, including duration, work hours, location, description of equipment and service that the university and/or faculty member will provide, expenses to be paid by the university and/or faculty member, and how work will be evaluated. Please see work at home for services provided by Information Technology.

Internet: Information Technology provides the backbone for both wired **and** wireless **internet** for the USF Tampa campus. IT provides services such as planning, installing, managing, and troubleshooting all network traffic, monitoring all network equipment throughout campus, as well as maintaining network access, monitoring for viruses, intrusions, and other security issues.

The USF System has recently joined eduroam, an international roaming service that provides students, researchers and faculty/staff with secure, easy to use network connectivity across member institutions. In order to use eduroam you must onboard utilizing our NetConnect Onboarding agent. This process can be used to setup computers, tablets, and most mobile devices. More information can be found at [usf.edu/wireless](http://usf.edu/wireless).

## **THE USF COMPUTER STORE & SOFTWARE LICENSING**

The USF Computer Store provides personal and institutional computer sales and service for the USF community. Visit the Store in person on the first floor of the Marshall Center. Fee-based professional computer repair services are available on the first floor of the library.

Information Technology also provides several software licenses for the benefit of the USF community. Free software is available to be locally downloaded by visiting the IT Website, while several software licenses are also available at a reduced price through the USF Computer Store. Software available includes a broad array of popular word processing, spreadsheet, database, graphics, statistics, as well as virus protection.

## **SECURITY**

Information Technology provides the administration and facilitation of the university Computer Security program. As part of this service, IT monitors, reports, and provides resolution to computer security issues. This includes developing policies and procedures to protect university and individual resources on the USF community network. Virus protection software and best practices can be found at the USF Security website.

## **RESEARCH COMPUTING AND THE ADVANCED VISUALIZATION CENTER**

Research Computing provides advanced computational and technology resources in support of research and instruction to the university community. In support of the needs for high end computations, Research Computing operates and maintains a cluster computer system with 7000

processors, several large memory SMP servers, GPU based systems, and 2.1 PB of parallel storage. The staff of Research Computing provides scientific software installation, and maintains a portfolio of over 140 software titles. The staff includes a computational scientist for consulting, grant preparation, and computational support for researchers. There is also a 300 processor student cluster that is available for student projects, research, and for use in classes. Research Computing provides online instruction, and can host small group instructional sessions on advance computation topics.

The Advanced Visualization Center (AVC) staff assists students and faculty with the use of advanced technologies and the creation of visualizations for education and research. The AVC supports the advancement of technology in education with training on advanced software applications and data visualization techniques, and offers various technologies including an Ultra High Resolution Visualization Wall, with remote access to USF's High Performance Computing Cluster. There is also a Visualization Student Lab, over twenty 3D printers and scanners, and Augmented and Virtual Reality systems.

## **APPROPRIATE USE OF INFORMATION TECHNOLOGY RESOURCES**

### **USF 0-502**

The increasing reliance on information technology resources by the University of South Florida System (USF System) requires an environment in which these resources are used in a responsible and effective manner by everyone in the USF System community. Such an environment will permit the most efficient and productive use of these resources. The purpose of this policy is to establish guidelines for the appropriate and responsible use of information technology resources. The complete Appropriate Use of Information Technology Resources (USF 0-502) is located on the USF General Counsel page.

*Any student, faculty, or staff wishing to establish connection to the USF network must read and sign the Acceptable Use Policy.*

## **USF COMPUTER AND NETWORK ACCESS**

The computing and network facilities in the various colleges are a vital component of the academic environment and are provided by Information Technology. Each person using these computers must be considerate of other users. The purpose of these facilities is the support of teaching and research by its authorized users.

Activities that damage or impede the work of other users are of particular concern. Such activities are discourteous and illegal. The State of Florida has laws which hold that unauthorized use (including accessing another user's account) leading to offenses against intellectual property and/or computer users, is a felony. Besides criminal penalties that can include imprisonment of up to fifteen years and fines, the college and/ or university may impose administrative penalties and sanctions against those found to have violated the law.

The University of South Florida wishes to provide open access computing to students and faculty with as few restrictions as possible. Courteous and thoughtful computing will minimize the need for regulations and security procedures. For more information regarding connecting to the USF

Network, please see Information Technology Communications. *Any student, faculty, or staff wishing to establish connection to the USF network must read and sign the Acceptable Use Policy.*

## **WORLD WIDE WEB GUIDELINES**

(in conjunction with University Communications & Marketing)

Use of official USF Web pages and use of space on the university's World Wide Web server by students, faculty, and staff are privileges granted by the university, and can be revoked by the university at any time.

Computer and telecommunications resources have been allocated for Web activities that support education, research, administrative processes, university sponsored service, and other legitimate purposes involving the University of South Florida. The university's Web resources shall not be used by any party for activities inconsistent with these purposes, such as, but not limited to, the display of pornography, or activities involving the violation of another party's copyright or trademark. Such improper use violates federal law, state law, and University of South Florida policies.

## **USE OF USF TRADEMARKS ON THE WEB**

The new University of South Florida logos are registered Federal Trademarks and are the exclusive property of the University of South Florida, and as such, they represent the authority and backing of the university. The logo is used by members of the university community to inform our various publics of the university's role in the sponsorship of its services and products. Organizations that would like to demonstrate an affiliation or partnership with USF may request permission to use the logo by contacting University Communications & Marketing at (813) 974-4014.

## CHAPTER 8: USF RESEARCH & INNOVATION

*This section is designed as an introduction and summary of the USF System's research administration services, incentives, policies, and procedures. For details, please consult the official USF System Policies and Procedures provided by the Office of the General Counsel under the heading Research & Innovation and various other documents available from USF Research & Innovation.*

### **USF RESEARCH & INNOVATION**

USF Research & Innovation (USFRI) coordinates and facilitates university research initiatives and provides administrative and regulatory support, as well as infrastructure services, for research programs within the USF System. USFRI provides administrative direction and oversight of research policies and procedures, regulatory assurances, investment and budgetary matters, and central services for the division's departments/units. The Senior Vice President for Research, Innovation & Knowledge Enterprise oversees Sponsored Research, Research Integrity & Compliance, Comparative Medicine, Technology Transfer Office/Patents & Licensing, Office of Corporate Partnership, and the USF Research Foundation.

The Faculty Honors, Prizes, and Awards Program assists faculty with applications and nominations to distinguished recognition programs. The division also serves as home to the National Academy of Inventors, the Institute for Advanced Discovery & Innovation, and the Florida Inventors Hall of Fame.

Specifically, USFRI is charged with the following USF System-wide responsibilities:

1. The promotion and support of scholarly research and creative activities, including awards, honors, and prizes.
2. Research policy and process development, administration, evaluation, and compliance.
3. The development and administration of research incentive programs.
4. The submission, negotiation, and execution of contracts and grants on behalf of the USF System President.
5. Institutional assurance administration.
6. The protection and marketing of intellectual property.
7. Institutional and collaborative research project development, including research institute/center proposal review and approval.
8. National research funding trend identification and focused development of initiatives.
9. Developing data and reports for research and innovation related surveys, benchmarking, and preeminence measures.
10. University-industry partnerships.
11. Economic development initiatives, including guidance and infrastructure assistance for start-up companies and incubator programs.
12. Research park development and management.
13. Administration of USFRI departments/units.

## DEPARTMENTS IN USF RESEARCH & INNOVATION

### Sponsored Research

Sponsored Research (SR) assists researchers with funding searches and proposal development to support and increase participation in research and creative activities. Sponsored Research also provides fiscal services in support of USF System sponsored research awards and activities. The mission of SR is to protect the USF System research program while maintaining a strategic balance of service and compliance. SR submits proposals to sponsors on behalf of researchers, negotiates and accepts the awards on behalf of the USF System, negotiates and prepares related subcontracts with external agencies, invoices and provides required financial reports to sponsors. SR serves as the liaison to sponsors for any issues, including grant extensions and modifications, change of Principal Investigator, change of work scope, budget transfers, property transfers, and revised budgets. SR works closely with faculty, one-on-one or in groups, to assist with identifying funding opportunities and developing proposals. SR is committed to helping faculty as they pursue major interdisciplinary and transdisciplinary research initiatives, as well as collaborative national and international research partnerships. Moreover, faculty members find SR an excellent resource for many research compliance matters. Faculty are urged to consult with their Sponsored Research Administrator (SRA) and Grants Financial Administrator (GFA) in SR for assistance with grants and contracts. Contacts are available on the Sponsored Research website.

### TRAIN®

USFRI, in partnership with the Office of the Provost, has engineered a unique central hub for research administration assistance and training. [The Research Administration Improvement Network](#), or TRAIN®, was developed to enhance the professional competencies of those who contribute to the research enterprise, implementing training and education, improving business processes and electronic reporting, and enhancing communication within the research community. TRAIN® services include **FacultyOne-Stop** for quick reference at each phase of the research administration life cycle and **HelpOne** for instant assistance with questions.

TRAIN® also offers personal assistance and mentoring to faculty and research administrators, training and custom workshops, and electronic resources and tools, among others. TRAIN® also facilitates the College Research Administrators Network (CRAN), which meets regularly to learn about and discuss new requirements, policies, and procedures. TRAIN® offers a certification program for university research administrators.

### Research Integrity & Compliance

USF System faculty who conduct research should consult the website of [Research Integrity & Compliance \(RIC\)](#) to ensure that they are complying with all regulations and policies pertaining to their research. RIC administers key research-related assurance and compliance programs required by federal and state agencies for the ethical conduct of research and protection of research subjects, animals, and researchers within the USF System. In addition, RIC provides training and certification programs required for Investigators conducting research. The programs housed in RIC monitor biosafety and radiation safety for research with hazardous materials, diving safety in open-water

research, and the protection of human subjects and animal subjects in research. RIC manages education programs in the Responsible Conduct of Research (RCR), provides regulatory guidance for Export Controls, investigates allegations of misconduct in research, and monitors conflicts of interest (COI), among others.

### **Comparative Medicine**

Comparative Medicine serves as an advocate for animals involved in research within the USF System. Comparative Medicine provides a fully accredited, centralized service of pathogen-free animal procurement, husbandry, health surveillance, and quality control and is the Tampa Bay regional resource for laboratory animal-related veterinary services.

### **Technology Transfer Office/Patents & Licensing**

The USF System encourages faculty members to consider ways in which the results of their research may best be disseminated and made available for the public good. To facilitate the patenting and licensing of inventions developed under USF System auspices, the Senior Vice President for Research, Innovation & Economic Development established the Technology Transfer Office/Patents & Licensing (TTO/PL). The primary goals of this office are to facilitate the distribution of research results through commercial development and to generate revenue that will reward inventors for their creativity and support research and other creative and educational programs in the USF System. For further information on the activities of TTO/PL, including invention and works disclosure forms, see the TTO/PL website (“[All Forms](#)”). For additional information, please see the sections below and the USF System Policy 0-300 Inventions & Works.

### **Protecting Proprietary Information and Materials: Confidentiality Agreements and Material Transfer Agreements**

To allow for unhindered discussions regarding improvements or novel research, it is important that faculty contact TTO/PL before any discussions or transfer of materials take place. TTO/PL is charged with reviewing, processing, and obtaining all necessary and binding signatures for all Confidential Disclosure Agreements and Material Transfer Agreements. This allows the appropriate agreement to be put in place prior to any exchange of non-publicly available information.

1. A Confidential Disclosure Agreement (CDA) establishes a clear understanding about the proprietary nature of the information and protects sensitive non-public information.
2. A Material Transfer Agreement (MTA) establishes ownership rights and the allowed use of the proprietary materials, modifications, or derivatives that may come from the material.

### **Office of Corporate Partnership**

The Office of Corporate Partnership (OCP) is a multifaceted entity that performs several essential functions. OCP is charged with proactively identifying and seeking out potential industry partnerships and to attract companies to USF’s Research Park, where USF faculty, students and industry can collaborate on leading-edge projects and products. OCP provides a single point of entry

for our current and potential industry partners to help identify and access USF's vast resources to advance and accelerate their company's business goals.

### **USF RESEARCH FOUNDATION, INC.**

The USF Research Foundation (USFRF) promotes, encourages, and enhances research activities within the USF System. Incorporated by the State of Florida in 1989, this not-for-profit organization provides a means by which discoveries, inventions, processes, and work products of USF System faculty, staff, and students can be transferred from the university laboratory to benefit the public. Funds generated by such discoveries are used to enhance research within the USF System. USFRF provides broad and flexible financial mechanisms in support of research operations, contracts and grants, and the commercialization of USF System inventions. USFRF is responsible for receiving and administering all revenues related to intellectual property. The Research Foundation also acts as fiduciary entity for administration of certain private contracts and grants and provides oversight of various activities, including the USF Research Park of Tampa Bay and the Tampa Bay Technology Incubator.

### **USF Research Park**

The USF System takes aggressive steps to develop high-technology businesses and research partnerships that boost the economy and create high-paying jobs in the Tampa Bay area while systematically linking USF System researchers to businesses in need of research partners. The centerpiece of the USF Research Park is a 230,000-square foot innovation complex bringing together the best interdisciplinary research teams in an environment of collaboration with private sector research and entrepreneurs, and includes laboratories, offices for corporate partners, and a large, successful business incubator. The innovation complex concept allows scientists and entrepreneurs to work side-by-side, share innovations, and make advancements that succeed in both the laboratory and in the marketplace.

### **Tampa Bay Technology Incubator**

The Tampa Bay Technology Incubator exists to support technology research as a catalyst for economic development and advocates the development and construction of facilities for high-technology companies and related support functions. In promoting research with companies and the USF System, the Tampa Bay Technology Incubator seeks to address the needs of local high technology employers in such areas as engineering, biometrics, and other technologies.

### **Florida High Tech Corridor – USF CONNECT: Matching Grants Research Program**

Florida-based technology companies collaborating with USF System faculty are eligible to request Florida High Tech Corridor matching funds. While projects may be proposed in any discipline, proposals are particularly encouraged in areas contributing to the development of the Florida High Tech Corridor. Matching funds are available from \$10,000 to \$150,000 and require a private sector partner providing at least a 2:1 cost match investment (cash and in-kind). There is no deadline date for the External Matching Grant Program, as proposals are accepted year-round and evaluated until annual funds are fully committed.

## **The Florida Center of Excellence for Drug Discovery & Innovation (CDDI)**

The CDDI is a comprehensive center that enhances interactions between scientists and engineers to identify molecules of human health significance and develop novel methods for use in diagnosis, prevention, and treatment of human disease. CDDI encompasses the full range from discovery to commercialization and is expected to create an infrastructure that supports collaboration across several academic units: College of Arts & Sciences, College of Engineering, and USF Health, which includes the Colleges of Medicine, Nursing, and Public Health. In addition to the internal collaboration that CDDI supports, research will move into commercial applications through close collaboration with various technology transfer resources (e.g., USF Research & Innovation, USF CONNECT (a small-business development resource), the USF Center for Entrepreneurship, the USF Tampa Bay Technology Incubator, and the Interdisciplinary Research and Business Partnership).

### **Research Council**

The USF Research Council is composed of representatives of all USF colleges at USF Tampa. Representatives from USF St. Petersburg and USF Sarasota/Manatee are also invited to participate in the activities of the Council. The Research Council is responsible for advising the President; Provost; Vice President for Research, Innovation & Global Affairs; Dean of the Graduate School; and other administrative officials on matters pertaining to policies and procedures intended to promote growth, excellence, and integrity in research and creative activity throughout the university community and the USF System. The Council meets twice a month and, in addition to policy review, oversees the Internal Awards Program, and reviews limited submission proposals. On occasion, it conducts faculty surveys and prepares reports on topics related to research at USF.

### **Internal Awards Program**

The Internal Awards Program typically is administered in two cycles annually (Fall and Spring Semesters) through USF Research & Innovation and Sponsored Research. Among other things, these internal grant programs are designed to help prepare faculty for the rigors of the external proposal review process; hence, their deadlines and policies are strictly enforced. Applications are reviewed for completeness and conformity with formatting requirements. Funding cycles and levels are subject to change, pending budget allocations or the results of program review/revision. Applications to the various grant programs are assigned to review panels, based on the nature of the project and are sent to faculty reviewers with relevant expertise who evaluate, discuss, and make recommendations to the USF Faculty Senate Research Council. The Council meets to discuss the recommendations of the panels in light of the program budget and spending priorities and makes the final funding decisions. Faculty members are encouraged to serve as reviewers or panelists for this peer-review process.

## **USF POLICIES PERTAINING TO RESEARCH**

### **RESEARCH & RESEARCH GRANTS**

#### **USF 0-304**

All requests to outside agencies for funding of specific projects must be routed through Sponsored Research. All requests from an outside agency to perform a funded project that involves participation by students, staff, faculty, or the use of campus facilities are to be referred to the Director of Sponsored Research. Funded and unfunded projects that involve human or animal subjects must be reviewed and approved by the appropriate institutional review board prior to the beginning date of the project.

### **ELIGIBILITY TO SERVE AS A PRINCIPAL INVESTIGATOR**

Essential to a university's success as a research institution is the collective, creative ability of its Principal Investigators to define new problems and avenues of research, with the goal of creating and sharing new knowledge. The ability of Principal Investigators to secure external funding to support their research is essential to achieve this success.

Within the USF System, the management of research projects is a collective responsibility. The Principal Investigator is responsible for the appropriate scientific conduct and overall management of a sponsored project. The University is responsible for providing an environment that fosters creativity and innovation within an infrastructure for the administrative and financial oversight required to manage externally funded programs. Submission of a grant or contract to an agency or organization by the USF System is a commitment for the term of a funded award for the space and facilities with which to complete the research. For this reason, a principal investigator must be an individual whom the University is willing to commit these resources as a member of the USF Community.

To assist in the identification of the specific ranks and appointments that are entitled to this privilege, guidelines to determine who can serve as a Principal Investigator within the USF System have been established. Please click [here](#) to access those guidelines on the USF Research & Innovation website.

### **MISCONDUCT IN RESEARCH**

#### **USF 0-301**

The University of South Florida System expects that all research conducted by its faculty, students, or other associates will comply with generally accepted ethical and legal standards for research. Research misconduct is defined as the fabrication or falsification of data, plagiarism, or other practices that seriously deviate from commonly accepted practices in proposing, carrying out, or reporting research. Research misconduct does not include honest error or honest differences in interpretations or judgments of data. Any person who has reason to believe that an individual has engaged in an act of research misconduct within the USF System should report that act to the Research Integrity Officer (RIO), who will conduct a preliminary and informal inquiry into the

allegation. A full description of the research misconduct process is outlined in USF System Policy 0-301 Misconduct in Research.

## **INDIVIDUAL AND INSTITUTIONAL CONFLICTS OF INTEREST IN USF SYSTEM RESEARCH PROJECTS**

**USF 0-309 (Individual conflicts of interest in research)**

**USF 0-317 (Institutional conflicts of interest in research)**

Any USF System investigator who is responsible for the design, conduct, or reporting of a sponsored research project that is conducted under the auspices of the USF System must disclose financial or other interests that are or may be perceived to be related to the project (including interests of spouses and dependent children). If the USF System determines that such interests may affect the design, conduct, or reporting of the project, steps will be taken to manage or eliminate the conflict. Such disclosure of financial interests must be made in the Applications for Research Compliance (ARC) system (<https://arc.research.usf.edu/Prod>). USF requires the disclosure of Significant Financial Interests prior to submission of research proposals to federal agencies, at the time when a Significant Financial Interest changes and annually, if awarded. Conflicts of interest that arise during the conduct of a funded project must be reported through ARC for review by the USF Conflict of Interest Program. If the Conflict of Interest Program determines that a conflict exists, a management plan will be prepared and forwarded to the investigator. If the project qualifies for administrative approval pursuant to Conflict of Interest Program guidelines, the management plan may be administratively approved. If the project does not qualify for administrative approval, the management plan will be reviewed by the convened Committee. The Committee may rule that the project may not proceed or may impose certain conditions or restrictions. If the university determines that financial interests of the institution or of its Covered Officials may affect the design, conduct, or reporting of the project, steps will be taken to manage or eliminate the conflict. Potential institutional conflicts of interest are also disclosed in the ARC system. Faculty who are conducting research should consult the USF System Policy 0-309 Individual Conflicts of Interest in USF System Research Projects and Policy 0-317 Institutional Conflicts of Interest in USF System Research Projects.

Failure to file disclosures for Significant Financial Interests or relationships for a sponsored research project will be grounds for disciplinary action under the Collective Bargaining Agreement, Article 16.1. In addition, failure to comply with requirements to file a complete and accurate disclosure may result in the termination of current awards and/or the Investigator becoming ineligible to receive future awards.

## **MATTERS OF NEPOTISM IN RESEARCH**

**USF 10.107**

**USF 0-309**

**USF 0-027**

Nepotism occurs when an employee has influence or decision-making authority over the employment of a relative. This includes relatives who are hired on sponsored research grants. In that case, USF Regulation USF 10.107 and USF System Policies 0-309 and 0-027 apply. Relatives are defined in the Policies as persons related to each other in the following ways: husband; wife; parent;

child; brother; sister; spouse of a child, brother, sister or parent; or parent, child brother or sister of spouse; grandparent; grandchild; aunt, uncle, first cousin, niece or nephew. Related Person also includes a person who is engaged to be married to an employee or otherwise holds himself or herself out as or is generally known as the person whom the employee intends to marry or with whom the employee intends to form a household, or any other person having the same legal residence as the USF System employee.

Faculty who would like to hire relatives to work on a sponsored project must first receive written permission to do so from the Department Chair, Dean (who will provide a copy of the approval to the Provost), and/or the Office of Faculty Affairs for USF Health, as appropriate. The approval must be attached to their Sponsored Research Internal Form at the time of proposal submission. Upon receipt of a notice of award, the related persons must each complete and submit a conflict of interest disclosure in ARC and notify the funding agency of the relationship and indicate that the potential conflict will be managed in accordance with University policies and procedures.

## **USE OF HUMAN SUBJECTS IN RESEARCH**

### **USF 0-305**

The USF System requires from faculty, staff, and students the responsible conduct of research and the ethical treatment of human subjects in research. The USF System has a systematic and comprehensive Human Research Protection Program (HRPP) that is designed to protect the rights, safety, and welfare of human subjects who participate in the research programs of the USF System and its affiliated institutions. The program is based on the ethical principles outlined in the Nuremberg Code, the Declaration of Helsinki, and the Belmont Report.

No human subject research may be initiated and no ongoing human subject research may continue in the absence of approval by the USF System Institutional Review Board. For a complete description of guidelines for research involving human subjects, please contact Research Integrity & Compliance.

## **USE OF ANIMAL SUBJECTS IN RESEARCH**

### **USF 0-308**

The University of South Florida System affirms that respect for all forms of life is an inherent characteristic of scientists who conduct research involving animals; that the respectful treatment, care, and use of animals involved in research is an ethical and scientific necessity; and that the use of animals in research and teaching contributes to the advancement of knowledge and understanding. Accordingly, the USF System has established and provides resources for an Animal Care and Use Program that is managed in accordance with the Animal Welfare Act, Title 9, Code of Federal Regulations, Subchapter A, "Animal Welfare," Parts 1-3, and the Public Health Service Policy on Humane Care and Use of Laboratory Animals. All research and teaching activities involving vertebrate animals must be conducted in accordance with the USF System Institutional Animal Care and Use Committee (IACUC) Principles and Procedures for Animal Care and Use.

## TUITION PAYMENT GUIDELINES FOR SPONSORED RESEARCH PROJECTS

Faculty members within the USF System are required to include funding for graduate student tuition payments in grant proposal and award budgets whenever permitted by the sponsoring agency. For details, please refer to the Guidelines by clicking on the title, above.

## INVENTIONS AND WORKS

### USF-300

*Works* are defined as any copyrightable material such as printed material, software, databases, audio and visual material, circuit diagrams, architectural and engineering drawings, choreographic works, lectures, and musical, dramatic, pictorial, graphic, or sculptural works.

If a work is made in the course of independent efforts without use of USF System resources, facilities, or property, the work is the property of the employee. However, if the work was made with the use of USF System resources, facilities, or property, the work is the property of the USF System and the employee shall share in any proceeds from that work. Exceptions include books, articles and similar works intended for the dissemination of research and scholarship, or works developed without the use of appreciable USF System support and used solely for the purpose of assisting or enhancing the employee's instructional assignment.

If a work falls under that designated as property of the USF System, the employee must disclose the work and the circumstances of its creation to the Technology Transfer Office/Patents & Licensing. Within a reasonable time, not to exceed 60 days following the date of receipt of a complete disclosure, the Technology Transfer Office/Patents & Licensing shall give written notice to the inventor or author as to whether the USF System wishes to assert its interest in the invention or work. Inventions include any discovery, invention, process, instructional technology material, composition of matter, article of manufacture, know-how, design, model, technological development, strain, variety, culture of an organism, or portion, modification, translation or extension of these items, and any mark used in connection with these items.

**An employee shall fully disclose to the Technology Transfer Office/Patents & Licensing all inventions developed or discovered while an employee of the USF System.** A determination will be made whether the USF System wishes to assert any interest in the invention and negotiations will be carried out regarding distribution of any proceeds from the invention.

For information on works and inventions created under a sponsored research contract or grant, or issues related to patents, see [rules and guidelines](#) developed by USF Research & Innovation.

## COPYRIGHT POLICY

### USF 0-105

Copyright is a form of protection provided by the laws of the United States (Title 17, U.S.C.) to the authors of "original works of authorship," including literary, dramatic, musical, artistic, and certain other intellectual works. This protection is available for both published and unpublished works.

Section 106 of the 1976 Copyright Act generally gives the owner of copyright the exclusive right to do and to authorize others to do the following:

1. *To reproduce* the work in copies or phonorecords.
2. To prepare *derivative works* based upon the work.
3. *To distribute copies or phonorecords* of the work to the public by sale or other transfer of ownership, or by rental, lease, or lending.
4. *To perform the work publicly*, in the case of literary, musical, dramatic, and choreographic works, pantomimes, and motion pictures and other audiovisual works.
5. *To display the copyrighted work publicly*, in the case of literary, musical, dramatic, and choreographic works, pantomimes, and pictorial, graphic, or sculptural works, including the individual images of a motion picture or other audiovisual work.
6. In the case of *sound recordings*, *to perform the work publicly* by means of a *digital audio transmission*.

Assistance with copyright issues may be obtained from the USF Library via this link:  
<http://guides.lib.usf.edu/copyright>.

### **ADDITIONAL COMPENSATION ON CONTRACTS AND GRANTS**

Please see “Faculty Extra Compensation Guidelines for Research,” “Faculty Extra Compensation,” and “Faculty Extra State Compensation Procedures” at the Research & Innovation Policies, Procedures, and Guidelines website (<http://www.usf.edu/research-innovation/about-usfri/policies.aspx>).

The approval of additional compensation on contract and grant accounts will be provided only under the conditions of the policy, which is based on federal and state regulations and applies to all contract and grant accounts regardless of funding source.

1. In all cases, the Principal Investigator and all Co-principal Investigators are ineligible to receive additional compensation. Faculty and Administration personnel who otherwise meet the criteria of this policy may be eligible for overload but are not eligible for additional compensation.
2. Additional compensation may be paid only where there is clearly no relation to the normal workload of that individual and where it can be shown that he/she is the best individual available to perform the work and services. (See policy for details.)
3. By nature, work and services performed for additional compensation must be short-term in duration (less than six months). Faculty members making long-term commitments to sponsored projects should seek release time from their Department Chairperson and Dean and should be directly appointed to the contract or grant.
4. The amount of additional compensation must not be excessive.
5. Faculty members who have pledged to a sponsoring agency that a certain percentage of their effort would be devoted to a specific contract or grant must assure that secondary employment does not reduce that required effort.
6. The sponsoring agency must allow the payment of additional compensation.

7. All additional compensation requests on contract and grant accounts must have the prior approval of the Senior Vice President for Research & Innovation via the attachment to the "Proposal Review and Certification" form.

All additional compensation paid to any USF System employee during the academic fiscal year comes under a 20% limit rule. This includes payments made through Contract and Grant dual compensated employment, College Workload Adjustment, Extended Studies Overload, and Contract and Grant Overload.

## CHAPTER 9: FACULTY EMPLOYMENT AND RELATED ISSUES

*As is the case for other sections of the Faculty Handbook, this chapter is designed only as an overview of various aspects concerning faculty employment at USF, and the descriptions that follow are not intended to constitute contractual terms and/or conditions of employment. For specific details and for changes that may have occurred, please consult the current USF-UFF Collective Bargaining Agreement (CBA) (in-unit faculty) and/or USF Policies and Regulations (out-of-unit faculty; see Chapter 4).*

### ACADEMIC FREEDOM AND RESPONSIBILITY

The University of South Florida is committed to the fundamental principles of *academic freedom* and believes that only within an environment of free inquiry, free expression, intellectual honesty, and respect of human dignity can the University fulfill its mission. Academic freedom applies to teaching, research/creative activity, and public service and is a right of both faculty and students. Faculty members have the freedom to present and discuss their own academic subjects frankly and forthrightly without fear of censorship, and to select instructional materials and determine grades in accordance with University and BOT policies. The administration of USF is expected to imply a commitment to foster within the University a climate favorable to responsible exercise of freedom by adherence to principles of shared governance and ensuing recognition of the importance of professional judgements of employees in the development of academic policies and processes.

At the same time, *academic responsibility* implies the honest and responsible performance of academic duties and obligations, the commitment to support the responsible exercise of freedom by others, and the candor to make it clear that faculty members may be freely identified as USF employees, but that they are not speaking as a representative of the University of South Florida. As well, faculty members have a responsibility to ensure that students learn in an atmosphere that welcomes intellectual inquiry and rational discussion.

### EXPECTATIONS OF USF FACULTY MEMBERS

The roles and responsibilities of academic faculty are complex and often involve regulations with which faculty are not intuitively familiar. Although by no means exhaustive, the list below represents some expectations that faculty members are advised to be aware of. Several of these are issues touched on in various portions of this Handbook, but you are encouraged to consult with your department for specific information if you are unfamiliar with these areas of responsibility.

- Carefully construct and adhere closely to the terms and conditions specified in your syllabus, treating it as a contractual arrangement.
- Avoid personal involvement with students; those who you perceive as struggling with non-academic issues should be referred to the Counseling Center, or with issues related to sexual and/or physical violence, the Center for Victim Advocacy and Violence Prevention.
- Relatedly, adhere to Title IX and Violence Against Women Act (VAWA) responsibilities that have been assigned by federal mandate to faculty.

- Be aware of, and adhere to, federal regulations concerning students' privacy regarding their coursework (Family Educational Rights and Privacy Act [FERPA]) and medical information (Health Insurance Portability and Accountability Act [HIPPA]).
- Cooperate with Students with Disabilities Services in providing approved accommodations to students with documented disabilities.
- Order textbooks by state-mandated dates for each semester (currently, 45 days in advance of the first day of class).
- Be aware that as a public employee, your communications, with limited exceptions, are subject to public disclosure, and you can be required to produce them. This requirement stems from Florida's Public Records laws, also known as the state's "Sunshine Laws".
- Submit travel authorization and reimbursement forms in a timely fashion, especially any involving international travel.
- Notify USF World of any job-related foreign travel in which you are engaged.
- Complete and submit Faculty Activity Reports (FAR) in a timely fashion.
- Complete and submit materials for your annual reviews by the requested deadlines.
- In compliance with state law, seek approval of outside activities through the *eDisclose* system in advance of the activity.
- Submit all student grades by the established deadlines.
- Report sick/annual leave appropriately and in a timely fashion.
- Be familiar with and adhere to federal copyright statutes.
- Do not present yourself as a representative of the University of South Florida in matters not related to performance of your job duties.
- When appropriately representing yourself as an employee of the University of South Florida, coordinate communications with an elected local, state, or federal official with the USF Office of Government Relations (see USF System Policy #0-011: <http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-0-011.pdf>). This includes writing to elected officials using USF letterhead.
- Refrain from extending invitations to scholars (and others) from overseas; all official invitations must come through USF World.
- If participating as a faculty member in activities involving minors (e.g., summer camps), be sure you have obtained the proper level of background clearance.

- Practice informed “cyber hygiene” in the use of university technology, especially the USF computing system (for more information, see <http://www.usf.edu/it/documentation/data-security.aspx>.)

## **FACULTY HONORS AND AWARDS**

Detailed information on purpose, nomination/application, eligibility, selection and award for faculty awards and honors administered by the Faculty Senate is available from the [Faculty Senate](#) office. They include the following:

- Honorary Degrees
- Theodore and Venette Askounes-Ashford Distinguished Scholar Award
- Distinguished Service Award
- Jerome Krivanek Distinguished Teacher Award
- Kosove Distinguished Graduate Teacher & Service Award
- Kosove Distinguished Undergraduate Teacher & Service Award

The following honorific and titled professorships are administered by the Office of the Provost or the Vice President for Health as appropriate:

- Endowed Chairs for Eminent Scholars
- Endowed Professorships
- Distinguished University Professor
- Outstanding Undergraduate Teaching Awards
- Outstanding Undergraduate Advising Awards
- Emeritus Professor Award

## **COLLECTIVE BARGAINING**

The [United Faculty of Florida \(UFF\)](#), through its [USF System Chapter](#), is the exclusive representative of all employees in the bargaining unit for purposes of collective bargaining. Appendix A of the Collective Bargaining Agreement (CBA) lists all position titles that are considered “in-unit”, although there may be some exclusions for those with administrative responsibilities. (For a detailed discussion, see the Human Resources website [Understanding Labor Relations at USF](#).) Membership in the United Faculty of Florida is voluntary, and discrimination based on membership or non-membership is not permitted.

The [Collective Bargaining Agreement](#) (CBA) is a legal contract, and only state and federal laws and regulations supersede the provisions of the Agreement. Because the CBA covers all faculty employees in the bargaining unit, whether a dues-paying member or not, faculty members should be familiar with the agreement.

The Agreement addresses such principles as academic freedom, nondiscrimination, assignment of responsibilities, evaluations, promotion and tenure, salaries, fringe benefits, sabbaticals and leaves, termination, and other employee rights, such as the formal grievance procedures available to an in-unit employee when the employee and the University are unable to reach a resolution on a problem.

**The sections that follow are derived in large part from the Collective Bargaining Agreement and are therefore most pertinent to in-unit faculty members, although there is considerable overlap in the policies, procedures, and benefits that apply to out-of-unit faculty members.** Consult the most current version of the Collective Bargaining Agreement and/or University Policies and Regulations for the specific language pertaining to any of the topics discussed. The articles shown in headings refer to the specific sections of the Collective Bargaining Agreement that deals with the topic being discussed.

### **APPOINTMENTS (ARTICLE 8)**

All regular 9-month faculty are appointed on a standard appointment contract signed by the Provost, Dean, and the faculty member and remain in effect unless the essence of the appointment changes. All academic year faculty appointments begin on standardized dates.

In USF Health, appointments are typically for 12 months and the standard appointment contract is signed by the Vice-president for Health, Dean, and the faculty member. All academic year faculty appointments begin on standardized dates.

### **CHANGE OF APPOINTMENT**

Faculty serving on a 12-month appointment may request to be moved to an academic year appointment or an annual leave accruing appointment of less than 12 months. Similarly, a faculty member serving on an academic year appointment may request a calendar year appointment or an annual leave accruing appointment of less than 12 months, but more than 9 months. Granting of such requests is at the discretion of the Provost or Vice-President for Health as appropriate. The formula for salary conversion as the consequence of these changes in appointments is in the CBA.

### **SUMMER APPOINTMENTS**

Summer appointments are not guaranteed and are determined equitably based upon available resources, teaching needs of the department, and aspects of the Collective Bargaining Agreement. The salary for teaching a course during a summer semester shall be that specified in the Collective Bargaining Agreement for in-unit faculty members.

Many faculty members who do not have summer appointments may wish to continue to pursue their research interests during the summer and to serve on University and student committees. However, faculty do so with the understanding that such work is voluntary and should not expect to be paid for the work done during this non-compensated time or reimbursed for that time at a later date.

### **EXTRA UNIVERSITY COMPENSATION APPOINTMENTS**

Extra University compensation is defined as University compensation for any duties in excess of a full appointment (1.0 FTE). Available extra University compensation appointments within the University shall be offered equitably and as appropriate to qualified employees in sufficient time to allow voluntary acceptance or rejection. Extra compensation must be paid in accordance with applicable laws, rules, and procedures and/or as outlined in the CBA.

## **TENURE (ARTICLE 15)**

Tenure is a status granted by the Board of Trustees upon recommendation of the President. Tenure represents a guarantee of annual reappointment until the faculty member voluntarily resigns or retires, is terminated for just cause, is discontinued because of layoff, is deemed to have abandoned his/her position, or dies.

### **CRITERIA**

*[This section, as well as the one below discussing promotion, is most appropriate to policies and procedures in effect at USF Tampa. Faculty members at the other two regional institutions should consult the guidelines of their institution.]*

Evaluation for tenure involves three components: teaching (including advising or comparable activity appropriate to the unit); research/creative work; and service to the University, profession and the community. In addition, collegiality and participation as a citizen of the University are an integral part of faculty performance.

Tenure is awarded only as a result of careful assessment over a period of time sufficient to judge the faculty member's documented accomplishments, ability, and probable future productivity. A judgment must be made that the faculty member's record represents a pattern indicative of continued accomplishment and productivity.

The University's tenure and promotion process currently operates under a set of guidelines and procedures that went into effect July 15, 2015. The guidelines document may be accessed via <http://www.usf.edu/provost/documents/faculty-awards/t-and-p-guidelines-2014.pdf>. (NOTE: Faculty who were on tenure track at the time of the change in guidelines were grandfathered in to be considered under the guidelines in effect at the time. The last group to be considered under those guidelines will be those applying for tenure and/or promotion in the 2017-2018 academic year.)

### **ELIGIBILITY**

Tenure is normally considered in the sixth year of tenure-earning service. However, the current guidelines and CBA allow Colleges to establish periods of probation that are longer (but not to exceed 8 years), so faculty members should consult the tenure and promotion guidelines of their specific College. Also, faculty may be considered for tenure earlier than the required probationary period, but require the approval of their Chair/Director and Dean's office to do so. If tenure is not granted by the end of the College's specified probationary period, a faculty member may not continue in that position and must be given a notice of non-reappointment. Normally tenure is granted to assistant professors simultaneous with promotion to associate professor.

Part-time tenure-earning service of a faculty member employed at least one full semester in any 12-month period shall be accumulated on a pro-rata basis (e.g., two years of half time service is considered one year of service for purposes of tenure eligibility). The semesters during which a faculty member is on paid or unpaid leave are not credited toward tenure unless by mutual agreement between the faculty member and the dean.

Under exceptional circumstances, faculty may be recommended for tenure at the time of their initial appointment, independent of their previous tenure-earning or tenured status. Such recommendations require the concurrence of the department, the Chair/Director, the Dean, the Provost, the President, and the Board of Trustees.

### **PROGRESS TOWARD TENURE REVIEW/STATEMENT**

It is the responsibility of the department peer committee and department chair or other appropriate administrator to include a progress toward tenure review/statement as part of the annual evaluation for all faculty in the probationary period for tenure.

### **MID-TENURE REVIEW**

For those faculty appointed with the full probationary term a more extensive pre-tenure review will be conducted during the third or fourth year, depending on a College's specification. If an individual is credited with tenure-earning service at the time of initial appointment, the review will be conducted at the approximate mid-point of the probationary period. The mid-point review will be conducted by the department's tenure and promotion committee, the department chairperson or other appropriate administrator, the college or college/campus tenure and promotion committee, and the college/campus dean. Upon the request of the faculty member, the review of progress toward tenure will include the Provost.

The mid-point review is intended to be informative, and to be encouraging to faculty who are making solid progress toward tenure, instructional to faculty who may need to improve in selected areas of performance, and cautionary to faculty where progress is significantly lacking.

### **TRANSFER OF TENURE-EARNING CREDIT**

Faculty with tenure-earning credit at another institution may apply to have their tenure earning credit transferred at the time of the initial appointment to their college. Credit for tenure-earning time at another institution must be recommended by the department faculty, department chair, dean, and approved by the Provost or Senior Vice President for USF Health, and President.

If a faculty member is transferred from one academic unit to another within the University, the individual's tenure-earning or tenure status also transfers. If a faculty member is already tenured, transfer will require a majority vote of the tenured members of the academic department as determined by that unit's governance document.

### **PROCESS**

Each eligible faculty member will receive from their College a copy of the tenure and promotion packet, which includes instructions, details about required documentation and peer reviews, and all forms to be filled out, deadlines, etc. Tenure and promotion nominations generally are considered simultaneously and must be submitted using the appropriate University format for review at the departmental, college and/or area level, and to the Provost. The decision to grant tenure is not final until approved by the Board of Trustees. The decision to deny tenure is made only after review and determination by the Provost.

## **TENURE DENIALS**

Tenure-earning faculty who are not granted tenure by the end of their probationary period shall be given a notice of non-reappointment of contract, ending their employment one year from the date of notice. If tenure is not granted, the faculty member shall be notified in writing by the Provost of the final action taken. If a faculty member who has been denied tenure believes his or her rights pursuant to the Collective Bargaining Agreement have been violated or that the University has failed to comply with the University's criteria for tenure, permanent status or promotion or procedures, grievance may be filed using the appropriate collective bargaining or university regulation procedures.

## **PROMOTION (ARTICLE 14)**

Application for promotion from assistant professor to associate professor normally occurs simultaneous with candidacy for tenure.

## **CRITERIA**

Because the judgment of readiness for promotion is based upon a careful evaluation of the candidate's contributions in teaching, research/creativity, and service, the same procedures and the same documentation used to assess tenure are used to determine promotion. Standards for promotion are specified in the Guidelines for Tenure and Promotion Document.

## **PROGRESS TOWARD PROMOTION**

After completing one year of employment, faculty eligible for consideration for promotion shall receive, if annually requested, an appraisal regarding their progress toward promotion. The appraisal shall be included as a separate component of the annual evaluation and is intended to provide assistance and counseling to candidates to help them to qualify themselves for promotion. The employee may request, in writing, a meeting with an administrator at the next higher level to discuss concerns regarding the promotion appraisal which were not resolved in previous discussions with the evaluator. The appraisals are not binding upon the University.

## **NOTIFICATION**

Promotion is granted by the Provost and is effective with appointment in the next academic year. Faculty who are denied promotion shall be notified in writing by the Provost of the final action taken, a statement of the reasons for the denial, and a statement regarding the appeal process. Such notice shall be made in writing within ten days or as soon as possible thereafter, of the decision to deny.

## **DENIAL OF PROMOTION**

The same procedures for grieving a denial of tenure apply to denial of promotion.

## **FACULTY ASSIGNMENTS (ARTICLE 9)**

### **TWELVE-HOUR LAW**

Full-time faculty must have a minimum assignment of 12 contact hours of instruction in front of a class or the equivalent in other assigned duties and responsibilities. The "or the equivalent in other assigned duties" may include effort assigned to other responsibilities such as research, advisement, service, governance, etc. Thus, not all faculty members must teach 12 classroom contact hours.

### **WRITTEN ANNUAL ASSIGNMENTS**

According to the Collective Bargaining Agreement, each faculty member must be informed in writing of what is generally expected of him/her, in terms of the teaching, research, service, or other assigned duties for the year. When practical, the annual assignment should be communicated to employees no later than six weeks in advance of its starting date. The faculty member must be given the opportunity, upon written request, to discuss the assignment and any changes in the assignment with the individual responsible for making the annual assignment of duties prior to the final written assignment. If the initial conference does not resolve the faculty member's concerns, an opportunity shall be made to discuss those concerns with an administrator at the next higher level.

### **CONSIDERATIONS IN ASSIGNMENT**

The assignment must provide faculty members who are earning eligibility for tenure and/or promotion with equitable opportunities, in relation to others in the department, to meet the research and service requirements for such status.

### **ASSIGNMENT OF FACULTY DUTIES**

At this point in time the Assignment of Faculty Duties (AFD) is actually a portion of the Assigned Faculty Duties and Faculty Activity Report (AFD-FAR) form, and it is initially completed before the term and specifies the activities assigned to faculty members that term. Recall that activities consist of courses taught, research and service performed, and also include advisement, administration, and other activities related to instruction, research or service. The Assignment of Faculty Duties (AFD) portion of the form, in addition to compliance with the CBA, also lays the basis for the faculty member's evaluation and this procedure is outlined in Florida Statute 1012.945.

The Faculty Activity Report is completed after the term and provides information regarding what was actually completed in support of the Assignment of Faculty Duties.

### **ANNUAL PERFORMANCE EVALUATION (ARTICLE 10.3.A)**

Each faculty member, including faculty members on Phased Retirement, on leave of absence, on compensated leaves, and on administrative appointments, shall be evaluated annually on the individual's assigned duties and according to the percentage of assignment to teaching, research, service, and other assigned duties and responsibilities. The annual evaluation normally takes place during the spring semester.

The written evaluation results may be used for various purposes including seeking improvement in performance, understanding and dealing with the perceptions of faculty, dealing with programmatic considerations, determining salary increases, and making personnel decisions including reassignments and/or a change in responsibilities.

Faculty must be given a copy of the written annual evaluation no later than 30 days after the end of the term in which the evaluation was completed, and the faculty member shall be offered the opportunity to discuss it with the evaluator. Evaluation materials are confidential.

### **SOURCES OF FACULTY EVALUATION INFORMATION**

While it is the responsibility of the employee to provide, in a timely manner, the information for evaluation, the person(s) responsible for evaluating the employee may consider, where appropriate, information from the following sources: scholarly activities provided by the employee, immediate supervisor, peers, students, employee/self, other university officials who have responsibility for supervision of the employee, and individuals to whom the employee may be responsible in the course of a service assignment, including public school officials when an employee has a service assignment to the public schools, instructional materials and syllabi, awards for teaching excellence, direct classroom observation with proper notification as outlined in the CBA, and any other information that may be relevant or particular to the employee.

### **PROGRESS TOWARD TENURE AND PROMOTION**

As part of the annual evaluation process, faculty eligible for tenure should be informed in writing by the chair regarding their progress. The purpose of this evaluation is to provide meaningful assistance to tenure-earning faculty in order to help them attain tenure and promotion, including making assignments which afford the opportunity to meet the requirements of tenure and/or promotion. Administrators should carefully document all efforts made to assist tenure-earning faculty and should make direct, not subtle, efforts to point out deficiencies in performance which may later prevent a positive tenure recommendation

### **SUSTAINED PERFORMANCE REVIEWS (ARTICLE 10.3.B)**

Tenured faculty members shall receive a sustained performance review once every seven years following the award of tenure or their most recent promotion. The purpose of the review is to document sustained performance during the previous six years and to encourage continued professional growth and development.

Annual evaluations, including any documents included in the evaluation file, shall be the sole basis for the sustained performance review.

A performance improvement plan will be developed only for those whose performance is identified as being consistently below satisfactory in one or more areas of assigned duties. The performance improvement plan shall be developed by the faculty member in concert with his/her supervisor and include specific performance targets and a time period of achieving the targets. The performance improvement plan shall be approved by the President or representative. Specific resources identified in an approved performance improvement plan shall be provided by the University. The supervisor shall meet periodically with the faculty member to review progress toward meeting the targets. It is

the responsibility of the faculty member to attain the performance targets specified in the performance improvement plan.

### **FACULTY SABBATICALS (ARTICLE 22.3)**

The University will make available to each eligible faculty member whose application has been reviewed by the University, a sabbatical for two (2) semesters at half-pay. For each thirty (30) eligible faculty members, the University will make available at least one sabbatical at full-pay for one semester. Sabbaticals are granted to increase an employee's value to the University through enhanced opportunities for professional renewal, planned travel, study, formal education, research, writing, or other experience of professional value, not as a reward for service.

The faculty member must return to the University for at least one (1) academic year following participation in the sabbatical program. Agreements to the contrary must be reduced to writing prior to participation. Salary received during the program may be required to be returned to the University in those instances where neither of the above is satisfied.

The faculty member must, within thirty (30) days upon returning from the sabbatical, provide a concise written report of accomplishments during the sabbatical to the President or representative. This report shall include information regarding the activities undertaken during the sabbatical, the results accomplished during the sabbatical as they affect the faculty member and the university, and research or other scholarly work produced or expected to be produced as a result of the sabbatical.

### **ELIGIBILITY AND SELECTION**

Faculty shall be eligible for the sabbaticals as follows: An employee may apply for a sabbatical in the sixth year of full time service or the year following tenure, whichever is later. An employee who is compensated through a contract or grant may receive a sabbatical only if the contract or grant allows a sabbatical and the employee meets all other eligibility requirements.

### **APPLICATION AND SELECTION**

Each year the Provost's Office sends a memorandum to all eligible faculty members, with a link to the sabbatical application form, calling for sabbatical applications to be submitted. On the sabbatical application, the faculty member may indicate that the application is for a one-semester at full pay or two-semester at half pay or both. Only one type can be awarded to the individual applying.

The Sabbatical Committee, composed of tenured faculty, and elected from employees eligible for sabbatical leave, will recommend for approval all completed applications for half-pay sabbaticals. Applications for one semester at full-pay are evaluated and graded on the quality of the research proposal. Other considerations include the benefits of the proposed program to the employee, the University and the profession; an equitable distribution of sabbaticals among colleges, divisions, schools, departments, and disciplines within the University; the length of time since the employee was relieved of teaching duties for the purpose of research and other scholarly activities; and length of service since previous sabbatical or initial appointment. No more than one (1) employee in a department/unit need be awarded a sabbatical at the same time.

## **COMPENSATION AND BENEFITS DURING SABBATICAL**

Depending on what type of sabbatical was awarded, the faculty member will receive either full salary for one semester or half salary for two semesters. If a faculty member receives financial assistance during the sabbatical, the University may reduce the salary by that amount, so that the total income of the sabbatical period is comparable to the employee's normal salary. However, if outside funding assists in accomplishing the purposes of the sabbatical, consideration will be given to waiving the reduction.

Contributions normally made by the University 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 other employee benefit programs shall be continued during the sabbatical.

Annual and sick leave for which the faculty member is eligible shall continue to accrue during the period of the sabbatical on the basis of a full-time appointment. Faculty members on sabbatical leave shall be eligible for promotion and salary increments.

## **OUTSIDE ACTIVITIES/CONFLICT OF INTEREST [ALSO SEE CHAPTER 4] (ARTICLE 19)**

No faculty member should engage in any regular or intermittent outside activities external to the University that interfere with the full discharge of the academic responsibilities of teaching, research, and service. "Outside activity" includes any private practice, private consulting, additional teaching or research, or other activity, compensated or uncompensated, which is above and beyond a faculty or staff member's assigned duties and for which the University has provided no compensation. When outside activity is compensated within the University, such activity is governed by the Dual Employment Policy of that agency and appropriate forms must be completed and approved.

Before engaging in any compensated professional activity or any outside activity, the faculty member must provide written disclosure for any of the activities described in this section on the Outside Activities Report form, which should be submitted to the chair or immediate supervisor. If the outside activity is related to a sponsored research project an approved Outside Activity Report form must be submitted to the Senior Grant Specialist in Sponsored Research.

The determination of whether or not an outside activity interferes with the performance of assigned duties is the responsibility of the department chair or appropriate supervisor. If the faculty member desires to challenge the University's determination, he or she may request an expedited arbitration hearing under Article 20, Grievance Procedure. The faculty member may engage in such outside activity pending the decision of the arbitrator.

A determination of whether an outside activity is a conflict of interest is determined by Florida law (See Conflict of Interest, Chapter 4). A conflict of interest means any situation in which regard for a private interest tends to lead to disregard of a public duty or interest. The responsibility for complying with these provisions of Florida law is placed upon the faculty or staff member.

Outside Activity approvals are in effect for a maximum of 12 months from their approval date. New outside activity reports must be submitted for outside activities continuing beyond a 12-month period.

If any University equipment, supplies, personnel, or space are to be used in any outside employment or activity, a specific written agreement covering the conditions under which such use is permitted, including an agreement for reimbursement to the University of any additional costs resulting from such use or an agreement that reimbursement is not required, shall be attached to the Outside Activity form.

### **NON-REAPPOINTMENT (ARTICLE 12)**

Faculty members are entitled to notice if they will not be offered further appointment. The timing of the notice is dependent on the individual's length of service. Faculty members with less than two years of continuous University service are given one semester notice; faculty with two or more years of continuous University service are given one year of notice. Faculty who are on "soft money" (e.g., contracts and grants, sponsored research funds and grants and donations trust funds), who have five or more years of continuous University service as of June 30, 1991, are given one year's notice. Faculty who are appointed for less than one academic year, who are appointed to a visiting appointment, or are employed in an auxiliary unit are not entitled to notice of non-reappointment. Faculty who are on "soft money", (e.g., contracts and grants, sponsored research funds and grants and donations trust funds), except those described above, are entitled to ninety (90) days notice if employed for five (5) or more years of continuous service but no notice is required if employment is in the first five (5) years.

The CBA details the limited provisions under which an employee may file a grievance for non-reappointment. Any faculty member who receives notice of non-reappointment may, upon written request made within 20 days following receipt of notice, receive a written statement of the basis for the decision not to reappoint. Such written explanation shall be provided by certified mail or delivered in person within 20 days following the request.

### **LAYOFF (ARTICLE 13)**

A faculty member may be laid off at any time as a result of adverse financial circumstances; reallocation of resources; reorganization of degree or curriculum offerings or requirements; reorganization of academic or administrative structures, programs, or functions; or curtailment or abolition of one or more programs or functions.

Employees should be informed of layoff as soon as practicable and, where circumstances permit, employees with three or more years of continuous University service should be provided at least one (1) year's notice; those with less service with at least six (6) months notice. Formal written notice of layoff is to be sent by certified mail, return receipt requested, or delivered in person to the employee with written documentation of receipt obtained. The notice shall include effective date of layoff; reason for layoff; reason for shortened period of notification, if applicable; a statement of recall rights; a statement of appeal/grievance rights and applicable deadlines for filing; and a statement that the employee is eligible for consideration for retraining under the provision of Article 22.4, for a period of two years following layoff.

No tenured faculty member shall be laid off if there are non-tenured faculty members in the layoff unit. No untenured faculty member with more than five years of continuous University service may be laid off when there are such employees with five years or less of service. Otherwise, the decision as to which faculty will be retained will be made upon consideration of length of service, performance evaluation, academic training, professional reputation, teaching effectiveness, research/creative productivity, and service.

The University must make a reasonable effort to find an appropriate alternative or equivalent position within the University. If the faculty member is not re-employed in the same or similar position, the University must offer the faculty member re-employment within two years following initial notice of non-reappointment, should the same or similar position become available.

### **RESIGNATION (ARTICLE 12.5)**

Faculty members are expected to submit a written notice of their resignations. Faculty member who resign have the professional obligation, when possible, to provide the University at least one semester's notice. In submitting resignations, faculty with instructional duties are expected to comply with the specific end dates of their contracts.

### **FACULTY BENEFITS (ARTICLES 17, 24, 25, & 26)**

The University of South Florida offers an array of benefits to its employees. For faculty, some of these are reflected in the Collective Bargaining Agreement (see the Articles referenced above) while others are made available as a matter of university policy. Major benefits include options for several retirement programs, several health, dental, life, and disability insurance policies from which to choose, sick leave, annual leave for 12-month employees, paid parental leave, an employee assistance program, and an employee educational benefit. For the most current listing of the full contingency and current details of benefits available to faculty members, readers are referred to the Human Resources Employee Benefits website; links to specific topics can be accessed through <http://usfweb2.usf.edu/human-resources/benefits/index.asp>.

### **POST-RETIREMENT EMPLOYMENT**

There are statutory and local restrictions on the re-employment of employees who have retired from Florida agencies or institutions as participants in one of the existing retirement options. See [USF System Policy #0-614](#) for details.

## **CHAPTER 10: UNIVERSITY SERVICES AND RESOURCES**

### **ATHLETICS DEPARTMENT**

The University of South Florida hosts an NCAA Division 1 athletics program, and is affiliated with the American Athletic Conference. USF fields a total of 15 men's and women's teams. Home football games are played in Raymond James Stadium, where a special section is reserved for USF faculty and staff and special ticket-season prices made available. All other athletic events are held in facilities concentrated in an athletic district on the northeast quadrant of the campus.

### **BOOKSTORES**

The USF Bookstore on the Tampa campus is adjacent to the Marshall Student Center. It is managed by Barnes and Noble and recognizes B&N Readers Advantage discount cards on purchases. The retail area is divided into three levels: The textbook center is on the lower level with a buyback area. The main (or first) level has convenience items, general books, clothing, gift and children's items. The upper (or second) level has the Literary Café, a reading area, and a bank of computers. The general book department features a special section for published USF faculty and is happy to special order titles upon request. The USF Bookstore hosts two faculty/staff appreciation sale days, one in the spring and one in the fall, for the benefit of the university community.

The USF Bookstore's Textbook Center orders more than 4,000 titles each term for faculty and departments. Textbook orders are generally submitted by the department; however, special orders for individual faculty can be made on special request. In addition to traditional textbooks, the Bookstore can produce Course Packs for faculty. Custom made course materials can include professor's notes, textbook chapters, short stories, journal articles and magazine articles. The Bookstore can also reprint out-of-print and out-of-stock books, and has printed draft versions of not-yet-published books. The Bookstore takes care of the process from permissions to production and all custom published course materials are shelved with other textbooks for the course.

The Health Sciences Bookstore in the Health Sciences Center complex stocks all required textbooks and a full-line of medical and technical reference books. The bookstore also carries medical instruments, gifts, and cards.

Each of the regional campuses has a bookstore, the links for which are:

[USF Bookstore - St. Petersburg](#)

[USF Bookstore - Sarasota-Manatee](#)

### **BULL RUNNER – SHUTTLE SERVICES**

Parking Services operates the campus Bull Runner (Shuttle Service) which is available to all USF faculty, staff, students, and visitors. The Division also operates the Mall Express shuttle from the Phyllis P. Marshall Center to the University Square Mall. Bull Runner hours of operation may be accessed here.

## **CAMPUS RECREATION**

Campus Recreation is one of the programs and services coordinated under the Division of Student Affairs. The Director of Campus Recreation is responsible for the administration of intramural sports, fitness programs, outdoor recreation, special events, and the Campus Recreation facilities. A wide variety of services and activities are provided. Memberships are available for faculty members and their families at rates very competitive with those of community recreational facilities.

## **COMMUNICATIONS AND MARKETING**

University Communications and Marketing provides services to the university community in shaping the institution's brand identity, and is the media's primary source of news and timely information about USF. The Vice President for Communications and Marketing serves as the official spokesperson for the university. Please see the websites for both of this office's functions to review the full range of services, activities, and guidelines that are provided.

## **COMPUTER STORE**

The USF Computer Store is located in the Marshall Center, and sells an array of equipment, supplies, and software from various vendors to the USF community at very competitive prices. USF employees are eligible for a payroll deduction option to make their purchases. Visit the USF Computer Store website for more information.

## **CONTEMPORARY ART MUSEUM**

The USF Contemporary Art Museum brings to the university and the Tampa Bay community vital, investigative, and scholarly contemporary exhibitions, while simultaneously contributing to the dialogue within the international arts community by organizing exhibitions, producing relevant catalogues, scheduling critically significant traveling exhibitions, and underwriting experimental projects by artists emerging on the national and the international fronts.

Parallel to this purpose is an ongoing commitment to provide the educational underpinnings necessary for the assimilation of issues at the core of contemporary art for an audience that includes community and corporate members, students, faculty, staff, administrators, scholars, critics, historians and artists.

The Museum's educational philosophy, consistent with the approach to exhibitions, is to contribute to the ongoing research of leading artists, critics, and historians by organizing symposia, conferences, and lectures to discuss and analyze current issues in art and society. The museum is a laboratory for scholars, museum professionals, students, interns, and artists. The USF Contemporary Art Museum collects and maintains a collection of contemporary art and makes it available as a visual library for enrichment to a broad and varied constituency through loans and direct access. The USF CAM administers the Public Art Program which develops major, permanent, site specific projects designed by the leading contributors to the field of public art on the University of South Florida campuses and oversees their care and preservation.

## **CENTER FOR VICTIM ADVOCACY & VIOLENCE PREVENTION**

Mentioned in other sections of this Handbook, the Center for Victim Advocacy & Violence Prevention is available to assist all USF students, employees, and visitors who are victims of actual or threatened violence and abuse. This includes but is not limited to battery, assault, domestic/relationship violence, sexual harassment, stalking, sexual battery (date rape, acquaintance rape, stranger rape), attempted sexual battery, childhood victimization, sexual violence, robbery, and prior assault. The Victims' Advocacy Program provides 24-hour crisis intervention, support and referrals. Police involvement is not necessary to receive services from an advocate.

The mission of the Center is to empower survivors of crime, violence or abuse and prevent victimization by promoting the restoration of decision making and control to survivors, by advocating for their rights and honoring their experiences, and through education and collaboration, fostering a safe university community that respects the rights and dignity of all. Referrals are made to the USF Counseling Center for students and the Employee Assistance Program for employees as well as individual therapists and support groups within the surrounding area.

The Advocate can be a liaison at the request of the victim with an employer, parent, landlord, creditor, professor, or any other campus or community related entity to assist with the financial, emotional, physical and academic hardships that often follow victimization. USF's Center for Victim Advocacy & Violence Prevention assures confidentiality to persons who utilize program services. Clients' names, faces, identifying information and personal information will be kept confidential, unless an advocate receives written permission to release the information to a third party or unless one of the following exceptions is met: knowledge of suicidal or homicidal thoughts, knowledge that child/elder abuse has occurred, information court ordered by a judge, or evidence of sexual harassment.

Staff members of the Center for Victim Advocacy & Violence Prevention are available to speak to campus and community groups about the Advocacy Program and other related topics.

## **DIVERSITY, INCLUSION & AND EQUAL OPPORTUNITY (DIEO)**

The Office of Diversity, Inclusion and Equal Opportunity (DIEO) is a system office that provides effective leadership to ensure best practices for diversity, inclusion & equity and create a competitive advantage for the USF system. DIEO provides guidance for strategic diversity planning, diversity education and training, diversity programming, and campus climate. DIEO monitors compliance with various USF policies that are consistent with federal and state regulations including the areas of equal education and employment opportunity, affirmative action, disability and sexual harassment (Title IX). DIEO supports student access and success through scholarship programs including the Latino Scholarship and the Johnson Scholarship. The office also facilitates requests for public accommodations for individuals with disabilities.

## **EMPLOYEE ASSISTANT PROGRAM (EAP)**

The University of South Florida's Employee Assistance Program (EAP) is a service program designed to assist employees with personal, family, or workplace concerns/issues. From online resources to confidential telephonic consultations to referrals and licensed behavioral health professionals, the EAP is here to help you make the changes necessary to reduce stress, strengthen

relationships, increase productivity and improve the overall quality of your life. Services are provided by Magellan Health Services, a national leader in behavioral health care. Visit the website that can be accessed here for more information about the services offered.

### **EMPLOYEE PERKS & DISCOUNTS PROGRAM**

The University of South Florida has arranged for faculty members to receive discounts on goods and services from a variety of vendors across the Tampa Bay metropolitan region. Human Resources has created a website (linked above) that describes the program and provides several lists of participating businesses.

### **HR LEARNING AND TALENT DEVELOPMENT**

HR Learning and Talent Development's mission is to maximize university resources by developing people and processes to achieve effectiveness, efficiency, and productivity. To achieve this mission, services are customized to address specific organization development and process improvement needs of staff and teams. Skill-building programs are provided throughout the year and customized training is available to meet short- and long-term goals. Other services available to staff and teams are retreats, assessment and customized organization development initiatives. Learning and Talent Development also offers access to its library, which includes over 500 books, videos, and cassettes on topics such as leadership, communication, change management, and customer service. For more information, visit our website.

### **INTERNATIONAL SERVICES**

International Services (IS) at USF, a division of USF World, is the main administrative and immigration advising office for more than 1,400 international students and 200 research scholars from over 130 countries. The IS office is located in Room 101 in the Patel Center for Global Solutions on the main campus of USF in Tampa. The main IS services include:

- Advise international students, scholars, and staff regarding immigration compliance, visa status maintenance and acculturation issues.
- Offer workshops on employment, career planning, cultural adjustment and other topics.
- Develop, plan, conduct and implement orientation programs for new students and scholars.
- Collaborate with other USF departments to increase the level of understanding regarding immigration issues and the role of International services.
- Promote cross cultural understanding by working with USF departments and other on campus organizations to plan events and inform students and scholars about upcoming activities, via listserv, email and the USF World website.

## **OFFICE OF THE GENERAL COUNSEL**

The Office of the General Counsel provides professional legal advice, representation, and counsel to the USF System including USF Health and campuses in Tampa, St. Petersburg, and Sarasota-Manatee. Our experienced attorneys and support team work closely together to provide responsive, timely and accurate legal advice and counsel to the University of South Florida including its component units, direct support organizations and the Board of Trustees. Our daily work is focused on facilitating the implementation of USF's strategic vision, priorities and goals. We remain dedicated to a tradition of excellence, professionalism, fairness, ethics and diversity. Our attorneys combine many years of service in higher education and we look forward to empowering our clients with the legal knowledge needed to enhance independent decision-making.

## **OMBUDS OFFICE**

The USF System Ombuds Office directly supports all valued faculty, staff, and administrators across the USF System. In doing so, we are dedicated to advancing USF's strategic mission and promoting the continued and unbounded success of our employees and the students we serve. Our professional services include identifying strategies and options to resolve and prevent workplace conflict, informal mediation, explanation of Regulations and Policies, and a variety of initiatives to co-create the USF workplace of tomorrow.

## **PARKING & TRANSPORTATION SERVICES**

Parking & Transportation, located in the Parking and Transportation Building (PSB) at 13311 USF Plum Drive), is responsible for issuing USF parking permits to students, staff, faculty, and visitors; distributing campus maps and parking regulations; providing assistance to students, visitors, faculty and staff through the Motorist Assistance Program (MAP); managing the Campus Information Center located at the main entrance to the Tampa campus; issuing campus parking alerts; and constructing and maintaining parking lots and facilities on the Tampa, St. Petersburg, and Sarasota campuses.

The following site gives information on what to do if encountering car trouble while on campus. It may be helpful to print and keep in your vehicle: <http://www.usf.edu/administrative-services/parking/parking/motorist-assistance.aspx>. Please be aware that university personnel will not open cars for individuals who have locked their keys inside, but will assist in contacting a locksmith.

## **PHYLLIS P. MARSHALL STUDENT CENTER**

The original Phyllis P. Marshall Center (initially called the University Center) was one of the first five buildings on the University of South Florida campus when the campus opened in 1960. Originally, the Center housed the first women's residence hall, academic and office areas of the College of Fine Arts, cafeteria, post office with student mailboxes, bookstore, television room, game room, and information desk. Classes were held in the basement and first floor until the first classroom buildings were completed.

Major renovations began in December 1988, and included the addition of the Special Events Center. Phyllis P. Marshall served as director from August 1976 until her retirement in June 1994. On March 3, 1994, the University Center was renamed the Phyllis P. Marshall Center in her honor.

In 2007, the existing structure was demolished and replaced by a new, significantly enhanced and expanded Marshall Center that opened in Fall 2008 and serves as the center of student life at USF. It houses the offices of the Student Government, a food court, study areas, meeting rooms, computer store, USF Federal Credit Union branch and ATM's, the Faculty/Staff club, and the USF Card Center. A TicketMaster outlet, information desk, room reservations, and information about the weekly Bull Market are also available in the Center.

### **TEXTBOOK AFFORDABILITY PROJECT (TAP)**

There has been considerable concern in recent years over the increasing price of textbooks and other course materials. This issue is often cited as a significant financial challenge for many of today's college students. The Florida Legislature has produced legislation specifying that faculty should assist students who, for financial reasons, are having trouble obtaining textbooks required for their classes. This obligation can be met by referring students to the Textbook Affordability Project website. This site contains an abundance of information regarding options for students to gain access to their needed course materials. As well, the site has informational resources for faculty about ways in which to provide affordable materials for their students.

### **USFCARD**

The USFCard, a multi-functional identification card with a digitized photo, provides electronic identification and validation for a variety of university services and functions such as library services. All faculty and staff must obtain and carry the USFCard while on campus. An account may be established that is associated with the card so that it may also be used like a debit card in campus copy machines, vending machines, and at selected USF vendors on campus. Replacement cards cost \$15 and can be obtained at the Card Center in 1032 SVC.

### **USF CLUB**

The USF Club is a social group for faculty, staff, and friends of the university. Monthly gatherings with food and drink are held, and well as tailgates before each home football game. Annual dues can be paid by check, credit card, or if currently employed at USF, through payroll deduction.

### **USF FEDERAL CREDIT UNION**

USF Federal Credit Union is a not-for-profit cooperative, owned by member-owners. We are in business to serve faculty, staff, and students at the University of South Florida, as well as members of the USF Alumni Association and affiliated organizations. USF FCU offers the official Visa® credit and debit card with the University of South Florida designs and logo. Every purchase made provides support to the USF Alumni Association and student programs.

From Tampa to Orlando, there are six convenient branches (several on or near the USF campus, including the Marshall Student Center) as well as access to your account at more than 5,000 shared branches and 30,000 fee-free ATMs across the country. Members can conveniently manage all of

their finances 24/7 through online banking. The USF FCU mobile app provides the added benefit of mobile check deposit, branch and ATM locators, easy transfers, alerts, and heightened security with fingerprint ID. Once you are a member, you can remain a member for life, regardless of where your career may take you.

### **WUSF PUBLIC MEDIA**

WUSF 89.7 and Classical WSMR 89.1 & 103.9 are the public radio stations licensed to the University of South Florida. The stations serve a combined monthly audience of more than 1.2 million people in the 10 county area of west central Florida. Main studios are on the USF Tampa campus with a production studio at USFSP and a performance studio at USFSM.

WUSF 89.7 is an NPR news station with all night jazz and Classical WSMR 89.1 & 103.9 is devoted to classical music. WUSF is also available on HD Radio and airs WUSF 89.7 on HD1, WSMR on HD2 and USF student-run Bulls Radio on HD3. The free WUSF app and wusf.org provide streaming and additional content.

IntellisMedia is WUSF's production center, and serves university and community clients with full video production services.

***NOTE:** Because of their differential missions, separate USF institutions, including USF Health, may have their own faculty handbooks that contain resource information specific to those institutions.*