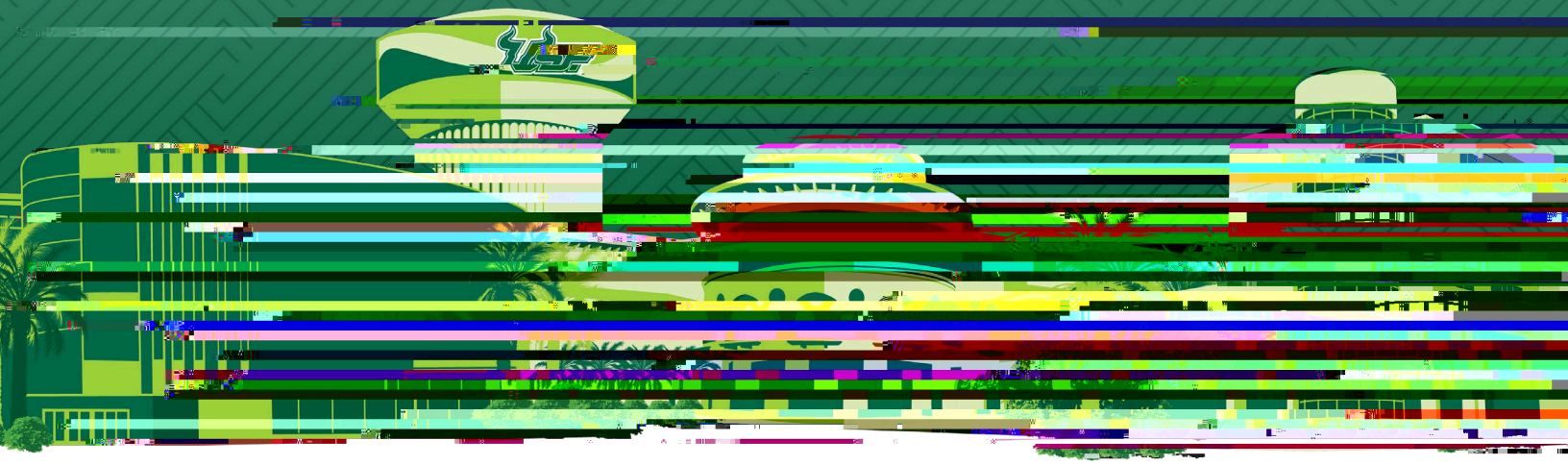
UNIVERSITY OF SOUTH FLORIDA

Faculty Handbook



UNIVERSITY of SOUTH FLORIDA

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Preface

Welcome to the University of So th Flori !

The University of So th Flori (USF) w s form lly est lishe y legisl tion in 1955. Five ye rs l ter, in Septem er 1960, USF opene its oors to more th n 1,900 st ents n 130 ch rter f c lty. Loc te on 1,700- cre site th t w s the former om ing r nge for Hen erson Air Fiel , USF ec me the st te's first metropolit n niversity n the first Flori p lic niversity to e evelope in the 20th cent ry. It is now p rt of 12-instit tion St te University System th t sp ns the st te. USF's m in c mp s is loc te in T mp , incl ing owntown USF He lth f cility, t serves the ro er T mp B y region thro gh its vi r nt c mp ses loc te in St. Peters rg n S r sot -M n tee.

In 2023, USF ccepte n invit tion to join the Americ n Associ tion of Universities (AAU), which is prestigio s gro p of the 71 le ing rese rch instit tions in the Unite St tes n C n . USF is the first p lic niversity in Flori to e invite to join the AAU in ne rly 40 ye rs n is now one of two instit tions from the St te University System of Flori to serve s n AAU mem er. AAU consi ers n mero s f ctors for mem ership, s ch s rese rch ctivity, f c lty excellence n the q lity of e c tion l progr ms, s well s gr tion r tes n n m er of lower-income st ents who receive fin nci l i thro gh the fe er l Pell Gr nt progr m. More f cts n fig res reg r ing USF m y e fo n here.

The [illegible] is esigne to provi e inform tion o t the roles n responsi ilities of f c lty mem ers t USF, s well s inform tion o t reso rces v il le to them. Given the size n scope of USF, s well s the complexity n fl i ity of the times, former h n ooks ec me o solete t n incre singly r pi p ce. Therefore, the c rrent n f t re versions re presente in we - se form t th t llows for occ sion l p ting of pertinent inform tion. Ple se note th t there re m ltit e of we links thro gho t this oc ment; they re c rrent s of the posting te, t e w re th t links often ch nge. Also, it is common for ccessing link to gener te generic w rning o t ccessing comp ter links. All links incl e in this oc ment h ve een etermine to e s fe for opening, t le st t the time of the oc ment's posting.

The [illegible] is not inten e to ress ll spects of niversity life n specific circ mst nces th t f c lty mem ers m y enco nter. However, it serves s reso rce y which f c lty mem ers m y ccess s mm ry inform tion o t wi e r nge of topics. Re ers m y fin some overl p in cover ge ec se cert in topics re pertinent to incl sion in v rio s ch pters. The r nch c mp ses of USF, s well s USF He lth, m y h ve s pplement l m teri ls th t cont in inform tion specific to their loc tions.

Chapter 1: About the University of South Florida

STRATEGIC PLANNING

The University of So th Flori (USF) h s emerge s the n tion's f stest-rising niversity over the p st ec e, reflection of o r nw vering p rs it of excellence for the etterment of o r st ents, rese rch, n the comm nities we serve.

Propelle y the consoli tion of o r three c mp ses in T mp , St. Peters rg, n S r sot -M n tee, n o r c emic ssets, USF is niq ely poise to strengthen the T mp B y region s c t lyst for region l economic n soci l growth while m int ining ro st n tion l n intern tion l imp ct. USF's spir tions tow r ecoming Top-25 p lic rese rch niversity n m int ining mem ership in the Associ tion of Americ n Universities (AAU) re milestones in o r p rs it of instit tion l excellence propelling USF n o r vi r nt n iverse comm nities tow r collectively right f t re.

Chapter 2: Administration and Organization of the University of South Florida

BOARD OF GOVERNORS

FC Article 9, Section 7(D); Sec.1001.70 FS

After the Flori Legisl t re olishe n existing Bo r of Regents in 2001, the Bo r of Governors (BOG) w s est lishe in 2002 thro gh s ccessf l citizen petition for constit tion l men ment. The Bo r h s thority to est lish missions for e ch Flori St te University System (SUS) niversity n its rtic l tion with free p lic schools n Flori comm nity colleges, n to provi e coor in tion in the oper tion of the SUS instit tions.

The Bo r of Governors consists of 14 citizens (ppointe y the governor n confirme y the sen te for st ggere seven ye r terms), the Commissioner of E c tion, the ch ir of the st te-wi e visory co ncil of SUS f c lty sen tes, n the presi ent of the Flori St ent Associ tion. The BOG ppoints Ch ncellor who serves s the chief exec tive officer for the Bo r , n is its offici l spokesperson in rel tions with v rio s extern l constit encies, especi lly the St te Legisl t re n the Office of the Governor, s well s presi ents, tr stees, st ents n other org niz tions.

BOARD OF TRUSTEES

E ch SUS niversity is governe y Bo r of Tr stees (BOT), est lishe in 2001 t the time of the olition of the Bo r of Regents. The ties n powers of these Bo r s re etermine y Flori St t te (Sec. 1001.71 FS) n y the BOG. Among their chief responsi ilities re selection of presi ent n the etermin tion of instit tion l r les. Where collective rg ining greement exists, s ch s USF, these r les m y not conflict with the terms of r tifie contr ct.

E ch BOT is compose of six mem ers chosen y the Governor n five mem ers selecte y the BOG; these 11 mem ers serve st ggere five ye r terms. In ition, the he s of the niversity f c lty sen te n the st ent o y re mem ers of the BOT.

PRESIDENT

The presi ent is the chief exec tive officer of the st te niversity, is the corpor te secret ry of the niversity o r of tr stees, n is responsi le for the oper tion n ministr tion of the niversity. The presi ent is the person ltim tely cco nt le for every spect of the niversity; the presi ent or esignees re the only ones who m y enter into contr cts on eh lf of the niversity, etermine whether the niversity sho l e close for n emergency, or spe k s offici l represent tives of the niversity.

The presi ent h s line thority over the m jor c emic n ministr tive officers of the niversity, s well s the region l ch ncellors of St. Peters rg n S r sot -M n tee c mp ses.

Str tegic Pl n, incl ing the esire to meet str tegic enrollment t rgets, improve the niversity's egree completion r te, n evelop n n rt re p lic-priv te p rtnerships esigne to gener te new reven e n ens re instit tion l fin nci l sec rity.

Undergraduate Studies

The e n of Un ergr te St ies (UGS) h s over ll responsi ility to enh nce the q lity of the le rning experience in n ergr te progr ms cross ll colleges n c mp ses of the niversity. The e n reports to the vice presi ent for St ent S ccess n is committe to serving the nee s of ll n ergr te st ents incl ing those with non-tr ition l n iverse ckgro n s. Un ergr te St ies coll or tes with f c lty to est lish n minister c emic policies, ssist with n ergr te c rric l m evelopment n review, n s pport propos ls for new n revise progr ms n co rses.

USF World

USF Worl serves s the niversity's g tew y for glo l eng gement. The nit is le y vice presi ent who reports irectly to the provost n exec tive vice presi ent. The le ership of USF Worl works closely with iverse comm nity of st kehol ers incl ing USF He lth, college e ns, Gr te St ies, St ent S ccess, Innov tive E c tion, n USF Inform tion Technology. USF Worl links f c lty, st ents, n st ff with reso rces to promote n s pport intern tion l schol rship n glo l ctivities, incl ing: s pport for intern tion l st ents n visiting schol rs, e c tion ro progr mming, virt l glo l c emic experiences, the m n gement of intern tion l p rtnerships, progr ms th t promote intern tion l rese rch coll or tion – incl ing e ic te F l right f c lty visor, Pe ce Corps progr mming for gr te n n ergr te st ents, intern tion l tr vel risk n sec rity services, n intern tion l l mni o tre ch n evelopment. Every f c lty mem er h s profile within the USF Glo l Discovery H . The H is n tion lly recognize inter ctive t se fe t ring USF's glo l footprint incl ing c rrent intern tion l p rtnerships, f c lty ctivities n expertise, n st ent mo ility. USF Worl h s offices on e ch c mp s n is re y to s pport yo r intern tion l en e vors.

Chapter 3: University Governance

FACULTY SENATE

The F c lty Sen te is the prim ry o y representing the f c lty of the niversity. As the highest f c lty o y, the F c lty Sen te serves s the p rent o y for ll niversity-wi e f c lty committees n co ncils. The Sen te's responsi ilities, mem ership, meetings, n sic str ct re re est lishe y the Constit tion of the F c lty of USF n el or te in the Byl ws to the Constit tion.

The following is me nt only s rief s mm ry of the role of the F c lty Sen te. For et ils, f c lty sho l cont ct the F c lty Sen te Office for copy of the c rrent Constit tion n Byl ws or ccess those oc ments on the F c lty Sen te we site: www. sf.e /f c lty-sen te. All meetings of the F c lty Sen te re open to the niversity comm nity.

MEMBERSHIP

Mem ership in the gener l f c lty of the niversity sh ll consist of ll f ll-time f c lty mem ers with the r nk of Assist nt Professor of Instr ction, Associ te Professor of Instr ction, Professor of Instr ction, Assist nt Rese rch Professor, Associ te Rese rch Professor, Rese rch Professor, Assist nt Professor, Associ te Professor, Professor, Assist nt Li r ri n, Associ te Li r ri n, or Li r ri n, mong other esign tions. F ll-time f c lty is efine s 100 percent for 9 months or t le st 75 percent for 12 months.

Mem ership in the F c lty Sen te consists of 106 electe mem ers pportione mong n representing the c emic nits of the niversity (incl ing USF He lth n the St. Peters rg n S r sot -M n tee c mp ses).

JURISDICTION

The F c lty Sen te is the princip l f c lty visory o y to the presi ent, the provost, n the exec tive vice presi ent for USF He lth, n h s the responsi ility to review n m ke recommen tions to them concerning ecisions on m tters pert ining to the welf re of the niversity, p rtic l rly those of speci l interest to the c emic mission of the niversity. The F c lty Sen te helps etermine n efine niversity-wi e policies on c emic m tters. It p rticip tes in form l ting me s res for the m inten nce of comprehensive e c tion l policy n for the m xim m tiliz tion of the intellect l reso rces of the niversity.

COLLEGE AND DEPARTMENTAL GOVERNANCE

As n e c tion l n ministr tive nit compose of ep rtments n progr ms with common e c tion l interests, the college is the centr l c emic home for f c lty. The college is governe in its intern l ministr tion y the f c lty, ch irs n irectors, n the e n, who is n gent of the college f c lty for the exec tion of college e c tion l policy.

E ch college est lishes its own govern nce str ct re n gener lly incl es one or more visory o ies to the e n, ten re n promotion committee, one or more c emic n c rric l m committee(s), n other st n ing

or hoc committees s eeme necess ry for the tt inment of the college's e c tion l mission. F c lty sho l cons lt their e n's office for copy of their college's govern nce oc ment.

In most colleges, the ep rtment/school is the prim ry e c tion l n ministr tive nit. Like other l rger c emic nits, the f c lty n the ch ir/ irector work in n tmosphere of sh re govern nce. As the gent of the f c lty for implement tion of ep rtment l policy, the ch ir/ irector cons lts with visory n other committees to c rry o t the e c tion l n ministr tive o lig tions of the nit. E ch f c lty mem er sho l e f mili r with the govern nce str ct re of their ep rtment/school.

Chapter 4: University Policies and Procedures

USF h s est lishe USF R les, Reg l tions, n Policies n Proce res on v riety of topics th t provi e v l le g i nce to mem ers of the niversity comm nity. The Office of the Gener l Co nsel m int ins n In ex of C rrent USF Reg l tions n University Policies. This site m y e se rche y n me or y n m er of the reg l tion or policy. This site ch nges reg l rly, so it is the most cc r te, c rrent so rce of ll offici l inform tion. It lso cont ins listing of policies th t re c rrently eing consi ere for men ment, s well s new policies th t re eing propose .

POLICY ISSUES OF SPECIAL INTEREST TO FACULTY

A few policies or reg l tions th t m y e of p rtic l r interest n relev nce to f c lty re escri e elow in some et il. However, the f ll-text of the r le or policy sho l e referre to for thorit tive g i nce. If ppropri te, reference to the ppropri te rticle in the prev iling Collective B rg ining Agreement is shown.

INTERNAL CONTROL OF USF

USF POLICY 0-023

This policy pplies to ll USF Employees incl ing F c lty, USF Instit tions, n irect service org niz tions. This policy comm nic tes USF intern l control o jectives s set forth y the USF Bo r of Tr stees. These intern l controls re p t in pl ce in or er to re ce the USF's expos re to fin nci l, oper tion l, str tegic, compli nce, n rep t tion l risks. O r system of intern l controls is esigne to promote effectiveness n efficiency in oper tions; minimize the risk of sset loss; help ens re the reli ility of fin nci l n oper tions inform tion; n s pport compli nce with pplic le l ws, r les, n reg l tions. Intern l controls provi e re son le ss r nce for mitig ting risk; however, no system of control c n provi e sol te ss r nce.

University Le ership is responsi le for the esign, evelopment, implement tion, n m inten nce of n effective system of intern l controls within their respective re of responsi ilities. University Le ership h s the responsi ility to ens re those who report to them h ve eq te knowle ge, skills, n ility to f nction within, n contri te to, n effective Intern l Control Environment.

This incl es, t is not limite to, provi ing ccess to ppropri te tr ining on topics relev nt to their jo responsi ilities. University Le ership is efine s ny USF Employee who is given fisc l, get ry, n oper tion l responsi ility over B siness F nction. This incl es those with ministr tive ppointments serving s ep rtment ch irs, e ns, vice presi ents, n nyone who is in position to irect how USF Instit tion's fin nci l, c pit l, n h m n reso rces re tilize .

UNIVERSITY SAFETY

The niversity m kes every ttempt to m int in s fe c mp s for st ents, f c lty, st ff, n visitors. University Police m int in 24-ho r p trols thro gho t c mp s n re v il le to ssist nyone who feels their s fety m y e in jeop r y. F c lty n st ff who m st e in their offices l te t night or on the weeken re enco r ge to let

the niversity police know they re on c mp s n when they expect to le ve. The emergency l e light telephone system, loc te thro gho t c mp s, provi es irect n imme i te ccess to the USF Police Dep rtment isp tcher when the c ller opens the telephone ox. M ps of the ex ct loc tion re v il le thro gh the USF Police Dep rtment. The Office of St ent Government provi es free escort service (S fe-Te m) for nyone who wishes to e ccomp nie to their c r, cl ss, office or ormitory fter rk.

EMERGENCY MANAGEMENT

from iscrimin tion n h r ssment on the sis of ge, is ility, eq l p y/compens tion, genetic inform tion, h r ssment, n tion l origin, pregn ncy, r ce/color, religion, ret li tion, sex, sex l h r ssment, sex l orient tion, n gen er i entity (“Protecte Cl ss”) s provi e y l w. USF is lso committe to the employment n v ncement of q lifie veter ns with is ilities n veter ns protecte n er the VEVRAA). A ition lly, iscrimin tory con ct in the form of sex l miscon ct/sex l h r ssment (incl ing sex l violence) is lso prohi ite n lleg tions of viol tions in th t reg r re h n le y the Title IX Office. (Ple se refer to USF Policy

FLORIDA CODE OF ETHICS DISCLOSURE

In ition to potenti l conflicts reg r ing o tsi e ctivity, the FCOE lso cont ins provisions concerning other ethic l iss es s ch s ccept nce of gifts n conflicting siness rel tionships. F c lty sho l cons lt USF POLICY 0-027 or cont ct the USF Compli nce & Ethics Progr m for more et ile inform tion concerning the following: solicit tion or ccept nce of gifts; mis se of non-p lic inform tion; mis se of p lic position; or conflicting siness, employment, or contr ct l rel tionships.

All USF F c lty re req ire to complete n nn l isclos re n cknowle gment reg r ing provisions of the FCOE thro gh the eDisclose system. For more inform tion reg r ing this nn l FCOE isclos re req irement cons lt USF POLICY 0-027.

FINANCIAL CONFLICTS OF INTEREST IN RESEARCH

Any employee s mitting ny gr nt propos l or con cting rese rch or e c tion l ctivities p rs nt to ny gr nt or contr ct s n investig tor (princip l investig tor, co-princip l investig tor, or ny other employee responsi le for the esign, con ct, or reporting the f n e or propose rese rch ctivities) m st report o tsi e ctivities n fin nci l or other interests (incl ing ctivities n interests of the investig tor's spo se or epen ent chil ren) th t re, or m y e perceive to e rel te to the project. Existing or potenti l conflicts of interest m st e isclose thro gh the eCOI system n sent to the Conflict of Interest Coor in tor prior to the s mission of propos l for f n ing. Act l or potenti l conflicts of interest th t evelop ring the con ct of f n e project m st e isclose on the FRDF s soon s the conflicts occ r n sent to the Conflict of Interest Coor in tor. If the niversity etermines th t s ch interests m y ffect the esign, con ct, or reporting of the project, steps will e t ken to m n ge or elimin te the conflict.

Any employee s mitting gr nt propos l to ivision of the N tion l Instit tes of He lth, the N tion l Science Fo n tion or the Americ n He rt Associ tion m st s mit Fin nci l Rel tionships Disclos re Form to the Conflict of Interest Coor in tor (whether or not conflict exists) prior to the s mission of the propos l for f n ing n nn lly, if f n e .

For more inform tion, visit: Conflicts of Interest in Rese rch or Conflicts of Interest in He lth.

SEXUAL HARASSMENT

USF POLICY 0-007 & USF POLICY 0-004 - CBA Article 6

The USF comm nity is most s ccessf l when it is se on respect n f ir tre tment of ll people. USF strives to provi e work n st y environment for f c lty, st ff, g ests n visitors th t is free of iscrimin tion se on sex (incl ing pregn ncy) n sex l h r ssment, incl ing sex l violence.

As p rt of the effort to m int in s fe environment, USF est lishes this Policy. USF prohi its sex l miscon ct n sex l h r ssment, incl ing sex l violence. USF h s esign te the Title IX Office s the office where vol nt ry n m n tory Reports n Compl ints re to e file . The USF Title IX office will review the report or compl int n provi e n ppropri te response, which m y incl e referr ls to services or other USF offices,

s pportive me s res, ltern tive resol tions, or form l investig tions. P rs nt to Title IX, USF oes not iscrimin te on the sis of sex in e c tion l progr ms or ctivities th t it oper tes.

S ch protection exten s to oth employees n st ents. Any q estions or inq iries concerning the pplic tion of Title IX m y e referre to the niversity's Title IX Coor in tor. Up to te inform tion m y e fo n t www. sf. e /title-ix

The Title IX Coor in tor is:
M ggie Denney, M.E ., LMHC
enney1@ sf.e
Office of Title IX n VAWA Compli nce
4202 E Fowler Ave, ALN 172
T mp , FL 33620
813-974-8616

Sex l H r ssment, s n m rell c tegory, incl es the offenses of sex l h r ssment, sex l ss lt, omestic violence, ting violence, n st lking, n is f rther efine s con ct on the sis of sex th t s tisfies one or more of the following:

1. Q i Pro Q o H r ssment: A USF employee, con itions the provision of n i , enefit, or service of the recipient, on n in ivi l's p rticip tion in nwelcome sex l con ct; or
2. Sex l H r ssment: Unwelcome con ct se on sex etermine y re son le person to e so severe, perv sive, n o jectively offensive th t it effectively enies person eq l ccess to the school's

employees n st ents re strongly enco r ge to cooper te f lly with ny investig tion n /or compli nce review con cte n er this Policy. F il re to cooper te m y impe e or h mper the niversity's ility to con ct f ll n f ir investig tion.

Retaliation

USF oes not toler te ret li tion, retri tion or repris ls g inst n employee or st ent who, in goo f ith, files griev nce, compl int or report of viol tions of l w, r le, reg l tion, policy or other miscon ct. Employees or st ents who eng ge in ret li tion in viol tion of this policy will e s ject to isciplin ry ction p to ismiss l/exp lsion. For more inform tion, see USF POLICY 0-020: Ret li tion, Retri tion or Repris ls Prohi ite .

False Allegations and Evidence

Deli er tely f lse n /or m licio s cc s tions n er this policy, s oppose to lleg tions which, even if erroneo s, re m e in goo f ith, re serio s offense n will e s ject to ppropri te isciplin ry ction. Witnesses n p rties knowingly provi ing f lse evi ence, t mpering with or estroying evi ence fter eing irecte to preserve s ch evi ence, or eli er tely misle ing n offici l con cting n investig tion c n e s ject to iscipline.

Consensual Relationships

USF strives to cre te n m int in profession l, collegi l environment for work n st y. Profession l n collegi l rel tionships re se on m t l respect n tr st. When persons in positions of neq l power eng ge in moro s or sex l rel tionships, they sho l e w re th t they m y e t risk of eing cc se of sex l h r ssment, either ring the rel tionship or fter the rel tionship en s, or eing cc se of h ving conflict of interest. For ition l inform tion concerning conflicts of interest, ple se refer to Ch. 112, P rt III, Flori St t tes, the pplic le collective rg ining greement, Bo r of Governors R les, n USF Reg l tions.

USF recognizes th t consens l, moro s or sex l rel tionships etween two people of neq l position or power (e.g., etween s pervisor n n employee, f c lty mem er n st ent, or st ff mem er n st ent) m y ecome exploit tive or le to ch rges of sex l h r ssment. Accor ingly, USF h s opte policy governing consens l rel tionships. USF POLICY 1-022: Consens l Rel tionships is isc sse elow in gre ter et il.

Responding to Sexual Harassment

If person elieves they re eing sex lly h r sse n wishes to explore resol tion within the niversity, they sho l t ke one or more of the following ctions:

- If possi le n c n e one s fely, tell the person whose ctions yo fin offensive th t yo w nt the eh vior to stop n /or th t the eh vior or con ct is nwelcome, n /or;

- If yo re n employee, tell yo r s pervisor or the he of the ep rtment in which yo re enrolle or employe , or the s pervisor/ ep rtment he 's s pervisor of the offensive eh vior; if yo re st ent, yo sho l report the offensive con ct to yo r te cher, ch ir, e n or e n's esignee; n /or;
- Cont ct the Title IX Coor in tor t 813-974-8616 or enney1@ sf.e .

USF h s esign te Center for Victim A voc cy & Violence Prevention, n Employee Assist nce Progr m, the Co nseling Center, n n Om s Office. These offices re v il le to provi e inform tion n cl rific tion concerning USF's sex l h r ssment policy, t re not thorize or esign te to investig te or resolve sex l h r ssment compl ints or otherwise p rticip te in the sex l h r ssment compl int process. These offices re consi ere "confi enti l reso rces" n re not o lig te to refer lleg tions of sex l h r ssment to the Title IX Coor in tor. However, they m y s pport n in ivi l who oes wish to m ke form l isclos re or compl int. These offices m y e cont cte t:

- Center for Victim A voc cy & Violence Prevention: 813-974-5756 (24-ho r Crisis Line: 974-5757)
- Employee Assist nce Progr m: 813-974-5469
- Co nseling Center: 813-974-2831
- Om s Office: 813-974-7777

Alleg tions of sex l ss lt n /or ttery m y lso e referre to the University Police, sho l the isclosing in ivi l or victim req est to o so or when circ mst nces in ic te thre t to the s fety of the c mp s comm nity.

Internal Complaints or Allegations Regarding Sexual Harassment

The niversity's Title IX office is responsi le for certifying ll Title IX rel te inci ents, ssigning compl ints of sex l h r ssment compl ints/ lleg tions for investig tion to the office with j ris iction se on the st t s of the i entifie respon ent (employee/visitor/ven or/ other or st ent), n for ll oversight of ny sex l h r ssment compl int receive y the niversity. Alleg tions of sex l h r ssment will e reviewe y the Title IX coor in tor to etermine ppropri te resol tion of the m tter (incl ing form l investig tion), per USF POLICY 0-004, USF POLICY 0-007, n USF POLICY 6.0021).

Who Can File Under the USF Policy

Any person m y vol nt rily file report n in specific circ mst nces the filing of report of sex l h r ssment (incl ing sex l violence) is m n tory s note elow. Vol nt ry reports m y e m e y compl in nt, or ny person, to the Title IX coor in tor 24/7 vi the the online report form fo n t www. sf. e /title-ix, y em il, m il, phone, f x, or elivere in person to the Title IX Office sing the inform tion liste on the first p ge of this ch pter.

Who Must Report Under the USF Policy

Responsi le employees, nless specific lly exempte s note elow, re req ire to promptly report within 24 ho rs lleg tions or inst nces of sex l h r ssment, incl ing sex l violence, y or g inst ny USF employee(s), st ent(s), or gro p(s) to the Title IX coor in tor. The University Police Dep rtment (UPD) is

coor in tor y the ppropri te office (HR, AA, SCED). If no ppe l is s mitte t the en of the ppe l e line, the fin l etermin tion m e y the he ring p nel or he ring ministr tor will e the ecision of recor . A ition l griev nce proce res m y e v il le to employees per collective rg ining greements. An ppe l is not rehe ring of the c se. In compli nce with Title IX, n ppe l m y e s mitte for the following re sons:

- Proce r l error
- New evi ence not v il le t the time of the origin l investig tion n /or he ring
- Conflict of interest reg r ing the Title IX coor in tor, investig tor(s), he ring p nel or he ring ministr tor, th t h s imp cte the etermin tion of the c se.

A ition l gro n s m y e ffor e per niversity policy. St ent c ses sho l refer to the St ent Co e of Con ct. For ition l inform tion ple se refer to the specific office.

Discrimination and Harassment Based on Sexual Orientation and Gender Identity

Unl wf l iscrimin tion n h r ssment h ve no pl ce on niversity c mp s, p rtic l rly one th t strives to meet the nee s of n incre singly iverse st ent, f c lty, n st ff pop l tion. USF is s ch n instit tion. Discrimin tion n h r ssment se on sex l orient tion n gen er i entity/expression hin ers the ility of ny c emic instit tion to foster s fe, open environment for its st ents, f c lty, n st ff. Accor ingly, these h r ssing n iscrimin tory eh viors h ve no pl ce t USF n is prohi ite y USF POLICY 0-007 C/t994e t US241 T

AMERICANS WITH DISABILITIES (USF ADA POLICY)

USF POLICY 0-108

It is the policy of USF to comply f lly with the req irements of the Americ ns with Dis ilities Act of 1990, 42 U.S.C. 12101, n ll other Fe er l n St te l ws n reg l tions prohi iting iscrimin tion on the sis of is ility or h n ic p. Sponsors of progr ms n events, s ch s c mp s cinem s, lect res n spe kers m st vise potenti l tten ees who m y req ire re son le ccommo tion to p rticip te th t s ch ccommo tion m st e req este of the progr m sponsor t le st 5 working ys prior to the event. USF will not nl wf lly iscrimin te g inst its employees on the sis of is ility n will provi e ccessi ility n re son le ccommo tion to its employees with reg r to ny spect of employment incl ing fringe enefits, tr ining, conferences, profession l meetings, n recre tion l/soci l ctivities sponsore y USF.

To req est re son le ccommo tion n er the ADA, n employee of USF m st s mit written req est o tlining the req este ccommo tion(s) to their imme i te s pervisor, with copy sent to H m n Reso rces/ Employee Rel tions. Att che to the req est m st e oc ment tion, incl ing i gnosis of is ility, from the employee's prim ry he lth c re pr ctitioner (e.g., me ic l octor, psychi trist or license psychologist). The etermin tion of re son le ccommo tion will e m e y the employee rel tions coor in tor following cons lt tion with the s pervisor.

St ents with is ilities who req ire re son le ccommo tion in or er to meet the c emic req irements of USF or to p rticip te in St ent Aff irs ctivities or services m st req est n ccommo tion in writing from the USF Office of St ent Accessi ility Services. (For ccommo ting st ents with is ilities, see Ch pter 5). USF m y req est ny person seeking ccommo tion to provi e oc ment tion of specific n gener lly recognize physic l or ment l imp irment th t shows th t the specific mo ific tion eing req este is ppropri te n necess ry for the i gnose is ility. The USF Office of the Gener l Co nsel is v il le to ssist with q estions concerning the ADA n the l w n sho l e notifie in the event n ccommo tion req ester ret ins l wyer or otherwise m kes cl ims in n extern l leg l or ministr tive fo m.

TOBACCO AND SMOKE FREE POLICY

USF POLICY 6-026

Smoking, to cco se, n se of rel te pro cts is prohi ite on ll property owne , le se or operoUSF POLICY 6-026

F rthermore, provi ing lcohol to n in ivi l yo nger th n 21 ye rs of ge will not e toler te . Any USF employee or st ent etermine to h ve viol te this policy sh ll e s ject to isciplin ry ction for miscon ct,

it is in the est interest of the niversity, when it is ppropri te to provi e convenient goo s or services for f c lty, st ff, n st ents, n when the goo s or services s pport the e c tion l mission of the niversity.

St ent, f c lty or st ff or in ivi l mem ers of the niversity comm nity sh ll not serve s gents or s les represent .tives on the c mp s for extern l org niz tions, since this viol tes niversity policy n will e consi ere n thorize solicit tion y the siness entity involve .

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All f n -r ising or promotion l ctivities pl nne y st ent org niz tions sh ll e reviewe n pprove in ccor nce with USF R le 6C4-6.017. F n r ising n promotion l ctivities y employees sh ll e reviewe n pprove y the ppropri te vice presi ent.

EMPLOYMENT OF RELATIVES (NEPOTISM)

USF 10.107, 6C4, USF 0-027 & USF 0-309

Un er USF POLICY 0-027, employment of rel te persons in single org niz tion l nit or in work-rel te org niz tion l nits is permitte only when s ch employment will not involve or cre te type of conflict of interest c lle nepotism, where n employee m y p rticip te in m king recommen tions or infl encing ecisions specific lly ffecting the ppointment, retention, ten2ve,worktions,promotion , ecotion , o

RESEARCH NEPOTISM DISCLOSURE

USF POLICY 0-309 pplies to employing rel te persons on USF rese rch project. F c lty who wo l like to hire rel tives to work on sponsore project m st first receive written permission to o so from the ep rtment ch ir, e n (who will provi e copy of the pprov l to the provost), n /or the Office of F c lty Aff irs for USF He lth, s ppropri te. The pprov l m st e tt che to their Sponsore Rese rch Intern l Form t the time of propos l s mission. Upon receipt of notice of w r , the rel te persons m st e ch complete n s mit conflict of interest isclos re in the Applic tions for Rese rch Compli nce (ARC) system n notify the f n ing gency of the rel tionship n in ic te th t the potenti l conflict will e m n ge in ccor nce with niversity policies n proce res.

USE OF UNIVERSITY NAME AND SYMBOLS

USF POLICY 0-215

The se of the USF n me or sym ols in is not llowe for commerci l or other vertising or promotion l m teri ls where s ch se implies niversity en orsement of the vertiser or pro ct or service nless pprove y the vice presi ent for niversity v ncement. All reU r6 irsonyrove T/3E n notif

- University-sponsore conferences n instit tes. USF Al mni n USF Fo n tion ctivities.
- Profession lly ssoci te ctivities - events or progr ms offere y profession l ssoci tions th t re rel te to the c emic isciplines or c reer fiel s of niversity f c lty or st ff in which niversity f c lty or st ff re mem ers.

OTHER PUBLIC SERVICE EVENTS

When consi ering req ests to se niversity sp ce, priority will e ssigne in the following or er: niversity mem ers con cting niversity siness, niversity-rel te gro ps n org niz tions, non- niversity, not-for-profit org niz tions, n non- niversity, for profit org niz tions. Either licensing greement or loc tion permit sho l e signe whenever niversity-rel te c stomer or non- niversity c stomer is to se USF sp ce. Whether licensing greement or loc tion permit sho l e se will e etermine y the extent of risk (to the niversity) ssoci te with the ctivity.

RETALIATION, RETRIBUTION OR REPRISALS PROHIBITED

USF POLICY 0-020

USF is committe to the v l es of excellence, integrity n tr th in tt ining its c emic, rese rch n p lic service mission. These v l es re exemplifie y e ch employee's responsi le perform nce of ties consistent with the niversity's policies, r les n profession l st n r s.

It is the responsi ility of ll niversity employees to report viol tions of l w, r le, policy or other miscon ct
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mism n gement which they s spect, o serve, or h ve m e known to them. There re two reporting mech nisms: report thro gh the USF EthicsPoint hotline t 1-866-974-8411 or www.ethicspoint.com; or report the inci ent or pr ctice to yo r s pervisor for s seq ent reporting to the ppropri te m n gement offici l. If the f c lty mem er elieves their s pervisor m y e involve , then they m st report the inci ent or pr ctice to the next higher level of m n gement or Office of Intern l A i. If the f c lty mem er elieves USF A it m y e involve , then the f c lty mem er m st report the inci ent or pr ctice to the Office of the Gener l Co nsel.

REPORTING VIOLATIONS OF UNIVERSITY POLICY (EthicsPoint)

USF h s selecte EthicsPoint to provi e employees with simple, nonymo s w y to confi enti lly report ctivities th t m y involve cert in improper con ct or viol tions of USF Policies. Yo m y file report on this site or y c lling toll-free 1-866-974-8411. This hotline sho l e se for m tters pert ining to fin nci l tr ns ctions, h m n reso rces, inform tion technology, iversity & eq l opport nity, rese rch, s fety, thletics, me ic l tre tment. It sho l not e se for c emic m tters involving f c lty n /or st ents. These iss es sho l e reporte irectly to the Office of the Provost or, for USF He lth, the Office of the Senior Vice Presi ent. Non- c emic st ent con ct m tters sho l e reporte to Office of St ent Rights & Responsi ilities or c ll 813-974-9443.

Chapter 5: Privacy and Public Access to Information

OPEN MEETINGS

Ch pter 286, Flori St t tes

The Flori "S nshine L w" provi es th t ny g thering of two or more mem ers of ny o r or commission t ny st te gency to isc ss some m tter th t will foresee ly come efore th t o r for ction m st e open to the p lic t ll times. It Is Import nt to note th t the S nshine L w's req irements pply to se rch (hiring) committees.

At USF, committees n co ncils re gener lly only visory, n offici l USF ction is t ken y the niversity presi ent who is single person r ther th n o r , commission or other gro p. Nonetheless, in c ses where the presi ent eleg tes thority to t ke offici l cts or m ke ecisions to gro p, the S nshine L w will pply.

PRIVACY AND PUBLIC RECORDS LAW

Federal Law: Student Rights or Records Privacy

20 U.S.C. § 1232G; 34 CFR P rt 99

Un er the provisions of the Fe er l F mily E c tion l Rights n Priv cy Act ("FERPA" or B ckley Amen ment) n Flori St t tes, most of the content of st ent recor s in niversity c sto y is hel confi enti l n rele se only to those persons n n er those circ mst nces thorize y l w.

Un er FERPA, the following types of inform tion, esign te y l w s " irectory inform tion," m y e rele se y USF, nless the st ent h s in ic te otherwise: st ent n me, loc l n perm nent resses, telephone listings, te n pl ce of irth, m jor fiel of st y, p rticip tion in offici lly recognize ctivities n sports, weight n height of mem ers of thletic te ms, tes of tten nce, egrees n w r s receive , n the most recent e c tion l gency or instit tion tten e .

At the eginning of e ch semester, st ents m y in ic te whether the " irectory" inform tion ove is to e rele se or not. Whether or not st ent m kes s ch n in ic tion, f c lty sho l never rele se s ch inform tion to ny other person witho t the st ent's knowle ge n permission. St ents not only h ve right to expect priv cy in their e c tion l recor s, t lso m y req est n h ve ccess to inspect n review their e c tion recor s n to ch llenge the cc r cy of those recor s.

Florida Law: Access to Public Records and Exceptions to the Law

Ch pter 119, Flori St t tes

The Flori P lic Recor s L w pplies to ny m teri l m e or receive in connection with offici l gency siness th t is se to perpet te, comm nic te, or form lize knowle ge of some type. The intent of the l w is to ss re th t government l gencies f nction in the open. Therefore, ny exemptions th t h ve een cre te y the co rts or thro gh legisl tion re very n rrowly efine .

Exemptions th t o pply incl e cert in Division of Sponsore Rese rch m teri ls, st ent recor s, n c emic ev l tions of niversity f c lty. Bec se of the c ref l l ncing th t m st e one etween

ccess n priv cy, n etween fe er l n st te l ws, ny q estions reg r ing p lic recor s req ests, whether the req est is m e y nother st te gency, the me i , priv te citizen, st ent, p rent/ rel tive, or ny siness m y e forw r e irectly to the Office of the Gener l Co nsel, which will ssist in etermining the leg lity of the req est, i entifying ny pplic le exemptions, n est lishing the con itions for the recor 's rele se.

"P lic recor s" re efine s ll oc ments, p pers, letters, m ps, ooks, t pes, photogr phs, films, so n recor ings, t processing softw re or other m teri l, reg r less of physic l form or ch r cteristics, or me ns of tr nsmission, m e or receive p rs nt to l w or or in nce or in connection with the tr ns ction of offici l siness y ny gency. This incl es inter-office memor n n intr -office memor n (incl ing electronic m il). Co rts h ve excl e from the efinition of "p lic recor s" ro gh r fts n person l notes th t h ve not een sh re with others since those oc ments re not inten e to comm nic te, perpet te, or form lize inform tion.

Pertinent exemptions to the Flori P lic Recor s L w incl e:

Faculty Academic Evaluations

Ac emic ev l tions th t incl e inform tion o t perform nce re confi enti l (except to the employee) n er Sec. 1012.91, Flori St t tes, This incl es, t is not limite to, nn l ev l tions n m teri ls presente for ten re n promotion ecisions. The only exception is the res lts of the SUS St ent Assessment of Instr ction, which re v il le in the T mp c mp s li r ry, e ns' offices n v rio s other loc tions for st ents n the p lic to review.

Student Records

Un er Section 1002.255, Flori St t tes n 20 U.S.C. s. 1232g, e c tion recor s incl e files, oc ments, n other m teri ls which cont in inform tion irectly rel te to st ent n which re m int ine y n e c tion l gency or instit tion or y person cting for s ch gency or instit tion, s ject to cert in exceptions.

Research Records

M teri ls n oc ment tion th t rel te to metho s of m n f ct re or pro ction, or to potenti l or ct l tr e secrets, receive , gener te , scert ine or iscovere ring the co rse of rese rch con cte within the niversity re confi enti l n exempt from the p lic recor s l w, except th t the ivision of sponsore rese rch sh ll m ke v il le pon req est the title n escription of rese rch project, the n me of the rese rcher, n the mo nt n so rce of f n ing provi e for s ch project.

DISPOSAL OF PUBLIC RECORDS

The ispos l of p lic recor s m st comply with the provisions of the Flori P lic Recor s l w. A ministr tive offices wishing to estroy recor s m st comply with the recor s retention sche le th t t kes into consi er tion the leg l, fisc l, historic l, n ministr tive v l e of the recor . Req ests m st e pprove efore ct l isposition is c rrie o t, even if film or electronic copy will e m int ine . Complete n s mit the Recor s Disposition Req est form.

Chapter 6: Instructional Policies

At ny niversity, instr ction l policies n proce res, iss es of c emic responsi ility for st ents n f c lty, n rel te iss es re vi r nt n r pi ly evolving. Ple se cons lt the ppropri te offici l we sites for ll efinitive inform tion, p rtic l rly the policies n proce res provi e y the Office of the Gener l Co nsel n er the he ing of Reg l tions n Policies.

TEXTBOOK AND INSTRUCTIONAL MATERIALS AFFORDABILITY

Text ook n instr ction l m teri ls reg l tion est lishes proce res for minimizing the cost of req ire or recommen e text ooks n instr ction l m teri ls to st ents n req ires text ook option e lines n s mission of text ook or ers to the University ookstore no l ter th n forty-five (45) ys prior to the first y of cl sses for e ch term. Instr ctors m y lso o t in inform tion on ltern tive text ooks n so rces t the Text ook Affor ility Project (TAP).

FACULTY-AUTHORED TEXTBOOKS

A f c lty mem er who is the thor of text ook, ook, softw re, or coll ter l m teri ls n who req ires the se of th t m teri l in their co rse or co rses, m st inform the provost if more th n $500 in roy lties is receive in one ye r from the req ire se of the text ook in their cl ss. The f c lty mem er m st certify th t the req ire text is the only text th t is niq ely s ite for se in the thor's cl ss. The n m er of st ents expecte to enroll in the cl ss for the ye r sho l e incl e . The ove reporting req irements lso pply when the f c lty mem er ssigning the m teri ls is rel tive of the thor, mem er of te ching te m of which the thor is mem er, or if the thor is in position to req ire the m teri ls in ny niversity co rse or progr m. Ple se se this Req est to Use Text ook form.

SYLLABUS

Every sche le co rse section m st h ve syll s following USF Policy 11-008. The syll s m st e poste electronic lly in the syll s section of the co rse C nv s site t le st seven ys prior to the st rt of the semester. Note th t st te-m n te gener l e c tion co rses req ire posting syll i 45 ys prior to the st rt of the semester. Syll i re lso req ire to rem in poste on the syll s section of C nv s s long s the co rse rem ins in the Le rning M n gement System. In ition, copy of the c rrent syll s for e ch cl ss sho l e kept on file in the ep rtment. A ition l inform tion on syll s req irements n p tes on content s ggestions re v il le from the Center for Innov tive Te ching n Le rning Syll s p ge.

OFFICE HOURS

E ch instr ctor is responsi le for esign ting ho rs ring which he or she will e v il le for office conference with st ents. These ho rs will occ r on reg l rly sche le cl ss ys n sh ll e of eq te n m er n length to ens re st ents of re son le ccess to the instr ctor. For online cl sses, office ho rs m y e hel online. Office ho rs re to e nno nce ring cl ss perio ring the first week of cl sses n sh ll lso e note in e ch syll s n poste in the ep rtment. Dep rtment ch irs m st e notifie of these reg l rly sche le office ho rs. If ch nges re necessit te ec se of sence or ch nge in sche le, they sh ll e nno nce n poste in v nce if possi le n comm nic te to the ch ir. A ition l office ho rs m y e rr nge with st ents t m t lly gree pon times.

AUDITING A COURSE

A it st t s m st e o t ine ring the first five ys of the term y filing Co rse A it Form n te- st mpe permit from the college/ ep rtment in which the co rse is offere , n t rne in to the Office of the Registr r. The st ent m st register for the co rse n e ssesse the s me fees s for cre it, except th t o t-of-st te fees re not ch rge . A itors re not llowe to t ke ex ms, nor sho l they expect ssignments to e gr e . While itors re consi ere "listeners" only, it is t the instr ctor's iscretion whether n to wh t extent n itor m y p rticip te in the cl ss isc ssion n ctivities. St ents enrolle in co rses s itors re i entifie s s ch on cl ss rosters in *C* , .

INDEPENDENT STUDY/DIRECTED READINGS/DIRECTED RESEARCH

In or er to provi e st ents the flexi ility for in epen ent st y o tsi e of the norm l cl ssroom co rse str ct re, e ch ep rtment offers v ri le cre it, incl ing S pervise Te ching, S pervise Rese rch, n Directe In ivi l St y. St ents m y register for these cl sses only with the consent of the instr ctor responsi le for working with the st ent n ssigning the fin l gr e. St ents registering for these co rses m st complete n In epen ent St y Contr ct in cons lt tion with the instr ctor. St ents wishing to t ke co rse y in epen ent st y m st cont ct the instr ctor of the co rse for permission. The reg l r gr ing system pplies to ll in epen ent st y st ents. More inform tion o t in epen ent st y is v il le in the Un ergr te C t log.

GRADING SYSTEM

Gr te n n ergr te gr es will e ssigne q lity points in the Gr e Point Aver ge (GPA) gr ing system. The +/- esign tion, if se , m st e incl e in the syll s provi e t the eginning of the co rse.

ACCOMMODATING STUDENTS WITH DISABILITIES

St ent Accessi ility Services (SAS) exists to ens re th t st ents with is ilities h ve the c emic s pport necess ry to chieve c emic s ccess t USF. Co rse rel te ssist nce n c emic ccommo tions re provi e to eligi le st ents with oc mente is ilities. Services m y incl e voc cy, re er services, interpreters, ltern te ex m ministr tion, note t kers, n ptive eq ipment s ch s FM systems n l rge print comp ter ccess. St ents re enco r ge to cont ct the SAS office s e rly s possi le prior to enrollment to m ke rr ngements for ppropri te services. Doc ment tion of is ility n signific nt c rrent f nction l imp irment res lting from th t is ility is necess ry in or er for ccommo tions to e provi e . If is ility n nee for ccommo tion re eq tely shown n the provision of s ch ccommo tion wo l not f n ment lly lter the c emic progr m, the SAS office will isc ss the provision of these ccommo tions with other ppropri te USF represent tives (e.g., the instr ctor of the co rse for which the st ent req ests ccommo tion) n , if ppropri te, will offer the st ent re son le ccommo tion. A letter escri ing th t ccommo tion will e gener te y SAS n copy elivere to the instr ctor. Import ntly, it is SAS th t thorizes the re son le ccommo tion, n st ents m st present the ppropri te oc ment tion in or er to receive the etermine ccommo tion.

SAS is v il le to isc ss implement tion of ccommo tions with ny f c lty mem er. After meeting with SAS, st ent m y ownlo letter escri ing ny ccommo tion(s) from the SAS we site. St ents re responsi le for elivering ccommo tion letters to the instr ctors. St ents m y eliver the letter t ny

GENERAL CLASS ATTENDANCE POLICY

St ents re expecte to tten cl sses. An c emic progr m or in ivi l instr ctor m y req ire specifie level of tten nce s con ition for s ccessf lly completing co rse. Instr ctors eci e in ivi lly which, if ny, sences will co nt s exc se . Likewise, instr ctors m y ssign portion of fin l co rse gr es se on tten nce n p rticip tion. Instr ctors m st inform st ents of tten nce req irements on syll i.

Documented Jury Duty

The niversity respects the nee for ll citizens to serve on j ry when c lle to ty. If st ent serves s j ror, cl ss sences will e consi ere exc se when the st ent provi es v nce notice to the instr ctor, the instr ctor cknowle ges the req est, n the st ent provi es written verific tion of j ry selection n proof of service.

Documented Medical Attention for Illness

St ents re exc se for sences from oc mente illnesses th t req ire me ic l ttention. Note th t St ent Accessi ility Services (SAS) provi es verific tion of illness for st ents with is ility rel te sences. Some st ents with on-going chronic con itions m y h ve n SAS ccommo tion in ic ting th t f c lty sho l not req est me ic l oc ment tion. Cons lt with SAS s nee e . While st ents sho l not tten cl ss with infectio s con itions, even if me ic l ttention is not so ght, the ecision to exc se sences from n oc mente illnesses is t the iscretion of the in ivi l instr ctor. Consi er tion sho l lso e given to st ents whose epen ent chil ren experience serio s illness. Exten e illnesses m y interfere with the s tisf ctory completion of co rses, n in s ch c ses st ent sho l cont ct their college y the e line to rop co rse. After the rop e line, n ergr te st ents m y s mit petition to the Ac emic Reg l tions Committee (ARC) n gr te st ents m y s mit gr te st ies petition with proper oc ment tion to rop co rse or with r w for me ic l re sons. Un ergr te st ents m y fin ition l inform tion thro gh their college ARC represent tive gr te st ents sho l e referre to their progr m coor in tors.

EARLY NOTIFICATION OF INSTRUCTOR REQUIREMENT FOR UNIVERSITY SPONSORED ACTIVITIES

The niversity recognizes the import nce of p rticip tion in niversity-sponsore ctivities s ch s m sic perform nces, thletic competition, n e te. It lso recognizes th t s ch p rticip tion m y res lt in conflicts with sche le cl ss times. It is the responsi ility of p rticip ting st ents to provi e f ll list of nticip te conflicting ys to instr ctors y the en of the first week of the term, n irectors n visors of University ctivity progr ms h ve n o lig tion to ssist st ents with this t sk. St ents re responsi le for i entifying potenti l sences specific to p rtic l r cl ss; gener l sche le for te m or ensem le oes not s tisfy this req irement. St ents sho l provi e instr ctors with en n ch nges to sche le conflicts (e.g., en - of-se son to rn ments, newly sche le events, or resche le events) s soon s they re v il le. Directors n visors of niversity ctivity progr ms sho l cons lt with p rticip ting st ents prior to registr tion to help them choose co rses th t o not h ve excessive nticip te conflicts.

Instr ctors sho l ccommo te sences cre te when st ents represent the niversity y m king rr ngements with st ents he of time (when possi le) or y provi ing re son le mo nt of time to m ke p misse work. Arr nging to m ke p misse work is the responsi ility of the st ent.

OBSERVANCE OF RELIGIOUS HOLY DAYS BY STUDENTS

All st ents, f c lty, n st ff t USF h ve right to expect th t the University will re son ly ccommo te their religio s o serv nces, pr ctices, n eliefs. The niversity will, t the eginning of e ch c emic term, provi e written notice of the cl ss sche le n form l ex min tion perio s. The instr ctor m st m ke every ttempt to sche le req ire cl sses n ex min tions in view of c stom rily o serve religio s holi ys of those religio s gro ps or comm nities comprising the University's constit ency. No st ent sh ll e compelle to tten cl ss or sit for n ex min tion t y or time prohi ite y their religio s elief.

Instr ctors sho l remin st ents t the eginning of the semester or on the co rse syll s th t they m st provi e notific tion t the eginning of the term if they inten to e sent ec se of religio s o serv nce. St ents sent for religio s re sons will e given re son le opport nities to m ke p ny work misse or sh ll not h ve th t work ver ge into the st ent's gr e t the iscretion of the instr ctor.

PROCEDURES FOR EXCUSED ABSENCES AND MAKE-UP WORK

PENALTIES FOR ACADEMIC DISHONESTY

USF Reg l tion 3.027

Pen lties for c emic ishonesty will epen on the serio sness of the offense n m y incl e giving the st ent n "F" or "Zero" on the s ject p per, l report, etc.; or n "F" or "FF" gr e in the co rse. If the offense is serio s eno gh, it m y w rr nt the st ent's s spension or exp lsion from the University. The University's rop n forgiveness policies m y not e se for co rse in which the st ent h s een cc se of c emic ishonesty. The intern l tr nscript of st ent who is w r e n "F" for c emic ishonesty will re "FF."

N : A F FF

projects, n pr ctic ms) th t f ll within Test Free Week m st e liste on the syll s provi e t the st rt of the co rse. M n tory fin l ex min tions m y not e given ring the Test Free Week perio . Refer to the Office of the Registr r for specific tes n c len rs for e ch c emic term.

FINAL EXAMINATIONS

Per USF POLICY 10-005, the l st six (6) ys of the f ll n spring semesters sh ll e set si e for fin l ex min tions n ny fin l ex min tion of comprehensive n t re m st e given ring this esign te perio . If fin l co rse ex min tion is not given, the l st segment ex min tion in the co rse m st e given in the perio esign te ring fin l ex min tion week. T ke-home fin l ex min tions, p pers, projects, pr ctic ms, n competency ex min tions re exceptions to the ove r le n m y e sche le for completion t ny time ring fin ls week t the iscretion of the instr ctor. The perio of two ho rs sh ll e llotte for e ch fin l ex min tion. If st ent h s irect conflict of sche le ex min tions th t re sche le ccor ing to the fin l ex m sche le, or h s three or more ex min tions sche le on the s me y, the st ent m y petition the ppropri te instr ctor to resche le one of the st ent's ex min tions.

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

The p rpose of the F mily E c tion l Rights & Priv cy Act (FERPA) is to i entify the rights st ents h ve pert ining to their e c tion l recor s. FERPA ffor s st ents the right to review their e c tion l recor s, seek to h ve their recor s men e , n control the isclos re of inform tion from their recor s. University of So th Flori 's FERPA p ge provi es et ile t tori l.

POSTING GRADES

A st ent's c emic progress n chievement re privilege inform tion n p lic issemin tion is prohi ite y fe er l n st te l w s well s niversity policy. Posting gr es sing n i entifier (e.g., n me, initi ls, soci l sec rity n m er, escriptive terms, etc.) th t c n link the gr e to n in ivi l st ent is prohi ite . Gr es sho l e s fely comm nic te to st ents sing the *C* , gr e ook.

FINAL GRADE SUBMISSION

En -of-term gr es re s mitte sing the eGr es tool within *C* , .

INCOMPLETE GRADES

from st ent fter n "I" gr e h s ch nge to n "IF" or "IU" gr e, n ssign the st ent fin l gr e in the co rse, nless the st ent h s gr te . Whether or not the st ent is in resi ence, ny ch nge to "IF" gr es will e c lc l te in the c m l tive GPA n , if pplic le, the st ent will e pl ce on ppropri te pro tion or c emic lly ismisse .

LAST DAY OF ATTENDANCE

To comply with fe er l reg l tions reg r ing st ent tten nce, instr ctors re req ire to enter st ents' the l st te of tten nce for ll st ents receiving n F, I, or U gr e. The l st te of tten nce is efine s the l st te oc mente c emic rel te ctivity w s complete y the st ent for the co rse. In the event of fe er l it, yo m y e ske to provi e oc ment tion (e.g. gr e ook entry, ex ms tes, s mission of p pers, etc.) to s pport the l st te of tten nce reporte .

CHANGING GRADES

A gr e incorrectly reporte on st ent's perm nent recor m y e correcte y the f c lty mem er vi the eGr es system within *C* , with the pprov l of the ep rtment ch ir or other college esignee. An "FF" gr e m y not e ch nge y the st ent thro gh the gr e forgiveness policy t m y e ch nge y ecision res lting from n c emic griev nce. No gr e m y e ch nge once the st ent h s gr te n the perm nent tr nscript h s een poste . If st ent files gr e ppe l (see Ac emic/Gr e Appe ls, elow) n it is etermine t ny step in the griev nce process th t the gr e given w s "c pricio s n r itr ry," the ep rtment ch ir, e n, or provost h s the thority to file n ministr tive gr e ch nge. "C pricio s n r itr ry" me ns the ssigne gr e w s imp cte y one or more of the following:

- se on something other th n perform nce in the co rse;
- se on more ex cting or em n ing st n r s th n were pplie to other st ents in th t co rse;
- the res lt of s st nti l ep rt re from the instr ctor's previo sly nno nce st n r s;
- se pon n illeg l or nconstit tion l ct.

GRADE FORGIVENESS POLICY

USF's forgiveness policy permits n n ergr te to repe t co rse n h ve the repe te gr "C pricio se nihing ot her, DC 0 perf

ACADEMIC REGULATIONS COMMITTEE

Cert in c emic reg l tions for the niversity re m n ge y the Ac emic Reg l tions Committee (ARC) within e ch college. E ch college's Ac emic Reg l tions Committee reg l rly reviews petitions s mitte y n ergr te st ents.

Un ergr te st ents m st petition n sec re pprov l from their college's Ac emic Reg l tions Committee to ret rn to the niversity fter h ving een c emic lly ismisse or to receive speci l consi er tion reg r ing n c emic reg l tion, incl ing l te or retro ctive rop of co rse, l te registr tion or l te of co rse, eletion of co rse, n with r w l from term.

TITLE IX MANDATORY REPORTING

All f c lty (incl ing j nct instr ctors n gr te te ching ssist nts) re consi ere "responsi le employees" n re req ire to promptly report lleg tions or inst nces of sex l h r ssment (incl ing sex l violence) y or g inst ny USF employee(s), st ent(s), or gro p(s). Responsi le employees re req ire to tten Title IX tr ining, which c n e ccesse vi MyUSF. (For more et ile inform tion o t Title IX, see Ch pter 4.)

PERSONAL RELATIONSHIPS WITH STUDENTS

It is viol tion of USF Policy 1-022 for f c lty mem ers, c emic ministr tors, or employees to eng ge in n moro s, ting or sex l rel tionship with st ents or employees whom they instr ct, ev l te, s pervise, or vise, or over whom they re in position to exercise thority in ny w y. Accor ingly, consens l rel tionships of this n t re th t m y exist prior to est lishing irect thority rel tionship req ire isclos re, m n gement of potenti l conflicts of interest, n the protection of profession l n e c tion l environments.

FACULTY EVALUATION

USF is req ire to reg l rly ev l te the effectiveness of e ch f c lty mem er, j nct instr ctor, n te ching ssist nt in ccor with p lishe criteri , reg r less of contr ct l or ten re st t s. St ent ev l tions of te ching re resse in the Collective B rg ining Agreement.

LINKS TO POLICIES

The f ll text of policies reference in this ch pter n others re v il le t sever l we sites:

- Un ergr te St ies: www. sf.e / n ergr /policies
- Office of the Provost: www. sf.e /provost/f c lty/forms-policies-h n ook. spx
- Office of Gener l Co nsel (USF Reg l tions n University Policies): www. sf.e /gener l-co nsel/reg l tions-policies/in ex. spx

In ivi l colleges often h ve their own r les, policies, n govern nce oc ments, so re ers re enco r ge to review their college we sites for iss es not resse thro gh the policies linke ove.

Inform tion Technology helps USF st ents, st ff, n f c lty thro gh the IT Help Desk, which c n e ccesse the following w ys:

- Phone: 813-974-1222 or 866-974-1222 (toll-free in Flori)
- Em il: help@ sf.e
- Live Online S pport: itch t. sf.e

Special Needs

In ccor nce with Title II of the Americ ns with Dis ilities Act, the following speci l telecomm nic tions ssist nce is v il le for sensory-imp ire persons: xili ry i s s ch s mplifie n he ring comp ti le h n sets, speci l ccess telephone lines to ccommo te Telecomm nic tions Teletype (TDD/TTY) evices, n re-positioning telephones to provi e etter ccess to f cilities y physic lly imp ire in ivi ls.

NetID

The NetID is yo r ser ID t the niversity. St ents, f c lty, n st ff re tom tic lly eligi le to o t in NetID. With its ssoci te p sswor , the NetID llows yo v riety of online services offere t the entire niversity system, s ch s:

- MyUSF Port l
- Comp ter Store
  C , Online Co rsew re
- USF Li r ry Online Services
- Clo Stor ge Services
- O tlook Em il n C len r for F c lty, St ff, n St ents
- OASIS St ent Inform tion System
- Softw re Downlo s

Sever l of these services lso req ire M lti-F ctor A thentic tion (MFA) to fin lize yo 're thentic tion n sec re yo r cre enti ls. After login, yo will e prompte (y text or sm rtphone notific tion) to confirm th t yo re the person trying to login to yo r cco nt. For more inform tion reg r ing the USF NetID, visit the NetID cco nt p ge.

IMPORTANT SERVICES

MyUSF

MyUSF is the port l th t llows st ents, f c lty, n st ff to ccess C , , GEMS, FAST, n OASIS ll in one click. The port l lso provi es virt l worksp ces for ep rtments n in ivi l workgro ps to sh re n coll or te on v rio s projects. St ents n f c lty c n ccess C , vi the port l which is collection of online services n incl es tom tic electronic co rse sp ce for every section of cl ss, c stomize istri tion of license softw re, s well s re l-time inform tion reg r ing v il le se ts in o r Open Use Comp ter L s. Em il c n lso e ccesse from MyUSF. Yo will nee yo r NetID to login.

Email

St ents, f c lty n st ff employees re tom tic lly provisione m il ox in USF's Office 365 environment which c n e ccesse from the MyUSF port l. F c lty c n se the m ny mess ging fe t res of *C* , to sen n mo er te comm nic tions to their entire co rse in single ction.

Microsoft Teams

USF is sing *M* , to provi e synchrono s virt l le rning experiences for f c lty to se. *M* , is not repl cing *C* , t inste llows st ents to connect with professors ring cl ss time or in sm ller gro ps in virt l remote session. Here re some helpf l tr ining we sites rel te to *M* , th t incl e, t re not limite to, the following topics:

M , Essenti ls

- Meetings & Comm nic tions
- Bre ko t Rooms & Coll or tion
- Recor ings & C ptioning

Canvas

IT ministers n s pports n integr te c emic toolkit for hosting we - se co rses c lle *C* . This co rse- elivery tool s ite incl es e sy fe t res for plo ing of co rse m teri ls n ssignments, ch t rooms, thre e isc ssions, q iz/s rvey esign, n gr ing. Accesse vi the MyUSF port l, *C* , is Le rning M n gement System (LMS). It's set of tools to help yo eliver yo r entire co rse online or to gment yo r tr ition l f ce-to-f ce cl sses. O ss BD7 (elinTm esgm)l 29T12 0 0 T336 h-/P L ng (e DC BT/T1 1 Tf12 0

will not e provi e or p i for y the niversity if the telecomm ting sit tion is occ sion l or inci ent l or is

Data Communications

IT m int ins the niversity high-spee network with Internet n Internet2 connections. F c lty sho l cont ct the IT help esk to o t in connections to the c mp s network. Desktop connections of 1G ps re re ily v il le in most loc tions. Higher spee connections for speci l pplic tions c n lso e rr nge on c se y c se sis.

USF COMPUTER STORE AND SOFTWARE LICENSING

The USF Comp ter Store provi es person l n instit tion l comp ter s les n service for the USF comm nity. Visit the store in person on the first floor of the M rsh ll St ent Center. Fee- se profession l comp ter rep ir services re v il le on the first floor of the li r ry. IT lso provi es sever l softw re licenses for the enefit of the USF comm nity. Free softw re is v il le to e loc lly ownlo e y visiting the IT we site, while sever l softw re licenses re lso v il le t re ce price thro gh the USF Comp ter Store. Softw re v il le incl es ro rr y of pop l r wor processing, spre sheet, t se, gr phics, st tistics, s well s vir s protection.

RESEARCH COMPUTING AND THE ADVANCED VISUALIZATION CENTER

Rese rch Comp ting provi es v nce comp t tion l n technology reso rces in s pport of rese rch n instr ction to the niversity comm nity. In s pport of the nee s for high en comp t tions, Rese rch Comp ting oper tes n m int ins cl ster comp ter system with 7000 processors, sever l l rge memory SMP servers, GPU se systems, n 2.1 Pet ytes of p r llel stor ge. The st ff of Rese rch Comp ting provi es scientific softw re inst ll tion n m int ins portfolio of over 140 softw re titles. The st ff incl es comp t tion l scientist for cons lting, gr nt prep r tion, n comp t tion l s pport for rese rchers. There is lso 300-processor st ent cl ster th t is v il le for st ent projects, rese rch, n for se in cl sses. Rese rch Comp ting provi es online instr ction n c n host sm ll gro p instr ction l sessions on v nce comp t tion topics.

The A v nce Vis liz tion Center (AVC) st ff ssists st ents n f c lty with the se of v nce technologies n the cre tion of vis liz tions for e c tion n rese rch. The AVC s pports the v ncement of technology in e c tion with tr ining on v nce softw re pplic tions n t vis liz tion techniq es, n offers

Appropriate Use of Information Technology Resources

The comp ting n network f cilities in the v rio s colleges re vit l component of the c emic environment n re provi e y IT. E ch person sing these comp ters m st e consi er te of other sers. The p rpose of these f cilities is the s pport of te ching n rese rch y its thorize sers. Any st ent, f c lty, or st ff wishing to est lish connection to the USF network m st re n sign the Accept le Use Policy.

Activities th t m ge or impe e the work of other sers re of concern. S ch ctivities re isco rteo s n illeg l. The St te of Flori h s l ws which hol th t n thorize se (incl ing ccessing nother ser's cco nt) le ing to offenses g inst intellect l property n /or comp ter sers, is felony. Besi es crimin l pen lties th t c n incl e imprisonment of p to fifteen ye rs n fines, the college n /or niversity m y impose ministr tive pen lties n s nctions g inst those fo n to h ve viol te the l w.

WEB PAGES

Internet Guidelines

Use of offici l USF we p ges n se of sp ce on the niversity's Internet server y st ents, f c lty, n st ff re privileges gr nte y the niversity, n c n e revoke y the niversity t ny time. Comp ter n telecomm nic tions reso rces h ve een lloc te for we ctivities th t s pport e c tion, rese rch, ministr tive processes, niversity sponsore service, n other legitim te p rposes involving USF. The niversity's we reso rces sh ll not e se y ny p rty for ctivities inconsistent with these p rposes, s ch s, t not limite to, the ispl y of pornogr phy, or ctivities involving the viol tion of nother p rty's copyright or tr em rk. S ch improper se viol tes fe er l l w, st te l w, USF policies. For q estions ple se cont ct University Comm nic tions & M rketing t 813-974-4014.

Use of USF Trademarks on the Web

The new USF logos re registere fe er l tr em rks n re the excl sive property of the University of So th Flori , n s s ch, they represent the thority n cking of the niversity. The logo is se y mem ers of the niversity comm nity to inform o r v rio s p lics of the niversity's role in the sponsorship of its services n pro cts. Org niz tions th t wo l like to emonstr te n ffili tion or p rtnership with USF m y req est permission to se the logo y cont cting University Comm nic tions & M rketing t 813-974-4014.

- Institutional collaborative research project development, including research institute/center proposal review and approval.
- National research funding trends identification and focused development of initiatives.
- Developing and reporting for research and innovation related surveys, benchmarking, and preeminence measures.
- University-industry partnerships.
- Economic development initiatives, including giance and infrastructure assistance for start-up companies and incubator programs.
- Research park development and management.
- Administration of USFRI departments/units.

DEPARTMENTS IN USF RESEARCH & INNOVATION

Sponsored Research

Sponsored Research (SR) provides end-to-end research administration in support of sponsored projects at USF. SR assists researchers with funding searches and proposal development, provides fiscal services in support of USF sponsored research awards and activities, and protects the USF research program while maintaining strategic alignce of service and compliance. SR submits proposals to sponsors on behalf of researchers, negotiates and accepts the award on behalf of the USF, negotiates and prepares related contracts with external agencies, sets up and manages budget transactions, invoices and provides required financial reports to sponsors, manages expenditure transfers and effort reporting, facilitates issuance of terminations, and completes final reconciliation and closeout of sponsored awards. Throughout the lifecycle of sponsored awards, 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 pursue emerging interdisciplinary and transdisciplinary research initiatives, as well as collaborative and international research partnerships. Faculty are urged to consult with their sponsored research administrator (SRA) and grants financial administrator (GFA) in SR for assistance with grants and contracts, and associated research administration or compliance matters. Contacts are available on the Sponsored Research website.

Academy of Certified Research Administrators

USFRI, now part of the Office of the Provost, has engineered unique centralized support for research administration assistance and training. The Academy of Certified Research Administrators was developed to enhance the professional competencies of those who contribute to the research enterprise. The academy offers certification programs for university research administrators, in addition to host of electronic tools and resources, which include the Toolbox, series of quick links to guides and instructions, tools and forms, online training and more, and the FacultyOne-Stop for quick reference at each phase of the research administration life cycle.

the Interior. Bo ting S fety req ires prior tr ining n pprov l for in ivi ls seeking to con ct rese rch sing sm ll vessels s pl tform.

Export Controls

USF POLICY 0-316

The Office of Export Controls t USF helps f c lty, rese rchers, n st ff n vig te the complex environment of export reg l tions. USF is committe to the highest level of compli nce with U.S. export control reg l tions.

Comparative Medicine

Comp r tive Me icine serves s n voc te for nim ls involve in rese rch within USF. Comp r tive Me icine provi es f lly ccre ite , centr lize service of p thogen-free nim l proc rement, h s n ry, he lth s rveill nce, n q lity control n is the T mp B y region l reso rce for l or tory nim l-rel te veterin ry services.

Technology Transfer Of□ce

The USF Technology Tr nsfer Office (TTO) te m mentors n s pports f c lty p rs ing commerci l pplic tions of their rese rch for the p lic goo . Its mission is to se mlessly t rn gro n - re king rese rch into re l-worl sol tions. By p tenting n licensing Intellect l property (IP), the TTO gener tes reven e th t is se to rew r inventors for their cre tivity n s pport f t re rese rch, cre tive n e c tion l progr ms t USF. For inform tion o t TTO services, incl ing invention n copyright isclos re forms, see TTO Forms. For IP policy inform tion, see elow n USF POLICY 0-300 Inventions & Works.

Protecting Con□dential Information and Transferred Materials

Before eng ging in confi enti l isc ssions or tr nsferring m teri ls (s mples) to in stry or coll or tors, the TTO enco r ges f c lty to cont ct them. The TTO c n p t confi enti lity greements (CDAs) or m teri l tr nsfer greements (MTAs) in pl ce to protect f c lty intellect l property. The TTO will review, process, n o t in ll necess ry sign t res for these greements. It is lso import nt for

p lic. USFRF provi es ro n flexi le fin nci l mech nisms in s pport of rese rch oper tions, contr cts n gr nts, n the commerci liz tion of USF inventions. USFRF owns n oper tes the USF Rese rch P rk loc te j cent to the T mp c mp s.

USF Research Park

Loc te t the g tew y on the T mp c mp s, the USF Rese rch P rk is esigne to ring together rese rchers, p tent officers, entreprene rs, fin nci l investors n corpor tions to m ximize the s ccess of technology commerci liz tion n the T mp B y region's growing innov tion n knowle ge economy. With its existing properties consistently t f ll c p city in recent ye rs, three-story, 120,000 sq re foot rese rch l or tory n office il ing opene in the spring of 2022.

Tampa Bay Technology Incubator

The T mp B y Technology Inc tor is the siness inc tor progr m th t s pports technology rese rch s c t lyst for economic evelopment. It provi es st rt p progr mming, s ject m tter visors, profession l networking opport nities, n worl -cl ss menities for high technology vent res in s ch re s s ther pe tics, iotech, ioph rm , me ic l evice, engineering, n cy ertech.

Florida High Tech Corridor Council Matching Grants Research Program

The M tching Gr nt Rese rch Progr m t USF c n provi e p to $150,000 in m tching gr nt f n s for coll or tive rese rch projects etween loc l in stry p rtners n USF rese rchers, incl ing Sm ll B siness Innov tion Rese rch (SBIR) n Sm ll B siness Technology Tr nsfer (STTR) f n e projects. Corri or f n ing is se to exp n the project's scope of work n s pport st ent involvement in c tting-e ge rese rch en e vors.

Research Council

The USF Rese rch Co ncil (RC) is st n ing co ncil of the USF F c lty Sen te n reports to the F c lty Sen te n the vice presi ent for rese rch & innov tion.

The Rese rch Co ncil is responsi le for vising the presi ent, vice presi ent for rese rch & innov tion, n other ministr tion offici ls cross USF on m tters pert ining to policies n proce res inten e to promote growth, excellence, n integrity in rese rch n cre tive ctivity thro gho t the niversity comm nity.

Internal Awards Program

The mission of the Intern l Aw r s Progr m (IAP) is to foster excellence in rese rch n schol rship y USF f c lty n s pport ctivities ime t sec ring extr m r l f n ing. In the lloc tion of f n s cross progr m c tegories, the highest priority is given to initi tives ime t f n ing ctivities likely to en le lever ging for ition l extr m r l f n ing n initi tives ime t schol rly ctivities for which v il ility of extr m r l f n ing is extremely limite .

f lsific tion of t , pl gi rism, or other pr ctices th t serio sly evi te from commonly ccepte pr ctices in proposing, c rrying o t, or reporting rese rch. Rese rch miscon ct oes not incl e honest error or honest ifferences in interpret tions or j gments of t . Any person who h s re son to elieve th t n in ivi l h s eng ge in n ct of rese rch miscon ct within USF sho l report th t ct vi em il to Rese rchMiscon ct@ sf.e . The Rese rch Integrity Officer (RIO) will con ct prelimin ry n inform l inq iry into the lleg tion. A f ll escription of the rese rch miscon ct process is o tline in USF Policy 0-301 Miscon ct in Rese rch.

INDIVIDUAL AND INSTITUTIONAL CONFLICTS OF INTEREST IN USF RESEARCH PROJECTS

USF POLICY 0-309 (In ivi l conflicts of interest in rese rch) USF POLICY 0-317 (Instit tion l conflicts of interest in rese rch)

Any USF investig tor who is responsi le for the esign, con ct, or reporting of sponsore rese rch project th t is con cte n er the spices of USF m st isclose fin nci l or other interests th t re or m y e perceive to e rel te to the project (incl ing interests of spo ses n epen ent chil ren). If USF etermines th t s ch interests m y ffect the esign, con ct, or reporting of the project, steps will e t ken to m n ge or elimin te the conflict. S ch isclos re of fin nci l interests m st e m e in the Applic tions for Rese rch Compli nce (ARC)

COPYRIGHT POLICY

Copyright is form of protection provi e y the l ws of the Unite St tes (Title 17, U.S.C.) to the thors of "origin l works of thorship," incl ing liter ry, r m tic, m sic l, rtistic, n cert in other intellect l works. This protection is v il le for oth p lishe n np lishe works.

F c lty mem ers who h ve ple ge to sponsoring gency th t cert in percent ge of their effort wo l e evote to specific contr ct or gr nt m st ss re th t secon ry employment oes not re ce th t req ire effort. The sponsoring gency m st llow the p yment of ition l compens tion.

All ition l compens tion req ests on contr ct n gr nt cco nts m st h ve the prior pprov l of the vice presi ent for rese rch & innov tion vi the tt chment to the "Propos l Review n Certific tion" form.

All ition l compens tion p i to ny USF employee ring the c emic fisc l ye r comes n er 20% limit r le. This incl es p yments m e thro gh Contr ct n Gr nt l compens te employment, College Worklo A j stment, Exten e St ies Overlo , n Contr ct n Gr nt Overlo .

USF GUIDANCE ON DISCLOSING FOREIGN RELATIONSHIPS

As glo lly eng ge instit tion, USF is min f l of the fe er l government's heightene concerns reg r ing the infl ence of foreign governments n entities on fe er lly f n e rese rch. As s ch, isclos res of O tsi e Activity, Other S pport n Signific nt Fin nci l Interests m st e m e completely n timely. F ll tr nsp rency is expecte y fe er l gencies n USF.

USF Rese rch & Innov tion's Foreign Infl ence we site provi es et ils on comm nic tions from fe er l entities, progr ms n policies in pl ce t USF to protect yo n yo r rese rch, FAQs n ex mples of pro lem tic sit tions n contr cts provi e y the U.S. Sen te.

Chapter 9: Faculty Employment and elated Issues

As is the c se for other sections of the F c lty H n ook, this ch pter is esigne only s n overview of v rio s spects concerning f c lty employment t USF, n the escriptions th t follow re not inten e to constit te contr ct l terms n /or con itions of employment. For specific et ils n for ch nges th t m y h ve occ rre , ple se cons lt the c rrent USF-UFF Collective B rg ining Agreement (CBA) (in- nit f c lty) n /or USF policies n reg l tions (o t-of- nit f c lty; see Ch pter 4).

ACADEMIC FREEDOM AND RESPONSIBILITY

USF is committe to the f n ment l principles of c emic free om n elieves th t only within n environment of free inq iry, free expression, intellect l honesty, n respect of h m n ignity c n the University f lfill its mission. Ac emic free om pplies to te ching, rese rch/cre tive ctivity, n p lic service n is right of oth f c lty n st ents. F c lty mem ers h ve the free om to present n isc ss their own c emic

- Be w re of, n here to, fe er l reg l tions concerning st ents' priv cy reg r ing their co rsework (F mily E c tion l Rights n Priv cy Act [FERPA]) n me ic l inform tion (He lth Ins r nce Port ility n Acco nt ility Act [HIPPA]).
- Cooper te with St ent Accessi ility Services in provi ing pprove ccommo tions to st ents with oc mente is ilities.
- Or er text ooks y st te-m n te tes for e ch semester (c rrently, 45 ys in v nce of the first y of cl ss).
- Be w re th t s p lic employee, yo r comm nic tions, with limite exceptions, re s ject to p lic isclos re, n yo c n e req ire to pro ce them. This req irement stems from Flori 's P lic Recor s l ws, lso known s the st te's "S nshine L ws".
- S mit tr vel thoriz tion n reim rsement forms in timely f shion, especi lly ny involving intern tion l tr vel.
- Complete n s mit F c lty Activity Reports (FAR) in timely f shion.
- Complete n s mit m teri ls for yo r nn l reviews y the req este e lines.
- In compli nce with st te l w, seek pprov l of o tsi e ctivities thro gh the eDisclose system in v nce of the ctivity.
- S mit ll st ent gr es y the est lishe e lines.
- Report sick/ nn l le ve ppropri tely n in timely f shion.
- Be f mili r with n here to fe er l copyright st t tes.
- Do not present yo rself s represent tive of USF in m tters not rel te to perform nce of yo r jo ties.
- When ppropri tely representing yo rself s n employee of USF, coor in te comm nic tions with n electe loc l, st te, or fe er l offici l with the Office of Government Rel tions (see USF POLICY 0-011). This incl es writing to electe offici ls sing USF letterhe .
- If p rticip ting s f c lty mem er in ctivities involving minors (e.g., s mmer c mps), e s re yo h ve o t ine the proper level of ckgro n cle r nce.
- Pr ctice informe "cy er hygiene" in the se of niversity technology, especi lly the USF comp ting system (see www. sf.e /it/ oc ment tion/ t -sec rity. spx)

FACULTY HONORS AND AWARDS

Det ile inform tion on p rpose, nomin tion/ pplic tion, n eligi ility for select f c lty w r s n honors c n e fo n here: www. sf.e /provost/f c lty-s ccess/profession l- evelopment/f c lty- w r s. spx.

COLLECTIVE BARGAINING

The Unite F c lty of Flori (UFF), thro gh its USF Ch pter, is the excl sive represent tive of ll employees in the rg ining nit for p rposes of collective rg ining. Appen ix A of the Collective B rg ining Agreement

ministr tive responsi ilities. (For et ile isc ssion, see Un erst n ing L or Rel tions t USF.) Mem ership in the Unite F c lty of Flori is vol nt ry, n iscrimin tion se on mem ership or non-mem ership is not permitte .

The Collective B rg ining Agreement (CBA) is leg l contr ct, n only st te n fe er l l ws n reg l tions s perse e the provisions of the greement. Bec se the CBA covers ll f c lty employees in the rg ining nit, whether es-p ying mem er or not, f c lty mem ers sho l e f mili r with the greement. The greement

sho l not expect to e p i for the work one ring this non-compens te time or reim rse for th t time t l ter te.

Extra University Compensation Appointments

Extr niversity compens tion is efine s niversity compens tion for ny ties in excess of f ll ppointment (1.0 FTE). Av il le extr niversity compens tion ppointments within the niversity sh ll e offere eq it ly n s ppropri te to q lifie employees in s fficient time to llow vol nt ry ccept nce or rejection. Extr compens tion m st e p i in ccor nce with pplic le l ws, r les, n proce res n /or s o tline in the CBA.

TENURE (ARTICLE 15)

Ten re is st t s gr nte y the Bo r of Tr stees pon recommen tion of the presi ent. Ten re represents g r ntee of nn l re ppointment ntil the f c lty mem er vol nt rily resigns or retires, is termin te for j st c se, is iscontin e ec se of l yoff, is eeme to h ve n one their position, or ies.

Criteria

Ev l tion for ten re involves three components: te ching (incl ing vising or comp r le ctivity ppropri te to the nit); rese rch/cre tive work; n service to the University, profession n the comm nity.

Ten re is w r e only s res lt of c ref l ssessment over perio of time s fficient to j ge the f c lty mem er's oc mente ccomplishments, ility, n pro le f t re pro ctivity. A j gment m st e m e th t the f c lty mem er's recor represents p ttern in ic tive of contin e ccomplishment n pro ctivity.

The niversity's ten re n promotion process c rrently oper tes n er set of g i elines n proce res th t went into effect J ly 1, 2020.

Eligibility

Ten re is norm lly consi ere in the sixth ye r of ten re-e rning service. However, the c rrent g i elines n CBA llow colleges to est lish perio s of pro tion th t re longer (t not to excee eight ye rs), so f c lty mem ers sho l cons lt the ten re n promotion g i elines of their specific college. Also, f c lty mem ers m y e consi ere for ten re e rlier th n the req ire pro tion ry perio , t req ire the pprov l of their ch ir/ irector n e n's office to o so. If ten re is not gr nte y the en of the college's specifie pro tion ry perio , f c lty mem er m y not contin e in th t position n m st e given notice of non-re ppointment. Norm lly ten re is gr nte to ssist nt professors sim lt neo s with promotion to ssoci te professor.

P rt-time ten re-e rning service of f c lty mem er employe t le st one f ll semester in ny 12-month perio sh ll e cc m l te on pro-r t sis (e.g., two ye rs of h lf time service is consi ere one ye r of service for p rposes of ten re eligi ility). The semesters ring which f c lty mem er is on p i or np i le ve re not cre ite tow r ten re nless y m t l greement etween the f c lty mem er n the e n.

Un er exception l circ mst nces, f c lty m y e recommen e for ten re t the time of their initi l ppointment, in epen ent of their previo s ten re-e rning or ten re st t s. S ch recommen tions req ire the conc rrence of the ep rtment, the ch ir/ irector, the e n, the provost, the presi ent, n the Bo r of Tr stees.

Progress Toward Tenure Review/Statement

It is the responsi ility of the ep rtment peer committee n ep rtment/school ch ir/ irector or other ppropri te ministr tor to incl e progress tow r ten re review/st tement s p rt of the nn l ev l tion for ll f c lty in the pro tion ry perio for ten re.

Mid-Tenure Review

For those f c lty ppointe with the f ll pro tion ry term more extensive pre-ten re review will e con cte ring the thir or fo rth ye r, epen ing on college's specific tion. If n in ivi l is cre ite with ten re-e rning service t the time of initi l ppointment, the review will e con cte t the pproxim te mi -point of the pro tion ry perio . The mi -point review will e con cte y the ep rtment's ten re n promotion committee, the ep rtment ch ir/ irector or other ppropri te ministr tor, the college or college/c mp s ten re n promotion committee, n the college/c mp s e n. Upon the req est of the f c lty mem er, the review of progress tow r ten re will incl e the provost.

The mi -point review is inten e to e inform tive, n to e enco r ging to f c lty who re m king soli progress tow r ten re, instr ction l to f c lty who m y nee to improve in selecte re s of perform nce, n c tion ry to f c lty where progress is signific ntly l cking.

Transfer of Tenure-Earning Credit

F c lty with ten re-e rning cre it t nother institution m y pply to h ve their ten re e rning cre it tr nsferre t the time of the initi l ppointment to their college. Cre it for ten re-e rning time t nother institution m st e recommen e y the ep rtment f c lty, ep rtment/school ch ir/ irector, e n, n pprove y the provost or senior vice presi ent for USF He lth.

If f c lty mem er is tr nsferre from one c emic nit to nother within the University, the in ivi l's ten re-e rning or ten re st t s lso tr nsfers. If f c lty mem er is lre y ten re , tr nsfer will req ire m jority vote of the ten re mem ers of the c emic ep rtment s etermine y th t nit's govern nce oc ment.

Process

E ch eligi le f c lty mem er will receive from their college copy of the ten re n promotion p cket, which incl es instr ctions, et ils o t req ire oc ment tion n peer reviews, n ll forms to e fille o t, e lines, etc. Ten re n promotion nomin tions gener lly re consi ere sim lt neo sly n m st e s mitte sing the ppropri te University form t for review t the ep rtment l, college n /or re level, n to the provost. The ecision to gr nt ten re is not fin l ntil pprove y the Bo r of Tr stees. The ecision to eny ten re is m e only fter review n etermin tion y the provost.

Tenure Denials

Ten re-e rning f c lty who re not gr nte ten re y the en of their pro tion ry perio sh ll e given notice of non-re ppointment of contr ct, en ing their employment one ye r from the te of notice. If ten re is not gr nte , the f c lty mem er sh ll e notifie in writing y the provost of the fin l ction t ken. If f c lty mem er who h s een enie ten re elieves their rights p rs nt to the Collective B rg ining Agreement h ve een viol te or th t the University h s f ile to comply with the niversity's criteri for ten re, perm nent st t s or promotion or proce res, griev nce m y e file sing the ppropri te collective rg ining or niversity reg l tion proce res.

PROMOTION (ARTICLE 14)

Applic tion for promotion from ssist nt professor to ssoci te professor norm lly occ rs sim lt neo s with c n i cy for ten re. Promotion to f ll professor c rries no time req irements.

Criteria

Bec se the j gment of re iness for promotion is se pon c ref l ev l tion of the c n i te's contri tions in te ching, rese rch/cre tivity, n service, the s me proce res n the s me oc ment tion se to ssess ten re re se to etermine promotion. St n r s for promotion re specifie in the G i elines for Ten re n Promotion.

Progress Toward Promotion

After completing one ye r of employment, f c lty eligi le for consi er tion for promotion sh ll receive, if nn lly req este , n ppr is l reg r ing their progress tow r promotion. The ppr is l sh ll e incl e s sep r te component of the nn l ev l tion n is inten e to provi e ssist nce n co nseling to c n i tes to help them to q lify themselves for promotion. The employee m y req est, in writing, meeting with n ministr tor t the next higher level to isc ss concerns reg r ing the promotion ppr is l which were not resolve in previo s isc ssions with the ev l tor. The ppr is ls re not in ing pon the University.

Noti□cation

Promotion is gr nte y the provost or senior vice presi ent for USF He lth n presi ent, n is effective with ppointment in the next c emic ye r. F c lty who re enie promotion sh ll e notifie in writing y the provost or senior vice presi ent for USF He lth of the fin l ction t ken, st tement of the re sons for the eni l, n st tement reg r ing the ppe l process. S ch notice sh ll e m e in writing within 10 ys or s soon s possi le there fter, of the ecision to eny.

Denial of Promotion

The elnI814iop res for grieving eni l of ten re pply to eni l of promotion .

FACULTY ASSIGNMENTS (ARTICLE 9)

Twelve Hour Law

By Flori st te st t te (FS 1012.945), f ll-tinI8f c lty m st h ve minim m ssignment of 12 cont ct ho rs of instr ction in front of cl ss or the eq iv lent in other ssigne ties n responsi ilities. The "or

the eq iv lent in other ssigne ties" m y incl e effort ssigne to other responsi ilities s ch s rese rch, visement, service, govern nce, etc. Th s, not ll f c lty mem ers m st te ch 12 cl ssroom cont ct ho rs.

Written Annual Assignments

Accor ing to the Collective B rg ining Agreement, f c lty mem ers m st e informe in writing of wh t is gener lly expecte of them in terms of the te ching, rese rch, service, or other ssigne ties for the ye r. When pr ctic l, the nn l ssignment sho l e comm nic te to employees no l ter th n six weeks in v nce of its st rting te. The f c lty mem er m st e given the opport nity, pon written req est, to isc ss the ssignment n ny ch nges in the ssignment with the in ivi l responsi le for m king the nn l ssignment of ties prior to the fin l written ssignment. If the initi l conference oes not resolve the f c lty mem er's concerns, n opport nity sh ll e m e to isc ss those concerns with n ministr tor t the next higher level.

Considerations in Assignment

The ssignment m st provi e f c lty mem ers who re e rning eligi ility for ten re n /or promotion with eq it le opport nities, in rel tion to others in the ep rtment, to meet the rese rch n service req irements for s ch st t s.

Assignment of Faculty Duties

Assignments re elivere to the f c lty in writing thro gh Archiv m.

The ch ir/ irector of the c emic nit e rs the prim ry responsi ility to m ke ssignments. F c lty ssignments for the new c emic ye r nee to e m e t le st six weeks prior to the eginning of the c emic ye r n there m st e process in pl ce to llow cons lt tion n isc ssion etween the ch ir n the f c lty mem er. This process is norm lly c rrie o t in the spring semester prior to the new c emic ye r. The FIS h s ilt in rriw on BDC9]TJ4tve ttrrpter noi cl tion(n cons lt)10.1 (tionocc rts)]TJ/Sp n2Act lTextEEFF00

Sources of Faculty Evaluation Information

While it is the responsi ility of the employee to provi e, in timely m nner, the inform tion for ev l tion, the person(s) responsi le for ev l ting the employee m y consi er, where ppropri te, inform tion from the following so rces: schol rly ctivities provi e y the employee, imme i te so rces: schol rly ctivities provi e y the employee, imme i te s pervisor, peers, st ents, employee/self, other niversity offici ls who h ve responsi ility for s pervision of the employee, n in ivi ls to whom the employee m y e responsi le in the co rse of service ssignment, incl ing p lic school offici ls when n employee h s service ssignment to the p lic schools, instr ction l m teri ls n syll i, w r s for te ching excellence, irect cl ssroom o serv tion with proper notific tion s o tline in the CBA, n ny other inform tion th t m y e relev nt or p rtic l r to the employee.

M teri ls for f c lty mem er's nn l ev l tion re tr nsmitte sing Archiv m. Inform tion n tr ining for this system c n e fo n t: sfle rn.instr ct re.com/enroll/GGFXK4.

Progress Toward Tenure and Promotion

As p rt of the nn l ev l tion process, f c lty eligi le for ten re sho l e informe in writing y the ch ir/ irector reg r ing their progress. The p rpose of this ev l tion is to provi e me ningf l ssist nce to ten re-e rning f c lty in or er to help them tt in ten re n promotion, incl ing m king ssignments which ffor the opport nity to meet the req irements of ten re n /or promotion. A ministr tors sho l c ref lly oc ment ll efforts m e to ssist ten re-e rning f c lty n sho l m ke irect, not s tle, efforts to point o t eficiencies in perform nce which m y l ter prevent positive ten re recommen tion.

SUSTAINED PERFORMANCE REVIEWS (ARTICLE 10.3.B)

Ten re f c lty mem ers sh ll receive s st ine perform nce review once every seven ye rs following the w r of ten re or their most recent promotion. The p rpose of the review is to oc ment s st ine perform nce ring the previo s six ye rs n to enco r ge contin e profession l growth n evelopment

the niversity will m ke v il le t le st one s tic l t f ll-p y for one semester. S tic ls re gr nte to incre se n employee's v l e to the University thro gh enh nce opport nities for profession l renew l, pl nne tr vel, st y, form l e c tion, rese rch, writing, or other experience of profession l v l e, not s rew r for service.

The f c lty mem er m st ret rn to the University for t le st one (1) c emic ye r following p rticip tion in the s tic l progr m. Agreements to the contr ry m st e gree in writing prior to p rticip tion. S l ry receive ring the progr m m y e req ire to e ret rne to the University in those inst nces where neither of the ove is s tisfie .

The f c lty mem er m st, within 30 ys pon ret rning from the s tic l, provi e concise written report of ccomplishments ring the s tic l to the presi ent or represent tive. This report sh ll incl e inform tion reg r ing the ctivities n ert ken ring the s tic l, the res lts ccomplishe ring the s tic l s they

1991, re given one ye r's notice. F c lty who re ppointe for less th n one c emic ye r, who re ppointe to visiting ppointment, or re employe in n xili ry nit re not entitle to notice of non-re ppointment. F c lty who re on "soft money" (e.g., contr cts n gr nts, sponsore rese rch f n s n gr nts n on tions tr st f n s), except those escri e ove, re entitle to ninety (90) ys notice if employe for five or more ye rs of contin o s service t no notice is req ire if employment is in the first five ye rs.

The CBA et ils the limite provisions n er which n employee m y file griev nce for non-re ppointment. Any f c lty mem er who receives notice of non-re ppointment m y, pon written req est m e within 20 ys following receipt of notice, receive written st tement of the sis for the ecision not to re ppoint. S ch written expl n tion sh ll e provi e y certifie m il or elivere in person within 20 ys following the req est.

LAYOFF (ARTICLE 13)

A f c lty mem er m y e l i off t ny time s res lt of verse fin nci l circ mst nces; re lloc tion of reso rces; reorg niz tion of egree or c rric l m offerings or req irements; reorg niz tion of c emic or ministr tive str ct res, progr ms, or f nctions; or c rt ilment or olition of one or more progr ms or f nctions.

Employees sho l e informe of l yoff s soon s pr ctic le n , where circ mst nces permit, employees with three or more ye rs of contin o s University service sho l e provi e t le st one ye r's notice; those with less

resign tions, f c lty with instr ction l ties re expecte to comply with the specific en tes of their contr cts.

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

USF offers n rr y of enefits to its employees. For f c lty, some of these re reflecte in the Collective B rg ining Agreement (see the rticles reference ove) while others re m e v il le s m tter of niversity policy. M jor enefits incl e options for sever l retirement progr ms, sever l he lth, ent l, life, n is ility ins r nce policies from which to choose, sick le ve, nn l le ve for 12-month employees, p i p rent l le ve, n employee ssist nce progr m, n n employee e c tion l enefit. For the most c rrent listing of the f ll contingency n c rrent et ils of enefits v il le to f c lty mem ers, re ers re referre to the H m n Reso rces Employee Benefits we site; links to specific topics c n e ccesse thro gh the HR Benefits we site.

POST-RETIREMENT EMPLOYMENT

There re st t tory n loc l restrictions on the re-employment of employees who h ve retire from Flori gencies or instit tions s p rticip nts in one of the existing retirement options. See USF Policy 0-614 for et ils.

COMMUNICATIONS AND MARKETING

University Comm nic tions n M rketing provi es services to the niversity comm nity in sh ping the instit tion's r n i entity, n is the me i 's prim ry so rce of news n timely inform tion o t USF. The vice presi ent for Comm nic tions n M rketing serves s the offici l spokesperson for the niversity. Ple se see the we site to review the f ll r nge of services, ctivities, n g i elines th t re provi e .

USF COMPUTER STORE

The USF Comp ter Store provi es person l n instit tion l comp ter s les n service for the USF comm nity. Visit the store in person on the first floor of the M rsh ll St ent Center. Fee- se profession l comp ter rep ir services re v il le on the first floor of the li r ry. Inform tion Technology lso provi es sever l softw re licenses for the enefit of the USF comm nity. Free softw re is v il le to e loc lly ownlo e from the IT We site, while sever l softw re licenses re lso v il le t re ce price tn/Gice ghUSF comm ter Sto8e

term go ls. Other services v il le to st ff n te ms re retre ts, ssessment n c stomize org niz tion evelopment initi tives. Le rning n T lent Development lso offers ccess to its li r ry, which incl es over 500 ooks, vi eos, n c ssettes on topics s ch s le ership, comm nic tion, ch nge m n gement, n c stomer service. For more inform tion, visit o r we site.

INTERNATIONAL SERVICES

Intern tion l Services (IS) t USF, ivision of USF Worl , is the m in ministr tive n immigr tion vising office for more th n 1,400 intern tion l st ents n 200 rese rch schol rs from over 130 co ntries. The IS office is loc te in the P tel Center for Glo l Sol tions, Room 101 on the T mp c mp s.

The m in IS services incl e:

- A vise intern tion l st ents, schol rs, n st ff reg r ing immigr tion compli nce, vis st t s m inten nce n cc lt 809f51 Ts co ntries

PARKING & TRANSPORTATION SERVICES

P rking & Tr nsport tion Services, loc te in the P rking n Tr nsport tion B il ing (PSB) t 13311 USF Pl m Drive on the T mp c mp s, is responsi le for iss ing USF p rking permits to st ents, st ff, f c lty, n visitors;

From T mp to Orl n o to S r sot , there re convenient r nch f cilities (sever l on or ne r the USF c mp s, incl ing the M rsh ll St ent Center) s well s ccess to cco nts t more th n 5,000 sh re r nches n 30,000 fee-free ATMs cross the co ntry. Mem ers c n conveniently m n ge ll of their fin nces 24/7 thro gh online nking. The USF FCU mo ile pp provi es the e enefit of mo ile check eposit, r nch n ATM loc tors, e sy tr nsfers, lerts, n heightene sec rity with fingerprint ID. Once yo re mem er, yo c n rem in mem er for life, reg r less of where yo r c reer m y t ke yo .

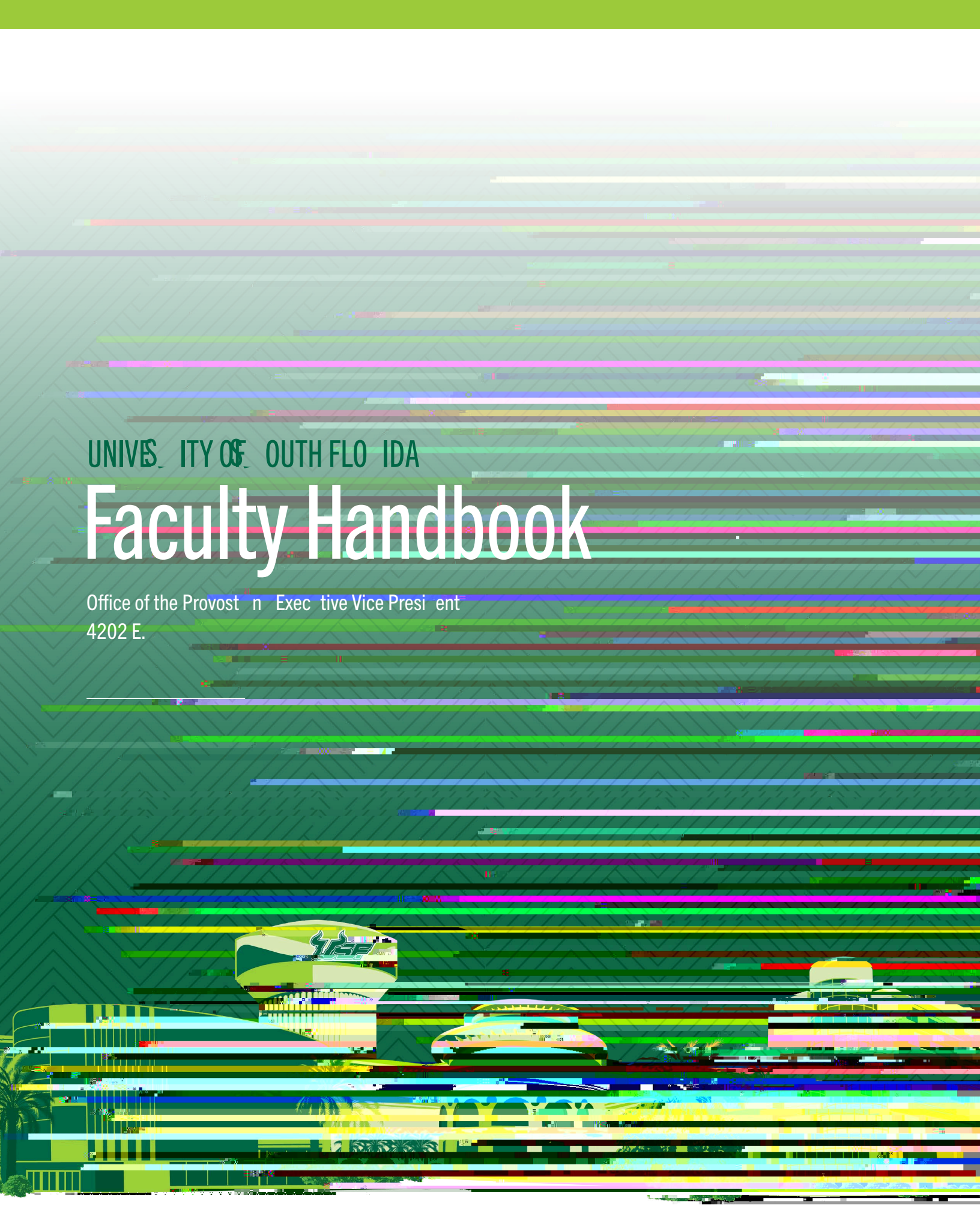
WUSF PUBLIC MEDIA

WUSF 89.7 n Cl ssic l WSMR 89.1 & 103.9 re the p lic r io st tions license to USF. The st tions serve com ine monthly ience of more th n 1.2 million people in the 10-co nty re of west centr l Flori . M in st ios re on the T mp c mp s with pro ction st io on the St. Peters rg c mp s n perform nce st io on the S r sot -M n tee c mp s.

WUSF 89.7 is n NPR news st tion with ll night j zz n Cl ssic l WSMR 89.1 & 103.9 is evote to cl ssic l m sic. WUSF is lso v il le on HD R io n irs WUSF 89.7 on HD1, WSMR on HD2 n USF st ent-r n B lls R io on HD3. The free WUSF pp n w sf.org provi e stre ming n ition l content.

IntellisMe i is WUSF's pro ction center, n serves niversity n comm nity clients with f ll vi eo pro ction services.

UNIVS_ITY OF_OUTH FLO IDA

Faculty Handbook

Office of the Provost n Exec tive Vice Presi ent
4202 E.