

# ***University of South Florida St. Petersburg***

## ***Faculty Handbook***

To review the University of South Florida St. Petersburg policies please refer to the University of South Florida System Office of General council website at:  
<http://generalcounsel.usf.edu/policies-and-procedures/>

### **CHAPTER 1: ABOUT USF ST. PETERSBURG**

#### **MISSION, VISION, VALUES, AND GOALS**

##### **Our Mission**

The University of South Florida St. Petersburg offers distinctive graduate and undergraduate programs in the arts and sciences, business, and education within a close-knit, student-centered learning community that welcomes individuals from the region, state, nation and world. We conduct wide-ranging, collaborative research to meet society's needs and engage in service projects and partnerships to enhance the university and community's social, economic and intellectual life. As an integral and complementary part of a multi-institutional system, USF St. Petersburg retains a separate identity and mission while contributing to and benefiting from the associations, cooperation, and shared resources of a premier national research university.

##### **Our Values**

Whereas our mission and vision are the plans for the future, our values will help guide us to success at the University of South Florida St. Petersburg.

We value a collegial, inviting, and safe learning environment that emphasizes excellent teaching, encourages growth, and rewards academic achievement.

We value an education rich in both theory and practical experience that enables our graduates to pursue careers and professions with competence and confidence.

We value collaboration throughout the campus community in scholarship, research, and service.

We value individuals, respect their diversity and varied perspectives, and commit ourselves to tolerance of divergent views.

We value academic freedom and responsibility, creative expression, and the unfettered pursuit of truth.

We value deliberative dialogue in making decisions and solving problems.

We value shared governance and shared responsibility in the operation of the university and the allocation of its resources.

We value honesty, integrity, and openness while promoting ethical behavior.

We value lifelong learning and recognize our responsibility to contribute to civic well-being.

We value longstanding, continuing partnerships that unite and benefit both the campus and community.

We value efficient, trustworthy, and able stewardship of our university.

## **Our Vision**

The University of South Florida St. Petersburg will be a premier masters degree level urban university recognized for its vibrant community of scholars who engage and improve its community and the world.

## **Our Goals**

### **1 – Academic Performance**

Support and enhance programs that prepare students to be knowledgeable, reflective, and engaged citizen scholars in a global society.

### **2 – Student Engagement**

Enhance learning and achievement and promote retention through active engagement in curricular and co-curricular programs.

### **3 – Diversity and Inclusion**

Create a vibrant, inviting, and enriching university community that values and respects all individuals and whose students, faculty, and staff represent the diversity of its region.

### **4 – Research and Creative Activities**

Support faculty research and creative activities, and engage students in local, national and international scholarship.

### **5 – Environmental Stewardship**

Foster stewardship of the environment and embody the values of sustainability.

### **6 – Administration and Financial Stewardship**

Enhance revenue and provide effective and efficient financial management and ensure institutional sustainability.

## **ACCREDITATION**

The University of South Florida St. Petersburg (USF St. Petersburg, USFSP) is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award degrees at the baccalaureate, master's, and doctoral levels.

The University of South Florida St. Petersburg was initially accredited by the Southern Association of Colleges and Schools (SACS) Commission on Colleges in 2006. Previously, since 1965, USFSP was part of the University of South Florida Tampa. USFSP will undergo initial reaffirmation of accreditation in 2011.

For additional information on USF St. Petersburg's reaffirmation process, please visit the USF St. Petersburg SACS Reaffirmation website at:  
<http://www.stpete.usf.edu/sacsreview/index>

## **HISTORY OF USF ST. PETERSBURG**

### **USF St. Petersburg - Then**

In the fall of 1965, the University of South Florida opened a campus along St. Petersburg's Bayboro Harbor without celebration or ceremony. More than 250 freshmen needed a place to live and study, and the overbooked Tampa campus had no room for them. They attended classes and set up home in buildings of a World War II Merchant Marine base. From that makeshift operation, a campus grew a step at a time. In 1968, upper-division and graduate programs began on campus, with enrollment topping 600. In that year, the state legislature passed a bill establishing St. Petersburg as an official branch of the University of South Florida, the first regional campus in the State University System. The library opened in 1968 with 2,200 volumes, and in 1970 the first degrees were conferred upon 51 students.

The St. Petersburg City Council and business leaders lobbied for expansion of the campus. Their visionary efforts garnered today's 46.5 acres for classrooms, laboratories, administration offices, library and support facilities.

Bayboro Hall, now Lowell E. Davis Hall, and the old Nelson Poynter Memorial Library, now Bayboro Hall, were dedicated in May 1981. Coquina Hall opened in 1984, and the U.S. Geological Survey brought its Center for Coastal Geology here in 1989. A year later, the Campus Activities Center was dedicated.

The new Nelson Poynter Memorial Library opened in 1996, and the Florida Center for Teachers, now the Peter Rudy Wallace Center for Teachers, in 2000.

USF St. Petersburg helped preserve the city's history by moving two homes to campus in the mid 1990's - the Perry Snell House, c.1904, and the John C. Williams House, built in 1890 by one of St. Petersburg's founders. The two buildings house the Honors Program, Florida Studies, and the Division of External Relations. The Williams House also serves as a site for special receptions and events.

Several initiatives helped develop the campus's identity, including the Academic Frontiers lecture series, the Urban Initiative, the Program for Ethics in Education and Community, and the Science Journalism Center.

In 1998, after 30 years of serving juniors, seniors and graduate students, USF St. Petersburg admitted a limited number of freshmen in a special Learning Community program. In 2000, the campus admitted freshmen and sophomores in all programs, a step that provided increased choices for Pinellas citizens, as well as enrollment growth.

### **USF St. Petersburg - Now**

Today, USF St. Petersburg is a growing, urban Master's comprehensive university. Although envisioned in 2003 as growing to 8,000 students by 2008, growth has been slower than envisioned due to the very adverse budget environment in the State of Florida. The

university serves more than 4,600 students enrolled in 24 undergraduate and 10 graduate degree programs through the Colleges of [Arts and Sciences](#), [Business](#), and [Education](#). USF St. Petersburg is the only public university in Pinellas County, in an area of 1 million people.

In 2007, a new six-story residence hall opened. Freshman and upper class students enjoy suite-style living with outstanding water views and close proximity to their classes. The addition of opportunities for residential living and the concomitant rapid growth in freshmen enrollment have led to the explosive growth of student organizations, a maturation of student government, and a strengthened focus on student support services. In 2009, a new Science and Technology building was completed with support from Progress Energy Florida. This is a shared facility with the College of Marine Science (a USF Tampa unit) and houses modern teaching and research laboratories.

USF St. Petersburg is committed to excellence in research and teaching, and values faculty-student research collaboration, interdisciplinary perspectives, university-community partnerships, and a student-centered environment supportive of diversity. USF St. Petersburg's beautiful waterfront campus resides within St. Petersburg's downtown area featuring parks, shops, restaurants, art galleries, museums and performing arts and sports venues.

USF St. Petersburg shares its beautiful landscape with other University of South Florida branches and colleges as well as state and federal agencies. Hosted are: the Children's Research Institute Department of Pediatrics (USF Health), and the nationally renowned USF Tampa College of Marine Science. The Florida Humanities Council, the United States Geological Survey's Center for Coastal and Watershed Studies, the Florida Fish & Wildlife Conservation Commission's Florida Marine Research Institute, the National Oceanic and Atmospheric Administration/National Marine Fisheries Service Southeastern Division, and the Florida Institute of Oceanography (a direct support organization of USF Tampa are also located on or near USF St. Petersburg).

## **CHAPTER 2: ORGANIZATION AND ADMINISTRATION**

### **USF ST. PETERSBURG CAMPUS BOARD**

Effective July 1, 2001, and in accordance with the Florida Education Governance Reorganization Implementation Act, Florida legislators called for the creation of a University Board of Trustees for each state university and a Campus Board for the University of South Florida St. Petersburg. In accordance with [F.S. 240.527](#), members are appointed by the University of South Florida System Board of Trustees upon recommendation by the University of South Florida System President. One member of the USF St. Petersburg Campus Board serves jointly on the University of South Florida System Board of Trustees. The USF St. Petersburg Campus Board consists of five members residing in Pinellas County. Campus Board members serve four-year staggered terms and receive no compensation for their service on the Board. USF St. Petersburg Campus Board members are not employees of the institution and have no personal, familial or financial interest in the institution. USF St. Petersburg Campus Board members are subject to [Florida Code of Ethics for Public Officers and Employees](#), Part III, Chapter 112, [Florida Statutes](#), 2001.

F.S. 240.527 outlines the organization and *duties of the Campus Board* as follows:

Review and approve an annual legislative budget to be submitted to the Commissioner of Education.

Approve and submit an annual operating plan and budget for review and consultation by the University of South Florida System Board of Trustees. The institution's operating budget must reflect the actual funding available to it from separate line-item appropriations contained in each annual General Appropriations Act.

Enter into central support services contracts with the University System Board of Trustees for any services that USF St. Petersburg cannot provide more economically. The University System Board of Trustees and the Campus Board will determine by contractual mechanisms, and subject to periodic evaluation of services provided, what services will be included in a central support services contract.

The Board of Trustees of the University of South Florida System may lawfully delegate other powers and duties to the Campus Board for the efficient operation and improvement of the institution. Additional information on the USF St. Petersburg Campus Board can be found by visiting the following web site: <http://www.stpt.usf.edu/board/index.htm>.

## **REGIONAL CHANCELLOR**

In July 2001, the Florida Legislature (F.S. 240.527) mandated the following duties of the Chief Executive Officer of USF St. Petersburg:

Administer campus operations within the annual operating budget as approved by the Campus Board.

Recommend to the Campus Board an annual legislative budget request that includes funding for campus operations and fixed capital outlay.

Recommend to the Campus Board an annual operating budget.

Recommend to the Campus Board appropriate services and terms and conditions to be included in annual central support services contracts.

Carry out any additional responsibilities assigned or delegated by the President of the University of South Florida for the efficient operation and improvement of the campus, especially any authority necessary for the purpose of vesting in the campus attributes necessary to meet the requirements of separate accreditation.

In 2004, the president of the USF System designated the CEO of USF St. Petersburg as Regional Chancellor via a Memorandum of Delegation.

## **CAMPUS ORGANIZATIONAL CHARTS**

### **Regional Chancellor**

Four Regional Vice Chancellors report directly to the Chancellor. They are: Administrative and Financial Services, Academic Affairs, Student Affairs and Enrollment Services, and External Relations.

#### **Academic Affairs**

[http://www.stpete.usf.edu/adminservices/human\\_resources/documents/AcademicAffairsChart2082109.pdf](http://www.stpete.usf.edu/adminservices/human_resources/documents/AcademicAffairsChart2082109.pdf)

#### **Administrative and Financial Services**

[http://www.stpete.usf.edu/adminservices/human\\_resources/documents/AdministrativeFinancialServices103009A.pdf](http://www.stpete.usf.edu/adminservices/human_resources/documents/AdministrativeFinancialServices103009A.pdf)

#### **External Relations**

[http://www.stpete.usf.edu/adminservices/human\\_resources/documents/ExternalAffairsChart3110609.pdf](http://www.stpete.usf.edu/adminservices/human_resources/documents/ExternalAffairsChart3110609.pdf)

#### **Student Affairs and Enrollment Services**

[http://www.stpete.usf.edu/adminservices/human\\_resources/documents/StudentAffairsandEnrollmentServicesChart5091509.pdf](http://www.stpete.usf.edu/adminservices/human_resources/documents/StudentAffairsandEnrollmentServicesChart5091509.pdf)

Four Deans report to the Regional Vice Chancellor. They are: three College Deans, and the Dean of the Library. In addition, the Directors of Academic Advising, Campus Computing, Graduate Studies, Institutional Research, Research and Sponsored Programs, and the Regional Registrar also report to the Regional Vice Chancellor for Academic Affairs.

#### **College of Arts and Sciences**

[http://www.stpete.usf.edu/adminservices/human\\_resources/documents/CollegeofArtsandSciencesChart8090109.pdf](http://www.stpete.usf.edu/adminservices/human_resources/documents/CollegeofArtsandSciencesChart8090109.pdf)

#### **College of Business**

[http://www.stpete.usf.edu/adminservices/human\\_resources/documents/CollegeofBusinessChart6082109.pdf](http://www.stpete.usf.edu/adminservices/human_resources/documents/CollegeofBusinessChart6082109.pdf)

#### **College of Education**

[http://www.stpete.usf.edu/adminservices/human\\_resources/documents/CollegeofEducationChart14082209.pdf](http://www.stpete.usf.edu/adminservices/human_resources/documents/CollegeofEducationChart14082209.pdf)

#### **Nelson Poynter Memorial Library**

[http://www.stpete.usf.edu/adminservices/human\\_resources/documents/LibraryChart9082109.pdf](http://www.stpete.usf.edu/adminservices/human_resources/documents/LibraryChart9082109.pdf)

#### **Office of Academic Advising and Academic Achievement**

[http://www.stpete.usf.edu/adminservices/human\\_resources/documents/AcademicAdvisingandAcademicAchievementChart12082409.pdf](http://www.stpete.usf.edu/adminservices/human_resources/documents/AcademicAdvisingandAcademicAchievementChart12082409.pdf)

**Office of Records and Registration**

[http://www.stpete.usf.edu/adminservices/human\\_resources/documents/RecordsandRegistrationChart10100209.pdf](http://www.stpete.usf.edu/adminservices/human_resources/documents/RecordsandRegistrationChart10100209.pdf)

**Campus Computing**

[http://www.stpete.usf.edu/adminservices/human\\_resources/documents/CampusComputingChart11082109.pdf](http://www.stpete.usf.edu/adminservices/human_resources/documents/CampusComputingChart11082109.pdf)

**Office of Graduate Studies** <http://www.stpete.usf.edu/spgrad/index.htm>

**Research and Sponsored Programs** <http://www.stpete.usf.edu/research/index.htm>

## **CHAPTER 3: FACULTY GOVERNANCE**

### **USF ST. PETERSBURG FACULTY SENATE**

#### **Mission**

The Faculty Senate (FS) of the University of South Florida St. Petersburg constitutes the principal academic advisory body to the Regional Chancellor and Regional Vice Chancellor for Academic Affairs of the USF St. Petersburg and has the responsibility to make recommendations pertaining to the operations and welfare of the University, particularly those of special interest to the academic division of the University.

#### **Responsibilities**

To accomplish its mission, the Faculty Senate of the University of South Florida St. Petersburg, hereafter referred to as the Faculty Senate or FS, will act as follows:

FS representatives will meet regularly and will make the minutes of each meeting available to the faculty.

FS representatives will report regularly to their constituencies regarding the activities of all Faculty Senates and Committees.

With the approval of a majority of FS representatives, the FS president may schedule a special meeting of the whole and invite the general faculty to attend.

The FS president will serve as the faculty representative at meetings of the Chancellor's Executive Leadership Team.

The FS will provide advice and recommendations to the Regional Chancellor prior to administrative decisions regarding the establishment or dissolution of colleges, schools, departments, independent centers, institutes, and partnerships; curriculum; scholastic standards; and academic honors at USF St. Petersburg.

The FS will receive and make recommendations concerning reports from the administration, particularly when these reports are of special interest to the academic division of the university.

The FS will receive and make recommendations concerning reports from campus-wide councils and committees to the Vice Chancellors, particularly when these reports are of special interest to the academic division of the university.

## **Membership**

**General Faculty** Membership in the general faculty of the University of South Florida St. Petersburg will consist of all full-time faculty members with the rank of Instructor, Lecturer, Assistant Professor, Associate Professor, Professor, Instructor Librarian, Assistant Librarian, Associate Librarian, or Librarian. The general faculty acts through the Faculty Senate as its elected representative body.

**Faculty Senate** The Faculty Senate will consist of eight elected members, one member from each College, one representative (each) from the Arts & Sciences Council, the Business Council, and the Education Council, and one representative from the Library. A president, a vice-president, and a secretary will be elected from and by the seven voting representatives at the first FS meeting each fall.

## **Elections**

**Eligibility for election to the FS** Members of the faculty eligible to be elected to the Faculty Senate will be full-time members of the general faculty holding the rank of Assistant Professor, Associate Professor, Professor, Assistant Librarian, Associate Librarian, or Librarian. Faculty members whose responsibilities are primarily administrative are not eligible to serve on the FS.

**Eligibility to vote in FS elections** Each member of the general faculty is eligible to vote in the election of FS representatives from the College/Unit of which he/she is a member. Academic advisors holding the title of Instructor are eligible to vote in the elections within the Colleges for which they advise. If a faculty member has duties in more than one unit, the faculty member will be counted in the unit in which the major portion of his/her salary is budgeted. If a faculty member is budgeted for an equal portion in more than one unit, the faculty member may choose the unit in which to be included.

**Time of election** An annual election will be held each spring semester. Nominations for all open seats on the FS will be solicited from the general faculty via email. Faculty wishing to serve on the FS are encouraged to self-nominate.

**Terms** The term of each FS seat will be two years, beginning the first day of the fall semester following the annual election. Terms of the College representatives will be staggered to ensure continuity from year to year. A representative may serve two consecutive terms, after which a period of one year must elapse before a faculty member may be re-elected to the FS.

**Vacancies** In the event a representative to the FS resigns or is otherwise unable to serve for a period of more than one semester, the seat held by that representative will be

declared vacant and an alternate will be elected by the College/Unit to serve the remainder of that representative's term.

**Absences** A representative who must be absent from a meeting should send an alternate as a replacement. The alternate must be an individual who is eligible for membership in the FS. A representative who has two absences in a semester, without sending an alternate, is presumed to have resigned from the FS. The FS may make exceptions to this policy when special circumstances warrant it.

### **USF St. Petersburg Faculty Senates and Committees**

The USFSP councils and committees will be of two types. Two committees will consist entirely of FS representatives. The remaining councils and committees, which will be appointed by and report to the Regional Chancellor, will provide written reports to the FS each spring for their review and comment.

The FS will elect a three-member "Committee on Committees" and a three-member "Bylaws Committee" from its membership at its first meeting in the fall.

The USFSP Undergraduate Council (UUC), the USFSP Graduate Council (UGC), and the USFSP Research Council (URC) will consist of representatives from the general faculty of each College, and the Library.

The following are campus-wide committees: Academic Awards Committee, the Library Committee, and the Enrollment Management Committee.

### **Nominations to Campus-wide Councils and Committees**

The Committee on Committees will solicit nominations from the general faculty, receive nominations from the floor of the FS, and make its own nominations for each faculty position on the Faculty Senate and Committees. All such nominees must be reviewed for eligibility and approved by a majority vote of all FS representatives present and voting prior to submission of the list of nominees to the Regional Chancellor for appointments.

### **Meetings**

The FS will meet monthly during the fall and spring semesters and as necessary during the summer term. The President of the FS may call a special meeting when the need arises, at the request of the Chancellor or Regional Vice Chancellor for Academic Affairs, or at the written request of three members of the FS. All meetings of the FS and its councils and committees will be open to members of the university community. Notice of such meetings and proposed agendas will be made available in advance of each meeting.

Fifty percent of the FS membership will constitute a quorum. For purposes of calculating a quorum, the size of the body will exclude unfilled vacancies.

### **Rules of Order**

*Robert's Rules of Order* (latest edition) will govern in all parliamentary practice not otherwise covered by the policies of the FS.

## **Amendments**

Amendments to this charter may be proposed either through written petition from ten members of the general faculty, or through written petition by three FS members.

All amendments to this Constitution must be approved by the affirmative vote of two-thirds of the FS. Such amendments must be ratified by a majority of the general faculty voting and by the Regional Chancellor of the University of South Florida St. Petersburg.

## **College Councils**

**The Arts & Sciences, Business, and Education College Councils** provide an effective means for collective participation by faculty and advise the College Deans in the consideration, formulation, and implementation of recommendations and decisions relating to the allocation of resources, evaluation of faculty, setting of goals and priorities, and other matters of interest to College faculty. The College Councils are also responsible for approving all new course/program proposals prior to submission to the USFSP Undergraduate or Graduate Council.

The Arts & Sciences Council, Business Council, and Education Council are comprised of members of the respective Colleges, with eligibility for membership and size of each Council determined by the Colleges.

## **Faculty Senate Committees**

**USFSP Undergraduate Council** The USFSP Undergraduate Council will advise the Regional Vice Chancellor for Academic Affairs and report to the FS on matters pertaining to undergraduate courses, curricula, programs, and degrees awarded by USFSP, including the University Honors Program and Learning Communities.

Membership of the USFSP Undergraduate Council will consist of one faculty representative (each) from the Colleges of Arts & Sciences, Business, and Education; one representative from the Library; one representative from the Advising Office, and one representative from the Regional Chancellor's office.

**USFSP Graduate Council** The USFSP Graduate Council will advise the Regional Vice Chancellor for Academic Affairs and report to the FS on matters pertaining to graduate courses, curricula, programs, and degrees awarded by USFSP.

Members of the Graduate Council will be appointed by the Faculty Senate. Membership of the USFSP Graduate Council will consist of two tenure-track or tenured faculty representatives from the Colleges of Arts & Sciences, Business, and Education; one representative from the Library; one representative from the Regional Vice Chancellor's office; and one graduate student representative. The graduate student representative will be nominated, on a rotating basis, by the Deans of the College of Arts and Sciences, Business, and Education to the Faculty Senate and will serve a one-year term; the graduate student representative will be a non-voting member until a graduate student representative body is active at USFSP. The representatives from the Colleges of Arts and Sciences, Business, Education, the Library, and the Regional Vice Chancellor's Office will serve two-year terms. The voting members of the Graduate Council will be the representatives from the Colleges of Arts and Sciences, Business, Education, and the Library.

**USFSP Research Council** The USFSP Research Council will advise the Regional Vice Chancellor for Academic Affairs and report to the FS on matters pertaining to policies and procedures intended to promote research and creative activity at USFSP.

Membership of the USFSP Research Council will consist of one tenure-track faculty representative (each) from the Colleges of Arts & Sciences, Business, and Education; one representative from the Library, one representative from the Regional Chancellor's office will act as the Secretariat for the Committee.

**USFSP Academic Awards Committee** The USFSP Academic Awards Committee will advise the Regional Vice Chancellor for Academic Affairs and report to the FS on matters pertaining to the establishment and maintenance of policies, principles, and regulations affecting academic conduct; form and work with a committee to implement the campus honor system; and recommend students for scholarships, honors, and awards.

Membership of the USFSP Academic Conduct and Awards Committee will consist of one faculty representative (each) from the Colleges of Arts & Sciences, Business, and Education; one representative from the Advising Office; one from Student Affairs; and one student.

**USFSP Library Committee** The USFSP Library Committee will advise the Regional Chancellor and Regional Vice Chancellor for Academic Affairs and report to the FS on issues and policies affecting the Poynter library. Issues include, but are not limited to, collections, resource allocations, outcomes assessment, and media services.

Membership of the USFSP Library Committee will consist of one faculty representative (each) from the Colleges of Arts & Sciences; Business, and Education; one Administrative and Professional representative; one Staff representative; one graduate student; and one undergraduate student. The Dean of the Library shall serve in an *ex officio* capacity.

**USFSP Enrollment Management Committee** The USFSP Enrollment Management Committee will advise the Regional Vice Chancellor for Academic Affairs and report to the FS on matters pertaining to the establishment and maintenance of policies, principles, and regulations affecting student recruitment, admissions, and retention.

Membership of the USFSP Enrollment Management Committee will consist of one faculty representative (each) from the Colleges of Arts & Sciences, Business, and Education; one representative each from the Advising Office, Student Affairs, and Admissions/Registration; and the campus recruiter.

## **COLLEGE AND DEPARTMENT GOVERNANCE**

Three colleges offer a variety of programs; the College of Arts & Sciences, the College of Business, and the College of Education. Each college has its own mission and college governance council. Copies of each college's constitution can be obtained in the individual college office.

## **CHAPTER 4: PRIVACY AND ACCESS TO INFORMATION**

### **Open Meetings**

*Sec. 286.011, F.S.*

#### **Florida Open Meetings**

Florida "Sunshine Law" provides that all meetings of any board or commission at any state agency at which official acts are to be taken must be open to the public at all times. Although the University of South Florida is a state agency, the impact of the Public Meetings Law on USF meetings is relatively insubstantial.

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

#### **Search Committees**

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

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

*FAC 6C4-2.0021*

#### **Federal Law**

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

Under FERPA, the following types of information, designated by law as "directory information," may be released by the University of South Florida, *unless the student has*

*indicated otherwise:* Student name, local and permanent addresses, telephone listings, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, full/part-time status, degrees and awards received, the most recent educational agency or institution attended, and other similar information.

At the beginning of each semester, students may indicate whether the "directory" information above is to be released or not. Whether or not a student makes such an indication, faculty should never release such information to any other person without the student's knowledge and permission.

Students not only have a right to expect privacy in their educational records, but also may request and have access to inspect and review their education records and to challenge the accuracy of those records.

### **Florida Law** *Sec. 119, F. S.*

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

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

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

Pertinent exemptions to the Florida Public Records Law include:

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

**Student Records** Under Sec. 228.093, F.S., confidential student records and reports are defined as "any and all official records, files, and data directly related to pupils and students which are created, maintained, and used by public educational institutions, including all

material that is incorporated into each pupil's or student's cumulative record folder and intended for school use or to be available to parties outside the school or school system for legitimate educational or research purposes." (See Federal Law, above)

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

**Disposal of Public Records** The disposal of public records must comply with the provisions of the Florida Public Records law. Administrative offices wishing to destroy records must comply with the records retention schedule that takes into consideration the legal, fiscal, historical, and administrative value of the record. Requests must be approved before actual disposition is carried out, even if a film or electronic copy will be maintained.

## CHAPTER 5: INSTRUCTIONAL POLICIES

### TEACHING RESPONSIBILITY

Consistent with the exercise of academic responsibility, faculty have the freedom to present and discuss their own academic subjects, frankly and forthrightly, without fear of censorship, and to select instructional materials and determine grades in accordance with university and SUS policies. Objective and skillful exposition of such subject matter, including the acknowledgment of a variety of scholarly opinions, is the duty of every faculty member.

Academic freedom is accompanied by the corresponding responsibilities to:

- Be forthright and honest in the pursuit and communication of scientific and scholarly knowledge;
- Respect students, staff, and colleagues as individuals and avoid any exploitation of such persons for private advantage;
- Respect the integrity of the evaluation process with regard to students, staff, and colleagues, so that it reflects their true merit; and
- Indicate when appropriate that one is not an institutional representative unless specifically authorized as such.

In addition to their assigned duties, faculty responsibilities include, but are not limited to, observing and upholding the ethical standards of their discipline; participating, as appropriate, in the shared system of collegial governance, especially at the program level; respecting the confidential nature of the relationship between professor and student; and adhering to one's proper role as teacher, researcher, intellectual mentor, and counselor.

### OFFICE HOURS

Each faculty member is responsible for designating hours during which he or she will be available for office conference with students. These hours will occur on regularly scheduled

class days and shall be of adequate number and length to ensure students of reasonable access to the faculty member.

Office hours are to be announced during a "class period" (whether face-to-face or in technology-enhanced learning environments) during the first week of classes and shall also be included in all syllabi and, where appropriate or practical, posted on the office door. College offices must be notified of these regularly scheduled office hours. If changes are necessitated because of absence or change in schedule, they shall be announced and posted in advance if possible, and communicated to the College office. Additional office hours may be arranged with students at mutually agreed upon times.

## **SYLLABUS**

Every regularly scheduled course must have a syllabus. The syllabus should be distributed to students on the first day of class or at the first class meeting in technology-enhanced (on-line) classes, and no later than the second class meeting of the semester. The syllabus must include the course title, course prefix, number and section, instructor's name, office hours and location, phone number, course objectives, student learning outcomes, attendance policy, grading policy, dates of scheduled exams, course outline including assignments and dates due, and notice of permission/non-permission to sell notes or tapes of class lectures. Faculty are also encouraged to include titles of required textbooks and readings, a policy statement on make up of missed work, e-mail or FAX number, and a reminder that students who anticipate being absent from class due to religious observance should inform the instructor by the second class meeting. Certain colleges and programs may have additional syllabus requirements. The current syllabus for each class should be kept on file in the college.

## **FACULTY-AUTHORED TEXTBOOKS**

*Sec. 112.313, F.S.*

A faculty member who is the author of a textbook, book, software, or collateral materials and who requires the use of that material in his or her course or courses, must inform the Provost if more than \$500 is received in one year from the required use of the textbook in his or her class. The faculty member must certify that the required text is the only text that is uniquely suited for use in the author's class. The number of students expected to enroll in the class for the year should be included. The above reporting requirements also apply when the faculty member assigning the materials is a relative of the author, a member of a teaching team of which the author is a member, or if the author is in a position to require the materials in any University course or program.

## **AUDITING**

A student who wishes to audit a course may do so with approval of the instructor. The student must register for the course and be assessed the same fees as for credit, except that out-of-state fees are not charged. Auditors are not allowed to take exams, nor should they expect assignments to be graded. While auditors are considered "listeners" only, it is at the faculty member's discretion whether and to what extent an auditor may participate in the class discussion and activities.

## **INDEPENDENT/DIRECTED RESEARCH CONTRACTS**

In order to provide students the flexibility for independent study outside of the normal

classroom course structure, each department offers courses of variable credit for Independent Research and Directed Reading. Students may register for these classes only with the consent of the instructor responsible for working with the student and assigning the final grade. Students registering for these courses must complete an Independent Research Contract in consultation with the faculty member. The contract must be signed by the student and faculty member and by the department chair. No letter grade may be assigned to such courses; only S/U grades are recordable.

## **TESTING AND FINAL EXAMINATIONS**

*USF System Policy:* <http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-10-005.pdf>

### **Tests**

Examinations in academic subjects are, for most courses, an integral part of the learning process and one part of a procedure for evaluating student performance and determining grades. The University of South Florida requires certain standards for the examination process in order to protect the academic integrity of courses and the best interests of both the student and instructor. In each academic course the student is expected to undergo a meaningful testing and evaluation that will reveal the student's intellectual growth in the subject matter covered or otherwise reflect the achievement of the course objectives. The instructor has the responsibility of maintaining a fair and impartial testing and examination procedure, has the right to define and structure the testing process, and shall not be restricted as to form, style, or content of the examination. It is the policy of the USF St. Petersburg that all students facing an examination (of any type) shall have equal notice of said examination. The University regards the routine use of all or part of the same formal examination for successive academic terms as unsound policy except when used with adequate safeguards such as a random selection of questions from a large pool. Tests and exams, if not returned to the student, should be kept by the faculty member for one year.

### **Final Exams**

The last seven days of the fall and spring semesters shall be set aside for final examinations, and any comprehensive final examination must be given during this designated period. If a segment examination is given in lieu of a comprehensive examination, the segment examination must be given in the period designated during final examination week. Take-home final examinations, papers, projects, practica, and competency examinations are exceptions to the above rule and may be scheduled for completion at any time at the discretion of the instructor. The period of at least two hours shall be allotted for each final examination. If a student has a direct conflict of scheduled examinations or has three or more examinations scheduled within 24 hours, the student may petition the appropriate instructor to reschedule one of the examinations. For more information on exam conflicts please refer to the following site: <http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-10-005.pdf>

The final examination schedule shall be published in the same manner and place as the schedule of classes. All final examinations, if not returned to the student, should be kept for a minimum of one year.

## **ADMINISTRATIVE RESPONSIBILITIES OF THE (CO-) MAJOR PROFESSOR(S) OF THE GRADUATE STUDENT SUPERVISORY COMMITTEE:**

- Approving and submitting the Graduate Student Supervisory Committee Form to the Program, College, and the Office of Graduate Studies
- Approving and submitting the Admission to Candidacy Form
- Specifying the style manual to be used for the thesis **before** the student begins writing the manuscript. The style manual should be appropriate to the discipline
- Students **should not** be told to follow other theses
- Referring students to the Office of Graduate Studies to obtain information on and format requirements
- Verifying by signing the Format Check Cover Sheet, that the student's thesis is ready to be submitted for the format check and that the student is likely to submit the thesis that semester
- Reading and approving the final copy of the thesis for content and format prior to signing the Certificate of Approval

### **GRADING AND ACADEMIC PROGRESS**

The University is interested in each student making reasonable progress toward his/her educational goals. To make students aware of their academic progress, grades, probation, and dismissal status are posted to the student's academic record.

#### **Posting Grades**

A student's academic progress and achievement are privileged information and federal and state laws as well as University policy prohibit dissemination. Posting grades using an identifier (e.g., name, initials, social security number, descriptive terms, etc.) that can link the grade to an individual student is prohibited. If it is necessary to post grades such as in a large lecture section, it is permissible to post using the last four digits of the social security number, as long as the listing is not in alphabetical order.

#### **Grading System**

The measure of a student's academic achievement is recorded on the academic record based on the following grading systems:

#### **Grading System for Undergraduate courses: Grades Assigned by Instructors**

A+		4.00
A	Superior Performance	4.00
A-		3.67
B+		3.33
B	Excellent Performance	3.00
B-		2.67
C+		2.33
C	Average Performance	2.00
C-		1.67
D+		1.33

D	Below Average but Passing	1.00
D-		0.67
F	Failure	0.00
FF	Failure - Academic Dishonesty	0.00
I	Incomplete	
S	Satisfactory	
U	Unsatisfactory	

### **Grades Resulting from Registration Actions**

E	Course Repeated, Not Included in GPA
IF	Incomplete Grade Changed to Failure
IU	Incomplete Grade Changed to Unsatisfactory
M	No Grade Submitted by Instructor
MF	Missing Grade Changed to Failure
MU	Missing Grade Changed to Unsatisfactory
N	Audit
W	Withdrawal from Course without Penalty
WC	Withdrawal for Extenuating Circumstances
Z	Continuing Registration

Grades of C- will satisfy specified minimum requirements of the Gordon Rule courses and the common prerequisites unless otherwise specified in the Catalog. Faculty will have the option to use or not use the plus and minus grades, merely by electing to ignore those options in their assignment of grades. Faculty who choose not to use the plus and minus options should make that choice clear in their syllabi, when syllabi are distributed to students at the outset of each semester.

### **Grading System for Graduate courses: Grades Assigned by Instructors**

A+		4.00
A	Superior Performance	4.00
A-		3.67
B+		3.33
B	Average Performance	3.00
B-		2.67
C+		2.33
C	Below Average Performance	2.00
C-		1.67
D+	Failure	1.33
D	Failure	1.00
D-	Failure	0.67

F	Failure	0.00
FF	Failure - Academic Dishonesty	0.00
I	Incomplete	
S	Satisfactory	
U	Unsatisfactory	

### **Grades Resulting from Registration Actions**

E	Course Repeated, Not Included in GPA
IF	Incomplete Grade Changed to Failure
IU	Incomplete Grade Changed to Unsatisfactory
M	No Grade Submitted by Instructor
MF	Missing Grade Changed to Failure
MU	Missing Grade Changed to Unsatisfactory
N	Audit
W	Withdrawal from Course without Penalty
WC	Withdrawal for Extenuating Circumstances
Z	Continuing Registration in Multi-Semester Internship or Thesis/Dissertation

### **Grade Point Average**

The University uses a four-point system of grading used in computing grade point averages (A = 4 quality points, B = 3, C = 2, D = 1, F = 0). The grade-point average (GPA) is computed by dividing the total number of quality points by the total hours attempted at USF. The total quality points are figured by multiplying the number of credits assigned to each course by the quality point value of the grade given. Credit hours for courses with grades of I, IU, M, MU, N, S, U, W, WC, Z, and grades that are preceded by a "T" are subtracted from the total hours attempted before the GPA is calculated.

### **"I" Grade Policy**

An "I" grade indicates incomplete coursework and may be awarded to graduate and undergraduate students. (Undergraduate rules apply to non-degree-seeking students.) It may be awarded only when a small portion of the student's work is incomplete and only when the student is otherwise earning a passing grade. It is recommended that "I Contracts" be signed by the faculty member and student, specifying what work is to be completed and the time limit for completing the work. Students are not required to re-register for courses in which they are completing requirements to change an "I" grade. Until removed, the "I" is not computed in the GPA for either undergraduate or graduate students. The time limit for removing the "I" is to be set by the instructor of the course, but may not exceed two academic semesters for undergraduates and graduate students, whether or not the student is in residence, and/or has graduated, whichever comes first. "I" grades not removed by the end of the time limit (two academic semesters) will be changed to "IF" or "IU," whichever is appropriate. An "IF" grade will be calculated in the cumulative GPA as an "F."

## **"M" Grade Policy**

An "M" is automatically assigned as a default grade when the instructor does not submit any grade for the student. Until removed, the "M" is not computed in the GPA. The time limit for removing the "M" may not exceed one academic semester and/or graduation, whichever comes first. "M" grades that are not removed by the end of one academic semester/term will be changed to "MF" or "MU," whichever is appropriate. Whether or not the student is enrolled, any change to "MF" grades will be computed in the cumulative GPA as an "F."

## **S/U Grade System**

Certain courses have been designated as S/U only courses and are so indicated in the catalog. Other courses have been designated as S/U Option. Courses so designated may not be taken on an S/U basis if they are part of the required major, are required in the distribution requirements of the student's college, are Gordon Rule courses, or are used to satisfy the B.A. foreign language requirement.

Colleges and programs may restrict the number of courses which may be taken on an S/U basis in any one or all of the above areas or restrict the total number of S/U courses which can be accepted for all of the above areas. The college or department may specify that certain courses may not be taken on an S/U basis. A faculty member may also refuse to allow the course to be taken on an S/U basis. A letter grade, A, B, or C, shall be equivalent to a letter grade of "S;" letter grades D or F shall be equivalent to a letter grade of "U." "S" and "U" grades are not computed in the student's GPA.

## **Changing Grades**

A grade incorrectly reported on a student's permanent record may be corrected by the faculty member with the approval of the department chair or other college designee. An "FF" grade may not be changed. No grade may be changed once the student has graduated and the permanent transcript has been posted.

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

## **Grade Forgiveness Policy**

USF St. Petersburg's forgiveness policy applies only to undergraduates. Graduate students may not use the forgiveness policy. Grade forgiveness allows an undergraduate to repeat a course and have the repeated grade computed in his/her GPA in place of the original grade, providing the repeat grade is "D" or higher. If a course is repeated and the repeat grade is "F" both grades will be calculated into the GPA. Normally, grade forgiveness may only be applied to a specific course that a student chooses to repeat. No course taken on the S/U grade basis may have the grade forgiveness applied. Under unusual circumstances, a different but similar course may be used if the substitute course has been previously approved by the college dean and is on file in the Office of Records and Registration.

Grade forgiveness may only be applied to three USFSP courses with no more than one repeat per course. The repeated course must be taken under the standard grading system (A-F) and the latest grade must be D or higher.

All grades remain on the transcript. The original course grade will be annotated with "T" to indicate that the course has subsequently been repeated and the original grade is not computed in the GPA. The repeated course will be annotated with "R" to indicate repeat course.

Once the bachelor's degree has been awarded from USF St. Petersburg, the student may not repeat a course taken prior to graduation and be forgiven the original grade.

### **Academic/Grade Appeals**

Students may appeal actions regarding their academic status and grades. In actions based on grades received or program requirements or actions, the student should first try to resolve the issue with the instructor or the department chair, depending on the issue. If the problem cannot be solved informally, then the student may formally appeal the action, beginning with the college associate dean, or, in the case of the College of Arts and Science, the department chair. (Please refer to appeal procedures outlined in the Undergraduate and Graduate catalogs). Formal appeals must be initiated within 60 days following the assignment of the disputed grade.

### **STUDENT ASSESSMENT OF INSTRUCTION**

*CM-95-06.1*

The USF System Board of Trustees requires that every regularly scheduled classroom course be evaluated using a state-wide student assessment questionnaire called the SUS Student Assessment of Instruction (SUSSAI). Exceptions include undergraduate courses with fewer than 10 students and graduate courses with fewer than five students. The results of the SUSSAI, which are tabulated for each course and professor, are public record and are available in the library.

Colleges and programs may supplement the state-mandated questions with their own questions; however, the results of the local questions and any written comments by students are not public record.

### **ACCOMMODATING STUDENTS WITH DISABILITIES**

Students with disabilities who require reasonable accommodation in order to meet the academic requirements of USF St. Petersburg or to participate in student activities must request an accommodation in writing from the USFSP Office of Student Disabilities Services. If a student requests a reasonable accommodation because of a disability, the faculty member should make every effort to accommodate the student's needs. However, if the faculty member is unsure whether the student has a disability, he or she should first contact the Office of Student Disabilities Services to confirm that the student indeed has a disability. If the Office is unfamiliar with the student, the faculty member should refer the student to the Office. (<http://www.stpete.usf.edu/disability/index.htm>) The Office will work with the faculty member to ensure a reasonable accommodation. Such accommodation may include, but is not limited to, note taking services, access to special equipment or furniture, sign language interpreter, word processing services, and alternative times and places for test-taking.

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

USF 10-04 <http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-10-045.pdf>

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

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

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

Academic Disruption: <http://generalcounsel.usf.edu/regulations/pdfs/regulation-usf3.025.pdf>

Academic Integrity of Students: <http://generalcounsel.usf.edu/regulations/pdfs/regulation-usf3.027.pdf>

## **CHAPTER 6: COMPUTING SERVICES**

### **UNIVERSITY COMPUTING SERVICES**

USF St. Petersburg provides a broad array of computing and computing support services for faculty, staff, and students. The University is committed to ensuring that technology is current and accessible.

### **USF ST. PETERSBURG OFFICE OF CAMPUS COMPUTING**

#### **General Information**

**Web Site:** <http://www.stpete.usf.edu/computing/index.htm>

**Helpdesk:** BAY 228, phone: (727) 873-HELP or

<http://www.stpete.usf.edu/computing/index.htm>

**USF St. Petersburg Open-Use Computer Lab Hours:** BAY 226, phone: (727) 873-4551

**Available Software Packages:** <http://www.stpete.usf.edu/computing/apps>

**Email Access:** <https://mail.usf.edu/>

The Office of Campus Computing at USF St. Petersburg is responsible for all functions that involve computing, data communication and Voice over IP services. Campus Computing Services (CCS) and the St. Petersburg Regional Data Center (SPRDAC) are an integral part of the Office of Campus Computing. The Office of Campus Computing is also involved in the planning and implementation of the information technology infrastructure necessary to support the evolution of USF St. Petersburg as a major research institution and its academic programs.

Campus Computing Services (CCS) provides services in direct support of instruction and research for students and faculty. CCS provides the resources and support necessary for faculty to bring technology into the classroom. Student support services are provided through the CCS Help Desk and open-use computer labs. Walk in assistance for student computer questions is available in Bayboro Hall 226.

Campus Computing Services (CCS) is open 66 hours per week during USF St. Petersburg's fall and spring semesters. The computer lab, within CCS, is the location for supporting all student computing questions at USF St. Petersburg. Student support and training is provided by the academic support staff on duty at the computer lab.

Bayboro Hall houses a 5,000 square foot instructional computing facility with over 140 computers, supporting over 5,000 of USF St. Petersburg's students. CCS also maintains PC/Microsoft Windows labs located in the Florida Center for Teachers building, Davis Hall and science labs in Davis Hall and the Science and Technology building.

CCS has an NCS/Scantron test scoring system available in three locations: Bayboro Hall computer lab, Davis Hall CAS mail room and Pianoman mail room.

All USF St. Petersburg students, faculty and staff can obtain online a Net ID and email account. Registered students, faculty and staff can obtain automatically generated Net ID and email accounts and passwords at [netid.usf.edu](http://netid.usf.edu) and [mail.usf.edu](http://mail.usf.edu)/email signup

Classroom Technology Resources (CTR), a division of Campus Computing Services, was established to support the computer technology needs of USF St. Petersburg faculty and students in a classroom setting. CTR provides the computing resources necessary for instructors to enhance the learning experience of all USF St. Petersburg students. Classrooms have an Internet-ready PC with popular software, such as Microsoft Office, and a presentation device such as a monitor or projector. More information is available at: [http://www.stpete.usf.edu/computing/classroom\\_technology/classroom\\_profiles.htm](http://www.stpete.usf.edu/computing/classroom_technology/classroom_profiles.htm)

The St. Petersburg Regional Data Center (SPRDAC), pronounced "spur-dak", is a USF St. Petersburg auxiliary that serves to generate financial reserves to replace hardware within Campus Computing. SPRDAC consists of three groups: systems, network support and hardware repair. The SPRDAC systems group maintains numerous Microsoft Windows servers and four Sun Solaris servers. These servers provide the following services for the USFSP campus community: [http://www.stpete.usf.edu/computing/about\\_us/SPRDAC.htm](http://www.stpete.usf.edu/computing/about_us/SPRDAC.htm)

- Email routing
- Domain name system (DNS)
- Web services
- Network printing
- File and network attached (NAS) storage
- Network software
- Telephony, Voice over IP (VoIP) and Voicemail
- Keyless entry security
- Video surveillance
- Energy management
- Cisco Clean Access
- Bomgar (Share My PC) remote administration
- Symantec
- Patchlink software update management

- Virtual Private Network (VPN)
- Reverse 911
- PacketShaper 10000 Packeteer
- IronPort email and Web security appliances
- Wireless
- Active Directory Services

STPnet, the campus network, is based on Ethernet technology. SPRDAC is responsible for monitoring, cabling and the future expansion or redevelopment of STPnet. The network, operating at speeds of up to 256 billion bits per second, has provided the infrastructure to transport vast amounts of data and media needed to position USF St. Petersburg as a major research institution and achieve its institutional goals.

### University of South Florida (Tampa) Computing Services

The computing service on the Tampa campus is Information Technologies (IT)

#### Information Technologies

[Information Technologies](http://www.usf.edu/it/) (<http://www.usf.edu/it/>) is responsible for the management of administrative computing, which includes all computing in support of business systems, GEMS (PeopleSoft HR) and OASIS (SCT/Banner) student information (registration, admissions, and SASS (Student Advising Support System (SASS)), Blackboard and FAST.

## CHAPTER 7: RESEARCH

**Please Note: This section is designed only as an introduction and summary of the research program at USF St. Petersburg. For details, please consult the campus Research Administrator at 873-4096 or visit BAY 204.**

Research and creative activities at the University of South Florida St. Petersburg are integral to its mission of excellence in teaching, research, and public service. Promotion of such activities is the responsibility of the USFSP Office of Research which provides services that enable USFSP faculty, staff, and students to be competitive in a dynamic research environment.

The USFSP Office of Research interfaces with the system-wide: [Division of Sponsored Research](#), [Division of Research Compliance](#), [Division of Patents & Licensing](#), and [Division of Comparative Biomedicine](#).

Specifically, the Office of Research is charged with the following university-wide responsibilities:

- Coordination and support of university-wide scholarly research and creative activities
- Authority to sign contracts and grants on behalf of the USFSP Regional Chancellor
- Research policy development and administration
- Protection and marketing of the University's intellectual property
- Institutional project development

- National research funding trend identification and development of focused initiatives
- Assurance and compliance administration
- University-industry-government partnerships
- Economic development initiatives
- Development and administration of internal funding programs
- Assistance with research institute/center proposal preparation
- Administration of research-related divisions/units

## OFFICE OF RESEARCH DIVISIONS

The [Division of Sponsored Research](#) is responsible for the development and pre-award administration of sponsored research activities at all USF campuses. This includes funding searches, electronic research administration, grantsmanship orientation workshops, the coordination and management of external and internal contracts and grants, interdisciplinary research programs, and inter- and intra-institutional proposals. The Division is also vital to USFSP's research compliance and audit processes to facilitate accountability to sponsoring agencies. [Note: Post-award financial services and accounting are handled by USFSP's Business and Fiscal Analyst; Research Financial Management; and the [USF Research Foundation](#) also provides some post-award management of private contracts.]

The system-wide [Division of Research Compliance](#) is responsible for the development, maintenance, and administration of research-related assurance and compliance programs required by federal and state programs and agencies in order for sponsored and non-sponsored research to be conducted at USF. The purview of this Division includes the centralized oversight and support of research activities involving the use of human and animal subjects (Institutional Review Boards 01, 01b, 01c, and 02; and the Institutional Animal Care and Use Committee); the USF diving program; biosafety/biohazards management (Institutional Biosafety Committee); radiation safety management (Institutional Radiation Safety Committee); controlled substances administration; and tax-free alcohol control.

The system-wide [Division of Patents & Licensing](#) is responsible for the identification, evaluation, development, protection, and utilization of intellectual property rights that result from USF research activities and from the activities of USF researchers in affiliated hospitals and other off-site facilities. The Division is further responsible for the development and coordination of special public-private partnerships and cooperative ventures USF undertakes with business and industry relative to technology development and transfer.

The system-wide [Division of Comparative Biomedicine](#) directs five integrated laboratory facilities for research and teaching to ensure the protection and well being of animal research subjects at facilities in the College of Medicine , College of Public Health , H. Lee Moffitt Cancer Center and Research Institute, James A. Haley Veterans' Hospital, and All Children's Hospital. The Division program and facilities are fully accredited by the Association for Assessment and Accreditation of Laboratory Animal Care International (AAALAC).

## RESEARCH AND RESEARCH GRANTS

*USF 0-304*

*FAC 6C4-12.001*

All requests to outside agencies for funding of specific projects shall be routed through the

Division of Sponsored Research, a division under the system-wide Office of Research and Innovation. All requests from an outside agency to perform a funded project that involves participation by students, staff, faculty, or the use of campus facilities, are to be referred to the Division of Sponsored Research (DSR). Funded and unfunded projects that involve human or animal subjects are to be reviewed prior to the beginning date of the project by the appropriate institutional review board.

## **RESEARCH COUNCIL**

The Research Council, a University-wide Faculty Senate, is composed of representatives of major academic units. The Council advises the Regional Vice Chancellor for Academic Affairs, who also serves as the Chief Research Officer on matters pertaining to faculty and student research, and reviews and awards internal proposals for research and scholarly activities.

## **INTERNAL AWARDS PROGRAM**

[www.research.usf.edu/sr/internal\\_awards/](http://www.research.usf.edu/sr/internal_awards/)

USFSP faculty may apply and receive funding for the system-wide administered Internal Awards. Basic, applied, and demonstration projects are invited, and projects that show promise for future funding from external sources are encouraged. Awards fund conference support, creative scholarships, new and established researchers, faculty international travel, and research interdisciplinary development. Budget permitting, there are two award cycles (fall and spring) each year. Projects must be completed within a year after receipt of the award. System-wide funding awards are limited to \$10,000.

The system-wide Faculty International Travel Awards provide support for scholarly presentations in foreign countries. Budget permitting, there are three mini-cycles each year. Application deadlines are November, February, and April. The invitation to present must be included with the application.

The system-wide Conference Support Program provides assistance for faculty wishing to conduct conferences that are open to the University community, broaden faculty and student exposure to research and creative scholarship, have potential to result in subsequent publication of proceedings, and have potential for future research and scholarly endeavors. Funding from other sources is strongly encouraged, but not required. Only one cycle per fiscal year is scheduled; however, proposals may be submitted for conferences to be held within the academic year or for conferences requiring longer lead time in future academic years. In addition, varieties of non-competitive internal funding opportunities are administered by the system-wide Office of Research and Innovations:

- Faculty Petty Cash Fund (must meet specific criteria to be eligible)
- Faculty Incentive Program (indirect cost earnings distributed to colleges/units, departments, and principal investigators)
- Faculty Support (principal investigator travel, bridge, and emergency funds)
- Institutional Projects Support (major initiatives benefiting USF as a whole)
- Non-contract and grant equipment matching Contract and grant equipment matching
- Start-up funds for faculty recruitment
- Special requests for funding (determined on an individual basis)

## **FEDERAL CONTRACT AND GRANT OVERSIGHT**

*USF 0-310*

The responsibility for federal contract and grant spending oversight will vary depending upon the type of expenditure and dollar amount threshold. All travel expenditures (except those for individuals who report directly to the Regional Chancellor) must be approved by the traveler's supervisor prior to submitting a travel reimbursement request to the State Comptroller. The following expenditures require signed approval from authorized personnel in the Division of Sponsored Research prior to the issuance of a University Purchase Order:

- expense items (excluding travel and subcontracts) that exceed \$10,000;
- all subcontract agreements;
- equipment (including general purpose or research) that exceed \$5,000; and
- Consultant payments that exceed \$1,000.

## **MISCONDUCT IN RESEARCH**

*USF 0-301* [www.research.usf.edu/cs/misconduct.htm](http://www.research.usf.edu/cs/misconduct.htm)

The University of South Florida expects that all research conducted by its faculty, students, or other associates will comply with generally accepted ethical and legal standards for research. Research misconduct is defined as: fabrication or falsification of data, plagiarism, or other practices which seriously deviate from commonly accepted practices in proposing, carrying out or reporting research. Research misconduct does not include honest error or honest differences in interpretations or judgments of data.

Any person who has reason to believe that an individual has engaged in an act of research misconduct at the University should report that act to the chair/dean, who will conduct a preliminary and informal inquiry to determine whether an investigation is warranted. A full description of how investigations are to be carried out and the hearing process are given in system-wide [USF Policies and Procedures 0-301](#) and [Guidelines](#); issues are addressed in the [Responsible Conduct of Research](#).

## **FISCAL MISCONDUCT IN RESEARCH**

*USF 0-306*

It is the policy and intention of the University of South Florida St. Petersburg that all research conducted by its faculty, students or other associates will comply with generally accepted ethical and legal standards for accounting and accountability in research.

Several categories of misconduct are recognized by Federal Government agencies in reporting/accountability documents including fiscal misconduct. Fiscal misconduct in research is defined as: (1) fabrication or falsification of fiscal or personnel data; (2) intentional disregard for University, State or Federal policies and procedures and/or grant or contracting agency/entity requirements, including requirements related to use of grant funds, personnel or equipment; (3) other deliberate actions that deviate from commonly accepted practices in the course of proposing and administering research projects; or (4) negligent administration of research projects.

Any person who has reason to believe that an individual has engaged in an act of fiscal misconduct in research at the University should report that act to the chair/dean, who will promptly provide to the Regional Vice Chancellor for Academic Affairs a verbal summary of the allegations. Full details on how an inquiry is conducted and the procedures to be followed may be found in system-wide USF Policy and Procedures 0-306.

## **CONFLICT OF INTEREST**

USF 0-309 <http://www.research.usf.edu/cs/coi.htm>

Any University employee who is responsible for the design, conduct, or reporting of a sponsored research project that is conducted under the auspices of the University must disclose financial or other interests that are, or may be perceived to be, related to the project. If the University determines that such interests may affect the design, conduct, or reporting of the project, steps will be taken to manage or eliminate the conflict. Such disclosure of financial interests must be made prior to the submission of a proposal for funding or at the time a potential conflict develops during the conduct of a funded project. The Significant Financial Interest Disclosure form must be submitted by the Investigator to the chair or dean. If a potential conflict of interest is acknowledged, the Institutional Substantive Review Committee (ISRC) will prepare and forward a plan for resolution and compliance to the Investigator, with a copy to the Vice President for Research and the chair/dean. The ISRC may rule that the project may not proceed or may impose certain conditions or restrictions.

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

## **HUMAN SUBJECTS**

USF 0-305

USF is guided by the ethical principles concerning human involvement in research as subjects set forth in the report of the National Commission for the Protection of Human subjects of Biomedical and Behavioral Research, entitled: Ethical Principles and Guidelines for the Protection of Human Subjects Research (the Belmont Report). USFSP will meet the requirements set forth in 45 CFR 46, for all applicable Department of Health and Human Services-funded research and, except for the requirements for reporting information to Health and Human Services, for all other research, without regard to source of funding. No human subject research may be initiated and no ongoing human subject research may continue in the absence of approval by the system-wide USF's Institutional Review Board. For a complete description of guidelines for research involving human subjects, please contact the system-wide [Division of Research Compliance](#) for a copy of the IRB Investigator Manual and Administrative Guide.

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

USF 0-308 <http://www.research.usf.edu/cs/irb.htm>

USFSP is guided by the principles of animal care and use set forth in federal law 7 U.S.C. 2131-2156 and its amendments 99-158 and 99-198, the Public Health Service Policy on Humane Care and Use of Laboratory Animals as described in National Research Council's Guide for the Care and Use of Laboratory Animals, and the Laboratory Policies of the Division of Comparative Biomedicine as adopted by the Institutional Animal Care and Use Committee (IACUC). USF's system-wide program for animal care and use is registered with the U.S. Department of Agriculture (#58-R-15), is fully accredited by the American Association for the Accreditation of Laboratory Animal Care (#434), and has filed an

assurance of compliance with the Public Health Service's Office for the Protection from Research Risks (#A4100-01).

Research involving animals may only be initiated when approved in writing by the USF IACUC. For a complete description of guidelines for research involving animals, please contact the [Division of Comparative Biomedicine](#).

## **TUITION PAYMENT POLICY**

Faculty at USFSP is required to include funding for graduate student tuition payments in grant proposal and award budgets when permitted by the sponsoring agency. This allows the University to maximum the benefits of its State allocation of tuition waivers distributed within the colleges. Please refer to the policy, which is hyperlinked above, for details.

## **UNIVERSITY COPYRIGHT POLICY**

USF 0-105 <http://it.usf.edu/standards/security/copyright>

Federal copyright law recognizes that authors, artists, and other creators of works must have the exclusive right to control the use of those works. A work is copyrighted when the work is fixed in any medium, regardless of whether the work is formally published in a book or journal. A copyright notice (i.e., Copyright, John Smith, 1995) is no longer required for a work to be copyrighted. Therefore, even unpublished works may be copyrighted, so long as they are "fixed in any medium," including something as simple as printing the work once on plain paper. The general rule that copyright law protects all works "fixed in any medium" also applies to documents on the Internet and the World Wide Web. If you wish to reproduce Internet works, you must follow copyright law, the fair use laws, and the guidelines above in the same manner as if the document were printed on paper. However, copyright law also recognizes that certain uses of a copyrighted work may be permitted without the prior consent of the copyright holder. Such use is known as "fair use." Fair use is determined on a case-by-case basis. In determining whether a use is permissible as fair use, copyright law recognizes four factors to be considered:

- Purpose and character of the use? Generally, commercial use will not receive the same fair use protection as educational use.
- Nature of the copyrighted work?
- Amount of the work copied? Generally, fair use will protect copying of a small amount of a work but will not protect the wholesale copying of a work.
- Effect of the copying on the market value of the work? Copying that will decrease that work's market value generally will not enjoy fair use protection.
- As a general rule, University faculty and staff may lawfully make fair use of copyrighted materials by duplicating them for educational purposes.
- For details about copyright, the best source is the *National Commission on New Technological Uses of Copyrighted Works (CONTU) Guidelines*.

## **INTENTIONS AND WORKS**

USF 0-300

CBA Art. 18 [www.research.usf.edu/pl/](http://www.research.usf.edu/pl/)

### **Works**

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

If a work is made in the course of independent efforts without use of University resources, facilities or property, the work is the property of the employee. However, if the work was made with the use of University resources, facilities or property, the work is the property of the University and the employee shall share in any proceeds from that work. Exceptions include books, articles and similar works intended for the dissemination of research and scholarship, or works developed without the use of appreciable University support and used solely for the purpose of assisting or enhancing the employee's instructional assignment. If a work falls under that designated as property of the University, the employee must disclose the work and the circumstances of its creation to the RVC for Academic Affairs. The University has 60 days to make a determination whether the University will seek an interest in the work. The University and the employee will then reach agreement that reflects the interests of both parties.

### **Inventions**

An invention includes any discovery, invention, process, instructional technology material, composition of matter, article of manufacture, know-how, design, model, technological development, strain, variety, culture of an organism, or portion, modification, translation or extension of these items, and any mark used in connection with these items.

An employee shall fully disclose to the Vice President for Research all inventions developed or discovered while an employee of the University. A determination will be made whether the University wishes to assert any interest in the invention and negotiations will be carried out regarding distribution of any proceeds from the invention.

For information on works and inventions created under a sponsored research contract or grant, or issues related to patents, see rules and guidelines developed by the Office of Research.

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

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

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

- All additional compensation requests on contract and grant accounts must have the prior approval of the RVC for Academic Affairs via the attachment to the "Proposal Review and Certification" form.
- All additional compensation paid to any university employee during the academic fiscal year comes under a 20% limit rule. This includes payments made through Contract & Grant dual compensated employment, College Workload Adjustment, Extended Studies Overload, and Contract & Grant Overload.

## **CHAPTER 8: FACULTY EMPLOYMENT AND RELATED ISSUES**

### **ACADEMIC FREEDOM AND RESPONSIBILITY**

USF St. Petersburg is committed to the fundamental principles of academic freedom and believes that only within an environment of free inquiry, free expression, intellectual honesty, and respect of human dignity can the University fulfill its mission. Academic freedom applies to teaching, research/creative activity, and public service and is a right of both faculty and students. Faculty have the freedom to present and discuss their own academic subjects frankly and forthrightly without fear of censorship, and to select instructional materials and determine grades in accordance with University Campus Board and Board of Trustees policies. Faculty have a responsibility to ensure that students learn in an atmosphere that welcomes intellectual inquiry and rational discussion.

### **FACULTY RANKS**

The Campus Board recognizes the following faculty ranks:

- Distinguished Professor
- Professor
- Librarian
- Associate Professor
- Associate Librarian
- Assistant Professor
- Assistant Librarian
- Instructor
- Lecturer

### **APPOINTMENTS**

All regular 9-month faculty are appointed on a standard appointment contract signed by the USFSP Regional Vice Chancellor for Regional Vice Chancellor for Academic Affairs, dean and faculty member. All academic year appointments begin on the same date.

#### **Change of Appointment**

Faculty serving on a 12-month appointment may request to be moved to an academic year appointment or an annual leave accruing appointment of less than 12 months. Similarly, a faculty member serving on an academic year appointment may request a calendar year appointment or an annual leave accruing appointment of less than 12 months, but more than 9 months. Granting of such requests is at the discretion of the Regional Vice Chancellor for Academic Affairs.

When a faculty member changes from a 12-month appointment to a 9-month (academic year) appointment, his or her salary will reflect a 22.2% reduction (or 81.8% of the 12-month salary). Likewise, a faculty member moving from an academic year appointment to a 12-month appointment will have his or her salary increased by 22.2% (or 122% of the 9-month salary).

### **Summer Appointments**

*CBA Article 8.4c 3. Compensation*

Summer appointments are not guaranteed and are determined equitably based upon available resources and the teaching needs of the department or academic unit. Faculty teaching during any of the summer terms shall be compensated in the same ratio of salary to assigned FTE compensation received during the regular academic year, but not exceed \$12,000. Faculty may also receive summer pay for non-classroom credit (e.g., thesis direction, supervised research/teaching, and supervision of student interns/practica), research, and service. However, such "other FTE" need not be allocated according to the same FTE equivalent as during the academic year. The total FTE for the summer may not exceed 1.0.

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

### **Extra University Compensation**

*CBA Article 8.4d 2.*

Extra University Compensation is university compensation for any duties in excess of a 1.0 FTE appointment. Extra State Compensation appointments, if approved, must be offered equitably and as appropriate qualified employees.

The portion of a faculty member's salary up to and including 1.0 FTE must be paid from salary funds. Employment beyond 1.0 FTE is to be paid only from OPS or temporary funds. Faculty members assigned less than 50% to instruction normally will not be eligible for Extra University Compensation for teaching additional courses.

### **Administrative Faculty Appointments**

*See CBA Article 8.4b*

Often faculty are asked to serve in some administrative capacity at the department, school or college level. Compensation for administrative appointments within the college must adhere to the following guidelines:

1. Faculty assuming "clearly demanding" administrative duties within their department/school where normal faculty duties will continue to constitute the majority assignment may:
2. receive release time equivalent to the FTE required to perform the duties (e.g., a one-course release to serve as undergraduate advisor) plus, when responsibilities extend through the summer, a reasonable summer FTE to discharge duties, or

3. receive a temporary stipend of up to 5% of the nine-month base salary plus, where responsibilities extend through summer, a reasonable summer FTE to discharge duties (or 5% of 12-month base), but no course reduction.
4. Faculty assuming intensive and short-term administrative duties within their department/school where normal faculty duties will constitute a minority assignment (e.g., heading up a reaccreditation effort) will receive release time plus a temporary stipend of up to 5% of base salary.
5. Faculty assuming a 12-month administrative appointment as interim chair, interim assistant chair, interim assistant/associate dean, etc. will have their nine-month appointment converted to a 12-month appointment plus a temporary stipend of up to 5% of the 12-month base. This is approximately equivalent to a nine-month plus three-month appointment of between .75 FTE and 1.00 FTE for summer.

Faculty appointed as chairs, assistant chairs, assistant/associate deans where the appointments is expected to extend three years or more, will have their nine-month appointment converted to a 12-month appointment after a base adjustment of up to 5%, plus a temporary stipend of up to 5% calculated on 12-month base. If on a 12-month appointment, the base will be adjusted up to 4% plus a temporary stipend of up to 5% of the 12-month base. This would be approximately equivalent to a nine-month plus three-month appointment of slightly greater than 1.00 FTE for summer.

## **TENURE**

### *CBA Article 15*

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

### **Criteria**

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

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

The following outlines the minimum criteria for granting of tenure. Faculty should consult the specific criteria for tenure that have been developed by individual colleges and departments.

A record of effectiveness in teaching must be established before research/creative work and service are evaluated. Unless a determination is made that the candidate is an effective teacher, tenure will not be granted.

In addition, a faculty member must have established an original, coherent and meaningful program of research/creative activity, which is adding substantively to the body of knowledge within the discipline, and through which the faculty member is expected to make

a continuing contribution through his or her service. A short period of intensive research/creative activity in the years immediately preceding tenure consideration is not an acceptable substitute for a continuous and progressive record.

The third component to be evaluated includes service to the University and the external community. External service may include work for professional organizations and community, state and federal agencies and must be related to the basic mission of the University and capitalize on the faculty member's special professional expertise. Normal service activities associated with good citizenship are not usually evaluated as part of the tenure and promotion process.

### **Eligibility**

Tenure is normally considered in the sixth year of tenure-earning service, but may be considered earlier. If tenure is not granted by the end of the sixth year, a faculty member may not continue in that position and must be given a notice of non-reappointment. Normally tenure is granted to assistant professors simultaneous with promotion to associate professor. However, tenure is not dependent upon rank.

Under exceptional circumstances, faculty may be recommended for tenure at the time of their initial appointment, independent of their previous tenure-earning or tenured status. Such recommendations require the concurrence of the college (or department, if applicable), the Dean, the Regional Vice Chancellor for Academic Affairs, the Regional Chancellor, the President and the USF System Board of Trustees.

### **Transfer of Tenure-earning Credit**

Faculty with tenure-earning credit at another institution may apply to have their tenure earning credit transferred at the time of the initial appointment to their college. The Dean and Regional Vice Chancellor for Academic Affairs must recommend credit for tenure-earning time at another institution.

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

### **Notification**

Faculty are notified by the Office of the Regional Vice Chancellor for Academic Affairs of their eligibility for tenure early in the Fall semester of their fifth year of tenure-earning service. A faculty member who wishes to defer tenure consideration until the sixth year must do so in writing upon receipt of notice of eligibility. A faculty member who wishes to be a candidate for tenure before the fifth year of tenure-earning service must request permission to do so. The dean must approve early review.

### **Process**

Each eligible faculty member will receive from the Office of Academic Affairs a copy of the tenure and promotion packet, which includes instructions, details about required documentation and peer reviews, and all forms to be filled out, deadlines, etc. Tenure and promotion nominations generally are considered simultaneously and must be submitted using the appropriate University format for review at the college and institutional level, and by the Regional Vice Chancellor for Academic Affairs. The decision to grant tenure is not final until approved by the USF System Board of Trustees. The decision to deny tenure is made only after review and concurrence by the Regional Vice Chancellor for Academic

Affairs and Regional Chancellor. Tenure is effective on July 1; promotion is effective at the beginning of the next academic year.

### **Appeals**

Tenure-earning faculty who are not granted tenure by the end of their sixth year of continuous tenure-earning service shall be given a notice of non-reappointment of contract, ending their employment one year from the date of notice. If tenure is not granted, the faculty member shall be notified in writing by the Regional Vice Chancellor for Academic Affairs of the final action taken, a statement of the reasons for the denial, and a statement regarding the appeal process.

If a faculty member who has been denied tenure believes his or her rights have been violated or that the University has failed to comply with the University's criteria for tenure, permanent status or promotion or procedures, an appeal may be filed with the Regional Vice Chancellor for Academic Affairs. Relevant documentation should be included with the appeal.

### **PROMOTION**

#### *CBA Article 14*

Application for promotion from assistant professor to associate professor normally occurs simultaneous with candidacy for tenure. An exception may be made in the case of an individual whose rapid rate of professional accomplishment warrants the rank of Associate Professor, but whose accumulated record has not yet been established broadly enough to warrant tenure.

### **Criteria**

Because the judgment of readiness for promotion is based upon a careful evaluation of the candidate's contributions in teaching, research/creativity, and service, the same procedures and the same documentation used to assess tenure are used to determine promotion. Standards for the rank of Associate Professor at the University include:

- Acknowledged record of success in teaching, or other comparable activity appropriate for the unit, including a record of such activities as participation on thesis and/or dissertation committees, and successful direction of the work of master's and doctoral candidates, where applicable.
- Focused program of independent and collaborative research/creative work, supported by substantial publication or their equivalent. Original or creative work of a professional nature may be considered an equivalent. The record should be sufficient to predict, with a high degree of confidence, continuing productivity in research/creative work throughout the individual's career.
- Substantive contribution in the area of service.

Promotion from the rank of Associate Professor to Professor may be requested at any time, but is normally requested at the end of the seventh year in the rank of associate professor. Standards for the rank of Professor are:

- Acknowledged record of success in teaching, or other comparable activity appropriate for the unit, such as a record of participation on thesis and/or dissertation committees, and successful direction of the work of master's candidates, where applicable.
- Established record of productive research/creative work of at least national visibility, supported by a record of substantial publications or their equivalent. Original or creative work may be considered an equivalent. The record should predict continuing productivity in research/creative work throughout the individual's career.
- Substantive contributions in the area of service.

Unmistakable evidence of significant achievement among peers in one's discipline at the national or international level is required for promotion to Professor. True distinction is expected in at least one of the areas of teaching (or comparable activity appropriate to the unit); research/creative work; or service. Any recommendation for promotion to the rank of Professor must contain evidence that such distinction has been identified.

### **Notification**

Promotion is granted by the President and is effective with appointment in the next academic year.

Faculty who are denied promotion shall be notified in writing by the Regional Vice Chancellor for Academic Affairs of the final action taken, a statement of the reasons for the denial, and a statement regarding the appeal process. Such notice shall be made in writing within ten days or as soon as possible thereafter, of the decision to deny.

### **Appeal**

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

## **FACULTY ASSIGNMENTS**

*CBA Article 9*

*University Policy CM 87-17.2*

*Sec. 240.243, F.S.*

### **Twelve-Hour Law**

Florida Statute (Sec. 240.243) requires that faculty members who are paid wholly from state funds must teach a minimum of 12 classroom contact hours per week. Any faculty member who is assigned responsibilities and duties in furtherance of the mission of the University must teach a minimum number of classroom contact hours in proportion to 12 classroom hours per week.

Any full-time faculty member who is paid partly from state funds and partly from other funds or appropriations must teach a minimum number of classroom contact hours in such proportion to 12 classroom contact hours per week as his/her salary paid from state funds bears to the total salary. Full-time administrators, librarians, and counselors are exempt from the 12-hour rule.

### **Assigned Faculty Duties**

Each faculty member must be informed in writing of what is generally expected of him/her, in terms of the teaching, research, service, or other assigned duties for the year. Full-time faculty must have a minimum assignment of 12 contact hours of instruction in front of a

class or the equivalent in other assigned duties and responsibilities. The "or the equivalent in other assigned duties" may include effort assigned to other responsibilities such as research, advisement, service, governance, etc. Thus, not all faculty members must teach 12 classroom contact hours. The percentage of effort assigned for teaching may not exceed 8.33% per 1 hour of classroom contact (for example, 25% for a 3-credit classroom course).

The assignment of duties should be made in consultation with the faculty member and in accordance with University Policy. Such consultation must also take place before changes are made to the assignment. When practical, the annual assignment should be communicated to employees no later than six weeks in advance of its starting date. The faculty member must be given the opportunity to discuss the assignment and any changes in the assignment with the individual responsible for making the annual assignment of duties. If the initial conference does not resolve the faculty member's concerns, an opportunity shall be made to discuss those concerns with an administrator at the next higher level.

### **USF St. Petersburg Guidelines for Faculty Assignment**

Teaching and research are the primary activities of tenured and tenure-earning faculty. Teaching and research are of equal value to the profession and the institution, and they are complementary in developing the intellectual and creative potential of students and in extending the frontiers of knowledge.

Service to the University and the community also may be essential pieces of a faculty member's assignment and it should be recognized that some academic units and institutes have mandated service missions. In such cases, the importance of service might be equal to teaching or research.

Each USFSP College has established its own assignment guidelines in accordance with the Collective Bargaining Agreement, University-wide Guidelines, the standards of its discipline, and the unit's mission. Faculty should consult these unit-level guidelines for assignment policies related to their department or college. Deans provide administrative oversight in faculty assignments, with final authority resting with the Regional Vice Chancellor for Academic Affairs.

USFSP Colleges with both undergraduate and graduate programs will normally be expected to assign faculty, regardless of rank or title, to participate in both undergraduate and graduate instruction.

It is not anticipated nor is it desirable that all academic units look alike with respect to the proportion of effort assigned to teaching and research. While it is not unreasonable to expect that instructional activities may typically account for 75 percent of aggregate faculty effort at the department/school or campus level, greater proportional balance may be justified by academic units with especially noteworthy records in scholarship or funded research or those with unique missions.

Further, faculty talents and department needs may result in individual faculty assignments that are exclusively teaching or exclusively research. The critical point is that academic units, through the aggregate efforts of their faculty, should contribute in fully equitable ways to the needs and overall mission of the University.

### **Considerations in Assignment**

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

The assignment should also recognize that the percentage of a faculty member's time allocated for instructional effort may vary when the individual is teaching a new course; teaching more than one section of the same course; or when teaching a larger than normal number of students in one or more courses. Assignments should also recognize such factors as the number of preparations involved; the amount of preparatory work involved; the level of courses taught; and the amount of assistance given to the faculty member in teaching a class (graduate or undergraduate teaching assistants, etc.). The assignment should recognize the research and service activities of the faculty member.

### **ANNUAL PERFORMANCE EVALUATION**

*CBA Article 10*

[USF System Policy on Faculty Evaluations](#)

<http://generalcounsel.usf.edu/regulations/pdfs/regulation-usf10.108.pdf>

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

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

Faculty must be notified to review the annual evaluation no later than 30 days after the end of the term, and the faculty member shall be offered the opportunity to discuss it with the evaluator. Evaluation materials are confidential.

### **Sources of Faculty Evaluation Information**

USF St. Petersburg requires a standardized student assessment of instruction questionnaire (SUSSAI) to be administered by every faculty member, the results of which are public record and are available in any of the University's libraries. In addition, a college or department may include other evaluative items on the student questionnaire, all of which are stripped off before being made public. Copies of all results are available to the faculty member.

Other sources of information regarding teaching effectiveness may be used including review of instructional materials and syllabi, peer review of lectures, awards for teaching excellence, and self assessments. Research should be evaluated based upon current resume, abstracts and/or works published, presented at professional meetings and/or in progress, awards or offices held, contract or grant proposals submitted, and upon other criteria developed by the department/college. Service that is related to and furthers the mission of the University should be evaluated. This includes service on University committees and councils, service in appropriate professional organizations, and service to public schools.

## **Progress Toward Tenure and Promotion**

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

## **SUSTAINED PERFORMANCE REVIEWS**

*CBA Article 10.3b*

Tenured faculty members shall receive a sustained performance review once every seven years following the award of tenure or their most recent promotion. The purpose of the review is to document sustained performance during the previous six years and to encourage continued professional growth and development. Annual evaluations, including any documents included in the evaluation file, shall be the sole basis for the sustained performance review. In other words, no new material may be added. An employee who received satisfactory annual evaluations during the previous six years shall not be rated below satisfactory in the sustained performance review nor subject to a performance improvement plan.

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

## **FACULTY SABBATICALS**

*CBA Article 22.3*

USFSP makes available a limited number of one-semester sabbaticals at full pay and an unlimited number of two-semester sabbaticals at one-half pay. Sabbaticals are granted to increase the faculty member's value to the University through enhanced opportunities for professional renewal, planned travel, study, foreign education, research, writing, or other professional experience. Sabbaticals are not a reward for service.

### **Eligibility**

Full-time tenured faculty members with at least six years of full-time service within the SUS are eligible for faculty sabbaticals. Faculty are not normally eligible for a second sabbatical until six years of continuous service is completed following the first.

### **Application and Selection**

Each year the Office of Academic Affairs sends a memorandum to all eligible faculty members calling for sabbatical applications to be submitted. On the sabbatical application, the faculty member may indicate that the application is for a one-semester or two-semester sabbatical, or both. Only one type can be awarded to the individual applying.

Applications may be submitted directly to the Office of Academic Affairs, and do not require letters of support from the dean. However, a faculty member may request such supporting letters and is encouraged to discuss the application with the department chair (CAS only) or dean. The application must include confirmation that the dean has been notified in writing that the application for sabbatical has been made.

The Sabbatical Committee, composed of tenured faculty elected from eligible members of the in-unit faculty, will recommend for approval all completed applications for half-pay sabbaticals. In recommending full-pay sabbaticals, the committee will scrutinize the specificity and cogency of each complete application, will take into consideration the equitable distribution of sabbaticals among colleges and departments and the length of time since the last sabbatical or leave for research and professional development. The Committee submits a ranked list of recommended applicants to the Regional Vice Chancellor for Academic Affairs no later than the end of March and notification by the Vice Chancellor is generally made in April. Final decision for acceptance of sabbatical should be made by the end of the Spring semester.

### **Responsibilities**

The faculty member must return to the University for at least one academic year following participation in the program. Agreements to the contrary must be reduced in writing prior to participation. If there is no agreement and the faculty member fails to return, the University may require that the salary received during the sabbatical be returned. Upon conclusion of the sabbatical, faculty must provide a brief written report of the accomplishments during the sabbatical.

### **Compensation and Benefits During Sabbatical**

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

Contributions normally made by the University to retirement and social security programs shall be continued on a basis proportional to the salary received. Contributions normally made to employee insurance programs and other employee benefit programs shall be continued during the sabbatical.

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

### **HOLIDAYS**

The following State holidays are observed by the University: New Year's Day, Martin Luther King Jr.'s Birthday, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving Day, Friday after Thanksgiving Day, and Christmas Day. Holidays that fall on Saturday will be observed on the preceding Friday. Holidays that fall on Sunday will be observed on the following Monday.

A faculty member who wishes to observe a religious holy day must notify the academic dean as soon as possible in order that arrangements may be made for the meeting of

classes and the performance of other scheduled activities. For 12-month faculty who accumulate annual leave, leave must be taken in such cases or the absence may be approved as leave without pay.

### **OUTSIDE ACTIVITIES**

*Sec. 112, F.S.*

*CBA Article 18.5 and 19*

No faculty member should engage in any regular or intermittent outside activities external to the University that interfere with the full discharge of the academic responsibilities of teaching, research, and service. "Outside activity" includes any private practice, private consulting, additional teaching or research, or other activity, compensated or uncompensated, which is above and beyond a faculty or staff member's assigned duties and for which the University has provided no compensation.

When outside activity is compensated by another university or by a State of Florida agency, such activity is governed by the Dual Employment Policy of that agency and appropriate forms must be completed and approved.

Before engaging in any compensated professional activity or any outside activity, the faculty member must provide written disclosure for any of the activities described in this section on the Outside Activities Report form, which should be submitted to the chair or immediate supervisor.

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

A determination of whether an outside activity is a conflict of interest is determined by Florida law (See Conflict of Interest, chapter 9). A conflict of interest means any situation in which regard for a private interest tends to lead to disregard of a public duty or interest. The responsibility for complying with these provisions of Florida law is placed upon the faculty or staff member.

Outside Activity Forms are in effect for only one year. New forms must be submitted at the beginning of each academic year for any continuing outside activity.

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

### **ENGLISH PROFICIENCY**

*Sec. 240.246, F.S.*

*CBA Article 10.5*

Every faculty member is expected to be proficient in oral English language skills. Faculty found to be potentially deficient in English oral language skills shall be tested. Faculty may demonstrate proficiency by achieving a score of 50 or above on the Test of Spoken English

(TSE). Faculty who score a 45 on the TSE may continue to teach for one semester while enrolled in appropriate English Language instruction. Faculty who score below 45 on the TSE shall be assigned appropriate non-classroom duties for up to two consecutive semesters while participating in appropriate oral English language instruction. The University shall provide instruction at no cost and shall pay the expenses for up to two administrations of the TSE.

### **EMPLOYEE ASSISTANCE PROGRAMS**

<http://www.stpt.usf.edu/saffairs/CCC/EmployeeAssistanceProgram.htm>

The University recognizes that alleviating personal, family, or work-place problems of its employees may result in improved functioning for both the individuals and the organization. An Employee Assistance Program (EAP) housed in the Counseling Center assists University employees and their families with these difficulties. Two clinical psychologists provide crisis intervention, assessment, short-term counseling, referral, and follow-up. The EAP staff also works with other USF units to present workshops, seminars, and other group programs for employees.

All regular faculty (.50 FTE appointment or higher) are eligible to receive services from the Employee Assistance Program. Family members [spouses and dependent children] residing in the employee's household are also eligible for services. There is no cost for services provided directly by an EAP counselor. If an external referral is made, the counselor will assist the employee in making the best use of his or her health insurance or HMO coverage.

All EAP records are maintained in strictest confidence. Information shared with an EAP counselor will not be disclosed to anyone without the employee's written permission. Exceptions to this policy occur only when disclosure of information is necessary to protect the employee or someone else from physical harm, or when appropriate legal action is taken. Under no circumstances are EAP records made a part of an employee's personnel file.

### **TUITION DEFERRAL FOR FACULTY**

Full-time faculty with at least six months of continuous State employment may enroll for up to six credit hours of instruction per fall, spring, and summer semester without payment of the registration fee.

### **ADVANCED DEGREES**

No current or former member of the faculty who holds or has held the rank of assistant professor or above shall be admitted to a graduate program, work toward an advanced degree, or earn an advanced (master's or doctoral) degree at the University except with prior authorization of the Regional Vice Chancellor for Academic Affairs.

### **FACULTY HONORS AND AWARDS**

Detailed information on purpose, nomination/application, eligibility, selection and award for faculty awards and honors administered by the Faculty Senate is available from the Faculty Senate office.

- Outstanding Undergraduate Teaching Awards
- Outstanding Undergraduate Advising Awards
- Emeritus Professor Award

- Alumni Professor Award
- Honorary Degrees

## **HEALTH AND LIFE INSURANCE**

Faculty may enroll in a variety of health insurance programs with a broad selection of health coverage. Health insurance plans are offered for either the employee only or family coverage on a pre-tax basis. The University also offers a variety of supplemental insurances on a post-tax basis. Employees should contact the Benefits office regarding health, life, supplemental, dental, cancer, disability and personal accident insurance coverage.

The State of Florida currently offers a low-cost group term life and accidental death and dismemberment policy. However, effective January 1, 2011 the low-cost group term life and accidental death and dismemberment policy will be replaced for all benefits eligible employees with an automatic free basic life insurance benefit of \$25,000. Additionally, Optional life insurance through the State allows one to select up to 5 times your salary in additional coverage up to a maximum optional coverage benefit of \$500,000.

## **LEAVES**

### *CBA Article 17*

The intent of this section is to give only a brief overview and general policies for the various types of leaves, other than sabbaticals (see above), available to faculty. For details, consult the USF SP Human Resources Business Practices.

### **Sick Leave**

All regular full-time faculty accumulate sick leave at the rate of four hours bi-weekly or 78 hours per 9-month appointment. Faculty are responsible for maintaining their sick leave records according to the internal operating procedures of the employing department. Leave records are subject to audit.

Sick leave is to be used under the following circumstances:

- the faculty member's personal illness or injury or exposure to a contagious disease that would endanger others;
- the faculty member's appointment with a health care provider;
- illness or injury of a faculty member's immediate family
- death of an immediate family member.

Faculty should inform their dean or supervisor when using sick leave. If sick leave exceeds four consecutive days, medical certification may be required for verification of the illness or disability.

Upon transfer of a faculty member from one State University System institution to another or upon re-employment within 100 days, the full balance of accrued sick leave shall accompany the employee unless the employee has received a lump sum payment for accrued sick leave.

### **Payment for Unused Sick Leave**

Sick leave may be accumulated. A faculty member who has completed ten or more years of State service, has not been found guilty or has not admitted to being guilty of committing,

aiding, or abetting any embezzlement, theft, or bribery in connection with State government, or has not been found guilty of having violated any State law against or prohibiting strikes by public employees, or has not been dismissed for cause pursuant to the provisions of Sec. 110.122, Florida Statutes, and separates from State government because of retirement for other than disability reasons, termination, or death, shall be compensated at the employee's current regular hourly rate of pay for one-eighth of all unused sick leave accrued prior to October 1, 1973, plus one-fourth of all unused sick leave accrued on or after October 1, 1973, provided that one-fourth of the unused sick leave since 1973 does not exceed 480 hours.

Payments for unused sick leave are made in lump sum and shall not be used in determining the average final compensation of an employee in any State administered retirement system. In the event of the faculty member's death, payment for unused sick leave at the time of death shall be made to the employee's beneficiary, estate, or as provided by law.

### **Job-Related Disability Leave**

If a faculty member sustains a job-related disability compensable under the Worker's Compensation Law, he or she shall continue to receive full pay for a period not to exceed seven days immediately following the injury, or a maximum of 40 hours if taken intermittently. The employee will not be required to use accrued sick or annual leave during this period.

If the individual is unable to return to work at the end of the period specified above, the individual may use accrued leave in an amount necessary to receive salary payment that will increase the Worker's Compensation payments to the total pre-injury salary. In no case may the salary plus Worker's Compensation benefits exceed the faculty member's regular salary payments.

If the individual elects not to use accrued leave or has exhausted all accrued leave, then the University may place the individual on disability without pay, in which case the individual will receive normal Worker's Compensation benefits.

If the faculty member is unable to return to work and perform assigned duties, the University may offer the individual part-time employment, place the individual on leave without pay, request the employee's resignation, or release the individual from employment.

### **Compulsory Disability Leave**

If a faculty member is unable to perform assigned duties, the University may require the employee to submit to a medical examination. If the medical examination confirms the individual is unable to perform assigned duties, the individual may be placed on compulsory disability leave with or without pay for the duration of the disability or one year, whichever is less.

The University may set conditions under which the faculty member may return to work. These conditions may include completion or participation in rehabilitation treatment, follow-up medical certification or other condition as appropriate. If the individual fulfills the conditions and receives medical certification of fitness to return to assigned duties, the University must return the employee to previous or equivalent duties.

If the faculty member fails to fulfill the conditions of the compulsory disability leave, the University may offer the individual part-time employment, place the individual on leave without pay, request the individual's resignation, or release the individual from employment.

### **Annual Leave**

Full-time faculty appointed for more than nine months, except faculty on academic year appointments, shall accrue annual leave at the rate of 6.769 hours bi-weekly or 14.667 hours per month. A maximum of 44 days (352 hours) may be accumulated. Qualified individuals with accrued annual leave in excess of the year end maximum as of December 1, shall have any excess converted to post October 1, 1973 sick leave on an hour for hour basis on Jan. 1 of each year.

All requests for annual leave must be submitted to the supervisor as far in advance as possible. Approval of annual leave is at the discretion of the supervisor.

Upon termination of an annual leave accruing contract, or transfer from an annual leave accruing contract to an academic year, the University shall pay the faculty member for up to 44 days (352 hours) of unused annual leave at the calendar year rate the individual was accruing as of the individual's last day of work. All unused annual leave in excess of 352 hours shall be forfeited unless a determination is made by the Regional Vice Chancellor for Academic Affairs that the faculty member was unable to reduce the unused leave balance prior to termination or reassignment.

A faculty member returning to an academic year contract may elect to retain all unused annual leave until such time, not to exceed two years, as the individual transfers back to an annual leave accruing contract or terminates employment with the SUS.

In the event of the death of the faculty member, payment for all unused annual leave at the time of death, up to 352 hours, shall be made to the individual's beneficiary, estate, or as provided by law.

### **Leaves of Absence**

Florida statute and University policy recognize the following types of leave of absence with pay for faculty:

- Voting
- Jury Duty
- Subpoenaed as a witness (not involving personal litigation)
- Military Leave
- Leave Pending Investigation
- Florida Disaster Volunteer Leave
- Civil Disorder or Disaster Leave
- Athletic Competition Leave
- Service-connected (V.A.) disability (re-examination or treatment)
- Emergency University Closing
- Leave when there is potential for employee to damage property or incur injury to the employee or others
- Leave for period between Notice and Action for reduction in pay, suspension, or dismissal

For a leave of one semester or more, the faculty member shall make a written request not less than 120 days prior to the beginning of the proposed leave, if practicable. For an extension of a leave of one semester or more, the faculty member shall make a written request not less than 60 days before the end of the leave, if practicable. The University shall approve or deny such requests in writing not later than 30 days after receipt of the request.

Upon written request, leave without pay for up to one year may be granted by the Regional Vice Chancellor for Academic Affairs. Neither sick nor annual leave may be accumulated during an uncompensated leave. Time spent on uncompensated leave shall not be creditable for the purpose of determining eligibility for tenure or permanent status, except by mutual agreement of the faculty member and the University. Accrued leave may be used during a period of leave without pay for parental, foster care, medical or military reasons.

### **University Parental Leave Program**

A faculty member, upon written request, shall be granted a parental leave of absence without pay not to exceed 6 months when the individual becomes a biological parent or a child is placed in the individual's home pending adoption. The period of parental leave shall begin no more than two weeks before the expected date of the child's arrival. At the end of the approved parental leave of absence without pay, and at the faculty member's request, part-time leave without pay may be granted for a period not to exceed one year. Intermittent use of leave is authorized to enable employees on parental leave to continue to receive the employer contribution to the State insurance program

### **Faculty Paid Parental**

USF St. Petersburg offers a paid parental leave benefit for any regular faculty member who is enrolled in the Faculty Pay Plan, employed for a minimum of one (1) academic year for faculty members with instructional responsibilities or a minimum of one (1) calendar year for faculty members without instructional responsibilities, and employed on at least .75 FTE line. Instructional faculty members shall not be required to use leave during one semester of the parental leave or 12 weeks for non-instructional faculty members. Whenever the faculty member resigns, retires or permanently terminates employment with USFSP, the number of hours used for paid parental leave shall be deducted from the total balance that the faculty member has remaining at the time of separation. If the faculty member requests additional time off through the University Parental Leave program, the faculty member's accrued leave will need to be used to stay in a paid status. The Faculty Paid Parental Leave program runs concurrently with the University Parental Leave Program.

### **Family and Medical Leave**

Pursuant to the Federal Family and Medical Leave Act (FMLA) (Public Law 103-3), faculty within the SUS are entitled, upon request, to be granted 12 work-weeks for FMLA leave within a 12-month period. FMLA leave is provided for the following purposes:

To care for a child when the employee becomes a biological parent or a child is placed in the employees home pending adoption or for foster care. A faculty member is entitled to parental leave for birth or adoption for up to six months under Florida statute; twelve work-weeks of such leave shall count as FMLA leave.

To care for the individual's family member with a serious health condition

The serious health condition of the faculty member that prevents the individual from working or performing essential functions of the position within the meaning of the Americans with Disabilities Act (ADA).

For details regarding the requirements of the FMLA, please see the Collective Bargaining Agreement, Article 17 and the USF Human Resources Business Procedures.

## **NON-REAPPOINTMENT/LAYOFF/RESIGNATION**

*CBA Articles 12 and 13*

### **Non-Reappointment**

Faculty are entitled to notice if they will not be offered further appointment. The timing of the notice is dependent on the individual's length of service. Faculty with less than two years of continuous University service are given one semester's notice; faculty with two or more years of continuous University service are given one year of notice. Faculty who are on "soft money" (e.g., contracts and grants, sponsored research funds and grants and donations trust funds, who have five or more years of continuous University service as of June 30, 1991, are given one year's notice. Faculty who are appointed for less than one academic year, who are appointed to a visiting appointment or are employed in an auxiliary unit are not entitled to notice of non-reappointment.

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

A faculty member who receives notice of non-reappointment may file a grievance if he/she believes the decision violates the constitutional rights of the individual.

If the non-reappointment is based solely upon adverse financial circumstances, reallocation of resources, reorganization of degree programs, curtailment or abolition of one or more functions or programs, and/or reorganization of academic or administrative structure, programs or functions, the University must make a reasonable effort to find an appropriate alternative or equivalent position first within the University and second within the SUS. If in such circumstances, the faculty member is not re-employed in the same or similar position, the University must offer the faculty member re-employment within two years following initial notice of non-reappointment, should the same or similar position become available.

### **Layoff**

*CBA Article 13*

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

Whenever possible faculty should be notified as soon as possible. If practicable, faculty with three or more years of continuous University service should be given one year's notice; those with less service should be given at least six month's notice.

In the case of a layoff, the University will make reasonable effort to locate appropriate, alternate, or equivalent employment, first within the University and second within the State University System.

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

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

## **Resignation**

Any faculty member who wishes to resign has the professional obligation, when possible, to provide the University at least one semester's notice.

## **RETIREMENT AND PHASED RETIREMENT**

*CBA Article 24*

### **Retirement**

*(For details about retirement benefits and retirement planning, please consult the Benefits Administrator in the Office of Human Resources.)*

Faculty have a choice of participating in the Florida Retirement System (FRS) or the Optional Retirement Program (ORP). The FRS allows you to choose one of two plans. If you selected one plan in the FRS, you have a one-time only 2nd choice option to transfer to the other plan if monies in your existing plan account equal to or exceed the amount needed to transfer to the other plan.

FRS offers the Pension Plan, a defined benefit plan, in which you are promised a benefit at retirement if you meet certain criteria. The amount of your future benefit is determined by a formula, based on your earnings and length of service. You will be eligible for a benefit (i.e. be vested) when you complete six years of service in the FRS Pension Plan. If you use your 2nd choice option to transfer from the FRS Investment to the FRS Pension, you will be able to count your Investment Plan service toward the six-year vesting. The University on behalf of the faculty member makes contributions to the Florida Retirement System. No faculty contributions are allowed or required.

FRS also offers the Investment Plan, a defined contribution plan, in which employer contributions are defined by law, but your ultimate benefit depends on the performance of your investment funds. There is no fixed benefit at retirement. The FRS Investment Plan is funded by employer contributions that are based on your salary. The Investment Plan directs contributions to individual member accounts, and you allocate your contributions and account balance among various investment funds. Participant contributions are not allowed. You will be vested (that is, you will own the assets in your Investment Plan account) when you complete one year of service in the FRS Investment Plan. If you transfer from the FRS Pension Plan to the FRS Investment Plan, you will be able to count your Pension Plan service toward the one-year vesting requirement.

The Optional Retirement Program (ORP) is limited to benefits eligible Faculty members and Administrative positions. On an ongoing basis throughout each year, the university will contribute a percentage of your earnings to the participating company or companies you selected on your contract application(s). These contributions are invested on your behalf, at your direction, to create your retirement fund. Faculty selecting this plan may also make contributions equal to, or less than the University's contribution. Contributions must be directed to at least one of five designated companies. Your retirement benefit is based on your account balance which is made up of: employer contributions to your account, any voluntary employee contributions, plus or minus investment returns (gains and/or losses) minus expenses and fees. You are vested in your immediately upon signing a contract. The decision to participate in this plan is irrevocable.

Upon retirement an employee in an annual leave accruing position (12 month faculty only) will be compensated for all unused annual leave up to a maximum of 352 hours (44 days). A portion of unused sick leave will be paid out according to Florida Law providing the employee has 10 years of creditable service at the University. If retiring under FRS, the employee normally will begin receiving a State retirement check at the end of the first month of retirement. Subsequent retirement checks will have deductions for State Group Health Insurance Plan or any benefits the employee may have elected to continue as a retiree. Retirees with at least ten years of service with the State University system are eligible, upon request, to receive the following benefits: retired employee identification card; use of the University library; listing in the University directory; placement on designated University mailing lists; University parking decal; use of University recreational facilities; and a mailbox in the department from which the employee retired.

### **Phased Retirement**

Faculty who have accrued at least six (6) years of creditable service in the Florida (FRS) or Teachers' Retirement System (no longer available) or the Optional Retirement Program (ORP) and who have not terminated employment upon participating in the State's Deferred Retirement Option Program (DROP) are eligible to participate in the Phased Retirement Program.

Written notice to the University of the decision to participate in the phase retirement program must be made prior to the individual's 63rd birthday. Employees who choose to participate must retire with an effective date not later than 180 days, nor less than 90 days, after they submit such written notice, except that when the end of this 180-day period falls within a semester, the period may be extended to no later than the beginning of the subsequent term (semester or summer, as appropriate).

A faculty member must terminate employment with the University. To meet the definition of termination for retirement, a faculty member must terminate employment with the University and retire and must remain off all FRS-participating agency payrolls for the first six calendar months following the effective date of retirement, the DROP termination date, or the month the distribution is received from the FRS Investment Plan or the ORP.

During the first 12 months of retirement, the retiree cannot receive a retirement benefit or distribution and compensation for work performed. This means that if a retiree is re-employed through phased retirement during the first six calendar months retirement is voided; all benefits received must be returned and a new retirement date established. If a retiree is reemployed during the 7th through the 12th months of retirement, a Pension Plan retiree cannot receive benefits during the months employed in this limitation period and an

ORP retiree cannot receive further distributions during the months employed in this limitation period.

There are no reemployment exceptions to the limitation period during the 7th through 12th months after retirement. This restriction includes employment as a Temporary (formerly OPS) adjunct faculty and phased retirement participants. These individuals must suspend Pension Plan benefits or Investment Plan/ORP distributions if employed during this period. There are no limitations on receiving retirement benefits while employed as a phased retiree after the first 12 calendar months of retirement or after DROP participation. Phased retirees will be reemployed through a Temporary (formerly OPS) appointment.

Faculty on a 9-month or academic year appointment are reemployed for one-half the academic year (19½ weeks or 780 hours) at a salary proportionate to the salary prior to retirement, plus an amount equal to the pre-retirement employer contribution for health and life insurance if the employee participated in these benefits prior to retirement. The chair/department head may select which semester the faculty member will work each academic year.

The reemployment obligation period extends five consecutive years beginning with the academic year immediately following the date of retirement. (This will need to be addressed in the CBA since the State Retirement laws have changed.) A participant may decline an offer of reemployment during the obligatory reemployment period but this would not extend the University's reemployment obligation. The University is not obligated to employ a participant beyond the obligatory reemployment period.

Upon reemployment a faculty member will be credited with five days of sick leave at the beginning of each full-time semester appointment. For less than full-time appointments, the leave shall be credited on a pro-rata basis with the assigned FTE. The sick leave is to be used in increments of not less than four hours (1/2 day) when the participant is unable to perform assigned duties as a result of an illness or injury to the participant or the participant's immediate family. Immediate family shall include the participant's spouse, mother, father, brother, sister, natural, adopted, or step child, or other relative living in the participant's household. Any sick leave not used during the reemployment period carries forward and accrues to the following reemployment period. Any balance of sick leave remaining at the end of the phased-retirement contract is forfeited.

Faculty participating in the phased retirement program may participate in the tax sheltered annuity and/or deferred compensation programs; will receive a University salary warrant from the University less withholding tax other authorized deductions (e.g., UFF dues and TSA reductions); will have UFF dues automatically deducted from his/her USF salary warrant in accordance with Appendix B of the BOR/UFF Agreement, if dues were being deducted prior to retirement; will receive all salary adjustments guaranteed to faculty in established positions, in an amount proportional to their part-time appointment, and shall be eligible for non-guaranteed salary increases on the same basis as other faculty; and will retain all rights, privileges, and benefits of employment as provided by laws, rules, the BOR/UFF Agreement and University policies, subject to the conditions contained in Article 24.7 of the BOR/UFF Agreement.

Additionally, Temporary employees, including phased retirees, are eligible to participate in the Temporary Employee Retirement Plan (TERP). TERP is a defined contribution plan authorized under Section 401(a) of the IRS code. BENCOR, inc. is the plan administrator. Participants in this plan do not contribute to social security nor is the amount contributed by the employee matched by the university. Instead, employees contribute 7.5% of their

wages into an investment account in their name. Medicare contributions at 1.45% are still withheld and matched by the university. The plan is mandatory. Employees are automatically enrolled or un-enrolled based on their salary plan status during the affected pay period. There is no minimum age or service requirement. Once a contribution has been made to the plan, you will receive an Enrollment/Designation of Beneficiary form and an introduction letter from the plan administrator. You may choose between a guaranteed pooled fund and a variable investment option. If you do not direct the investment of your funds, they will automatically be placed into the guaranteed pooled fund.

## CHAPTER 9: UNIVERSITY POLICIES

The University of South Florida System has established USF Regulations, Policies and Procedures on a variety of topics that provide valuable guidance to members of the University community and the larger community. USF System Regulations, Policies and Procedures are maintained by the USF System Office of the General Counsel and are available on the web page maintained by the Office of the General Counsel (<http://generalcounsel.usf.edu/>)

A few policies that may be of particular interest to faculty are described below however the full-text of the rule or policy should be referred to for authoritative guidance.

### UNIVERSITY SAFETY

#### **Emergencies (Operation Alert)**

USF 6-008 <http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-6-008.pdf>

In the event of a major emergency on the USF St. Petersburg Campus, as outlined below, dial 911 or the USFSP Police Department at 727-873-4140 (3-4140).

#### **Emergencies Covered:**

Fatal or life threatening accidents occurring on a campus, involving students, employees, or members of the public when injuries require medical attention

Violence of a major nature, occurring on or in close proximity to University property, which might endanger life or interfere with University activities

Sexual assaults and relationship violence requiring medical attention

University-related transportation accidents, involving hazardous materials, severe personal injury, or major property damage

Reports of illness, involving humans or animals, due to chemical waste emissions

Reports of outbreaks of illness or injury due to food poisoning or consumption of similar products, whether sold by the University or distributed privately on University property

Environmental incidents, including major spills or major air emissions

## Explosions

Natural disasters, including fire, flood, hurricane, or tornado

Unauthorized work stoppages, emergency cancellations of University sponsored events, boycotts or threatened boycotts, or demonstrations that may lead to civil disorder or disruption of University activities.

Notification of power, steam, or water service interruption, with particular emphasis as it affects special lab experiment research projects or residence areas.

Reports of major vandalism or graffiti that appears to be motivated by ethnic, racial, religious, or sexual orientation bias

## General Safety Issues

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

The emergency (blue light) telephone system, located throughout campus, provides direct and immediate access to the USF St. Petersburg Police Services Department dispatcher when the caller opens the telephone box. Maps of the exact location are available through the USF Police Services Department and the Welcome Center located on the corner of 2<sup>nd</sup> Street and 5<sup>th</sup> Avenue South .

The University's Police Services Department will help with unlocking cars, jumping batteries, or changing a flat tire. They will also provide a free escort service for anyone who wishes to be accompanied to his or her car, class, or office after dark.

## Bomb Threat Policy

USF 6-002 <http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-6-002.pdf>  
Sec. 790.164, F.S.

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

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

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

Faculty may want to make advance preparations in the case of a bomb threat by contacting Resource Analysis and Planning no earlier than one week prior to an exam in order to find an alternate room.

### **UNIVERSITY CLOSING**

*Chancellor's Memorandum: CM-M-18.00-03/00*

Each university president is in the best position to assess local emergencies and conditions, and to coordinate safety procedures with local disaster officials to protect public health and safety. The university president shall determine closure of all or portions of the campus in the event of an emergency and the employees who are required to provide essential services. The Chancellor shall be notified of anticipated or actual closings as soon as possible.

### **DIVERSITY AND EQUAL OPPORTUNITY: DISCRIMINATION AND HARRASSMENT**

USF 0-007 <http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-0-007.pdf>

The University of South Florida St. Petersburg is committed to the principles of Equal Educational and Employment Opportunities without regard to race, color, marital status, sex, religion, national origin, disability, or age, as provided by law, and in accordance with the University's respect for personal dignity. The University is also committed to the employment and advancement of qualified veterans with disabilities and veterans of the Vietnam era. It is the goal of USF St. Petersburg to create and maintain a work and study environment that is positive and free of unlawful discrimination. Further, the University encourages the recognition of the diversity of its population and seeks to promote delivery systems, curricular activities, and programs that reflect this diversity in all facets of University life.

Unlawful discrimination is unacceptable conduct that will not be tolerated at the University. It is prohibited for any administrator, supervisor, or other employee to discriminate or to take any other retaliatory action against an individual who, in good faith, has opposed an alleged unlawful practice or has made a charge, testified, assisted, or participated in any manner in an investigation or proceeding, under provisions of applicable law.

Any applicant, student, or employee who believes he or she has not been treated in accordance with the University's Equal Education and Opportunity Policy may file a complaint with the Equal Opportunity Affairs staff member in the Office of Human Resources.

### **HIV/AIDS POLICY**

*Sec. 240.2097(3),(4), F.S.*

*CM-K-01.00*

Each university shall implement a comprehensive program that provides education, information, and activities relating to human immunodeficiency virus (HIV) infection, and acquired immune deficiency syndrome (AIDS). Institutional programs shall comply with the Americans with Disabilities Act of 1990, 42 USC 12101 et seq., and the Occupational Safety and Health Act of 1970, 29 USC 651 et seq., and federal regulations implementing said acts and shall include the dissemination of information to students and employees related to

known modes of transmission, signs and symptoms of infection, associated risk factors, and procedures to control the spread of infection. Each institution shall designate HIV/AIDS counselor(s) to answer questions and provide counseling to students and employees. The name, telephone number, location, and hours of availability of the HIV/AIDS counselor(s) shall be included in the university's student and employee handbooks.

### **SEXUAL HARASSMENT**

USF 0-008 <http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-0-008.pdf>

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

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

Prohibited actions are as follows:

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

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

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

The University recognizes that consensual, amorous or sexual relationships between two people of unequal position or power, (e.g., between a supervisor and an employee, faculty member and student, or staff member and student) may become exploitative or lead to charges of sexual harassment. Accordingly, the University encourages its staff, faculty and students to refrain from such relationships.

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

- A. If possible, tell the person whose actions you find offensive that you want the behavior to stop and/or that the behavior or conduct is unwelcome, and/or,
- B. Tell your supervisor or the head of the department in which you are enrolled or employed, or the supervisor/department head's supervisor of the offensive behavior, and/or,
- C. USFSP Contact Human Resources, 727-873-4USF

The University of South Florida St. Petersburg has a designated Victim's Advocate, Counseling Center and an Employee Assistance Program. These offices are available to provide information and clarification concerning the University's sexual harassment policy, but are not authorized or designated to investigate or resolve sexual harassment complaints or otherwise participate in the sexual harassment complaint process. These offices are obligated to refer allegations of sexual harassment to the Office of Human Resources.

Allegations of sexual assault and/or battery may also be referred to the USFSP University Police: 727-873-4140.

**Employee Assistance:** Call the Counseling, Health and Wellness Center 727-873-4422

**Victims' Advocacy Program: 24-hour crisis lines:**

Domestic Violence (CASA) 727-898-3671  
Florida Domestic Violence Hotline 800-500-3671  
Rape Crisis 727-530-7233  
Pinellas County Helpline 727-344-5555

Internal complaints or allegations regarding sexual harassment should be filed as follows:

- A. The Office of Human Resources is responsible for investigating sexual harassment complaints/allegations.

B. Who can file under the University's Policy:

1. The person who believes they have been sexually harassed; or
2. Any person on behalf of any individual by:
  - a. any student, faculty member or staff member, in accordance with the section, who has knowledge of the alleged sexual harassment; or
  - b. University employees (faculty or staff) who are in supervisory positions and who are aware of, or become aware of, instances of alleged sexual harassment.

C. Who must report under the University's Policy:

1. Supervisory employees are required to promptly report (either verbally or through written communications) allegations of sexual harassment to the Office of Human Resources.
  - a. Supervisory employees are any administrative personnel or any employee who supervises one (1) or more individual employees, and may include but is not limited to: Deans, Directors, Department Chairs, Coordinators, Unit Heads, Principal Investigators.
  - b. Supervisors, with respect to students, include all of the positions listed above and all members of the faculty (including adjunct faculty) when they are supervising or teaching the student who is complaining.

D. Allegations of sexual harassment will be reviewed by the Office of Human Resources to determine if an investigation is required. If the decision by the Office of Human Resources is to conduct an investigation, the complaint will be investigated and/or resolved in accordance with the Office of Human Resources procedure(s).

E. A formal complaint must be filed within ninety (90) days of the incident(s) with the Office of Human Resources.

F. An appeal of a decision rendered by the Office of Human Resources may be available in accordance with their procedure.

Additionally, a complaint may also be filed with one of the following external agencies: (Please note that filing an internal charge of sexual harassment or discrimination does not affect any deadlines that may be imposed by any agency external to the University of South Florida St. Petersburg.)

A. U.S. Equal Employment Opportunity Commission, Tampa, (813) 228-2310, TDD (813) 228-2003.

B. U.S. Department of Education, Office for Civil Rights, Atlanta, (404) 562-6358, TDY (404) 562-6454.

C. Office of Federal Contracts Compliance Programs, Orlando , (407) 648-6181.

D. Florida Commission on Human Relations, Tallahassee, 1(800) 342-8170, TDD (904) 488-8696.

## **SEXUAL BATTERY**

USF 0-014 <http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-0-014.pdf>  
Secs. 794.023, 794.027, 794.05, F.S.

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

It is the intent of the University to create and maintain a work and study environment that is safe from sexual battery. In addition, the University is committed to establishing policies and procedures that are responsive to victims of sexual battery. Other related crimes are: sexual battery by multiple perpetrators; failure of certain witnesses to report sexual batteries; and carnal intercourse with unmarried person under 18 years.

The USFSP Police Department is responsible for the investigation of campus sexual battery incidents. The USFSP Police Department provides immediate assistance to the victim and initiates investigative processes to apprehend the perpetrator of the crime. The USFSP Police Department promptly informs the Pinellas County State Attorney's Office of sexual battery complaints and may consult with the State Attorney during the investigation of the complaint.

Employee perpetrators are subject to institutional disciplinary action including termination as provided by such rules/agreements in addition to those stated above, in accordance with State law.

### **Victim's Rights under Florida State Statutes**

Victims of sexual battery have a right to not have their identity willfully and knowingly disclosed by a public employee or officer; the right to maintain a cause of action for damages in certain circumstances when their identity is inappropriately disclosed prior to open judicial proceedings; the right to be exempt from the printing, publishing or broadcasting in any instrument of mass communication of information leading to their identity; and the right (or the right of the victim's legal guardian) to request from the court an order to have the persons charged in certain listed crimes (which include sexual battery) tested for HIV.

Certain rights shall be accorded to victims in connection with proceedings involving alleged student perpetrators under the USF student code of conduct (see Rule 6C4-6.0021).

### **Assistance and Referral**

The Victims' Advocacy Program (See Ch. 10 for full description of services offered by Victims' Advocacy) will assist USFSP students or employees who are victims of actual or threatened violence including assault, battery, sexual battery, and attempted sexual battery. Services are available on-call 24 hours per day, 7 days a week. The Victim Advocate telephone number is 898-3671 (CASA). An on-call advocate can be reached any time by contacting the program telephone number. The Victim Advocate is required by the Jeanne Clery Act to report the occurrence of sexual battery to the University Police Department immediately after the incident is brought to their attention. This information only includes the specifics of the incident and not the victim's name.

Police reports are strongly encouraged however reports are not required for information and referral assistance.

Counseling for students is available from the USFSP Counseling, Health and Wellness Center  
Phone: 727-873-4422  
Employee Assistance: Call the Counseling Center at 727-873-4422

Victims' Advocacy Program: 24-hour crisis lines:  
Domestic Violence (CASA) 727-898-3671  
Florida Domestic Violence Hotline 800-500-3671  
Rape Crisis 727-530-7233  
Pinellas County Helpline 727-344-5555

The USFSP Police Department offers a variety of programs designed to educate students on protection and personal safety. The Campus Alcohol and Drug Resource Center sponsors National Collegiate Alcohol Awareness Week in the fall and National Collegiate Drug Awareness Week in the spring, both of which include programming on sex under the influence.

Mandatory orientation programming for all new students includes a session on campus safety and another on wellness issues.

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

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

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

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

USF 0-108 <http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-0-108.pdf>

It is the policy of the University of South Florida System to comply fully with the requirements of the Americans with Disabilities Act of 1990, 42 U.S.C. 12101, and all other Federal and State laws and regulations prohibiting discrimination on the basis of disability or handicap. Sponsors of programs and events, such as campus cinemas, lectures and speakers must advise potential attendees who may require reasonable accommodation to participate that such accommodation must be requested of the program sponsor at least 5 working days prior to the event.

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

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

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

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

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

## **SMOKING**

The "Florida Clean Indoor Air Act" states that no smoking areas shall be designated within any University facility, including, but not limited to, classrooms, offices, dining facility, or any other building owned or leased by the University. It is the University's policy that no smoking is allowed in any building on campus, including office and classroom buildings, bookstore, and dining facility.

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

USF 30-023 <http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-30-023.pdf>

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

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

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

### **DOGS ON CAMPUS**

USF 6-004 <http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-6-004.pdf>

Except for seeing eye dogs, dogs are not permitted in University of South Florida St. Petersburg patio areas adjacent to swim facilities, in recreational facilities such as the boat docks, in the food facility, inside University buildings, or at special events.

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

### **UNIVERSITY FIREWORKS POLICY**

USF 6-015 <http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-6-015.pdf>

All campus organizations or individuals considering contractual agreements requesting the use and/or storage of fireworks or other explosive pyrotechnics, as defined below, at any USF System location, shall have the request approved in writing by USF System Office of Environmental Health and Safety, the appropriate University Police department and the local fire authority prior to entering into said contractual arrangement. Fireworks displays shall be conducted only by pyrotechnics companies licensed by the State Fire Marshall. Fireworks and other explosive pyrotechnics shall mean and include any combustible or explosive mixture or any substance or combination of substances except sparklers or toy pistol caps, prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration or detonation, and shall include blank cartridges (except those under University Police control). Devices used for signaling at sporting events are exempt.

### **PERSONAL LIABILITY**

*Sec. 768.28(9)(a), F.S*  
*CBA Article 21.4*

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

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

rights of the parties and the ability of the University and the USF System Board of Trustees to defend any action.

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

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

USF 0-100 <http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-0-100.pdf>

The USF System President's authority includes the approval and execution of all contracts, agreements, letters of understanding, and other documents regarding legal assurances, commitments, and obligations on behalf of the University and its constituent units. The USF System President requires that all such contracts be submitted to the General Counsel for review and approval as to form and legality.

The USF System President has delegated to the System Vice Presidents and Regional Chancellor(s) (and his/her designee(s), in certain circumstances) the authority to sign certain described contracts and other documents. Examples of such delegated authority include the following:

The Vice President for Research and Innovation (and designee(s)) has the authority to sign research contracts, solicitations and acceptances of research grants and donations, representations and certifications incidental to research contracts and grants, and agreements related to the exploitation of intellectual property.

The Vice President for Administrative Services (and designee(s)) and the Associate Vice President for Administrative Services have the authority to approve and execute all contracts not in excess of \$1 million related to the acquisition of commodities, goods, equipment, services, leases of real and personal property, and construction to be rendered to or by the University.

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

### **COMMERCIAL SOLICITATION, DISTRIBUTION OF LITERATURE AND OTHER SPEECH ACTIVITIES**

USF 0-018 <http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-0-018.pdf>

The University of South Florida System authorizes the solicitation and/or sale of goods and services by external organizations at USF Tampa only through formal written contractual relationships or through authorizing vendors to participate in the Bull Market. Commercial solicitation or the sale of goods and services by external organizations at USF St. Petersburg

is otherwise prohibited. This policy will be enforced by the University Police Services Department.

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

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

Student, faculty or staff or individual members of the university community shall not serve as agents or sales representatives on the campus for external organizations, since this violates University policy and will be considered unauthorized solicitation by the business entity involved. All fund-raising or promotional activities planned by student organizations shall be reviewed and approved in accordance with USF System Regulation 6C4-6.017. Fundraising and promotional activities by employees shall be reviewed and approved by the appropriate System Vice President or Regional Chancellor.

### **CANDIDACY OF EMPLOYEES FOR PUBLIC OFFICE**

USF 0-012 <http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-0-012.pdf>

The right to be a candidate for and hold public office is a valuable one which requires a significant expenditure of intellectual and physical energy and time. Generally, University employees will be expected to take a leave of absence when running for public office would interfere with the full discharge of the employee's University duties. Employees must take all reasonable steps to avoid conveying the impression that the employee is an agent or representative of the University and avoid even an appearance of a conflict in this regard. Generally, University employees should resign, if elected, when holding public office is incompatible with University duties.

USF St. Petersburg faculty who intend to seek election to and hold public office shall notify the Regional Vice Chancellor for Academic Affairs of their intentions by letter which includes facts sufficient for a determination to be made whether the candidacy and office will interfere with the full discharge of University duties. Specifically, the Regional Vice Chancellor for Academic Affairs shall be advised of the office sought, the qualifying date, duties of office, hours of work involved in campaigning and holding office, and what effect the candidacy will have on University duties. If it is determined that candidacy for and holding public office will interfere with University duties, the employee must take a leave of absence or submit a resignation.

## **CONFLICT OF INTEREST**

*Sec. 112.313, Sec. 112.3145, F.S.  
CBA Art. 19*

As State of Florida employees, faculty members must abide by the Code of Ethics for State Employees. The Code provides standards of conduct for state employees, requirements concerning disclosure of financial interests for certain employees, a description of the role of the Florida Commission on Ethics, and penalties and procedures with regard to violations of the standards of conduct. The penalties for infractions include dismissal from employment, suspension without pay, demotion, reduction in salary, forfeiture of a portion of salary, a civil penalty not to exceed \$5,000, restitution of benefits received because of violation, and public censure and reprimand.

In general terms, a conflict of interest is defined by Statute as any "situation in which regard for a private interest tends to lead to disregard of a public duty or interest."

No University employee may use staff, office, or other University facilities or materials for the private practice of his profession or consulting activities without administrative approval. A condition of such approval, where indicated, will be the payment of a reasonable fee to the University for use of these facilities.

No University employee may allow his or her association with the University of South Florida to be used in advertising by a private firm. University letterhead should not be used for personal correspondence or when conveying correspondence regarding an outside activity. Faculty should take reasonable precautions when expressing opinions as a private citizen that she/he does not give the appearance of acting as a representative or spokesperson of the University, unless authorized.

## **DISCLOSURE**

A faculty member should provide written disclosure for any of the activities described in this section on the Outside Activities Report form, which should be submitted to the chair or immediate supervisor. If the proposed activity is deemed to constitute a conflict of interest, the dean (or director) will notify the faculty member. If the employee desires to challenge the University's determination, the employee may request an expedited arbitration hearing under Article 20, Grievance Procedure. The employee may engage in such outside activity pending the decision of the arbitrator.

### **Faculty must disclose outside activities and financial interests as follows:**

Incidental use of University facilities, equipment, and/or services

Direct or indirect supervision of a student or University employee in an outside activity if the faculty member in any way supervises or evaluates that student or University employee at the University

Management, employment, consulting, and contractual activities with, or ownership interests in, a business entity that does business with the University or competes with the University

Required use of books, supplies, equipment, or other instructional resources at the University that are created or published by the employee or by an entity in which the employee has a financial interest. For faculty-authored textbooks or instructional materials that the author/creator requires to be purchased by students, see Required Use of Textbooks, Ch. 5.

Professional compensated activities, such as employment by another state agency or teaching at another institution including one in the State University System.  
Business activities, including service on the board of directors or other management interests or position, with regard to a business entity in the same discipline or field in which the faculty or staff member is employed

Any employment, contractual relationship, or financial interest of the employee which may create a continuing or recurring conflict between the employee's interests and the performance of the employee's public responsibilities and obligations, including time commitments, This includes any outside activity in which the employee is required to waive rights to intellectual property.

Any employee submitting a federal grant proposal or conducting research or educational activities pursuant to a federal grant of contract as an investigator (principal investigator, co-principal investigator, or any other employee responsible for the design, conduct, or reporting the funded or proposed research activities) must report outside activities and financial interests (including activities and interests of the investigator's spouse or dependent children) that would reasonably appear to be directly and significantly affected by the proposed or funded research or educational activities, including interests in entities that would be so affected. The initial report must be made at the time the proposal is submitted.

Activities, including the receipt of honoraria in excess of expenses, which the employee should reasonably conclude may create an actual or apparent conflict of interest, including conflict of time commitments.

### **EMPLOYMENT OF RELATIVES (NEPOTISM)**

*FAC 6C4-10-0003*

An employee may not employ a related person (husband, wife, parent, child, brother, sister; spouse of a child, brother or sister ;\_or parent, child, brother, or sister of spouse) where the employee participates in making recommendations or decisions specifically affecting the appointment, retention, tenure, work assignments, evaluation, promotion, demotion, or salary of the related person.

### **HOLIDAY GREETING CARDS**

*Sec. 286.27, F.S.*

Florida statute prohibits the use of any State funds to purchase, prepare, print, or mail any card the sole purpose of which is to convey holiday greetings.

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

*USF 0-215*

The use of the USF System, or USF St. Petersburg name or symbols in is not allowed for commercial or other advertising or promotional materials where such use implies University

endorsement of the advertiser or product or service unless approved by the System Vice President for University Advancement.

All requests for the commercial use of the USFSP name or symbols should be referred to the Regional Vice Chancellor for External Affairs. All requests from non-University third parties for non-commercial use of the USFSP name or symbols should be referred to the System Vice President for University Advancement. Organizational units of the University, registered student organizations, and official USF St. Petersburg Faculty and Staff groups do not require permission to use the USF St. Petersburg name and symbols for non-commercial purposes.

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

### **STANDARDS FOR UNIVERSITY LETTERHEAD**

*USF 0-201* <http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-0-201.pdf>

The University of South Florida System (USF System) has implemented an official letterhead and envelope design policy. Official USFSP letterhead and envelopes will be used by all offices, departments, divisions, colleges and other units. Exceptions must be pre-approved by the Director of University Communications & Marketing or designee. Faculty-sponsored centers and institutes should use the USFSP official letterhead and envelopes. Elements of the Student Government Association may use the official USFSP letterhead and envelope if established policy is observed. Other student, faculty or staff organizations must have written approval from the Director of University Communications & Marketing or designee to use the official USFSP design.

USFSP stationary (letterhead, envelopes, and business cards) is printed by the designated print vendor using templates designed by the USF System. Any deviation from the approved style must be authorized by the Office of University Communications & Marketing or designee. Official USFSP stationary for all offices, departments, divisions, colleges and other units may be ordered online by visiting University Communications & Marketing website: [www.usf.edu/ucm](http://www.usf.edu/ucm)

### **EXTERNAL ADVERTISING**

*USF 0-213* <http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-0-213.pdf>

All proposed advertising paid from USFSP funds, or that include the name of USFSP shall be reviewed as necessary by the Director of University Communications & Marketing or designee. External advertising is defined as the purchase of space in any non-USF System publication or time with broadcast media. For these purposes, it does not include classified advertising.

#### **Guidelines**

Advertising as a communications tool should be pursued only after all other non-cost communications alternatives have been explored.

If and when advertising is planned, all copy and design should be reviewed by the appropriate area Vice President/designee and reviewed and approved by the USF Director for University Communications & Marketing or designee(s).

The standard electronic "Requisition to Purchase" is the primary method used to secure advertising. The University Procurement Card (PCard) may also be used under specific circumstances shown in PCard rules. The requisition or PCard charge request should be prepared by the Department involved, signed by the Department Head, Dean, or Director and approved by the appropriate area Vice President.

All requisitions for advertising shall be channeled through Purchasing and Property Services after the requestor has obtained approval of copy and design from the USF Director for University Communications & Marketing or designee(s).

The Office of University Communications & Marketing does not review legal notices or position vacancy notices. Legal notices are generated by the Office of the General Counsel. Human Resources is directly responsible for processing and posting position vacancies for the USF System, including all accredited institutions and regional campuses.

Advertising in an internal USF System publication to be paid with USF System funds shall be subject to this external advertising policy.

### **USE OF UNIVERSITY SPACE**

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

University space should be used solely to support the instruction, research, and public service mission of the University. The University is not in the business of leasing space and, therefore, should not allocate its space resources to uses that do not support the University mission. Conflicting requests for use of space occur infrequently because of the variety of facilities and time periods available. However, because space is a limited resource, if a conflict occurs, use should be scheduled in accordance with the following priority order:

Credit instruction, research, curricular events such as recitals and symposia, and administration. University-sponsored, non-credit instruction

Co-curricular public service - an event or program that is associated with a part of the University curriculum, offered by an academic department, and targeted for a non-university audience, in addition to University participants.

Extra-curricular - events or programs that enrich the University student experience such as intramurals, recreational sports, club activities, lecture series, and student government sponsored programs.

University-sponsored conferences and institutes.

Alumni and Foundation activities.

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

## **Other public service events**

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

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

## **Fees**

While University-related groups are not to be charged for occupancy of University space, they may be charged a fee for set-up and clean up. Non-University, not-for-profit groups may be charged for occupancy of any University facility at the discretion of the accountable officer scheduling the facility. Non-University, for-profit groups should be charged for occupancy of space in any USF St. Petersburg facility.

## **CAMPUS SIGNAGE**

USF 3-008 <http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-3-008.pdf>

All requests for exterior permanent signs must be sent to the Facilities Planning and Construction Division for approval. Any request for an exception to this program must be approved by the Vice President for Administrative and Financial Services.

Temporary signs and notices are to be placed only on authorized boards or A-frames. No signs are to be attached to any University building, tree, or light post. Nothing is to be attached to walls, doors, or windows by means of tacks, tape or adhesives. Signs must not block any passageway, obstruct any University buildings, signs, or other structures or otherwise unreasonably distract or interfere with members of the University community in carrying out their normal functions. Signs should not be placed in a manner which would block a driver's view at an intersection.

## **WHISTLEBLOWER PROTECTION (REPRISALS)**

USF 0-020 <http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-0-020.pdf>

The University of South Florida St. Petersburg recognizes the right of its employees and students to voice their concern on campus issues or personal issues of concern to them. The University respects the right of its employees and students to participate in the grievance process and will not take any negative, retaliatory, or reprisal action as a result of an employee or student electing to lodge a grievance, appeal, or claim, whether filed before a campus body or officer or before an external regulatory board or commission.

Any employee or student who believes that adverse actions may have been taken against them because they participated in lodging a grievance, appeal, or claim against the University or one of its employees should file a written statement of their complaint with the Office of the Regional Chancellor . An appropriate review and response to the complaint will be rendered to each employee or student who files a claim that adverse action has been taken against them as a reprisal.

## CHAPTER 10: UNIVERSITY SERVICES

### INSTRUCTIONAL MEDIA SERVICES

The Instructional Media Center is located on the second floor of the Nelson Poynter Library. The primary responsibility of the Instructional Media Department is to provide services that support the teaching and research efforts of the University of South Florida St. Petersburg. This includes the development and support of "state of the art" media resources, systems, networks, and equipment. To help support this mission, our professional staff provides Audio/Visual technologies in all on-site classrooms. Each classroom is equipped, at minimum, with an overhead projector, television monitor, and VCR. Instructors may arrange for other standard Audio/Visual equipment as needed through a written or ONLINE request. The Media Center staff can also assist with film showings, videotaping services, portable public address systems, and other Audio/Visual support for institutional activities.

Website: <http://www.nelson.usf.edu/im/>  
Phone: (727) 873-4409

### BANKING SERVICES

The USF Federal Credit Union is a full-service credit union for faculty, staff and students at USF. The credit union operates from a main office off of Fletcher Avenue on North Palm Drive. The main office includes drive-through service for member convenience. There is also a branch in the Marshall Center and at USF St. Petersburg. Automatic Teller Machines are located at the main office, Phyllis Marshall Center, Health Science Center, H. Lee Moffitt Cancer Center, Sun Dome, USF Embassy Suites lobby.

USF St. Petersburg's Credit Union Branch office is located on the ground level of the Parking Structure at 5103 3<sup>rd</sup> Street South, Suite 130.

### BOOKSTORE

The Barnes and Noble at USF St. Petersburg bookstore is located on the ground level of the Parking Structure at 500 3<sup>rd</sup> Street South, FPF 100. The bookstore provides a full array of merchandise including textbooks, supplies, general books, gifts, cards, and USF and USF St. Petersburg imprinted items. The Barnes and Noble bookstore is open from 7:45 a.m. to 8:00 p.m. Monday through Friday; from 9:00 a.m. to 6:00 p.m. Saturday; and closed on Sunday.

To order books for your classes and other research projects, contact your college office. The bookstore also carries logo merchandise, as well as supplies, study aides, gifts, greeting cards, other USF and USF St. Petersburg imprinted items and all of your favorite convenience snacks and drink. Visit the Web site for additional information on special events and services:

<http://usfstpete.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage?storeId=15053&catalogId=10001&langId=->

## **CAMPUS ACTIVITIES CENTER**

Phone (727) 873-4569

Website: [http://www.stpete.usf.edu/studentlife/campus\\_activities\\_center/index.htm](http://www.stpete.usf.edu/studentlife/campus_activities_center/index.htm)

This is a multipurpose facility designed to accommodate a variety of recreational, cultural and educational events. The building features a several campus departments and offices, a gymnasium/auditorium, a fitness center, locker rooms, meeting rooms and kitchen. Persons with a valid USF or USFSP Student, Staff or Faculty ID are permitted to access the Campus Activities Center.

## **SERVICES, OFFICES, AND DEPARTMENTS**

The following Departments, offices and services are located in the Campus Activities Center:

- Department of Student Life & Engagement Offices
- Information Desk
- Office of Multicultural Affairs
- Leadership Programs
- Fitness Center
- Student Government
- The Crow's Nest
- Harborside Activities Board
- Student Organizations
- Reservation Services
- New Student Orientation
- Special Events
- CAC Core – Multipurpose Room
- Recreation Areas

**Hours:** Monday through Thursday from 7:00 a.m. - 10:00 p.m.; Friday from 7:00 a.m. to 6:00 p.m.; Saturday from 9:00 a.m. - 5:00 p.m.; and Sunday from 1:00 to 5:00 p.m. (Holiday and semester break hours vary).

## **FITNESS CENTER**

Phone (727) 873-4589

Web Site [http://www.stpete.usf.edu/studentlife/campus\\_recreation/index.htm](http://www.stpete.usf.edu/studentlife/campus_recreation/index.htm)

The mission of the USFSP Fitness Center is to enhance the educational experience by promoting the pursuit of high quality physical, social and personal well-being through comprehensive fitness and wellness programs. These programs are designed to meet the diverse needs of the USF community, and bring an awareness of realistic self-appraisal and expectations.

The use of the Fitness Center is free to all registered students. Non students are required to purchase a membership to utilize the Fitness Center.

### **Services:**

This exercise facility has various Nautilus machines, cross-trainers, Lifesteps, Lifecycles, treadmills, and free weights. Services offered include intramural sports, aerobics, personal training and other fitness classes. A fitness equipment orientation is available by appointment. Those who are unfamiliar with the safe use of the equipment are strongly encouraged to utilize this service.

## **WATERFRONT**

Coquina Hall

Phone (727) 873-4597

**Hours:** Monday through Sunday from 11:00 a.m. to 7:00 p.m.  
(Seasonal, holiday and semester break hours vary.)

The Waterfront office strives to offer students and other members of the campus community opportunities to enjoy the water surrounding the campus. Those with a valid USF ID card may use waterfront equipment and facilities. All non-student users are required to pay a nominal fee for use of the equipment

### **Services:**

Sailboards, canoes, kayaks, recreation equipment and camping gear are available for use at the Waterfront. Note: To use the boats, you must complete a one-time sailing/swim test and facility introduction.

## **SWIMMING POOL**

The campus pool is open year round and heated in the winter. A lifeguard is always on duty. The 80' x 40' pool has a diving board and swimming lanes. Swimming, lifeguard and additional water fitness classes are offered occasionally. Please inquire at COQ 108 regarding schedules.

## **COUNSELING, HEALTH AND WELLNESS CENTER**

The Center for Counseling, Health & Wellness (CCHW) supports the holistic development of University of South Florida, St. Petersburg (USFSP) community by providing a comprehensive array of professional services. Our services are provided to assist the USFSP community in achieving and maintaining balanced living in regards to physical, emotional, vocational and relational functioning, with an emphasis on collaboration, prevention, and wellness.

It is the philosophy of the **Employee Assistance Program** that many of the personal, family, and/or workplace distress that faculty and staff may encounter can be managed effectively through counseling, and that alleviation of such problems can result in improved functioning for both the individual and the university.

The Employee Assistance Program offers a variety of services designed to assist USFSP faculty and staff with personal, family, or workplace problems including:

- Initial assessments
- Consultation
- Crisis intervention
- Referral Assistance
- Workshops and Groups
- Crisis stabilization and debriefing following traumatic events involving employees

The **Victim Assistance Program** is available to all USFSP students or employees who are victims of actual or threatened violence, including but not limited to battery, assault, sexual

battery (date rape, acquaintance rape, stranger rape) or attempted sexual battery. Although USFSP has a low crime rate and is a relatively safe campus, we recognize that victimization may occur anywhere. Therefore, VAP services are available whether the crime occurs on or off campus. A victim advocate is available on-call 24 hours/day, 7 days/week. Confidentiality is maintained, except for communications between the victim advocate and the clinical director of the Counseling Center. This communication usually occurs for information purposes and to coordinate care. If faculty and staff have questions about victim assistance, they can call the Center for Counseling, Health & Wellness and consult with the clinical director.

The Victims' Assistance Program offers many services including:

- Crisis intervention
- Information
- Consultation
- Referrals to USF and community resources
- Assistance in Filing Crime Compensation Forms

### **Confidentiality**

All counseling records are maintained in the strictest confidence. As required by Florida law, information shared with the CCHW will not be disclosed to anyone outside the Center's professional staff without the employee's written permission. Exceptions to this policy occur only when an imminent danger to the employee or someone else exists, or if the CCHW is ordered by a judge to release information. In addition the CCHW is required by law to report any suspected or disclosed abuse of persons over the age of 60, persons with developmental delays or children less than 18 years of age. Under no circumstances are counseling records ever made a part of an employee's personnel file.

### **Eligibility**

All current employees at USFSP are eligible to receive EAP services

### **Fees**

There is no cost for services provided directly by the Counseling Center. However, the employee is responsible for the costs of any counseling they may receive in the community. The CCHW staff will work with the employee to find providers covered under their insurance.

### **Our Staff**

Two licensed psychologists who are trained and experienced in providing assistance for a wide array of personal and work-related problems staff the Counseling Center. In addition to counseling, Center professionals are available for consultation to university departments and organizations, as well as in-class presentations and workshops.

### **Telephone Numbers**

For Employee Assistance: 727-873-4422

Victims' Advocacy Program:

On-call victim advocate- 727-612-2861

Domestic Violence (CASA) - 727-898-3671

Florida Domestic Violence Hotline - 800-500-3671

Rape Crisis - 727-530-7233

Pinellas County Helpline 727-562-1542

## **INTERNATIONAL STUDENT AND SCHOLAR SERVICES**

The International Affairs Office, located at USF Tampa, has system-wide responsibilities and authorities. They advise faculty members and scholars on immigration compliance, visa status maintenance, and provide guidance to employees interested in U.S. Permanent Residency based on USF employment. The USF St. Petersburg Office of Human Resources is the liaison with the International Affairs Office.

## **OFFICE OF HUMAN RESOURCES**

The role of USF's EOA office is to facilitate or otherwise ensure compliance of the University with federal, state, and Board of Regents regulations regarding Equal Education Opportunity, Educational Equity, Equal Employment Opportunity, Employment Accountability, Affirmative Action, and public requests for Accommodation for Individuals with Disabilities. The Office formulates policies for consideration by the President of the University, organizes and conducts training and awareness sessions for students and employees; provides counseling services to students and employees; provides consultation services to supervisors and managers; monitor admission, recruitment selection, hiring, promotion and termination processes; resolve equal opportunity disputes through mediation, conciliation or investigation of discrimination complaints; develops affirmative action and equal opportunity plans in cooperation with the various units of the University; and monitors administration of EO/AA programs and evaluates their effectiveness.

## **OFFICE OF THE GENERAL COUNSEL**

The USF System [Office of the General Counsel](#) provides legal services to the University and certain University direct-support organizations including the USF Foundation and the Sun Dome, Inc. The System General Counsel does not represent individual students or staff in their personal/non-USFSP concerns. The System General Counsel's staff drafts and reviews contracts; coordinates responses to subpoenas/court orders and public records and other requests; answers legal questions; trains and educates USFSP staff & faculty; represents the USF System, including USFSP in judicial and administrative forums; and promulgates all USF System policies and procedures.

## **USF ST. PETERSBURG IDENTIFICATION CARD**

Is a multi-functional identification card with a digitized photo, provides electronic identification and validation for a variety of University services and functions such as library services and access to recreational facilities. It may also be used in campus copy machines or ATM purchases through the USF Credit Union. All faculty and staff must obtain and carry the USF St. Petersburg ID Card while on campus. The card costs \$10 and can be obtained at the Poynter Library.

### **How do I obtain a USFSP IDCard?**

- Visit USFSP IDCard Office – Library POY 207
- Pay the \$10.00 fee

- Present your letter of appointment or other official appointment paper plus legal identification (i.e. passport, driver's license, state/government photo identification.)

For further information including System Policies regarding the USF ID card, visit:  
<http://www.nelson.usf.edu/im/studentids.html>

## **NELSON POYNTER LIBRARY**

<http://www.nelson.usf.edu/>

The Nelson Poynter Memorial Library, with a complement of 21 professional librarians and other staff, houses an extensive collection of over 300,000 items, including monographs, journals, newspapers, microforms, and audiovisual materials. USFSP faculty, staff, and students also have efficient interlibrary loan access to resources of all libraries of the USF System and worldwide. The shared electronic resources of the libraries of the USF System are available 24/7 remotely and on-site and include over 800 proprietary databases, 26,000 electronic journals, 353,000 electronic books, and 1,348,700 images. Special Collections and Archives focuses on developing collections in marine science, local and regional history, and journalism and media studies. The Libraries of the USF System use the Aleph system, with ExLibris as its public face for circulation and the online catalog. The library provides an extensive networked computing information commons for student and faculty use, as well as having laptops available for checkout. A twenty-five station networked computing classroom with projection provides support for bibliographic instruction and campus training. In addition, the Assistive Technologies room provides a computing environment where individuals with special physical needs can utilize library materials more effectively. Group study rooms are available for groups of students or faculty to work together in a technology-enhanced environment.

### **Reference and Instruction**

Professional librarians provide individual instruction to library users on a walk-in basis at the reference desk, as well as by phone, email, or chat. They also work with student advisors and faculty to provide classroom instruction for individual classes. Students and faculty can make an appointment for a Reference Assistance Program (RAP) session in which they meet one-on-one with a librarian for more in-depth questions or research assistance.

### **Media and Distance Learning**

The Instructional Media Services (IMS) department of the Nelson Poynter Memorial Library provides access to a large array of media and distance education technologies, including a broadcast studio for recording, transmitting, and receiving Webinars, conferences and USFSP credit classes. IMS also has six large and small group listening and viewing rooms for all audio and video formats, a graphics lab, digitalization facility, production room, dubbing and archive room, and storage and repair rooms. Additional audiovisual equipment, such as slide and data projectors, video cameras, digital still cameras, or CD players is available for checkout. IMS staff also provides and maintains audiovisual classroom teaching technologies throughout USFSP. Each classroom is equipped, at a minimum, with an overhead projector, television monitor, and VCR. Computer data projectors, DVDs, or document cameras are also provided in selected classrooms. (Computers in classrooms are maintained by Campus Computing.) Highly trained IMS staff also assist faculty with the design, delivery, and/or maintenance of fully online distance learning or hybrid courses,

including recording and digitizing class content, professional editing, website design, and effective use of the Blackboard course management software.

## **PARKING SERVICES**

The USF St. Petersburg Parking Services Department, located on the first floor in Bayboro Hall in the Cashier's Office, is responsible for the sale of USFSP parking permits to students, faculty, staff, vendors and visitors; distributing campus maps and parking brochures.

Parking permits are required on campus 24 hours a day, 7 days a week. Any vehicle parked on the USF St. Petersburg campus must visibly display on the front windshield, in the lower left corner (driver's side) a current and valid USF permit. Any vehicle without a valid permit will be issued a fine. Permits can be ordered on-line by clicking on the following link: [http://www.stpete.usf.edu/parking\\_services/index.htm](http://www.stpete.usf.edu/parking_services/index.htm)

## **USF ST. PETERSBURG POLICE SERVICES DEPARTMENT**

Phone: (727) 873-4140; Emergency: Dial 911

USFSP PD is a professional state law enforcement agency serving and protecting the university community. The officers patrol the campus and surrounding areas 24 hrs a day, 7 days a week using cars, scooters, bicycles and foot patrol. They are dedicated to providing a safe environment for and in partnership with the community, while remaining committed to assisting with personal and professional development of department members. University Police officers are professional state law enforcement officers, drawing authority from State Statute 240.268. All officers are certified by the state of Florida after completing training from the State Regional Police Training Academy.

### **Services:**

- Respond to all emergencies - police, fire, medical
- Investigate all misdemeanor and felony crimes
- Assist victims of crime
- Investigate traffic accidents
- Monitor alarms for intrusion, robber, and fire
- Maintain police records information
- Provide motorist and citizen assistance
- Contact and refer individuals to other campus and community human services agencies
- Assist and cooperate with all local, county and state emergency service agencies.
- Plan and manage special events
- Handle special security requests
- Offer security consultations and surveys
- Receive and return lost and found property
- Provide fingerprints for job applicants.

## **VICTIMS' ADVOCACY**

The Victim's Advocacy Program is available to assist all USFSP students, employees and visitors who are victims of actual or threatened violence and abuse. This includes but is not limited to battery, assault, domestic/relationship violence, sexual harassment, stalking, sexual battery (date rape, acquaintance rape, stranger rape), attempted sexual battery,

childhood victimization, sexual violence, robbery and prior assault. The Victims' Advocacy Program provides 24-hour crisis intervention, support and referrals. Police involvement is not necessary to receive services from an advocate.

The goal of the Program is to reduce secondary victimization and to facilitate recovery by helping individuals to identify their needs, providing them with options and referring them to the appropriate resources within the community. Referrals are made to the USF St. Petersburg Counseling, Health and Wellness Center for students and the Employee Assistance Program for employees as well as individual therapists and support groups within the surrounding area. The victims' advocate can be a liaison at the request of the victim with an employer, parent, landlord, creditor, professor, or any other campus or community related entity to assist with the financial, emotional, physical and academic hardships that often follow victimization.

Staff members of the Victims' Advocacy Program are available to speak to your campus and community groups about the Victims' Advocacy Program and other related topics.

USF St. Petersburg's Victims' Advocacy Program assures confidentiality to persons who utilize program services. Clients' names, faces, identifying information and personal information will be kept confidential, unless an advocate receives written permission to release the information to a third party or unless one of the following exceptions is met: knowledge of suicidal or homicidal thoughts, knowledge that child/elder abuse has occurred, information court ordered by a judge, evidence of sexual harassment.

### **WUSF PUBLIC BROADCASTING**

WUSF radio and television serve combined weekly audiences of more than 1.2 million people in the 10-county greater Tampa Bay area on Florida's West Coast.

WUSF-TV provides educational and learning technology services to the 13th largest market in the country and is a leader in developing interactive multi-media learning courseware and two-way educational teleconferences. Telecourses on WUSF-TV16 serve more than 6,000 students each year.

WUSF-FM (89.1 mhz) is a full-service public radio station offering an alternative to commercial radio stations in the area. Its program schedule includes classical music and jazz as well as local and National Public Radio (NPR) news.