

Draft of the FAMU Faculty Handbook (4/10/2024)¹

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Date of Adoption

¹ The purpose of this faculty handbook is to provide general information about Florida A&M University, its policies, and regulations by which faculty are governed. This handbook is not an expressed or implied contract between the University and its employees. See within this handbook for more information on the Collective Bargaining Agreement, University Regulations, University Constitution, and Faculty Senate Bylaws.

² Dr. Ann Marie Cavazos, former president of the Faculty Senate, ex-officio, and co-chair of the University Faculty Handbook, played a pivotal role in spearheading the project of rewriting the Faculty Handbook. She extends special thanks to all listed and sincere gratitude to Drs. Eidahl, Muchovej, and Osborne for their commitment to completing the task.

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I. History of Florida Agricultural and Mechanical University

A. Our Founding: Thomas & Thomas

In 1884, Thomas Van Renssaler Gibbs, a Duval County educator, was elected to the Florida Legislature. Although his political career ended abruptly because of the resurgence of segregation, Representative Gibbs was successful in orchestrating the passage of House Bill 133 in 1884. This bill established a white normal school in Gainesville and a school for African Americans in Jacksonville. The State later decided to relocate the school for African Americans to Tallahassee.

Florida Agricultural and Mechanical University (Florida A&M University or FAMU) was founded on October 3, 1887. Classes began with 15 students and two (2) instructors. Thomas DeSaille Tucker (1887-1901), an attorney from Pensacola, was chosen to be the first president. Former State Representative Gibbs joined Mr. Tucker as the second faculty member.

In 1891, the College received \$7,500 under the Second Morrill Act for agricultural and mechanical arts education. The State Normal College for Colored Students became Florida's land grant institution for African Americans, and its name was changed to the State Normal and Industrial College for Colored Students.

B. Becoming An Institution of Higher Education

In 1905, management of the College was transferred from the Board of Education to the Board of Control, which designated the College as an institution of higher education.

In 1909, the name was changed from The State Normal College for Colored Students to Florida Agricultural and Mechanical College for Negroes (FAMC). The following year, with an enrollment of 317 students, the college awarded its first degree.

President Nathan B. Young (1901-1923) directed the growth of the College to a four-year degree-granting institution, despite limited resources, offering the Bachelor of Science degree in education, science, home economics, agriculture, and mechanical arts.

Under the administration of President John Robert Edward Lee Sr. (1924-1944), the College acquired much of the physical and academic image it has today. More faculty were hired, courses were upgraded, and accreditation was received from several state agencies. By the end of Lee's term, FAMC had 812 students and 122 staff members.

Under the guidance of William H. Gray Jr. (1944-1949), expansion, along with reorganization, continued. The College obtained an Army ROTC unit, and student enrollment grew to more than 2,000.

C. Finally, FAMU: Reaching The University Level:

Or, How Florida A&M College became Florida Agricultural and Mechanical University.

Perhaps one of the greatest achievements came under the presidency of Dr. George W. Gore (1950-1968) when the Florida Legislature elevated the College to university status, and in 1953, Florida A&M College became Florida Agricultural and Mechanical University.

Obtaining university status meant restructuring existing programs and designing new academic offerings to meet the demands of producing quality students at the professional and graduate levels. Between 1953 and 1968, the Schools of Pharmacy, Law, Graduate Studies, and Nursing were created.

During this time, FAMU achieved a significant first by becoming the first Negro institution to become a member of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Enrollment grew to more than 3,500 and the number of faculty increased by more than 500.

D. Courage and Change

The '50s and '60s were times of social unrest and change in the nation.

During the years 1950-68, the University experienced its most rapid growth. Twenty-three buildings were erected, with construction and renovation costs totaling more than \$14 million. These facilities included: The Dairy Barn, Faculty Duplexes, Law Wing of Coleman Library; Gibbs, Tucker, and Truth Halls; Agriculture and Home Economics Building (Perry Paige), the Student Union Building, the Demonstration School Building and Cafeteria, the Health and Physical Education Building, the Music and Fine Arts Complex, and the High School Gymnasium & Stadium. FAMU hospital was completed and operative.

E. Expanding the Academic Footprint

Or, How the University grew to 11 schools and colleges and a Division of Graduate Studies and Continuing Education.

With Dr. Benjamin L. Perry, Jr., at the helm, the 1970s brought further growth to the University. FAMU experienced a decade of rapid transition when federal laws were demanding a desegregated unitary system. Dr. Perry's administration is credited with

preservation of FAMU's autonomy. In 1971, FAMU was recognized as a full partner in the nine-university, public higher education system of Florida.

The program and academic areas within the institution were extended to include the Black Archives Research Center and Museum, established as a state repository for black history and culture, the Division of Sponsored Research, the program in medical sciences, in conjunction with FSU and the University of Florida, the development of the School of Architecture, a Naval ROTC unit, establishment of the cooperative programs in agriculture and a degree-granting program in Afro-American Studies.

Enrollment at FAMU increased from 3,944 (1969) to 5,024 (1970). The University was reorganized into academic areas instead of departments. The physical plants were improved by the construction of the Women's Complex (apartment type dormitory), Clifton Dyson Pharmacy Building, new poultry building, ~~and~~ dairy cattle resting shed, and renovation of University Commons, Coleman Library, Tucker Hall and the FAMU Hospital into the presently named, Foote-Hilyer Administration Center (FHAC).

F. Navigating Academic and Campus Growth

The 1980s served as a model for productive development. Under the administration of Dr. Walter L. Smith, the University grew to eleven schools and colleges, and a division of graduate studies, research, and continuing education. In 1984, the University was granted the authority to offer its first Doctor of Philosophy degree, the Ph.D. in Pharmacology.

The 1980s also saw the expansion of the Gaither Athletic Center, which includes the construction of a new Women's Athletic Complex equipped with a track, an Olympic pool, men's and women's weight training rooms, and softball and baseball fields. Bragg Memorial Stadium was renovated and expanded to provide seating for some 25,500 spectators, and a modern field house was erected. The old laundry was converted into the Industrial Education Classroom-Laboratory.

New facilities were constructed to house the Schools of Allied Health Sciences, Architecture, Business and Industry, and Nursing. Construction and renovation projects amounted to more than \$34 million. Under the leadership of Dr. Smith, the University launched the Centennial Celebration Fund for ~~the~~ establishment of a University endowment.

G. FAMU's Reputation Rises

In 1992, 1995, and 1997, FAMU enrolled more National Achievement finalists than Harvard, Yale, and Stanford.

In 1985, construction of a new corridor of history begun as Dr. Frederick S. Humphries became the eighth president of Florida A&M University. Under his leadership, FAMU experienced significant growth and unsurpassed accomplishments. President Humphries had the distinction of presiding over the University's Centennial Celebration: October 2, 1986-December 31, 1987. This commemorative event, which centered upon the theme, "A Legacy to Preserve-A Future to Design," was initiated with the President's inauguration, highlighted with many activities (lectures, concerts, convocations, etc.) and honors, and culminated with the burial of a time capsule.

Dr. Humphries' unique administrative initiatives heightened the appeal for FAMU to high school students, parents, and other members of the public. Some of the achievements made during President Humphries' administration include the following: FAMU received national recognition for record-breaking enrollment. In 1985, enrollment was 5,100. By 1992, total enrollment had nearly doubled to 9,551. The enrollment for the 1998/99 academic year reached approximately 12,000.

H. "FAMU Rising:" Florida A&M Today

Or, How the Past has Influenced the Present.

Over 130 years, FAMU has served the citizens of the State of Florida and the world through its preeminent educational programs. These programs are the building blocks for a legacy of "Excellence With Caring."

For this reason, FAMU is "Florida's Opportunity University." The University was originally designed to meet the needs of the underrepresented and the underprivileged, and we remain committed to meeting the challenges and needs of future generations.

Under Dr. Larry Robinson's leadership, FAMU continues to thrive and has implemented new recruitment and retention strategies, strengthened the University's academic programs, and more!

I. FAMU Presidents

- 1887-1901 – Thomas D. Tucker
- 1901-1923 – Nathan B. Young
- 1924-1944 – J.R.E. Lee
- 1944-1949 – William H. Gray
- 1950-1968 – George W. Gore
- 1968-1977 – Benjamin L. Perry
- 1977-1985 – Walter L. Smith
- 1985-2001 – Frederick S. Humphries

- 2002-2004 – Fred Gainous
- 2007-2012 – James H. Ammons
- 2014-2016 – Elmira Mangum
- 2017-Present – Larry Robinson

History taken from University Website: [History of Florida A&M University](#)

J. FAMU Faculty Senate Presidents

- 1985 - 1986 – Dr. Frederick Humphries
- 1986 - 1989 – Dr. Theodore Hemmingway
- 1989 - 1994 – Dr. Maurice Holder
- 1994 - 1996 – Dr. Adaline Evans
- 1996 - 1998 – Dr. Jovan Walker
- 1998 - 2000 – Dr. Beula Hemmingway
- 2000 - 2004 – Dr. Ada Burnette
- 2004 - 2007 – Dr. Mary Diallo
- 2007 - 2013 – Dr. Maurice Holder
- 2013 - 2015 – Dr. Narayan Persaud
- 2015 - 2019 – Dr. Bettye Grable
- 2019 - 2023 – Dr. Ann Marie Cavazos
- 2023 - Present – Dr. Jamal Brown

II. FAMU’s Mission and Strategic Plan

A. FAMU’s Strategic Plan, 2022-2027 – “Boldly Striking”

Boldly Striking, Florida A&M University’s 2022-2027 Strategic Plan sets forth the next journey in our continued progress by building on the University’s distinctive identity and focusing on five strategic priorities: Student Success, Academic Excellence, Leverage the Brand, Long-Term Fiscal Health and Sustainability, and Organizational Effectiveness and Transformation. To aid in achieving our vision, each strategic priority identifies ambitious goals to guide the University and its constituents in Boldly Striking as we move forward. The goals presented promote a sense of excellence, innovation, and transformation throughout the institution. FAMU’s strategies will focus on enhancing the quality of the student educational experience, elevating our performance against internal and external metrics, fostering faculty excellence, and positioning FAMU to become a Carnegie Classified R1 Research Institution.

This plan emerged through a collaborative and transparent process that engaged internal and external stakeholders, reaffirmed historical and current strengths, and anticipated future opportunities and challenges. It expresses and reasserts our mission, vision, and values; and defines bold strategic priorities, which the Board of Trustees approved in July 2022. Boldly Striking provides the framework for decision-making to develop initiatives to promote FAMU as a leading national public university.

B. University Mission Statement

Florida Agricultural and Mechanical University (FAMU) is an 1890 land grant, doctoral/research institution devoted to student success at the undergraduate, graduate, doctoral and professional levels. FAMU enhances the lives of its constituents and empowers communities through innovative teaching, research, scholarship, partnerships, and public service. The University continues its rich legacy and historic mission of educating African Americans and embraces all dimensions of diversity.

C. University Vision Statement

Florida Agricultural and Mechanical University (FAMU) will be recognized as a leading national public university that is internationally renowned for its competitive graduates, transformative research, and innovation.

D. University Values

Florida Agricultural and Mechanical University is committed to the values of accountability, inclusion, innovation, and integrity. The University also values and

endorses the Board of Governors' Statement of Free Expression and expects open-minded and tolerant civil discourse to take place throughout the campus community. These values represent the tenets that guide our actions, enable us to sustain our historical mission, and realize our strategic plan.

1. Faculty Senate Resolution on Civil Discourse and Freedom of Expression

The Board of Governors issued a [Civil Discourse Final Report in 2022](#). Among its recommendations was the following: “The Board of Governors recommends that the leadership of each university board of trustees, faculty senate, and student government annually review and endorse the Board's Statement of Free Expression and commit to the principles of civil discourse.” Pursuant to this recommendation the Florida A&M University Faculty Senate passed its [Resolution on Civil Discourse and Freedom of Expression](#) in its April 18, 2023, meeting.

E. Strategic Priorities

1. Student Success

Strategic Priority One, Student Success, will strengthen the quality of the student experience and success outcomes by positioning FAMU as an institution of choice for talented students from Florida and beyond; and optimize academic programs. Measures of Success for Student Success represent student outcomes, including retention, graduation and access rates, affordability, and post-graduate outcomes.

2. Academic Excellence

Strategic Priority Two, Academic Excellence, focuses on pursuing Carnegie Classification of Research 1 status, developing a culture of sustained excellence through professional development, and our commitment to health, innovative research, and scholarship. Measures of Success for Academic Excellence focus on degree production for research doctorates, bachelors, and graduate degrees in programs of strategic emphasis.

3. Leverage The Brand

Strategic Priority Three, Leverage the Brand, focuses on revolutionizing the customer service experience through coaching, measurement, and a culture of accountability. This priority also includes enhancing branding and messaging to strengthen advocacy and support for academic outcomes. Measures of Success for Leveraging the Brand represent peer perception ratings and customer service satisfaction.

4. Long-Term Fiscal Health & Sustainability

Strategic Priority Four, Long-Term Fiscal Health and Sustainability, centers on increasing and diversifying revenue, enhancing our infrastructure, increasing philanthropic giving, and providing budgetary support for the strategic plan, all supporting student success. Measures of Success for Long-Term Fiscal Health and Sustainability focus on composite financial index ratios, R&D expenditures, annual research awards, alumni giving rates, funding raising, investment, and endowment values.

5. Organizational Effectiveness & Transformation

Strategic Priority Five, Organizational Effectiveness and Transformation, focuses on the successful implementation of best practices in institutional sustainability for recruiting, retaining, and developing employees, which includes succession planning to enhance operations through continuous improvement efforts. Measures of Success for Organization Effectiveness and Transformation focus on employee retention, satisfaction, and awareness of diversity, equity and inclusion initiatives, and audit findings.

[Strategic Plan, 2022-2027 \(website\)](#)

[“Boldly Striking” Strategic Plan 2022-2027](#) (full .pdf document)

F. FAMU – SACSCOC Accreditation

Florida Agricultural and Mechanical University (FAMU) is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award baccalaureate, masters, professional, and doctorate degrees. Questions about the accreditation of FAMU may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC’s website (www.sacscoc.org).

Florida A&M University has been accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) since 1935. The next review process is in 2024.

III. University Structure and Governance

A. Board of Governors

“Board of Governors is established as a body corporate comprised of 17 members as follows: 14 citizen members appointed by the Governor subject to confirmation by the Senate; the Commissioner of Education; the chair of the advisory council of faculty senates or the equivalent; and the president of the Florida student association or the equivalent. The appointed members shall serve staggered 7-year terms. In order to achieve staggered terms, beginning July 1, 2003, of the initial appointments, 4 members shall serve 2-year terms, 5 members shall serve 3-year terms, and 5 members shall serve 7-year terms.” [Florida Constitution, Article IX, Section 7\(d\) and Section 1001.70, Florida Statutes](#).

The board shall operate, regulate, control, and be fully responsible for the management of the whole university system. These responsibilities shall include, but not be limited to, defining the distinctive mission of each constituent university and its articulation with free public schools and community colleges, ensuring the well-planned coordination and operation of the system, and avoiding wasteful duplication of facilities or programs. The board’s management shall be subject to the powers of the legislature to appropriate for the expenditure of funds, and the board shall account for such expenditures as provided by law. The governor shall appoint to the board fourteen (14) citizens dedicated to the purposes of the state university system. The appointed members shall be confirmed by the senate and serve staggered terms of seven (7) years as provided by law. The commissioner of education, the chair of the advisory council of faculty senates, or the equivalent, and the president of the Florida student association, or the equivalent, shall also be members of the board. [Florida Constitution, Article IX, Section 7\(d\)](#).

B. Board of Trustees

FAMU is governed by the Board of Trustees which consists of thirteen (13) members. Six (6) trustees are appointed by the Governor and five (5) trustees are appointed by the Board of Governors, subject to confirmation by the Florida Senate. The presidents of the Faculty Senate and Student Government Association are elected by their bodies. Except for the presidents of the Faculty Senate and Student Government Association, the trustees are appointed for staggered terms of five (5) years.

As the governing body of the University, the Board of Trustees is charged with administering the University. The powers and duties of the Board of Trustees are set forth in [Sections 1001.71 - 1001.74, Florida Statutes](#).

Trustees serve without compensation and meet at least quarterly. The officers of the Board of Trustees are chair and vice-chair. Each is elected for a term of two (2) years and may be reelected for one additional consecutive term. The President serves as the corporate secretary to the Board of Trustees. The Board's operating procedures are available on the Board of Trustees' [website](#).

C. University President

The President has the responsibility for the day-to-day management of the University. For this reason, one of the most important responsibilities of the Board of Trustees is the selection, retention and replacement of the President. The powers and duties of the President are set forth in [Section 1001.75, Florida Statutes](#).

1. Chief Operating Officer and Executive Vice President

The Chief Operating Officer serves as second in command to the University President.

D. Florida A&M University Organizational Structure

The current organizational structure of the University can be found here: [University Organizational Chart](#).

E. Administrative Divisions

1. Division of Finance and Administration

The Vice President/CFO of Finance and Administration is the chief officer responsible for fiscal, personnel, and operational affairs of the University and shall [perform](#) other duties as the President may designate.

2. Division of Audit

The Vice President of Audit provides independent, objective assurance and consulting services designed to add value and improve the University's operations.

3. Office of Compliance & Ethics

The Chief Compliance & Ethics Officer supports the University's mission and strategic plan by proactively partnering with faculty, staff, and management to:

- Establish a control environment, level of accountability, and ethical framework that promotes commitment to the highest standards of ethics, integrity, and lawful conduct by promoting adherence to all applicable federal, state, and local laws, regulations, as well as standards and internal policies and protocols;
- Provide general compliance training to employees and faculty and guidance to managers;
- Provide an avenue for anonymous reporting of potential non-compliance or unethical behavior; and
- Develop effective policies and procedures to promote compliance and ethical behavior;
- Ensure compliance risks are identified, prioritized and managed appropriately.

4. Division of University Advancement

The Vice President for Advancement reports directly to the President and serves as the chief advancement officer for the University. As an active participant on the President's Leadership Team, the Vice President will work closely with the President to build strong positive relationships and encourage support for the University among a broad range of external constituencies. The Vice President is responsible for the following functional areas: Donor Relations and Stewardship, Planned and Major Gifts, Corporate and Foundation Relations, Prospect Management and Research, Grants Management, Corporate Participation and Sponsorship, Annual Giving, Communication and Online Giving, Foundation, Alumni Affairs, and FAMU Boosters.

5. Division of Legal Affairs

The Vice President for Legal Affairs (General Counsel) serves as the chief legal officer for Florida A&M University Board of Trustees and legal advisor to the President, Provost, Vice Presidents, and other University Administrators.

6. Division of Information Technology Services

The Vice President for Information Technology Services is the chief information officer for the University and heads Information Technology Services.

7. Division of Research

The Vice President for Research has the responsibility of overseeing the Office of Sponsored Research, the Office of Technology Transfer and Export Control, the Office of Animal Welfare and Research Integrity, the Office of Contracts and Grants, the Office of Sponsored Programs, and Medical Marijuana Education and Research Initiative.


8. Division of Student Affairs

The Vice President for Student Affairs is the chief officer responsible for matters pertaining to student welfare and student activities.

9. Division of Strategic Planning, Analysis, and Institutional Effectiveness (SPAIE)

The Vice President of SPAIE is responsible for providing data/information for evidence-based decision-making by gathering data to allow the University to make data driven decisions.

10. Office of University Policy

The Office of University Policy (Policy Office or OUP) administers the University's process for developing and managing its comprehensive repository of University Policies, which encompasses University regulations, Board of Trustees Policies, University Policies, manuals, guides, and internal operating procedures. The Policy Office plays an indispensable role in guiding and assisting University policy owners in the development and revision of policies, ensuring a consistent and transparent procedure. Additionally, OUP manages the publication,  archiving of policies, and offers guidance on policy-related inquiries and education. Notwithstanding the role of the OUP, responsibility for a policy's content resides with the policy-owner.

- [Regulations and Notices](#)
- [Board of Trustees Policies](#)
- [University Policies](#)

F. Constitution

The [Constitution of the Florida Agricultural and Mechanical University](#) was updated and approved by the Faculty Senate in January 2022.

G. Schools and Colleges

Florida A&M University is composed of 14 colleges and schools. The University offers 54 bachelor's degrees, 29 master's degrees, three professional degrees, and 12 doctoral degrees.

- [College of Social Sciences, Arts, and Humanities](#) (CSSAH)
- [College of Education](#) (COE)
- [College of Agricultural and Food Sciences](#) (CAFS)
- [College of Law](#) (COL)
- [College of Pharmacy and Pharmaceutical Sciences- Institute of Public Health](#) (CoPPS)
- [College of Science and Technology](#) (CST)
- [FAMU/FSU College of Engineering](#)
- [School of Allied Health Sciences](#) (SOAHS)
- [School of Architecture and Engineering Technology](#) (SAET)
- [School of Business and Industry](#) (SBI)
- [Graduate Studies and Research](#)
- [School of Journalism & Graphic Communications](#) (SJGC)
- [School of Nursing](#) (SON)
- [School of the Environment](#) (SOE)

H. Provost and Vice President for Academic Affairs


The Provost and Vice President for Academic Affairs is the chief academic officer of the University and is advised on academic matters by the Council of Academic Deans and Directors, and the Faculty Senate. This Council comprises the deans, the registrar, two representatives from the Faculty Senate, two student representatives and the directors of the University libraries, assessment, the instructional media center, institutional research, and Title III. The deans of the colleges and schools, directors of academic units, and academic support units report directly to the Provost and Vice President for Academic Affairs. [Office of the Provost website](#).

I. Deans

The dean of each school and college is responsible for carrying out administrative duties, for their respective school or college, under the Provost and Vice President for Academic Affairs.

J. Faculty

The faculty consists of those employees holding the rank of instructor, assistant professor, associate professor, or professor in one of the academic units of the University.


1. Twelve-month appointments are considered as calendar year appointments. Employees serving twelve-month appointments shall earn sick and annual leave. 
2. Nine (University Faculty) and ten-month (DRS teachers) appointments shall be considered academic year appointments and shall be appointed for the fall and spring semesters. Employees appointed on an academic year basis shall earn only sick leave.

Refer to the University regulations, policies, and procedures for a comprehensive list of benefits.

K. Faculty Senate

The Faculty Senate is the highest academic legislative body in the University and serves in a collegial advisory capacity to the President of the University. The Faculty Senate advises the President on academic matters and on other issues of general University concern, both internal and external. The [Faculty Senate Bylaws](#) were updated and approved by the Senate in 2023.

L. FAMU United Faculty of Florida (UFF)

The United Faculty of Florida is the certified collective bargaining agent for bargaining unit faculty. The UFF is charged with bargaining with FAMU over the wages, hours and terms and conditions of employment. Copies of the collective bargaining agreement may be found at the Academic Affairs website <https://www.famu.edu/faculty-resources>, [Office of University Policy website](#) www.famu.edu/about-famu/policies-and-regulations and at www.FAMUFF.com. 

IV. Academic Policies

A. General Principles

The University is committed to the principle of excellence in education. Teaching and training is at the core of the mission of this University, whether it be in the context of the classroom or in any of the myriad contexts in which faculty interact with students. A number of policies, rules, and regulations have been developed regarding student and faculty interactions. Faculty should become familiar with the student handbook and handbooks of the departmental and/or institutional units because most logistical and administrative matters, such as class assignments, are handled at the academic unit level. Student handbooks for the respective colleges, schools, and institutes are available in the Office of the Dean.

The University has established academic policies for undergraduate, graduate, and professional degree programs. These policies may be accessed at the following sites:

1. Undergraduate Academic Policies

- [Registrar](#)
- [Board of Trustees – Regulations – Academic Affairs](#)
[University Catalog](#)

2. Graduate Academic Policies

- [Graduate Academic Policies](#)

B. Curricular Development and Review Process

1. Degree Programs

Florida A&M University offers a total of 55 bachelor's, 30 master's, 12 doctoral, and 3 professional academic programs. Additionally, there are 14 online programs.

A list of degree offerings can be found in the University Academic Catalog which is located here: <http://catalog.famu.edu/content.php?catoid=12&navoid=1074>.

The Online Programs are found here: <https://www.famu.edu/academics/famu-online/index.php>. Please be aware that the catalog is updated yearly and is subject to change.

2. New Degree Program Process


New Degree Programs must be placed on the FAMU Strategic Plan and approved by the Board of Trustees. Additionally, new Ph.D. programs must be approved by the Board of Governors. [New Degree Track Approval Process](#)

3. Curriculum Modification Approval Process

Program coordinators and curriculum committees have been established in each academic unit, as well as the University Curriculum Committee to assist with program coordination and ensure curriculum effectiveness. Any changes to a curriculum should follow the general procedure below. Please be aware that the process varies slightly from unit to unit. Forms can be found on the [Faculty Senate website](#). The process is as follows:

1. The request originates within the academic department through the program coordinator.
2. Request is approved by Chair/Director of the academic unit and sent to the College/School curriculum committee or to the Dean.
3. Once the Dean has approved the request, it is sent to the chair of the University Curriculum Committee (UCC).
4. The request is reviewed and approved by the University Curriculum committee.
5. Finally, the request is approved by the Faculty Senate.
6. Once the Curriculum Committee chair, President of the Faculty Senate and Provost have signed off, the request is sent to the Registrar's office.
7. The Registrar's office enters it into the University Catalog.

4. Online Approval Process

1. Program Coordinator fills out the [Online/Hybrid Course Request form](#)
2. Request is approved by Chair/Director of the unit and sent to the unit curriculum committee or to the Dean.
3. Once the Dean has approved the request, it is sent to  by the chair of the school/college curriculum committee.
4. The faculty member works with an instructional designer to convert the class.
5. When the course conversion is complete, the instruction designer fills out the Course Designer Standards Checklist.
6. The course is approved by the Director of Instructional Technology and sent to the chair of the University Curriculum Committee.
7. The request is then approved by the University Curriculum Committee.
8. Finally, the request is approved by the Faculty Senate.

9. Once the Curriculum Committee Chair, President of the Faculty Senate and Provost have signed off, the course is sent to the Registrar's office.
10. The Registrar's office enters the online version into iRattler.

5. Program Coordinators

Each of the academic programs at FAMU are overseen by program coordinators who work with faculty and academic administrators to fulfill responsibilities for overall program coordination, which may include developing recommendations for new programs, program deletions, curriculum review and course changes to previously approved degree programs, and the periodic program review of degree programs offered at FAMU. In this role, program coordinators also work with other faculty to ensure academic programs contain essential curricular elements, has appropriate content and sequencing, and remains current and relevant.

Program Assessment

The assessment program at FAMU promotes a culture of continuous improvement; an initiative that is an integral aspect of the University's commitment to sustaining and enhancing academic quality and positive student experience.

The assessment activities permeate all levels of the University and target four primary areas: entry-level knowledge and skills, general education outcomes, program/divisional outcomes, and students, graduates and alumni satisfaction. These efforts span multiple institutional levels - from university-wide assessments to assessments conducted by individual academic programs and administrative and educational support service units. The Provost, who formally oversees the assessment program, instituted the Institutional level Assessment Committee (ILAC) to guide and monitor the assessment efforts and use of assessment results for improvement.

Assessment at FAMU serves three major purposes. The first purpose is program and service improvement aimed at making programs/units (academic majors, general education, certification programs, functional units, etc.) more effective. The second purpose is for accountability aimed at demonstrating institutional responsiveness to external constituencies by ensuring that students demonstrate basic academic competencies and skills mandated by state and federal legislators. The third purpose is for institutional effectiveness aimed at meeting requirements of accrediting agencies.

The assessment index may be found [online](#).

C. Textbook Affordability

1. Textbook Adoption

FAMU requires that textbooks be adopted at least 6 weeks before the beginning of a semester so that students have adequate time to purchase them. To order textbooks, please visit the Barnes and Noble link in the iRatter Faculty Center.

2. Faculty remuneration for required textbooks

“No employee of a Florida College System institution or state university may demand or receive any payment, loan, subscription, advance, deposit of money, service, or anything of value, present or promised, in exchange for requiring students to purchase a specific textbook for coursework or instruction.” [Chapter 1004.085, Florida Statutes – Textbook affordability](#).



V. Faculty Policies

A. University Conduct Code ([University Regulation 1.019](#))

The established policy of the Board of Governors is that faculty members must fulfill their responsibility to society and their profession by manifesting academic competence, scholarly discretion, and good citizenship.

1. Preamble


As members of the Florida A&M University (University) community, all faculty, staff, students, members of the Board of Trustees, University officers and affiliates are responsible for sustaining the highest ethical standards of professional conduct and integrity for this institution, and for the broader community in which we function. We share responsibility for this institution and for its enterprises. The University's strategic plan outlines the core values we hold as essential to responsible professional behavior, which include integrity, accountability, innovation, and inclusion. The ethical principles espoused by the Florida Code of Ethics for Public Officers and Employees in Chapter 112, Part III of the Florida Statutes (Code of Ethics), reinforce our commitment to the University's values. Therefore, adherence by trustees, officers, faculty, staff, student employees, contractors and others acting on behalf of the University to the standards set forth in this Code of Conduct is an integral part of the University's goal of attracting quality students, faculty and staff, while ensuring a safe and healthy environment for all members of the campus community. The Code of Conduct outlines behavioral standards for members of the University community and for those acting on behalf of the University.

2. Applicability


This Code of Conduct applies to the following members of the University community: a) faculty, staff, and students who are paid for working for the University; b) Board of Trustees; c) consultants, vendors and contractors and other individuals using University resources or facilities, or receiving funds administered by the University; and d) individuals who perform services for the University as volunteers and who assert an association with the University. Any reference to members of the University community as provided in this regulation shall refer to the above referenced persons.

3. Compliance with Laws and University Regulations and Policies.

[Per Section 1012.80, Florida Statutes](#), members of the University community shall comply with the applicable standards, policies, rules, regulations and state and

federal laws that govern and guide their work. The University promotes ongoing and open communication at all levels of the institution. As such, all faculty, administrators, supervisors, managers, and employees are responsible for supporting and monitoring compliance. Members of the University community have an obligation to report any behavior that they believe is unethical or in violation of state or federal law, University regulations or policies.  See Section 16 of this Regulation for reporting options.

4. Disruptive Conduct.

The University strives to maintain an environment in which members of  the University community treat each other with dignity and respect. [University Regulation 10.111](#) prohibits individuals from acting intentionally to impair, interfere with, or obstruct the orderly conduct, processes and functions of the University. This includes substantially disrupting a student's, employee's, or the University's performance, opportunities or benefits.

5. Conflicts of Interest and Commitment.

Faculty and staff of the University owe their primary professional allegiance to the University and its mission. The University has an obligation to internal and external stakeholders to use their resources responsibly and, where required, for designated purposes. Thus, all officers, faculty, principal investigators, staff, student employees and others acting on behalf of the University hold positions of trust, and the University expects them to carry out their responsibilities with the highest level of integrity and ethical behavior.

Outside activities are defined as any employment or activities entered into in addition to an individual's employment at the University, that utilizes the knowledge, skills, abilities or expertise the individual uses to carry out their University duties. Outside activities, including any interest, obligation, or relationship that could potentially be, or appear to be, in conflict with the interests of the University, including those of immediate family members, must be disclosed to the University immediately so it can be managed appropriately. Conflicts of interest can often be managed to eliminate the risk of damage to the University, but only if they are promptly disclosed.

Failure to disclose outside activities related to an actual, apparent, or possible conflict of interest or commitment is a violation of this Regulation, as well as other applicable conflict of interest policies (including University Regulations [6.002](#) and [10.122](#)) and the [Florida Code of Ethics, Section 112, Florida Statutes](#).

Unless the conditions cited in the Chapter 112.313(12) exemptions listed below apply, the following activities of faculty and academic staff are prohibited: FSU Faculty Handbook – Section 4 39

1. No employee may rent, lease, or sell realty, goods, or services to any institution of the State University System at which that individual is employed, unless the contract was entered into before October 1, 1975, or before beginning public employment. (Chapter 112.313(3), F.S.)
2. No employee may have an employment or contractual relationship with a business entity which is doing business with the State University System or any of its institutions. (Chapter 112.313(7), F.S.)
3. No employee may corruptly use or attempt to use that employment or any property or resource within that employment to secure a privilege, benefit, or exemption for such employee or anyone else. (Chapter 112.313(6), F.S.)
4. No employee may disclose or use information not available to the general public, which was gained because of that employee's position, for personal benefit or for the personal benefit of another person or business entity. (Chapter 112.313(8), F.S.)
5. No faculty member shall require the use of a textbook written by the faculty member without complying with University policy concerning the use of such textbooks. (See section 7 of this Handbook under "Textbook use.")

6. Political Activities

Employees with intentions to seek election to and hold public office must notify the President or President's designee of such intentions. The President or President's designee will determine whether the employee's candidacy for holding public office will interfere with the full and faithful discharge of the employee's duties, as outlined in the [University Regulation 10.123](#) and [Section 104.31, Florida Statutes](#).

7. External Communication on Behalf of the University

Pursuant to the University Communications Policy, the Office of Communications is the official University representative to the media and is tasked with establishing and cultivating relationships with journalists, publications and broadcast networks/channels, as well as responding to media inquiries, issuing official statements and announcements and providing guidance and leadership to the University community about relevant media guidelines and best practices.

All University leaders, faculty, staff, partners, vendors and contractors must coordinate with the Office of Communications to develop and distribute news and information about the University and to participate in solicited and unsolicited media interviews or media events. Use of University logos and identity must be used in accordance with the University Style Guide and other applicable policies.

8. Contract Authority

The acceptance of an agreement, including sponsored project funding, may create a legal obligation on the part of the University to comply with the terms and conditions of the agreement and applicable laws and regulations. Therefore, only individuals who have authority delegated by the Board of Trustees or University President are authorized to enter into agreements on behalf of the University and such authority cannot be further delegated. All agreements, understandings, and contracts must be reviewed by the Office of General Counsel before execution.

9. Confidentiality and Privacy

The University community shall use confidential information acquired in the course of University business only for official or legal purposes, and not for personal or illegal advantage, during or after such affiliation. It is imperative that each community member complies with all state and federal laws, agreements with third parties, and University policies, regulations and procedures pertaining to the use, protection and disclosure of such information. Such policies apply even after the business relationship with the University ends.

10. Gifts and Entertainment

Employees must abide by expectations outlined in University regulations, policies, and the Florida Code of Ethics regarding the solicitation or acceptance of anything of value from third parties. Members of the University community are prohibited from soliciting or accepting anything of value based on the understanding that their official position will be influenced by such a gift. Employees identified as a financial disclosure reporting individual or procurement employee have additional restrictions from donors who are lobbyists, principals, political action committees or vendors doing business with the University.

11. Record Keeping

Employees are expected to demonstrate a commitment to transparency in the retention and management of records that have sufficient administrative, legal,

fiscal, or historical value pursuant to University policy, the Public Records Law ([Chapter 119, Florida Statutes](#)), and the general records schedule published by the Florida Department of State's Division of Library and Information Services (notably, schedules [GS1-SL](#) and [GS5](#)). 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 an agency." Employees are prohibited from destroying documents in violation of law or policy, in response to, or in anticipation of, an investigation, audit, or litigation.

12. Proper Use and Protection of University Assets

The University community will strive to preserve, protect and enhance the University's assets by making prudent and effective use of University resources and property and by accurately reporting its financial condition. All funds provided for research must be spent in ways consistent with funding requirements and in compliance with University Policies and guidelines on allowable costs (i.e.: BOT 2005-08; [2 Code of Federal Regulations Part 200 Subpart E](#)).

13. Misuse of Public Position

Employees may not use or attempt to use their official position or any property or resource within their trust to obtain special privilege, benefit, or exemption for themselves or others.

14. Fraud

As outlined in [BOT Regulation 2020-01](#), fraud occurs when an individual obtains something of value through willful misrepresentation, including, but not limited to, intentional misstatements or intentional omissions of amounts or disclosures in financial statements to deceive users of financial statements, theft of an entity's assets, bribery, or the use of one's position for personal enrichment through the deliberate misuse or misapplication of an organization's resources. Fraud generally means an act of deception, bribery, forgery, extortion, theft, misappropriation, false representation, conspiracy, corruption, collusion, embezzlement, or intentional concealment or the omission of material facts. Members of the University community must mitigate the risk of fraud by fulfilling their duties honestly, while immediately reporting any observed or suspected irregularities to their immediate supervisor.

University employees, consultants, vendors, or persons doing business with FAMU who have knowledge of fraud, misappropriation, or other impropriety shall immediately notify their supervisor and/or the Division of Audit. Complaints may be made anonymously. Acts of fraud, as well as the failure to report incidents in good-faith or suspected incidents of fraud, is a violation of the Regulation and Policy. Examples of fraud include, but are not limited to:

- a. Any dishonest or fraudulent act;
- b. Falsification of documents;
- c. Misappropriation of funds, supplies, or other assets;
- d. Impropriety in the handling or reporting of money or financial transactions;
- e. Destruction, removal, or inappropriate use of records, furniture, fixtures, and equipment; or,
- f. Any similar or related irregularity.

The Division of Audit has the primary responsibility for the investigation of all suspected fraudulent acts as defined above. The Division of Audit will issue reports to appropriate designated personnel detailing the findings.

15. Health and Safety

Members of the University community are expected to perform their duties in accordance with applicable health and safety laws, regulations, policies, and procedures. Members are also responsible for compliance with the health, safety, and risk management program and are required to immediately report workplace/campus injuries, illnesses, and unsafe conditions to the University Department of Environmental Health and Safety and the Office of Risk Management.

16. Sustainability

We are all responsible for the continued viability of Florida A&M University and our local and regional communities. The University is committed to operating in an environmentally responsible manner, from the procurement of services to the operation of offices and facilities, and other business activities. Members of the University community must comply with all applicable environmental laws and regulations as well as commitments to sustainable practices and environmental protection outlined by the University's Sustainability Institute.

17. Information Technology

Pursuant to University Regulation 5.003 (Electronic Connectivity), members of the University community play a role in safeguarding information systems by adhering to established University controls and applicable law and policy. Members do not have an expectation of privacy in the use of University computers and systems. Cyber security and systems training are required of all employees before they are permitted access to these systems. Members are prohibited from using University computers or systems in furtherance of personal or political business.

Information Technology Services tracks software vulnerabilities and applies patches as soon as they become available. To that end, users of the University network shall not:

- Undermine the security or the integrity of computing systems or networks or attempt to gain unauthorized access;
- Use any computer program or device to intercept or decode passwords or similar access control information;
- Knowingly or intentionally transmit, download, or upload any material that contains viruses, trojan horses, worms, time bombs, cancelbots, phishing, or any other harmful programs;
- Transmit, download, or upload any material that contains software or other material protected by federal or state intellectual property laws unless the user owns or controls the rights thereto or has received all necessary consents; or
- Use FAMU electronic connectivity for the exchange of pirated software.

18. Reporting Suspected Violations


Members of the University community are required to report violations of applicable University policy, government contracts, and grant requirements, as well as state and federal laws and regulations. Prompt reporting of possible violations is required as it gives the University the opportunity to investigate the matter and take corrective action where needed. Complainants may initially report their concerns through their normal management chain of command, beginning with one's immediate supervisor. If it is inappropriate to report to the immediate supervisor, (e.g., the suspected violation is by the manager or the complainant is generally uncomfortable), individuals may go to a higher level of management within the college, department, or report directly to the Office of Compliance and Ethics, Office of General Counsel, Division of Audit, the Office of Human Resources or the Office of Equal Opportunity Programs. Managerial and supervisory personnel must maintain an open-door policy and take proactive measures to assure their

staff that the institution supports a culture that values ethical behavior and compliance.

Managers/Supervisors are responsible for reporting complaints received to the Office of Compliance and Ethics, either directly or through the University's Compliance and Ethics Hotline. As appropriate, the Office of Compliance and Ethics coordinates with the Division of Audit, the Office of the General Counsel, the Office of Human Resources, the Office of Equal Opportunity Programs and other relevant areas, both internal and external. Employees are not exempt from the consequences of wrongdoing by self-reporting, although self-reporting may be considered in the determination of an appropriate course of action.

Compliance and Ethics Hotline. Members of the University community may use the University Compliance and Ethics Hotline to report complaints of misconduct outlined in this Regulation. The Hotline allows reporting by phone or online, with an option for anonymous reporting.

Other Reporting Avenues. While the Office of Compliance and Ethics coordinates the Compliance and Ethics Hotline, violations may also be reported internally to the offices listed above. Externally, suspected violations of state and federal laws may be reported to the Florida Board of Governors' Office of Inspector General and Director of Compliance or the State of Florida Whistleblower's Hotline.

False Reports. Submitting a report that is known to be false (made in bad faith) is a violation of this  Regulation and will result in discipline up to and including potential termination from employment.

19. Investigation

Preliminary Review and Investigation. University offices tasked with investigation take every reported concern seriously. All concerns will be assessed through intake to determine the appropriate course of action. If an investigation is warranted, such an initial investigation will be completed within a reasonable timeframe. The primary investigator will provide appropriate updates to the parties.

- a. Independence. Investigators are responsible for establishing and maintaining independence so that conclusions and recommendations are impartial in both fact and appearance. The investigator must consider organizational, personal, and external impairments that impact the investigator's ability to perform work impartially.

- b. Confidentiality. Such reports may be made confidentially, and even anonymously. Confidentiality will be maintained to the extent legal and practicable, informing only those personnel who have a need to know such information.
- c. Cooperation. All members of the University community are expected to cooperate fully in any external or internal investigation. A copy of this Regulation will be provided to all employees.
- d. Interference. The integrity of an audit, investigation, or administrative action is vital in ensuring a fair and equitable outcome for all parties involved. Members of the University community are prohibited from impeding any audit or investigation. Examples of interference includes, but is not limited to: disclosing information inappropriately, making false statements, failing to respond timely to requests for information or tampering with evidence.
- e. Referral. Decisions to prosecute or refer the investigation results to the appropriate law enforcement and/or regulatory agencies for independent investigation will be made in conjunction with legal counsel and senior management.
- f. Investigative Reports. Despite the disposition, investigative activity will result in a written report. Reports shall be fair, objective, and present the results of investigation in a clear manner.

20. Retaliation

Members of the University community are prohibited from engaging in retaliation against another for reporting compliance or ethics related concerns or participating in an investigation due to such reports. Findings of retaliation are independent of the underlying claim of violation and will result in disciplinary action, up to and including termination.

21. Enforcement

Members of the University community are responsible for annually completing mandatory compliance and ethics training, as well as maintaining compliance with law, regulation, policy and making ethical decisions. Failure to follow the standards outlined serves as a violation of this Regulation, as well as the originating regulation/policy, if applicable. Members of the University community who violate this Regulation will be subject to personnel action, up to and including termination.

22. Equal Opportunity

It is the policy of Florida A&M University that each member of the University community is permitted to work or attend class in an environment free from any

form of discrimination including race, religion, color, age, disability, sex, sexual harassment, sexual orientation, gender identity, gender expression, marital status, national origin, and veteran status as prohibited by state and federal Statutes. This commitment applies to all areas affecting students, employees, applicants for admission and applicants for employment. It is also relevant to the University's selection of contractors, suppliers of goods and services and any employment conditions and practices.

23. Foreign Influence ([BOG Regulation 9.012](#))

The regulation provides for universities, university direct support organizations, and entities with governing boards listed in [subpart B of part II of chapter 1004, Florida Statutes](#), to report gifts of \$50,000 or more to the Board of Governors on a semi-annual basis. The regulation establishes a Research Integrity Office at each university and provides for the screening of defined categories of individuals who will be employed in research or research-related positions at a university or at certain entities listed in [subparts A and B of part II of chapter 1004](#), as well as an approval and monitoring program for employment-related international travel. Finally, the regulation prohibits international cultural agreements with seven foreign countries of concern that restrict freedom of contract, cede control of curriculum, or promote an agenda detrimental to the security interests of the United States.

B. Collegiality

In order to create an environment of respect for all segments of the University population, it is important to have a collegial atmosphere in all that we do. The distractors of collegiality include retaliation, bullying and harassment, and have no place in the environment.

- *Retaliation* is the process of harming another because of something that you feel they did to you.
- *Bullying* is seeking to harm, intimidate, or coerce someone who is perceived as vulnerable.
- *Harassment* is aggressive pressure or intimidation.

Many believe that one way to motivate people is through harassment, bullying and retaliation, but rather than build, these decrease the ability of people to excel to the best of their ability. Therefore, these have no place in an educational environment.

C. Faculty Employment Policies

1. Non-Discrimination Policy ([University Regulation 10.103](#); [CBA Article 6](#))

“The Board and the UFF fully support all laws intended to protect and safeguard the rights and opportunities of each faculty member to work in an environment free from any form of discrimination or harassment. The parties recognize their obligations under federal and state laws, rules, and regulations prohibiting discrimination or harassment, and have made clear their support for the concepts of affirmative action and equal employment opportunity. They desire to assure equal employment opportunities within the University and recognize that the purpose of affirmative action is to provide equal opportunity to women, minorities, and other affected groups to achieve equality in the University. The implementation of affirmative action programs will require positive actions that will affect terms and conditions of employment and to this end the parties have, in this Agreement and elsewhere, undertaken programs to ensure equitable opportunities for faculty to receive salary adjustments, tenure, continuing multi-year appointments, successive fixed multi-year appointments, promotion, sabbaticals, and other benefits.”

2. Faculty Office Hours ([CBA Article 9.1](#))

Part of the Assignment of Responsibilities includes dealing with students who have questions relating to the educational experience. This requires that the faculty members be reasonably available for students during the week. These times should be balanced with other obligations that exist.

The University expects faculty to have at least 1 office hour per course taught per week. Office hours may be online.

3. Intellectual Property

Intellectual property includes Instructional Technology (CBA Article 9.10) used by the faculty member to assist or enhance instruction and Inventions and Works (CBA Article 18) that includes most other topics. Instructional technology created without appreciable University support belongs to the faculty member. Inventions and works need to be reported (see Article 18).

4. Faculty Assignment ([CBA Article 9](#))
5. Faculty Overloads (CBA Article 9; see also [University Regulation 10.122 – Outside Employment](#))
6. Summer Instructional Appointment (CBA Article 8.4(b))
7. Student Mentoring

Student mentoring is part of the profession of higher education and must be done with the best interest of the student paramount. Faculty has a unique role in helping the student pursue their career path.

8. Faculty Promotion (CBA Article 14;  [University Regulation 10.109](#))

General criteria for promotion are created by the University and can be found in the CBA and University Regulation 10.109. Specific criteria are created by the College/School/Library in which the faculty member has their primary assignment. All of these criteria may be modified in accordance with Article 14.2 Criteria. College/School/Library are encouraged to review and modify their criteria every few years in accordance with Article 14.2.

9. Faculty Tenure (CBA Article 15; [University Regulation 10.204](#))

General criteria for tenure are created by the University and can be found in the CBA and University Regulation 10.204. Specific criteria are created by the College/School/Library in which the faculty member has their primary assignment. All of these criteria may be modified in accordance with Article 15.3 Criteria. College/School/Library are encouraged to review and modify their criteria every few years in accordance with Article 15.3.



10. Faculty Annual Performance Evaluations (CBA Article 10 and 11)

11. Outside Activity (CBA Article 19)

12. Outside activity is unpaid activity that the employee participates in outside of the University. Such activity should not be during regular business hours. The employee must use discretion to make sure that such outside activities do not conflict with the legitimate interests of the University. Outside Employment ([University Regulation 10.201](#) – Outside Employment; CBA Article 19)

Outside employment is _____ at any other entity. Faculty must disclose outside employment to the University in advance and said activity may not constitute a conflict of interest.

13. Academic Freedom and Responsibility (CBA Article 5; [University Regulation 10.203](#))

14. Nepotism ([University Regulation 10.121 Employment of Relatives](#))

15. Sabbaticals and Professional Development Leave (CBA Article 17; [University Regulation 10.114](#))

16. Leaves (CBA Article 17)

17. Grievance Procedure (CBA Article 20; [University Regulation 4.100 – Academic Grievances](#))

The University encourages open communications between colleagues and between administrators and faculty to resolve disputes informally rather than through the formal grievance process. However, a formal grievance may be submitted in writing as outlined in the appendix of the Collective Bargaining Agreement, within 30 days of the incident. Additional information regarding the union grievance procedure can be found in the UFF Collective Bargaining Agreement.

18. Non-Reappointment (CBA Article 12 – Non-Reappointment; [University Regulation 10.207 – Non-Reappointment](#))

19. Disciplinary Action, Job Abandonment, and Separation (CBA Article 16 Disciplinary Action and Job Abandonment; [University Regulation 10.205 – Disciplinary and Separation](#))

D. Policies and Procedures

1. Sexual Harassment and Title IX Compliance

[Title IX of the Education Amendments of 1972](#) (often referred to simply as “Title IX”) legally prohibits public universities, including FAMU, from denying students and employees the benefits of, or subjecting them to discrimination under, any educational program or activity receiving federal financial assistance on the basis of sex. FAMU’s Office of Title IX Compliance investigates allegations of sexual harassment and sex discrimination.

2. Consensual Relationships ([University Regulation 10.112](#))

As to students, the integrity of the teacher-student relationship is the foundation of the University’s educational mission. The pedagogical relationship between teacher and student must be protected from influences or activities that can interfere with learning consistent with the goals and ideals of the University. Consequently, the University prohibits a sexual or romantic relationship between a teacher and student, even where consensual, if the faculty member has direct supervisory or evaluative responsibilities over the student.

Likewise, the University prohibits sexual or romantic relationships between employees and students and between supervisors and their employees.

3. Title IX Sex Discrimination and Sexual Misconduct Prohibition, and Formal Hearing Process ([University Regulation 1.022](#))

Florida A&M University is committed to providing an educational and work environment free from discrimination and harassment on the basis of sex, sexual orientation, gender identity, and gender expression.

In accordance with federal regulations implementing Title IX of the Education Amendments of 1972, Florida A&M University will promptly respond to persons who are alleged to have experienced Sexual Misconduct by offering Supportive Measures; follow a fair resolution process to resolve Sexual Misconduct allegations; and provide remedies to victims of Sexual Misconduct.

E. Student Related Policies

1. [THE FANG – University Student Handbook](#)

The Florida A&M University Student Handbook, *The FANG*, contains detailed information regarding student policies, rules and regulations. Presumably, student-faculty relationships should remain on a mutually high and respectable level at all times.

Without exception, the rights of every student include respect for his/her personal feelings, freedoms and dignity; freedom from control by any person except as may be in accord with published rules and regulations of the University and the commonly accepted moral codes; and the right to make the best use of his/her time, efforts and talents toward the objectives which contributed to the student's matriculation at the University.

2. Student Code of Conduct ([University Regulation 2.012](#))

Any student registered for study at the University. This includes persons not officially registered or enrolled for a particular term but who are eligible to enroll or are associated with the University because he/she has not completed a course or program. The term "student" will also refer to student clubs and organizations which are subject to the Student Code of Conduct.

Discipline may be imposed for any conduct which occurs on University property, at University-sponsored events, at University approved events conducted by certified clubs/organizations or off campus, including non-University related activities.

3. Confidentiality of Student Records

A student's personal record is considered confidential, and the contents will not be disclosed without conforming to the Buckley Amendment, which requires the student's permission. Exceptions are allowed in specific circumstances. However, factual information contained in student files that can normally be accessed from open public records, e.g., classification, place of residence and location, are not considered confidential.



4. Rights of and Services for the Disabled Student

The Policy of Non-Discrimination admonishes that no person shall, on the basis of sex, race, ethnicity, religion or disability, be subject to discrimination under any

educational program or activity receiving federal financial assistance. Moreover, students who have special needs due to a physical or mental disability, should contact the Center for Disability Access and Resources (CeDAR) as soon as they arrive on campus for additional services.

5. Center for Disability Access and Resources (CeDAR)

The Center for Disability Access and Resources (CeDAR) provides services and academic accommodations for students of all backgrounds on campus with documented physical, psychological, and learning disabilities. ⓘ

VI. Appendix I

A. Academic Support Services

1. Instructional Space Assignment

Instructional space assignment pertaining to general purpose classrooms and laboratories is the responsibility of the University Registrar. Space assignment for special classrooms and laboratories is decentralized, and assignment is made through coordination with the deans of the various colleges/schools and academic units. However, all requests for use of and change of space for instructional and non-instructional related activities are processed through the Office of the Registrar. Inquiries relating to non-instructional space may be referred to the Director of Facilities Planning and Construction.

2. University Libraries

The Samuel H. Coleman Memorial Library and six branches/departments constitute the University Libraries system. Coleman Library is the main library in the center of the campus west side quadrangle. The FAMU Libraries hold nearly 2 million volumes, over 155,000 e-books and e-journals, and 256,126 microforms which are readily accessible to users and are sufficient in scope to support both onsite and online programs. The library is a depository for United States government publications. There are staff available in each library to assist users in utilizing library materials, databases and equipment, including online catalogs, CD ROMs, the Internet, document delivery and other resources. ⓘ

3. Office of Instructional Technology (OIT)

The Office of Instructional Technology is responsible for providing the community with multimedia equipment, the operation and maintenance of electronic

classrooms, and training faculty on the new methods of implementing technology in the classroom.

4. [Office of Counseling Services](#)

No matter what you are going through, the Office of Counseling Services is here for you from orientation to graduation. We guarantee a welcoming, confidential and professional atmosphere where you can discuss any issues you are experiencing.

5. [Test Service Bureau \(TSB\)](#)

The FAMU Test Service Bureau (TSB) administers monitored testing in an environment offering test security, confidentiality, and comfort to all examinees.

6. [Business Center Copy Center](#)

Florida Agricultural and Mechanical's Business Center is your source for quality printing, finishing, mail pickup and delivery, shipping, and much more! The FAMU Business Center is equipped with state-of-the-art resources and employees that make mail pick-up and delivery a breeze! The postal services include:

- Certified Mail Delivery
- Registered Mail Delivery
- Express Mail Delivery
- Priority / Priority Delivery Confirmations Mail Delivery
- Bulk Mail via Outside Vendor
- State Courier Services Mail Delivery to Selective State Universities and Agencies
- Stamps
- Mailing and Shipping Supplies



7. [University Bookstore](#)

The University Bookstore offers to the faculty, staff and administrators a wide variety of services. It contacts academic departments for a listing of textbooks that will be used during the current semester. It also offers the service of acquiring custom tailored academic regalia for graduation. Faculty members should contact the University Bookstore for additional information.

8. [The Travel Office](#)

Faculty members are encouraged to attend professional meetings, seminars, workshops and related activities that will benefit the University and/or the State of Florida. The University will reimburse expenses for professional travel in accordance with the Laws of Florida pertaining to travel expenses of public officers, employees and authorized persons. There are three categories of travel:

Out-of-State Travel: An out-of-state traveler will receive actual cost for lodging plus \$36.00 per day meal allowance (\$6.00 – breakfast; \$11.00 – lunch; \$19.00 – dinner). A paid receipt for lodging must accompany the reimbursement request.

Foreign Travel. For those who travel outside the United States, the department/division chair/director with the approval of the Dean may authorize reimbursement at the current rates specified in the federal publication “Standard Regulations (Government Civilians, Foreign Areas).” (Copy available in the Office of each Vice President and Dean).

In-State Travel. An in-state traveler may be reimbursed at a fixed rate of \$80.00 per diem or, if actual expenses exceed \$50.00, the traveler may be reimbursed for reasonable and necessary expenses for lodging plus meal allowance at the rate of \$36.00 per day. If reimbursement for lodging and meals is requested, it is necessary to furnish receipts. Mileage allowance for use of privately owned vehicle is available at a designated cost per mile. Travelers may receive special rates from car rental companies and selected hotels. These rates change frequently. Check with the Office of Administrative and Financial Services.

9. [University Parking](#)

All motor-operated vehicles must be registered with University Parking Services in order to legally park on FAMU's campus. Vehicles should display either a visitor, vendor, employee or student permit/decal.



VII. Appendix II

A. Campus Safety and Security

1. General

The members of The Department of Campus Safety & Security are committed to providing the students, visitors, faculty and staff of FAMU with an environment where people can live, visit and work safely.

2. Personal Safety

FAMU Police provide personal safety information to new students and employees at orientation and during seminars conducted by the University Housing Office. Security surveys or other presentations are offered upon request to any group on campus. Presentations include available pamphlets and prevention tips.

3. Operation Identification

This program is based on the idea that marked items are more difficult to dispose of if stolen. Property is engraved with the owner's identification marking for detection purposes. This service is offered by the University Police Department at no charge to participants. Contact the Police Department (850-599-3256) or University Housing Office (850-599-3651) to make a request for engraving services.

4. Rape and Aggressive Defense Training

To help foster confidence among university women, the Police Department offers RAD training, a wide-ranging course that begins with awareness, prevention, risk reduction and avoidance. After conceptualization, the RAD training moves to hands-on defense tactics. RAD courses are taught by certified instructors and are offered at most major colleges and universities. Included in the training is a workbook and reference manual. The RAD system is based on the principle that a spontaneous violent attack will stimulate a natural desire to resist on the victim's part. RAD training shows women how to take an active and effective role in their own self-defense as well as enhance their psychological well-being.

B. Business Center - Postal Service

The FAMU Business Center is equipped with state-of-the-art resources and employees that make mail pick-up and delivery a breeze! Our postal services include:


- Certified Mail Delivery
- Registered Mail Delivery

- Express Mail Delivery
- Priority/Priority Delivery Confirmations Mail Delivery
- Bulk Mail via Outside Vendor
- State Courier Services Mail Delivery to Selective State Universities and Agencies
- Stamps
- Mailing and Shipping Supplies

C. Telecommunications

The Office of Telecommunications offers services to support the entire University. This auxiliary unit provides services that include everything from telecom infrastructure to providing faculty and staff with multi-featured telephone services, including VoIP Open Stage phones, digital and analog Centrex Telephone/fax lines, stipend, wireless air card use, and University cell phone service. Rates and charges may apply. There are many options for equipment and access, depending on your communication needs.

D. Rattler Card

The Rattler Card is the University's official identification card (ID Card) for students, faculty and staff. Faculty and Staff requesting ID cards are to bring proof of employment and a photo ID with them to the Rattler Card Office, Room 004 Student Services Center (Corner of Wahnish Way and Gamble Dr.). Employees  must have written approval from their respective department head to be issued an ID.

E. Event Services

The Office of the University Registrar officially assigns classroom space. Reservations for space are made through the building space coordinator.


F. Venue Management

Please contact Venue Management if you are interested in using space in Jake Gaither Gymnasium, Lawson Multipurpose Center, Lee Hall Auditorium, or the University Activity Center.

G. No Smoking Policy

Florida A&M University is a smoke and tobacco-free campus.

H. Emergency/Fire/Electrical Failure

In case of an emergency where immediate medical attention is needed, dial 911. For fire, use the nearest fire alarm and firefighting equipment.  Electrical failures should be reported to [The Department of Environmental Health & Safety \(EH&S\).](#)

I. Building Access

Each building has a coordinator or custodian who is responsible for granting access to the building and issuing keys to authorized persons. This person is usually the Dean or Director or the designee of the Dean/Director whose program of operation is essentially housed there.

J. [Service Response Center](#)

Plant Operations and Maintenance is responsible for all utilities; lights, water, heat and air conditioning. Please submit any requests to the Service Response Center.

K. [Emergency Management](#)

The Department of Emergency Management's mission is to coordinate and facilitate Florida A&M University's emergency preparedness, response, recovery and mitigation activities to protect our students, faculty, staff, resources and infrastructure in order to maintain or restore University operations.

FAMU's Department of Emergency Management is responsible for the following:

- Develop and maintain the FAMU Comprehensive Emergency Management Plan
- Develop, plan, and evaluate emergency exercises
- Emergency Operations Center Management
- Provide training for individuals that have emergency management roles and responsibilities
- Provide the University with preparedness information

1. [FAMU Alert](#)

FAMU ALERT is a communications system/application (Everbridge) that provides timely and accurate information about emergency situations that can impact the University. It is free for students, faculty, and staff.