LCOB Faculty/Staff Handbook

The Lutgert College of Business (LCOB) Faculty/Staff Handbook is provided only on an online format. As the University continues to grow, FGCU policies & procedures also evolve necessitating that new ones be developed and older ones be updated. It is our effort to keep up with these changes by continuously updating our website. This is not meant to be comprehensive - we will include only the most often used and critical information needed by the faculty and staff. Further information can be found on the FGCU website and in FGCU Employee Handbook, the FGCU Faculty Handbook, and the current collective bargaining agreement.

FGCU policies are governed by the local Board of Trustees with oversight by the Florida Board of Governors and the Florida Board of Education (FBOE). The Board of Trustees and the current Collective Bargaining Agreement (CBA) takes precedence over College guidelines stated in this Handbook.

The LCOB faculty and staff are strongly encouraged to familiarize themselves with the policies and procedures included in the Lutgert College of Business Faculty/Staff Handbook.

UNIVERSITY INFORMATION

Mission, Vision, and Goals
FGCU Strategic Plan (linked from the home page of the Office of Planning and Institutional Performance (PIP)

- FGCU Vision, Mission, and Guiding Principles
- FGCU Student Learning Outcomes/Goals

University Handbooks
FGCU publishes two general handbooks dealing with faculty and staff matters. They are linked in various points within the LCOB Handbook, and, in some cases, material is excerpted from them for more convenient reference. The links below will take you to the 'top' of each handbook.

The Faculty Handbook (44 pages), adopted in 2004 by the Faculty Senate
The Employee Handbook, published online by Human Resources.

Maps (full page, printable)
Campus map
Campus Parking Map

Directories
FGCU Faculty and Staff Directory

FGCU Main Department Phone Numbers

University Calendars
Governance

State Board of Education
In November 1998, Florida’s citizens voted to change the Board of Education from the seven-member Cabinet to a Board made up of seven members appointed by the Governor. The mission of the Board is to oversee the seamless education system, which governs Florida’s K-20 educational system. Ex-officio membership consists of representatives from different educational sectors. For universities and colleges the Chancellor of the Division of Colleges and Universities acts as the representative. For more information, visit the Board of Education website.

Florida Board of Governors
Article IX, Section 7, of the Florida Constitution provides for the Florida Board of Governors to operate, regulate, control, and be fully responsible for the management of the whole university system. The Board of Governors consists of 17 members, 14 of who are appointed by the Governor. In addition to the 14 members appointed by the Governor, the Board of Governors automatically includes the Commissioner of Education, the Chair of the Advisory Council of Faculty Senates and the President of the Florida Student Association. The Board of Governors coordinates the State University System and supports the roles of the 11 individual Universities. The Division of Colleges and Universities provides support for the Board of Governors. For more information, visit the Board of Governors website.

University Boards of Trustees
Article IX, Section 7, of the Florida Constitution provides for a local board of trustees to administer each constituent state university in the system. The local university board of trustees includes six members appointed by the Governor, five members appointed by the Board of Governors, the Chair of the Faculty Senate, or the equivalent, and the Student Body President. Links to all State University Boards of Trustees are also available at the Board of Governors website.

More information on university governance can be found at the Office of the General Counsel and the FGCU Board of Trustees is available on the FGCU website.

The State University System of Florida (SUS) consists of the public universities in Florida:
- Florida A&M University (Tallahassee)
- Florida Atlantic University (Boca Raton)
- Florida Gulf Coast University (Fort Myers)
- Florida International University (Miami)
- Florida State University (Tallahassee)
- New College of Florida (Sarasota)
- University of Central Florida (Orlando)
- University of Florida (Gainesville)
- University of North Florida (Jacksonville)
University of West Florida (Pensacola)
University of South Florida (Tampa)
Florida Polytech (Lakeland, opening Fall 2013)

University Structure Organization

Executive Group
The University is headed by an Executive Group consisting of the President and the four vice-presidents:
- Advancement
- Administrative Services
- Academic Affairs
- Student Affairs

The council also includes the Presidential administrative staff:
- Director of Athletics
- General Counsel
- Associate Vice President for Advancement
- Special Assistant to the president and University spokesperson

This body is the final source of approval for all university-wide policies and is ultimately responsible for strategic planning. The FGCU Statement of Agency Organization and Operation is found on the General Counsel’s website.

Academic Affairs
The Provost and Vice-President for Academic Affairs, who works with faculty governance to develop and implement appropriate policies and procedures. Each year the university supplies an organizational chart to the Division of Colleges and Universities reflecting how the institution is operating for the coming year. This is done each September.

Colleges, Schools, and Departments
An Academic Dean heads each of the Colleges of the University. The structure within each college varies, with some colleges using traditional departmental structures and others opting for alternative ways of organizing, using discipline clusters. In general, administrative, fiscal, and policy responsibility for graduate and undergraduate programs is assigned to the Dean of the College.

Faculty Union
The Board of Trustees recognizes the United Faculty of Florida (UFF) as the bargaining agent for faculty. UFF is a subsidiary of the NEA, and is empowered to bargain wages, hours and terms and conditions of employment for all faculty, whether members of UFF or not. Florida is a right-to-work state, so union membership is not required of faculty.
Technology

Technology Home page

Computing Services
Helpdesk (For assistance with Office Desktop Computing, Telephone, E-mail, Resident Housing Network): Phone: 239-590-1188
Important Issues handled by Computing Services:
  • Backups: Full Network backups are done every Friday.
    Note that Computer Services is not responsible for backing up or restoring any files that are saved on individual hard drives.
    More Information on Backups
  • Your Password - Computing Services requires all users to change their network password regularly to comply with new password security guidelines.

Academic and Media Technology Services (AMTS): (Operate Instructional Computer Labs/Classrooms, Podiums)

Web, e-Learning & Publication Services, part of AMTS, offers a host of faculty and course development workshops, distance learning support, technology support, and media development. Ongoing courses and support are regularly offered. Current courses dealing with ANGEL and other eLearning Pedagogy can be found at the e-Learning Update newsletter on the AMTS website. You can register online for these courses.

Library Computing and Technology
(Operate Computing Lab in Library, Electronic Resources, Virtual Library, Resources Remote Access)

Business operations – Includes ID Cards, Dining, Bookstore, Vending, and Duplicating.
  • Home page

Campus Reservations
Campus Reservations, including:
  • Classroom Reservations
  • Multi-purpose room Reservations
  • Space Reservation Form

Telecommunications
  • Home Page
  • Quick reference dialing directions

Physical Plant

Updated September 9, 2012
Physical Plant Home page
  - Custodial Services
  
  • Note that some Physical Plant request forms can be submitted only by designated users. Those designated in the Lutgert College of Business are
    Primary: Barbara Gray  590-7305
    Secondary: Sigrid Davidson  590-7314; Jennifer Hernandez 590-7308

Policies, Procedures & Regulations
Conflict Management - Office of the University Ombuds
EEO Policies
Office of the General Counsel
Summer School Assignment Guidelines
Sunshine Laws and Regulations
  Excerpt from FGCU Faculty Handbook
Specific requirement: e-Mail signatures
  (from the Office of the General Counsel September 2007)

Use of FGCU Logos

The following links are to the website of the University's General Counsel
  • Complete list of FGCU Regulations
  • Complete list of FGCU Policies
  • Regulations Currently Under Development

Human Resources
HR Home page

Dual Employment/Outside Employment
  Conflict of Interest Statement
  Outside Activity Reporting Requirements
  Request for Approval of Outside Employment Activity
  
  Employee Tuition Voucher Program
  Tuition Voucher Request Form
  Departmental Separation Clearance Forms

Payroll
In order to access earnings information on line, a PIN number assigned by HR is required. PIN Request Form
Earnings Statements, W-4 forms, and Leave information may be accessed at Gulfline.
Pay Periods (All FGCU Employees): See the Payroll Calendar, as published on the Human Resources website

- Personal Leave Donation Form
- USPS Time Sheet Forms

Safety and Legal Issues

- University Police Department
- Health and Safety procedures
- FGCU Alert System
  - How it works
  - Sign up to receive alerts
- Injury and Incident Reporting Forms
- Spills and Releases of Hazardous Materials
- Parking Services

COLLEGE INFORMATION

Plan, Mission, Vision & Goals

- LCOB Dean’s Message
- LCOB Mission, Vision, and Goals
- LCOB Organizational Chart
- LCOB Strategic Plan (23 pages) (latest available revision)

Accreditation

FGCU is accredited by the Southern Association of Colleges and Schools (SACS) and the Lutgert College of Business is accredited by the Association to Advance Collegiate Schools of Business (AACSB).

- LCOB Accreditation Information Site
- Detailed AACSB Standards (78 pages)
- AQ/PQ Guidelines

Faculty Governance

LCOB faculty participate in the life of the University and College by serving on standing Senate and College teams and committees, as well as on working groups.

Types of Faculty Appointments

Faculty appointments are in several categories: Multi-year Appointments, Fixed and Continuing
Contracts, Successive Contracts, and Extensions; Affiliate and Joint Appointments; and Appointments of Faculty Administrators.

Description of Appointment Types

New Faculty Employment Process

Department Secretary Responsibilities

- Contact your new Department faculty (via letter, phone or e-mail), and set up an appointment with them.
- Make sure they provide official transcripts to the Office of Academic Affairs. They should be sent to:
  Florida Gulf Coast University
  Office of Academic Affairs
  10501 FGCU Blvd. South
  Fort Myers, FL 33965-6565
- Make sure complete Payroll “Sign On” in Human Resources.
- Place a request with the College Business Manager to have an e-mail account established.
- Show them where to find the Academic Calendar, Holiday Schedule, Payroll information, and LCOB Faculty/Staff Handbook.
- Have the Business Manager of the College provide them with a podium key and office key.
- Have them contact Instructional Technology to schedule podium training, and make other appointments related to on-campus IT facilities and resources.
- Supply clerical support for course syllabi, course documentation, exams, etc. (if needed.)
- Submit textbook orders to the bookstore's website.
- Order desk copies for the department and for the new faculty.
- Supply a list of contacts and phone numbers for the COB and other University department(s) such as:
  - Instructional Technology (re: training, web development, course syllabi, etc.)
  - Computer Services (re: technical support, hardware and software)
  - Police Department (re: parking, opening classrooms, security issues, etc.)
  - Physical Plant (re: air conditioner)
- Arrange for Business Cards.
- Make sure they have received instructions and PIN for GulfLine.
- Get a card key to the classrooms from the College Business Manager.
- E-mail the following information to Business Operations (bizop@fgcu.edu):
  - Employee's e-mail address
  - Employee's UIN
  - Index Number to which copies should be charged

New Faculty Responsibilities

- Send Official Transcripts to:
  Florida Gulf Coast University
  Office of Academic Affairs
The Human Resources Department has a schedule for new employee “Sign-On”. You don’t have to make an appointment, just attend one of the sessions.

Contact Academic and Media Technology Services (AMTS) at 590-7082, or online to set up training sessions on equipment resources which include:
- Learning to use the Classroom Podium
- Creating An On-Line Syllabus
- Learning to use the ANGEL Course Management System

Meet with your Department Chair to get assistance in preparing your Professional Development Plan (PDP), Faculty Activity Report (FAR), as well as your Faculty Assignment Form (FAF). See Performance Reviews in this section of the Handbook.

Send electronic copy of course syllabus (for each of your sections) to LCOB Webmaster (jbreitba@fgcu.edu).

Supply copies of the following to the Department Secretary:
- Office Hours or Schedule of availability (for each semester you teach at FGCU).
- Textbook order of all textbooks students will need for each class you are teaching each semester (approval at the discretion of the Department’s Chair)

Review the FGCU Faculty Handbook.

Review LCOB Faculty & Staff Handbook
Note: if you are viewing this page on line, you ARE reviewing the handbook.

The LCOB Business Manager will set up an e-mail account for you, you will get a user ID and a sign-on password.

Obtain a Podium Key from the Business Manager.

Obtain an office Key (must wait to receive notification by e-mail that the key is ready at the Campus Support Complex Room # 30.

If you are teaching in a podium classroom, you need to obtain a card key from the College Business Manager.

Purchase a Parking Decal as soon as you are confirmed as New Professor Campus Police & Safety is located in the Campus Support Complex. See the Parking Services website for more information.

Obtain an ID Card at the Eagle ID Card office, Student Union. (More information at the Eagle ID website.)

Let your Department Secretary know if you need Desk Copies of the textbook(s) you are going to use.

FACULTY – POLICIES & PROCEDURES

Sick Leave

When a faculty member is sick during the academic year, the department secretary should be notified so that signs may be posted. If at all possible, faculty should have someone cover their classes or assign
students alternative work via email. Faculty must obtain a sick leave form from the Departmental Secretary and complete it on their return.

Reports

There are several reports relating to a faculty member’s assignment and performance completed by faculty in consultation with their department chair. These include Faculty Activity Reports, Faculty Assignment Forms, Professional Development Plans, and Annual Professional Development Reports.

Faculty Activity Report (FAR)

A FAR is a report that shows an individual faculty member's assignments for a given semester or specified period.

All full-time personnel on a faculty line, including faculty with a visiting appointment and Instructors, must fill out a FAR at least two weeks prior to the end of each semester. Check with your Department Secretary.

Faculty Assignment Form (FAF)

Faculty Assignment Forms are produced on an annual basis after consultation between the faculty member and his or her supervisor.

The supervisor in collaboration with the employee will be free to modify the percentages during any term if the needs of the academic unit change. If the assignments change by 5% or more, the form will be modified, initialed and a copy will be given to the faculty member. A copy of the signed Faculty Assignment Form is to be maintained by the supervisor and the faculty member as a guide for completion of the Faculty Activity Report submitted at the end of each semester/term.

Professional Development Plan (PDP)

The Professional Development Plan (PDP) is prepared by faculty in consultation with their supervisor at the start of each academic year to describe the faculty member's objectives for the year. The PDP is described in the FPED.

The Annual Professional Development Report (APDR) is a report that is prepared by the faculty in March stating how they met the goals they stated on their previous Professional Development Plan (PDP).

Due Dates and Responsibilities for Faculty Documents

<table>
<thead>
<tr>
<th>Document</th>
<th>Due Date</th>
<th>Who needs to submit it</th>
<th>Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Activity Report</td>
<td>Two weeks before the end</td>
<td>All full-time faculty, advisors and administrators</td>
<td>Each faculty completes and signs it, turns it in to the Departmental</td>
</tr>
</tbody>
</table>

Updated September 9, 2012
<table>
<thead>
<tr>
<th><strong>Document</strong></th>
<th><strong>Due Date</strong></th>
<th><strong>Who needs to submit it?</strong></th>
<th><strong>Process</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Development Report (PDR)</td>
<td>March 31</td>
<td>All full-time faculty</td>
<td>Based on the past year's PDP, the faculty prepares it and submits to Chair with supporting documentation.</td>
</tr>
<tr>
<td>LCOB Faculty Database (FRPD)- Online Update</td>
<td>Nov. 1 &amp; April 1</td>
<td>All full-time faculty</td>
<td>Faculty enter their research and service for the academic year in the FRPD.</td>
</tr>
<tr>
<td>Faculty Assignment Forms (FAF)</td>
<td>Annually (early July)</td>
<td>All full-time faculty and advisors working on a 9 to 12-month contract.</td>
<td>In collaboration with the faculty, the supervisor prepares this form for the upcoming academic year.</td>
</tr>
</tbody>
</table>

**NOTE:**
- Faculty who are on a visiting faculty assignment are considered to be full-time faculty.
- Faculty on sabbatical or on medical leave also need to complete the necessary documents stating the dates they will be on sabbatical or the time they were on medical leave.
Promotions

Fixed and continuing multi-year appointment, and tenured faculty may request promotion from assistant to associate professor, or from associate to full professor. The period under review will include all previous years at FGCU and any prior credited time at other institutions. Evaluations are conducted based on criteria and standards developed by faculty in each of the academic units. The procedures are outlined in the Faculty Performance Evaluation Document (33 pages - see page 19).

If a faculty member’s request for promotion is not granted, the faculty member may seek a review of procedural due process informally with the faculty member’s College Peer Review Committee and formally with the UFF representative. The faculty member is directed to the Faculty Performance Evaluation Document. Denial of promotion does not prejudice in any way subsequent evaluations for successive contract, since the criteria for the two are different.

LCOB Promotion Guidelines

- Promotion Guidelines for Instructors:
- Promotion Standards for Advisors
- Promotion Guidelines for faculty are addressed in the LCOB document: Framework and Standards For Contract Renewal and Promotion

Textbook Orders

The faculty selects the text book (s) (in conjunction with the course coordinator of multi-section courses) for their courses and informs the department secretary about the selection decision. The department faculty/secretary enters the information on the bookstore Web site. This will create an e-mail message acknowledging that the order was received by the bookstore. If you complete the order yourself, please be sure to give a copy to your Department Secretary to keep on file. Faculty must follow FGCU Regulations FGCU-PR3.003 with regard to textbook affordability.

To facilitate the ordering process, the faculty should provide the following information:
- Instructor's name
- Phone #
- Department name
- Course number
- Course reference number (CRN)
- Name of Class
- Semester
- Anticipated Enrollment
- Title of the book
- Author(s) of the book
- Edition
- Publisher
Syllabus

The FGCU Faculty Senate has approved Course Syllabus Guidelines that should be followed for all syllabi.

*Please be sure to email a syllabus for each of your classes to Jim Breitbach (jbreitba@fgcu.edu) to post on the LCOB website at least one week before classes start.*

Every course at FGCU is expected to have an online presence, which at minimum is an online syllabus.

Class Cancellation

**NOTE: Faculty employed at Florida Gulf Coast University ARE NOT ALLOWED to independently cancel classes.**

It is part of the professional responsibility of all faculty to carry out their assigned teaching duties in an appropriate manner. This responsibility includes the requirement to meet all scheduled classroom commitments. For MW/TR and one-day only classes you must have 28 and 14 days, respectively, plus the 165 minute final, as scheduled on Gulfline.

In emergency situations please follow these steps:

1. Inform the Department Chair and/or Department Secretary of the situation and either provide alternative class coverage or special out-of-office class assignment equivalent to the missed class.
2. If you are able to make alternative class coverage arrangements, please ensure the person covering the class has the necessary materials to conduct the class.
3. If alternative class coverage cannot be arranged, have your Department Secretary post a sign on the classroom door and elsewhere necessary to inform the students that the class will not meet as scheduled and to check their e-mail for an out-of-class assignment.
4. Have your Department Secretary send an e-mail to your class or classes informing the students that the class will not meet as scheduled and provide them with the out-of-class assignment.

Faculty Office Hours

The LCOB requires all regular faculty to have a minimum of 5 (five) office hours per week. In the case of Distance Learning Courses, the faculty member still has a 5 (five) hour requirement EXCEPT with a stipulated minimum of 3 (three) hours per week in the on campus office (i.e. it is possible for the faculty to have up to 2 (two) hours of "virtual" office time).

Office hours must be posted on your office door. Office hours must also be included in each class syllabus and every semester in the Faculty Activity Report (FAR).
Grades

LCOB Graduate Grading Policy

Change of Grade by Instructor (LCOB)

If it is necessary to change a student’s grade after the grade has been posted to the transcript, the Change of Grade form must be completed, and approved by the Director of Enrolment Management and Retention/Associate Dean, and submitted to the Office of the Registrar.

A request for a change of grade will be considered only during the term immediately following the term in which the grade was assigned. Grades assigned during the spring semester may be changed during the following summer and fall terms. The dean (or his/her designee) of the college offering the course must approve grade changes. Exceptions to the time limitation may be approved by the college dean with supporting justification attached to the Change of Grade form.

Grades will not be changed after a degree or certificate has been awarded. For grade appeal procedures, refer to the Student Guidebook.

The Instructor must follow these steps:
- Ask the LCOB Student Affairs Office Secretary for the Change of Grade form
- Fill out the information required
- Sign and date the form
- Return the Form to the LCOB Student Affairs Office Secretary

Grade Rosters

Grade Rosters will be available any time on Gulfline (see the Gulfline Guide) for faculty via their Web accounts.
- A "W" in the grade column indicates that the student has withdrawn from the course.
- An "X" in this column indicates the student is auditing the course and thus gets no grade.

NOTE: It is each faculty’s responsibility to view their class rosters on Gulfline (see the Gulfline Guide)
At the end of the Drop/Add period, it is recommended that you confirm your class roster by visiting Gulfline.

Students attending class but who are not listed on this class roster should be advised to contact the Office of the Registrar as soon as possible to solve the registration problem.

Midterm and Final Grades

Faculty may post Midterm Grades and must post Final Grades on-line on Gulfline.
A final grade of NR will be posted for grades not reported by the instructor. A Change of Grade form must be completed to remove the NR. A NR grade will be converted to an F if a grade is not reported to the Office of the Registrar at the end of the following semester.

A student who registers for a course but fails to meet the course requirements without officially dropping the course, will receive a grade of F in the course. Faculty must enter the final date a student attended class (or submitted work if that is not available) for any student receiving an “F” at the end of the semester.

Final Grades will not be mailed to the student by the university. Grades are available on FGCU’s Gulfline.

“Incomplete” Grades
An "I" grade assigned by an instructor indicates that a student has not completed a limited portion of the required course work due to extenuating, unforeseen circumstances (e.g. one assignment or exam due to illness or personal emergency). An "I" grade is not computed in a student's GPA for either an undergraduate or graduate student. To initiate consideration for an "I" grade, a student contacts the instructor before grades are reported. Should a professor decide to assign an "I" grade, both the student and the instructor must complete an Incomplete Agreement Form that includes a description of the work to be completed and a deadline for its completion. A copy of this form must be sent to the LCOB Student Affairs Office to be placed in the student’s College advising file. The maximum amount of time allotted to complete the course work and remove an "I" grade is one year from the semester ending date that the "I" grade was assigned. After one year, the "I" grade will be changed to an "F", if the instructor has not reported a change of grade. A student will not be permitted to re-register for a course in which he or she currently has an "I" grade.

Plus and Minus Grades
Faculty may assign plus and minus grades. See the FGCU Grading System for definitions.

NOTE: LCOB requires a grade of “C” (not C-) or higher for all undergraduate business courses. At the graduate level, students earning lower than a “C” will receive an “F” grade.

The grades of D+, D, and D- while considered passing for undergraduate students may not be acceptable for some courses (see Degree Program Requirements). Earned credit hours are not assigned in courses with grades of F (Failure), I (Incomplete), U (Unsatisfactory), W (Withdrawal without academic penalty), WF (Withdrawal with academic penalty), X (Audit) above), and Z (Thesis/Dissertation Continuation). Grades earned at other institutions will be converted to a grade of T (transfer grade) and not calculated in the Florida Gulf Coast University GPA.

Releasing Student Grades
It is critical to protect the privacy of each student's course grade (s) and performance. Grades should not be posted by the faculty on their office or classroom door in alphabetical or Social Security Number.
With a student's written permission, ungraded reports may be placed in an open office area or used for future student research.

Graded course exams, papers or projects, which reveal grades, are not to be placed in any open office area, whereby students may readily scan each other's performance. Copies of exams, papers or projects provided as documentation for assessment purposes should have the student's name removed.

Course exams, papers or projects should be maintained by the course instructor for at least one semester to allow for the possibility of student appeals. After that period, instructor must properly destroy and dispose of these documents.

Because grades are available to all students on Gulfline, FGCU does not mail final grades reports. Students who require written verification of their grades should contact the Office of the Registrar. Grades are available for student access on Gulfline (see the Gulfline Guide).

Secretarial and office staff can NOT provide any grades or course performance information to any person-students, family members, etc, over the telephone or face to face. If a student is having difficulty obtaining this information, the student is to be referred to a College Advisor.

FERPA and University Employee Responsibilities
FERPA stands for the Family Educational Rights and Privacy Act (Buckley Amendment) of 1974. It deals with academic records, including rights and responsibilities of students, faculty, and the University. For a complete explanation of FERPA, see the Registrar's Website.

Final Exams
A final exam schedule is prepared for each semester. The final exam time for each course is posted on Gulfline. Faculty must provide final exam information to students. All classes must meet during the final exam period.

Independent Studies

Policy

- It is the responsibility of the professor to supervise the independent study, assist with developing the scope of work to be completed, evaluate the final report/project, and assign an appropriate grade.
- The level of effort or work assigned to complete the project will be equivalent to 25 to 30 hours per credit hour earned.
- A maximum of 3 credit hours of Lutgert College of Business independent study may be applied toward graduation requirements.
- Independent study is considered a Lutgert College of Business and/or major elective and may not be used in lieu of a required course.

Procedure
• The student will meet with the College advisor and/or faculty member to begin the process for approval. The College advisor will explain the guidelines for an independent study and give initial approval based on the student's academic history. The student will be given the Independent Study Contract and instructed to identify a professor willing to supervise the independent study.
• With the assistance of the professor, the student will prepare an outline of the proposed research project and complete the Independent Study Contract. The proposal and contract must be submitted to the professor and the appropriate Department Chair for approval.
• When approved, the contract and proposal will be forwarded to the LCOB advising office where the course will be added to the class schedule.
• An advisor will assist the student with registration.
• Copies of the contract and proposal will be distributed to the student and professor. The original will be placed in the student's College advising file.
• Upon completion of the independent study, a copy of the graded report/project will be placed in the student's College advising file.

Late Adds
A student may add a course through the first week of classes. If a student wants to add a class after the first week of class, the student must receive the approval of the Director of Enrolment Management and Retention or her designee on a Registration Add form, attach it to a petition for a late add, and submit to the Office of the Registrar. If the Director of Enrolment Management and Retention does not sign the Add form, the student will not be added to the course. Faculty must refer students seeking late adds or adding a full class to the Advising Office.

Student Cheating and Plagiarism
The faculty is allowed to handle a first case incident however he/she deems necessary. However, the faculty member must send to the office of the Assistant Dean of Students for Student Conduct: documentation of the incident (including any supporting documentation) and the decision of the faculty (to fail the student for the assignment or exam, or to fail the student for the course). The Assistant Dean of Students for Student Conduct will create a file on that student. Any additional incident(s) concerning academic integrity with the student in the same or any other course, the student would then be charged with an Academic Dishonesty/Cheating violation of the Student Code of Conduct. It is very important that the faculty report incidents of student cheating and dishonesty in order to know if a student is a repeat offender.

For more information on Academic Dishonesty and Cheating, go to the Office of Student Conduct Website. On this site, you can review the entire Student Code of Conduct and other topics including
  • Students’ Rights
  • Victims’ Rights
  • Procedures
  • Sanctions
  • Filling an Appeal
  • Judicial Procedures for End Of Semester/Summer Violations

FACULTY RESOURCES

Faculty Development Support
Funding for faculty development is available from multiple sources in the University.

- Academic units (departments) provide faculty support for professional development needs, including travel. Specifics vary among the academic units; consult your supervisor for details on how to apply for travel funds.

- A Professional Development Grant program is administered by a Team of the Faculty Senate. Faculty may apply for up to $2,000 per activity. Calls for proposals and deadlines are emailed to all faculty. More information may be found on the Senate website.

- The Office of Research and Sponsored Programs (ORSP) offers internal grants to use for pilot projects, small research projects, or matching funds for externally funded research, as well as faculty and student travel award programs.

- As funds allow, the LCOB offers four annual Distinguished Performance Awards in the form of professional development funds for
  - best research paper
  - outstanding teaching
  - outstanding staff member.

- The LCOB offers scholarship awards in the form of professional development funds for publications in quality peer reviewed journals.

**Sabbatical Policy**
Employees may be eligible for professional development sabbaticals if they meet certain requirements. FGCU has a policy on professional development leave and sabbatical criteria and processes for awarding these competitive leaves.

**Workshops & Training**
- The Office of Faculty and Course Development, part of Academic and Media Technology Services (AMTS), offers a host of faculty and course development workshops, distance learning support, technology support, and media development. Ongoing courses and support are regularly offered. Current courses dealing with ANGEL and other eLearning Pedagogy can be found at the e-Learning Update newsletter on the AMTS website. You can register online for these courses.

- Library Services has a series of orientation workshops to assist faculty, staff and students with using library resources and accessing electronic information.

- The Teaching, Learning and Assessment Initiative offers workshops relating to teaching.

**ADJUNCT FACULTY**

Updated September 9, 2012
The Lutgert College of Business (LCOB) employs part-time (adjunct) faculty in order to broaden the range and number of courses offered in various degree programs. Adjunct faculty are hired to instruct students as ways of extending faculty resources or enhancing available faculty expertise. Adjuncts are hired based on a combination of academic credentials, professional experience and expertise in an area, as well as evidence of potential to effectively teach. Adjuncts, therefore, bring an added dimension to learning experiences in the programs. The LCOB has established the following LCOB Adjunct Faculty Guide in keeping with the University's Part-time Faculty (Adjunct) Guide.

Adjuncts are employees who are hired for a specific semester to provide instruction for a specific course(s). These employees are contracted as faculty and are paid from Other Personal Services (OPS) funds.

The duration of the contract for Adjunct Faculty is one semester. The College is under no obligation to rehire the adjunct faculty, and reserves the right to cancel courses in any semester if enrollment does not meet expectations or if the course needs to be shifted to a full-time faculty in order for the full-time faculty to meet workload requirements.

Each adjunct faculty member should teach no more than 6 credit hours in a given semester, with an absolute maximum of 9 credit hours per semester. Each adjunct faculty member may teach a maximum of 18 credit hours in an academic year (fall, spring, summer).

Hiring Adjunct Faculty

Process for Hiring Adjunct Faculty
The LCOB draws from several sources for possible adjunct faculty. These sources may include recommendations or referrals from former and current faculty or the community, a current discipline pool, other academic connections or outside letters of interest.

Each department will create and maintain a discipline pool of qualified adjunct faculty. Once contact is made with a prospective candidate the Chair of the Department is responsible for reviewing the credentials of the candidate. The Chair will then consult with the faculty of the corresponding discipline to determine if the candidate meets the necessary qualifications for teaching in the LCOB (see below for criteria).

Criteria for Hiring Adjunct Faculty

Each adjunct faculty member teaching credit courses leading toward a baccalaureate or a master's degree, should hold the terminal degree, usually the earned doctorate, but at least a master's degree, in the teaching or related discipline. It is the responsibility of the college to provide a written statement to justify having a faculty with the master's degree, or masters in the teaching discipline coupled with a related doctorate, as the terminal degree for faculty members teaching in those disciplines. In unusual cases, the college may hire adjunct faculty to teach at the graduate level who have demonstrated exceptional scholarly or creative activity or professional experience but who may not possess a terminal degree. There may also be an occasion when a new graduate discipline is in its formative stage in higher education and there are no faculty members available with academic credentials in the discipline. In either case, the Department Chair must provide a written statement to justify the employment of such faculty.
Review and Evaluation of Applicants:
If a Dean, faculty or staff member from the LCOB receives an inquiry/resume/vita from a prospective candidate for an adjunct faculty position; the Dean, faculty or staff will forward the inquiry/resume/vita to the Department Chair(s) of the appropriate discipline(s).

1. The Department Chair will send a letter to the applicant acknowledging receipt of the vita/resume and letting them know it is being reviewed. The Department Chair will inform the applicant as to whether or not there is a basis for review or employment consideration at the present time. Examples of these are: if a relevant course is being offered which needs an instructor; if the applicant does or does not have the degree or experience needed to teach the course; and if applicant’s credentials indicate that they would be better suited applying to another department or college.

2. The Department Chair will forward copies of the vita or resume to other Department Chair(s) or College Dean(s) in areas which are related.

3. Department Chair(s) review vita or resume, often with input from the Designated Program Coordinator and other department faculty and forward vita or resume and cover sheet to Department Secretary with the following options:
   - Identify as appropriate for a specific course or instructional area for a specific semester or for future reference with credentials as they are.
   - Identify as appropriate for a specific course or instructional area for a specific semester or for future reference with a justification statement of appropriate work experience, if academic credentials are not sufficient.
   - Refer to another area for review.
   - Identify the applicant as non-qualified.

4. The Department Chair generates a letter of review results:
   - Not qualified.
   - May be better qualified to teach in ______________ department/college. (Will forward vita/resume to the department/college for review.)
   - Not hiring at this time. (Vita will be added to the ______________ Adjunct Discipline Pool for future review.) Request official transcripts or student copies for complete review.
   - Qualified for ______________. Request official transcripts or student copies for complete review.

5. Assign course(s) the adjunct will teach as recommended by the Department Chair and/or Designated Program Coordinator(s), and which semester he/she will teach.

6. If candidate will be hired, ask candidate to have his/her official transcripts of all graduate work be sent to the office of the Vice President of Academic Affairs (VPAA).

Orientation, Mentoring, Supervision, and Evaluation of Adjunct Faculty
1. Department Chairs are responsible for coordinating the orientation, mentoring, supervision, and evaluation process for adjunct faculty. While the orientation process may differ from one department to another, depending on needs and departmental organization, the materials covered will be the same. Adjunct faculty will be mentored through contact with the Department Chair or a designated faculty member. The mentor will provide the adjunct faculty with
information related to syllabi, teaching styles, and other input that may be helpful towards a smooth operation of the departments, as well as, the college. The adjunct faculty will be under the direct supervision and responsibility of the department chair. Evaluating the adjunct’s performance is a critical factor in determining whether or not an adjunct faculty member is hired for subsequent semesters.

2. Mentoring can occur formally and informally. Except in unusual circumstances, adjunct faculty should be assigned to team-teach with a full-time faculty or be under the guidance of a course coordinator. During the course of that assignment, mentoring, feedback and professional development can occur. Mentoring might include evaluating the syllabi and textbooks for each course, as well as preparing for formal evaluations.

3. Department Chairs are responsible for coordinating the orientation, supervision and evaluation of adjunct faculty.

4. All adjunct faculty must be evaluated annually. The form(s) is available in the Chairs folder on Angel. All adjunct faculty should be observed teaching, after which they might turn in a portfolio of their class materials, grading, student evaluations, and other materials. The faculty member evaluating the adjunct’s teaching should complete an adjunct teaching evaluation form. As a professional courtesy, adjunct faculty should be told in advance of any classroom observation. Adjunct faculty are urged to complete mid-term assessments of their teaching, and to share this information with their mentors.

The department chair will formally review each adjunct annually, considering the adjuncts’ current professional or academic qualifications, teaching observation report(s) for the current year, overall performance and additional information available to the Chair.

Performance is reviewed and comments are kept on file, based on formal and informal feedback through students, discussions with faculty, student course evaluations, and mentor or other observations of faculty teaching. Adjunct faculty should be evaluated at mid-semester during their first semester teaching as well as during their first semester teaching new courses and formal annual evaluations thereafter.

5. All adjunct faculty must report annually (by May 15) on the professional and scholarly activities they completed during the year. **Annually, each adjunct must submit a detailed and current C.V. and / or complete the Adjunct qualification report.** This should be attached to the chair’s evaluation of the Adjunct faculty member.

6. All adjunct materials – including C.V., teaching observation report, and annual review should be submitted to the Associate Dean responsible for accreditation by **May 30** of each year.

7. The primary goal of the mentoring and evaluation process should be to integrate adjunct faculty into the larger learning community by increasing interaction between adjunct and full-time faculty. This process should achieve coherence and
continuity within the various programs in relation to course content, skills, and knowledge, and grading and evaluation of students and their work. In some cases, the process might serve to increase professional skills for adjunct faculty in teaching, preparation of syllabi, and grading, as well as to discern adjunct faculty desires, goals, and strengths and to draw on these desires and strengths at Florida Gulf Coast University.

**Adjunct Responsibilities**

At arrival:

- Send Official Transcripts to:
  Florida Gulf Coast University
  Office of Academic Affairs
  10501 FGCU Blvd. South
  Fort Myers, Fl. 33965-6565

- Sign an Adjunct Overload Form with your Department Secretary.

- Chairs are required to complete a Letter of Justification to ensure the adjunct is qualified to teach a specific course when the individual does not have 18 graduate credit hours in the teaching field. The completed and signed form and a current C.V. must be sent to the Associate Dean responsible for AACSB accreditation who will forward a copy to the office of the Vice President of Academic Affairs.

- Attend an “On-Board” session at Human Resources, at 590-1416 Information and schedule (http://www.fgcu.edu/HR/payrollsignon.html).

- Contact the Academic and Event Technology Department for assistance in:
  - Learning to use the Classroom Podium
  - Using Syllabus Wizard
  - Learning to use Angel
  - Anything involving classroom and lab hardware and software
  http://www.fgcu.edu/technology.asp

- Email a copy of course syllabi to your Department Chair and the webmaster (jbreitbach@fgcu.edu).

- Supply copies of the following documents to the Department Secretary:
  - Office Hours or schedule of availability
  - Textbook orders (approval at the discretion of the Department's Chairperson)
  - The LCOB Business Manager will set up an e-mail account for you. A user ID and password will be assigned.

- Request a Podium and Classroom keys from the Business Manager. It is the responsibility of each faculty member to lock their classroom when they leave it. The key card must be swiped TWICE to lock the door. Faculty should never prop open a classroom and leave it unattended. IT technicians are available to instruct faculty on the appropriate use of the key cards and can be contacted via the IT Help Desk at Extension 7100.

- Purchase a Parking Decal as soon as you are confirmed as an Adjunct Faculty (Campus Police & Safety is in the Campus Support Building.)

- Obtain an ID card at Office of the Dean of Student Affairs in the Student Union building.

At departure:
• At the end of the semester, complete a Departing Faculty Check-Off Form with all the departments listed on the form and check with Department Secretary for list of documents the College needs to keep on hand (grade roster, syllabus, and semester grades by assignment).
• Unless prior approval is granted from the Department Chair, adjunct faculty may not award an incomplete grade to a student.

Department Secretary Responsibilities
At Adjunct Faculty’s Arrival:
• Contact your department adjuncts (via letter, phone or e-mail), and set up an appointment with him/her.
• Have him/her sign Adjunct Overload Form and Overload Agreement
• If needed, make sure the Department Chair has completed an Adjunct Letter of Justification and forwarded it to the Associate Dean.
  Provide a current resume to the Associate Dean. (If the adjunct faculty has worked previously with the department, request a copy of an updated resume.)
• Make sure he/she provides original transcripts to Academic Affairs.
• Make sure he/she attends a complete Payroll "Sign On" put on by the Human Resources Department. If the adjunct faculty has worked in the past year with your department or College, he/she may not need to do another “Sign On” again (unless there has been a change, such as: name, address, dependents, tax status, etc.).
• Place a request with the College Business Manager to have an e-mail account established.
• Advise adjunct how to locate Academic Calendar, Holiday Schedule, and Payroll information.
• Submit a request to the Business Manager of the College to provide a podium and classroom key.
• Have him/her contact Instructional Technology to schedule podium training, and other appointments related to on-campus facilities.
• Supply clerical support if needed.
• Submit textbook orders to the bookstore using the Bookstore website.
• Order desk copies of course adoptions for both, department and adjunct faculty member.
• Supply a list of contacts and main phone numbers for the LCOB and other University departments. Examples:
  Instructional Technology (re: training, web development, course syllabi, etc.)
  Computer Services (re: technical support, hardware and software)
  Police Department (re: parking, opening classrooms, security issues, etc.)
  Physical Plant (re: air conditioner)
• Supply access to the Web site for the current LCOB Faculty/Staff Handbook.
• Make sure they have received instructions and PIN for Gulfl ine.

At Adjunct Faculty’s Departure:
• At the end of the semester, work with the adjunct faculty to collect podium and/or scan keys and any required course materials.

E-Mail Accounts for Adjuncts (LCOB)
The Lutgert College of Business requests electronic mail accounts for all Adjunct Faculty. This will assist you in communicating with your students and other faculty members. If you wish to be contacted at an account other than the one FGCU has created for you, use your FGCU email account to forward email to your preferred address. Send forwarding information to the department secretary. Your email account may not be operational until the semester has officially begun. The Computer Services Help Desk will help with any problems (239-590-1188).

Adjunct Faculty Office Hours
Adjunct faculty teaching on-campus courses should be available to their students for at least one hour per week for each 3 credit hour class subject to space to be provided by the college. Adjunct faculty teaching an Internet course should offer on-line office hours such as pre scheduled chat room for groups or by individual e-mail correspondence, by phone, or by appointment.

STUDENT RESOURCES

The Student Guidebook provides information for students on University policies, procedures and regulations, as well as the Student Code of Conduct.

Career Development

Career Development Services provides services for current and former students, employers, faculty and staff.

Students and Alumni:
- Looking for a Job
- Selecting a Major/Career Path
- Looking for Campus Employment
- Looking for an Internship
- Services for Alumni
- Considering Graduate School
- Build a Career Portfolio

Employers:
- Post a Job
- Post Internships
- Information on Career Fairs
- Campus Recruiting and Interviewing

Faculty/Staff: Learn about
- Hiring Student Workers
- Hiring an Intern
- Graduate Assistantships
- Service Learning Opportunities
- Community Volunteers

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FGCU provides numerous services for students. All may be found on the FGCU website. Faculty may wish to advise students about the following:

Center for Academic Achievement
For information on
- Academic Retention Program
- Supplemental Instruction
- Tutoring
- Eagle’s Wing Mentoring Program
- Career Exploration Program
- Success Seminar
- Study Skill Lessons Online
- Math Lessons Online
- CLAST Lessons Online

The Writing Center – assists students identify problems of style and mechanics and improve their ability to write independently.

Student Life
For information on
- Student Clubs and Organizations
- Student Government
- Campus Events

Go to the Student Involvement Website

Counseling & Psychological Services (CAPS)
For information on
- Identifying Stressed Students
- Referring a Distressed Student
- Dealing with Difficult People
- Crisis Intervention
- Self-Screening

Go to the CAPS website

Health Services
For information on
- Wellness Center Hours
- Eligibility
- Immunizations
- Emergency contraception
- Other Services Available
- Health Topics
- Insurance
- Local hospitals and walk-in clinics

Go to the Health Services Website
Study Abroad
The Lutgert College of Business has signed agreements with excellent educational institutions that offer faculty and student exchange opportunities in many countries. See the LCOB International Student Exchange website for more information. You may also contact Rosemary Meza at (239) 590-7301 or by e-mail.

For additional information on
- Campus Involvement
- Immigration and Legal Matters
- Financial Aid and Scholarships
- International Students
- Employment
- Studies Abroad

Go to the FGCU International Services Website.

Testing Services
For information on
- Undergraduate Testing
- Graduate Testing
- Testing for Teachers
- TOEFL
- Correspondence Testing
- Career Inventories
- Psychological Tests
- Tutoring

Go to the FGCU Testing Center Website