



FACULTY HANDBOOK



THE CHARLES E. SCHMIDT COLLEGE OF MEDICINE

Bridging Science, Health and Community

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MISSION

The Mission of the Charles E. Schmidt College of Medicine is to educate physicians and scientists to meet the healthcare needs of Florida, to conduct biomedical research to advance knowledge, which improves patient care, and to serve patients and communities with competence, compassion and respect.

GUIDING PRINCIPLES

We are committed to providing a medical education program, in partnership with our hospital affiliates, that:

- enables our medical students to become active, self-directed, life-long learners
- equips our graduates to effectively treat the patients that they are most likely to encounter in their practices
- demonstrates FAU's commitment to inclusiveness through the recruitment of a diverse body of students, faculty, and staff
- produces physicians with the knowledge, skills, attitudes, and self-awareness required to practice effective, humanistic, patient-centered, evidence-based medicine in an increasingly diverse healthcare environment
- emphasizes the centrality of collaborative relationships in the provision of the highest quality comprehensive health care
- fosters and values collaboration between basic and clinical science, among medical specialties, and between academic medicine and community health care professionals

We are committed to providing graduate programs in the biomedical sciences that:

- produce scientists at the forefront of biomedical research and scholarship
- promote collaborative, inter-disciplinary, and innovative approaches to research and inculcate our students with the ability to think creatively
- are responsive to business and industry needs for individuals with scientific training and expertise

VALUES AND ETHICS

The College acknowledges a concern for values and ethics that are important to the whole educational experience. The College shall adhere to the University Values and Ethical Conduct as noted in the [FAU - Academic Affairs Faculty Handbook 2014-15](#).

COLLEGE OF MEDICINE CODE OF CONDUCT FOR FACULTY AND STAFF

Adapted from the University of Wisconsin Milwaukee Sheldon B. Lubar School of Business Code of Conduct for Faculty and Staff with slight modifications and approved by the College of Biomedical Science and University administration on March 15, 2007.

It is the intent of the Code to build community, to protect academic freedom, to help preserve the highest standards of scholarship and teaching, to create a supportive environment, and to advance the vision and mission of the Charles E. Schmidt College of Medicine. The Code underscores the principle of respect for academic colleagues, for individual disciplines, and for the College. Academic colleagues include all College faculty and staff.

Although no set of rules or professional code can either guarantee or take the place of an individual's personal integrity, a written code of ethics may serve as a reminder of the variety of obligations and responsibilities assumed by all members of the College community.

OBLIGATIONS AND RESPONSIBILITIES TO ACADEMIC COLLEAGUES

- To strive to work together in an atmosphere of mutual respect and fairness, taking into account the diversity of our community.
- To respect and defend free inquiry.
- To show courtesy and respect for the professional opinions and aspirations of others in all interactions and communications.
- To strive to be objective and unbiased during professional judgment of colleagues.
- To encourage and promote the professional development and activities of colleagues.
- To be responsible for our own behavior, fully accountable for our actions, and to conduct ourselves with integrity, dignity, and restraint.
- To represent ourselves honestly in all interactions, intellectual activities, communications, and correspondence.
- To engage in intellectual exchanges without personalizing differences of opinions.
- To value dissent and to acknowledge the right of others to express differing opinions.
- To be cognizant of the power differences that may exist in our interactions with academic colleagues and particularly considerate to those who occupy positions of lesser power.

Faculty and staff will conscientiously maintain the highest standards of professional conduct and will act in a manner that will contribute positively to the overall vision and mission of the College.

ORGANIZATION

Please find the Table of Organization on page 25.

LEADERSHIP

Academic

Dean

The Dean is the Chief Academic and Administrative Officer of the Charles E. Schmidt College of Medicine. The Dean is responsible for effective academic and administrative leadership of all academic programs, faculty, students, staff, facilities, resources, budgets, fundraising and relationships with the community.

Executive Vice Dean

The Executive Vice Dean reports to the Dean and is responsible for assisting in the effective integration of objectives, resources and opportunities for the College of Medicine, incorporating engagement of leadership, faculty and key stakeholders in the College, the University and our affiliated institutions, as well as benchmarking to peer and relevant comparator institutions.

Vice Dean of Medical Education and Student Affairs

The Vice Dean of Medical Education and Student Affairs reports to the Dean and is responsible for strategic planning, implementation and oversight of all aspects of the didactic and clinical components of the four year undergraduate medical education program leading to the M.D. degree, including admissions, curriculum, geriatric programs, student performance assessment, program evaluation, faculty development, student affairs and accreditation.

Vice Dean for Graduate Medical Education, Designated Institutional Official

The Vice Dean for Graduate Medical Education, Designated Institutional Official reports to the Dean and is responsible for the implementation of the Internal Medicine Residency Program including recruitment of the first class, establishment of a clinical training site and coordination of all logistical issues pertaining to the residency program and funds flow, oversight of the planning, development and implementation of affiliation agreements and relationships with hospitals sponsoring graduate medical education programs and the preparation of applications and on-going compliance for ACGME accreditation and relevant Residency Review Committee site visits

Senior Associate Dean Student Affairs & Career Counseling

The Senior Associate Dean for Student Affairs is responsible for overall direction of the Office of Student Affairs and student support including orientations, personal counseling, financial counseling, academic counseling and policies and procedures referred to in “The Policy on Academic, Professional and Behavioral Requirements and Standards Governing the Florida Atlantic University College of Medicine.” The Senior Associate Dean provides oversight of medical student organizations and interest groups and serves as the student affairs dean for the Charles R. Drew Academic Society. The Senior Associate Dean provides oversight of the student learning communities in his society and is responsible for general oversight of the Learning Community Advising program.

Senior Associate Dean for Faculty Affairs

The Senior Associate Dean for Faculty Affairs assists the Dean and Vice Deans on policy development related to faculty issues and ensure that department promotions and tenure policies are up-to-date, assures that all College policies and documents are consistent and complete, provide advisory oversight of the promotion and tenure process and offer consultation on the progress of tenured, non-tenured and voluntary faculty.

Senior Associate Dean Geriatric Programs

The Senior Associate Dean of Geriatric Programs is responsible for developing a geriatric education curriculum and establishing and directing a Center for Aging in conjunction with other FAU colleges

Associate Dean for Diversity and Inclusion

The Associate Dean for Diversity and Inclusion reports to the Dean and provides leadership for the design, development, implementation, and management of a comprehensive diversity and multicultural program fostering student development and encouraging and promoting student success. Additionally, the Associate Dean assumes responsibility for developing and implementing unique programs or communications strategies to promote diversity and assess the outcomes of those initiatives, with a particular focus on their impact as related to recruitment and retention of a diverse student body. The programs include the FAU Healthcare Careers Outreach Program and the Florida A&M University-FAU Medical Scholars Program.

Associate Dean for Student Success and Faculty Development

Under the direction of the Vice Dean of Medical Education and Student Affairs and the Senior Associate Dean for Student Affairs and Career Counseling, the Associate Dean for Student Support and Faculty Development provides planning, development and implementation of processes and programs to support student success in the medical education program, including support for students at risk. Additionally, the Associate Dean serves on the MSPPSC *ex-officio* to provide input as to policies, procedures, and implementation of committee decisions regarding students under review. The Associate Dean provides faculty development for university faculty and affiliate faculty who teach medical students.

Assistant Dean for Curriculum

The Assistant Dean provides support for planning, development, and implementation of the didactic and clinical components for the curriculum and assessment of student performance for the four-year undergraduate medical education (UME) program under the direction of the Vice Dean for Medical Education and Student Affairs. In addition, the Assistant Dean provides strategic vision and direction for program evaluation to track outcomes of the UME program and support data-driven revisions to the curriculum.

Senior Academic Advisor to the Dean

The Senior Academic Advisor to the Dean works closely with the Dean and Executive Vice Dean to develop infrastructure to support clinical investigation and investigator-initiated clinical trials. Under direction with the Dean and Chief Development and Strategy Officer aid in the identification, solicitation and stewardship of the College's gift prospects.

Senior Academic Advisor to the Dean for Pre-Baccalaureate Programs

The Senior Academic Advisor to the Dean for Pre-baccalaureate Programs is responsible for the coordination of the pre-professional course and serves as liaison with the FAU College of Science Premed Program.

Chair Biomedical Science

The Biomedical Science Department includes non-clinical faculty whose academic work includes basic research and teaching in the M.D. program and graduate programs. The Chair of Biomedical Science provides leadership for faculty as they deliver academic programs and serves as primary executive officer of the department. The department provides opportunities for students to participate in graduate studies through the Master's Degree in Biomedical Science offered by the College of Medicine and the Ph.D. program offered by the College of Science Premed Program. The focus of biomedical science research is to develop an

understanding of the molecular and cellular bases of human diseases, particularly those that afflict the aging population, and to devise and test novel methods for treating such diseases. There are also shared interests in the roles of genetic and environmental factors in age-related human disease. The structure of the College results in researchers with diverse interests being grouped together in one department, which has fostered cross-disciplinary collaborations among faculty.

Chair Integrated Medical Science

The Integrated Medical Science Department includes clinical faculty and non-clinical faculty whose academic work focuses on medical education but also includes research and clinical service. The Department includes faculty who are employed either full-time or part-time by the College of Medicine as well as volunteer affiliate faculty from the community, primarily practicing physicians representing all medical specialties who teach in the classroom and/or clinical settings throughout the four-year M.D. Program. The Chair of the Integrated Medical Science Department provides leadership for faculty as they deliver academic programs and serves as primary executive officer of the department. The Integrated Medical Science Department has a major teaching role for medical students in all settings because the Integrated Patient Focused Curriculum (IPFC) features early and continuous community-based clinical experiences, problem-based learning, an emphasis on small-group and self-directed learning, and innovative, integrated clerkships.

Administrative

Chief Business Officer

The Chief Business Officer is responsible for strategic planning, institutional accreditation, assistance with programmatic accreditation and in developing affiliation agreements, reporting and analysis, assistance in planning and implementation of graduate medical education programs, and special projects as directed by the Dean. This position also serves as liaison with the university on governmental affairs.

Chief Development and Strategy Officer

The Chief Development and Strategy Officer reports to the Dean and works closely with the College of Medicine's Advisory Board members, faculty, staff and physician leadership in fulfilling the goals and objectives of the fundraising mission and plan for the College of Medicine and the University.

Assistant Dean for Finance

The Assistant Dean for Finance serves as the Chief Financial Officer for the College of Medicine and as the College's liaison to the Provost's Office on all financial matters. Areas of responsibility include management and oversight of all financial accounting operations including development of the annual operating budget, oversight of state, federal grant and foundation funding, purchasing and fiscal management.

Assistant Dean for Admissions

The Assistant Dean for Admissions works closely with the Senior Associate Dean, Student Affairs & Career Counseling to provide direction and oversight of medical student enrollment including recruitment, the application process, interviews, admissions, and the student records system.

FACULTY – GENERAL INFORMATION

The Charles E. Schmidt College of Medicine Handbook is intended to serve as a supplement to the [FAU - Academic Affairs Faculty Handbook 2014-15](#) with the exception of any superseding policies listed herein.

Anti-Discrimination and Anti-Harassment Regulation

Florida Atlantic University is committed to ensuring that each member of the University community shall be permitted to work or study in an environment free from any form of unlawful discrimination or harassment that is based on race, color, religion, age, disability, sex, national origin, marital status, veteran status, sexual orientation, or any other legally protected class or basis (each a “protected class”). The University recognizes its obligation to work towards a community in which diversity is valued and opportunity is equalized. The [Anti-Discrimination and Anti-Harassment Regulation \(5.010\)](#) establishes procedures for a student, applicant, employee or a member of the University community to file a complaint of alleged discrimination or harassment.

Appointments

Academic appointments are designated as tenure-earning/tenured or non-tenure earning. The tenure-earning and tenured ranks are Assistant Professor of Biomedical Science, Associate Professor of Biomedical Science, and Professor of Biomedical Science. The ranks of Assistant Professor of Clinical Biomedical Science, Associate Professor of Clinical Biomedical Science and Professor of Clinical Biomedical Science may be tenure-earning/tenured or non-tenure earning. The ranks of Research Assistant Professor of Biomedical Science, Research Associate Professor of Biomedical Science, Research Professor of Biomedical Science, Research Associate of Biomedical Science, Affiliate Research Assistant Professor of Biomedical Science, Affiliate Research Associate Professor of Biomedical Science and Affiliate Research Professor of Biomedical Science are non-tenure earning in the Biomedical Science Department. The ranks of Affiliate Assistant Professor of Clinical Biomedical Science, Affiliate Associate Professor of Clinical Biomedical Science and Affiliate Professor of Clinical Biomedical Science are non-tenure earning appointments in the Integrated Medical Science Department. Detailed information on faculty ranks, appointment modifiers and faculty-level research appointments is included in [Charles E. Schmidt College of Medicine Administrative Policies](#).

Assignments

Annual written assignments are made by the appropriate Department Chair with the approval of the Dean. Except for an assignment made at the beginning of an employee’s employment, the department chair shall notify the employee prior to making the final written assignment. The assignment shall be communicated to employees no later than six weeks in advance of its starting date if practicable. If the faculty member believes their assignment is arbitrary or unreasonable, then the faculty member may appeal to and be heard by the Senior Associate Dean for Faculty Affairs, Dean and/or Vice Provost for Academic Affairs.

Benefits

The [Benefits Office](#) in the Department of Human Resources is responsible for the administration of all University benefit programs available to Faculty. In addition to State benefits, the University also offers many other insurances and benefits which have been approved by the Fringe Benefits Committee. The Committee is comprised of Faculty, AMP, & SP employees who are appointed by the President. The committee members evaluate insurance plans and other benefit proposals to determine whether or not they would benefit employees and/or the University community.

Because of the need for brevity and frequent amendment to programs, it is suggested that faculty members contact the Benefits Office in Human Resources for detailed information.

Leave Programs

Holidays

The University holiday schedule is set by the University President and published by University Human Resources. The following holidays are typically observed by the University:

New Year's Day	Veteran's Day
Martin Luther King Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Day
Labor Day	

All offices in which functions can be discontinued temporarily are closed on University holidays. When a holiday falls on Saturday, the preceding Friday will be observed as a holiday; when a holiday falls on a Sunday, the following Monday is observed as the holiday.

Annual Leave

Annual leave is accrued only by full-time employees appointed for 12 months. Part-time faculty appointed for 12 months earn annual leave at a rate directly proportionate to the percent of time employed.

	<u>Accrual per Pay Period</u>	<u>Year End Maximum</u>	<u>Maximum Payout</u>
Faculty	6.77 hours	352 hours*	22 days

*Year-end maximum hour carry over for faculty per FAU Personnel Policies.

Full-time faculty holding 12-month appointments earn 6.77 hours biweekly of annual leave per year. Employees may continue to accrue annual leave in excess of the year end maximum during a calendar year. Employees with accrued annual leave in excess of the year end maximum as of December 31, shall have any excess converted to sick leave on an hour-for-hour basis in the first pay period of January of each year. Annual leave may not be paid out at the termination of the employment in excess of 22 days.

Individuals are expected to use annual leave where appropriate as noted in [FAU - Academic Affairs Faculty Handbook 2014-15](#). A [Leave Request Form](#) must be completed prior to plans to use annual leave. When faculty and staff are away on personal business, a [Leave Request Form](#) should be filled out to report the use of annual leave. All Leave Request Forms must be submitted and approved by the Department Chair. When leave is related with other employment, a [Report of Outside Employment or Professional Activities for FAU Employees](#) must be on file.

Cashing Out Annual Leave

Annual leave may not be paid out at the termination of the employment in excess of 22 days. Once the maximum payout has been paid, no further payouts may occur regardless if reemployed. No employee who has been terminated for cause, been separated due to job abandonment, or who has resigned in lieu of termination is entitled to the annual leave payout unless authorized by the President or designee. Upon re-employment by the University within thirty (30) days or upon recall by the University within one year following layoff, all unpaid annual leave shall be restored and any annual leave paid at the time of separation shall be fully or partially restored upon repayment.

Faculty who accrue annual leave as a result of being appointed to a position that is funded by a grant may be cashed out for unused annual leave hours earned from that appointment when the funding source ends or the appointment funded by that funding source ends, provided there are sufficient funds in the funding source to cover the payment. When there are insufficient funds from the funding source to cash out the unused leave hours (up to 22 days), the University is not required to cash out the balance.

Sick Leave

Full-time faculty earn four hours of sick leave during each biweekly pay period, without limitation as to the total number of hours that may be accrued as noted in the [FAU - Academic Affairs Faculty Handbook 2014-15](#). A [Leave Request Form](#) must be completed whenever any employee plans to use leave time. Employees may use accrued sick leave for the following purposes:

1. The employee's personal illness, injury, exposure to a contagious disease; a disability where the employee is unable to perform assigned duties; or appointments with health care providers.
2. The illness, injury, appointments with health care providers, or death of a member of the employee's immediate family. "Immediate family" means the spouse, and the grandparents, parents, brothers, sisters, children, and grandchildren of both the employee and the spouse, and dependents living in the household.

Faculty, who will require a continuous use of sick leave for more than 40 hours, must send medical documentation to the confidential fax machine in the Office of Human Resources (561-297-4220), designated for medical documentation. The certification from the health care provider needs to state the medical reasons necessitating the absence from work and an estimate of the length of time the faculty member will be unable to work. Human Resources will be copied on the leave approval so that the faculty member can be provided with information on Family Medical Leave Act (FMLA) entitlements ([Family Medical Leave Act \(FMLA\)](#)) as required by law. An FMLA form must be completed for absences of more than one week. All medical documentation is retained in a confidential folder in the Office of Human Resources.

Faculty Leave of Absence without Pay

Upon the request of the employee, the President or his/her representative may grant leave without pay for a limited time; unless it is determined that granting such leave would be inconsistent with the best interest of the College/University. The request must be submitted to the Chair and requires support of the Chair and the Dean and approval from the Office of the Provost. If a faculty member is taking a leave of absence without pay, the Benefits Office must be contacted to arrange for payment of insurance premiums.

Sabbatical Leave

Sabbaticals are made available for full-time faculty members with the rank of Associate Professor of Biomedical Science, Professor of Biomedical Science, Associate Professor of Clinical Biomedical Science, or Professor of Clinical Biomedical Science who have completed at least six years of full-time service. Visiting faculty and administrative positions at the level of Chair and above are excluded. A faculty member who is compensated, in part, through a contract or grant may receive a sabbatical only if the contract or granting source specifically allows a sabbatical in the grant agreement.

Sabbaticals are granted to increase an employee's value to the College through further professional development, not as a reward for service. Each Department will develop award criteria subject to approval by the Dean. Application requests will be reviewed by the appropriate Department Promotion, Appointment and Tenure Committee and Department Chair. The Chair will evaluate application requests and submit a letter of endorsement or non-endorsement to the Dean. The Dean will review the application requests and make a final decision.

Faculty must coordinate with the Sponsored Programs Office, and other compliance offices such as Research Integrity and Environmental Health and Safety, to insure that all sponsor and FAU compliance related matters have been addressed prior to the sabbatical.

The Terms of the Sabbatical Policy are included in the [Charles E. Schmidt College of Medicine Administrative Policies](#) and [Sabbaticals for 2014-2015](#).

Bylaws

The [Bylaws of the Charles E. Schmidt College of Medicine](#) specifies the organization of the college and identifies responsibilities and authority for decision-making by the college's various standing committees.

Children in the Workplace

Florida Atlantic University strives to be a family-friendly environment and encourages children and their parents to participate in various recreational and athletic family-oriented programs on our campuses year-round. In addition, all members of the University community are encouraged to remain sensitive to the needs of working parents, and supervisors and managers should be flexible in granting accrued leave to employees who need to make emergency child care arrangements. As an employer, however, the University cannot permit employees or students to provide child care at the work site, office, lab or classroom. Work space is not designed with the safety of children in mind. Employees and supervisors must consider issues of safety, confidentiality, disruption of operations and services, disruption to other employees and students, appropriateness, and the liability posed by children in the workplace. There are safety hazards and potential liability exposures in the event of accident or injury. While children may be brought to the work place for brief visits, it must be recognized that it is not appropriate to bring children to work, or class, as a substitute for making arrangements for regular child care while at work, or in class. For additional information, please refer to the [Children in the Workplace Policy](#).

Compact between Teachers and Learners of Medicine

The College has adopted the following AAMC *Compact between Teachers and Learners of Medicine*. Incidents which violate appropriate teacher-learner relationships can be reported to the Office of Student Affairs or the Office of the Ombuds (Angie Gifford, (561) 297-3693, <http://www.fau.edu/ombudsman/index.php>), and will be treated as confidentially as possible and dealt with accordingly by the Dean or designee.

Compact between Teachers and Learners of Medicine

Preparation for a career in medicine demands the acquisition of a large fund of knowledge and a host of special skills. It also demands the strengthening of those virtues that undergird the doctor/patient relationship and that sustain the profession of medicine as a moral enterprise. This Compact serves both as a pledge and as a reminder to teachers and learners that their conduct in fulfilling their mutual obligations is the medium through which the profession inculcates its ethical values.

Guiding Principles

Duty Medical educators have a duty, not only to convey the knowledge and skills required for delivering the profession's contemporary standard of care, but also to inculcate the values and attitudes required for preserving the medical profession's social contract across generations.

Integrity The learning environments conducive to conveying professional values must be suffused with integrity. Students learn enduring lessons of professionalism by observing and emulating role models who epitomize authentic professional values and attitudes.

Respect Fundamental to the ethic of medicine is respect for every individual. Mutual respect between learners, as novice members of the medical profession, and their teachers, as experienced and esteemed professionals, is essential for nurturing that ethic. Given the inherently hierarchical nature of the teacher/learner relationship, teachers have a special obligation to ensure that students and residents are always treated respectfully.

Dress Code for Faculty and Staff

As representatives of the College, administrative staff and faculty members ***who have contact with medical students, patients and the public*** are expected to dress in a manner consistent with a professional atmosphere and the Professional Dress Guidelines in the [College of Medicine Student Handbook](#). There are important visitors to the College on a daily basis whose impressions will be formed, in part, by the appearance of those who represent the institution. In addition to these basic guidelines, operational needs may require appropriate dress, taking into consideration the safety and business function of the area. The dress code is enforced by the Department Chairs and/or the appropriate supervisor.

Professional Attire

- Women:
 - Medium length skirts/dresses
 - Slits should be modest and in good taste
 - Denim dresses and skirts are permissible
 - Tailored slacks
 - Open-toe shoes are acceptable as long as they are appropriate for the workplace
- Men:
 - Tailored slacks with belt and dress shirt with collar. A necktie is strongly encouraged except on casual Fridays.

Prohibited Items

- Tight, sheer or revealing clothing
- Tank tops or spaghetti strap tops without another shirt, sweater or jacket worn over it
- Midriff tops or off-the-shoulder blouses, sweaters or dresses
- Shirts or tops with plunging necklines

- Jeans
- Shorts
- Exercise or workout clothing, including sweatpants, spandex or leggings
- Clothing with commercial logos, slogans or other art or designs that might be offensive to others
- Flip-flops, thong sandals or beach shoes
- Any attire that could be perceived as sexually provocative to a reasonable person

Exceptions

- Jeans and athletic shoes may be worn on certain days for moving or other work requiring casual attire.
- IT and mailroom employees are excluded from the professional attire requirement and may dress in casual dress clothing.

Scrubs

Scrubs may be worn ONLY in laboratory or surgical settings, consistent with the medical student dress code policy.

Laboratory Attire

Guidelines for laboratory attire require consideration for personal safety. All Federal and Florida laws and University safety regulations shall be followed.

- Open shoes are prohibited during laboratory activities.
- Bracelets that “dangle” and long sleeves with loose ends are not recommended.

Ethical Matters

Information on the following policies appears in the [Charles E. Schmidt College of Medicine Administrative Policies](#): Supervision of Academic Work by Relatives, Consensual Relations, Personal Relationships, Employment of Relatives and Employee Ethical Obligations and Conflict of Interest.

Evaluation of Faculty Performance

Faculty shall be evaluated based on the guidelines and professional standards as set forth by the [FAU - Academic Affairs Faculty Handbook 2014-15](#) and performance evaluation criteria:

- **EXCEEDS EXPECTATIONS**
Faculty member carries out all aspects of their Assignment of Responsibilities (AOR) and also provides tangible evidence of an outstanding performance in the top 10 percentile range. Examples for:
 - Teaching: University level Teacher of the Year Award, or a College level award from students
 - Research:
 - Multiple research grants including NIH RO1 funding or NSF funding
 - Corresponding or first author of a paper in a journal with an impact factor above 12
 - Authorship, including corresponding authorship, of multiple papers in peer reviewed journals whose summed impact factors exceed 15
 - Primary author of a textbook
 - Clinical Care (when appropriate)
 - Local award for clinical excellence
 - National award for clinical excellence
 - College-level award from students

- Service:
 - Chair of college-level or university-level committee that involves major administrative responsibilities
 - Membership of multiple committees at college or university level of which at least one requires a major time commitment (i.e., Medical Admissions Committee)
- Administration:
 - Administrative service in department, college or university
- MEETS EXPECTATIONS
Faculty member carried out in a satisfactory and timely fashion all assignments listed in their AOR in a particular area. It is possible that unforeseen events affect the ability of the faculty member to carry out some parts of the AOR; the Chair has discretion to take this into account.
- FAILS TO MEET EXPECTATIONS
Did not carry out one or more assignments, except in cases where there is an acceptable explanation, i.e., cancelled assignment, ill health.

Experts Database

Faculty members have the opportunity to subscribe to FAU's Experts Database, which is a vital resource for the press and community at large to search for FAU experts by either name or subject area. All faculty interested in being included in the database must register themselves by completing and submitting the form, which can be found through the following link: [Experts Database - registration](#)

Faculty Assembly

The Faculty Assembly of the Charles E. Schmidt College of Medicine is established for the purposes of Faculty governance. According to the Bylaws, the Faculty Assembly is concerned with matters of College educational policy, including curriculum, admissions, degree programs, and certificates ([College of Medicine Bylaws](#)). The Faculty Assembly considers matters within the College of general faculty interest, including equitable policies on faculty tenure, hiring, and promotion; student affairs; and administrative matters, including College organization. *The Faculty Assembly is advisory to the Dean in matters of planning and budgeting, as well as to the Vice Dean for Medical Education in regards to all matters of academic affairs.* Collectively, the faculty constitutes the Faculty Assembly. Faculty members with tenure, in tenure-earning positions, or in contract positions that are 0.5FTE or greater with a primary appointment in the College of Medicine may vote, hold office, and serve on committees (with exceptions described in Bylaws). Faculty holding an appointment of Dean or departmental chair are *ex-officio*, non-voting members. The Officers of the Faculty Assembly are a Chair, a Vice-Chair, and a Secretary. Meetings of the Faculty Assembly are held at least twice per year.

Faculty Search Procedures

The [Faculty Search Checklist and Procedures](#) established by the Office of the Provost are intended as a guide to assist in the search for tenure-earning and tenured faculty, instructors and lecturers, librarians, clinical faculty and faculty on non-tenure earning appointments.

The College will also undertake the following recruitment strategies, whenever possible, to maximize success in attracting diverse candidate pools and successfully employ highly qualified applicants from diverse backgrounds:

1. Department chairs will send letters directly to their appropriate counterparts at:
 - a. Historically black universities/medical schools including Howard University College of Medicine, Charles Drew University of Medicine and Science, Morehouse School of Medicine and Meharry Medical College.
 - b. Medical schools in Puerto Rico: University of Puerto Rico School of Medicine, Ponce School of Medicine, Universidad Central Del Caribe School of Medicine, San Juan Bautista School of Medicine
2. Position will be posted in journals with widespread readership (i.e., Science, Chronicle of Higher Education, New England Journal, etc.) and in journals and/or websites of underrepresented minority medical organizations and national organization for women physicians/scientists:
 - a. Diverse Issues in Higher Education at <http://diverseeducation.com>
 - b. minorityjobs.net
 - c. Journal of the National Medical Association (African Americans; monthly journal)
 - d. National Hispanic Medical Association (monthly newsletter)
 - e. The Hispanic Outlook in Higher Education at <http://www.hispanicoutlook.com>
 - f. Association of American Indian Physicians (online job postings)
 - g. American Medical Women's Association (online career center for job postings)
 - h. Women in Higher Education at <http://www.wihe.com>
 - i. The Graystone Group (Recruitment Advertising) at <http://www.graystoneadv.com>
 - j. [Executive Leadership for Women in Academic Medicine \(ELAM\) at ELAM - Women in Medicine and Science Program - Professional Development - VCU School of Medicine](#)

Grievance Procedure

[FAU - Regulation 5.009 - Grievance Procedure](#) shall apply to all employees of the College.

Hiring Research Employees

An appointment request form must be submitted to and approved by the Chair, Chief Business Officer and Executive Vice Dean at least four weeks in advance of a new employee's start date. The Assistant Dean of Finance must also sign the form to verify the availability of funding. For international scholars, please allow additional time for processing. Please note FAU requires that all new employees undergo a background check. These fees are paid from the hiring supervisor's grant funds.

Temporary positions may be exempt or non-exempt based on job duties and salary in accordance with the Fair Labor Standards Act (FLSA). Temporary positions do not have layoff rights and may be terminated without prior notice. Please contact the Director of Administration at (561-297-2142) if you have any questions regarding employee classifications or FLSA status.

It is the supervisor's responsibility to stay in contact with the employee during the hiring process and inform the Coordinator, Administrative Service (561-297-3938) of any changes, i.e., start date, problems with acquiring a visa, etc. It is also important to plan carefully if you anticipate hiring any new employees during the last quarter of the year who do not have a social security number. Please see the request form for complete details

Immigration

The College shall adhere to the University Policies in regard to [Policy on Sponsorship for Lawful Permanent Residence "Green Cards"](#) and [Sponsorship of Foreign Personnel for Non-Immigrant Visas](#). If you have any questions regarding sponsorship of a temporary employee, please contact the Coordinator, Administrative Service (561-297-3938).

Injury on the Job

Step 1: In a medical emergency, immediately call 911 for emergency assistance. **Step 2:** Following the arrangement of emergency medical treatment for the injured employee, immediately contact AmeriSys at 800-455-2079 to report the claim.

If the injury is not an emergency, the supervisor should immediately report the claim to AmeriSys. Whenever possible, please have the injured employee present with the supervisor when the claim is reported. The triage nurse will then be better able to assess medical needs and arrange for immediate medical treatment.

Laboratory Volunteers

A [COM Research Student/Volunteer Form](#) and [Volunteer Waiver and Release Form](#) must be completed and submitted to the Assistant Director of Facilities Operations (Room 328C, 561-297-2503) for all volunteers brought into the laboratory. Please note FAU requires that all volunteers, including high school students, undergo a background check. All fees for the background check are paid by the COM department in which the volunteer will work. The entire process must be completed **before** a new volunteer begins and card access is provided. If you have any questions, please see the Assistant Director of Facilities Operations.

Map

The Boca Raton Campus Map may be viewed on the following link:

[Driving directions and map](#)

Marketing / Printed Materials

FAU's Marketing and Creative Services department provides a variety of professional services for the College's marketing needs and will strive to understand and define the target audience, core objectives, timing and budget in order to develop the most effective communications materials.

The department ensures that all materials produced comply with both FAU's and the College of Medicine's editorial and visual identity standards. In addition, the department must approve all marketing and communication materials produced for distribution to internal or external audiences.

The liaison between the College and FAU's Marketing and Creative Services department is the Director of Public Affairs. If faculty or staff have any need for printed or promotional materials (and approval from the Dean has been granted), they must contact the Director of Public Affairs (561-297-2676) or the Development and Public Affairs Assistant at 561-297-2510 for coordination and production of these materials.

Media

The Director of Public Affairs is the primary contact for any print, broadcast and electronic media seeking information about the College. The Director of Public Affairs works with FAU's Media Relations department to seek approval of any press releases distributed to the media regarding the College. The Director of Public Affairs has a proactive role in disseminating news, features and story ideas to the local and national media and is responsible for all press releases and news about the College that is relayed to both internal and external audiences.

If faculty or staff have any suggestions for media stories, please contact the Director of Public Affairs at (561-297-2676) to discuss the appropriate channels in which the news may be disseminated.

If you are directly contacted by a member of the media as an expert on a particular topic or regarding a program or activity related to the Charles E. Schmidt College of Medicine or the University, please get their name and contact information and notify the Director of Public Affairs at 561-297-2676 who will work with the reporter to schedule and coordinate interviews and provide relevant information. To view FAU's Media Relations Guidelines, please visit [Media Relations Guidelines](#). We strive to remain consistent and accurate in the official messages conveyed by the College.

The Director of Public Affairs provides further information on marketing and communications procedures for the College of Medicine including branding, use of logos, and development of promotional materials. To receive this document, contact the Director of Public Affairs at 561-297-2676 or the Development and Public Affairs Assistant at 561-297-2510.

Mentoring of Faculty

Tenure-Earning Faculty

Assistant Professors and any other faculty members who are untenured but employed on a tenure-earning track will be provided with a mentor who will help them prepare for promotion to Associate Professor and/or tenured status. The mentor will be a tenured member of the faculty within the COM, at the rank of Associate Professor or Professor. The selection of the mentor will be made by mutual agreement of the mentor, the candidate and the Chair of the Department. The candidate may, without prejudice, request a change of mentor.

The role of the mentor is to become familiar with the candidate's assigned duties and his or her attempts to fulfill the assignment. The mentor may assist in the following:

1. Teaching: advising as to which courses are advisable to teach (especially new preparations); reviewing course syllabi, course subject matter, lecture notes, and examination format; choosing peer reviewers;
2. Research: helping select research projects; helping select potential granting agencies; advising on choice of outlets for manuscripts; reviewing manuscripts and grants prior to submission; helping with recruitment of suitable graduate students and postdoctoral research assistants
3. Clinical: support in selection of practice location, obtaining privileges at local hospitals, creating contacts with other physicians
4. Service: choosing type and number of service activities; comparing relative merits of particular service activities over others, and;
5. Assistance in any other field of endeavor that may bear on normal progress toward promotion and tenure.

Mentees may have more than one mentor, for different purposes and mentors may counsel more than one mentee. The role of the Department chairs is for assuring that the mentoring policy is implemented. Department chairs may not serve as mentors for faculty within their department due to their direct supervisory role to faculty members, although providing advice and encouragement to junior faculty are appropriate activities for a Chair. Mentees can change mentors however each mentee must have a mentor (or multiple mentors) for a period required by their department, unless circumstances necessitate a shorter time frame.

*Departmental **tenure track** faculty mentoring requirements:*

- Biomedical Science Department: up to 6 years or for a duration of at least 3 years
- Integrated Medical Department: up to 6 years or for a duration of at least 3 years

Mentors will meet with the untenured assistant professor at least once per semester to discuss relevant professional matters; more frequent meetings are encouraged. Because the program is set up for the benefit of the junior faculty, the senior partner in each mentor/mentee pair should take considerable responsibility for making the relationship work. The COM recognizes that the mentoring role and evaluative role that are separate processes are sometimes in conflict. While the mentoring process must include consultation regarding the junior faculty's progress toward tenure, no written assessment of that progress by the mentor is required nor suggested though some mentoring teams may wish to develop a written statement of goals and activities to achieve them. Mentoring will be recognized by the department chairs as an important part of a faculty member's service role within the department.

Non Tenure-Earning Faculty

The selection of the mentor will be made by mutual agreement of the mentor, the mentee and the Chair of the Department, who may not serve as a mentor. The mentor will be a more senior faculty member who, whenever possible, has interests and professional experiences similar to that of the mentee. Mentees may have more than one mentor for different purposes and mentors may counsel more than one mentee. The mentor will serve in this role for each mentee for a period required by their department. , New non-tenure track faculty will meet with their mentors at least three times per year to discuss such issues as enhancement of teaching skills, facilitating the startup of clinical activities, the achievement of specific objectives outlined in the new faculty member's assignment of responsibility, scholarship, and any other challenges or issues facing the new faculty member. The mentor will sit in on at least two of the new faculty member's classes or clinical teaching sessions during the first year, at least one of which will be during the first semester, to provide feedback about teaching in preparation for the new faculty member's annual evaluation.

Departmental non-tenure track faculty mentoring requirements:

- Biomedical Science Department: for a duration of at least 1 year
- Integrated Medical Department: for a duration of at least 1 year

Non-reappointment

Please see the [Charles E. Schmidt College of Medicine Administrative Policies](#) for the policy on Faculty Non-reappointment and the Terms and Conditions of Non-reappointment.

Office Hours

Faculty members are required to post office hours during which time they will be available for consultation with students as noted in the [Office of the Provost Memoranda and Policy: Office Hours Policy](#). Faculty-student interaction outside of the classroom is an extremely important part of the instructional assignment. Faculty need to designate a portion of their office hours specifically for students to discuss class performance. Office hours may also be used by students for academic advising, academic course and program selection and career counseling. Faculty members shall post a schedule of their office hours in a conspicuous place by their office and include this schedule in their course syllabi. In establishing the office hour schedule, faculty will carefully consider students' ability to come at the scheduled times. Faculty are expected to be in their office and available during these hours.

In exceptional circumstances, alternative work arrangements including telecommuting, in which some or all of the work is performed at an off-campus work site such as the home or in office space near home, may be established for a faculty member. As noted in the [Alternate Work Arrangements Policy](#), arrangements may be authorized only when it is in the best interest of the university to do so. Deans, Directors, Chairpersons or their designee have the authority to establish such an arrangement in cooperation with Human Resources. The Provost or the appropriate Vice President must approve the final arrangements.

Oral Proficiency

Florida Statue 1012.93 requires that all faculty members in each state university, other than those who teach courses that are conducted primarily in a foreign language, be proficient in the oral use of English, as determined by a satisfactory grade on the “Test of Spoken English” of the Educational Testing Service or a similar test.

If a supervisor has reason to believe that faculty member involved in classroom instruction, other than in courses conducted primarily in a foreign language, is deficient in English oral language skills, the supervisor shall make provisions for the faculty member to be tested in accordance with appropriate procedures and examinations for testing such skills. No reference to an alleged deficiency shall appear in the annual evaluation or in the personnel file of a faculty member who achieves a satisfactory examination score determining proficiency in oral English. (English as a Foreign Language (TOEFL): 173 computer based, 500 paper based; or the International English Language Testing System (IELTS): 6.0 band score).

Faculty who score below a minimum score on an examination established for determining proficiency in oral English shall be assigned appropriate non-classroom duties for the period of oral English language instruction provided by the University unless during the period of instruction the faculty member is found, on the basis of an examination specified above, to be no longer deficient in oral English language skills. In that instance, the faculty member will again be eligible to assignment to classroom instructional duties and shall not be disadvantaged by the fact of having been determined to be deficient in oral English language skills.

It is the responsibility of each faculty member who is found to be deficient in oral English language skills by virtue of scoring below the satisfactory score on an examination established for determining such proficiency to take appropriate actions to correct these deficiencies. To assist the faculty member in this endeavor, the University shall provide appropriate oral English language instruction without cost to such faculty members for a period consistent with their length of appointment and not to exceed two consecutive semesters. The time the faculty member spends in such instruction shall not be considered part of the individual assignment or time worked, nor shall the faculty member be disadvantaged by the fact of participation in such instruction.

If the University determines, that one or more administrations of a test to determine proficiency in oral English language skills is necessary, in accordance with this section, the University shall pay the expenses for up to two administrations of the test. The faculty member shall pay for additional testing that may be necessary.

Outside Employment/Conflict of Interest

On an annual basis, all employees are required to report all outside work activities and interests in accordance with [FAU Guidelines on Conflict of Interest, Conflict of Commitment, and Outside Activities, Including Financial Interests](#). The University strongly recognizes the value of outside activities to the university and to the community. The Guidelines are not meant to discourage outside activity but provide resources to assist employees and their supervisors in evaluating possible conflicts. Employees are required to report activities and outside interests in writing through the Dean to the Office of the Provost via a [Report of Outside Employment or Professional Activities for FAU Employees](#) form. Violations of this policy may be considered misconduct and the employee may be subject to disciplinary action up to and including termination.

Parking and Transportation

Faculty members are encouraged to review the University’s Parking Rules and Regulations. The regulations are posted on the Parking and Transportation website at <http://parking.fau.edu>. It is the responsibility of each faculty member to become familiar and comply with the University’s Parking and Transportation Rules and Regulations.

Peer Review of Teaching

All College faculty are reviewed and serve as reviewers annually, provided that they both 1) have an appointment in an academic department and 2) teach medical students for more than six hours per year in a lecture or small group format. In general, a team of three faculty members conduct the review and the ratings and comments are collated and a summary is provided to the faculty member and his/her chair. During the first two years of the program (2013-2014 and 2014-2015), all reviews are formative and will be used only to provide feedback to faculty. Starting in 2015-2016, reviews will be summative and will be included in the faculty member's evaluation for that year. Medical Education provides the [Program for Peer-Review of Teaching](#).

Police and Public Safety Department

The Florida Atlantic University Police Department encompasses a full service police department, which is staffed with state certified police officers and a variety of civilian positions. It provides a variety of services including a full-time victim's advocate, crime prevention education, four certified Rape Aggression Defense (a women's self-defense course) instructors, three certified crime prevention practitioners, criminal investigations, and parking services. The department also has a Community Service Officer program staffed by FAU students.

The FAU Police Department provides several services to the FAU community, including:

- Fingerprinting Services
- Special Events
- Bicycle Registration
- Travel Plan
- Rape Aggression Defense Program
- Operation Book Stamp

Contact information and Emergency numbers

24 hours a day – 7 days a week (for emergencies) (561) 297-3500

Professional Liability

The FAU Board of Trustees is protected for its professional and general liability through the FAU COM Self-Insurance Program ("FAU SIP"), created by the Florida Board of Governors pursuant to Section 1004.24, Florida Statutes. Any questions you may have regarding these matters should be addressed to the FAU SIP, at (352) 273-7006. Should a patient suffer an injury while FAU staff, faculty, residents or students are participating in such patient's care, such incidents must be reported to the FAU SIP by calling (352) 273-7006.

Promotion and Tenure

Promotion and tenure shall follow Florida Atlantic University criteria and guidelines. Academic Affairs provides:

- [Principles for Creating Criteria for Promotion & Tenure](#)
- [Guidelines for Appointment, Promotion and Tenure of Faculty](#)
- [Tenure and Promotion Materials Memo for 2014-15](#)
- [Implementation Guidance for Appointment and Promotion of Non-Tenure-Track Faculty](#)
- [Non-Tenure-Track Portfolio Guidelines for 2014-15](#)

A description of the College Promotion and Tenure Committee's structure and responsibilities is outlined in the [Bylaws of the Charles E. Schmidt College of Medicine](#). [College of Medicine Promotion and Tenure Criteria](#) are

consistent with the goals of the College and the regulations of Florida Atlantic University. Also reference the [Tenure upon Appointment](#) policy, [Tenure Agreement Forms](#) and [Charles E. Schmidt College of Medicine Administrative Policies](#).

Tenure upon Appointment (TUA)

Process Post-Appointment

Depending on the candidate's current status the process is generally followed, as outlined below. Please note that 1) adjustments to this process may be made at the Chair's, Dean's or Provost's discretion, 2) the Dean should, via conversation with the Provost, agree in advance to the specific process that the candidate will follow.

Tenure upon Appointment (TUA) Procedure:

This procedure is followed for candidates who are (1) already tenured and who are not changing rank upon appointment (e.g., moving from tenured associate professor to tenured associate professor or tenured full professor to tenured full professor) and (2) not already tenured and/or who are changing rank upon appointment (e.g., assistant professor currently undergoing tenure and promotion decision process at home institution or moving from tenured associate professor to tenured full professor, etc.)

TUA binder contents: (Prepare one binder

1. Complete Curriculum Vitae (CV) with sequentially numbered pages and including discussion of graduate supervision activities; certification that CV is accurate and complete; signed by candidate
2. Brief biographical statement
3. Any institutional commitments agreed upon (space, startup funds)
4. Brief statements of research, teaching, and service
5. Five external letters of support;
Note: A Chair can, at her or his discretion, utilize three of the letters of support from the candidate's application file as proxies for external letters of support in the Tenure upon Appointment process. The remaining two letters of support should be solicited by the Chair.
6. Letters of evaluation from (1) department P&T committee (include the votes/count), (2) department Chair, (3) College P&T committee (include the votes/count) and (4) Dean's letter.

TUA Process requirements :

- The process will be conducted using paper-based documents until further notice.
- There is no requirement to provide documentation (beyond what is in the CV) of research, teaching, or service activities.
- There is no requirement to follow the FAU suggested Comprehensive Dossier Curriculum Vitae template and FAU specific documents (e.g., a copy of the letter used to solicit external letters) do not need to be included.
- The department and college committees should vote and record in their committee letters their votes on both a) the decision to grant Tenure upon Appointment, and b) rank of appointment.
- TUA review is generally not conducted in accordance with the scheduled tenure and promotion calendar; rather review is conducted on-demand.

TUA Application Checklist:

- Candidate's tenure status and rank at prior institution have been determined;
- The offer letter, which states that BOT approval is pending, has been accepted by the candidate;
- In addition to the specific file contents listed above, the TUA review requires the following

- materials in the application binder (use P&T forms attached);
- Completed votes and signatures page;
- Submit completed application binder with original signatures to Faculty Affairs. After the binder is reviewed for completeness, it will be presented to the Dean (for letter of recommendation) and then Faculty Affairs will present it to the Provost's Office.

Recusal from Academic Evaluation of Students by Faculty

Faculty members and residents or fellows with academic assessment/evaluation responsibilities for students are precluded from evaluating any students who are also their patients, because of dual-relationship and conflict of interest issues. The conflict created by this dual role could affect both the quality of medical care and the content of such evaluations in the following way:

- A student-patient might be less likely to report a sensitive medical issue (e.g., drug abuse) to his/her physician if that physician will be providing an evaluation or grade for the student; and
- A faculty member's evaluation or grade (which could include some subjective elements) could potentially be, despite the evaluator's commitment to neutrality, positively or negatively affected as a result of the therapeutic relationship.

In instances of pre-existing doctor-patient/student relationships, the physician must discuss with the student the potential for a dual relationship and inform the student that he/she will recuse him- or herself from any situation in which a formal evaluation is required.

In emergent situations or other instances in which an appropriate referral is not available, a student can seek the care of any faculty member or resident. In this circumstance as well, the physician must discuss with the student the potential for a dual relationship and recuse him or herself from any situation in which a formal evaluation is required.

At the beginning of each course or clerkship, the Office for Medical Education provides students and clinical faculty with small group assignments as a routine part of the scheduling process. The Office will notify the students and faculty that they should report any potential conflict of interest with each other that might necessitate a change in small group assignments. The type of conflict will generally not be disclosed, in the interest of privacy. The course administrator(s) will be instructed to facilitate such requests without inquiring as to the nature of the conflict of interest.

Regarding the psychiatry clerkship, information about potential teacher/physician dual relationship will be provided to the medical students on the first day. Students are told that if they have seen a clinician at the facility as a patient, they should notify the curriculum coordinator who will modify the schedule to avoid activities with the clinician in question, without alerting the site director as to the purpose of the schedule change.

Religious Accommodation

Florida Law requires that the University provide reasonable accommodations with regard to class attendance, examinations, and work assignments to students who request such consideration in order to observe their religious practices and beliefs. The [Religious Accommodation Policy](#) appears in the Academic Policies section of the University Catalog and in the [College of Medicine Student Handbook](#).

Research Laboratory Space Assignments

Information on Research Laboratory Space Assignments may be found in the [Charles E. Schmidt College of Medicine Administrative Policies](#).

Room Reservations

Faculty and students have the ability to reserve various rooms for College related meetings and events. Such reservations occur on a first come, first serve basis. However, the Dean may override any reservations if necessary. Reservations for either the conference room 123 or the lobby can be made by contacting the Assistant to the Chief Business Officer at (561-297-4548). For all other meeting room reservations, please contact the Academic Program Specialist (561-297-2972). Rooms can also be reserved for outside organizations. In these situations, a lease agreement will need to be signed by all parties and a fee will be charged. Please refer outside requests to the Simulation Center Administrator (561-297-4320).

Social Networking Policy

The administration of the College of Medicine recognizes that social networking websites and applications, including but not limited to Facebook, Myspace, and Twitter, are an important and timely means of communication. However, faculty, staff, students and trainees who use these websites and other applications should be aware of the critical importance of privatizing their web sites so that only trustworthy “friends” have access to the websites/applications. They should also be aware that posting certain information may be illegal. Violation of existing statutes and administrative regulations may expose the offender to criminal and civil liability, and the punishment for violations may include fines and imprisonment. Offenders also may be subject to adverse employment actions and/or academic actions that range from a letter of reprimand to probation to dismissal from employment, school and/or resident training. All faculty, staff, students and trainees in the College of Medicine are also subject to University policies and/or regulations on social media and social networking, as well as all other applicable University policies and regulations.

The following actions are strictly forbidden:

- Any violation of University Office of Information Technology policies.
- In your professional role as a care-giver, you may not disclose the personal health information of other individuals. Removal of an individual’s name does not necessarily constitute proper de-identification of protected health information. Inclusion of data such as age, gender, race, diagnosis, date of evaluation, or type of treatment or the use of a highly specific medical photograph (such as a before/after photograph of a patient having surgery or a photograph of a patient from a medical outreach trips) may still allow the reader to recognize the identity of a specific individual, and therefore is prohibited.
- You may not disclose private (protected) academic information of another student or trainee. Such information might include, but is not limited to: course or clerkship grades, narrative evaluations, examination scores, or adverse academic actions.
- In posting information on social networking sites, you may not present yourself as an official representative or spokesperson for Florida Atlantic University or its College of Medicine, unless authorized to do so by the President or Dean of the College of Medicine, respectively.
- You may not represent yourself as another person, real or fictitious, or otherwise attempt to obscure your identity as a means to circumvent the provisions of this policy.
- You must respect limited personal use permissions, when applicable, and may not utilize websites and/or applications in a manner that interferes with your official work and/or academic commitments. That is, do not consume university, hospital or clinic technology resources with personal use when others need access for patient or business-related matters. Moreover, do not delay completion of assigned clinical responsibilities in order to engage in social networking.

In addition to the absolute prohibitions listed above, the actions listed below are strongly discouraged. Violations of these suggested guidelines may be considered unprofessional behavior and may be the basis for employment and/or academic disciplinary action. Specifically, students who fail to adhere to the standards of professionalism regarding social networking will be subject to the Policy on Academic, Professional and Behavioral Requirements and Standards Governing the Florida Atlantic University College of Medicine and/or applicable University policies and regulations. Those students may be referred to the Senior Associate Dean for Student Affairs, and a Professionalism Incident Report may be made and presented to the Medical Student Promotions and Professional Standards Committee. Faculty and staff in the College of Medicine who engage in the actions below, or similar conduct, may be subject to disciplinary action.

- Display of vulgar language
- Display of language or photographs that imply disrespect for any individual or group because of age, race, gender, ethnicity, or sexual orientation.
- Presentation of personal photographs or photographs of others that may reasonably be interpreted as condoning irresponsible use of alcohol, substance abuse, or sexual promiscuity.
- Posting of potentially inflammatory or unflattering material on another individual's website, e.g. on the "wall" of that individual's Facebook site.
- Fraternalization between faculty/staff and students in an inappropriate manner of a personal nature, in violation of the Florida Atlantic University policy and/or College of Medicine policy on Consensual Relations.

When using these social networking websites/applications, faculty, staff, students, and trainees are strongly encouraged to use a personal e-mail address, rather than their fau.edu address, as their primary means of identification. Individuals also should make every effort to present themselves in a mature, responsible, and professional manner. Discourse should always be civil and respectful.

Please be aware that no privatization measure is perfect and that undesigned persons may still gain access to your networking site. A site such as YouTube, of course, is completely open to the public. Future employers (residency or fellowship program directors, department chairs, or private practice partners) often review these network sites when considering potential candidates for employment.

Finally, although once-posted information can be removed from the original social networking site, exported information cannot be recovered. Any digital exposure can "live on" beyond its removal from the original website and continue to circulate in other venues. Therefore, think carefully before you post any information on a website or application. Always be modest, respectful, and professional in your actions.

Special Events

Any special events held by or in the College must have prior approval from the Dean. The Dean, Executive Vice Dean and/or Vice Deans and Chairs will then assign management and execution of the event to the appropriate individual(s) within the College. Several College initiated special events are also coordinated by the Director of Public Affairs and the Development and Public Affairs Assistant.

Any outside organizations requesting use of the Colleges' facilities for special events must be approved by the Dean and go through the Assistant Director of Facilities Operations at 561-297-2503 as certain policies and protocols must be followed for these events (this includes student and faculty organization run events). The Assistant Director of Facilities Operations will notify the Director of Public Affairs and/or the Development and Public Affairs Assistant as needed.

Student Handbook

Faculty are required to be familiar with and follow all [College of Medicine Student Handbook](#) policies and guidelines. Please note that this document is periodically revised.

Supervisory Responsibilities

Faculty members designated as an employee's direct supervisor will be responsible for the employee's general supervision, including, but not limited to, assignments, assessment of performance, annual evaluation, retention or dismissal, discipline dealing with issues/concerns from other employees, faculty and students and all other conditions of employment. The College shall strictly adhere to the [FAU - Employment of Relatives](#) Policy.

Telecommunications

The College of Medicine (COM) provides all office and laboratory telephones with caller ID, voicemail, and domestic long distance. The voicemail system is password protected, allows for alternate outgoing messages, and it can be accessed off-site. The telephone system also has a voice-activated directory system called Xpressions. Telephone numbers of faculty and staff are posted online on both the FAU People Directory: [FAU - People Search](#) as well as the COM website: [FAU - Faculty and Staff Directory](#). The Dean's office also maintains and distributes an electronic/printable version of the COM faculty and staff directory as well. If international service or advanced features are required, please seek approval from your Chair or supervisor. Cell phones are issued only if required for the duties of the position and also require supervisor or Chair approval. Monthly bills will be distributed for your verification and all personal calls require reimbursement to the university. There is a secure web-based system to allow easy reimbursement via credit card if needed (instructions on payments can be found directly on your monthly bill).

General telecommunications information can be found online at <http://www.fau.edu/irm/index.php>. If you have questions about Telecommunications services or repair issues, please contact the Assistant Director of Facilities Operations (561-297-2503) or the Telecommunications Help line (561-297-6235).

The College of Medicine provides internet ports in all offices and laboratories and Wi-Fi service is available throughout the building. For questions about internet or Wi-Fi services, please contact the Director of Information Technology at (561-297-0389).

Travel

An approved Travel Authorization Request (TAR) is required for University employees traveling on official University business, prior to the time of departure. This establishes authorization of the absence and provides documentation in the event of an accident and/or subsequent workmen's compensation claim and encumbers funds for the travel.

A [Complimentary TAR](#) is required for travel when expenses are not reimbursed by the University. This also provides authorization of the absence and documentation in the event of an accident or workmen's compensation claim.

International travel for official University business requires specific approval by the Dean and Provost prior to the commencement of the travel. International travel requests should be prepared well in advance to allow time for processing. [FAU Safety and Security Policies on International Study and Travel](#) shall apply. If any sponsored, endorsed or funded by FAU or any FAU program, department or college, travel will occur in a location where there is a U.S. State Department travel warning, the employee will be required to sign a waiver (Release of Liability, Waiver of Claims, Express Assumption of Risks, and Hold Harmless Agreement) acknowledging that the travel is voluntary and that they are aware of the safety and security concerns associated

with their travel plans.

University travel guidelines may be referenced on: http://www.fau.edu/controller/travel/travel_p_p.php. All travel must have a Travel Estimate Form (accessed via [COM - travel estimate form](#)) prepared in advance of the travel for supervisory and budget approval.

TABLE OF ORGANIZATION

Final 9/25/2014

