UNIVERSITY OF SOUTH FLORIDA

FACULTY HANDBOOK

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Preface

The University of South Florida Faculty Handbook is maintained by the Office of the Provost. Special thanks are due for the efforts of Alisha Ales, Sandy Cooper, Paul Dosal, Rhonda Hendrix, Paul A. Latham, Maryhelen Shuman-Groh, Dwayne Smith and Gregory Teague for their efforts in producing the Handbook.

Revisions to the current document will be made as needed and subsequent versions will be subject to review and revision on a regularly scheduled basis.

Comments and suggestions about the Handbook and its contents are welcomed.

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PREFACE

Welcome to the University of South Florida!

The University of South Florida was formally established by legislation in 1955. Five years later, in September 1960, USF opened its doors to more than 1,900 students and 130 charter faculty. Located on a 1,700-acre site that was the former bombing range for Henderson Air Field, USF became the state's first metropolitan university and the first Florida public university to be developed in the 20th century. It is now part of an 11-institution <u>State University System</u> that spans the state.

The University of South Florida is a high-impact, global research university dedicated to student success. USF is classified by the Carnegie Foundation for the Advancement of Teaching in the top tier of research universities, a distinction attained by only 2.2 percent of all universities. It is ranked 44th in total research expenditures and 34th in federal research expenditures for public universities by the National Science Foundation. The USF System has an annual budget of $1.5 billion, an annual economic impact of $3.7 billion, and serves 47,000 students in Tampa, St. Petersburg and Sarasota-Manatee.

The University of South Florida Faculty Handbook is designed to provide information about the roles and responsibilities of faculty members at USF, as well as information about resources available to them. Given the size and scope of USF, as well as the complexity and fluidity of the times, former handbooks became obsolete at an increasingly rapid pace. Therefore, the current and future versions are presented in a web-based format that allows for regular updating of pertinent information. The USF Faculty Handbook is not intended to address all aspects of university life and specific circumstances that faculty members may encounter. However, it serves as a resource by which summary information about a wide range of topics may be accessed. Readers may find some overlap in coverage because certain topics are pertinent to inclusion in various chapters. **Because of their differential missions, separate USF campuses, including USF Health, may have their own faculty handbooks that contain information specific to those campuses.**

NOTICE: The language used in the University of South Florida Faculty Handbook does <u>not</u> constitute legal terms and conditions of employment, and if any policy or practice described herein is inconsistent with federal law, state law or existing Collective Bargaining Agreement, such policy or practice is superseded by the applicable law or agreement.

CHAPTER 1: ABOUT THE UNIVERSITY OF SOUTH FLORIDA

VISION

The University of South Florida envisions itself as a pre-eminent research university with state, national and global impact, and positioned for membership in the Association of American Universities (AAU).

MISSION

As Florida's leading metropolitan research university, USF is dedicated to excellence in:

- Student access and success in an engaged, and interdisciplinary, learner-centered environment;
- Research and scientific discovery, including the generation, dissemination, and translation of new knowledge across disciplines; to strengthen the economy; to promote civic culture and the arts; and to design and build sustainable, healthy communities; and
- Embracing innovation, and supporting scholarly and artistic engagement to build a community of learners together with significant and sustainable university-community partnerships and collaborations.

STRATEGIC PLANNING

The USF Strategic Plan 2007-2012 sets the university's course for the next five years through the articulation of USF's vision, values, and goals. Specific topics may be accessed using the links below.

- President's Challenge
- Overview
- Vision and Mission
- Goals and Strategies
- Values
- Planning Process
- Performance Metrics
- Gauging Progress
- Integrated Plans
- Compact Plans
- Resources
- Download USF Plans
- External Plans

GENERAL INFORMATION ABOUT THE UNIVERSITY OF SOUTH FLORIDA

The **USF website** provides information on a variety of topics regarding resources and services. Some frequently used ones are:

- A-Z Index
- About USF
- Academics
- Admissions

- Athletics
- Calendars
- Campus Directory
- General Counsel
- Give to USF
- Human Resources
- Information Technology
- Libraries
- myUSF
- News & Media
- Research

THE USF SYSTEM

The USF System is an evolving multi-campus system of higher education with fiscally autonomous yet complementary campuses in Tampa (including Academic Affairs and USF Health), USF St. Petersburg, and USF Sarasota-Manatee, as well as a teaching site in Lakeland. The USF System designation was approved by the USF Board of Trustees in October 2004. While increased campus autonomy and distinctive missions characterize the USF System, centralized, system-wide functions will continue to be provided by the Offices of General Counsel, University Audit and Compliance, Office of Diversity and Equal Opportunity, Research and Innovation, University Advancement, and USF Athletics.

In 2009, USF St. Petersburg achieved separate accreditation with the Southern Association of Colleges & Schools (SACS). In 2011, USF Sarasota-Manatee received separate accreditation with SACS.

CHAPTER 2: ORGANIZATION AND ADMINISTRATION OF THE UNIVERSITY

BOARD OF GOVERNORS
FC ARTICLE 9, SECTION 7(D); SEC.1001.70 FS

After the Florida Legislature abolished an existing Board of Regents in 2001, the Board of Governors was established in 2002 through a successful citizen petition for a constitutional amendment. The Board has authority to establish missions for each Florida State University System (SUS) university and its articulation with free public schools and Florida community colleges, and to provide coordination in the operation of the SUS institutions.

The Board of Governors consists of 14 citizens (appointed by the governor and confirmed by the senate for staggered seven year terms), the Commissioner of Education, the chair of the state-wide advisory council of SUS faculty senates, and the president of the Florida Student Association. The BOG appoints a Chancellor who serves as the chief executive officer for the Board, and is its official spokesperson in relations with various external constituencies, especially the State Legislature and the Office of the Governor, as well as presidents, trustees, students and other organizations.

BOARD OF TRUSTEES

Each SUS university is governed by a Board of Trustees, established in 2001 at the time of the abolition of the Board of Regents. The duties and powers of these Boards are determined by Florida Statute (Sec. 1001.74 FS) and by the Board of Governors. Among their chief responsibilities are selection of a president and the determination of institutional rules. Where a collective bargaining agreement exists, such as USF, these rules may not conflict with the terms of a ratified contract.

Each Board of Trustees is composed of 6 members chosen by the Governor and five members chosen by the Board of Governors; these 11 members serve staggered five year terms. In addition, the heads of the faculty senate and the student body are members of the Board of Trustees.

PRESIDENT

The president is the chief executive officer of the state university, is the corporate secretary of the university board of trustees, and is responsible for the operation and administration of the university.

The President is the person ultimately accountable for every aspect of the university; the President or designees are the only ones who may enter into contracts on behalf of the university, determine whether the university should be closed for an emergency, or speak as official representatives of the university.

The President has line authority over the major academic and administrative officers of the university. These include the Provost and Vice President of Academic Affairs, The Executive Vice President and Chief Financial Officer, the Vice President of the Health Sciences Center, the Vice President of Student Affairs, the Vice President of Research, and the Vice President of

Advancement. In addition, the Campus Executives of the St Petersburg and Sarasota/Manatee campus answer directly to the President, as do a number of other heads of administrative areas.

VICE PRESIDENTS

The university has eight vice presidents.

- Senior Vice President and Vice President, Business and Finance, and Vice President, Administrative Services
- Provost and Executive Vice President for Academic Affairs
- Vice President, USF Health and Dean of the College of Medicine
- Senior Vice President for Global Affairs & International Research
- Vice President for Research & Innovation
- Vice President for Student Affairs
- Senior Vice President for Advancement
- Vice President for Communications & Marketing
- Vice President for Information Technology

ACADEMIC ORGANIZATION

Responsible to the Provost and Vice President for Academic Affairs for administration of academic programs and services are the deans of the colleges and regional campuses, the university Deans, the directors of Type I Centers, and the directors of the academic support and enhancement units, including the university Libraries. Two principal groups advising the Provost on academic issues are the Council of Deans and the Faculty Senate Executive Committee.

Council of Deans   The Council of Deans serves as the primary advisory group to the Provost on all issues involving academic programs and how the university can best meet its academic mission in the state and region. The Council of Deans is composed of all college and university deans.

Faculty Senate Executive Committee   The Faculty Senate Executive Committee is composed of the leadership of the Faculty Senate and meets regularly with the Provost to receive information and to advise on matters related to faculty issues. (For information about the Faculty Senate and this committee, see Chapter 3.)

COLLEGES

The **college** is the degree-granting unit of the university and is responsible for the advising, retention, and graduation of students in its degree-granting programs. Each college is administered by a dean, who is responsible for carrying out educational policy established by the faculty and for overseeing the fiscal and administrative requirements of the college. USF has ten degree-granting colleges/schools. Seven colleges report to the Provost and three colleges report to the Vice President of Health Sciences.

DEPARTMENTS/SCHOOLS

The **department (or school)** is the basic academic unit reporting to the dean. Generally, schools are synonymous with departments and usually represent large professional programs. Schools are headed by directors; departments are headed by chairs.

Colleges Reporting to the Provost and EXECUTIVE Vice President for Academic Affairs

The Colleges, with their respective departments/schools shown, that report to the Provost and Senior Vice President are:

College of Arts and Sciences

- Africana Studies
- Anthropology
- Cell Biology, Microbiology and Molecular Biology
- Chemistry
- Communication
- Economics
- English
- Geography, Environment and Planning
- Geology
- Government & International Affairs
- History
- Humanities & Cultural Studies
- Information, School of
- Integrative Biology
- Mass Communications
- Mathematics & Statistics
- Philosophy
- Physics
- Psychology
- Religious Studies
- Sociology
- Women's and Gender Studies
- World Languages

College of The Arts

- School of Architecture & Community Design
- School of Art & Art History
- School of Music
- School of Theatre & Dance

College of Behavioral and Community Sciences

- School of Aging Studies
- Communication Sciences & Disorders
- Criminology
- Rehabilitation and Mental Health Counseling
- School of Social Work

Louis de la Parte Florida Mental Health Institute (FMHI)

- Child and Family Studies
- Mental Health Law and Policy

College of Business

- Accountancy
- Finance
- Information Systems/Decision Sciences
- Management and Organization
- Marketing

College of Education

- Adult Career & Higher Education
- Childhood Education and Literacy Studies
- Educational Leadership and Policy Studies
- Educational Measurement and Research
- Physical Education & Exercise Science
- Psychological and Social Foundations
- Secondary Education
- Special Education

College of Engineering

- Chemical and Biomedical Engineering
- Civil and Environmental Engineering
- Computer Science and Engineering
- Electrical Engineering
- Industrial and Management Systems
- Mechanical Engineering

College of Marine Science

INTO

Colleges Reporting to the Senior Vice President, USF Health

Morsani College of Medicine

- Cardiovascular Sciences
- Dermatology & Cutaneous Surgery
- Family Medicine
- Internal Medicine
- Molecular Medicine
- Molecular Pharmacology & Physiology
- Neurology
- Neurosurgery & Brain Repair

- Obstetrics and Gynecology
- Oncologic Sciences
- Ophthalmology
- Orthopaedics and Sports Medicine
- Otolaryngology – Head & Neck Surgery
- Pathology and Cell Biology
- Pediatrics
- Psychiatry and Behavioral Neurosciences
- Radiology
- Surgery
- Urology

College of Nursing

College of Pharmacy

College of Public Health

- Community and Family Health
- Environmental and Occupational Health
- Epidemiology and Biostatistics
- Global Health
- Health Policy and Management

UNIVERSITY DEANS AND COLLEGES

The Dean of Undergraduate Studies

The Dean of Undergraduate Studies has overall responsibility to enhance the quality of the learning experience in undergraduate programs across all colleges and campuses of the university. The Dean is committed to providing vision and leadership in undergraduate education and to serving the needs of all undergraduate students including those with non-traditional and diverse backgrounds. The Dean supervises several units and undergraduate academic programs that are not the purview of a single school or college including the Air Force, Army, and Naval ROTC programs; the B.S. in Applied Science; the B.S. in Information Technology; and the B.S. in Hospitality Management.

Dean of the Graduate School and Associate Vice President for Research and Innovation

The Dean of the Graduate School and Associate Vice President for Research and Innovation reports jointly to the Provost and Senior Vice President for Academic Affairs (for graduate education) and Vice President for Research and Innovation (for research), and works closely with the leadership at USF Health, college deans, graduate coordinators, and regional campus leaders. The primary responsibilities of this position are to coordinate graduate policies and programs among all USF colleges and campuses, and to provide strong advocacy and support for faculty research.

Dean of the Honors College

The Dean of the Honors College reports to the Provost and Senior Vice President for Academic Affairs. Honors education at the university level is designed to provide extra challenges to the university's most capable students, and entails a separate admissions process. The existence of honors programs is recognition that academically gifted students learn at a different rate than others and require different teaching techniques. The Honors College serves to meet those needs and to provide a unique educational experience for gifted students. In addition, the Honors College houses the university's Office of Undergraduate Research (OUR). This office serves all undergraduates at USF, matching students with faculty researchers. Stipends are provided for students so that the necessity for them to work is lowered; faculty may also receive grants to help them develop research projects in which undergraduates may participate.

Dean of the University Library System

The USF Library system includes five libraries (Tampa Library, Shimberg Health Sciences, Louis de la Parte Florida Mental Health Institute, and the joint use Jane Bancroft Cook Library in Sarasota) and has a long standing, cooperative relationship with the Poynter library of USF St. Petersburg.

The Tampa campus houses the principal research library and two special libraries, the Shimberg Health Sciences Library, serving the needs of USF Health (the College of Medicine, Nursing, and Public Health), and the Louis de la Parte Florida Mental Health Institute Library. The St. Petersburg campus is home to the Nelson Poynter Memorial Library; and the Sarasota campus is home to the Jane Bancroft Cook Library.

Tampa Campus Library

Hinks and Elaine Shimberg Health Sciences Library

Louis de la Parte Florida Mental Health Institute Library

Nelson Poynter Memorial Library - St. Petersburg's Campus

Jane Bancroft Cook Library - Sarasota Campus

The vision of the Library system is to become a globally recognized academic library system advancing knowledge through integrated resources, responsive services, research, and instruction. Together the USF Library system provides access to more than 2.3 million print volumes and an extensive collection of serials and online resources, as well as special collections.

CHAPTER 3: UNIVERSITY GOVERNANCE

The text below is most descriptive of the USF Tampa Faculty Senate. Faculty members in the other USF institutions are urged to consult their institution's handbook and/or website of their institution's governing body for information on this topic.

SYSTEM FACULTY COUNCIL

The System Faculty Council facilitates communication on System-wide faculty and academic issues. Members consist of officers and other elected members of the Faculty Senates of USF System institutions. The president of this council is elected by the members and serves as a member of the USF Board of Trustees.

FACULTY SENATE

The Faculty Senate is the primary legislative body representing the faculty of the university. As the highest faculty body, the Faculty Senate serves as the parent body for all university-wide committees and councils. The Senate's responsibilities, membership, meetings, and basic structure are established by the Constitution of the Faculty of the University of South Florida and elaborated in the Bylaws to the Constitution.

The following is meant only as a brief summary of the role of the Faculty Senate. For details, faculty should contact the Faculty Senate Office for a copy of the Constitution and Bylaws or access those documents on the Faculty Senate web site, http://web.usf.edu/FacultySenate.

MEMBERSHIP

Membership in the general faculty of the university shall consist of all full-time faculty members with the rank of Lecturer, Instructor, Assistant Professor, Associate Professor, Professor, Assistant Librarian, Associate Librarian, or Librarian.

Membership in the Faculty Senate consists of 60 elected members apportioned among and representing the academic colleges of the university. Members of the Faculty Senate are elected by the general faculty to serve three years, beginning the first day of the fall semester following the annual spring election. A member may serve two terms consecutively, but a period of at least one year must then elapse before a member may be re-elected to the Faculty Senate.

JURISDICTION

The Faculty Senate is the principal advisory body to the USF President and the Provost and has the responsibility to review and make recommendations to them concerning decisions of the university on matters pertaining to the welfare of the university, particularly those of special interest to the academic division of the university. The Faculty Senate helps determine and define university-wide policies on academic matters. It participates in formulating measures for the maintenance of a comprehensive educational policy and for the maximum utilization of the intellectual resources of the university.

The Senate also receives reports presented by the USF President, Provost, vice presidents, and the Senate and university-wide standing committees and councils. The Senate has final responsibility to review reports and recommendations from university-wide committees and councils to the President and vice presidents, particularly when the recommendations effect wide-range changes in the academic division of the university.

OFFICERS

The officers of the Faculty Senate include a president, vice president, secretary, sergeant-at-arms, and senator at large elected by members of the Faculty Senate from among the elected senators. The parliamentarian shall be chosen by the President of the Faculty Senate from among the Senate Membership. The term of office of the President is two years, of other officers one year. The President of the Faculty Senate shall be elected from among those senators serving in their last two years of office.

MEETINGS

The general faculty members of the university meet at least annually in the fall semester, at which time the President of the university addresses the faculty on the state of the university. The general faculty may meet at other times when called by the President of the Faculty Senate.

The Faculty Senate meets monthly during the fall and spring semesters and may meet as necessary during the summer term. All meetings of the Faculty Senate are open to the university community. The SF President, Provost, and other vice presidents shall be extended privileges of the floor upon request; other non-members may be granted privileges of the floor upon written request or upon invitation of the President of the Faculty Senate.

COMMITTEES AND COUNCILS

The Executive Committee of the Faculty Senate

The Executive Committee of the Faculty Senate acts on behalf of the Senate on matters declared by the President of the Senate to be of an emergency nature. When feasible, the Senate is notified of emergency meetings. The Executive Committee also serves as the advisory body to the President of the Faculty Senate, determines the agenda for meetings of the Faculty Senate, serves as a faculty advisory body to the Provost, and functions as the Academic Budget Advisory Council to the Provost.

The Executive Committee is composed of the elected officers of the Senate, the parliamentarian, immediate past president, and the chairs of Councils and Committees.

Committees of the Faculty Senate

Other Committees of the Faculty Senate include the Committee on Committees, Standing Committees and Councils, Ad Hoc Committees, University Wide Committees and Councils and Joint Committee on Faculty Senate Constitution and Bylaws. Further details of the academic and university-wide committees and councils can be found on the Faculty Senate web site.

COLLEGE AND DEPARTMENTAL GOVERNANCE

As an educational and administrative unit composed of departments and programs with common educational interests, the college is the central academic home for faculty. The college is governed in its internal administration by the tenured or tenure-earning faculty, chairs and directors, and the dean, who is an agent of the college faculty for the execution of college educational policy.

Each college establishes its own governance structure and generally includes one or more advisory bodies to the dean, tenure and promotion committee, one or more academic and curriculum committee(s), and other standing or ad hoc committees as deemed necessary for the attainment of the college's educational mission. Faculty should consult their dean's office for a copy of their college's governance document.

The department/school is the primary educational and administrative unit. Like other larger academic units, the faculty and the chair/director work in an atmosphere of shared governance. As the agent of the faculty for implementation of departmental policy, the chair/director consults with advisory and other committees to carry out the educational and administrative obligations of the unit. Each faculty member should be familiar with the governance structure of his or her department/school.

CHAPTER 4: UNIVERSITY POLICIES AND PROCEDURES

The University of South Florida has established USF Rules, Regulations, and Policies and Procedures on a variety of topics that provide valuable guidance to members of the university community. The Office of the General Counsel maintains a web site for the USF Board of Trustees containing all official <u>Policies and Procedures for the University of South Florida</u>. Policies may be searched by name or by number at this website. This site is the most accurate, up-to-date source of all official information.

These policies are listed below, arranged in numerical order and by general category of the office that generated the policy. Some of these policies and procedures will be discussed in greater detail in a section to follow.

OFFICE OF THE PRESIDENT

0-001	Issuance of Policies and Procedures
0-002	Official USF Policies and Procedures Manual
0-003	University Councils and University-Wide Standing Comte Appointments
0-004	Sexual Misconduct/Harassment (Including Battery)
0-007	Diversity and Equal Opportunity Policy
0-008	Sexual Harassment
0-009	Alumni Assn Involvement in the Selection of Key University Officials
0-010	Federal Injunctions Against Bootlegging- Sun Dome Events
0-011	Government Relations
0-012	Candidacy of Employees for Public Office
0-018	Commercial Solicitation, Distribution of Literature and Other Speech Activities At USF
0-019	Information Disclosure and Confidentiality Policy
0-020	Retaliation, Retribution or Reprisals Prohibited
0-025	Audit and Compliance
0-108	ADA – Disability Accommodations
1-022	Consensual Relationships

OFFICE OF THE GENERAL COUNSEL

0-100	Authority to Sign Contracts & Other Documents
0-103	Compliance with Legal Process and Responding To Communications from Attorneys and Court Officials
0-105	Copyright Policy
0-106	USF Records - Public Records Law Compliance and University Record Confidentiality
0-107	Sunshine Law/Public Meetings. [Requirements for Search and Screening Committees]

UNIVERSITY ADVANCEMENT

0-201	Letterheads, Standards for
0-207	University/Public Relations
0-208	Archives of USF
0-209	USF Publications

FACILITIES

0-503	Use of University Space for Class or Class Related Activities
0-505	Use of University Space [All-Inclusive]
3-001	Building Maintenance
3-002	Equipment Construction and Installation
3-008	Campus Signage

BUSINESS OPERATIONS

0-500	Concession Funds
5-006	Central Receiving
5-009	Mail
5-010	First Class Mail Permit #516 and Standard (A) Mail Permit # 257
5-012	Records Management - Retention and Disposal Procedures
5-013	Risk Management and Insurance Programs
5-014	Disposal of Surplus Property
5-019	Textbook and Supply Requisitioning
5-021	Academic Regalia

ENVIRONMENTAL SAFETY AND SECURITY

6-001	Opening of Rooms and Other Facilities
6-002	Bomb Threat Policy
6-004	Canines on Campus
6-005	Medical Emergencies, Transportation to Off-Campus Facilities
6-006	Environmental Health and Safety
6-007	Operation of Boats
6-010	Emergency Management
6-011	Accident/Injury and Loss Control Prevention
6-012	Key Control and Re-keying of Buildings and Facilities
6-013	Vehicles, University [State]
6-014	Fire and Security Monitoring Systems
6-015	Fireworks Policy
6-016	Environmental Regulatory Compliance Procedures
6-018	Cart/Utility Vehicle Operation
6-019	USF Building Code Administration Program

HUMAN RESOURCES

0-600	Time Worked-Participation on Committees and Elected Bodies
0-601	Training Program Participant Cancellation
0-602	Observance of Religious Holidays by University Employees
0-606	Smoking in Buildings
0-610	Drug Free Workplace
0-611	Alcohol & Drug Testing
0-612	Telecommuting

ACADEMIC AFFAIRS

GENERAL ACADEMIC AFFAIRS

GRADUATE STUDIES

UNIVERSITY LIBRARY

STUDENT AFFAIRS

GENERAL STUDENT AFFAIRS

STUDENT HEALTH SERVICES

33-002   Immunization Policy

VETERANS SERVICES

34-001 Veterans Services

POLICIES OF SPECIAL INTEREST TO FACULTY

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

UNIVERSITY SAFETY

GENERAL SAFETY ISSUES

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

The emergency blue light telephone system, located throughout campus, provides direct and immediate access to the USF Police Department dispatcher when the caller opens the telephone box. Maps of the exact location are available through the USF Police Department.

The Office of Student Government provides a free escort service (Safe-Team) for anyone who wishes to be accompanied to his or her car, class, office or dormitory after dark.

EMERGENCY MANAGEMENT
USF 6-010

Preparing for, responding to, recovering from, and mitigating against all hazards which threaten the safety and security of the University of South Florida System (USF System) population and assets is a primary concern. This policy provides the framework to minimize or eliminate risk to people and property and standardize emergency management operations for the USF System.

BOMB THREAT POLICY
USF 6-002

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

Immediately upon receiving such a threat, the person receiving the call should report this information to the immediate supervisor and call the University Police. The supervisor should at this point inform the appropriate dean, chairperson, as well as, the appropriate vice president. If, in the opinion of the administrative official in charge of the building or the Director of Public Safety, immediate evacuation shall be required, all occupants of the building will be notified. This decision will be final and all occupants will be advised to leave the building immediately,

and to take with them personal possessions such as brief cases, purses, or handbags. Persons evacuating from a building will be required to remain at least 100 yards from the building until reentry is announced.

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

UNIVERSITY CLOSING

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

EQUAL OPPORTUNITY
USF **0-007**

The University of South Florida system (USF System) is a diverse community that values and expects respect and fair treatment of all people. The USF System strives to provide a work and study environment for faculty, staff and students that is free from discrimination and harassment on the basis of race, color, marital status, sex, religion, national origin, disability or age, as provided by law. The USF System protects its faculty, staff, and students from discrimination and harassment based on sexual orientation. The USF System is also committed to the employment and advancement of qualified veterans with disabilities and veterans of the Vietnam era. Unlawful discrimination, harassment and retaliation are prohibited in the USF System. Behavior that constitutes unlawful discrimination, harassment or retaliation is unacceptable.

Any applicant, student, or employee who believes he or she has not been treated in accordance with the university's Equal Education and Opportunity Policy may file a complaint with the Associate Vice President of Diversity and Equal Opportunity Affairs.

CONFLICT OF INTEREST
USF **6C4-10.107**
CBA ART. 19

Faculty members must be aware of their obligations and responsibilities as public employees of the university.

No faculty members may have an interest, financial or otherwise, direct or indirect; engage in any business transaction or professional activity; or incur any obligation of any nature that is in substantial conflict with the full and competent performance of their duties.

University faculty members are required to observe, in all official acts, the highest standards of ethics and conduct consistent with the code of ethics and the financial disclosure requirements of the State of Florida, Chapter 112, Part III, Florida Statutes, all definitions contained in that Part or supplemented by this Rule, and State advisory opinions issued regarding that Part. Other provisions within these Rules govern obligations and responsibilities of employees who receive employment compensation in addition to their annual salary.

OUTSIDE ACTIVITY

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

If a faculty member is conducting sponsored research in any way related to a reportable outside activity s/he must include a copy of the approved Outside Activity Report with the grant proposal prior to submission to the sponsor.

Faculty must disclose outside activities and financial interests as follows:

- Incidental use of university facilities, equipment, and/or services.
- Direct or indirect supervision of a student or university employee in an outside activity if the faculty member in any way supervises or evaluates that student or university employee at the university.
- Management, employment, consulting, and contractual activities with, or ownership interests in, a business entity which does business with the university or competes with the university.
- Required use of books, supplies, equipment, or other instructional resources at the university that are created or published by the employee or by an entity in which the employee has a financial interest. For faculty-authored textbooks or instructional materials that the author/creator requires to be purchased by students, see Required Use of Textbooks in Chapter 6.
- Professional compensated activities, such as employment by another state agency or teaching at another institution including one in the State University System.
- Business activities, including service on the board of directors or other management interests or position, with regard to a business entity in the same discipline or field in which the faculty or staff member is employed.
- Any employment, contractual relationship, or financial interest of the employee which may create a continuing or recurring conflict between the employee's interests and the performance of the employee's public responsibilities and obligations, including time commitments. This includes any outside activity in which the employee is required to waive rights to intellectual property.

FINANCIAL CONFLICTS OF INTEREST IN RESEARCH

Any employee submitting any grant proposal or conducting research or educational activities pursuant to any grant or contract as an investigator (principal investigator, co-principal investigator, or any other employee responsible for the design, conduct, or reporting the funded or proposed research activities) must report outside activities and financial or other interests (including activities and interests of the investigator's spouse or dependent children) that are, or may be perceived to be, related to the project. Existing or potential conflicts of interest must be disclosed on the Financial Relationships Disclosure Form and sent to the Conflict of Interest Coordinator prior to the submission of a proposal for funding. Actual or potential conflicts of interest that develop during the conduct of a funded project must be disclosed on the FRDF as

soon as the conflicts occur and sent to the Conflict of Interest Coordinator. If the university determines that such interests may affect the design, conduct, or reporting of the project, steps will be taken to manage or eliminate the conflict.

Any employee submitting a grant proposal to a division of the National Institutes of Health, the National Science Foundation or the American Heart Association must submit a Financial Relationships Disclosure Form to the Conflict of Interest Coordinator (whether or not a conflict exists) prior to the submission of the proposal for funding and annually, if funded.

For more information about Conflicts of Interest in Research go to http://health.usf.edu/research/compliance/coi_usfpolicy.htm or, http://health.usf.edu/research/compliance/coi_general.htm for research on human subjects.

SEXUAL MISCONDUCT/SEXUAL HARASSMENT (INCLUDING BATTERY)
USF 0-004

The University of South Florida System (USF System) community is most successful when it is based on respect and fair treatment of all people. The USF System strives to provide a work and study environment for faculty, staff and students that is free of discrimination and sexual misconduct, including sexual harassment. As part of the effort to maintain an environment that is comfortable for all people, the USF System establishes this Policy.

Sexual harassment is prohibited within the USF System, and complaints of such conduct are to be filed with one of two designated offices within the USF System: specifically, the Office of Diversity and Equal Opportunity (DEO) or the Office of Student Rights and Responsibilities (OSRR). The designated office will review such complaints and provide appropriate response including counseling, mediation (in limited circumstances), and/or referral for disciplinary action, up to and including termination from employment and/or expulsion from the USF System. In addition, DEO and OSRR will, as a part of their internal processes, report any conduct that may be criminal in nature to the appropriate law enforcement entities as set forth in section (IV.B.) below.

Discrimination and harassment on the basis of race, color, marital status, sex, religion, national origin, disability, age, genetic information, gender identity and expression, sexual orientation, or veteran status are also prohibited. (Please see USF System Policy Number 0-007, Diversity & Equal Opportunity: Discrimination & Harassment.)

Please refer to the full policy USF 0-004 at http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-0-004.pdf .

CONSENSUAL RELATIONSHIPS
USF 1-022

The University of South Florida system (USF System) is dedicated to excellence in teaching, research, and public service. All relationships between faculty, staff and students should be guided by the principles of professionalism, integrity, mutual trust and respect. Any relationship that calls these principles into question jeopardizes the ability of the USF System to effectively carry out its mission and maintain public trust.

Consensual relationships between persons who differ in actual or perceived power create a potential for:

1. A conflict of interest that undermines the mutual trust between faculty and students, supervisors and subordinates, or any individual in a position of direct authority over another.
2. Actual or perceived abuse of power.
3. Allegations that the relationship resulted from coercion, exploitation and/or harassment.
4. Allegations of sexual harassment once the consensual relationship ceases (refer to USF Sexual Harassment Policy 0-004).
5. Allegations of favoritism and/or unfair treatment.

The USF System has a special responsibility toward students as members of the USF System community. The academic success of students is central to the USF System's educational mission. The unequal institutional power inherent between students and particular members of the USF System community must be protected from influences or activities that can interfere with the learning experience. Such influences or activities are not consistent with the ideals of a learning community that fosters collaboration, open communication, mutual respect and inclusiveness among students, faculty and staff engaged in the education process.

AMERICANS WITH DISABILITIES (USF ADA POLICY)
USF 0-108

It is the policy of the University of South Florida to comply fully with the requirements of the Americans with Disabilities Act of 1990, 42 U.S.C. 12101, and all other Federal and State laws and regulations prohibiting discrimination on the basis of disability or handicap.

Sponsors of programs and events, such as campus cinemas, lectures and speakers must advise potential attendees who may require reasonable accommodation to participate that such accommodation must be requested of the program sponsor at least 5 working days prior to the event.

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

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

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

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

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

NON-SMOKING AREAS
USF 0-606

The 1992 Florida Legislature revised the Florida Clean Indoor Air Act to forbid the designation of smoking areas inside any educational facility, government building, or other common area as defined in Sec. 386.203 Florida Statutes. Because the law's prohibition of designation of indoor smoking areas applies to all USF buildings, effective 10/1/92, smoking cannot be permitted in any indoor location on any USF campus.

In order to protect the health, comfort and environment of the university community, smoking is not permitted in any indoor area or building on the USF campuses. Designation of indoor smoking areas (meeting rooms, dining rooms, work places, etc.) is not possible at any time or location on campus. Sec. 386.208 Florida Statutes provides that smoking in a public building is a non-criminal violation punishable by a fine of not more than $100.00 for the first violation and $500.00 for each subsequent violation. Jurisdiction rests with the appropriate county court.

LIMITED TOBACCO USE POLICY
USF-6-026

Smoking on the University of South Florida Tampa campus, both indoors and outdoors, is restricted to designated smoking areas (6-026). An exception is the area designated as the USF Health campus, in which all smoking is prohibited (0-909). A similar prohibition exists on the USF St. Petersburg campus (0-607SP). Designated smoking areas on the Tampa campus are shown on a map that can be accessed at: http://usfweb2.usf.edu/Adminsvc/smoking/docs/areamap.pdf.

ILLEGAL USE OF ALCOHOL AND OTHER CONTROLLED SUBSTANCES
USF 30-023
USF 0-610

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

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

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

agreements, policies, and procedures and/or referral for prosecution consistent with local, State, and Federal law.

CANINES ON CAMPUS
USF 6-004

Except for seeing eye dogs, dogs are not permitted in University of South Florida patio areas adjacent to swim facilities, in recreational facilities such as racquet ball and tennis courts, in food or dormitory facilities, inside university buildings, or at special events such as flea markets and open air concerts.

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

PERSONAL LIABILITY
CBA ARTICLE 21.4
Sec. 768.28(9), F.S.

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

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

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

AUTHORITY TO SIGN CONTRACTS AND OTHER DOCUMENTS
USF 0-100

The Florida Statutes and Board of Trustees regulations provide that the President is the chief executive officer responsible for the operation and administration of the USF System. The President's authority includes the approval and execution of all contracts, agreements, letters of understanding, and other documents regarding legal assurances, commitments, and obligations

on behalf of the university Board of Trustees. The President requires that all such contracts be submitted to the General Counsel for review and approval as to form and legality.

The President has delegated to the Provost and Vice Presidents (and their designee(s) in certain circumstances) the authority to sign certain described contracts and other documents. Examples of such delegated authority include the following:

1. The President has delegated to the Vice President for Research, and designee(s), the authority to sign research contracts, solicitations and acceptances of research grants and donations, representations and certifications incidental to research contracts and grants, and agreements related to the exploitation of intellectual property.
2. The President has delegated to the Executive Vice President and CFO the authority to approve and execute all contracts in excess of $1 million related to the acquisition of commodities, goods, equipment, services, leases of real and personal property, and construction to be rendered to or by the USF System.

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

DISTRIBUTION OF LITERATURE AND OTHER SPEECH ACTIVITIES SOLICITATION
USF 0-018

The University of South Florida authorizes the solicitation and/or sale of goods and services by external organizations on its Tampa campus only through formal written contractual relationships or through authorizing vendors to participate in the Bull Market. Commercial solicitation or the sale of goods and services by external organizations on the Tampa campus is otherwise prohibited. This policy will be enforced by the University Police Department.

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

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

Student, faculty or staff or individual members of the university community shall not serve as agents or sales representatives on the campus for external organizations, since this violates university policy and will be considered unauthorized solicitation by the business entity involved.

All fund-raising or promotional activities planned by student organizations shall be reviewed and approved in accordance with USF Rule 6C4-6.017. Fundraising and promotional activities by employees shall be reviewed and approved by the appropriate Vice President.

CANDIDACY OF EMPLOYEES FOR PUBLIC OFFICE
USF 0-012

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

Faculty who intend to seek election to and hold public office shall notify the Vice President responsible for the unit in which they are employed of their intentions by letter which includes facts sufficient for a determination to be made whether the candidacy and office will interfere with the full discharge of university duties. Specifically, the Vice President shall be advised of the office sought, the qualifying date, duties of office, hours of work involved in campaigning and holding office, and what effect the candidacy will have on university duties. If it is determined that candidacy for and holding public office will interfere with university duties, the employee must take a leave of absence or submit a resignation.

EMPLOYMENT OF RELATIVES (NEPOTISM)
USF 6C4-10.107

Employment of related persons in a single organizational unit is permitted, only when such employment will not involve or create a conflict of interest, and no faculty member may participate in making recommendations or influencing decisions specifically affecting the appointment, retention, tenure, work assignments, evaluation, promotion, demotion, or salary of any relative. The Provost or Vice President responsible for the subject organizational unit will determine, and document in writing, prior to employment of related persons, that a conflict of interest will not occur.

This policy also applies to hiring related persons on funded research projects. Written permission from the Provost or Vice President for USF Health must be included with the grant proposal prior to submission of the proposal to the sponsor, or it must be submitted to the Conflict of Interest Coordinator (Mail Code: 30338 USF Holly Dr.) if the related person is hired after the grant is received.

USE OF UNIVERSITY NAME AND SYMBOLS
USF 0-215

The use of the USF name or symbols in is not allowed for commercial or other advertising or promotional materials where such use implies university endorsement of the advertiser or product or service unless approved by the Vice President for University Advancement.

All requests for the commercial use of the USF name or symbols should be referred to the Director of Auxiliary Services. All requests from non-university third parties for non-commercial use of the USF name or symbols should be referred to the Vice President for University Advancement. Organizational units of the university, registered student organizations and official USF Faculty and Staff groups do not require permission to use the USF name and symbols for non-commercial purposes.

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

USE OF UNIVERSITY SPACE
USF 0-505

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

University space should be used solely to support the instruction, research, and public service mission of the university. The university is not in the business of leasing space and, therefore, should not allocate its space resources to uses that do not support the university mission.

Conflicting requests for use of space occur infrequently because of the variety of facilities and time periods available. However, because space is a limited resource, if a conflict occurs, use should be scheduled in accordance with the following priority order:

- Credit instruction, research, curricular events such as recitals and symposia, and administration.
- University-sponsored, non-credit instruction such as through the university's Division of Lifelong Learning.
- Co-curricular public service - an event or program that is associated with a part of the university curriculum, offered by an academic department, and targeted for a non-university audience, in addition to university participants.
- Extra-curricular - events or programs that enrich the university student experience such as intramurals, recreational sports, club activities, lecture series, and student government sponsored programs.
- University-sponsored conferences and institutes.
- Alumni and Foundation activities.
- Professionally associated activities - events or programs offered by professional associations that are related to the academic disciplines or career fields of university faculty or staff in which university faculty or staff are members.
- Other public service events

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

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

RETALIATION, RETRIBUTION OR REPRISALS PROHIBITED
USF 0-020

The University of South Florida, ("university"), is committed to the values of excellence, integrity and truth in attaining its academic, research and public service mission. These values are exemplified by each employee's responsible performance of duties consistent with the university's Policies, Rules and professional standards.

It is the responsibility of all university employees to report violations of law, rule, policy or other misconduct to permit the university to meet its responsibility to the public, its employees and students. Employees should promptly report their concerns to their immediate or next level supervisor, if feasible. Otherwise, other communication channels are available for reporting concerns such as: the Office of Human Resources, the Office of the General Counsel, the Office of Diversity & Equal Opportunity, the Office of University Audit & Compliance, or the university's U-411 anonymous information-line (813-974-8411).

The university encourages an atmosphere of open dialogue and expression, including the promotion of good faith filing of grievances, reporting of complaints or concerns by employees and students regarding violations of law, rule, policy or other misconduct. Employees who learn of retaliation should report it immediately.

REPORTING VIOLATIONS OF UNIVERSITY POLICY (ETHICSPOINT)

USF has selected EthicsPoint to provide employees with a simple, anonymous way to confidentially report activities that may involve certain improper conduct or violations of USF Policies. You may file a report on this site or by calling toll-free **1-866-974-8411**.

This hotline should be used for matters pertaining to financial transactions, human resources, information technology, diversity & equal opportunity, research, safety, athletics, medical treatment. It should not be used for Academic matters involving faculty and/or students. These issues should be reported directly to the Provost's Office. Non-academic student conduct matters should be reported to Student Judicial Services or call **974-9443**.

CHAPTER 5: PRIVACY AND PUBLIC ACCESS TO INFORMATION

OPEN MEETINGS

Florida Open Meetings
Sec. 296.011, F.S.

The Florida "Sunshine Law" provides that all meetings of any board or commission at any state agency at which official acts are to be taken must be open to the public at all times. Although the University of South Florida is a state agency, the impact of the Public Meetings Law on USF meetings is relatively insubstantial, with a notable exception of the requirements pertinent to search (hiring) committees.

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

SEARCH COMMITTEES

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

PRIVACY AND PUBLIC RECORDS LAW

FEDERAL LAW: STUDENT RIGHTS OF RECORDS PRIVACY
20 U.S.C. § 1232G; 34 CFR PART 99

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

Under FERPA, the following types of information, designated by law as "directory information," may be released by the University of South Florida, unless the student has indicated otherwise: Student name, local and permanent addresses, telephone listings, major field of study, participation in officially recognized activities and sports, weight and height of members of

athletic teams, dates of attendance, full/part-time status, degrees and awards received, the most recent educational agency or institution attended, and other similar information.

At the beginning of each semester, students may indicate whether the "directory" information above is to be released or not. Whether or not a student makes such an indication, faculty should never release such information to any other person without the student's knowledge and permission. Students not only have a right to expect privacy in their educational records, but also may request and have access to inspect and review their education records and to challenge the accuracy of those records.

FLORIDA LAW: ACCESS TO PUBLIC RECORDS AND EXCEPTIONS TO THE LAW
SEC. 119, F. S.

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

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

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

Pertinent exemptions to the Florida Public Records Law include:

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

Student Records - Under Sec. 228.093, F.S., confidential student records and reports are defined as "any and all official records, files, and data directly related to pupils and students which are created, maintained, and used by public educational institutions, including all material that is incorporated into each pupil's or student's cumulative record folder and intended for school use or to be available to parties outside the school or school system for legitimate educational or research purposes." (See Federal Law, above)

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

DISPOSAL OF PUBLIC RECORDS

The disposal of public records must comply with the provisions of the Florida Public Records law. Administrative offices wishing to destroy records must comply with the records retention schedule that takes into consideration the legal, fiscal, historical, and administrative value of the record. Requests must be approved before actual disposition is carried out, even if a film or electronic copy will be maintained. Complete and submit a Records Disposition Request form at Purchasing & Property Services Forms and Schedules.

CHAPTER 6: INSTRUCTIONAL POLICIES

At any university, instructional policies and procedures, issues of academic responsibility for students and faculty, and related issues are vibrant and rapidly evolving. Please consult the appropriate official websites for all definitive information, particularly the policies and procedures provided by the USF Office of the General Counsel under the heading of Academic Affairs.

ACADEMIC RESPONSIBILITY

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

Academic freedom is accompanied by the corresponding responsibilities to:

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

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

OFFICE HOURS

Each faculty member is responsible for designating hours during which he or she will be available for office conference with students. These hours will occur on regularly scheduled class days and shall be of adequate number and length to ensure students of reasonable access to the faculty member.

Office hours are to be announced during a class period during the first week of classes and shall also be posted in each syllabus and on the office door. Department chairs must be notified of these regularly scheduled office hours. If changes are necessitated because of absence or change in schedule, they shall be announced and posted in advance if possible, and communicated to the chair. Additional office hours may be arranged with students at mutually agreed upon times.

SYLLABUS

Every regularly scheduled classroom course must have a syllabus. The syllabus should be posted electronically in the Blackboard site for the class or be handed out on the first day of class, and no later than the second day of class of the semester. A copy of the current or most

recent syllabus for each class should be kept on file in the department. Additional information on syllabus requirements and updates on content suggestions are available from the Provost's website.

FACULTY-AUTHORED TEXTBOOKS

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

A copy of the Request to Use Textbook form is available from the Provost Office website.

TEXTBOOK ADOPTION AND AFFORDABILITY
USF 3.029

Textbook Adoption and Affordability regulation establishes procedures for minimizing the cost of textbooks and requires textbook adoption deadlines and submission of textbook orders no later than thirty (30) days prior to the first day of classes for each term.

Faculty may also obtain information on alternative textbooks and sources at the Textbook Affordability Project (TAP).

AUDITING A COURSE

Audit status must be obtained only during the first five days of the term by filing a Course Audit Form and a date-stamped permit from the college/department on the campus where the course is being offered, with the Registrar's Office. The student must register for the course and be assessed the same fees as for credit, except that out-of-state fees are not charged. Auditors are not allowed to take exams, nor should they expect assignments to be graded. While auditors are considered "listeners" only, it is at the faculty member's discretion whether and to what extent an auditor may participate in the class discussion and activities.

INDEPENDENT/DIRECTED RESEARCH CONTRACTS

In order to provide students the flexibility for independent study outside of the normal classroom course structure, each department offers courses of variable credit for Independent Research and Directed Reading. Students may register for these classes only with the consent of the instructor responsible for working with the student and assigning the final grade. Students registering for these courses must complete an Independent Research Contract in consultation with the faculty member. The contract must be signed by the student and faculty member and by the department chair.

Students wishing to take a course by independent study must contact the instructor of the course for permission. The regular grading system applies to all independent study students. More information about independent study is available in the Undergraduate Catalog.

TESTING AND FINAL EXAMINATIONS
USF 10-005

Examinations in academic subjects are, for most courses, an integral part of the learning process and one part of a procedure for evaluating student performance and determining grades. The University of South Florida requires certain standards for the examination process in order to protect the academic integrity of courses and the best interests of both the student and instructor. All tests and final examinations, if not returned to the student, should be kept for one year.

Further information on testing in general and university policies for final examinations is available in the Undergraduate and Graduate catalogs.

GRADUATE FACULTY

Graduate Faculty members hold certain responsibilities academically and administratively. The Graduate catalog addresses some of these responsibilities, including the _Administrative Responsibilities of the (Co-) Major Professor(s) of the Graduate Student Supervisory Committee._

GRADING AND ACADEMIC PROGRESS

The University is interested in each student making reasonable progress towards his/her educational goals and will aid each student through guidance and faculty advising. To make students aware of their academic progress, the University has enacted a system of grading and policies of Academic Probation and Academic Dismissal that indicates whether or not a student is showing sufficient progress toward meeting degree requirements. Notations of Grades, Academic Probation and Academic Dismissal are posted to the student's academic record.

When a student is academically dismissed from the University and is ineligible to re-enroll, it may be in his/her best interest to re-evaluate his/her educational goals with an academic advisor in his/her college. If the student's poor academic performance has resulted from extenuating circumstances or if after a period of time the student feels he/she has gained adequate maturity and motivation, he/she may petition the Academic Regulations Committee for permission to re-enroll. See Academic Regulations Committee for information on petitioning.

POSTING GRADES

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

GRADING SYSTEM

Effective fall semester 2000, graduate and undergraduate grades will be assigned quality points in the Grade Point Average (GPA) grading system. The +/- designation must be included in the syllabus provided at the beginning of the course. The use of the +/- grading system is at the discretion of the instructor.

A student's measure of academic achievement is recorded on the academic record based on the grading system and policies found in the Undergraduate and Graduate catalogs.

CHANGING GRADES

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

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

GRADE FORGIVENESS POLICY

USF's forgiveness policy permits an undergraduate to repeat a course and have the repeated grade computed in his/her GPA in place of the original grade.   For the grade forgiveness policy and the restrictions associated with such, visit the following link: http://www.ugs.usf.edu/catalogs/1112/pdf/GradeForgiveness.pdf

ACADEMIC/GRADE APPEALS

Students may appeal actions regarding their academic status and grades. In actions based on grades received or departmental requirements or actions, the student should first try to resolve the issue with the instructor or the department chair, depending on the issue. If the problem cannot be solved informally, then the student may formally appeal the action, beginning with the department chair. See appeal procedures outlined in the Undergraduate and Graduate catalogs.

ACADEMIC REGULATIONS COMMITTEE

Certain academic regulations for the University are managed by the Academic Regulations Committee (ARC) within each college. Each college's Academic Regulations Committee regularly reviews petitions submitted by undergraduate students.

Undergraduate students must petition and secure approval from their college's Academic Regulations Committee to return to the University after having been academically dismissed or to receive special consideration regarding an academic regulation, including late or retroactive drop of a course, late registration or late add of a course, deletion of a course, and withdrawal from a term. For more information about the ARC, see http://www.ugs.usf.edu/arc/ .

ACCOMMODATING STUDENTS WITH DISABILITIES

Students with Disabilities Services exists to ensure that students with disabilities have the academic support necessary to achieve academic success at the University of South Florida. Course related assistance and academic accommodations are provided to eligible students with documented disabilities. Services may include advocacy, reader services, interpreters, alternate exam administration, note takers, and adaptive equipment such as FM systems and large print

computer access. Students are encouraged to contact our office as early as possible prior to enrollment to make arrangements for appropriate services. Documentation of a disability and significant current functional impairment resulting from that disability is necessary in order for accommodations to be provided.

All of USF campuses provide these services. See these links for additional contact information:

USF Tampa: Students with Disabilities Services

Sarasota Campus: Disability Services

USF St. Petersburg: Students with Disabilities Services

GENERAL CLASS ATTENDANCE POLICY

Students are expected to attend classes. An academic program or individual instructor may require a specified level of attendance as a condition for successfully completing a course. Likewise, instructors may assign a portion of final course grades based on attendance and participation. Faculty must inform students of attendance requirements on syllabi.

Instructors should accommodate excused absences by making arrangements with students ahead of time (when possible) or by providing a reasonable amount of time to make up missed work. Arranging to make up missed work is the responsibility of the student.

There are two categories of excused absences for which accommodations will be made: scheduled and unscheduled.

See general attendance policy information outlined in the Undergraduate catalog.

Any student who believes that he or she has been treated unfairly with regard to the above may seek review of a complaint through established Student Academic Grievance Procedures (found in the Graduate and Undergraduate Catalogs) and those provided by the University's Office of Diversity and Equal Opportunity.

COURSE ATTENDANCE AT FIRST CLASS MEETING

Students are required to attend the first class meeting of undergraduate courses for which they registered. Names of students who register prior to the first day of the term are shown on the first class roll in Blackboard for each course section. To avoid fee liability and academic penalty, the student is responsible for insuring that he/she has dropped or been dropped from all undesired courses by the end of the 5th day of class.

USF's distance learning students must log-in to their course(s) during the first five (5) weekdays from the calendar start date of their online course(s).

Please see general attendance policy information outlined in the Undergraduate catalog for further information on Course Attendance at First Class Meeting.

PROCEDURES FOR EXCUSED ABSENCES AND MAKE-UP WORK

Students must notify their instructors of scheduled absences at the beginning of each academic term. In the event of an emergency unscheduled absence, students must contact their instructors as soon as possible and provide documentation, if required.

If excused for an absence, the student is responsible for completing all academic work, examinations, assignments, and labs within a period of time and in a manner deemed appropriate by the instructor. The manner for accommodating excused absences appropriately is in the hands of the instructor, but a student who is absent for an excused reason should not be at a disadvantage when compared to other students. The approved reasons for excused absences apply even if a student in a course has the option of dropping an assignment grade (e.g., dropping the lowest quiz score). Excused absences for other reasons may be allowed or declined entirely at the discretion of the instructor.

Even if individual absences are excused, excessive absences may threaten a student's satisfactory completion of a course. Absences may count from the first class meeting, including for students who hope to add the class after the first day.

DOCUMENTED JURY DUTY

The University respects the need for all citizens to serve on a jury when called to duty. If a student serves as a juror, class absences will be considered excused when the student provides advance notice to the instructor, the instructor acknowledges the request, and the student provides written verification of jury selection and proof of service.

DOCUMENTED MEDICAL ATTENTION FOR ILLNESS

Students are excused for absences from documented illnesses that require medical attention. While students should not attend class with infectious conditions, even if medical attention is not sought, the decision to excuse absences from undocumented illnesses is at the discretion of the individual instructor. Consideration should also be given to students whose dependent children experience serious illness. Extended illnesses may interfere with the satisfactory completion of courses, and in such cases a student should contact his or her college by the deadline to drop a course. After the drop deadline, students may submit an Academic Regulations Committee (ARC) petition with proper documentation to drop a course or withdraw for medical reasons. Students may find additional information through their college ARC representative.

Early Notification of Instructor Requirement for UNIVERSITY SPONSORED ACTIVITIES

The University recognizes the importance of participation in University-sponsored activities such as music performances, athletic competition, and debate. It also recognizes that such participation may result in conflicts with scheduled class times. It is the responsibility of participating students to provide a full list of anticipated conflicting days to instructors by the end of the first week of the term, and directors and advisors of University activity programs have an obligation to assist students with this task. Students are responsible for identifying potential absences specific to a particular class; a general schedule for a team or ensemble does not satisfy this requirement. Students should provide instructors with addenda and changes to scheduled conflicts (e.g., end-of-season tournaments, newly scheduled events, or rescheduled events) as soon as they are available. Directors and advisors of University activity programs

should consult with participating students prior to registration to help them choose courses that do not have excessive anticipated conflicts.

OBSERVANCE OF RELIGIOUS HOLY DAYS BY STUDENTS
USF 10-045

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

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

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

ACADEMIC INTEGRITY OF STUDENTS
USF3.027

Students attending USF are awarded degrees in recognition of successful completion of coursework in their chosen fields of study. Each individual is expected to earn his/her degree on the basis of personal effort. Consequently, any form of cheating on examinations or plagiarism on assigned papers constitutes unacceptable deceit and dishonesty. USF maintains a contract with a plagiarism detection service, and faculty members are encouraged to use this service. Academic dishonesty cannot be tolerated in the University community and will be punishable, according to the seriousness of the offense, in conformity with regulation USF3.027.

PENALTIES FOR ACADEMIC DISHONESTY

Penalties for academic dishonesty will depend on the seriousness of the offense and may include giving the student an "F" or "Zero" on the subject paper, lab report, etc.; or an "F" or "FF" grade in the course. If the offense is serious enough, it may warrant the student's suspension or expulsion from the University. The University drop and forgiveness policies may not be used for a course in which the student has been accused of academic dishonesty. The internal transcript of a student who is awarded an "F" for academic dishonesty will read "FF." Note: A grade of "F" for academic dishonesty, resulting in a grade of "FF" in the student's internal record, requires notification of the intent to award the grade to the student, notification of the student's right for due process through the Student Academic Grievance Procedures, designation of the FF grade on an Instructor's Grade Change Form (available through the department or college office), and subsequent approval by the Graduate Dean or Undergraduate Dean as appropriate. Notice that a student has been dismissed for reasons of academic dishonesty is reflected on the student's transcript as "Dismissed for Academic Dishonesty." See regulation USF3.027.

DISRUPTION OF ACADEMIC PROCESS
USF3.025

Disruption of academic process is defined as the act or words of a student in a classroom or teaching environment which in the reasonable estimation of a faculty member: (a) directs attention from the academic matters at hand, such as noisy distractions; persistent, disrespectful, or abusive interruptions of lecture, exam or academic discussions, or (b) presents a danger to the health, safety, or well-being of self or other persons..

References to classroom or academic area include all academic settings (live or online, and including field experiences). References to Instructor include the course instructor, USF faculty, administrators, and staff.

Misconduct occurring in other campus areas on University premises or which adversely affects the University community and/or the pursuit of its mission is already prohibited by the Student Code of Conduct and will be handled by those procedures.

FACULTY EVALUATION

The university's accrediting agency, the Southern Association of Colleges and Schools (SACS), requires that the institution regularly evaluate the effectiveness of each faculty member in accord with published criteria, regardless of contractual or tenured status. The university currently continues to administer the State University System Student Assessment of Instruction (SUSSAI), developed by the former Board of Regents in 1995. Student evaluations of teaching are also addressed in the Collective Bargaining Agreement.

The purpose of the SUSSAI is to provide for student assessment of instruction using eight characteristics which will be common throughout the SUS, and to make the summary results for each assessed class section available to students and the general public. The results are also to be used by the university as part of individual faculty evaluation. Each university may gather additional information from students regarding their assessment of instruction for purposes of faculty evaluation. Any additional information collected is to be considered limited access records in accordance with Section 240.253 (1), F.S.

INSTRUCTIONAL RESOURCES AND SERVICES

The University has several support centers to assist faculty in their teaching functions.

University Library System provides a broad array of instructional services to faculty and students. Workshops and instructional sessions cover such topics as the use of the on-line catalog, searching the Internet, using data sources, and conducting basic and advanced searches. In additional to scheduled sessions, library system staff will design workshops for faculty's specific teaching needs. Tampa, St. Petersburg, and Sarasota libraries have Media Centers where faculty can borrow media equipment and students and faculty members can produce a variety of instructional materials for classroom use.

The Academy for Teaching and Learning Excellence (ATLE) is located in the Office of Student Success in the Office of the Provost. ATLE serves all faculty, graduate teaching assistants, and academic administrators in Tampa Academic Affairs to strengthen the quality of teaching and learning at USF and to promote the Student Success movement at USF. Services include Faculty Learning Communities, consultations with individual instructors and graduate

teaching assistants, orientations for new faculty and teaching assistants, administration of the Provost's Award for TAs, and support for initiatives of the Office of Student Success. ATLE works closely with University College and its eTeaching and Technology Group (eTG), which offers services to enhance teaching and learning in online and blended courses at USF.

USF University College supports the University's strategic efforts to ensure student success and program innovation by leading USF distance learning development in collaboration with other University academic colleges, expanding market-based programs, advancing professional and workforce development and encouraging lifelong learning. USF's University College is comprised of the areas outlined below.

eLearning Innovations (eLI) produces world-class eLearning content and enables USF faculty to create and teach compelling online courses. eLI also generates revenue through entrepreneurial partnerships that produce award-winning digital content. eLI is comprised of two unique units, the Media Innovation Team (MIT) and the eTeaching and Technology Group (eTG), both of which collaborate to form a synergistic team dedicated to building an inspired USF eLearning and eTeaching culture. The Media Innovation Team (MIT) embraces a highly collaborative production-driven approach that leads to the development of a least fifty new online courses annually. The Team also produces a variety of award-winning entrepreneurial projects for USF and commercial clients, and recently garnered ten Telly Awards. The eTeaching and Technology Group (eTG) enables faculty to develop and enhance their own high-quality online courses and anticipates launching thirty-six new faculty-developed online courses this year. In addition to its professional development mission, the eTG is also dedicated to cultivating entrepreneurial partnerships and will soon launch a leading-edge international eTeaching partnership with Epigeum, Ltd (UK)

University College Metro Initiatives (MI) supports the University's priority areas of student success; community engagement; and integrated interdisciplinary inquiry. MI offers the following programs and services to increase access to educational opportunities that meet the needs of distance learners, working adults, and other non-traditional students: *Graduate Certificates* – Offer specific knowledge in a content area to enhance academic and professional experience while earning a graduate level credential; *Bachelor of General Studies* – Presents a degree completion option that provides non-traditional students more options for meeting their educational and professional goals; *Osher Reentry Scholarship* – Provides tuition assistance to undergraduate students who have a gap of five years or more in their education and wish to return to complete their first baccalaureate degree; *Student Services (USF4YOU)* – Offers program information, pre-admissions and referral services; *Distance Learning Initiatives* – Provides expertise to academic areas seeking to give students learning options beyond the traditional classroom environment.

Corporate College/Continuing Education, a unit within University College, provides personal and professional development opportunities for individuals and promotes workforce development through customized training programs for businesses and organizations. Divisions and examples of their programs include:

- **The Osher Lifelong Learning Institute at USF (OLLI at USF),** formally Senior Programs provides continuing education opportunities in the Tampa Bay area for older adults who are young at heart and want to continue to grow, develop, and learn. We offer a wide variety of liberal arts study groups and social events through Learning in Retirement. Our SeniorNet program provides quality computer instruction for seniors age 50 and up. The Tuition Waiver program allows Florida residents age 60 and over to take

college credit courses at USF on a space-available basis without payment of tuition. And we also offer educational travel opportunities through a network called TraveLearn®.

- **Professional and Workforce Development (PWD)** programs help working adults acquire new, updated or complementary skills needed to achieve or maintain proficiency in their current profession, earn noncredit educational certificates, prepare for professional certification examinations, qualify for promotion in their organization, transition to a new career, meet professional continuing education requirements, prepare for graduate entrance examinations, or return to the workforce. We also work with employers to bring many of these programs directly to their staff, either at USF or at the work site.
- **Testing Service** – administration of paper and pencil, and computer-based tests for Educational Testing Services (i.e., GRE, GMAT, TOEFL) as well as other professional certification programs.

Office of Diversity & Equal Opportunity (DEO) offers a variety of educational programs and support to help raise the level of knowledge, skills, and sensitivity of faculty, staff, and students to issues of diversity and community. The Office provides short talks and workshops for faculty, staff, and students on a broad range of topics related to diversity in the community. Staff members are also available for classroom lectures and personal consultation as well as for conflict resolution among faculty, staff, and students.

Academic Computing is responsible for coordination of the University's open use labs and assists colleges, departments and faculty with computing needs and software training. Academic Computing offers free training courses on the most popular software, assists students and faculty in establishing electronic mail accounts, provides instructions and assistance for faculty and students wanting dial-up access to the University's computing services. If an individual college has computing services, faculty should regard these groups as their primary resources for computing information. Academic Computing does not deal with student records, business, and administrative computing, all of which is which is supported by the Division of Information Technologies.

Classroom Technology Services (CTS) supports audiovisual and distance learning resources. Whether engaging students on campus or around the world, faculty members have access to 100 media rich classrooms and a variety of AV equipment to accommodate their instruction and research needs. When not supporting academic programs, CTS extends its resources and services to the broader University community, often on a fee basis.

CHAPTER 7: INFORMATION TECHNOLOGY

INFORMATION TECHNOLOGY

Information Technology (IT) at USF provides a broad array of computing and computing support services for faculty, staff, and students. IT is committed to developing and maintaining technologies and support structures that aid and enhance USF life. The principle divisions within IT provide computing resources and services to the entire USF system in direct support of research and instruction. IT is responsible for the management of administrative and academic computing, support of department and university-wide business systems including, but not limited to, Student Information Systems, Human Resource Systems, Financial and Budgeting Systems, and the MyUSF Portal. In addition, IT acts as an advocate in establishing the computing environment appropriate for USF's academic community, and operates and supports the facilities required to generate this environment.

IT provides the following services and features to the USF community:

- NetID
- Email
- MyUSF
- Blackboard
- Support Services
    - IT Help Desk
    - Computer Labs
    - apps.usf.edu
    - UStoreFiles
    - Web space & Blogs
- Voice & Data Communications
- USF Computer Store & Software Licensing
- iUSF
- IT Security
- Research Computing
- Classroom Technology
- Policy: Appropriate Use of Information Technology Resources
- USF Computer and Network Access
- IT Strategic Plan

USF NetID

The NetID is your user ID at the University. Students, faculty, and staff are automatically eligible to obtain a NetID. With its associated password, the NetID allows you a variety of online services offered at the entire University system, such as:

- Register for USF Tampa Undergraduate Orientation
- Blackboard online courseware
- Student Email accounts with Google Apps for Education
- OASIS for Students, Applicants, and Former Students (e.g. for transcript requests)

- MyUSF Experience
- FACTS.org Tools for Current USF Students
- Free software downloads
- USF Library Online Services
- Tampa Library Special Collections Aeon
- Parking and Transportation Services (Tampa)
- USF St. Petersburg Parking Services
- USF Application Portal
- UStoreFiles
- Educause Web Services
- Inter-Library Loan and Document Requests (ILLiad)
- DegreeWorks
- NSF CyberInfrastructure
- NIH MyNCBI (e.g. for PubMed)
- USF Computer Store purchasing and special discounts

You can learn more about the USF NetID, including how to activate it at
http://it.usf.edu/services/netid

MyUSF

MyUSF is the single-sign on portal that allows students, faculty, and staff to access to our learning management system; Blackboard, as well as our business systems including GEMS, FAST, OASIS all in one click! The portal also provides virtual workspace for departments and individual workgroups to share and collaborate on various projects. Students and faculty are able to access Blackboard via the portal which is a collection of online services and includes automatic electronic course space for every section of class, customized distribution of licensed software, as well as real-time information regarding available seats in our Open Use Computer Labs. Email can also be accessed from MyUSF.

E-Mail

E-mail accounts are automatically provisioned for Faculty when all HR information is completed. As part of the provisioning process, Faculty must activate their NetID (see the "NetID" section of this guide or go to http://it.usf.edu/services/netid for more information on NetID and activation).

Faculty can access their e-mail by having Outlook installed on their computer and can also access their mail through a web browser by visiting the IT home page and selecting the "Quick Link" for "Faculty/Staff E-mail Login."

For any issues with E-mail, please contact the USF IT Help Desk (see Support Services section).

Student's official USF email account is provided free of charge and can be accessed via the web at http://mail.usf.edu by clicking on the Gmail icon. Students can learn more about the features of the USF student Gmail account, by clicking on the "Welcome to Google Apps at USF" email message found in the inbox of every new student Gmail account. Faculty and student organizations may use the email lists available in Blackboard. Users can moderate any communications between members to ensure topical conversation.

Blackboard

Information Technology administers and supports an integrated academic toolkit for hosting courses. This course-delivery tool suite includes easy features for uploading of course materials and assignments, chat rooms, threaded discussions, quiz/survey design, and grading. Blackboard (http://my.usf.edu) is a consolidated collection of online services provided via the web utilizing the Blackboard platform. These services include: automatic electronic course space, USF communities and student organizations online, individual user's ability to customize and organize personal resources, powerful capabilities that allow users to store and manage content as well as to maintain different versions of documents, access to email, etc. Within Blackboard there are a number of tools that support University services, such as my USF e-Grades; USF's web-based system for assigning and submitting course grades from the Blackboard Learning System to the Banner Student Information System. Please visit http://it.usf.edu/services/bb for more information.

Computer Labs

There are a variety of computer labs available on the USF campus. Classroom computer labs are available by reservation only. If a class requires special software, be sure to discuss the needs with the Lab Manager well before the class is scheduled to start. Open Use computer labs are available to USF faculty and students with a valid NetID account. Printing in these labs is also available via the free printing program and the Bull Buck$ system.

Open Use labs are staffed by an attendant that can assist with printing and other lab specific procedures. Lab locations and hours as well as contact information for the Lab Manager can be found by calling the Help Desk (974-1222) or by visiting http://it.usf.edu/services/labs.

Open-Use Computer Labs

Open-Use Computer Labs are available on campus for student use. The location and hours of these labs are especially useful to know if you require students to submit typed copies of their written work. There are, for example, several departmental and College-sponsored computer labs. While some locations provide open access to all students, use of other labs is restricted to individuals in particular courses or majors. A listing of the locations of USF's personal computer labs can be obtained from Information Technology Help Desk in LIB117 or by calling 974-1222 OR toll free 1-866-974-1222. Open-Use Labs can be found at the Information Technology home page http://it.usf.edu/services/labs.

Printing on Campus

Through a partnership with Student Government and USF Information Technology, enhancements have been made to the printing program on campus. Students are now given an allotment of $2.50 per day to be used for printing on campus. Once that allocation is used up, students can continue to print by using their Bull Bucks account until the next day when their account is refreshed.

Students are also able to download printer installation packages to their personal laptops to print directly to the printers in the computer labs. Visit http://it.usf.edu/services/printing for more information.

The USF Application Gateway

All USF students have access to the apps.usf.edu application portal. Here, students will be able to use over 40 different software applications for their personal and academic use, just by logging in with their USF NetID. Apps.usf.edu can be accessed from any computer with a web browser at anytime, anywhere, including the computer labs on campus. For more information, visit http://apps.usf.edu/.

Support Services

The Information Technology Support Services Help Desk (974-1222 OR toll free 866-974-1222) is your first point of contact for computing issues and is available 24 hours a day, 7 days a week. Help Desk technicians provide support to students, faculty, and staff for computer accounts, NetID accounts, USF-owned computers, as well as MyUSF and Blackboard. These trained specialists are also available to assist users regarding web services, email, and computer labs, technology enhanced classrooms, virus and spyware protection at USF, campus internet connectivity, phone/voice systems, and business systems (GEMS, OASIS). Located in the USF Library Information Commons, the Help Desk hours can be found on the IT website at http://it.usf.edu/help. The Help Desk staff will make every effort to handle requests as they receive them. For more complex issues, technicians will create a work order so that appropriate service arrangements can be made. The Help Desk is available by phone, email, and live online support. Please visit http://it.usf.edu/help for more information.

Computer Store

The USF Computer Store provides personal and institutional computer sales and service for the USF community. Visit the store in person on the first floor of the Marshall Center or on the web at http://www.computerstore.usf.edu.

Webspace & Blogs

Students are encouraged to use technology resources such as personal web pages and blogs. Webspace is created for all students as part of the email activation process and have the address http://*yournetid*.myweb.usf.edu. Blogs are also available for students to use for class projects or to publish content to the web. More information can be found at http://it.usf.edu/services/blogs.

UStore Files

UStoreFiles is a central file storage location for use by all USF students. Students will no longer be forced to save their documents in multiple locations; the new S drive is available and allows users to quickly save their work in one central location. Students are given the initial disk space quota of 4 gigabytes. UStoreFiles can be accessed at many of the Tampa Campus Computer Labs, the USF Application Portal, and a student's personal computer. Please see http://www.it.usf.edu/services/ustorefiles for more information.

Research Computing Services for Instructors

Research Computing, a division of Information Technology, provides high performance computing (HPC) resources to the University community. These include large memory SMP

servers, and a cluster computer system with over 4,000 processors. HPC resources are available to all faculty and students actively involved in research with faculty. In addition, special arrangements may be made to allow use of the facilities for class instruction. Research Computing offers intensive HPC training courses, and online tutorials. This division also provides licenses for research software such as Matlab, Maple, Mathematica, and Comsol among others.

In addition to these HPC resources, Research Computing also administers Linux based servers that provide student webpages, websites for faculty and departments wanting to use a Linux based servers, blogs, mailing lists, and Linux servers that support instruction. For a complete list of resources, please visit http://rc.usf.edu.

Security

Information Technology provides the administration and facilitation of the University Computer Security program. As part of this service, IT monitors, reports, and provides resolution to computer security issues. This includes developing policies and procedures to protect University and individual resources on the USF community network. Virus protection software and best practices can be found at the USF security website at http://it.usf.edu/standards/security.

iUSF

Download iUSF to your mobile device to access campus maps, bus schedules, faculty and staff directory information, and more.

Voice & Data Communications

Information Technology (974-1222), provides one-stop shopping for your communication needs.

Voice Communications: Services include telephone service for your on-campus location, long distance access, voice mail, and the training necessary to effectively utilize these services. Your department's Telephone Counselor works with the IT Communication Services staff to order, install, move or disconnect existing phones, and maintain your service. Your Counselor has been trained to help you determine your requirements.

University faculty, staff, and students may contact the Information Technology Help Desk, at 974-1222, to report telephone trouble, ask questions concerning telephone features and voice mail, and to schedule faculty/staff training for telephone features. You can also access our IT telecom website at http://it.usf.edu/itc for additional information.

Long Distance: There is no charge for domestic long distance calling for business purposes for faculty and staff. Domestic long distance calling area is defined as the continental United States, including Hawaii, Alaska, and Puerto Rico. For international calling, a seven digit authorization code is required and will incur billing toll charges. Please visit http://it.usf.edu/itc for more information.

Conference Calls: An audio teleconference bridge is available to individuals needing to reserve conference call services (local or long distance). To schedule a conference call, you will need to contact Information Technology Communication Services at 974-4800. For additional conferencing options, please visit our IT Telecom website at http://it.usf.edu/itc.

Data Communications: Information Technology maintains the University high-speed network with Internet, Internet2, National Lambda Rail, and Florida Lambda Rail connections. Faculty should contact their college/campus computing administrator to obtain connections to the campus network. Desktop connections of 10/100 mbps are readily available. Higher speed connections for special applications can also be arranged on a case by case basis.

Special Needs: In accordance with Title II of the Americans with Disabilities Act, the following special telecommunications assistance is available for sensory-impaired persons: auxiliary aids such as amplified and hearing compatible handsets, special access telephone lines to accommodate Telecommunications Teletype (TDD/TTY) devices, and repositioning telephones to provide better access to facilities by physically impaired individuals.

Classroom Technology Services

Information Technology - Educational Technologies (ET), located in SVC 061, provides a variety of services, technology and support to facilitate instruction and learning at the USF Tampa Campus. When these resources are not being used in direct support of instruction, they are available to the broader university community on a fee basis. For information about available resources, contact the ET Information Desk at 974-2380 or visit our website at: http://it.usf.edu/cts.

Media Enhanced Classrooms

Over 180 general use classrooms are permanently equipped with a range of low and high tech equipment such as data projectors, PCs w/ high speed Internet access, and document cameras. To learn more about specific equipment in any of the classroom locations visit the ET Website at http://it.usf.edu/cts or contact the ET Information Desk at 974-2380. ET offers both group and one-on-one training sessions for classroom technology. Our website also contains a tutorial, which includes classroom photos, as well as Quick Start Instructions for installed equipment. To schedule a Technology Classroom contact the USF Central Space Office at 974-8416.

Enhanced Learning Technologies

Some classrooms are equipped for recording and/or real-time distribution of course sessions. These rooms are equipped with technologies such as classroom capture, video streaming, videoconferencing, pod/vodcasting, and Telepresence. In addition to providing infrastructure and technology to facilitate distance learning courses, other types of services scheduled in these classrooms are:

- o Capturing video clips for integration into online courses or websites
- o Recording classroom simulation activities
- o Pre-recording a class that otherwise would be canceled due to a conflict with a conference or other academic activity.
- o Hosting a remote guest speaker
- o Meetings in support of instruction and research
- o Doctoral and thesis committee participation

AV Equipment Delivery and Check-Out Services

The delivery and check-out of multi-media equipment can be arranged by completing reservation forms available on the ET Website at http://it.usf.edu/cts, and by stopping by the ET Information Desk, located in SVC 061. Equipment resources include:

- Digital Items: Laptops, camcorders/tripods, data projectors, portable videoconferencing systems, documents cameras, digital audio recorders.
- Standard Equipment: DVD Players, boom boxes, podium/mics and portable P.As.
- Wireless Equipment: Assistive Listening Devices, Remote Mice.

AV Technical Support

Phone assistance and on-site support is provided for all services. If technical problems occur or questions arise regarding the operation of equipment, contact the ET **Help Line at 974-2382 or e-mail classhelp@usf.edu.**

Appropriate Use of Information Technology Resources
USF 0-502

The information technology resources of the University of South Florida are a vital component of the academic and administrative environment of the university. It is the responsibility of all university students, faculty and staff to use these resources in a responsible, ethical, and lawful manner. Any member of the university community who abuses these resources has engaged in unacceptable conduct. Activities that intentionally damage or interfere with the work of other users are especially inappropriate and may constitute felonies under Florida state law.

Students, faculty, and staff are responsible for all actions taken using any computer logon ID assigned to them. Appropriate use of a logon ID includes proper password protection for the logon ID, not allowing anyone else to use the logon ID, not using someone else's logon ID, and not abusing the privileges granted to the logon ID.

Each college, division, or unit is required to administer appropriate controls to protect the confidentiality, integrity and availability of university information.

Copyrighted software must only be used in accordance with its license or purchase agreement and must not be copied or altered except as permitted by law or by the software licensing agreement. Unauthorized copying, distribution, or use of such software is a crime and the university as well as individuals may be held legally liable for these actions.

Other examples of inappropriate actions under this policy include, but are not limited to, the following:

- Unauthorized access, alteration, or destruction of another user's data, programs, electronic mail or voice mail.
- Attempts to obtain unauthorized access to either local or remote computer systems or networks.
- Attempts to circumvent established security procedures or to obtain access privileges to which the user is not entitled.
- Attempts to modify computer systems or software in any unauthorized manner.

- Unauthorized use of computing resources for private purposes.
- Transmitting unsolicited material such as repetitive mass mailings, advertising, or chain messages.

Colleges and departmental units also issue additional "conditions of use" for facilities under their control. Such conditions must be consistent with this university policy but may provide additional details, guidelines, restrictions, and/or enforcement mechanisms appropriate to their area. Units may require signatures of individuals acknowledging an understanding of these policies and conditions before providing access.

Violations of this policy may lead to suspension of the user's computer logon ID and/or disciplinary action to be handled by Student Affairs, Deans, or Directors as appropriate. In any investigation of misuse of information technology resources the system administrator may inspect, without notice, the contents of computer files, system output, electronic mail, and other related materials. *Any student, faculty, or staff wishing to establish connection to the USF network must read and sign the Acceptable Use Policy.*

USF Computer and Network Access

The computing and network facilities in the various colleges are a vital component of the academic environment and are provided by Information Technology. Each person using these computers must be considerate of other users. The purpose of these facilities is the support of teaching and research by its authorized users.

Activities that damage or impede the work of other users are of particular concern. Such activities are discourteous and illegal. The State of Florida has laws which hold that unauthorized use (including accessing another user's account) leading to offenses against intellectual property and/or computer users, is a felony. Besides criminal penalties that can include imprisonment of up to fifteen years and fines, the college and/ or university may impose administrative penalties and sanctions against those who are found to have violated the law.

The University of South Florida wishes to provide open access computing to students and faculty with as few restrictions as possible. Courteous and thoughtful computing will minimize the need for regulations and security procedures. For more information regarding connecting to the USF Network, please see Information Technology Communications. *Any student, faculty, or staff wishing to establish connection to the USF network must read and sign the Acceptable Use Policy.*

CHAPTER 8: RESEARCH & INNOVATION

This section is designed as an introduction and summary of the USF System's research administration services, incentives, policies, and procedures. For details, please consult the official USF System Policies and Procedures provided by the <u>Office of the General Counsel</u> under the heading Research & Innovation and various other documents available from the <u>Office of Research & Innovation</u>.

OFFICE OF RESEARCH & INNOVATION

The Office of Research & Innovation (OR&I) coordinates and facilitates university research initiatives and provides administrative support and infrastructure development services for all research programs within the USF System. OR&I provides administrative direction and oversight of research policies and procedures, assurances, investment and budgetary matters, and central services for its divisions/units. The Vice President for Research & Innovation oversees <u>Sponsored Research</u>, <u>Research Integrity & Compliance,</u> <u>Comparative Medicine</u>, <u>Technology Transfer Office/Patents & Licensing</u>, and the <u>USF Research Foundation</u>, as well as a prominent interdisciplinary research center, the <u>Florida Center of Excellence in Drug Discovery and Innovation</u> (FCoE-CDDI). The Office of Research & Innovation also supports and promotes the interdisciplinary <u>Veteran's Reintegration & Resilience</u> research initiative and provides application assistance to faculty wishing to apply for <u>Faculty Honors, Prizes, and Awards</u>.

Specifically, OR&I is charged with the following USF System responsibilities:

- The promotion and support of scholarly research and creative activities.
- The negotiation and execution of contracts and grants.
- The development and administration of research and innovation policy, procedures, and processes that minimize administrative burden on faculty researchers.
- Institutional assurance and compliance administration.
- The protection, marketing, and licensing of intellectual property.
- The management of Facilities & Administrative rates, costs, and recovery.
- Research park development and management.
- The development and expansion of university-industry-government partnerships.
- Economic development initiatives, including assistance with specialized programs and infrastructure for start-up companies.
- The development and administration of research incentive programs.
- Institutional and collaborative research project development, including research institute/center proposal preparation and assistance.
- National and international research funding trend identification and development of focused initiatives. Administration of OR&I central services, divisions, and units.

USF is a Charter Member of the **National Academy of Inventors** (NAI), which serves a valuable role in the translation of science and technology for the benefit of society. The **USF Chapter of the National Academy of Inventors** was established to recognize the contributions of scientist-inventors across all disciplines in the USF community. The members of the USF Chapter have demonstrated truly innovative ideas or concepts that create new research

paradigms and develop novel applications of science or technology. Membership information is available on the USF Chapter website.

OR&I also sponsors **ResearchOne**, which is a celebration of research-related activities and events that showcase the work of researchers and innovators throughout the USF System. From its beginnings as a single week of events in the fall of 2008, ResearchOne has expanded to promote USF research-related activities year round on all USF campuses. Showcased events include a fall kick-off with a noted speaker, faculty and student poster presentations, start-up company venues, sessions on entrepreneurship and sponsored research, and faculty and student award receptions, among others. A calendar of events is maintained on the OR&I website and monetary sponsorships are available to certain events upon application.

UNITS IN THE OFFICE OF RESEARCH & INNOVATION

TRAIN®

TRAIN® is the official "front door" for all things research related within the USF System. Serving as a unique central hub for all USF research administration assistance and training, the Research Administration Improvement Network was developed to build the research support infrastructure by enhancing the professional competencies of those who contribute to the research enterprise by implementing training and education, improving business processes and electronic reporting, and enhancing communication within the research community in a variety of ways. TRAIN® services include **FacultyOne-Stop** for quick reference at each phase of the research administration life cycle and **HelpOne** for instant assistance with questions. TRAIN® also offers personalized assistance and mentoring to faculty and research administrators, training and custom workshops, and electronic resources and tools, among other things.

DIVISION OF SPONSORED RESEARCH

The Division of Sponsored Research (DSR) assists researchers with funding searches and proposal development to support and increase participation in research and creative activities. Acting on behalf of the USF System President, DSR submits the proposals to sponsors on behalf of researchers, negotiates and accepts the awards, and negotiates and prepares related subcontracts with external agencies. DSR serves as the liaison to sponsors for any issues, including grant extensions and modifications, change of Principal Investigator, change of work scope, budget transfers, property transfers, and revised budgets.

DSR works closely with faculty, one-on-one or in groups, to assist with identifying funding opportunities and developing proposals. A new subunit, Research Development Services, is committed to helping faculty as they pursue major, multi-, and interdisciplinary research initiatives, as well as collaborative national and international research partnerships. Moreover, faculty members find DSR an excellent resource for many research compliance matters, including export control processes.

The Office of Export Controls was established within Sponsored Research to help faculty, researchers, and staff navigate the complex environment of export regulations and laws. USF is committed to providing training and guidance to ensure that the USF system community complies with federal law, agency regulations, and university policy. Faculty are encouraged to contact the Office of Export Controls with questions about such topics as foreign travel, employment of foreign nationals, conducting sensitive or restricted research, collaborations with researchers outside the US, or international shipping.

Faculty are urged to consult with a Sponsored Research Administrator (SRA) in the Division of Sponsored Research for assistance with grants and contracts. To identify an assigned SRA, click on this link: Who is My Sponsored Research Administrator?

DIVISION OF RESEARCH INTEGRITY & COMPLIANCE

Faculty who conduct research at the university should consult the website of the Division of Research Integrity & Compliance (DRIC) to ensure that they are complying with all regulations and policies pertaining to their research. DRIC administers key research-related assurance and compliance programs required by federal and state agencies for the ethical conduct of research and protection of research subjects, animals, and researchers within the USF System. In addition, DRIC provides training and certification programs required for Investigators conducting research. The programs housed in DRIC monitor biosafety and radiation safety for research with hazardous materials, diving safety and boating safety in open-water research, and the protection of human subjects and animal subjects in research. DRIC manages education programs in the Responsible Conduct of Research (RCR), investigates allegations of misconduct in research, and monitors conflicts of interest (COI).

DIVISION OF COMPARATIVE MEDICINE

Comparative Medicine serves as the advocate for animals involved in research within the USF System. Comparative Medicine provides a fully accredited, centralized service of pathogen-free animal procurement, husbandry, health surveillance, and quality control and is the Tampa Bay regional resource for laboratory animal-related veterinary services.

<u>TECHNOLOGY TRANSFER OFFICE/DIVISION OF PATENTS & LICENSING</u>

The USF System encourages faculty members to consider ways in which the results of their research may best be disseminated and made available for the public good. The primary goals of the Technology Transfer Office/Patents & Licensing are to facilitate the distribution of research results through commercial development and to generate revenue that will reward inventors for their creativity and support research and other creative and educational programs in the USF System. For further information on the activities of TTO/DPL, including invention and works disclosure forms, see the DPL website ("All Forms"). For additional information, please see the sections below and, in particular, USF System Policy 0-300 Inventions & Works.

Disclosure of Inventions and Works

The DPL team approach provides faculty with dedicated individuals possessing the educational background and specialized training to assist with questions related to the protection and licensing of intellectual property. Knowledgeable and experienced staff guide faculty through the USF System's technology transfer process, collaborating with businesses and facilitating university startup companies. Under USF System Policy 0-300 Inventions & Works, the USF System owns any intellectual property made by a faculty member using USF System-supported efforts, within the faculty's scope of employment or otherwise under the auspices of the USF System. The USF System shares any net royalties received through licensing of intellectual property, including inventions and USF System-owned copyrights, in accordance with the plan set forth in the Invention & Works Policy. The USF System's share of net royalty income is used primarily to support research and education.

Research often leads to discoveries and inventions with potential commercial value, and it is important that these assets be promptly disclosed to DPL. A disclosure form should be completed and submitted directly to the Division of Patents & Licensing upon conception or discovery of an invention. The employee shall not commit any act that would tend to defeat the interest of the USF System in the matter, and the USF System shall take any necessary steps to protect such interest.

Protecting Proprietary Information and Materials: Confidentiality Agreements and Material Transfer Agreements

In order to allow for unhindered discussions regarding improvements or novel research, it is important that faculty contact DPL before any discussions or transfer of materials take place. DPL is charged with reviewing, processing, and obtaining all necessary and binding signatures for all CDA and MTA agreements. This allows the appropriate agreement to be put in place prior to any exchange of non-publicly available information.

- A Confidential Disclosure Agreement (CDA) establishes a clear understanding about the proprietary nature of the information and protects sensitive non-public information.
- A Material Transfer Agreement (MTA) establishes ownership rights and the allowed use of the proprietary materials, modifications, or derivatives that may come from the material.

USF RESEARCH FOUNDATION, INC.

The USF System supports economic development in the Tampa Bay region and the State of Florida by educating and training students for productive careers, by supporting research and technology transfer, and by providing information and scholarly resources needed by the community. The USF Research Foundation, Inc., supports this mission and enhances the research activities of USF System faculty, staff, and students. Through its cutting-edge programs, the Research Foundation brings together the strengths of the USF System and the region to provide a critical interface that stimulates high-tech and biotech industries and creates jobs. The Research Foundation, a not-for-profit, direct-support organization (DSO), owns and operates the USF Research Park of Tampa Bay. The Research Foundation also administers USF CONNECT, the Tampa Bay Technology Incubator, and the Florida High Tech Corridor Council matching-grant program on behalf of the University.

USF Research Park of Tampa Bay

The USF System takes aggressive steps to develop high-technology businesses and research partnerships that boost the economy and create high-paying jobs in the Tampa Bay area while systematically linking USF System researchers to businesses in need of research partners. The core philosophy of the USF Research Park of Tampa Bay is an innovation complex that brings together the best interdisciplinary research teams in an environment of collaboration with private sector research and entrepreneurs, and includes laboratories, offices for corporate partners, and a large, successful business incubator. The innovation complex concept allows scientists and entrepreneurs to work side-by-side, share innovations, and make advancements that succeed in both the laboratory and in the marketplace.

<u>USF CONNECT</u>

USF CONNECT is the epicenter of Tampa Bay's Innovation Ecosystem, a network of innovation-based companies, research, business development tools, and government resources. The USF System provides the foundation through which USF CONNECT is able to unite technology and talent with businesses throughout a 23 county region, providing access to top-tier research, faculty, students, inventors, local organizations, economic development councils, supporting industry and capital funding sources. USF CONNECT focuses on the needs of Tampa Bay's technology and bio/life sciences entrepreneurs throughout the business life cycle providing the facilities, partners, and resources for successful business development. USF CONNECT offers access to technologies, workforce programs, technology commercialization, critical research equipment, and incubator facilities.

<u>Tampa Bay Technology Incubator</u>

The Tampa Bay Technology Incubator is one vehicle through which USF CONNECT grows successful companies. TBTI supports technology research as a catalyst for economic development and advocates the creation and development of facilities for high-technology companies and related support functions. One way TBTI is able to assist is by providing access to critical costly research equipment. Many companies originate in the community and seek our support to evolve their concepts to commercialization.

<u>Florida High Tech Corridor Council: Matching Grants Research Program.</u>

Florida-based technology companies located within one of the 23 counties supported by the Florida High Tech Corridor Council (FHTCC) collaborating with USF System faculty are eligible to request FHTCC matching funds. For projects proposed in one of the 10 high-tech sectors targeted for growth, matching funds from $10,000 to $150,000 are available with a required private sector partner providing at least a 2:1 cost match investment (cash and in-kind). There is no deadline date for the matching grant research program, as proposals are accepted year-round and evaluated until annual funds are fully committed.

RESEARCH FINANCIAL MANAGEMENT

Research Financial Management (RFM), which reports to the USF System Controller, provides financial services in support of USF System sponsored research awards and activities. The mission of RFM is to protect the USF System's research program while maintaining a strategic balance of service and compliance. The objectives are integrated with those of the Division of Sponsored Research and the USF Research Foundation. Functions of RFM include:

- New sponsored award set-up and maintenance (initial awards, underwrites, subprojects, etc.) in FAST.
- Award modifications (continuations, extensions, supplemental funding, etc.).
- Budget transfers.
- Tuition payment requests.
- Extra compensation requests.
- Budget errors (payroll, voucher, journal, etc.).
- Cost transfers review and approval (payroll and non-payroll).
- Effort-reporting (PERT) coordination, recertification and out of cycle requests.
- Invoicing and financial reporting for all sponsored awards (cost reimbursable, fixed price, etc.).

- Subrecipient monitoring.
- Establishment and maintenance of record retention for sponsored projects.
- Sponsored project closeout and retention.
- Coordination of financial audits on sponsored projects.
- Compliance planning with sponsor regulations and federal, state and university guidelines.
- Federal Facilities & Administrative (F&A) Cost Study coordination.
- Cost sharing facilitation.
- Management of payments received on sponsored awards.
- Management of VP for Research Initiative funds (RIA, Internal Awards, etc.).
- Management of convenience funds.
- Collections of past due and payments on sponsored projects.
- Creation of Clarification or Change in Procedures (CCHIPs) as needed to assist community in procedural updates and reminders relative to the fiscal management of sponsored research awards.
- NSF Higher Education Research & Development Survey coordination.
- Auxiliary Fund rate reviews for those funds that charge sponsored awards.

THE FLORIDA CENTER OF EXCELLENCE FOR DRUG DISCOVERY & INNOVATION

The Florida Center of Excellence for Drug Discovery and Innovation (CDDI) is a comprehensive center that enhances interactions between scientists and engineers to identify molecules of human health significance and develop novel methods for use in diagnosis, prevention, and treatment of human disease. CDDI encompasses the full range from discovery to commercialization and is expected to create an infrastructure that supports collaboration across several academic units: College of Arts & Sciences, College of Engineering, and USF Health, which includes the Colleges of Medicine, Nursing, and Public Health. In addition to the internal collaboration that CDDI supports, research will move into commercial applications through close collaboration with various technology transfer resources (e.g., the Office of Research & Innovation, USF CONNECT (a small business development resource), the USF Center for Entrepreneurship, the USF Tampa Bay Technology Incubator, and the Interdisciplinary Research and Business Partnership).

USF SENATE RESEARCH COUNCIL

The USF Senate Research Council is composed of representatives from each college at USF Tampa, USF St. Petersburg, and USF Sarasota-Manatee, and includes two members at large. The Research Council is responsible for advising the President, Vice President for Research & Innovation, and other administrative officials across the USF System on matters pertaining to policies and procedures intended to promote growth, excellence, and integrity in research and creative activity throughout the university community. The Council meets twice a month and, in addition to policy review, oversees the Internal Awards Program and reviews limited submission proposals. On occasion, it conducts faculty surveys and prepares reports on topics related to research at USF.

INTERNAL AWARDS PROGRAM

The Internal Awards Program typically is administered in two cycles annually (Fall and Spring Semesters) through the Office of Research & Innovation and the Division of Sponsored Research. Among other things, these internal grant programs are designed to help prepare faculty for the rigors of the external proposal review process; hence, the deadlines and policies

are strictly enforced. Applications are reviewed for completeness and conformity with formatting requirements. Funding cycles and levels are subject to change, pending budget allocations or the results of program review/revision. For additional information, contact Brenda Simmons, TRAIN® Facilitator and Internal Awards Coordinator, (813) 974-8778, bsimmons@ usf.edu.

Applications to the various grant programs described below are assigned, based on the nature of the project, to faculty reviewers with relevant expertise who evaluate, discuss, and make recommendations to the USF Senate Research Council. The Council meets to discuss the recommendations of the reviewers in light of the program budget and spending priorities, and makes the final funding decisions. Faculty members are encouraged to serve as reviewers or panelists for this peer-review process. To volunteer, faculty should email a CV to Brenda Simmons, bsimmons@ usf.edu.

Conference Support Grants – Maximum $10,000. Purpose is to provide supplemental funding for the planning and implementation of national and international conferences that enhance the research and creative environment within the university. The conferences should foster excellence in research and prestige and recognition to the USF System and the State of Florida.

Creative Scholarship Grants – Maximum $10,000 for a 12-month grant period. Purpose is to provide support for research projects, scholarship, juried creative endeavors, exhibition, or performance that will lead to tangible products to enhance the profile and prestige of the USF System and result in securing external funding.

Faculty International Travel Grants – Maximum $2,500 per trip. Purpose is to provide financial support for scholarly and creative presentations at major professional meetings or conferences outside the USA. The primary goal of the program is to enhance the international visibility and prestige of the USF System. Consequently, the highest priority will be given to faculty who are personally invited to give keynote speeches, plenary presentations, or other major addresses, presentations, or performances. In addition, the prestige and scope of the presentation and conference will be considered. Papers delivered by early career faculty (of less than three years within the USF System) may also be funded.

New Researcher Grants – Maximum $20,000 for a 12-month grant period. Purpose is to provide support to junior faculty, with an appointment less than three years, who do not have established funding sources (external, college, or departmental). The program goal is to enable new faculty to launch productive research, scholarship, or creative expression/performance activities that will ultimately result in grant funding from external agencies or foundations. This grant will fund pilot, draft, or preliminary studies/projects. It is expected that these results will provide the basis for external grant proposals, as well as the publication or exhibition of the results.

Purpose is to help in the development of competitive proposals in order to increase the probability of securing external funding with a submission or resubmission. This grant can assist with funding to conduct pilot and preliminary studies or acquisition of equipment in direct support of the proposal. The program is a valuable resource to aid a PI who has received positive reviews of the grant application and is very close to the pay line; however, not yet in the "fundable" range.

Research Faculty Pathway Grants – Maximum $50,000 per year for two years. Purpose is to develop a core of highly productive, non-tenure earning, research faculty who will increase the number of well-funded and successful research programs within the USF System. The grant is

submitted by and awarded to the USF Sponsoring Department (SD) that will mentor the new research faculty. The proposal must specify the SD's source of augmenting funds (requirement) and include a solid development plan, with detail, as to how the SD will mentor the research faculty to ensure career success at USF. The award can only be applied toward salary and benefits support for the research faculty. It is the responsibility of the department, center, or college to identify the candidate, and recruitment must be conducted in accordance with USF System regulations.

In addition, the following opportunities are administered by the Office of Research & Innovation:

- Start-up funds for faculty recruitment (funded jointly with the Provost's Office and respective College).
- Research Incentive Program (distribution of a portion of F&A funds to College Deans).
- Faculty Support (travel, bridge, and emergency funds).
- Contract and grant equipment matching.
- Non-contract and grant equipment matching.
- ResearchOne sponsorship funding.

USF POLICIES PERTAINING TO RESEARCH

RESEARCH & RESEARCH GRANTS
USF 0-304

All requests to outside agencies for funding of specific projects must be routed through the Division of Sponsored Research. All requests from outside agencies to perform funded projects that involve participation by students, staff, faculty, or the use of campus facilities are to be referred to the Division of Sponsored Research. All projects, regardless of the source of funding, that involve human or animal subjects must be reviewed and approved by the appropriate institutional review board prior to the beginning date of the project.

AUTHORITY TO SIGN CONTRACTS AND OTHER DOCUMENTS (*USF 0-100*)

This policy provides clear guidelines regarding the authority to sign contracts, agreements, letters of understanding, and other documents regarding legal assurances, commitments, and obligations on behalf of the USF System and its constituent units (colleges, departments, programs, etc.). Pertinent to research and innovation, the President has delegated to the Vice President for Research & Innovation and designee(s), the authority to sign research contracts, solicitations and acceptances of research grants and donations, representations and certifications incidental to research contracts and grants, and agreements related to the exploitation of intellectual property. (See also Delegations of Presidential Authority Subject Index.)

ELIGIBILITY TO SERVE AS A PRINCIPAL INVESTIGATOR

Essential to a university's success as a research institution is the collective, creative ability of its Principal Investigators to define new problems and avenues of research, with the goal of creating and sharing new knowledge. The ability of Principal Investigators to secure external funding to support their research is essential to achieve this success. Within the USF System, the management of research projects is a collective responsibility. The Principal Investigator is responsible for the appropriate scientific conduct and overall management of a sponsored

project. The University is responsible for providing an environment that fosters creativity and innovation within an infrastructure for the administrative and financial oversight required to manage externally funded programs. Submission of a grant or contract to an agency or organization by the USF System is a commitment for the term of a funded award for the space and facilities with which to complete the research. For this reason, a principal investigator must be an individual whom the University is willing to commit these resources as a member of the USF Community. To assist in the identification of the specific ranks and appointments that are entitled to this privilege, guidelines to determine who can serve as a Principal Investigator within the USF System have been established. Please click here to access those guidelines on the Office of Research & Innovation website.

MISCONDUCT IN RESEARCH
USF 0-301

The USF System expects that all research conducted by its faculty, students, or other associates will comply with generally accepted ethical and legal standards for research. Research misconduct is defined as the fabrication or falsification of data, plagiarism, or other practices that seriously deviate from commonly accepted practices in proposing, carrying out, or reporting research. Research misconduct does not include honest error or honest differences in interpretations or judgments of data. Any person who has reason to believe that an individual has engaged in an act of research misconduct within the USF System should report that act to the Research Integrity Officer (RIO). A full description of the research misconduct process is outlined in USF System Policy 0-301 Misconduct of Research.

INDIVIDUAL CONFLICTS OF INTEREST IN USF SYSTEM RESEARCH PROJECTS
USF 0-309

Any USF System employee who is responsible for the design, conduct, or reporting of a sponsored research project that is conducted under the auspices of the USF System must disclose financial or other interests that are or may be perceived to be related to the project. If the USF System determines that such interests may affect the design, conduct, or reporting of the project, steps will be taken to manage or eliminate the conflict. Such disclosure of financial interests must be made in the Applications for Research Compliance (ARC) system. Certain funding agencies including the Public Health Service, the American Heart Association, American Cancer Society, Arthritis Foundation, Susan G. Komen Foundation, and the Alliance for Lupus Research require disclosure of financial conflicts of interest prior to submission of research proposals. Conflicts of interest that arise during the conduct of a funded project must be reported through ARC for review by the USF Conflict of Interest Committee. If the Conflict of Interest Committee determined that a conflict exists, a management plan will be prepared and forwarded to the Investigator. The Committee may rule that the project may not proceed or may impose certain conditions or restrictions. Faculty conducting research on human subjects should also consult the Human Research Protection Program (HRPP) Policies and Procedures related to conflicts of interest. Faculty who are not conducting research on human subjects should consult the USF System Policy 0-309 Individual Conflicts of Interest in USF System Research Projects.

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

MATTERS OF NEPOTISM IN RESEARCH
USF 10.107 **AND** *USF 0-309*

Nepotism occurs when an employee has influence or decision-making authority over the employment of a relative. This includes relatives who are hired on sponsored research grants. In that case, USF Regulation USF10.107 (11) and USF System Policy 0-309 apply. Faculty who would like to hire relatives to work on a sponsored project must first receive written permission to do so from the Department Chair, Dean, and Provost or the Senior Vice President for USF Health, as appropriate, and must disclose this information in ARC. Relatives are defined in the Regulation as husband; wife; parent; step-parent; child; step-child; brother; sister; half-brother; half-sister; spouse of child, brother, sister or parent, child, brother or sister of spouse; grandparent; grandchild; aunt, uncle, first cousin, niece or nephew. "Relative" or "related" person also includes a person who is engaged to be married to an employee or who otherwise holds himself or herself out as or is generally known as the person whom the employee intends to marry or with whom the employee intends to form a household, or any other person having the same legal residence as the USF System employee.

USE OF HUMAN SUBJECTS IN RESEARCH
USF 0-305

The USF System requires from faculty, staff, and students the responsible conduct of research and the ethical treatment of human subjects in research. The USF System has a systematic and comprehensive Human Research Protection Program (HRPP) that is designed to protect the rights, safety, and welfare of human subjects who participate in the research programs of the USF System and its affiliated institutions. The program is based on the ethical principles outlined in the Nuremberg Code, the Declaration of Helsinki, and the Belmont Report.

No human subject research may be initiated and no ongoing human subject research may continue in the absence of approval by the USF System Institutional Review Board. For a complete description of guidelines for research involving human subjects, please contact the Division of Research Integrity and Compliance.

USE OF ANIMAL SUBJECTS IN RESEARCH
USF 0-308

The USF System affirms that respect for all forms of life is an inherent characteristic of scientists who conduct research involving animals; that the respectful treatment, care, and use of animals involved in research is an ethical and scientific necessity; and that the use of animals in research and teaching contributes to the advancement of knowledge and understanding. Accordingly, the USF System has established and provides resources for an Animal Care and Use Program that is managed in accordance with the Animal Welfare Act, Title 9, Code of Federal Regulations, Subchapter A, "Animal Welfare," Parts 1-3, and the Public Health Service Policy on Humane Care and Use of Laboratory Animals. All research and teaching activities involving vertebrate animals must be conducted in accordance with the USF System Institutional Animal Care and Use Committee (IACUC) Principles and Procedures for Animal Care and Use.

BIOSAFETY PROGRAM POLICY
USF 0-311

The USF System is committed to incorporating health and safety practices in research and/or teaching activities using biohazards at a USF System facility and/or by USF System or USF System affiliated faculty, staff, and students. The USF System has established a systematic and comprehensive Biosafety Program designed to reduce the risk of potential exposure to infectious agents, biological toxins, select agents and toxins, and recombinant deoxyribonucleic acid (rDNA) in research and teaching environments. The Biosafety Program is managed in accordance with the following documents: National Institutes of Health (NIH), Guidelines For Research Involving rDNA Molecules; the Centers for Disease Control and Prevention (CDC), Biosafety in Microbiological and Biomedical Laboratories, 5th Edition, and the following federal regulations governing select biological agents and toxins, high consequence livestock pathogens, and restricted plant pathogens as identified in 42 C.F.R. 73, *CDC Final Rule: Possession, Use, and Transfer of Select Agents and Toxins*; 9 C.F.R. 121, *USDA Animal and Plant Health Inspection Service(APHIS): Possession, Use, and Transfer of Biological Agents and Toxins; and* 7 C.F.R. 331, *USDA APHIS*: *Possession, Use, and Transfer of Biological Agents and Toxins*.

SCIENTIFIC DIVING POLICY
USF 0-312

The USF System is committed to incorporating health and safety practices in research and teaching activities using scientific diving at any USF System facility or property or by USF System or USF System-affiliated faculty, staff, or students. Scientific diving is defined as diving performed solely as a necessary part of a scientific, research, or educational activity by individuals whose sole purpose for diving is to perform scientific research tasks. The USF System has established a systematic and comprehensive scientific diving program designed to ensure safe, effective diving practices; to educate researchers in new technological advances; and to provide support for the underwater researcher. The Scientific Diving Program is managed in accordance with the following guidelines: the USF System Standards for Scientific Diving; the American Academy of Underwater Sciences Standards for Scientific Diving; and federal regulations governing Scientific Diving as specified in 29 CFR 1910, Subpart T, Appendix B.

IONIZING RADIATION AND LASER SAFETY PROGRAMS
USF 0-315

The USF System is committed to incorporating health and safety practices in research and teaching activities using radioactive materials or lasers at any USF System facility or property or by USF System or affiliated faculty, staff, or students. The Ionizing Radiation Safety Program and the Laser Safety Program were designed to ensure safe, effective practices; to educate researchers in new technological advances; to identify hazards; to provide support for individuals using lasers or radioactive materials and equipment; and to comply with all applicable federal and state regulations.

RADIOACTIVE WASTE DISPOSAL FEES
USF 0-307

This policy provides policies and procedures governing fee assessments pertinent to the disposal of radioactive waste. A fee is charged to active users of radioisotopes for disposal costs of radioactive waste. The fee covers costs associated with the disposal of radioactive waste generated in research laboratories and educational and teaching environments in the USF System. These costs include disposal of radioactive material at a licensed facility within the United States as well as the costs associated with interim storage, collecting, packaging, and shipping of the radioactive materials.

TUITION PAYMENT GUIDELINES FOR SPONSORED RESEARCH PROJECTS

Researchers are required to include funding for graduate student tuition payments in grant proposal and award budgets whenever permitted by the sponsoring agency. For details, please refer to the Guidelines by clicking on the title, above.

FACULTY EXTRA COMPENSATION ON CONTRACTS AND GRANTS

Please see "Faculty Extra Compensation Guidelines for Research," "Faculty Extra Compensation," and "Faculty Extra State Compensation Procedures" at the Research & Innovation Policies, Procedures, and Guidelines website. The approval of extra compensation on contract and grant accounts will be provided only under the conditions of the policy, which is based on federal and state regulations and applies to all contract and grant accounts regardless of funding source. ***In all cases, the Principal Investigator and all Co-principal Investigators are ineligible to receive extra compensation on contracts and grants.*** Faculty who otherwise meet the criteria of this policy may be eligible for overload but are not eligible for extra compensation. Extra compensation may be paid only where there is clearly no relation to the normal workload of that individual and where it can be shown that he/she is the best individual available to perform the work and services. By nature, work and services performed for extra compensation must be short-term in duration (less than six months). Faculty members making long-term commitments to sponsored projects should seek release time from their Department Chairperson and Dean and should be directly appointed to the contract or grant. The amount of extra compensation must not be excessive. Faculty members who have pledged to a sponsoring agency that a certain percentage of their effort would be devoted to a specific contract or grant must assure that secondary employment does not reduce that required effort. The sponsoring agency must allow the payment of additional compensation. All additional compensation requests on contract and grant accounts must have the prior approval of the Vice President for Research & Innovation via the attachment to the "Proposal Review and Certification" form. All extra compensation paid to any USF System employee during the academic fiscal year comes under a 20% limit rule.

SPONSORED RESEARCH COST SHARING
USF 0-313

The USF System encourages, supports, and values the efforts of faculty and research personnel to seek and obtain funding from external sponsors in support of their research, scholarship, and creative endeavors (collectively referred to as "research" or "project"). Cost sharing represents the portion of the total cost of a sponsored project that is covered by the USF System (or a third party) rather than the external sponsor. While it is recognized that, on occasion, USF System resources may be needed to leverage external support, cost sharing on

sponsored projects should be limited to those circumstances where it is required by the sponsor. In exceptional cases where cost sharing is not required, but is considered a review criterion or is strongly encouraged by the sponsor, the amount offered should be kept to a minimum. The USF System seeks to minimize cost sharing of direct expenditures to support a given project, because it redirects department or college resources from teaching, academic expenses, or other institutional activities. In addition, excessive or unnecessary cost sharing can negatively affect the USF System's Facilities and Administrative (F&A) Cost Rate (also known as "indirect cost rate" or "overhead"). All cost sharing, except for unrecovered indirect charges or voluntary uncommitted cost sharing (see Section II.F.), must be tracked in the USF System's financial system. Documentation for third-party contributions, in-kind expenses, and unrecovered indirect costs must be maintained in official central office project files.

ADMINISTRATION OF SPONSORED RESEARCH SUBAGREEMENTS
USF 0-302

This USF System policy provides direction for ensuring the appropriate administration of sponsored research subagreements (formerly known as subcontracts and/or subgrants). Grants and contracts received by Principal Investigators and awarded to the USF System to conduct sponsored research may include components of work to be performed by collaborating investigators at separate institutions. When this occurs, a third-party sponsored research subagreement is required and shall include (1) an executed subagreement between the concerned parties and (2) a purchase order issued by the USF System to the subrecipient. Subagreements are used to convey grant (financial assistance) and contract (procurements) funding received by the USF System from federal, state, industry, and private sources. The policy ensures consistency between policy and practice; articulates areas of responsibility for the Division of Sponsored Research (DSR), Research Financial Management, Principal Investigators, and Departments and identifies monitoring and audit requirements for subrecipients.

INVENTIONS AND WORKS
USF 0-300

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

If a work is made in the course of independent efforts without use of USF System resources, facilities, or property, the work is the property of the employee. However, if the work was made with the use of USF System resources, facilities, or property, the work is the property of the USF System and the employee shall share in any proceeds from that work. Exceptions include books, articles and similar works intended for the dissemination of research and scholarship, or works developed without the use of appreciable USF System support and used solely for the purpose of assisting or enhancing the employee's instructional assignment.

If a work falls under that designated as property of the USF System, the employee must disclose the work and the circumstances of its creation to the Division of Patents & Licensing. Within a reasonable time, not to exceed 60 days following the date of receipt of a complete disclosure, the Division of Patents & Licensing shall give written notice to the inventor or author as to whether the USF System wishes to assert its interest in the invention or work.

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

An employee shall fully disclose to the Division of Patents & Licensing all inventions developed or discovered while an employee of the USF System. A determination will be made whether the USF System wishes to assert any interest in the invention and negotiations will be carried out regarding distribution of any proceeds from the invention.

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

COPYRIGHT POLICY (*USF 0-105*)

Copyright is a form of protection provided by the laws of the United States (Title 17, U.S.C.) to the authors of "original works of authorship," including literary, dramatic, musical, artistic, and certain other intellectual works. This protection is available for both published and unpublished works. Section 106 of the 1976 Copyright Act generally gives the owner of copyright the exclusive right to do and to authorize others to do the following:

- *To reproduce* the work in copies or phonorecords.
- To prepare *derivative works* based upon the work.
- T*o distribute copies or phonorecords* of the work to the public by sale or other transfer of ownership, or by rental, lease, or lending.
- *To perform the work publicly*, in the case of literary, musical, dramatic, and choreographic works, pantomimes, and motion pictures and other audiovisual works.
- *To display the copyrighted work publicly*, in the case of literary, musical, dramatic, and choreographic works, pantomimes, and pictorial, graphic, or sculptural works, including the individual images of a motion picture or other audiovisual work.
- In the case of sound recordings, to perform the work publicly by means of a digital audio transmission.

FINANCIAL CLOSEOUT OF FIXED-PRICE SPONSORED AWARD AGREEMENTS
USF 0-314

This USF System policy outlines the administrative requirements for closing out fixed-price sponsored agreements, including the treatment of residual funds and deficits or cost overruns. Under a fixed-price sponsored award agreement, sponsoring agencies pay a fixed dollar amount for certain agreed-upon deliverables, services, or milestones. If the cost of the project is underestimated, the USF System must pay additional costs for completing the work. If the cost of completing the work is overestimated, residual funds may remain after the project is completed. Both of these scenarios are considered unacceptable business practices and may represent a financial risk to the institution. Thus, fixed-price sponsored award proposals and agreements must be carefully prepared and monitored in order to ensure compliance with accepted business practices and to minimize financial risk to the USF System.

Because of their differential missions, separate USF campuses, including USF Health, may have their own faculty handbooks that contain information specific to those campuses.

NOTICE: The language used in the University of South Florida Faculty Handbook does not constitute legal terms and conditions of employment, and if any policy or practice described herein is inconsistent with federal law, state law, or existing Collective Bargaining Agreement, such policy or practice is superseded by the applicable law or agreement.

CHAPTER 9: FACULTY EMPLOYMENT AND RELATED ISSUES

As is the case for other sections of the Faculty Handbook, this chapter is designed only as an overview of various aspects concerning faculty employment at USF, and the descriptions that follow are not intended to constitute contractual terms and conditions of employment. For specific details and for changes that may have occurred, please consult the current USF Collective Bargaining Agreement (CBA) (in-unit faculty) and/or USF Policies and Regulations (out-of-unit faculty).

ACADEMIC FREEDOM AND RESPONSIBILITY

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

EXPECTATIONS OF USF FACULTY MEMBERS

The roles and responsibilities of academic faculty are complex and often involve regulations with which faculty are not intuitively familiar. Although by no means exhaustive, the list below represents some expectations that faculty members are advised to be aware of. Several of these are issues touched on in various portions of this Handbook, but you are encouraged to consult with your department for specific information if you are unfamiliar with these areas of responsibility.

- Submit travel authorization and reimbursement forms in a timely fashion, especially that involving international travel. Notify USF World of any job-related foreign travel in which you are engaged.
- Complete and submit Faculty Activity Reports (FAR) in a timely fashion.
- Complete and submit materials for annual review by requested deadlines.
- Report outside activities and submit request for approval forms well in advance of the activity.
- Submit all student grades by established deadlines.
- Order textbooks by requested dates for each semester.
- Report sick/annual leave appropriately and in a timely fashion.
- Be familiar with and adhere to federal copyright statutes.
- Do not present yourself as a representative of the University of South Florida in matters not related to performance of your job duties.
- Refrain from extending invitations to scholars (and others) from overseas; all official invitations must come from USF World.
- When representing yourself as an employee of the University of South Florida, coordinate communications with an elected local, state, or federal official with the USF Office of Government Relations (see USF0-011).

FACULTY HONORS AND AWARDS

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

Alumni Professor Award

Honorary Degrees

Theodore and Venette Askouness-Ashford Distinguished Scholar Award

Jerome Krivanek Distinguished Teacher Award

Town and Gown Community Service Award

The following honorific and titled professorships are administered by the Office of the Provost or the Vice President for Health as appropriate:

Endowed Chairs for Eminent Scholars

Endowed Professorships

Distinguished University Professor

Outstanding Undergraduate Teaching Awards

Outstanding Undergraduate Advising Awards

Emeritus Professor Award

COLLECTIVE BARGAINING

The United Faculty of Florida (UFF) is the exclusive representative of all employees in the bargaining unit for purposes of collective bargaining. Appendix A of the Collective Bargaining Agreement (CBA) lists all position titles that are considered "in-unit", although there may be some exclusions for those with administrative responsibilities. (For a detailed discussion, see the Human Resources website Understanding Labor Relations at USF. Membership in the United Faculty of Florida is voluntary, and discrimination based on membership or non-membership is not permitted.

The Collective Bargaining Agreement (CBA) is a legal contract, and only state and federal laws and regulations supersede the provisions of the Agreement. Because the CBA covers all employees in the bargaining unit, whether a dues-paying member or not, faculty should be familiar with the agreement.

The Agreement addresses such principles as academic freedom, nondiscrimination, assignment of responsibilities, evaluations, promotion and tenure, salaries, fringe benefits, sabbaticals and leaves, termination, and other employee rights, such as the formal grievance procedures available to an in-unit employee when the employee and the University are unable to reach a resolution on a problem.

The sections that follow are derived in large part from the Collective Bargaining Agreement and are therefore most pertinent to in-unit faculty members, although there is considerable overlap in the policies, procedures, and benefits that apply to out-of-unit faculty members. Consult the most current version of the Collective Bargaining Agreement and/or University Policies and Regulations for the specific language pertaining to any of the topics discussed. The articles shown in headings refer to the specific sections of the Collective Bargaining Agreement that deals with the topic being discussed.

APPOINTMENTS (Article 8)

All regular 9-month faculty are appointed on a standard appointment contract signed by the Provost, Dean, and the faculty member and remain in effect unless the essence of the appointment changes. All academic year appointments begin on the same date.

In USF Health, appointments are typically for 12 months and the standard appointment contract is signed by the Vice-president for Health, Dean, and the faculty member. All academic year appointments begin on the same date.

CHANGE OF APPOINTMENT

Faculty serving on a 12-month appointment may request to be moved to an academic year appointment or an annual leave accruing appointment of less than 12 months. Similarly, a faculty member serving on an academic year appointment may request a calendar year appointment or an annual leave accruing appointment of less than 12 months, but more than 9 months. Granting of such requests is at the discretion of the Provost or Vice-President for Health as appropriate. The formula for salary conversion as the consequence of these changes in appointments is in the CBA.

SUMMER APPOINTMENTS

Summer appointments are not guaranteed and are determined equitably based upon available resources and the teaching needs of the department. The salary for teaching a course during a summer semester shall be that specified in the Collective Bargaining Agreement for in-unit faculty members.

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

EXTRA UNIVERSITY COMPENSATION APPOINTMENTS

Extra University compensation is defined as University compensation for any duties in excess of a full appointment (1.0 FTE). Available extra University compensation appointments within the University shall be offered equitably and as appropriate to qualified employees in sufficient time to allow voluntary acceptance or rejection. Extra compensation must be paid in accordance with applicable laws, rules and procedures and/or as outlined in the CBA.

TENURE (Article 15)

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

CRITERIA

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

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

The University has established minimum criteria for tenure and promotion as follows. Tenure and promotion in the professorial ranks will be granted only to persons of significant achievement, especially in teaching, research/creative activity and service. As a minimum standard for tenure and/or promotion, there must be evidence of strong performance in both teaching and scholarship and outstanding achievement in at least one of these areas. Academic units in which public/professional service receives significant prominence may so recognize service contributions within unit guidelines. The academic units of the University may further refine these criteria according to the standards of the respective discipline.

ELIGIBILITY

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

A faculty member who wishes to be a candidate for tenure before the sixth year of tenure-earning service must request permission to do so. Early review must be approved by the department chair and dean.

Part-time tenure-earning service of a faculty member employed at least one full semester in any 12-month period shall be accumulated on a pro-rata basis (e.g., two years of half time service is considered one year of service for purposes of tenure eligibility). The semesters during which a faculty member is on paid or unpaid leave are not credited toward tenure unless by mutual agreement between the faculty member and the dean.

Under exceptional circumstances, faculty may be recommended for tenure at the time of their initial appointment, independent of their previous tenure-earning or tenured status. Such recommendations require the concurrence of the department, the chair, the dean, the Provost, the President and the Board of Trustees.

PROGRESS TOWARD TENURE REVIEW/STATEMENT

It is the responsibility of the department peer committee and department chair or other appropriate administrator to include a progress toward tenure review/statement as part of the annual evaluation for all faculty in the probationary period for tenure.

MID-TENURE REVIEW

For those faculty appointed with the full probationary term a more extensive pre-tenure review will be conducted during the third or fourth year. If an individual is credited with tenure-earning service at the time of initial appointment, the review will be conducted at the approximate mid-point of the probationary period. The mid-point review will be conducted by the department's tenure and promotion committee, the department chairperson or other appropriate administrator, the college or college/campus tenure and promotion committee, and the college/campus dean. Upon the request of the faculty member the review of progress toward tenure will include the Provost.

The mid-point review is intended to be informative, and to be encouraging to faculty who are making solid progress toward tenure, instructional to faculty who may need to improve in selected areas of performance, and cautionary to faculty where progress is significantly lacking.

TRANSFER OF TENURE-EARNING CREDIT

Faculty with tenure-earning credit at another institution may apply to have their tenure earning credit transferred at the time of the initial appointment to their college. Credit for tenure-earning time at another institution must be recommended by the department chair, dean, and Provost.

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

PROCESS

Each eligible faculty member will receive from their College a copy of the tenure and promotion packet, which includes instructions, details about required documentation and peer reviews, and all forms to be filled out, deadlines, etc. Tenure and promotion nominations generally are considered simultaneously and must be submitted using the appropriate University format for review at the departmental, college and/or area level, and to the Provost. The decision to grant tenure is not final until approved by the Board of Trustees. The decision to deny tenure is made only after review and determination by the Provost.

To review the current tenure/promotion application form used in Tampa Academic Affairs, see: http://www.acad.usf.edu/Faculty/Development/tenure-promotion.htm.

TENURE DENIALS

Tenure-earning faculty who are not granted tenure by the end of their sixth year of continuous tenure-earning service shall be given a notice of non-reappointment of contract, ending their employment one year from the date of notice. If tenure is not granted, the faculty member shall be notified in writing by the Provost of the final action taken. If a faculty member who has been

denied tenure believes his or her rights pursuant to the Collective Bargaining Agreement have been violated or that the University has failed to comply with the University's criteria for tenure, permanent status or promotion or procedures, grievance may be filed using the appropriate collective bargaining or university regulation procedures.

PROMOTION (Article 14)

Application for promotion from assistant professor to associate professor normally occurs simultaneous with candidacy for tenure.

CRITERIA

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

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

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

- Acknowledged record of success in teaching, or other comparable activity appropriate for the unit, such as a record of participation on thesis and/or dissertation committees, and successful direction of the work of master's and doctoral candidates, where applicable.
- Established record of productive research/creative work of at least national visibility, supported by a record of substantial publications or their equivalent. Original or creative work may be considered an equivalent. The record should predict continuing productivity in research/creative work throughout the individual's career.
- Substantive contributions in the area of service. Unmistakable evidence of significant achievement among peers in one's discipline at the national or international level. True distinction is expected in at least one of the areas of teaching (or comparable activity appropriate the unit); research/creative work; or service. Any recommendation for promotion to the rank of Professor must contain evidence that such distinction has been identified.

PROGRESS TOWARD PROMOTION

After completing one year of employment, faculty eligible for consideration for promotion shall receive, if annually requested, an appraisal regarding their progress toward promotion. The

appraisal shall be included as a separate component of the annual evaluation and is intended to provide assistance and counseling to candidates to help them to qualify themselves for promotion. The employee may request, in writing, a meeting with an administrator at the next higher level to discuss concerns regarding the promotion appraisal which were not resolved in previous discussions with the evaluator. The appraisals are not binding upon the University.

NOTIFICATION

Promotion is granted by the Provost and is effective with appointment in the next academic year. Faculty who are denied promotion shall be notified in writing by the Provost of the final action taken, a statement of the reasons for the denial, and a statement regarding the appeal process. Such notice shall be made in writing within ten days or as soon as possible thereafter, of the decision to deny.

DENIAL OF PROMOTION

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

FACULTY ASSIGNMENTS (Article 9)

TWELVE-HOUR LAW

Full-time faculty must have a minimum assignment of 12 contact hours of instruction in front of a class or the equivalent in other assigned duties and responsibilities. The "or the equivalent in other assigned duties" may include effort assigned to other responsibilities such as research, advisement, service, governance, etc. Thus, not all faculty members must teach 12 classroom contact hours.

WRITTEN ANNUAL ASSIGNMENTS

According to the Collective Bargaining Agreement, each faculty member must be informed in writing of what is generally expected of him/her, in terms of the teaching, research, service, or other assigned duties for the year. When practical, the annual assignment should be communicated to employees no later than six weeks in advance of its starting date. The faculty member must be given the opportunity, upon written request, to discuss the assignment and any changes in the assignment with the individual responsible for making the annual assignment of duties prior to the final written assignment. If the initial conference does not resolve the faculty member's concerns, an opportunity shall be made to discuss those concerns with an administrator at the next higher level.

CONSIDERATIONS IN ASSIGNMENT

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

ASSIGNMENT OF FACULTY DUTIES

At this point in time the Assignment of Faculty Duties (AFD) is actually a portion of the Assigned Faculty Duties and Faculty Activity Report (AFD-FAR) form, and it is initially completed before the term and specifies the activities assigned to faculty members that term. Recall that activities

consist of courses taught, research and service performed, and also include advisement, administration, and other activities related to instruction, research or service. The Assignment of Faculty Duties (AFD) portion of the form, in addition to compliance with the CBA, also lays the basis for the faculty member's evaluation and this procedure is outlined in Florida Statutes 241.731.

The Faculty Activity Report is completed after the term and provides information regarding what was actually completed in support of the Assignment of Faculty Duties.

ANNUAL PERFORMANCE EVALUATION (Article 10.3.A)

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

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

Faculty must be given a copy of the written annual evaluation no later than 30 days after the end of the term in which the evaluation was completed, and the faculty member shall be offered the opportunity to discuss it with the evaluator. Evaluation materials are confidential.

SOURCES OF FACULTY EVALUATION INFORMATION

While it is the responsibility of the employee to provide, in a timely manner, the information for evaluation, the person(s) responsible for evaluating the employee may consider, where appropriate, information from the following sources: scholarly activities provided by the employee, immediate supervisor, peers, students, employee/self, other university officials who have responsibility for supervision of the employee, and individuals to whom the employee may be responsible in the course of a service assignment, including public school officials when an employee has a service assignment to the public schools, instructional materials and syllabi, awards for teaching excellence, direct classroom observation with proper notification as outlined in the CBA, and any other information that may be relevant or particular to the employee.

PROGRESS TOWARD TENURE AND PROMOTION

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

SUSTAINED PERFORMANCE REVIEWS (Article 10.3.B)

Tenured faculty members shall receive a sustained performance review once every seven years following the award of tenure or their most recent promotion. The purpose of the review is to document sustained performance during the previous six years and to encourage continued professional growth and development.

Annual evaluations, including any documents included in the evaluation file, shall be the sole basis for the sustained performance review.

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

FACULTY SABBATICALS (Article 22.3)

The University will make available to each eligible faculty member whose application has been reviewed by the University, a sabbatical for two (2) semesters at half-pay. For each thirty (30) eligible faculty members, the University will make available at least one sabbatical at full-pay for one semester. Sabbaticals are granted to increase an employee's value to the University through enhanced opportunities for professional renewal, planned travel, study, formal education, research, writing, or other experience of professional value, not as a reward for service.

The faculty member must return to the University for at least one (1) academic year following participation in the sabbatical program. Agreements to the contrary must be reduced to writing prior to participation. Salary received during the program may be required to be returned to the University in those instances where neither of the above is satisfied.

The faculty member must, within thirty (30) days upon returning from the sabbatical, provide a concise written report of accomplishments during the sabbatical to the President or representative. This report shall include information regarding the activities undertaken during the sabbatical, the results accomplished during the sabbatical as they affect the faculty member and the university, and research or other scholarly work produced or expected to be produced as a result of the sabbatical.

ELIGIBILITY AND SELECTION

Faculty shall be eligible for the sabbaticals as follows: An employee may apply for a sabbatical in the sixth year of full time service or the year following tenure, whichever is later. An employee who is compensated through a contract or grant may receive a sabbatical only if the contract or grant allows a sabbatical and the employee meets all other eligibility requirements.

APPLICATION AND SELECTION

Each year the Provost's Office sends a memorandum to all eligible faculty members, with a link to the sabbatical application form, calling for sabbatical applications to be submitted. On the sabbatical application, the faculty member may indicate that the application is for a one-semester at full pay or two-semester at half pay or both. Only one type can be awarded to the individual applying.

The Sabbatical Committee, composed of tenured faculty, and elected from employees eligible for sabbatical leave, will recommend for approval all completed applications for half-pay sabbaticals. Applications for one semester at full-pay are evaluated and graded on the quality of the research proposal. Other considerations include the benefits of the proposed program to the employee, the University and the profession; an equitable distribution of sabbaticals among colleges, divisions, schools, departments, and disciplines within the University; the length of time since the employee was relieved of teaching duties for the purpose of research and other scholarly activities; and length of service since previous sabbatical or initial appointment. No more than one (1) employee in a department/unit need be awarded a sabbatical at the same time.

COMPENSATION AND BENEFITS DURING SABBATICAL

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

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

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

OUTSIDE ACTIVITIES/CONFLICT OF INTEREST [also see Chapter 4] (Article 19)

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

When outside activity is compensated within the University, such activity is governed by the Dual Employment Policy of that agency and appropriate forms must be completed and approved.

Before engaging in any compensated professional activity or any outside activity, the faculty member must provide written disclosure for any of the activities described in this section on the Outside Activities Report form, which should be submitted to the chair or immediate supervisor. If the outside activity is related to a sponsored research project an approved Outside Activity Report form must be submitted to the Senior Grant Specialist in Sponsored Research.

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

A determination of whether an outside activity is a conflict of interest is determined by Florida law (See Conflict of Interest, Chapter 4). A conflict of interest means any situation in which regard for a private interest tends to lead to disregard of a public duty or interest. The responsibility for complying with these provisions of Florida law is placed upon the faculty or staff member.

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

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

ENGLISH PROFICIENCY (Article 10.5)

Every faculty member is expected to be proficient in oral English language skills. Faculty found to be potentially deficient in English oral language skills shall be tested. Faculty may demonstrate proficiency by achieving a score of 50 or above on the Test of Spoken English (TSE). Faculty who score a 45 on the TSE may continue to teach for one semester while enrolled in appropriate English Language instruction. Faculty who score below 45 on the TSE shall be assigned appropriate non-classroom duties for up to two consecutive semesters while participating in appropriate oral English language instruction. The University shall provide instruction at no cost and shall pay the expenses for up to two administrations of the TSE.

NON-REAPPOINTMENT/LAYOFF/RESIGNATION

NON-REAPPOINTMENT (ARTICLE 12)

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

on the date indicated. No further notice of cessation of employment is required.", shall be included in their contracts.

- Faculty who are on "soft money", (e.g., contracts and grants, sponsored research funds and grants and donations trust funds), except those described above, are entitled to ninety (90) days notice if employed for five (5) or more years of continuous service but no notice is required if employment is in the first five (5) years. The CBA details the limited provisions under which an employee may file a grievance for non-reappointment.

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

LAYOFF (ARTICLE 13)

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

Employees should be informed of layoff as soon as practicable and, where circumstances permit, employees with three or more years of continuous University service should be provided at least one (1) year's notice; those with less service with at least six (6) months notice. Formal written notice of layoff is to be sent by certified mail, return receipt requested, or delivered in person to the employee with written documentation of receipt obtained. The notice shall include effective date of layoff; reason for layoff; reason for shortened period of notification, if applicable; a statement of recall rights; a statement of appeal/grievance rights and applicable deadlines for filing; and a statement that the employee is eligible for consideration for retraining under the provision of Article 22.4, for a period of two years following layoff.

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

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

RESIGNATION (ARTICLE 12.5)

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

FACULTY BENEFITS

The University of South Florida offers an array of benefits to its employees. For faculty, some of these are reflected in the Collective Bargaining Agreement while others are made available as a matter of university policy. Where possible, links are included that direct readers to a website that should be referred to for the most complete and updated information.

HOLIDAYS

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

A faculty member who wishes to observe a religious holy day must notify the department chairman or academic dean as soon as possible in order that arrangements may be made for the meeting of classes and the performance of other scheduled activities. For 12-month faculty who accumulate annual leave, leave must be taken in such cases or the absence may be approved as leave without pay.

EMPLOYEE ASSISTANCE PROGRAMS (ARTICLE 24.8)

The University recognizes that alleviating personal, family, or work-place problems of its employees may result in improved functioning for both the individuals and the organization. An Employee Assistance Program (EAP) assists University employees and their families with these difficulties. Information about the USF EAP can be found at: http://usfweb2.usf.edu/human-resources/eap/index.asp

EMPLOYEE EDUCATION PROGRAM (EEP) (ARTICLE 24.7)

Full-time faculty with at least six months of continuous University employment, including faculty on sabbaticals or on professional development leave may enroll for up to six credit hours of instruction per fall, spring, and summer semester without payment of the registration fee on a space available basis.

HEALTH AND LIFE INSURANCE

Faculty may enroll in a variety of health insurance programs with a broad selection of health coverage options. All insurance plans provide for the employee only or the family (employee and eligible dependents). A Spouse Program is also available when an employee and spouse both work for state agencies and select the same health care plan. Since benefits vary from one plan to another, it is important to carefully review the plan brochures.

USF offers eligible employees a program to assist in defraying the cost of purchasing individual health insurance for domestic partners. USF employees that are employed in a benefits eligible position, either fullhttp://usfweb2.usf.edu/human-resources/benefits/domestic-partner.asp-time or part-time, along with other requirements are eligible to participate in the health insurance stipend program. Once approved, the USF employee will receive a monthly stipend direct

deposited into their banking account. See the Human Resources website linked here for more information regarding eligibility and application procedures.

Employees should contact the Employee Benefits office regarding health, life, supplemental, dental, cancer, disability and personal accident insurance coverage.

LEAVES (ARTICLE 17)

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

SICK LEAVE (ARTICLE 17.8)

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

Sick leave shall be accrued before being taken, provided that an employee who participates in a sick leave pool shall not be prohibited from using sick leave otherwise available to the employee through the sick leave pool.

Sick leave shall be authorized for the following:

- The employee's personal illness or exposure to a contagious disease, which would endanger others.
- The employee's personal appointments with a health care provider.
- The illness or injury of a member of the employee's immediate family, at the discretion of the supervisor. Approval of requests for use of reasonable amounts of sick leave for caring for a member of the employee's immediate family shall not be unreasonably withheld. "Immediate family" means the spouse and the grandparents, parents, brothers, sisters, children, and grandchildren of both the employee and the spouse, or dependents leaving in the household.

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

Upon re-employment within 100 days, the full balance of accrued sick leave shall accompany the employee unless the employee has received a lump sum payment for accrued sick leave.

PAYMENT FOR UNUSED SICK LEAVE (ARTICLE 17.8.A.5)

Sick leave may be accumulated. A faculty member who has completed ten or more years of University service, may be paid a lump sum amount for a limited number of the unused sick leave hours.

JOB-RELATED DISABILITY LEAVE (ARTICLE 17.8.B)

If a faculty member sustains a job-related disability compensable under the Worker's Compensation Law, he or she shall continue to receive full pay for a period not to exceed seven

days immediately following the injury, or a maximum of 40 hours if taken intermittently. The employee will not be required to use accrued sick or annual leave during this period.

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

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

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

COMPULSORY DISABILITY LEAVE (ARTICLE 17.8.C)

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

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

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

ADMINISTRATIVE LEAVES (ARTICLE 17.10)

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

Jury Duty

Subpoenaed as a witness (not involving personal litigation)

Military Leave

Leave Pending Investigation

Florida Disaster Volunteer Leave

Civil Disorder or Disaster Leave

Athletic Competition Leave

Service-connected (V.A.) disability (re-examination or treatment)

Emergency University Closing

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

Leave without pay for up to one year may be granted by the Provost upon written request. Neither sick or annual leave may be accumulated during an uncompensated leave. Time spent on uncompensated leave shall not be creditable for the purpose of determining eligibility for tenure or permanent status, except by mutual agreement of the faculty member and the University.

Accrued leave may be used during a period of leave without pay for parental, foster care, medical or military reasons.

A faculty member, upon written request, shall be granted a parental leave of absence without pay not to exceed 6 months when the individual becomes a biological parent or a child is placed in the individual's home pending adoption. The period of parental leave shall begin no more than two weeks before the expected date of the child's arrival. At the end of the approved parental leave of absence without pay, and at the faculty member's request, part-time leave without pay may be granted for a period not to exceed one year. (Also, see **Paid Parental Leave** below.)

Intermittent use of leave is authorized to enable employees on parental leave to continue to receive the employer contribution to the State insurance program.

FAMILY AND MEDICAL LEAVE (ARTICLE 17.6)

Pursuant to the Federal Family and Medical Leave Act (FMLA) (Public Law 103-3), faculty are entitled, upon request, to be granted 12 work-weeks for FMLA leave within a 12-month period. For a full explanation of FMLA benefits and eligibility requirements, please see the Human Resources website on the topic.

PAID PARENTAL LEAVE (ARTICLE 17.7)

The university provides female and male faculty employees with the benefit of one semester leave on full pay in conjunction with the birth or adoption of a child. The leave is counted against the faculty member's sick leave, but is not deducted from the total until such time that the faculty member terminates employment with USF. For a full description of the program, as well as guidelines for eligibility and application, visit the Human Resources website.

ANNUAL LEAVE (ARTICLE 17.9)

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

excess converted to post October 1, 1973 sick leave on an hour for hour basis on January 1 of each year.

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

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

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

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

RETIREMENT BENEFITS (ARTICLE 24)

Faculty members have a choice of participating in the Florida Retirement System (FRS) Pension Plan, FRS Investment Plan or the Optional Retirement Program (ORP). For the most current details about retirement benefits and retirement planning, please see the Human Resources website information regarding this topic.

Florida Retirement System (FRS) - Pension Plan

The FRS Pension Plan is available to all salaried A&P, Faculty (employees appointed on or after July 1, 1989 to a faculty position at the college of Medicine are mandatory ORP and do not have the option to participate in the FRS Pension Plan), and USPS employees at the University of South Florida. The plan is not available to OPS (Other Personnel Services) employees. Enrollment will be automatic in the FRS pension plan unless another plan is selected within the required enrollment period. Refer to each plans' eligibility requirements for enrollment periods.

The FRS Pension Plan is a defined benefit plan sponsored by the State of Florida. Upon completion of 6 years of creditable service, you are vested in the plan and are eligible to receive a lifetime monthly retirement benefit from the plan when you retire. The amount you receive is based on your age, years of creditable service, the value of each year of service, and your highest 5 years average final compensation. The plan includes options for retirement income, survivor benefits, health insurance subsidy, disability benefits, and cost of living increases. The University of South Florida pays the full cost of the plan.

Florida Retirement System (FRS) – Investment Plan

The PEORP (also known as the FRS Investment Plan) is available to all salaried A&P, Faculty (employees appointed on or after July 1, 1989 to a faculty position at the college of Medicine are mandatory ORP and do not have the option to participate in the FRS Investment Plan), and USPS employees at the University of South Florida. Coverage is not available to OPS (Other

Personnel Services) employees. **Enrollment in this plan must occur by the end of the 5th month from the date of hire or the employee will automatically be enrolled in the FRS Pension Plan.**

The PEORP is a defined contribution plan sponsored by the State of Florida. Upon completion of one year of creditable service, you are vested in the plan. The amount of your benefit at retirement is determined by the contributions made by the employer and the performance of your investment choices.

The plan is funded by employer contributions that are based on your salary and FRS membership class (Regular Class, Special Risk Class, etc.). Contributions are directed into an individual account, and the employee decides how to allocate the contributions among various investment funds. A health insurance subsidy is available under this plan. This plan does not accept employee contributions.

The plan record keeper is CitiStreet. They will send an information packet to the eligible employee's home address approximately three months after the date of hire. For additional information or professional financial guidance regarding this plan, contact the USF Benefits Office.

Optional Retirement Program (ORP) (Article 24.5)

The Optional Retirement Program (ORP) is available to A&P and Faculty (employees appointed on or after July 1, 1989 to a faculty position at the college of Medicine are mandatory ORP and do not have the option to participate in the FRS Pension or FRS Investment Plan) employees at the University of South Florida. USPS, OPS, and re-employed retirees are not eligible to participate in ORP. **Enrollment in this plan must occur within 90 days from the date of hire or the employee will automatically be enrolled in the FRS Pension Plan.**

The ORP is a defined contribution plan sponsored by the State of Florida. Participants are immediately vested in the plan. The amount of your benefit at retirement is determined by the contributions made by the employer, contributions by the employee (voluntary) and the performance of your investment choices.

The plan is funded by employer contributions that are based on your salary. Contributions are directed into an individual account, and the employee decides how to allocate the contributions among various investment funds. Tax-sheltered employee contributions to the ORP are also allowed. These contributions are voluntary. A list of approved ORP companies can be found at: http://dms.myflorida.com/human_resource_support/retirement/optional_plans/state_university_system_optional_retirement_program.

Phased Retirement

Recent changes in State Law are not captured in the text of the current CBA. For details of the current program, see: ***http://usfweb2.usf.edu/human-resources/benefits/phased-retirement.asp***

POST-RETIREMENT EMPLOYMENT
USF0-614

There are statutory and local restrictions on the re-employment of employees who have retired from Florida agencies or institutions as participants in one of the existing retirement options. See USF System Policy #0-614 for details.

CHAPTER 10: UNIVERSITY SERVICES AND PROGRAMS

CENTER FOR VICTIM ADVOCACY & VIOLENCE PREVENTION

Mentioned at other sections of this Handbook, the Center for Victim Advocacy & Violence Prevention is available to assist all USF students, employees, and visitors who are victims of actual or threatened violence and abuse. This includes but is not limited to battery, assault, domestic/relationship violence, sexual harassment, stalking, sexual battery (date rape, acquaintance rape, stranger rape), attempted sexual battery, childhood victimization, sexual violence, robbery, and prior assault. The Victims' Advocacy Program provides 24-hour crisis intervention, support and referrals. Police involvement is not necessary to receive services from an advocate.

The mission of the Center is to empower survivors of crime, violence or abuse and prevent victimization by promoting the restoration of decision making and control to survivors, by advocating for their rights and honoring their experiences, and through education and collaboration, fostering a safe university community that respects the rights and dignity of all. Referrals are made to the USF Counseling Center for students and the Employee Assistance Program for employees as well as individual therapists and support groups within the surrounding area.

The Advocate can be a liaison at the request of the victim with an employer, parent, landlord, creditor, professor, or any other campus or community related entity to assist with the financial, emotional, physical and academic hardships that often follow victimization. USF's Center for Victim Advocacy & Violence Prevention assures confidentiality to persons who utilize program services. Clients' names, faces, identifying information and personal information will be kept confidential, unless an advocate receives written permission to release the information to a third party or unless one of the following exceptions is met: knowledge of suicidal or homicidal thoughts, knowledge that child/elder abuse has occurred, information court ordered by a judge, evidence of sexual harassment.

Staff members of the Center for Victim Advocacy & Violence Prevention are available to speak to campus and community groups about the Advocacy Program and other related topics.

ATHLETICS PROGRAM

The University of South Florida hosts an NCAA Division 1 athletics program, and is affiliated with the Big East Athletic Conference. USF fields a total of 15 men's and women's teams. Home football games are played in Raymond James Stadium, where a special section is reserved for USF faculty and staff and special ticket-season prices made available. All other athletic events are held in facilities concentrated in an athletic district on the northeast quadrant of the campus.

BOOKSTORES

The **USF Bookstore** on the Tampa campus is adjacent to the Marshall Center. It is managed by Barnes and Noble and recognizes B&N Readers Advantage discount cards on purchases. The retail area is divided into three levels: The textbook center is on the lower level with a buyback area. The main (or first) level has convenience items, general books, clothing, gift and children's items. The upper (or second) level has the Literary Café, a reading area, and a bank of computers. The general book department features a special section for published USF faculty and is happy to special order titles upon request. The USF Bookstore hosts two faculty/staff

appreciation sale days, one in the spring and one in the fall, for the benefit of the university community.

The USF Bookstore's Textbook Center orders more than 4,000 titles each term for faculty and departments. Textbook orders are generally submitted by the department; however, special orders for individual faculty can be made on special request. In addition to traditional textbooks, the Bookstore can produce Course Packs for faculty. Custom made course materials can include professor's notes, textbook chapters, short stories, journal articles and magazine articles. The Bookstore can also reprint out-of-print and out-of-stock books, and has printed draft versions of not-yet-published books. The Bookstore takes care of the process from permissions to production and all custom published course materials are shelved with other textbooks for the course.

The **Health Sciences Bookstore** in the Health Sciences Center complex stocks all required textbooks and a full-line of medical and technical reference books. The bookstore also carries medical instruments, gifts, and cards.

Each of the regional campuses has a bookstore, the links for which are:

USF Bookstore - St. Petersburg

USF Bookstore - Sarasota-Manatee

BULL RUNNER – SHUTTLE SERVICES

Parking Services operates the campus Bull Runner (Shuttle Service) which is available to all USF faculty, staff, students, and visitors daily from 7:30 a.m.-12:00 a.m. Monday through Thursday and 7:30 a.m.-5:30 p.m. on Friday. The Division also operates the Mall Express shuttle, which runs Monday through Friday 11 a.m.-2 p.m. from the Phyllis P. Marshall Center to the University Square Mall. Please visit their website to get complete route maps of the Bull Runner.

CAMPUS RECREATION

Campus Recreation is one of the programs and services coordinated under the Division of Student Affairs. The Director of Campus Recreation is responsible for the administration of intramural sports, fitness programs, outdoor recreation, special events, and the Campus Recreation facilities. A wide variety of services and activities are provided. Memberships are available for faculty members and their families at rates very competitive with those of community recreational facilities.

COMMUNICATIONS AND MARKETING

USF Communications and Marketing provides services to the university community in shaping the institution's brand identity, and is the media's primary source of news and timely information about USF. The Vice President for Communications and Marketing serves as the official spokesperson for the university. Please see the websites for both of this office's functions to review the full range of services and activities that are provided.

COMPUTER STORE

The USF Computer Store is located in the Marshall Center, and sells an array of equipment, supplies, and software from various vendors to the USF community at very competitive prices. USF employees are eligible for a payroll deduction option to make their purchases. Visit the USF Computer Store website for more information.

CONTEMPORARY ART MUSEUM

The USF Contemporary Art Museum brings to the university and the Tampa Bay community vital, investigative, and scholarly contemporary exhibitions, while simultaneously contributing to the dialogue within the international arts community by organizing exhibitions, producing relevant catalogues, scheduling critically significant traveling exhibitions, and underwriting experimental projects by artists emerging on the national and the international fronts.

Parallel to this purpose is an ongoing commitment to provide the educational underpinnings necessary for the assimilation of issues at the core of contemporary art for an audience that includes community and corporate members, students, faculty, staff, administrators, scholars, critics, historians and artists.

The Museum's educational philosophy, consistent with the approach to exhibitions, is to contribute to the ongoing research of leading artists, critics, and historians by organizing symposia, conferences, and lectures to discuss and analyze current issues in art and society. The museum is a laboratory for scholars, museum professionals, students, interns, and artists. The USF Contemporary Art Museum collects and maintains a collection of contemporary art and makes it available as a visual library for enrichment to a broad and varied constituency through loans and direct access. The USF CAM administers the Public Art Program which develops major, permanent, site specific projects designed by the leading contributors to the field of public art on the University of South Florida campuses and oversees their care and preservation.

EMPLOYEE PERKS PROGRAM

The University of South Florida has arranged for faculty members to receive discounts on goods and services from a variety of vendors across the Tampa Bay metropolitan region. Human Resources has created a website (linked above) that describes the program and provides several lists of participating businesses.

HR/TALENT MANAGEMENT (HRTM)

HR/Talent Management's mission is to maximize university resources by developing people and processes to achieve effectiveness, efficiency, and productivity. To achieve this mission, HRTM's services are customized to address specific organization development and process improvement needs of staff and teams. Skill-building programs are provided throughout the year and customized training is available to meet short- and long-term goals. Other services available to staff and teams are retreats, assessment and customized organization development initiatives. HRTM also offers access to its library, which includes over 500 books, videos, and cassettes on topics such as leadership, communication, change management, and customer service. For more information, visit the HRTM website.

INTERNATIONAL SERVICES (FORMERLY ISSS) International Services (IS) at USF is the main administrative and immigration advising office for more than 1,400 international students and 200 research scholars from over 130 countries.

IS Services:

- Advise international students, scholars and staff regarding immigration compliance, visa status maintenance and acculturation issues.
- Offer workshops on employment, career planning, cultural adjustment and other topics.
- Develop, plan, conduct and implement orientation programs for new students and scholars.
- Collaborate with other USF departments to increase the level of understanding regarding immigration issues and the role of International services.
- Promote cross cultural understanding by working with USF departments and other on campus organizations to plan events and inform students and scholars about upcoming activities, via listserv, email and the USF World website.

International Services is located in Room 101 in the Patel Center for Global Solutions on the main campus of USF in Tampa.

DIVERSITY AND EQUAL OPPORTUNITY OFFICE

The role of USF's DEO office is to facilitate or otherwise ensure compliance of the university with federal and state regulations regarding Equal Education Opportunity, Educational Equity, Equal Employment Opportunity, Employment Accountability, Affirmative Action, and public requests for Accommodation for Individuals with Disabilities. The Diversity and Equal Opportunity Office (DEO) provides effective leadership to ensure that diversity and equal opportunity are a thriving part of the fabric of the University of South Florida.

OFFICE OF THE GENERAL COUNSEL

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

PARKING SERVICES

The Parking Services Department, located on Maple Drive and Fletcher Avenue, is responsible for issuing USF parking permits to students, staff, faculty, and visitors; distributing campus maps and parking regulations; providing assistance to students, visitors, faculty and staff through the Motorist Assistance Program (MAP); managing the Campus Information Center located at the main entrance to the Tampa campus; and constructing and maintaining parking lots and facilities on the Tampa, St. Petersburg, and Sarasota campuses. The following site gives information on what to do if encountering car trouble while on campus. It may be helpful to print and keep in your vehicle: http://usfweb2.usf.edu/parking_services/FAQ.asp   Take note that university personnel will not open cars for individuals who have locked their keys inside, but will assist in contacting a locksmith.

PHYLLIS P. MARSHALL CENTER

The original Phyllis P. Marshall Center (initially called the University Center) was one of the first *five buildings on the University of South Florida campus when the campus opened in 1960.* Originally, the Center housed the first women's residence hall, academic and office areas of the College of Fine Arts, cafeteria, post office with student mailboxes, bookstore, television room, game room, and information desk. Classes were held in the basement and first floor until the first classroom buildings were completed.

Major renovations began in December 1988, and included the addition of the Special Events Center. Phyllis P. Marshall served as director from August 1976 until her retirement in June 1994. On March 3, 1994, the University Center was renamed the Phyllis P. Marshall Center in her honor.

In 2007, the existing structure was demolished and replaced by a new, significantly enhanced and expanded Marshall Center that opened in Fall 2008 and serves as the center of student life at USF. It houses the offices of the Student Government, a food court, study areas, meeting rooms, computer store, USF Federal Credit Union branch and ATM's, the faculty/staff club, and the USF Card Center. A TicketMaster outlet, information desk, room reservations, and information about the weekly Bull Market are also available in the Center.

USF CARD

The USFCard, a multi-functional identification card with a digitized photo, provides electronic identification and validation for a variety of university services and functions such as library services. All faculty and staff must obtain and carry the USFCard while on campus. An account may be established that is associated with the card so that it may also be used like a debit card in campus copy machines, vending machines, and at selected USF vendors on campus. The card costs $10 and can be obtained at the Card Center in the Phyllis Marshall Center. The card can be used an ATM card for members of the USF Federal Credit Union.

USF CLUB

The USF Club is a social group for faculty, staff, and friends of the university. Monthly gatherings with food and drink are held, and well as tailgates before each home football game. Annual dues can be paid by check, credit card, or if currently employed at USF, through payroll deduction.

USF FEDERAL CREDIT UNION

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

WUSF PUBLIC BROADCASTING

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

WUSF-TV provides educational and learning technology services to the 13th largest market in the country and is a leader in developing interactive multi-media learning courseware and two-way educational teleconferences. USF telecourses on WUSF-TV16 serve more than 6,000 students each year. In its new studio facilities, WUSF-TV serves as a center for storage of digital material for the entire university.

WUSF-FM (89.7) and WSMR-FM (89.1 mhz) are a full-service public radio stations offering an alternative to commercial radio stations in the area. Its program schedule includes classical music and jazz as well as local and National Public Radio (NPR) news.

Because of their differential missions, separate USF campuses, including USF Health, may have their own faculty handbooks that contain information specific to those campuses.

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