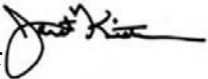


MEMORANDUM

To: Members of the Faculty and All Instructors

From: Janet Kistner 
Vice President for Faculty Development and Advancement

Date: 2024-2025 Academic Year

Subject: Important Policies

As the new academic year begins, I want to direct your attention to several important academic and general policies and procedures that govern your teaching, research, and service activities.

The following websites contain additional important information:

- [Office of Faculty Development and Advancement](#)
- [FSU Faculty Handbook](#)
- [Florida State University 2024-2025 Undergraduate Bulletin and 2024-2025 Graduate Bulletin](#)
- [FSU Regulations and Policies](#)
- [FSU Office of Research](#)
- [The FSU Board of Trustees and The United Faculty of Florida Collective Bargaining Agreement](#)
- [FSU Academic Calendars](#)
- [Faculty Portal](#) (single point of access for online applications)
- [Classroom Support \(force.com\)](#)
- [How to Navigate Student Information System \(Student Central\)](#)
- [FSU International Travel Policies for Faculty/Staff and Students](#)
- [FSU Visiting Scholar/Researcher policy](#)

Special Notes:

The [Faculty Expertise and Advancement System \(FEAS+\)](#) is used by faculty to manage their CV information and track their ongoing professional development. It is also used by some units to present evidence of accomplishments for annual evaluations. It is more important than ever for each faculty member to keep their FEAS CV updated at least once a year, because the Office of Faculty Development and Advancement has designed a specially formatted Post-Tenure Review Report within [FEAS+](#) that compiles the faculty member's accomplishments (CV, AOR, and Teaching Summary) for the five-year period covered by their Post-Tenure Review.

Over the past year, the role that AI plays in our lives has significantly increased. Students across campus use AI in meaningful ways when encouraged by faculty in appropriate settings. However, AI may not be allowed for some assignments for understandable reasons. To avoid confusion, we strongly recommend that faculty, adjunct instructors, and teaching assistants make it very clear in course syllabi when the use of AI is appropriate or not allowed to complete course assignments.

Now that initial reports have been made to our SACSCOC reviewers, we will use the Instructor Credentials System for ongoing monitoring of faculty and adjunct instructor credentials. Please remember to create instructor profiles for all new instructors and to supplement credentials for any faculty who are teaching in a new academic area not covered by their existing profile. Designations of program coordinators for undergraduate and graduate programs should be updated (added to the new faculty member and deleted from the existing) when a new faculty member takes on the program coordinator role for a degree or a certificate.

General University Policies

1. [Outside Employment/Conflict of Interest](#)

Florida State University encourages faculty and staff members to undertake outside activities that will increase the employee's professional reputation and service to the community, subject to certain conditions. If an outside activity is undertaken, the faculty/staff member must take reasonable precautions to ensure that the outside employer or other recipient of services understands that they are engaging in such outside activity as a private citizen and not as an employee, agent, or spokesperson of the University. A faculty member must not engage in any outside activity that creates a conflict of interest or interferes with the full performance of their academic responsibilities in the classroom or in other assigned responsibilities.

Faculty members who plan to engage in outside activity must report that activity.

At the beginning of each academic year, faculty members shall review Article 19.4, FSU [BOT-UFF Collective Bargaining Agreement](#), and report any outside activity through the Conflict Administration and Management System ([CAMS](#)) system.

2. [Dual Compensation](#)

Dual compensation is defined as compensation from the University for any duties (including work activities previously designated as overload) in excess of a full appointment (1.0 FTE). Dual compensation appointments within the University shall be offered equitably and as appropriate to qualified faculty members in sufficient time to allow voluntary acceptance or rejection. Such employment must meet all of the following conditions:

- Duties and responsibilities of an overload appointment shall be compensated through OPS, not Salary.
- No faculty member shall be required to accept a dual compensation appointment. Dual compensation appointments shall be offered to qualified faculty members before anyone who is not a faculty member.
- Approval by the Dean or Director of both the primary and secondary employing unit is required. Approval must be requested and granted prior to the dual compensation appointment and/or the performance of any work with the secondary employer;
- Does not interfere with the regular work of the faculty member for the primary department;

- Does not result in any conflict of interest between the two activities.

The following circumstances do not qualify as a dual compensation:

- When there is no other active appointment during the period of the dual-compensation appointment.
- Additional duties assigned in the same department. These may be handled through a temporary salary increase. (See Additional/One-Time Pay Form.)
- A one-time pay when no other new appointment is needed.

This procedure shall not be used to avoid the payment of over-time as required by the Fair Labor Standards Act. Also note that requests for dual compensation that bring a faculty member's total FTE above 1.25 require additional justification. Requests for overloads that require excessive time commitments will not be approved.

3. [Sex Discrimination and Sexual Misconduct Policy](#) The University's comprehensive Sex Discrimination and Sexual Misconduct Policy is based on the idea that all forms of sex and/or gender-based discrimination and sexual misconduct violate the University's values and moral standards, which recognize the dignity and worth of each person. The Policy defines sexual harassment and misconduct; informs members of the community regarding expected standards of conduct; differentiates between "Responsible Employees" (including faculty members), who must report alleged violations, and "Confidential University Representatives," who can discuss related concerns with students on a confidential basis; describes reporting and investigatory mechanisms to resolve alleged violations of the Policy; provides information about rights for complainants and respondents; and outlines resources for those affected by sexual harassment and misconduct.

The University's [Title IX Statement](#) serves as a quick reference to important information and resources contained in the Sex Discrimination and Sexual Misconduct Policy.

4. Alcohol and other Illicit Drug Policy

[FSU Alcohol Policy, Regulation 6.012](#) delineates where and under what circumstances alcohol is permitted on campus. Please note that specific approval from the appropriate administrative designee is required to serve alcohol in areas that are not designated for special events by the University.

For faculty events, the designee is the Vice President for Faculty Development and Advancement; for student groups, the designee is the Vice President for Student Affairs; and for all other groups, the designee is the University Relations Office.

The policy also includes a clear statement of the standards of conduct that prohibit unlawful possession, use, or distribution of illicit drugs and alcohol on Florida State University's

property as part of its activities; a description of the health risks associated with the use of illicit drugs and the abuse of alcohol; a description of the legal sanctions under local, state, and federal law; a description of applicable counseling, treatment, and rehabilitation/re-entry programs; and a clear statement of the disciplinary sanctions the institution will impose on students and employees.

5. Faculty Member Seeking Advanced Degree at Florida State University

No tenure-track faculty member is permitted to work toward an advanced degree at the University. This policy applies to the ranks of assistant professor, associate professor, and professor. Exceptions are made when the faculty member already holds a terminal degree in their field and wants to pursue another Ph.D. in a different field or pursue a less advanced degree than the degree the faculty member holds (e.g., a faculty member holding a Ph.D. may pursue a Master's).

6. Faculty Absences

A faculty member who is absent because of illness or for other legitimate reasons should notify the department chair/director or academic dean as soon as possible in order to make arrangements for the meeting of classes and the performance of other scheduled activities. Sick leave should be taken for any illness-related absences.

7. International Policies

The [FSU Global website](#) provides information on the various internationalization efforts at FSU, both on-campus and abroad. The sections with the FSU policies and procedures relating to [visiting scholars/researchers](#), [international travel by faculty/staff](#), and [international travel by students](#), and other international activities are particularly important to review since many updates have occurred.

Teaching Policies

In this section, the term instructor of record will be used to refer to individuals who are primarily responsible for instruction of a course including faculty, adjunct instructors, and graduate teaching assistants.

1. Required Minimal Canvas Usage

All instructors teaching through any means (face-to-face, online, remotely, hybrid) are required to use a university approved Learning Management System (LMS) for the following purposes: (1) distributing and storing the student course syllabus along with any syllabus updates, and (2) posting final course grades. All grades must be maintained in a way that ensures FERPA compliance. The Canvas gradebook meets this requirement. Final grades may be submitted via the Canvas grade upload tool or directly entered via Grade Roster in my.fsu.edu. Please note that individual departments, schools, and colleges may require use of other features of any university-approved, FERPA-compliant reporting tool for which the university has a contract. The following types of courses are an exception to the Required Minimal Canvas Usage: individual academic experiences such as internships, directed independent study (DIS), supervised research, supervised teaching, preliminary examinations, and thesis or dissertation credits.

Instructors of records are also strongly encouraged to use Canvas for posting announcements, using the calendar for informing students of deadlines for submitting work, providing access to course materials, and scheduling meetings. Doing so will also allow for uniformity across students' course loads and facilitate the process of making up course work missed because of illness and other excused absences. Using the [FSU Emergency Module](#) in Canvas can make course delivery more resilient in emergencies of all kinds.

Contact the [Office of Digital Learning Canvas Support Center](#) for technical assistance or training on the use of Canvas.

2. Course Syllabus (<http://facsenate.fsu.edu/Curriculum-Resources>)

University and Faculty Senate policy requires that a course syllabus be made available to each student at the beginning of the semester that includes the below items. The syllabus for each course must be made available on Canvas. This will ensure that all students have access to the course syllabus and any updates to it. See [How do I add a syllabus to my site](#) for instructions.

The University Curriculum Committee (UCC) **requires** that all syllabi include:

- Written Student Learning Outcomes;
- Evaluation/Grading Statement indicating what procedures will be used to evaluate students and should make it possible to discern the approximate weight of each grade component;
- University Attendance Policy Statement found on the [Syllabus Language website](#). Note that religious holy day observance requests must be accommodated in accordance with the Religious Holy Days Policy (See Teaching Policies #15 below);
- Academic Honor Policy Statement found on the [Syllabus Language website](#);
- Americans with Disabilities Act Statement found on the [Syllabus Language website](#); and
- Confidential Campus Resources Statement found on the [Syllabus Language website](#).

The UCC **recommends** that syllabi include:

- A statement of course policies and/or expectations regarding classroom conduct and missed work;
- A statement regarding the availability of tutoring on campus found on the [Syllabus Language website](#);
- A Syllabus Change Policy statement, found on the [Syllabus Language website](#);
- A proctored assessment statement, if students are required to test in the main campus Testing Center, with an off-campus proctoring facility, or with an online proctor (ie, Honorlock). Any fees associated with proctored testing must be clearly disclosed in the syllabus. Visit the [FSU Testing Center website](#) for more information.

Once the semester and course have begun, instructors of record should not make changes to the syllabus that will substantially affect the implementation of the instructor's grading (evaluation) statement. Such changes could lead to grade appeals by students. Revised syllabi should be posted to Canvas in a timely manner.

3. First Class Meeting Attendance Policy

The University "Required First Class Meeting Attendance Policy" requires all students to attend the first class meeting of all courses for which they are registered. Students who do not attend the first class meeting of a course for which they are registered will be dropped from the course by the academic department offering the course. In order to enforce this policy, instructors of record are required to take attendance during the first class meeting and either record attendance using the first day attendance tool or report absences to the appropriate person in their department/school or college. For information on how to use the Attendance Roster Tool in Student Central, please go to [Use of Attendance Roster Tool help page](#).

For further information about the Required First Class Meeting Attendance Policy, consult the [FSU General Bulletin](#).

Please note that some colleges and special programs have more stringent requirements for class attendance.

4. Class Attendance

Each instructor of record decides what effect unexcused absences will have on grades and will explain class attendance and grading policies in writing at the beginning of each semester. Instructors must accommodate absences due to illness, deaths in the family and other crises, call to active military duty or jury duty, religious holy days, and official University activities and must do so in a way that does not arbitrarily penalize students who have a valid excuse. This means that students with valid excuses must be given the opportunity to make up all graded work missed and earn the corresponding grade. Official University activities include official events at which the student is representing the University, such as athletic competitions and academic activities sponsored by a student's academic department or college.

Registered Student Organization (RSO) and Greek Life activities are not considered official university activities. The current list of Registered Student Organizations can be found at: <https://nolecentral.dsa.fsu.edu/organizations>. Consideration should also be given to students whose dependent children experience serious illness. All students are expected to abide by each instructor's class attendance policy. Students must also provide advance notice of absences (when possible) as well as relevant documentation regarding absences to the instructor as soon as possible following the illness or event that led to an absence.

Communicable Diseases Note: Students who test positive for COVID-19 and other communicable diseases such as the flu may be required to self-isolate. Therefore, instructors of records are encouraged to be flexible in accepting documentation in order to encourage students who are ill or infectious to stay home. Students who are self-isolating but not experiencing significant symptoms may be expected to keep up with course activities as long as the necessary material is available to them and the work can be done in a remote setting.

University Health Services (UHS) Note: Instructors of record may accept visit verification documentation from UHS or other medical provider if the student was treated there. UHS will not issue visit verification documentation for students who were not treated at the UHS. Instructors should not require students to obtain documentation from UHS if they were not treated there. Please encourage students to notify the instructor if they are ill prior to missing class or assignment deadlines.

5. Student Enrollment

Unless a student is approved through official channels to audit a course (see "Auditor Seating Privileges" in the [FSU General Bulletin](#)), all students must be registered in order to attend classes. Instructors of record should ensure that all students in their courses are registered properly to attend class and to access university resources such as Canvas. Class rosters of registered students can be found in the [Faculty Center](#).

6. Instructor-Authored Textbooks

When a textbook (written by the instructor of the course, by a relative of the instructor, or by a team of authors that includes the instructor) is required for a course and the author/instructor

anticipates receiving textbook royalties of more than \$500 in one year from students enrolled in their course, it is considered a conflict of interest (Section 112.313, Florida Statutes). The

author/instructor must request permission to use their textbook under these circumstances from the President in writing, through the Vice President for Faculty Development and Advancement, prior to the use of the textbook.

The request must include:

- A statement that royalties from required textbook purchased by students in the course at FSU are anticipated to exceed \$500 in one year;
- An estimate of how many students per year will enroll in the course where the textbook is required; and
- Justification of the unique suitability of the textbook for use in the course.

If the expected annual royalty income is \$500 or less, no request is required.

7. Textbook and Instructional Material Adoption

The Florida Legislature requires state universities to:

- Post on their websites a list of textbooks and instructional materials required or recommended for each course section; and
- Include as part of the list the titles, all authors listed, publishers, edition numbers, copyright dates, published dates, and other information necessary to identify the specific textbook/instructional materials required or recommended for the course; and
- Post on their websites syllabi for courses designated as a general education core course option per section 1007.25(3), Florida Statutes, 45 days prior to the first day of class for each term.
- Compliance with the state law is reported to both the FSU Board of Trustees and the Florida Board of Governors.

Florida State University is committed to improving education access and affordability through innovative approaches intended to reduce textbook and instructive material costs for students. For more information, see [Regulation FSU-5.098, Textbook Adoption and Affordability](#).

8. Americans with Disabilities Act and the Office of Accessibility Services

Each instructor of record has the responsibility to comply with the Americans with Disabilities Act (ADA). The Office of Accessibility Services provides letters authorizing specific accommodations for individual students; secure, reduced-distraction testing sites; and other services to students as well as consultation to instructors. Information regarding ADA requirements may be found on the [Office of Accessibility Services website](#). See the [required UCC ADA statement](#) that must be included in each course syllabus.

9. Academic Honor Policy

The University has an [Academic Honor Policy](#) that calls for the coordinated efforts of instructors and students to uphold academic integrity and combat academic dishonesty. The motto of the Honor Policy Committee is “Embrace Responsible Freedom...Learn with Integrity.” A copy of the policy, which was revised substantially in Summer 2022, and all necessary forms can be found on the [Office of Faculty Development and Advancement website](#).

Instructors of records should remind students at the beginning of the term that they are bound

by the Academic Honor Policy in all of their academic work. Also, instructors of record must include the required [UCC Academic Honor Policy statement](#) in each course syllabus referring

students to the Academic Honor Policy. Instructors of record should clearly state their expectations in the course syllabus about three specific areas of the policy:

- Defining course assessments/assignments as individual or group work,
- Defining whether the use of AI is allowed for the completion of course assessments/assignments, and
- Defining whether multiple submissions are permitted.

10. Posting of Student Grades

To protect private student data and ensure compliance with the Family Educational Rights and Privacy Act (FERPA), all grades must be posted using Canvas or another FERPA-compliant tool for which the university has a contract. Final grades may be submitted via Canvas or entered manually via the grade submission tool in my.fsu.edu. Contact the Office of Digital Learning and Academic Technologies if you need [training](#) on the [use of Canvas for grades](#).

11. Incomplete Grade Policy

The University has a very specific [Incomplete Grade Policy](#). The grade of Incomplete (“I”) should be recorded only in exceptional cases when a student, who has completed a substantial portion of the course and who is otherwise passing, is unable to complete a well-defined portion of a course for reasons beyond their control. The grade of Incomplete should not be granted in order to allow students to do extra coursework in an effort to increase their grades.

Even when a student can document exceptional circumstances, the authority for determining whether to grant a grade of Incomplete rests solely with the instructor, or a Graduate Teaching Assistant’s faculty supervisor. One exception to this guideline occurs when an “Incomplete” is applied as a result of allegations of academic dishonesty that have not been resolved by the end of a semester.

Instructors are strongly encouraged to utilize the [Incomplete Grade Agreement](#) form when assigning a grade of “I.” Instructors must assign both a timeframe for resolution and a default grade when granting an “Incomplete.” For more information, please consult the [Undergraduate or Graduate Bulletin](#).

12. Grade Appeals System

The purpose of the [FSU Grade Appeals System](#) is to afford an opportunity for an undergraduate or graduate student to appeal a final course grade under certain circumstances. Faculty judgment of students’ academic performance is inherent in the grading process and hence should not be overturned except when the student can show that the grade awarded represents a gross violation of the instructor’s own specified evaluation (grading) statement and therefore was awarded in an arbitrary, capricious, or discriminatory manner. The evaluation (grading) statement utilized during the grade appeals process is the one contained in the instructor’s syllabus at the beginning of the semester. This system does not apply to preliminary or comprehensive exams or to thesis or dissertation defenses; when necessary, these issues are reviewed by the Student Academic Relations Committee via the Office of the Vice President for Faculty Development and Advancement.

The entire policy, which was revised in 2020 to exclude between-semester breaks from timelines and to update and clarify procedures, is found in the Academic Regulations and Procedures section of the [FSU General Bulletin](#) and on the [Office of Faculty Development and Advancement website](#).

13. University Final Examination Policy

Each semester's final exam schedule can be found in the University Registrar's [Registration Guide](#). The University Final Examination Policy is explained under each semester's exam schedule, such as on the [Fall 2024 Exam Schedule](#).

14. Course Evaluations

The [Student Perception of Courses and Instructors](#) (SPCI) survey is one among several components of the teaching evaluation. Faculty Senate policy requires that all instructors administer official course evaluations in all graduate courses with enrollments of five or more students, and in all undergraduate courses with ten or more students during the academic year (fall and spring semesters). In courses with lower enrollments than those designated, administration of official course evaluations is not recommended due to concerns over the anonymity and representativeness of responses. All student course evaluations are administered online by the Office of Digital Learning and Academic Technologies.

15. Religious Holy Days Policy

The policy is intended to delineate what rights must be granted to students who wish to observe a religious holy day. Because instructors have the authority to set overall attendance policy, they may choose to grant additional flexibility to students. **Instructors should avoid scheduling important academic assessments during holy days typically observed by students.**

- Please refer to the [Religious Holy Days Calendar](#) for a comprehensive list of religions and faiths.
- Each student shall, upon notifying their instructor as soon as possible upon receipt of the course syllabus, but no later than two weeks before the religious holy day observance, be excused from class to observe a religious holy day of their faith.
- While the student will be held responsible for the material covered in his or her absence, each student shall be permitted a reasonable amount of time to make up the work missed.
- Instructors and University administrators shall in no way arbitrarily penalize students who are absent from academic or social activities because of religious holy day observance.

A Florida State University faculty member who wishes to observe a religious holy day shall notify the department chair, school director, or dean as soon as possible so that arrangements may be made for the meeting of classes and the performance of other scheduled activities.

16. Office Hours

Every member of the faculty must post and honor specific office hours (day and time) each semester in which they teach classes. Instructors should notify students of scheduled office hours on the course syllabus. While University policy does not set a minimum number of hours per

week, standard practice has established that there be at least one hour per week for a minimum classroom teaching load.

17. Copyright/Fair Use

There is an educational “fair use” exemption to the copyright law for classroom use of excerpts of copyrighted materials. These excerpts must be brief and are limited to one chapter, an article from a periodical or newspaper, a short story or essay, or a chart, cartoon, diagram, picture or the like. Moreover, the material may only be used for a single class and may not be developed into a permanent classroom document. An exception would be when a copyright release is obtained from the copyright holder. So-called course packs compiled by legitimate commercial print shops usually have been through this copyright release process. Further information concerning copyright and fair use may be found in the [FSU Faculty Handbook](#) and at the FSU Libraries [Copyright Resources](#).

Research Policies

[The Office of Research](#) provides information on research compliance policies and procedures as well as current research funding, training, and workshop opportunities that will assist you with your scholarly research and creative activities. Please pay special attention to the policy on [Misconduct in Research, Creative Activity and Scholarship \(FSU Policy 7A-2\)](#).

Conclusion

If you have any questions, please do not hesitate to contact the [Office of Faculty Development and Advancement](#) for information about a wide range of issues relevant to faculty members and other instructors.