



**Herbert Wertheim College of Medicine**  
FLORIDA INTERNATIONAL UNIVERSITY

Faculty Handbook  
Academic Year  
2021-2022

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## Overview

### Preamble

This HWCOT Faculty Handbook is maintained by the Florida International University Herbert Wertheim College of Medicine Office of Academic Affairs and contains information specific to HWCOT faculty members.

The Faculty Handbook is not all encompassing of the regulations and policies that may affect a faculty member and their work.

Policies, resources, and other information applicable to all FIU faculty can be found in the FIU Faculty Handbook, which is available for download [https://academic.fiu.edu/docs/Faculty\\_Handbook.pdf](https://academic.fiu.edu/docs/Faculty_Handbook.pdf)

### Faculty Bylaws

The HWCOT Faculty Bylaws define the guidelines and procedures for the organization and governance of the college of medicine. Faculty members are encouraged to become familiar with the faculty bylaws, which are available for download at <https://medicine.fiu.edu/resources/faculty-tools/forms-policies/index.html>

HWCOT policies are intended to clarify HWCOT's academic procedures as applied within the context of University policy and shall not change or modify University policy. The Faculty Bylaws shall be amended from time to time to incorporate any applicable changes made to University Policies, or to the extent new University Policies are adopted by the University from time to time.

## Message from the Dean

*Congratulations, and welcome to the Herbert Wertheim College of Medicine at Florida International University. We are South Florida's first public medical school and one of the most diverse medical schools in the nation.*

*You have been appointed to help us train the next generation of culturally competent, socially accountable, and caring physicians, scientists, physician assistants, and health advocates.*

*I encourage you to read our Faculty Handbook. It contains essential information for academic personnel, including rules and regulations, policies and resources, and links to additional information about the college and the university.*

*It's great to have you on the team. I look forward to working with you on providing an outstanding educational experience for our students*

*Juan C. Cendan, MD  
Professor of Surgery  
Interim Dean  
Herbert Wertheim College of Medicine*

## Herbert Wertheim College of Medicine Strategic Plan 2021-2026

The college of medicine engages in strategic planning efforts on a continual basis, and new strategic plans are developed and produced approximately every 5 years.

The HWCOC Strategic Plan 2021-2026 ushers forth advancement(s) in each of our mission areas. HWCOC will expand its goals further by fostering discovery and advancing transformative medical knowledge and scientific breakthroughs, by growing its outstanding programs in medical education, by professional development, by inclusiveness, and by intensifying its efforts to provide needed health care for diverse communities. These efforts will be seamlessly intermeshed with efforts across the greater FIU and affiliated community partners, launching novel initiatives and sustaining critical interdisciplinary collaboration that will expand and evolve into measurable actions and progress.

As part of the HWCOC strategic plan, the college has defined the following mission, vision, and values:

### **Mission.**

The Herbert Wertheim College of Medicine will develop highly qualified, community-engaged, socially accountable health care professionals, and serve our region, our nation, and the greater world through transformative translational research, medical education, and clinical programs that drive forward innovation in health care.

### **Vision.**

The Herbert Wertheim College of Medicine exerts national and international impact in medical education, patient-oriented scientific inquiry, and state-of-the-art care. Our vision is to create a healthier Florida by forging clinical innovation and the development of highly qualified health care professionals who are dedicated to the welfare of each patient and to the community they serve.

**Values.** The conduct, ideals, and ethics that drive our operations are scholarship in education and research; service to university and community; integrity and transparency; collaboration; diversity, equity, and inclusiveness; and innovation and research in health care delivery.

The Strategic Plan 2021-2026 is currently being revised.

## Accreditation

FIU is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, baccalaureate, master's, and doctoral degrees.

The HWCOC Doctor of Medicine (MD) degree program is fully accredited by the Liaison Committee on Medical Education (LCME).

The Master in Physician Assistant Studies program is accredited by the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA).

Additionally, the college is an accredited continuing medical education provider, and works with affiliated clinical partners to provide training opportunities at residency programs accredited by the Accreditation Council for Graduate Medical Education (ACGME)

# Organization

## HWCOC Administrative Offices

### **OFFICE OF THE DEAN**

The Dean of HWCOC is the senior leader responsible and accountable for providing leadership for the college's medical education and research missions, and for all HWCOC strategic planning initiatives. A number of individuals report to the Dean, including the **Council of Chairs** (comprising HWCOC departmental chairs), the **HWCOC Executive Committee** (comprised of an Executive Associate Dean; the Associate Dean for Curriculum and Medical Education; the Associate Dean for Diversity, Equity, Inclusivity, and Community Initiatives; the Associate Dean of Faculty Affairs; the Associate Dean of Graduate Medical Education; the Associate Dean for International Affairs and MPA program; the Sr. Associate Dean for Finance & Administration; the Sr. Director of Development; the Director of Media and community Relations; the MPAS program director, the Chair of Humanities, Health, and Society, and chairs from other departments).

**Office of Accreditation.** Within the Office of the Dean, the Director of Accreditation oversees the college's accreditation efforts. The Director of Accreditation supports the college's continuous quality improvement (CQI) efforts by coordinating data collection, reviewing activities, and managing and documenting monitoring efforts.

### **OFFICE OF ACADEMIC AFFAIRS**

The Office of Academic Affairs (<https://medicine.fiu.edu/about/administrative-offices/academic-affairs/index.html>), led by the Executive Associate Dean for Academic Affairs, provides oversight of the medical education curriculum, educational and clinical research activities, and faculty affairs. Academic advising, student promotions and advancement, and assessment of professionalism fall under the aegis of the Office of Academic Affairs.

**Office of Faculty Affairs and Faculty Development .** The Office of Faculty Affairs and Faculty Development coordinates efforts aimed to ensure faculty excellence, resilience, and vitality. The Associate Dean for Faculty Affairs collaborates with Human Resources in orientation, onboarding, and departure processes; communicates with individual faculty members and their clinical and science departments to complete annual review and promotions processes; administers faculty awards within HWCOC; coordinates faculty leaves and sabbaticals; and serves as a liaison during faculty appeals and grievance procedures. The Assistant Dean for Faculty Affairs develops faculty scholarship and publication skills in medical education. The Assistant Dean for Faculty Development trains and supports residents, community-based faculty, and clinical faculty in teaching, assessing, and mentoring students in the clinical setting as well as in appointment of community-based faculty. The Assistant Dean for Faculty Development coordinates resources within HWCOC and FIU, identifies and supports use of resources offered outside of FIU, provides consultations, and offers programs on campus and at all HWCOC

clinical sites to develop faculty as educators. <https://medicine.fiu.edu/resources/faculty-tools/clinical-and-classroom-teaching/classroom-teaching/index.html>

**Office of Medical Education.** Within the Office of Academic Affairs, the Office of Medical Education (OME) (<https://medicine.fiu.edu/about/administrative-offices/academic-affairs/education/medical-education/index.html>) coordinates a centrally managed curriculum which includes the design, implementation, curriculum management, and evaluation of the MD degree program, emphasizing innovative curricula designed to advance a passion for scientific inquiry, critical thinking, and comprehensive clinical expertise. The Associate Dean for Curriculum and Medical Education has oversight of this office and works in collaboration with associate and assistant deans; the Associate Dean for Curriculum and Medical Education additionally serves as Chair of the Curriculum Committee.

**Teaching and Learning.** Within the Office of Medical Education, the Director of Teaching and Learning and the Assistant Dean of Faculty Development coordinate resources and programming within HWCAM and FIU, identify and support the use of resources offered outside of FIU, provide faculty with one-on-one consultations, and deliver faculty development programming/workshops on campus, at all HWCAM clinical sites, and virtually to develop faculty as educators. <https://medicine.fiu.edu/resources/faculty-tools/clinical-and-classroom-teaching/classroom-teaching/index.html>

Support is provided to clinical and classroom faculty in all phases of their roles as professional educators at the college of medicine, including in classroom and clinical teaching, course and assessment design. The office offers workshops, individual consultations, observations of teaching, syllabi review, collaboration with instructional designers in the college's iLearn Lab, and manuscript reviews to support faculty in educational excellence.

**Educational Research.** FIU medical students are required to complete a 9-credit curricular research course, the **Research Scholarship Course (RSC)**. This course is designed and conducted by the Division of Medical and Population Health Sciences Education and Research, Department of Translational Medicine. The purpose of the RSC is the development of the student's competencies to do research (basic, translational, educational, community-based, clinical and health disparities and outcome) as a lead or co-lead investigator (PI or Co-PI). Additional information about research at HWCAM is available at <https://medicine.fiu.edu/academics/doctor-of-medicine/curriculum/research-scholarship-course/index.html>.

**Continuing Medical Education.** HWCAM offers continuing medical education opportunities for physicians and other health care professionals. Additional information is available at <https://medicine.fiu.edu/academics/continuing-medical-education/index.html>.

**Office of Graduate Medical Education.** The Office of Graduate Medical Education's mission is to improve access to graduate medical education (GME) in South Florida. Working with GME leadership including the Designated Institutional Officials, program directors, graduate medical education committees, and HWCAM department chairs, this office supports the creation and maturation of new residency and fellowship programs. The services include faculty development seminars including promotion of scholarly activity and mentorship of affiliated program directors and faculty.

In 2020, HWCOT received ACGME accreditation as a Sponsoring Institution followed by approval for our first GME program, a primary care internal medicine residency program. In partnership with the Miami Veterans Affairs Healthcare System and Jackson Memorial Hospital, we will welcome our inaugural internal medicine residency class July 2022.

Additional information is available at <https://medicine.fiu.edu/academics/graduate-medical-education/index.html>.

**Office of International Affairs.** The Office of International Affairs develops and maintains agreements and relationships with international partners and coordinates elective rotations for international medical students. The FIU Healthcare Network manages the operations of the Office of International Affairs. International programs are administered separately from the HWCOT MD degree program. The clinical sites used by these international programs are separate and distinct from clinical sites used by HWCOT medical students. The Associate Dean for International Affairs has oversight of this office. Additional information is available at <https://medicine.fiu.edu/academics/degrees-and-programs/international-medical-students/index.html>.

## **OFFICE OF FINANCE AND ADMINISTRATION**

The Office of Finance and Administration (<https://medicine.fiu.edu/about/administrative-offices/finance-and-administration/index.html>), led by the Senior Associate Dean for Finance and Administration, oversees the day-to-day and long term operations of the HWCOT including financial planning and financial operations, strategic planning and initiatives monitoring, development and management of the annual operating plan, human resources management, institutional reporting and analysis, facilities management and marketing and public relations oversight.

**Facilities Planning and Operations.** Facilities Planning and Operations works in collaboration with the FIU Facilities Management and the FIU divisions of planning, construction, and maintenance and operations, and is responsible for planning, space management, and security within the college of medicine. Additional information is available at <https://medicine.fiu.edu/about/administrative-offices/facilities-planning-and-operations/index.html>.

**Financial Planning and Operations.** Finance is responsible for the financial management, analysis, and operations for the college of medicine, and oversees all funding sources (i.e., educational and general [E&G], student tuition and fees, contracts and grants, and foundation and auxiliaries) and expenses. Additional information is available at <https://medicine.fiu.edu/about/administrative-offices/finance-and-strategic-initiatives/index.html>.

**Human Resources.** HWCOT Human Resources provides assistance in all human resources functions and activities (including recruitment, hiring, benefits, compensation, and employee relations) to ensure consistent interpretation and application of human resources initiatives and in compliance with FIU. Additional information is available at <https://medicine.fiu.edu/about/administrative-offices/finance-and-administration/office-of-human-resources/index.html>

**Information Technology.** HWCOT IT strives to enhance learning and productivity by utilizing technologies that promote collaboration, mobility, and accessibility of resources. This effort is evident in the implementation of state-of-the-art computing infrastructure and devices, and innovative learning tools at the College of Medicine. Information Technology provides technology services to college of medicine faculty, staff, and students, and to FIU Health. Information Technology manages the technology infrastructure and network resources and provides support and development for operational and educational applications, desktop and computing devices, and classroom and learning facilities support. Information technology also manages the HWCOT website. Additional information is available at <https://medicine.fiu.edu/about/administrative-offices/information-technology/index.html>.

**Marketing and Public Relations.** Marketing and Public Relations manages all media requests, branding, marketing, and public relations for the college of medicine. Additional information is available at <https://medicine.fiu.edu/about/administrative-offices/marketing-and-public-relations/index.html>.

## **OFFICE OF STUDENT AFFAIRS**

The Office of Student Affairs (<https://medicine.fiu.edu/about/administrative-offices/student-affairs/index.html>), led by the Executive Associate Dean of Student Affairs, provides programs and services for all prospective and enrolled medical students. The admissions process; maintenance of grades and records; mentorship of students; personal, career, and financial counseling; personal counseling and wellness programs; medical student learning communities; student organizations; transition to residency services; and alumni services are under the aegis of this office. The Office of Student Affairs facilitates extracurricular service-learning opportunities that occur outside formal classroom and clinical settings; these experiences are designed to complement and enhance the overall educational experience.

**Office of Admissions and Recruitment.** Within the Office of Student Affairs, the Office of Admissions and Recruitment (<https://medicine.fiu.edu/academics/degrees-and-programs/doctor-of-medicine/admissions/index.html>) seeks to advise, recruit, admit, and matriculate a diverse group of qualified students to become medically and culturally competent, empathetic, and ethical physicians.

**Office of Financial Assistance.** Within the Office of Student Affairs, the Office of Financial Assistance (<https://medicine.fiu.edu/academics/degrees-and-programs/doctor-of-medicine/financial-assistance/index.html>) provides students with support in achieving their educational goals while managing their finances. The office aims to direct students to appropriate financial resources, and to provide high-quality counseling and customer service to students during their tenure at the college of medicine.

**Office of the Registrar.** Within the Office of Student Affairs, the Office of the Registrar (<https://medicine.fiu.edu/resources/current-students/md-resources/student-affairs/grades-and-records/index.html>) provides services to medical students, alumni, faculty, and staff. The Office of the Registrar manages and maintains active and permanent medical student records and manages the leave of absence and return from leave of absence process, official and unofficial transcripts and enrollment verifications, name/address changes, diplomas, course creation and registration, and residency reclassification. The Office of the Registrar also assists with externship applications submitted via the

Visiting Student Application Service (VSAS) and with residency and fellowship applications submitted via the Electronic Residency Application Service (ERAS).

### **OFFICE OF DIVERSITY, EQUITY, INCLUSIVITY, AND COMMUNITY INITIATIVES**

Diversity and inclusion are integral to the college's mission and academic enterprise. Diversity among faculty, staff, and students enriches the educational environment and expands the perspectives and capabilities of all members of the HWCOM community. The Office of Diversity, Equity, Inclusivity, and Community Initiatives (<https://medicine.fiu.edu/about/administrative-offices/office-of-diversity-equity-inclusivity-and-community-initiatives/>) seeks to increase representation of populations that are underrepresented in the medical profession among HWCOM students, faculty, and staff. Activities include recruiting and retaining diverse faculty, staff, and students; creating and evaluating diversity initiatives; developing educational and training sessions for faculty, staff, and students to ensure cultural competency; and engaging the community through programs to increase diversity in the health care profession. The Associate Dean for Diversity, Equity, Inclusivity, and Community Initiatives works collaboratively with the Assistant Dean for Women in Medicine and Science in these efforts.

### **OFFICE OF WOMEN IN MEDICINE AND SCIENCE**

The mission of Office of Women in Medicine and Science (<https://medicine.fiu.edu/about/administrative-offices/women-in-medicine-and-science/index.html>) is to ensure gender equity, promote the recruitment/retention of a diverse faculty of women, promote the recruitment/retention of diverse medical students; recognize women in science and medicine, and promote the career and leadership advancement of female faculty.

### **OFFICE OF RESEARCH**

The Office of Research (<https://medicine.fiu.edu/about/administrative-offices/office-of-research/index.html>) promotes research excellence in the basic, clinical, translational, and educational sciences aligned with HWCOM's strategic research initiatives. It provides administrative support for sponsored research activities and facilitates research opportunities between HWCOM and other institutions around the world. It also promotes development for research faculty and trainees, identifies funding opportunities, grant budget oversights, and interprets sponsor guidelines and regulations. This is in accordance with maintaining research compliance related to animal experimentation, lab biosafety and human subjects' research. The office of research prepares faculty and students to create successful high-quality grant submissions that will enhance their research funding portfolio.

## **FIU HealthCare Network**

The FIU HealthCare Network (<http://hcn.fiu.edu/>) is the management service organization for the HWCOM faculty group practice (located on the FIU Modesto A. Maidique Campus), other clinical facilities located on FIU campuses including Student Health clinics (located on the FIU Modesto A.

Maidique Campus and Biscayne Bay Campus) and provides management services to other entities across the FIU campus.

The FIU HealthCare Network (branded FIU Health) serves the community and students through its health care delivery system and provides educational opportunities for FIU medical students and residents at its clinical sites.

The FIU HealthCare Network supports the education and service missions of FIU and HWCOC and aligns with the strategic plans of the college and the university. The faculty group practice located on the Modesto A. Maidique Campus offers primary and specialty care in internal medicine, gynecology, behavioral health, and dermatology.

## Departments

The college of medicine has three basic science departments (Cellular Biology and Pharmacology, Human and Molecular Genetics, Immunology and Nano-Medicine), a Translational Medicine Department, ) and 15 clinical departments (Anesthesiology; Dermatology; Emergency Medicine and Critical Care; Humanities, Health, and Society; Interventional Radiology; Obstetrics and Gynecology; Ophthalmology; Orthopedics; Pathology; Pediatrics; Psychiatry and Behavioral Health; Radiation Oncology; Radiology; Surgery; and Urology). Additional information about each department can be found at <https://medicine.fiu.edu/about/departments/index.html>.

## Educational Programs

### Doctor of Medicine

The 4-year course of study leading to the MD degree at HWCOC is based on development of general competencies in eight domains derived from the Association of American Medical Colleges Physician Competency Reference Set, and a ninth domain of Social Accountability adopted by the college in 2015. These domains are Patient Care, Knowledge for Practice, Practice-Based Learning and Improvement, Interpersonal and Communication Skills, Professionalism, Systems-Based Practice, Interprofessional Collaboration, Personal and Professional Development, and Social Accountability. The educational program is broad and general, preparing students for postgraduate study in their chosen field of medical specialization, licensure, and medical practice. The HWCOC educational program objectives are available at <https://medicine.fiu.edu/academics/degrees-and-programs/doctor-of-medicine/curriculum/overview/one-integrated-curriculum/index.html>.

## Master's in Physician Assistant Studies

The 27-month Master in Physician Assistant Studies degree program at HWCOM is designed to provide a broad, interdisciplinary education in the basic and clinical sciences, and to prepare students for collaborative practice as physician assistants. Professional development is emphasized. The program fosters an environment enhanced by diversity, clinical innovation, and research while preparing socially accountable, community-based health professionals. Students will build leadership capabilities to understand the importance of communicating effectively with patients and the health care teams.

Additional information is available at <https://medicine.fiu.edu/academics/masters-in-physicians-assistants-studies-mpas/index.html>

## PhD Program in Biomedical Sciences

The PhD program in Biomedical Sciences aims to bridge the basic sciences and medicine, fostering research to discover and advance medically relevant knowledge and leads to improvements in the quality of life for future generations. It aims to develop and train graduate students to apply research skills from bench to bedside, and to translate fundamental discoveries into new treatments. Students in the PhD in Biomedical Sciences program participate in cutting-edge biomedical research, interact closely with clinical and basic science faculty, and prepare for careers in academia, medical research, and biomedical and biotechnology industries. Another distinctive feature of the program is that graduate students and medical students sit side-by-side in introductory basic sciences courses, participating in an interdisciplinary model of education.

Additional information is available at <https://medicine.fiu.edu/academics/degrees-and-programs/phd-in-biomedical-sciences/index.html>.

## Graduate Certificate in Molecular and Biomedical Sciences

The eight-course Graduate Certificate in Molecular and Biomedical Sciences aims to provide academic enhancement to future applicants to health-related professional degree programs. The graduate certificate program strengthens the biomedical knowledge and professionalism skills of applicants, improving their qualifications for application to medical school or other health-related professional degree programs. The program comprises eight graduate-level courses. Six biomedical courses (include Medical Cell Biology and Biochemistry, Medical Molecular Biology, Medical Microbiology and Immunology, Medical Physiology, Pathology and Medical Histology, and Medical Genetics. Professional development is emphasized and is a component of all courses.

Additional information is available at <https://medicine.fiu.edu/academics/degrees-and-programs/certificate-in-molecular-and-biomedical-sciences/index.html>.

## Committees

Faculty members are encouraged to participate in committees at the college and university levels. The college of medicine has several standing committees and, when indicated, special committees may be established by the Dean or the Faculty Assembly. The HWCOT Faculty Bylaws (<https://medicine.fiu.edu/resources/faculty-tools/assets/faculty-bylaws.pdf>) contain information on the composition of committees, reporting structures, appointment to committees, and terms of service.

### Standing Committees

**Admissions Committee.** The HWCOT Admissions Committee is charged with the selection of medical students to be admitted to HWCOT. It also recommends admission policies and procedures that support HWCOT's objective of providing high quality medical education programs. The Committee is expected to evaluate applicants for admission individually, ensuring equal opportunity to all applicants. Final

recommendations are based on decisions made by the Admissions Committee. Committee members are appointed by the Dean as well as elected by the Faculty Assembly, and the committee reports to the Executive Associate Dean for Student Affairs. Leadership of the university, college, or other parties cannot exert influence or subvert the decisions of the Admissions Committee.

**Appeals Committee.** The Appeals Committee considers appeals regarding determinations made by the Medical Student Evaluation and Promotion Committee (and other committees as described in the HWCOT Medical Student Handbook, available at <https://medicine.fiu.edu/resources/current-students/student-handbooks/index.html>). Members are appointed to the committee by the Dean.

**Appointment, Promotion, and Tenure Committee.** Members of the Appointment, Promotion, and Tenure Committee shall be appointed or elected by the Faculty Assembly. The committee evaluates all candidates for appointment, rank, and promotion, and receives and considers recommendations from the HWCOT department chair responsible for the individual under consideration by the committee. A tenure subcommittee, comprising tenured faculty members appointed by the Dean, evaluates candidates applying for appointment or promotion to tenure or to the tenure-track.

**Continuous Quality Improvement Committee.** This committee develops and oversees a monitoring system that ensures effective processes for maintaining compliance with LCME accreditation standards and elements, including determining which elements will be monitored, the timing of reviews, and documenting continuous quality improvement initiatives, assessment plans, results, and use of results for improvement. Members are appointed by the Dean or elected.

**Council of Chairs.** The Council of Chairs comprises chairs of HWCOT departments. Members are not appointed or elected; instead, membership is determined by appointment to the role of department chair.

**Curriculum Committee.** The Curriculum Committee and its relevant subcommittees oversee all aspects of the educational program for the MD degree program. The Chair of the Curriculum Committee is

appointed by the Dean. Most positions on the committee are determined by appointment to specific curricular roles, including strand leaders and clerkship directors; a pathologist and four basic scientists also serve on the committee. The Executive Associate Dean for Academic Affairs appoints these members to the committee. Additionally, two non-administrative faculty members are elected by the Faculty Assembly for 3-year terms of service.

**Faculty Assembly.** The Faculty Assembly comprises all full- and part-time faculty. Voting members include all department chairs and all professors, associate professors, and assistant professors who have primary appointments at the college of medicine, and who are employed as a 0.5 or greater FTE. Faculty are expected to attend Faculty Assembly meetings, which occur at least twice annually.

**Steering Committee of the Faculty Assembly.** The Steering Committee of the Faculty Assembly determines the agenda for Faculty Assembly meetings and fulfills the duties of a “committee on committees” by working with department and committee chairs to identify eligible candidates from among the faculty to fill vacancies on standing committees of the college.

**Medical Student Evaluation and Promotion Committee.** The Medical Student Evaluation and Promotion Committee (MSEPC) periodically evaluates the overall performance of each medical student. This evaluation occurs at the end of each academic year and may occur at any other time that the MSEPC determines such review to be necessary or appropriate. Members of the MSEPC are appointed by the Dean as well as elected by the Faculty Assembly.

## Other HWCOCOM Committees

**Graduate Faculty and Dissertation Advisor Status.** HWCOCOM faculty members who also are members of the graduate faculty are eligible to serve on thesis or dissertation committees. To serve as chair of a dissertation committee, one must be a tenured or tenure-track faculty member and a member of the graduate faculty and must hold Dissertation Advisor Status. Additional information is available at <http://gradschool.fiu.edu/facultystaff/#gradpolicies>

**PhD Program in Biomedical Sciences Committees.** The PhD program in Biomedical Sciences has several committees: the Recruitment Committee, the Admissions Committee, the Curriculum Committee, and the Student Affairs Committee.

**Library Advisory Committee.** The Library Advisory Committee advises the Director of the Medical Library on issues relevant to the library and support for HWCOCOM programs, and functions as a liaison between the Medical Library and its faculty and student constituents. The Chair of the Library Advisory Committee reports to the Executive Associate Dean for Academic Affairs. The committee consists of M1, M2, MPAS, and GCP students and faculty.

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## Faculty Responsibility

### A. Academic Freedom

HWCOC is committed to the definition of academic freedom contained in the American Association of University Professors' 1940 statement of Principles on Academic Freedom and Tenure. HWCOC endorses and encourages the rights and obligations of its Faculty Members with regard to academic freedom. Academic freedom in the discourse between teachers and students is essential to the pursuit of knowledge and truth. Faculty Members, trainees, and staff are entitled to the free pursuit of scholarship and research, including publication, within the confines of legal and regulatory constraints, HWCOC and University policies and the FIU Faculty Handbook.

The University is committed to the principles of academic freedom and academic responsibility. Faculty in the State University System have the freedom to present and discuss their own academic subjects frankly and forthrightly without fear of censorship, including the right to select instructional material and determine grades in accordance with university policies. Engaging in scholarly and creative activity and publishing results in a manner consistent with professional obligations is part of academic freedom.

Faculty are expected to be forthright and honest in the pursuit and dissemination of scientific and scholarly knowledge, respect students as individuals, and avoid any exploitation of students for private gain. Avoid statements that may seem discriminatory to students. Academic responsibility also means that when it is appropriate, faculty will indicate that they are not presenting themselves as institutional representatives unless they are authorized to do so

All faculty shall comply with applicable laws, rules, regulations, and policies governing faculty activities. Such HWCOC policies include, those set forth in the FIU HWCOC Bylaws, FIU HWCOC Faculty Handbook, FIU HWCOC Medical Student Handbook, Master in Physician Assistant Studies Student Handbook, the Graduate Certificate in Molecular and Biomedical Sciences Student Handbook, and the PhD Program in Biomedical Sciences Student Handbook. More information on Academic Freedom can be found at <https://provost.fiu.edu/ofga/fiu-uff-collective-bargaining.html>

### B. Responsibilities

**Standards of Conduct Compliance.** In addition to the provisions below regarding Faculty responsibilities and the responsibilities outlined in the FIU Faculty Handbook, Faculty Members shall adhere to the American Medical Association Principles of Medical Ethics.

**Professionalism.** All Faculty Members are expected to comply with the laws, rules and regulations of the State of Florida, the Florida Board of Governors, and the University and University and HWCOC policies. In addition, all Faculty Members will be evaluated for promotion on their adherence to the American Medical Association Principle of Medical Ethics. This requirement applies to all members of the faculty.

- 1. Teaching.** Faculty Members who teach must be committed to excellence in fulfilling teaching responsibilities. Teaching responsibilities include, in addition to teaching assigned courses, preparing for class, punctual and faithful meeting of classes, keeping current with the developments in one's field(s), maintaining office hours and availability to students for questions and discussion, developing syllabi, course materials and class assignments that make clear the Faculty Member's expectations of the students, devising meaningful and fair student evaluation procedures, providing students appropriate feedback in a timely fashion, and timely completion of grading of exams and other assignments.
- 2. Research/Scholarship.** Faculty Members are expected to engage in the enterprise of scholarly activity. Excellence in scholarly activity is critical to the success of the HWCOT's mission.
- 3. Patient Care/Service.** HWCOT is a community whose effective operation depends in large part upon a Faculty Member's willing commitment to serving that community. Clinical Faculty Members provide service through clinical care. In addition, all full-time Faculty Members are expected to perform tasks necessary to the efficient administration of HWCOT, such as regularly attending faculty and committee meetings and fulfilling any assignments the Dean may give them. Assignments may include chairing or participating in one or more HWCOT faculty committees. Full-time Faculty Members are also encouraged to fully involve themselves in the intellectual life of HWCOT, including participation in seminars, assisting colleagues with their research, supplying assistance where needed to student organizations and programs, and participating in other HWCOT functions. In addition, full-time Faculty Members are encouraged to participate in the governance of the University, and, where appropriate, in the intellectual life of the University.

Full-time HWCOT Faculty shall provide clinical services (of any kind) only on behalf of FIU unless the written consent of their department Chair is obtained prior to providing clinical services on behalf of a third party. FIU is entitled to bill, collect, and retain reimbursement for all reimbursable clinical services provided by full-time HWCOT clinical faculty on behalf of FIU and for all reimbursable clinical services performed by part-time faculty on behalf of FIU. HWCOT clinical faculty may provide voluntary clinical services with the prior written approval from their department Chair.

The HWCOT mission includes service to the profession and the community through participation in local, state, national or international healthcare-related activities. Such activities are intrinsically valuable, and also inform the teaching and scholarship responsibilities of Faculty Members.

# Faculty Appointments, Promotions, and Evaluations

## Faculty Appointments

The faculty of HWCOCM comprises full- and part-time faculty members; faculty members are appointed to ranks and tracks as delineated in the HWCOCM APT Manual which are available for download at <https://medicine.fiu.edu/resources/faculty-tools/index.html>

HWCOCM recognizes that:

- Part-time medical school faculty appointments can benefit faculty members and the institution which they serve.
- Part-time careers can address the work–life balance many faculty members hope to achieve, and can be used to accommodate different expectations of newer faculty members
- Part-time career options can serve as a mechanism for institutions to fill the roles and responsibilities of the school.

Each faculty member is notified of the terms and conditions of his or her employment in writing in an appointment offer letter. These terms and conditions are restated or updated in renewal letters. Appointment letters state academic rank, administrative title (if applicable), department, effective date and duration of appointment, compensation, and detailed responsibilities of the faculty member.

A faculty member shall be apprised in writing of his/her annual assignment of duties in teaching, research and other creative activities, professional service, and of any other specific duties assigned for the upcoming academic year. Except for the initial assignment, the person responsible for making the assignment shall notify the faculty prior to making the final written assignment. The assignment shall be communicated to each faculty member no later than six (6) weeks in advance of its starting date, if practicable. The annual assignment must be signed and dated by both the faculty and the person responsible for making the assignment. Each faculty member shall be given assignments that provide equitable opportunities, in relation to other faculty members in the same department/unit, to meet the required criteria for tenure, promotion, successive fixed multi-year appointments, and merit salary increases. Faculty should also refer to his/her unit's respective differential assignment policy. The assignment of responsibilities is important because the faculty annual performance evaluation is based on the assigned duties outlined in the assignment of responsibilities.

The written annual evaluation, including the faculty member's annual assignment shall be provided to the faculty within forty-five (45) days after the end of the academic year for which such evaluation will be made. Faculty have the right to discuss it with their direct supervisor before it is placed in their evaluation file. The evaluation must be submitted by the supervisor and acknowledged electronically by the faculty in Panther180. The faculty member has the right to attach a concise statement to their annual performance evaluation and is entitled to a copy of the evaluation. The performance evaluation will become a part of faculty member's file, which is reviewed during considerations for tenure and/or promotions.

If a faculty member has a teaching assignment, the annual performance evaluation will also include a teaching evaluation also documented in Panther180. Faculty should refer to the Office of Medical Education on the evaluation of teaching. These guidelines include requirements for documenting teaching effectiveness, growth, and/or leadership using evidence from students, peers, and self.

### ***Faculty Annual Evaluation and Evaluation File***

The faculty evaluation file is the repository of faculty evaluations, excluding tenure and promotion files. The official personnel file, maintained by the Office of Human Resources, is not used for tenure, promotion, or salary decisions. The evaluation file is kept in the [Panther180 system](#) or in the departmental or dean's office.

Like student files, faculty evaluation files are confidential and exempt from public records disclosure except in limited circumstances. Only individuals authorized by the University or by the faculty member have access to these files. The file is also available upon order of a court of competent jurisdiction. Apart from student evaluations solicited as part of the regular evaluation procedure, no anonymous material can be placed in the faculty member's evaluation file. If student comments from routine student evaluations are included in the faculty member's evaluation file, all student comments obtained from a given course must be included.

Faculty are encouraged to periodically examine the contents of their evaluation file, which each faculty member has the right to do with reasonable advance notice. Records maintained in the evaluation file, such as the assignment of duties and the annual performance evaluations, are all closely tied to personnel actions like promotion, tenure, and compensation.

### ***Panther 180***

Panther180 provides a central location for faculty to record their achievements allowing units to obtain the necessary information to promote the work and scholarship of the faculty. Panther180 is used for faculty assignments and evaluations, Tenure & Promotion, Non-Tenure Track Promotion, Third-Year Review, Sabbaticals and Professional Development Leave, Sustained Performance Review, and Dissertation Advisor/Graduate Faculty Applications ( [Panther180 website \(https://panther180.fiu.edu/\)](https://panther180.fiu.edu/) Assistance with P180 is available from the Office of Academic Affairs.

### ***Tenured and Tenure-Track Faculty***

Appointments of tenure-track faculty members may be made at the level of assistant professor, associate professor, or professor; appointments may be made with or without tenure or credit toward tenure, in accordance with the qualifications of the appointee. Tenure-track faculty members are subject to FIU guidelines and HWCOT APT Manual policies pertaining to third-year review, tenure, and promotion. Additional information regarding FIU guidelines and processes is available at [http://academic.fiu.edu/faculty\\_resources.html](http://academic.fiu.edu/faculty_resources.html).

### ***Non-Tenure-Track Faculty***

Most clinical/healthcare scholar, research scientist, educator scholar, and library faculty appointments in the college of medicine are non-tenured, and their conditions are stated in writing at the time of appointment. All full- and part-time non-tenure-track faculty are appointed as members of either the clinical/healthcare scholar track, the research scientist track, the educator scholar track, or library track. Non-tenured and non-tenure-track (employed) faculty members are at-will employees.

Community-based, faculty appointments are non-tenured. Additional information is available in the HWCOT APT Manual.

### **Promotions**

Full time/part time faculty are eligible for promotion as recommended by their department consistent with the HWCOT Appointment, Promotion, and Tenure (APT) Manual:

- Faculty on the tenure track must conform to FIU and HWCOT Faculty Bylaws guidelines, schedules, and processes concerning third-year review, tenure, and promotion. Guidelines can be found in the HWCOT APT Manual. Details of the FIU process are available at [http://academic.fiu.edu/faculty\\_resources.html](http://academic.fiu.edu/faculty_resources.html).
- Promotion guidelines for all faculty on the non-tenure tracks can be found in the HWCOT APT Manual.
- Additional information on promotions criteria, processes and timelines is available on the Faculty Tools website: Personal, Professional and Organizational Development: Tenure and Non-Tenure Track Promotions. <https://medicine.fiu.edu/resources/faculty-tools/professional-development/tenure-and-non-tenure-promotion/index.html>

### **Evaluations**

All Faculty Members, regardless of rank or tenure status, will be evaluated annually by the Department Chair or supervising faculty in the department to which the faculty member is assigned.

#### ***Annual Evaluations***

a. Self-evaluation. Each Faculty Member shall prepare for his/her Chair an Annual Report. The report shall enumerate his or her activities for the past year in the areas of teaching, research, and service where applicable, and any other information the Faculty Member believes is relevant to his or her service at HWCOT. In addition, the Faculty Member should outline his or her goals and anticipated projects for the next academic year in the areas of teaching, research, and service. The evaluation also includes a review of the annual assignment and any unmet goals from the prior academic year.

b. **Chair's Review.** The Chair shall review each annual report and meet with the Faculty Member to discuss the Faculty Member's activities, including review of scholarly activities, funding, student evaluation forms, and goals and projects. At the time of this meeting the Chair shall indicate any areas in which the Faculty Member is deficient or otherwise has need for improvement and convey any suggestions for improvement or paths for development the Chair might have for the Faculty Member. The Chair shall also prepare a written annual evaluation of each tenure-track Faculty Member. The tenure-track Faculty Member shall have the opportunity to discuss the written evaluation, attach concise comments and sign it, upon which it will be forwarded to the Executive Associate Dean for Academic Affairs and Dean.

c. **Progress Towards Tenure.** As part of the annual evaluation, a Faculty Member eligible for tenure shall be apprised in writing once each year of his or her progress toward tenure. These appraisals are not binding upon HWCOTM or the University and shall be included as a separate component of the annual evaluation.

Additional information is available in the HWCOTM APT Manual and at <https://medicine.fiu.edu/resources/faculty-tools/forms-and-policies/index.html>.

## Remediation Policy

If a faculty member receives an unsatisfactory evaluation, there must be a face-to-face discussion of the evaluation between the faculty member and the immediate supervisor to create a plan for achieving satisfactory evaluations (Performance Improvement Plan –PIP).

The improvement plan will specify both the standards that the faculty member will achieve and the support that the department and/or other units will provide to the faculty member.

The improvement plan will be attached to the annual performance evaluation. If the faculty member disputes an overall unsatisfactory evaluation, the dean or his designee will review the evaluation and decide whether to affirm the evaluation or return it to the department chair for revision.

**Faculty Remediation.** The Director of Teaching and Learning and the Assistant Dean of Faculty Development review student evaluations of teaching and attend all course/clerkship reviews. Through these reviews and in collaboration with OME leadership, faculty identified as requiring additional support receive the following: one-on-one consultations, review and analysis of student evaluations of teaching, coaching cycles, teaching rehearsals, and teaching observations.

### ***Non-Reappointment***

A non-tenured faculty member may not have a contract renewed. The notice to which you are entitled will depend on your circumstances. Out-of-unit faculty are governed by the Separations of Employment policy# 1710.280. See <https://policies.fiu.edu/files/71.pdf>.

## Curriculum Vitae

Faculty members should update their curriculum vitae annually and submit updated information to the FIU Panther180 website (additional information is available at <https://panther180.fiu.edu/https://academic.fiu.edu/panther180/>). A curriculum vitae template is available for download at <https://medicine.fiu.edu/resources/faculty-tools/professional-organizational-and-personal-development/tenure-and-non-tenure-promotion/index.html>.

Faculty should access [Scholar@fiu.edu](mailto:Scholar@fiu.edu) to confirm the listing and information.

## Research

### Intellectual Property

#### A) Copyright Information-The Fair Use Doctrine

The library has an in-depth website on copyright laws that are important for every faculty member to know: <https://library.fiu.edu/copyright/basics>

All faculty, **including out-of-unit faculty**, are governed by the Works and Copyrightable Materials, Policy #1710.345. See <https://policies.fiu.edu/files/463.pdf>

#### B) Patent Information

All faculty, **including out-of-unit faculty**, are governed by the Inventions and Patents, Policy #2390.001. See <https://policies.fiu.edu/files/549.pdf>.

### Office of Research and Economic Development (ORED)

ORED (<http://research.fiu.edu/ored/>) provides leadership in research administration, supports the endeavors of the FIU research community, and ensures the responsible stewardship of research activities. ORED aims to minimize the impediments to research activity, promote research conduct that meets the highest standards of ethical integrity, and ensures that research activity is compliant with all local, state, and federal regulations. All full-time, part-time, and research-qualified voluntary faculty members must submit all research-related grants and contracts, regardless of funding source or location of work, to ORED; awards must be made to FIU, and any and all associated funding must be payable to the university. Faculty members who wish to pursue research through alternative channels must obtain approval in writing from ORED prior to submission to funding agencies.

## Protection of Human Subjects and Animals in Research

FIU seeks to protect human subjects and animals involved in research. Principal investigators must receive written approval from the FIU Institutional Review Board prior to beginning research involving human subjects. All required approvals for research involving human subjects must be received before ORED will set up a new project ID or release sponsored project funds. Additional information is available at <http://research.fiu.edu/irb/pages/policies-procedures.html>.

The use of animal research and teaching is a privilege that requires professional and moral obligations. The Institutional Animal Care and Use Committee (IACUC), a federally mandated committee, reviews all protocols involving animals to ensure that such research is justified and to minimize any animal pain or suffering that may occur. The FIU Animal Care and Use Program encompasses all animal use by the university for research, testing, and education. Additional information is available at <http://research.fiu.edu/iacuc/index.html>.

## Research Funding Opportunities

A partial list of research funding opportunities can be located on the research page of the HWCAM website <https://medicine.fiu.edu/research/funding-information/index.html> and the ORED website <http://research.fiu.edu/funding/#current>.

## Research Misconduct

Cases of alleged research misconduct are investigated in accordance with the procedures set forth in the Research Misconduct Policy, FIU policy #2370.070, <https://policies.fiu.edu/files/733.pdf>

It is the policy of the University that each faculty member, staff member and student maintain high ethical standards in the conduct and reporting of their research. Allegations of research misconduct are to be reported to, and shall be investigated and, if the allegations are substantiated, sanctioned by, the University as set forth in this policy. This policy applies to students and all individuals who are employed by or are agents of, the University, or who are affiliated with the University by contract or agreement and who are engaged in any University research project whether or not the research is supported by external funding.

Information is also available on the Office of Research and Economic Development Research Misconduct webpage at <http://research.fiu.edu/research-misconduct/>

## Ethics, Professionalism

### AMA Code of Medical Ethics

The college of medicine adopts the American Medical Association Code of Medical Ethics as the standards of conduct by which physicians are expected to abide. This code of medical ethics is available for download at <https://www.ama-assn.org/sites/default/files/media-browser/principles-of-medical-ethics.pdf>.

### Code of Professional Conduct for Student–Faculty Relationships

HWCOC is committed to promoting academic and professional success for learners and teachers at all levels. An atmosphere of mutual respect, collegiality, fairness, integrity, and trust is essential. Students (learners) and faculty (teachers) bear significant responsibility in creating and maintaining this atmosphere; however, faculty members assume the added responsibility of assessing student work and modeling appropriate professional behaviors. Faculty must be mindful of these responsibilities in their interactions with the students whose education has been entrusted to them. The full text of the Code of Professional Conduct for Student–Faculty Relationships is can be found on the HWCOC website [https://medicine.fiu.edu/resources/faculty-tools/forms-and-policies/\\_assets/code-of-professional-conduct.pdf](https://medicine.fiu.edu/resources/faculty-tools/forms-and-policies/_assets/code-of-professional-conduct.pdf).

## Policies, Procedures, and Regulations

This HWCOC Faculty Handbook includes several FIU policies pertinent to HWCOC faculty. FIU maintains a policies and procedures library at <https://policies.fiu.edu/>.

### Conflicts of Interest

#### *Outside Employment*

Faculty, administrators, and staff members may engage in outside activities that provide service to the community, increase professional reputations, or supplement income. An employee who proposes to engage in any outside activity shall report to his or her supervisor on the Reporting Guideline form that is filled out each academic year using the following link: [https://hrapps.fiu.edu/conflict\\_of\\_interest/Default.aspx](https://hrapps.fiu.edu/conflict_of_interest/Default.aspx).

The mandatory annual outside activity disclosures must be completed and are usually done during the Fall term.

If you intend to engage in a new activity or have a significant change in your previous submission(s), it is required that that you promptly (or when that change arises) submit a disclosure with the new activity.

To disclose a new or significant change, access the [online reporting system](#).

Important Information to Note:

- Out of unit employees should refer to the [Conflict of Interest Policy 1710.075](#).
- Faculty and staff members engaged in research must refer to the [Conflict of Interest in Research Policy #2370.005](#).

### ***Conflicts of Interest in Research***

In order to comply with applicable federal and state laws, the University has policies and procedures in place regarding the disclosure and approval/disapproval of conflicts of interest. All faculty and staff must disclose potential conflicts of interest through an electronic disclosure process. Staff and out of unit faculty use the FIU Conflict of Interest Policy for University Staff (non-bargaining unit faculty and employees (policy #1710.075). Reporting outside activity helps to ensure that our academic, research, and administrative affairs are conducted with utmost integrity and in compliance with all legal requirements.

Faculty must seek approval from the chairperson/director, dean, and the Provost prior to engaging in any activity outside of FIU that may create a conflict of interest (such as a time commitment that will divert you from your duties at the FIU), or outside professional activity for which you will be compensated.

Additionally, FIU promotes objectivity in research by establishing and maintaining standards that require the design, conduct, and reporting of research conducted at the University, or on its behalf, be free from bias due to any financial conflict of interest as defined in the Conflict of Interest in Research Policy: <https://policies.fiu.edu/files/572.pdf>.

All investigators, as defined by the policy, on proposed or existing research projects must disclose to the University all significant financial interests (as defined by the policy) in relation to the investigators' University responsibilities and the University will approve and manage or disapprove any financial conflict(s) of Interest in accordance with the policy.

Further information regarding the conflict-of-interest disclosure requirements and processes related to research can be found on the ORED conflict of interest webpage at <http://research.fiu.edu/coi/>

The Report of Outside Activity form must be completed on an annual basis and/or when an outside activity begins, or substantially changes, or has not been previously reported. Faculty employees must make this report each year even if they are not engaged in an outside activity. Enough information must be provided for reviewers to determine whether the outside activity constitutes a conflict of interest and whether it can be approved. Failure to report such activity is a violation of state law. If the proposed outside activity or financial interest is determined to be a conflict of interest, the activity will not be approved, and the faculty will be required to forgo engagement in the activity. Exceptions are listed in the [Conflict of Interest Policy](#) (<https://policies.fiu.edu/files/106.pdf>).

To assist in completion and/or approval of the required OA/COI reporting, there are a series of webinars located at [develop.fiu.edu](http://develop.fiu.edu):

- Conflict of Interest Webinar for Faculty
- Conflict of Interest Webinar for Admin & Staff
- Conflict of Interest Webinar for Approvers

For general questions regarding OA/COI disclosures contact the Division of Human Resources Service Center 305.348.2181 or [hr@fiu.edu](mailto:hr@fiu.edu).

For research-related questions regarding OA/COI disclosures contact the Office of Research and Economic Development 305.348.2494 or [research@fiu.edu](mailto:research@fiu.edu).

### ***Drug-Free Campus/Workplace Drug and Alcohol Abuse Prevention Policy***

The University is committed to maintaining a safe, productive, and drug-free work and educational environment. As such, FIU strictly prohibits the unlawful manufacture, distribution, dispensation, possession, trade, sell, or offer for sale of a Controlled Substance or alcohol, or otherwise engaging in the unlawful use of Controlled Substances or alcohol on campus. No person may report to classes, work, or related assignments “under the influence” of Controlled Substances, alcohol, or prescription drugs taken illegally. Furthermore, all employees engaged in the performance of a federal contract or grant are required to notify the University of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. The complete [Drug-Free Campus/Workplace Drug and Alcohol Abuse Prevention Policy](https://policies.fiu.edu/files/754.pdf) can be found in the University Policies and Procedures Library (<https://policies.fiu.edu/files/754.pdf>).

Any employee or student found to have abused drugs and/or alcohol in the workplace or campus shall be subject to disciplinary action in accordance with university regulations, policies, and any applicable collective bargaining agreement.

**DRUGS:** The unlawful possession, use, distribution, dispensation, manufacture, or sale of Controlled Substances is governed by [Federal law](#), [Florida law](#), University regulation ([FIU-2501 Student Conduct and Honor Code](#)), and [University policy](#).

**ALCOHOL:** The use, possession, or distribution of beverages containing alcohol on University property, including residence halls, is governed by [Florida law](#) and University regulations ([FIU-2505 Alcoholic Beverages](#), and [FIU-2501 Student Conduct and Honor Code](#))

**RESOURCES:** A list of on-campus and community resources for drug and alcohol prevention and assistance can be found in the full detailed version of this notification on the [Division of Academic & Student Affairs website](#).

### ***Faculty and Staff Access to Student Records***

Herbert Wertheim College of Medicine maintains files for all active and inactive students. The Office of Grades and Records in the Office of Student Affairs is the official records custodian and ensures that the privacy of all information contained in each file is maintained.

To request access to student records, faculty and staff must submit the HWCOT Student Record Request form to the HWCOT Registrar. The HWCOT Registrar, who serves under the aegis of the Executive Associate Dean for Student Affairs, maintains the authority to accept or deny requests in accordance with FERPA, and to redact personally identifiable information not relevant to the legitimate educational interest.

### ***Mistreatment and Unprofessional Conduct***

Faculty members risk possible personal liability and/or lawsuits when they engage in unprofessional conduct. Examples of unprofessional conduct include offensive behavior or language, discriminatory remarks (e.g., ethnic or racial jokes), ridiculing students, sexual harassment, and conduct unbecoming of a professional.

Florida International University (the University) is committed to encouraging and sustaining a learning and living environment that is free from discrimination based on sex including gender, gender expression, gender identity, and sexual orientation. Discrimination based on sex encompasses Sexual Misconduct, Sexual Harassment, Gender-Based Harassment, Domestic Violence, Dating Violence, and/or Stalking. The University has developed this regulation applicable to the entire University Community (i.e., students, student organizations, faculty, staff, affiliated third parties, and visitors) prohibiting discrimination based on sex consistent with Title IX of the Education Amendments of 1972 (Title IX), relevant provisions of the Violence against Women Reauthorization Act of 2013 (VAWA), the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), along with all applicable implementing regulations, and other applicable federal and state laws.

The University has identified two areas that are under the purview of this Regulation: Sexual Harassment as defined by Title IX and Sexual Misconduct. Sexual Harassment applies to alleged harassment, violence, and/or prohibited discrimination that occurs in a university education program or activity in the United States. This refers to locations, events, or circumstances over which the University had substantial control over both the Respondent and the context in which such incidents occurred, and also includes buildings owned by or controlled by a student organization that is officially recognized by the University. Sexual Misconduct applies to alleged harassment, violence, and/or prohibited discrimination that occurs in or outside a university education program or activity regardless of location. Nothing in this Regulation shall be construed as preventing the University President from taking any action which may be deemed necessary to meet the goals of this Regulation. The President may change the outcome and/or sanctions for any matter under the jurisdiction of this Regulation as outlined in Section XV.

All members of the University community are expected to conduct themselves in a manner that does not infringe upon the rights of others and is consistent with this regulation. The Regulation is not meant to inhibit or prohibit educational content or discussions protected by academic freedom or the First

Amendment, the Fifth and Fourteenth Amendments, or any other rights guaranteed by the U. S. Constitution. The University emphasizes the importance of treating Complainants and Respondents equitably upon receipt of a Formal Complaint. There is a presumption the Respondent is Not Responsible for the alleged conduct until Final Agency Action. FIU-105 Sexual Harassment (Title IX) and Sexual Misconduct

### ***Procedures for Reporting Discrimination, Harassment, and Sexual Misconduct***

FIU is committed to promoting a culturally diverse and inclusive working and learning environment. Procedures for reporting discrimination, harassment, and sexual misconduct are available online at <https://hr.fiu.edu/employees-affiliates/employee-concerns/> and <https://diversity.fiu.edu/services-view/title-ix/>.

### ***Nondiscrimination, Harassment and Retaliation (Title VII)***

Florida International University (the University) affirms its commitment to ensure that each member of the University community shall be permitted to work or study in an environment free from any form of illegal discrimination, including race, color, sex, pregnancy, religion, age, disability, national origin, marital status, and veteran status. [FIU Regulation 106](#) Nondiscrimination, Harassment and Retaliation (Title VII) prohibits discrimination, harassment, and retaliation on one or more of the protected statuses. The Office of Equal Opportunity Programs and Diversity is responsible for addressing such discrimination, harassment, or retaliation. If you feel that there is a situation that might fall within this regulation, please contact the Office of Equal Opportunity Programs and Diversity.

The University is also committed to creating a work or academic setting free from illegal discrimination based on sexual misconduct, sexual orientation, gender identity or expression which is addressed in [FIU Regulation 105 Sexual Misconduct \(Title IX\)](#).

## **Grievances**

Other than as provided by the state and federal law and university policies, faculty grievances may be brought to the attention of a department chair, the Executive Associate Dean for Academic Affairs, the Associate Dean for Faculty or the HWCAM Dean.

### ***Tobacco and Smoke-Free Campus Policy.***

Florida International University is a tobacco-free, smoke-free university. Smoking and/or use of any tobacco product is prohibited in all areas of the university campus. The FIU policy prohibiting smoking is available online at <http://regulations.fiu.edu/regulation, FIU-113>.

## ***Industry Relations***

The FIU HWCOC Industry Relations Policy and Guidelines outline college of medicine policies concerning relationships and interaction between faculty and industry in a manner that avoids real or perceived conflicts. The FIU HWCOC Industry Relations Policy and Guidelines are available for download at <https://medicine.fiu.edu/resources/faculty-tools/forms-and-policies/assets/industry-relations-policy-and-guidelines.pdf>.

## **Leaves of Absence**

Requests for leaves of absence must be made in accordance with the policies set forth in this HWCOC Faculty Handbook and with guidelines delineated by the Office of the Provost  
[https://academic.fiu.edu/faculty\\_resources.html](https://academic.fiu.edu/faculty_resources.html)

### ***Bereavement Leave***

Bereavement leave is granted in accordance with FIU policy (<https://policies.fiu.edu/policy/43.pdf>).

### ***Family and Medical Leave***

Family and medical leave granted in accordance with the Family and Medical Leave Act (FMLA), which provides unpaid leave per year for eligible employees and allows for continuation of employees' group health insurance coverage. Details of the FMLA and information regarding medical leave not administered as part of FMLA are available at <https://hr.fiu.edu/employees-affiliates/life-events/>.

### ***Military Leave***

Military employee and family leave are granted in accordance with FIU policy and the Uniformed Services Employment and Reemployment Rights Act of 1994. Details regarding military leave are available at <https://hr.fiu.edu/employees-affiliates/life-events/>.

### ***Professional Development Leave***

Full-time non-tenure-earning faculty members may be eligible for professional development leave. Additional information regarding professional development leave is available at <https://policies.fiu.edu/files/75.pdf> and the Office of the Provost's website [https://academic.fiu.edu/faculty\\_resources.html](https://academic.fiu.edu/faculty_resources.html)

### **Research Leave**

Any HWCOT tenured and tenure-track faculty may request a leave of absence for research purposes. The Faculty Member seeking such a leave should make the request in a letter to the Dean, stating the purpose of the leave and the period for which a research leave is requested. A request for research leave is ordinarily granted for a period of one year or less.

The granting of such a leave is within the discretion of the Dean and subject to approval of the Provost and should be based upon the merit of the request and the needs of HWCOT. Compensation during this period will be determined as a part of the consideration process for the leave.

### **Sabbatical Leave**

Full-time HWCOT tenured are eligible to apply for a sabbatical leave in accordance with HWCOT policy available at on the Forms and Policies website

<https://medicine.fiu.edu/resources/faculty-tools/forms-and-policies/index.html>

Detailed application form can also be found on the same website

### **Sick Leave**

Sick leave is granted in accordance with FIU policy (<https://policies.fiu.edu/policy/69>).

### **Vacation Leave**

Vacation leave is granted in accordance with FIU policy (<https://policies.fiu.edu/policy/378>).

### **Prohibited Discrimination, Harassment, and Related Misconduct Policy Reporting**

HWCOT complies with FIU's regulation Prohibited Discrimination, Harassment, and Related Misconduct Including Sexual and Gender-Based Harassment, Sexual Violence, Domestic Violence, and Stalking. Consistent with federal law and Florida statute, this regulation states that the university is prohibited from giving differential consideration based on age, color, creed, disability, gender, gender expression, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, veteran status, or any other legally protected status.

Medical student grievances against faculty, staff, or other students involving discrimination, harassment, or sexual misconduct are governed by university policy and the Equal Opportunity in Education Act, commonly known as Title IX. Any student who has experienced or person who has witnessed discrimination, harassment, or sexual misconduct by a faculty member, staff, or student can file a Title IX complaint with the FIU Equal Opportunity Programs and Diversity Office by filing an anonymous complaint using the Ethical Panther Reporting Hotline at 1-888-520-0570 or online at <https://fiu.i-sight.com/portal>. The Ethical Panther Hotline at Florida International University is an option for making

a confidential report to identify or raise any compliance, suspected misconduct or unethical behavior concerns online (web-based) or via a telephone line. The Hotline platform is not maintained on the University's systems and is not maintained by university employees. The Ethical Panther Hotline will be available 24 hours a day, 7 days a week, 365 days a year. By giving you multiple options, the Ethical Panther Hotline helps ensure that faculty, staff, students, and the University community can file a report anonymously and, in the manner, most comfortable or convenient to them.

The FIU policy and procedures is available for download at <https://compliance.fiu.edu/wp-content/uploads/sites/21/2019/12/FIU-105-2018-06-08.pdf>

## Whistleblower Protection

FIU is committed to ensuring whistleblower protection in accordance with U.S. statute. Notice to employees of whistleblower protection is available at <http://research.fiu.edu/whistleblower/>.

## Faculty Awards

### ***Faculty Senate Awards***

The FIU Faculty Senate honors faculty members for excellence in each of six categories: Advising and Mentorship, Engagement, Librarianship, Research and Creative Activities, Service, and Teaching. Additional information is available at <https://facultysenate.fiu.edu/awards/>.

### ***FIU Service and Recognition Awards***

FIU Service and Recognition Awards are given annually, and full-time faculty and staff members are eligible to receive awards in several categories:

Additional information regarding the Service and Recognition Awards is available at <https://hr.fiu.edu/employees-affiliates/appreciation-recognition/>

### ***Real Triumphs Faculty Award***

This award recognizes full-time faculty members who have engaged in significant research, partnerships, or other initiatives; who have promoted student learning; and who have demonstrated distinguished leadership at all levels. Additional information is available at <http://presidentscouncil.fiu.edu/worlds-ahead-faculty-award/index.html>.

### ***Top Scholar Awards***

The Top Scholar recognition honors full-time faculty and administrators whose work demonstrated significant impact in their respective fields, whether in the areas of research & creative activities or teaching & mentorship. Additional information is available at <https://provost.fiu.edu/faculty-honors/>

## HWCOM Faculty Awards

The college of medicine has established several faculty awards in recognition of full- and part-time faculty members. Details regarding nominations and deadlines for these HWCOM faculty awards are disseminated each spring via the Office of the Dean:

- **Clinical Affiliate Preceptor Award.** This award recognizes preceptors as role models, and recognizes their dedication to teaching, their dedication to HWCOM, and their expertise. Clerkship directors, Period 3 students, and Period 4 students nominate preceptors for this award; a committee then reviews nominations and designates the award recipient.
- **Excellence in Teaching Award.** This peer-juried award recognizes excellence in teaching among full- or part-time HWCOM faculty. Faculty, students, or staff may nominate faculty members who have at least 2 years of service at the time of nomination.
- **Faculty Advisor/Mentor-of-the-Year Student Choice Award.** The recipient of this HWCOM Office of Student Affairs award is chosen annually by students.

The college of medicine also participates in the Leonard Tow Humanism in Medicine Award, which is sponsored by the Arnold P. Gold Foundation. The award recognizes one medical student and one faculty member (from each participating medical school) for clinical excellence and compassion in their clinical practice. More information is available at <http://www.gold-foundation.org/programs/leonard-tow-humanism-in-medicine-award/>.

## Resources, Responsibilities, and Services

### Center for the Advancement of Teaching

In addition to the services provided by the Director of Teaching and Learning, Dr. Lemus Martinez, the FIU Center for the Advancement of Teaching (<http://undergrad.fiu.edu/cat/>) provides faculty with additional resources and support necessary to ensure that high-quality teaching and learning occurs through the university.

### iLearn Lab and Faculty Resource Center

As part of its efforts to promote learner success, the college of medicine offers an interactive learning center designed to facilitate faculty development and training. The facility comprises a Faculty Resource Center in which faculty can collaborate with professional instructional designers to develop tools for curricular delivery, and an iLearn Lab in which the latest technologies and applications are utilized to educate learners in small-group sessions. Additional information is available at <https://medicine.fiu.edu/resources/faculty-tools/ilearn-labs-and-faculty-resource-center/index.html>

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## Contact Information

### *FIU Phonebook and Directory*

FIU maintains email addresses and business phone numbers through the FIU Phonebook and Directory (<http://phonebook.fiu.edu/>). Faculty members can edit their contact information via the MyFIU portal (<https://my.fiu.edu/>) and should ensure that their directory information is accurate.

### *HWCOC Faculty and Staff Directory*

The college of medicine also maintains a faculty and staff directory (<https://medicine.fiu.edu/about/faculty-and-staff/index.html>). Requests for changes to directory information should be submitted to HWCOC IT (<https://medzen.fiu.edu/hc/en-us>).

## Employee Benefits

FIU offers several benefits to its employees; some of these benefits are highlighted below:

- **Sick Leave Pool.** The sick leave pool allows eligible employees to donate accrued leave hours to a general pool, in accordance with FIU policy (<https://policies.fiu.edu/policy/68.pdf>). Hours may be withdrawn by participating members of the pool in the event of illness, accident, or injury.
- **Retirement Benefits.** FIU employee are eligible for participation in several retirement plans and programs. Additional information is available at <https://hr.fiu.edu/employees-affiliates/benefits/>.
- **Tuition Waiver Program.** Full-time FIU employees and their dependents are eligible for tuition waivers, in accordance with FIU policy (<https://policies.fiu.edu/policy/64.pdf>). Additional information is available at <https://hr.fiu.edu/employees-affiliates/benefits/>.

### *Employee Assistance Program*

The [Office of Employee Assistance \(OEA\)](#) at FIU provides free, confidential assistance to help employees and their families resolve problems that affect their personal lives or job performance. The mission of the Program is to enhance the quality of life of faculty and staff, to improve personal and organizational effectiveness, and to create a healthier campus community by providing mental health assessment and referral, group development facilitation, and educational/training programs. Assistance may be provided to department heads and supervisors to assist with workplace issues. Please visit the [OEA website](#) for information. You may call 305-348-2469 to schedule a (confidential) appointment or email [oea@fiu.edu](mailto:oea@fiu.edu).

## ***Equal Opportunity and Diversity Programs***

The FIU Office of Equal Opportunity Programs and Diversity seeks to ensure equitable treatment of applicants, employees, and students. The office serves a variety of functions, including providing university employees opportunities to participate in trainings and workshops, investigating complaints of unlawful discrimination, and assisting with coordinating reasonable accommodations for employees with documented disabilities.

More information is available at <https://regulations.fiu.edu/regulation=FIU-106>

The Office of Diversity, Equity, Inclusivity, and Community Initiatives at HWCOCM (<https://medicine.fiu.edu/about/administrative-offices/office-of-diversity-equity-inclusivity-and-community-initiatives/index.html>) supports HWCOCM's education, healthcare, service, and research missions by promoting programs and services designed to enhance the diversity of the student body, faculty and staff. Through its efforts, the Office also promotes cultural competence and a greater awareness, understanding, and respect for our cultural similarities and differences. To achieve HWCOCM's mission, the Office has established the following goals:

- Enhance the diversity of the faculty, staff, and student body
- Create and evaluate diversity initiatives
- Develop educational and training sessions for faculty, staff, and students to ensure cultural competency
- Engage the community to increase diversity in the health care profession

## **Libraries**

The FIU library system (<https://library.fiu.edu/>) comprises several facilities, including the Steven J. and Dorothea Green Library (located on the Modesto A. Maidique Campus), the Glenn Huber Library (located on the Biscayne Bay Campus), and the Medical Library (located on the Modesto A. Maidique Campus). The Medical Library (<https://medicine.fiu.edu/resources/medical-library/index.html>) provides resources and services necessary to the educational, research, clinical, and administrative activities of HWCOCM students, faculty, and staff. The Medical Library provides electronic access to thousands of databases, books, and journals.

## **Required Training**

### ***Training Required by the FIU Office of Research and Economic Development***

Faculty members engaged in research are required to complete these online training modules developed by the CITI Program (<https://about.citiprogram.org/en/homepage/>):

- **Biomedical Human Research Investigators Course.** Personnel participating in research involving human subjects are required to complete this training course on human subject protection. Instructions for registration can be found at <http://research.fiu.edu/irb/training-requirements/>.

- **Good Clinical Practice.** Researchers working with FDA-regulated drugs, devices, or biologics are required to complete this CITI Program training course. Instructions for registration can be found at <http://research.fiu.edu/irb/training-requirements/>.
- **Responsible Conduct of Research.** This training is required for all researchers participating in federally funded projects. Instructions for registration can be found at <http://research.fiu.edu/rcr/training/>. Researchers completing the training should choose the appropriate research focus (e.g., Biomedical, Social and Behavioral, Physical Science, Humanities, Engineers, or Administrators).

### ***Training Required by HWCOM***

HWCOM additionally requires all faculty, administrators, and staff to complete the following training modules:

- **Family Educational Rights and Privacy Act (FERPA).** This module, accessible via FIU Develop (<https://develop.fiu.edu/>), includes training on maintaining the confidentiality of student educational records. The training module must be completed by a faculty member after he or she has been hired, and annually thereafter.
- **Compliance Training.** This module, accessible via CanvasMed (<https://canvasmed.fiu.edu/login/canvas>), is mandatory for all HWCOM faculty and staff who work in support of or on behalf of the FIU Faculty Group Practice, the FIU Health Care Network, Health Humanities and Society, and HWCOM shared services support departments (e.g. Human Resources, IT, Finance). The training module must be completed by a faculty member after he or she has been hired.
- **Patient Privacy (HIPAA).** Florida International University is committed to protecting the privacy of patients who receive care and treatment at the University's health care facilities. The University's framework to protect the privacy of patient information derives from its responsibilities and obligations under the Health Insurance Portability and Accountability Act of 1996 and implementing regulations (HIPAA), the Family Educational Rights and Privacy Act of 1974, as amended (FERPA), and other federal and state laws that apply to this information. As an FIU employee you must receive HIPAA training if, as part of your responsibilities, you will have access to, create, use, or disclose protected health information on patients receiving care at FIU within a University's HIPAA hybrid designated health care component unit as referenced within the [1610.005 HIPAA Privacy: Hybrid Entity Policy](#). If you work for an FIU HIPAA hybrid designated health care component unit, you must at a minimum complete HIPAA training at the time of onboarding to FIU, and annually thereafter. Those providing patient care or who have direct patient contact will receive further HIPAA training based on their job classification and title. <https://compliance.fiu.edu/privacy/patient-privacy-hipaa/>. The training module, accessible via FIU Develop (<https://develop.fiu.edu/>), includes training on protecting the privacy of patients. The training module must be completed by a faculty member after he or she has been hired, and annually thereafter.

## **Training Required by the FIU Division of Information Technology**

Faculty members are required to complete the Cybersecurity Awareness Training Course ([https://fiu.service-now.com/sp?id=kb\\_article&sys\\_id=b5a477abdb60b2004968fbf9af9619d4](https://fiu.service-now.com/sp?id=kb_article&sys_id=b5a477abdb60b2004968fbf9af9619d4)).

## **Room Reservations**

HWCOCM uses the WellSky Scheduling (<https://app.webappts.net>) system for reserving rooms within the college. Faculty members can contact [com-ae@fiu.edu](mailto:com-ae@fiu.edu) for more information.

Below is the process for submitting a request to reserve FIU HWCOCM Classrooms and Clinical Skills Room/Multi-Purpose Room/OSCEs (this includes the 4<sup>th</sup>/5<sup>th</sup> floor OSCEs as well).

### **#1 NOTE: When requesting 4<sup>th</sup>/5<sup>th</sup> Floor OSCEs/AHC2 561 and/or AHC2 453**

- Please send email to [com-ae@fiu.edu](mailto:com-ae@fiu.edu)
- Please copy Emiri Uchiyama at [euchiyam@fiu.edu](mailto:euchiyam@fiu.edu), Ashley Hunter at [ahunter@fiu.edu](mailto:ahunter@fiu.edu), Disniel Davila at [ddavila@fiu.edu](mailto:ddavila@fiu.edu) AND Alexander Trujillo at [altrujil@fiu.edu](mailto:altrujil@fiu.edu).

### **#2 NOTE: When requesting HWCOCM Classrooms (AHC2 170 and AHC4 101) and HWCOCM Dry Labs (AHC2 180 and AHC2 260)**

- Please send email to [com-ae@fiu.edu](mailto:com-ae@fiu.edu)
- Please copy Natalie Gomez at [nagomez@fiu.edu](mailto:nagomez@fiu.edu), Lletielth Aleman at [lraleman@fiu.edu](mailto:lraleman@fiu.edu), Natalie Dwarika at [ndwarika@fiu.edu](mailto:ndwarika@fiu.edu) AND Alabaster Sky at [asky@fiu.edu](mailto:asky@fiu.edu).

Please copy/paste the completed room request template (see below) and email to [com-ae@fiu.edu](mailto:com-ae@fiu.edu).

**IMPORTANT: Please follow the example below when emailing your requests.**

<b>SUBJECT LINE ON EMAIL:</b> Request to Reserve HWCOCM Room	
<b>ROOM #:</b>	Example: AHC2 170
<b>TYPE OF EVENT/DEPARTMENT:</b>	Example: Curriculum Development/OME (Must also include the cohort)
<b>DATE OF EVENT:</b>	Example: Monday, 12/02/2020
<b>BEGIN/END TIME (# OF HOURS):</b>	Example: 1:00pm to 3:00pm (2 hours)
<b># PERSONS INVITED:</b>	Example: 25 guests/participants
<b>CONTACT NAME/EXTENSION:</b>	Example: John Doe x.70000

- **NOTE: (AV/IT SUPPORT):** Please submit a MedZen Ticket at <https://medzen.fiu.edu> to request Equipment and AV/IT support. Our COM-IT Department may be reached at [com-ithd@fiu.edu](mailto:com-ithd@fiu.edu) and at 305-348-4843.
- **NOTE: (BUILDING/ROOM ACCESS):** Please contact our HWCOP Police Service Technician at 305-348-0570 (Dean's Office) or you may contact FIU Campus Security at 305-348-2626.

## Travel

The college of medicine supports faculty travel through administrative offices and departments to support faculty education, research, or professional development (<https://medicine.fiu.edu/assets/docs/travel-guidelines-february-2020.pdf>). In addition, the Office of Medical Education strategically supports travel to complement the needs of the educational program, the Office of Women in Medicine and Science supports participation in programs designed to build and enhance leadership and organizational skills, and the Office of Academic Affairs supports travel to fulfill administrative functions, organizational development, and faculty career development.

Regardless of the source of funding (e.g., FIU, grant, hosting institution or organization, personal funds), all travel requests must be approved through the HWCOP Centralized Travel Procedure, which requires approval by designated travel expenditures supervisor. For travel funded by HWCOP and the Office of Medical Education (OME), faculty members must complete and submit the Travel Request Form (<https://medicine.fiu.edu/resources/faculty-tools/clinical-and-classroom-teaching/assets/docs/ome-travel-request-form.pdf>). When submitting a request for travel, the faculty and staff member must provide a detailed cost estimate and identify the category (as listed) in which his or her request falls. All travel authorization request (TAR) should be submitted six (6) weeks prior to travel. However, to capitalize on the best travel rates and guarantee availability, we strongly encourage submission three (3) months prior to the first day of travel, whenever possible. Departments are responsible for managing and prioritizing their travel budget according to the criteria stated below. Future travel plans for faculty and staff should be submitted as part of the budget process for review and approval by the Dean. Faculty need to obtain departmental approval or immediate supervisor prior to submitting an abstract, scientific work or other material to a meeting.

All travel and travel reimbursements shall follow FIU travel policies and procedures, in addition, travel being funded by a sponsored program is subject to sponsor restrictions. Travel arrangements for all faculty and staff are made through the HWCOP Office of Finance and Administration. All travelers are required to complete a traveler profile form once every 2 years. Travel requests must be completed using approved forms; forms should be submitted at least 4 weeks in advance of travel to ensure that all necessary approvals are obtained and that all required processing occurs; a Travel Authorization is required before any expense is incurred by the university.