

FACULTY **HANDBOOK**

FIU

**Herbert Wertheim
College of Medicine**

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Overview

Preamble

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

The Faculty Handbook does not encompass all 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 at <https://provost.fiu.edu/faculty-excellence/faculty-resources/>

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 inclusive 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
Senior Vice President for Health Affairs
Dean, Herbert Wertheim College of Medicine

Herbert Wertheim College of Medicine Strategic Plan 2025-2030

The College of Medicine engages in strategic planning efforts (<https://medicine.fiu.edu/about/strategic-plan/>) on a continual basis, and new strategic plans are developed and produced approximately every 5 years.

The HWCOC Strategic Plan 2025-2030 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.

Accreditation

FIU is accredited (<https://medicine.fiu.edu/about/accreditation/>) 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's in Physician Assistant Studies program is accredited by the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA).

The Accreditation Council for Continuing Medical Education (ACCME) monitors continuing medical education (CME) activities to ensure they meet established standards of quality and can assist physicians in maintaining or improving their practice of medicine. The Herbert Wertheim College of Medicine is an accredited CME provider.

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

HWCOM Administrative Offices

OFFICE OF THE DEAN

The Dean of HWCOM is the senior leader responsible and accountable for providing leadership for the college's medical education and research missions, and for all HWCOM strategic planning initiatives.

OFFICE OF ACADEMIC AFFAIRS

The Office of Academic Affairs, led by the Senior Associate Dean for Academic Affairs, plays a central role in supporting and advancing the academic mission of the institution. It is responsible for overseeing academic programs, ensuring the quality and integrity of the curriculum, and facilitating faculty development and support. The office works collaboratively with academic departments, faculty, and administrative units to promote excellence in teaching, research, and service. In addition, it provides leadership in areas such as accreditation, academic policy development, and strategic planning. Faculty are encouraged to engage with the Office of Academic Affairs for guidance on academic matters and to contribute to a dynamic and inclusive learning environment.

Additional information is available at (<https://medicine.fiu.edu/about/administrative-offices/academic-affairs/index.html>)

OFFICE OF FACULTY AFFAIRS

The Office of Faculty Affairs coordinates efforts aimed at ensuring 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 HWCOM; coordinates faculty leaves and sabbaticals; and serves as a liaison during faculty appeals and grievance procedures. The Associate Dean for Faculty Affairs develops faculty scholarship and publication skills in medical education.

Additional information is available at <https://medicine.fiu.edu/about/administrative-offices/faculty-affairs/index.html>.

OFFICE OF FINANCE AND ADMINISTRATION

The Office of Finance and Administration led by the Senior Associate Dean for Finance and Administration, oversees the day-to-day and long-term operations of the HWCOM 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, marketing and public relations oversight, project management, and clinical affiliation liaison coordination.

Additional information is available at (<https://medicine.fiu.edu/about/administrative-offices/finance-and-administration/index.html>),

Facilities Planning and Operations collaborates with the FIU Facilities Management Department and the ITS divisions of Planning, Physical Plant Maintenance and Operations, Construction, and Analysis, Assessment, and Risk Management. It 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 Operations 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-administration/financial-operations/index.html>.

Human Resources HWCOR 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 HWCOR 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 the College of Medicine's 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 HWCOR website.

Additional information is available at <https://medicine.fiu.edu/about/administrative-offices/information-technology/index.html>.

Marketing and Community Relations. The Marketing and Community Relations team manages all media requests, branding, marketing, publications, and public relations for the College of Medicine.

Additional information is available at <https://medicine.fiu.edu/about/administrative-offices/finance-and-administration/marketing-and-community-relations/index.html>

Project Management Office The Project Management Office (PMO) supports the planning and execution of key initiatives across the College of Medicine. The PMO provides project structure, methodology, and coordination to ensure that strategic and operational projects are completed on time, within scope, and aligned with institutional priorities. The office also supports cross-functional collaboration and promotes accountability and transparency in project implementation.

Clinical Affiliations Liaison Function

The Office of Clinical Affairs serves as the administrative lead and key liaison for clinical affiliations. This includes coordination and operational alignment with affiliated health systems, ensuring effective communication, joint planning, and oversight of the implementation of

affiliation agreements. The office plays a central role in demonstrating the College of Medicine's value to its clinical partners and advancing shared goals.

OFFICE OF MEDICAL EDUCATION

Within the Office of Academic Affairs, the Office of Medical Education (OME) coordinates the centrally managed curriculum of the MD degree program. The office oversees curricular design, implementation, management, and evaluation. By providing foundational education while embracing innovation, the OME strives to instill a passion among learners for scientific inquiry, critical thinking, and clinical excellence.

Additional information is available at (<https://medicine.fiu.edu/about/administrative-offices/academic-affairs/education/medical->

OFFICE OF INSTRUCTIONAL DESIGN AND TECHNOLOGY

The Office of Instructional Design and Technology (IDT) is another unit within the Office of Academic Affairs. Headed by the Director of Instructional Design and Teaching Development, IDT coordinates design support, technology resources, and classroom teaching development for FIU faculty. The office offers and curates programming within HWCOT and FIU and identifies and supports the use of resources offered outside of FIU. In conjunction with the Office of Professional Development, IDT provides faculty with one-on-one consultations and assists with faculty development programming/workshops, both virtually and in person, on the FIU campus and at affiliated clinical sites.

Additional information is available at <https://medicine.fiu.edu/resources/faculty/instructional-design-training/index.html>

OFFICE OF PROFESSIONAL DEVELOPMENT

The Office of Professional Development (OPD), housed within the Office of Academic Affairs, supports faculty across all academic ranks and roles through a variety of growth and development opportunities. OPD offers structured programming, individualized coaching, and online modules to foster excellence in teaching, scholarship, and mentorship and to promote career advancement. Through in-person and virtual offerings, OPD supports a culture of continuous professional growth within HWCOT and its affiliated clinical sites.

Additional information is available at <https://medicine.fiu.edu/resources/faculty/professional-development/>

OFFICE OF GRADUATE MEDICAL EDUCATION

The Office of Graduate Medical Education's mission is to recruit, train and graduate physicians who will provide the best quality healthcare in South Florida. Our team is committed to fostering excellence, collaboration, and compassion in patient care, ensuring that residents and fellows receive the highest quality education in a supportive environment.

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, as well as supports other departments within HWCOM.

International programs are administered separately from the HWCOM MD degree program. The clinical sites used by these international programs are managed separately from the clinical sites used by the HWCOM medical students.

Additional information is available at <https://medicine.fiu.edu/academics/degrees-and-programs/international-medical-students/index.html>.

OFFICE OF INSTITUTIONAL KNOWLEDGE MANAGEMENT

The Office of Institutional Knowledge Management (IKM) mission is to capture and process the College of Medicine's institutional data and data analytics, information, and knowledge in order to increase access to available, accurate, and timely operational intelligence resources. To maintain this standard, the IKM strives for efficiency, collaboration, and transparency by developing IT pathways that facilitate readily accessible information to faculty and staff. IKM's approach is intended to achieve the College of Medicine's institutional goals through continuous quality improvement.

Additional information is available at <https://medicine.fiu.edu/about/administrative-offices/office-of-institutional-knowledge-management/index.html>.

OFFICE OF STUDENT AFFAIRS

The Office of Student Affairs (OSA) is led by the Associate Dean of Student Affairs, and provides programs and services for all prospective and enrolled medical students. The OSA supports medical student success by promoting an environment of inclusion and respect, providing administrative services that guide medical students from matriculation through graduation, assisting in career and professional development, and coordinating programs that promote good health and wellness in all its forms.

Additional information is available at (<https://medicine.fiu.edu/about/administrative-offices/student-affairs/index.html>),

- **Admissions** [Admissions | FIU Herbert Wertheim College of Medicine](#)
- **Financial Assistance** [Financial Assistance | FIU Herbert Wertheim College of Medicine](#)
- **Compliance and Support Services** [Compliance and Support Services \(CASS\) | FIU Herbert Wertheim College of Medicine](#)
- **Registrar** [College of Medicine Registrar | FIU Herbert Wertheim College of Medicine](#)
- **Ombudsman** [Ombuds Office | FIU Herbert Wertheim College of Medicine](#)
- **Student Well-being and Mental Health** [Student Well-being and Mental Health Services | FIU Herbert Wertheim College of Medicine](#)
- **Academic Counseling and Enrichment Services** [Academic Counseling and Enrichment Services | FIU Herbert Wertheim College of Medicine](#)
- **Career and Professional Development** [Career & Professional Development | FIU Herbert Wertheim College of Medicine](#)
- **Panther Learning Communities** [Panther Learning Communities | FIU Herbert Wertheim College of Medicine](#)
- **Student Organizations and Interest Groups** [Student Organizations & Interest Groups | FIU Herbert Wertheim College of Medicine](#)

- **International Experiences** [International Experiences | FIU Herbert Wertheim College of Medicine](#)
- **Student Travel** [Student Travel | FIU Herbert Wertheim College of Medicine](#)
- **Medical Student Ambassador Program** [Medical Student Ambassador Program | FIU Herbert Wertheim College of Medicine](#)
- **Learning Environment** [Learning Environment | FIU Herbert Wertheim College of Medicine](#)

OFFICE OF RESEARCH

The Office of Research 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 to create successful high- quality grant submissions that will enhance their research funding portfolio.

Additional information is available at (<https://medicine.fiu.edu/about/administrative-offices/office-of-research/index.html>)

FIU HealthCare Network

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 and/or in coordination with its clinical partners. The faculty group practice located on the Modesto A. Maidique Campus offers primary and specialty care which includes but is not limited to internal medicine, gynecology, and behavioral health.

Additional information about each department can be found at health.fiu.edu

Departments

The College of Medicine has a basic science department (Cellular and Molecular Medicine), a Department of Medical Education, and 13 clinical departments (Anesthesiology, Cardiovascular Sciences, Diagnostic Radiology, Internal Medicine, Neurosciences, Obstetrics and Gynecology, Oncological Sciences, Orthopedics, Pathology, Pediatrics, Psychiatry and Behavioral Health, Surgical Sciences, and Urology).

Additional information about each department is available at <https://medicine.fiu.edu/about/departments/index.html>.

Educational Programs

Doctor of Medicine

The 4-year MD program at HWCOT is structured around the development of core competencies essential for medical practice. These competencies are aligned with the Association of American Medical Colleges' Physician Competency Reference Set, along with an additional domain, Social Accountability, adopted by the college in 2015. The nine domains include:

- Patient Care
- Knowledge for Practice
- Practice-Based Learning and Improvement
- Interpersonal and Communication Skills
- Professionalism
- Systems-Based Practice
- Interprofessional Collaboration
- Personal and Professional Development
- Social Accountability

This comprehensive curriculum is designed to provide a broad and general foundation that prepares students for residency training, medical licensure, and clinical practice across a range of specialties.

For a detailed overview of HWCOT's educational objectives and integrated curriculum, please visit: <https://medicine.fiu.edu/academics/doctor-of-medicine/curriculum/index.html>

Master's in Physician Assistant Studies

The Master's in Physician Assistant Studies (MPAS) program at HWCOT features a 27-month curriculum designed to prepare students for collaborative practice as physician assistants. Emphasizing patient-centered care and community outreach, the program equips graduates with the skills and professionalism needed to work effectively alongside physicians and other healthcare professionals.

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

Ph.D. Program in Biomedical Sciences

The Ph.D. Program in Biomedical Science at the Herbert Wertheim College of Medicine (HWCOT) offers a curriculum distinct from that of other Florida International University (FIU) colleges. A distinctive feature of this program is the flexible and personalized curriculum designed to meet the specific learning needs of individual students. In addition, Ph.D. students interact annually with medical students and clinical faculty during presentations at the HWCOT Annual Research Symposium, which provides the graduate students with an appreciation of the medical aspects of modern biomedical sciences.

The participating faculty members come from the Department of Cellular and Molecular Medicine at the Herbert Wertheim College of Medicine, and the Center for Translational Science. These faculty members will empower students to be future leaders in the fields of biochemistry, cancer biology, computational sciences, genetics, immunology, microbiology and infectious diseases, molecular biology, medicinal chemistry, glycobiology, pharmacology, pulmonary biosciences,

vascular pathobiology, redox biology and pathology, nanomedicine and nanodevices and other fields of modern biomedical sciences.

The program provides graduate students with an exceptional ability to apply their research skills to translate fundamental discoveries into new and efficient treatments for human diseases.

The advantages of a Ph.D. degree in Biomedical Science from FIU include:

- Cutting edge research in biomedical sciences
- Flexible and personalized curriculum
- A time to graduation of less than 5 years
- Preparation for careers in academia, biomedical basic and translational research, and jobs in biomedical and biotechnology industries

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

Graduate Certificate in Molecular and Biomedical Sciences

The Graduate Certificate in Molecular and Biomedical Sciences 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 three-credit biomedical science courses that may include Medical Cell Biology and Biochemistry, Medical Molecular Biology, Medical Microbiology and Immunology, Medical Physiology, Pathology and Medical Histology, Medical Genetics, Medical Pharmacology or Descriptive Anatomy for the Biomedical Sciences, as well as a two-course series of one-credit courses in Professional Skills in Medical Sciences. Professionalism and professional development are emphasized and are a component of all courses.

Additional information is available at

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. Each committee has its own charter outlining its composition, reporting structure, appointment process, and terms of service.

Standing Committees

Admissions Committee for the Doctor of Medicine (MD) degree program shall review applicants' files and make admission decisions. The Admissions Committee shall develop and approve policies concerning admissions standards relating to MD student admissions. The final authority for accepting students to the Doctor of Medicine degree program rests with the Admissions Committee.

Appeals Committee shall consider appeals from determinations of the HWCOT Medical Student Evaluation and Promotion Committee and such other committees as are provided for in the HWCOT Medical Student Handbook.

Appointment, Promotion, and Tenure Committee shall evaluate all candidates for appointment, rank, and promotion. This committee will receive and consider recommendations from the HWCOT Department Faculty and Chair responsible for the individual under consideration by the Committee to make recommendations in accordance with the HWCOT APT Manual, the FIU Tenure and Promotion Manual, and any other applicable policies. This includes making recommendations to the Dean and APT Committee for awarding tenure and evaluation of faculty members with tenure in accordance with the University's policy.

Continuous Quality Improvement Committee shall oversee a monitoring system that ensures effective processes for maintaining compliance with the Liaison Committee on Medical Education (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 the use of results for improvement.

Curriculum Committee shall be responsible for making and approving policies and overseeing all aspects of the educational program for the Doctor of Medicine degree program.

Steering Committee of the Faculty Assembly determines the agenda for Faculty Assembly meetings, with input from the faculty, 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 shall evaluate the overall performance of each medical student as provided for in the HWCOT Medical Student Handbook.

Administrative Committees

The Leadership Council shall be responsible for oversight and strategic decision-making across academic units. The Leadership Council ensures that institutional policies, protocols, and procedures are developed, reviewed, approved, and maintained in alignment with University regulations and accrediting body standards.

The Leadership Council collaborates with the Dean and Faculty to establish governance and policy-making processes, ensuring compliance with accreditation standards and that policies effectively support the institution's mission and accreditation requirements. The Leadership Council approves all policies, protocols, and procedures except for those pertaining to the Admissions Committee and Curriculum Committee. Additionally, the Leadership Council advises the dean on all matters concerning the College of Medicine (COM).

The Council of Chairs shall advise the Dean on matters concerning medical education, clinical services, research, and other issues.

The Dean's Advisory Council advises the Dean on major issues such as future directions and fundraising efforts for HWCOT.

The list above does not encompass all committees at HWCOM. Some departments have internal committees.

Faculty Responsibility

Academic Freedom

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. Academic responsibility means that faculty will be forthright and honest in the pursuit and communication of scientific and scholarly knowledge, will respect students as individuals, and will avoid any exploitation of students for private advantage, and avoid remarks that may be perceived as discriminatory by students. Academic responsibility also means that when it is appropriate, faculty will indicate that they are not presenting themselves as an institutional representative, unless authorized to do so. For example, faculty should not use University letterhead in conjunction with non-University business or when taking a political position on matters outside the University. *For more information please see the FIU Faculty Handbook (<https://provost.fiu.edu/assets/docs/faculty-handbook.pdf>)*

Responsibilities

- **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 HWCOM policies. Additionally, all members of the HWCOM community (including students, faculty, and staff) are expected to demonstrate the following professional attributes.
- **Accountability.** The individual demonstrates a willingness to accept responsibility for actions, admit errors, and be accountable to self, team, patients, and society. Accountability includes the ability to self-assess balance and emotional well-being and to seek help if unable to carry out duties.
- **Adaptability.** The individual is able and willing to adjust to meet the needs of new or changing circumstances.
- **Collaboration.** The individual effectively works with others, demonstrating respect, clear communication, and willingness to cooperate in an open-minded fashion.
- **Conscientiousness.** The individual demonstrates thoroughness and dependability in following through with assigned tasks.
- **Critical Thinking.** The individual uses an investigatory and analytic approach to all situations. The individual is inquisitive, thoughtful, and able to work through a problem.
- **Discernment.** The individual demonstrates awareness of the limits of their own knowledge or skills and applies knowledge and skills appropriately for their level of training.
- **Emotional Intelligence.** The individual demonstrates awareness of emotions of self and others and uses this information to act with situational awareness.
- **Ethical Behavior.** The individual demonstrates ethical behavior in the classroom and patient care environments (demonstrating beneficence and non-maleficence and

promoting autonomy and justice) and is compliant with FIU and HWCOC policies and regulations.

- **Integrity.** The individual demonstrates truth-telling and the absence of deception in their interactions with others.
- **Respect.** The individual demonstrates proper regard toward faculty, staff, patients, and peers in diverse settings and interactions.
- **Self-Improvement.** The individual is responsive to feedback and is willing to assess self and set personal goals for development. This includes assessing personal coping strategies, managing conflicts between personal and professional responsibilities, and seeking help appropriately when needed.

Faculty Appointments, Promotions, and Evaluations

Faculty Appointments

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

Each faculty member is notified of the terms and conditions of his or her employment in writing in an appointment offer letter. The person responsible for making the assignment shall notify the faculty to making the final written assignment. These terms and conditions are restated or updated in renewal letters. Each faculty member shall be given assignments that provide equitable opportunities, about 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.

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 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 during annual faculty reviews. 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 evaluation must be submitted by the supervisor in Panther 180. . The faculty member has the right to respond to their annual evaluation via Panther 180 for 30 days after the Chair evaluation is completed. The faculty can retrieve a copy of the evaluation at anytime from Panther180. The performance evaluation will become a part of faculty member's file, which is reviewed during considerations for tenure and/or promotions.

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 evaluations, Tenure & Promotion, Non-Tenure Track Promotion, Third-Year Review, Sabbaticals and Professional Development Leave, Sustained Performance Review, and Dissertation Advisor/Graduate Faculty Applications. Assistance with P180 is available from the Office of Faculty Affairs.

Additional information is available at Panther180.fiu.edu

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.

Non-Tenure-Track Faculty

All Scholar, Adjunct, Medical Librarian, Physician Assistant, and Community-Based Track faculty are non-tenured, and their conditions are stated in writing at the time of appointment. the

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

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 APT Manual, guidelines, schedules, and processes concerning third-year review, tenure, post tenure review, and promotion. Guidelines can be found in the APT Manual, found here: <https://medicine.fiu.edu/resources/faculty/forms-policies/index.html>.
- Promotion guidelines for all faculty on the non-tenure tracks can be found in the HWCOT APT Manual found here: <https://medicine.fiu.edu/resources/faculty/forms-policies/>. Faculty should verify with their Department Chair for specific guidelines, if any.
- Additional information on promotion 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>
- Details of the FIU process are available at http://academic.fiu.edu/faculty_resources.html.

Evaluations

All tenured, tenure-track, scholar, physician assistant, medical librarian, and adjunct faculty will

be evaluated annually by the Department Chair and supervising faculty in the department to which the faculty member is assigned.

While community-based faculty are not required to participate in the annual evaluation process, all community-based faculty receive feedback annually by the department chair or designee. This feedback includes an annual report on their contributions to the educational mission including student reviews (as available).

Annual Evaluations

- a. **Self-Evaluation.** Each faculty member will need to complete the self-evaluation on Panther180. The self-evaluation shall record his or her activities for the past year in the areas of teaching, research, clinic, 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 SMART goals and anticipated projects for the next academic year in the areas of teaching, research, clinic, and service. The evaluation also includes a review of the annual assignment and any unmet goals from the prior academic year. 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. 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.
- b. **Supervisor Review.** All faculty shall be reviewed by all applicable supervisors. The supervisors will meet with the faculty and review their performance in the respective area.
- c. **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 discuss differential assignment and path to promotion during the annual faculty review.
- d. **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 HWCOT or the University and shall be included as a separate component of the annual evaluation.

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

Remediation Policy

Policies on Faculty Teaching Support Plans

At HWCOT, formal policies guide the identification and support of faculty members needing improvement in teaching and assessment skills across the curriculum. Faculty members who

have frequent contact with students are evaluated through student-perception-of-teaching surveys. Those with scores below the 5th percentile, those flagged by course/clerkship directors or deans, or those who self-identify may be selected for support. The process is coordinated by the Associate Dean for Professional Development and the Director of Instructional Design and Teaching Development. Personalized support plans aim to promote improvement while ensuring a consistent and supportive learning environment for students in both the pre-clerkship and clinical years.

Faculty Teaching Support Plans

Once a faculty member is identified, the Associate Dean for Professional Development and the Director of Instructional Design and Teaching Development consult with the faculty member and relevant course/clerkship directors or deans to determine the faculty member's needs and whether a formal teaching support plan (TSP) is warranted. Plans may include coaching, peer evaluation, faculty development, and, in AY1–AY2, teaching squares and teaching observations. Implementation is tracked through collaborative follow-up and evaluation. For those flagged by performance data or leadership, improved scores in subsequent iterations of the course or clerkship mark resolution; failure to improve may result in further intervention or suspension of teaching duties. Faculty who self-identify work collaboratively with the development team to conclude their TSP.

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/>). A curriculum vitae template is available for download at <https://medicine.fiu.edu/resources/current-students/md-resources/student-affairs/career-and-professional-development/curriculum-vitae/>.

Research

Intellectual Property

For information on intellectual property, please see the University's Faculty Handbook located here: <https://provost.fiu.edu/faculty-excellence/faculty-resources/index.html> The direct link to the 2024- 2025 FIU Faculty Handbook can be found here: [faculty-handbook.pdf](https://medicine.fiu.edu/resources/current-students/md-resources/student-affairs/career-and-professional-development/curriculum-vitae/)

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.

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 <https://research.fiu.edu/ored/lar/>*

Research Funding Opportunities

A partial list of research funding opportunities can be located on the research page of the HWCOM 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, will be 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/>

Policies, Procedures, and Regulations

This HWCOM Faculty Handbook includes several FIU policies pertinent to HWCOM 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.

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 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 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) (<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:

- 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.

For research-related questions regarding OA/COI disclosures, contact the Office of Research and Economic Development 305.348.2494 or 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 Student Affairs](#)

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 HWCOM Student Record Request form to the HWCOM Registrar. The HWCOM 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.

Student Review of Educational Records

A medical student may submit to the HWCOM Registrar a written request that identifies the records the student wishes to inspect. A copy of the request for access or release will be retained in the student's file. FIU policy states that the custodian of records (e.g., HWCOM Registrar) has up to 45 days to comply with a request, but requests are usually honored on the same or next business day. The HWCOM Registrar, or designee, must be present while the student reviews the education records and will retain custody of the records.

Requests to Amend Educational Records

A medical student may challenge the accuracy of his or her educational records by filing a written request for amendment with the HWCOM Registrar. The student must also present copies of all available evidence relating to the information being challenged to the HWCOM Registrar. The HWCOM Registrar will consider the request and notify the student in writing within 15 business days whether the request will be granted or denied, and if denied, the right to a hearing on the matter. During that time, any challenge may be settled informally between the student and the HWCOM Registrar, in consultation with other appropriate University employees. A student may not challenge grades, disciplinary actions, grievances, or similar matters through this process.

Non-Involvement of Providers of Student Health Services in Student Teaching/Assessment

It is the policy of HWCOM that any health professionals who provide (or have provided in the past) health services, including psychiatric/psychological counseling, to a medical student have no involvement in the academic assessment or promotion of the medical student receiving those services, excluding exceptional circumstances such as an emergency.

Students who have been assigned to work with a faculty member or resident who is (or has been) a personal healthcare provider must alert the Course/Clerkship Director to facilitate a change in assignment. Similarly, a faculty member or resident who has been assigned to work with a student for whom they provide (or have provided) personal healthcare must alert the Course/Clerkship Director to facilitate a change in student assignment.

Student Mistreatment

It is the policy of HWCOM that mistreatment of medical students will not be tolerated. This policy and related procedures aim to protect medical students from mistreatment by:

- Educating all persons present in HWCOM learning environments about student mistreatment
- Prohibiting medical student mistreatment by anyone associated with HWCOM
- Encouraging the early identification of medical student mistreatment as a preventative measure
- Identifying individuals to whom medical students can report mistreatment
- Requiring those who receive complaints regarding student mistreatment to report the complaint to the appropriate administrator
- Providing a confidential system for reporting mistreatment
- Prohibiting retaliation against those who report mistreatment
- Assuring confidentiality to the fullest extent possible
- Assuring that all reports of mistreatment will be thoroughly and promptly addressed
- Providing an avenue for corrective action

All members of the HWCOM community are required to adhere to FIU Regulations and Policies including Regulation FIU-2501 Student Conduct and Honor Code which states that “It is the responsibility of the University to provide a safe and stimulating environment in which scholarship and personal growth may occur, Regulation FIU-106 Nondiscrimination, Harassment and Retaliation (Title VII), which states 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,” and Regulation FIU-105 Sexual Harassment (Title IX) and Sexual Misconduct, which applies to Sexual Harassment as defined by Title IX and Sexual Misconduct.

Any alleged acts of sexual misconduct or sexual harassment, as defined pursuant to Regulation FIU- 105, will be handled in accordance with Regulation FIU-105. Any alleged acts of discrimination, harassment, or retaliation, as defined pursuant to Regulation FIU-106, will be handled accordingly.

Change of Grade

Once submitted to the COM Registrar’s Office for processing, course grades (except incompletes or unresolved grades) are final. They are subject to change only through a change of grade submission.

All change of grade submissions must be initiated through DocuSign using the official HWCOT Change of Grade Form.

Change of Grade forms must be signed by the appropriate course director and by the Assistant Dean for Foundational Sciences Curriculum for courses in Years 1 and 2, or the Assistant Dean for Clinical Education for courses in Years 3 and 4.

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/>

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 [Department of Access, Compliance, and Equal Opportunity](#) (ACE) serves as the steward of federal and state laws and regulations, and FIU policies and guidelines-monitoring and implementing these as applicable throughout University operations. ACE houses both the Office of Civil Rights Compliance and Accessibility (CRCA) and the Office of Equal Opportunity (EO).

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 college-designated HR contact, the [FIU faculty ombuds](#), or [Employee and Labor Relations](#).

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 <https://regulations.fiu.edu/>

Industry Relations

The FIU HWCOT Industry Relations Policy and Guidelines outline the College of Medicine's policies concerning relationships and interaction between faculty and industry in

a manner that avoids real or perceived conflicts. The FIU HWCOT Industry Relations is currently being updated due to the new affiliation agreements with Baptist Health and Nicklaus Children's Hospital.

Leaves of Absence

Requests for leaves of absence must be made in accordance with the policies set forth in this HWCOT Faculty Handbook and with guidelines delineated by the Office of the Provost 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

Faculty members may be eligible for professional development leave in accordance with FIU policy (<https://policies.fiu.edu/files/75.pdf>)

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

Faculty are eligible to apply for a sabbatical leave in accordance with FIU policy (<https://provost.fiu.edu/faculty-excellence/faculty-resources/index.html>)

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>). Any requests for approval of deviations from the schedule should be informed in writing with at least six (6) weeks' notice, to the Department Chair.

Prohibited Discrimination, Harassment, and Related Misconduct Policy Reporting

HWCOM 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 concerns about compliance, suspected misconduct or unethical behavior, either 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 is 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/>

President's Council Outstanding Faculty Award

The President's Council Outstanding Faculty Award recognizes faculty who:

- Engage in significant research, partnership or creative initiatives that make an impact in their field, in the community and/or the world
- Promote student learning, innovation and collaboration in teaching, mentorship or advising
- Demonstrate distinguished leadership within the University, the profession, and the larger community

All full-time faculty who have been employed at FIU for a minimum of three years are eligible to apply. The award recipient receives a cash award of \$15,000. The President's Council welcomes participation from all academic disciplines. We strongly encourage all colleges and schools to submit at least one nomination from their areas.

Additional information is available at <https://pc.fiu.edu/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 and creative activities or teaching and mentorship.

Additional information is available at <https://facultyawards.fiu.edu/awards/topscholars/>

HWCOT Faculty Awards

The College of Medicine has established several faculty awards in recognition of full-time and part-time faculty members. Details regarding nominations and deadlines for these HWCOT faculty awards are disseminated each year via the Office of the Dean:

HWCOT Annual Teaching Awards:

1. **Course Director Teaching Award:** Awarded to faculty who serve as course directors, demonstrating exceptional leadership, organization, and teaching excellence in courses during the first or second academic year.
2. **Unit Director Teaching Award:** Recognizes faculty who direct units of courses during the foundational phase, excelling in coordinating interdisciplinary teaching and fostering a cohesive educational experience for students.

3. **Large Group Teaching Award:** Given to faculty who deliver outstanding lectures or teaching sessions in large group settings during the first or second academic year.
4. **Small Group Teaching Award:** Honors faculty who excel in leading small group teaching sessions, engaging students in interactive, case-based, or skills-based learning.
5. **Invited Faculty Teaching Award:** Recognizes invited faculty who contribute high-quality, impactful teaching through occasional lectures or sessions for first- and second-year students.
6. **Excellence in Clinical Teaching in Primary Care Preceptorship Award:** Awarded to faculty preceptors who provide exceptional guidance and clinical teaching during the primary care preceptorship.

AY3/AY4 Teaching Awards

1. **AQA Volunteer Clinical Faculty Award:** Awarded to volunteer clinical faculty who demonstrate exceptional dedication and teaching excellence in clinical settings for third- and fourth-year medical students.
2. **Excellence in Clerkship Direction Award:** Recognizes clerkship directors who provide outstanding leadership, organization, and mentorship during third- or fourth-year clinical rotations.
3. **Excellence in Clinical Teaching in Emergency Medicine Award:** Given to faculty who provide exemplary clinical teaching and mentorship in the emergency medicine clerkship.
4. **Excellence in Clinical Teaching in Family Medicine Award:** Honors faculty excelling in clinical teaching and guidance in the family medicine clerkship.
5. **Excellence in Clinical Teaching in Geriatrics Award:** Awarded to faculty who provide exceptional clinical teaching and mentorship in the geriatrics clerkship.
6. **Excellence in Clinical Teaching in Internal Medicine Award:** Recognizes faculty for outstanding clinical teaching and student engagement in the internal medicine clerkship.
7. **Excellence in Clinical Teaching in Neurology Award:** Given to faculty who provide high-quality clinical teaching and mentorship in the neurology clerkship.
8. **Excellence in Clinical Teaching in Obstetrics and Gynecology Award:** Honors faculty who excel in clinical teaching and mentorship in the obstetrics and gynecology clerkship.
9. **Excellence in Clinical Teaching in Pediatrics Award:** Recognizes faculty who excel in clinical teaching and mentorship in the pediatrics clerkship.
10. **Excellence in Clinical Teaching in Psychiatry Award:** Honors faculty who provide exceptional teaching and mentorship in the psychiatry clerkship.
11. **Excellence in Clinical Teaching in Radiology Award:** Given to faculty who demonstrate outstanding teaching and mentorship in the radiology clerkship.
12. **Excellence in Clinical Teaching in Surgery Award:** Honors faculty who provide exceptional teaching and mentorship in the surgical clerkship.
13. **Resident / Fellow Clinical Teaching Award:** Recognizes residents or fellows who demonstrate exceptional teaching skills and mentorship in clinical settings for third- and fourth- year medical students

Leonard Tow Humanism in Medicine Award: Sponsored by the Arnold P. Gold Foundation, this award honors one medical student and one faculty member from each participating medical school for their outstanding clinical excellence and compassionate patient care.

Resources, Responsibilities, and Services

Center for the Advancement of Teaching

In addition to the services provided by the Office of Professional Development at HWCOT, the FIU Center for the Advancement of Teaching (<https://cat.fiu.edu/>) 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://ecampus.fiu.edu/faculty-resource-center>

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 can edit their contact information via the MyFIU portal (<https://my.fiu.edu/>) and should ensure that their directory information is accurate.

HWCOT Faculty and Staff Directory

The College of Medicine also maintains a faculty directory (<https://medicine.fiu.edu/about/faculty-and-staff/index.html>). Requests for changes to directory information should be submitted to HWCOT 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 faculty 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 faculty 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 assessments and referrals, 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 or email oea@fiu.edu to schedule a (confidential) appointment.

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 FIU 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 HWCUM 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 engaged in research are required to complete these online training modules developed by the CITI Program (<https://research.fiu.edu/rcr/training/>)

- **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 the IRB Training requirement, 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 HWCOT

HWCOT 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, is mandatory for all HWCOT faculty who work in support of or on behalf of FIU Health. 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).

Travel

The College of Medicine supports faculty travel primarily through departmental allocations. Faculty typically receives an annual travel stipend through their department to support professional development activities. In addition to these departmental funds, faculty may be eligible to apply for additional funding to support travel for professional development activities. These funds are intended to enhance scholarly growth, foster collaboration, and support participation in academic and clinical meetings, training programs, and other relevant events aligned with the faculty member's academic, research, or clinical responsibilities.

All faculty travel requests, regardless of the source of funding (e.g., FIU faculty allowance, external grant, hosting institution, professional development funds, organizational sponsorship, or personal funds), must first be submitted to the Department Chair for approval. Once the Chair has approved the travel, the department administrator will assist the faculty member in completing the required Travel Request Form in accordance with HWCOT procedures.

When submitting a travel request, the faculty must provide a detailed cost estimate. All travel requests should be submitted eight (8) 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. Faculty must obtain approval from their Department Chair prior to submitting an abstract, application, scientific work, or other scholarly material to a conference or professional 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 are made through the HWCOT Office of Finance and Administration.