



Herbert Wertheim College of Medicine
FLORIDA INTERNATIONAL UNIVERSITY

Faculty Handbook

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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. 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

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/assets/faculty-bylaws.pdf>

Message from the Dean

Congratulations on joining the faculty of Florida International University (FIU) Herbert Wertheim College of Medicine (HWCOM). The college is dedicated to attracting and supporting faculty who deliver innovative and challenging curricula, conduct research, and transform the health of patients and communities. The college of medicine, with degree programs in medicine, physician assistant studies, and biomedical sciences, has created a model of health care education and clinical care that prepares students to become socially accountable, community-based physicians, scientists, and health professionals who are qualified to transform the health of patients and communities. The college also seeks to provide an innovative environment for basic, translational, and clinical research.

Each HWCOM faculty member is appointed to a department within the college; some faculty members have additional involvement in administrative offices within HWCOM. In this HWCOM Faculty Handbook, you will find important information about these offices and departments, and information regarding policies and resources that can facilitate your involvement in the college. The handbook also includes many links to websites that contain additional information about FIU and HWCOM.

On behalf of the entire faculty and staff of FIU, I welcome you and encourage you to embrace the college's mission and vision in your academic career at HWCOM.

John A. Rock, MD
Founding Dean and Senior Vice President for Health Affairs
FIU Herbert Wertheim College of Medicine

Herbert Wertheim College of Medicine Strategic Plan 2015–2020: Collaborate, Act, Transform

The college of medicine engages in strategic planning efforts on a continual basis, and new strategic plans are developed and produced every 5 years. In 2015, the college implemented the Strategic Plan 2015–2020: Collaborate, Act, Transform, which is reviewed at least annually to highlight progress in achieving goals outlined in the plan.

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

Mission. By providing an environment enhanced by diversity, clinical innovation, and research, Florida International University Herbert Wertheim College of Medicine prepares socially accountable, community-based physicians, scientists, and health professionals who are uniquely qualified to transform the health of patients and communities.

Vision. Florida International University Herbert Wertheim College of Medicine is a national leader in transforming the health of communities through its purposeful integration of education, research, and clinical care.

Values. The conduct, ideals, and ethics that drive our operations are scholarship, innovation, inclusion, integrity, and service.

The Strategic Plan 2015–2020 Collaborate, Act, Transform is available for download at <https://medicine.fiu.edu/about/strategic-plan/assets/med-strategic-plan-2015-2020.pdf>

Accreditation

FIU is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) to award associate, baccalaureate, master's, and doctoral degrees. The HWCOC doctor of medicine (MD) degree program is accredited by the Liaison Committee on Medical Education (LCME), and 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. The Dean also serves as the FIU Senior Vice President for Health Affairs. A number of individuals report to the Dean, including the executive associate deans for academic affairs, clinical affairs, finance and administration, and student affairs; the chairs of the college's basic science and clinical departments; the HWCOC Ombudsman; the Associate Dean for Community Engagement; the Associate Deans for International Affairs; the CEO of the FIU Healthcare Network; the Associate Dean for Transformation and Integrity; the Master in Physician Assistant Studies Program Director; the Director of Accreditation and Quality; the Senior Director of Development; and the Special Assistant to the Dean and Senior Vice President for Health Affairs.

Office of Accreditation and Quality and Office of Continuous Quality Improvement. Within the Office of the Dean, the Director of Accreditation and Quality oversees the college's accreditation efforts. Personnel in the Office of Accreditation and Quality and the Office of Continuous Quality Improvement support the college's continuous quality improvement (CQI) efforts by coordinating data collection and review activities, and by 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, research activities, and faculty affairs. Academic advising and student promotions and advancement are under the aegis of the Office of Academic Affairs.

Office of Faculty Affairs. Led by the Associate Dean for Faculty, the Office of Faculty Affairs coordinates efforts aimed to ensure faculty members' excellence, resilience, and vitality. 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 appeals and grievance procedures.

Office of Learning and Teaching. Within the Office of Academic Affairs, the Office of Learning and Teaching (<https://medicine.fiu.edu/about/administrative-offices/learning-and-teaching/index.html>) supports 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, and scholarship and publication in medical education. 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. The Associate Dean for Faculty has oversight of this office and works in collaboration with the Director of Clinical Faculty Development and the Assistant Director of Faculty Development.

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 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.

Office of Women in Medicine and Science. Within the Office of Academic Affairs, the Office of Women in Medicine and Science (<https://medicine.fiu.edu/about/administrative-offices/women-in-medicine-and-science/index.html>) seeks to promote gender equity, the recruitment and retention of a diverse faculty of women, and the recruitment and retention of diverse medical students; additionally, the office seeks to recognize women in science and medicine, and seeks to support the career and leadership advancement of female faculty. The Associate Dean for Women in Medicine and Science has oversight of this office.

Office of Research. Within the Office of Academic Affairs, the Office of Research oversees basic, applied, translational, and clinical research. The Associate Dean for Basic Research and Graduate Programs, the Associate Dean for Biomedical Research, and the Associate Dean for Academic Affairs manage the grants portfolio, provide information about research opportunities, and support the development of proposals that leverage the interests and expertise of faculty in the college. Additional information about research at HWCOC is available at <https://medicine.fiu.edu/research/index.html>.

Office of Clinical Affairs

The Office of Clinical Affairs (<https://medicine.fiu.edu/about/administrative-offices/clinical-affairs/index.html>), led by the Executive Associate Dean for Clinical Affairs, is primarily responsible for clinical sites and clinical affiliations for medical education, and works closely with chairs of clinical departments. The Office of Clinical Affairs also is responsible for the development of graduate and continuing medical education programs.

Continuing Medical Education. HWCOC 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. Within the Office of Clinical Affairs, the Office of Graduate Medical Education seeks to improve access to graduate medical education in South Florida. Working with graduate medical education academic and program directors, graduate medical education committees, HWCOC department chairs, and designated institutional officials, the office supports the creation of new residency and fellowship programs, community engagement activities, and scholarly and professional events for residents and fellows. Additional information is available at <https://medicine.fiu.edu/academics/graduate-medical-education/index.html>.

Office of International Affairs. Within the Office of Clinical Affairs, the Office of International Affairs develops and maintains agreements and relationships with international partners, and coordinates international elective rotations for FIU and international medical students. International programs are administered separately from the HWCOC MD degree program, and clinical sites used by these international programs are separate and distinct from clinical sites used by HWCOC 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 Executive Associate Dean for Finance and Administration, oversees all HWCOT financial planning and operations of the college. The office oversees the annual operating budget, institutional reporting, and analysis; monitors strategic initiatives outcomes; and oversees the information technology, facilities planning and operations, and marketing functions of the college.

Facilities. 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>.

Finance and Strategic Initiatives. 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. Additional information is available at <https://medicine.fiu.edu/about/administrative-offices/human-resources/index.html>.

Information Technology. 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 for 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, academic, 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 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 recruit, admit, educate, council, advise, and professionally transform a diverse group of students into medically and culturally competent, empathetic, and ethical physicians.

Office of Diversity and Inclusion. 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 HWCOC community. Within the Office of Student Affairs, the Office of Diversity and Inclusion (<https://medicine.fiu.edu/about/administrative-offices/diversity-and-inclusion/index.html>) seeks to increase representation of populations that are underrepresented in the medical profession among HWCOC 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 works collaboratively with the Associate Dean for Faculty and the Associate Dean for Women in Medicine and Science in these efforts.

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 Grades and Records. Within the Office of Student Affairs, the Office of Grades and Records (<https://medicine.fiu.edu/resources/current-students/md-resources/student-affairs/grades-and-records/index.html>) provides various services to medical students, alumni, faculty, and staff. The Office of Grades and Records maintains and manages active and permanent medical student records, and manages leave of absence forms, return from leave of absence forms, official and unofficial transcripts and enrollment verification, change of name/address forms, diplomas, degree certification, course registration, residency reclassification, applications submitted via the Electronic Residency Application Service (ERAS), applications submitted via the Visiting Student Application Service (VSAS), and letters of recommendation.

FIU Health Care Network

The FIU Health Care Network (<http://hcn.fiu.edu/>) is the management service organization that manages the HWCOC faculty group practice (located on the FIU Modesto A. Maidique Campus and at Broward Health Medical Center) and other clinical facilities located on FIU campuses including Student Health clinics (located on the FIU Modesto A. Maidique Campus and Biscayne Bay Campus). The FIU Health Care 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.

The FIU Health Care 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. FIU Embrace, a state-funded program, additionally serves adults with

autism and related disorders. FIU Health Care Network clinical facilities at Broward Health Medical Center, open since 2012, offers services in psychiatry and behavioral health, and bariatric surgery.

The FIU Health Care Network uses an educational–clinical model designed to train learners in population health, primary care and prevention, systems-based practice, and practice-based learning. Learning opportunities are open to all disciplines, and faculty members can contact the CEO of the FIU Health Care Network at 305-FIU-DOCS for more information on developing training opportunities through the FIU Health Care Network.

Departments

The college of medicine has four basic science departments (Cellular Biology and Pharmacology, Human and Molecular Genetics, Immunology, and Medical and Population Health Sciences Research) and 16 clinical departments (Anesthesiology; Dermatology; Emergency Medicine and Critical Care; Humanities, Health, and Society; Neuroscience; Obstetrics and Gynecology; Ophthalmology; Orthopedics; Otolaryngology; 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/assets/educational-program-objectives.pdf>.

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.

The PhD program in Biomedical Sciences is designed to educate and train graduate students to apply their research skills from bench to bedside, and to translate fundamental discoveries into new treatments for human diseases. Students in the program participate in biomedical research, collaborating with clinical and basic science faculty, and prepare for careers in academia, medical research, and biomedical and biotechnology industries. Additional information is available at <https://medicine.fiu.edu/academics/degrees-and-programs/phd-in-biomedical-sciences/index.html>.

Graduate Faculty and Dissertation Advisor Status

HWCOC 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. Applications for membership to the graduate faculty are due October 15 (for fall semesters) and March 15 (for spring semesters). For newly appointed tenured or tenure-track faculty, a separate, expedited application can be made within 1 year of the initial faculty appointment. Additional information is available at <http://gradschool.fiu.edu/facultystaff/#gradpolicies>

Master in Physician Assistant Studies

The 27-month Master in Physician Assistant Studies degree program at HWCOC 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. Additional information is available at <https://medicine.fiu.edu/academics/degrees-and-programs/master-in-physician-studies/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. Professional development also 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 appropriate, 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 reviews files of applicants who apply for admission to the MD degree program, and makes determinations regarding admission. 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.

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 are 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.

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. The majority of 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 0.6 or greater FTE. Faculty are expected to attend Faculty Assembly meetings, which occur at least twice annually.

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. The MSEPC makes recommendations to the Dean regarding promotion, graduation, and any other appropriate actions. Members of the MSEPC are appointed by the Dean as well as elected by the Faculty Assembly.

Other HWCOCOM Committees

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.

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.

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 Faculty Bylaws, which are available for download at https://medicine.fiu.edu/resources/faculty-tools/_assets/faculty-bylaws.pdf.

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.

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 HWCOCM Faculty Bylaws 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 clinical 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 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.

All community-based, voluntary faculty appointments are non-tenured and unpaid. Additional information is available in the HWCOCM Faculty Bylaws.

Promotions

Full time/part time faculty are eligible for promotion as recommended by their department consistent with the HWCOCM Faculty Bylaws:

- Faculty on the tenure track must conform to FIU and HWCOCM Faculty Bylaws guidelines, schedules, and processes concerning third-year review, tenure, and promotion. Guidelines can be found in the HWCOCM Faculty Bylaws, Part VII: Promotion and Tenure, Section B: Promotion

Requirements, Tenure Track. Details of the FIU process are available at http://academic.fiu.edu/faculty_resources.html.

- Promotion guidelines for faculty on the non-tenure track can be found in the HWCOC Faculty Bylaws, Part VII: Promotion and Tenure, Section C: Promotion Requirements, Non-Tenure Track.
- Community-based paid or voluntary faculty are eligible for promotion as recommended by their department, and consistent with the HWCOC Faculty Bylaws, Part VII: Promotion and Tenure, Section D.3: Requirements for Promotion: Voluntary Clinical/Basic Science/ Educator.
- Promotion guidelines for adjunct faculty can be found in HWCOC Faculty Bylaws, Part VII: Promotion and Tenure Section D.4, which states that adjunct faculty may be promoted at FIU when they achieve promotion at their home institution. Adjunct faculty members must meet the criteria of HWCOC and FIU to be promoted at the college of medicine.

Evaluations

Each faculty member is responsible for an annual evaluation report for submission to his or her department chair. The report should include a list of the teaching, research, and service activities in which the faculty member participated during the past year and completion of goals and listing of goals for the next academic year. Additional information is available in the HWCOC Faculty Bylaws and at <https://medicine.fiu.edu/resources/faculty-tools/forms-and-policies/index.html>.

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://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>.

Research

Intellectual Property

FIU seeks to protect intellectual property (i.e., copyrights, trademarks, and patents) and manages disclosures, inventions, and patenting. The university also manages the evaluation of disclosed technology, through assessment of patentability, economic value, and other factors that could affect its commercialization. Faculty members are subject to the FIU policy regarding inventions, patents, and works (see <https://policies.fiu.edu/policy/549.pdf>). Additional information is available at <https://generalcounsel.fiu.edu/faqs/intellectual-property/>. Faculty seeking outside funding for research or training projects, must contact the FIU Office of Research and Economic Development (ORED). Within ORED, the Office of Innovation and Economic Development (<http://research.fiu.edu/ored/innovation-and-economic-dev/>) provides resources for technology management and commercialization, patent submission, and guidance on research partnerships.

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 HWCOM website (<https://medicine.fiu.edu/research/index.html>).

Research Misconduct

Research misconduct is defined by the university as fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results. The FIU policy concerning research misconduct and the procedures for reporting and investigating research misconduct are available at <https://policies.fiu.edu/policy/733.pdf>.

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. 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/>.
- **Health Information Privacy and Security.** Researchers participating in projects involving protected health information are required to complete this training course. Instructions for registration can be found at <http://research.fiu.edu/irb/training-requirements/>.
- **Human Subject Protection.** This training is required for all researchers completing Institutional Review Board submissions.
- **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).

Ethics, Professionalism, and Responsibility

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 included in Appendix 1 of this HWCOC Faculty Handbook.

Academic Freedom and Responsibility

FIU is committed to the principles of academic freedom and academic responsibility, and faculty members at the university may present academic subjects without fear of censorship. A full description of faculty members' academic freedom and responsibility is available in the FIU Faculty Handbook (http://academic.fiu.edu/docs/faculty_handbook.pdf).

Policies, Procedures, and Regulations

This HWCOT Faculty Handbook includes several FIU policies pertinent to HWCOT 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

Disclosures are reviewed to determine whether activities constitute a conflict or potential conflict of interest, or whether there are conditions necessary to manage, reduce, or eliminate the conflict or potential conflict. In the event the proposed outside activity is determined to constitute a conflict of interest, and the employee disagrees with that determination, the employee may have the matter reviewed by the Provost or the Vice President for Human Resources, as appropriate. The FIU policy is available at <https://policies.fiu.edu/policy/106>.

Conflicts of Interest in Research

In accordance with the HWCOT Faculty Bylaws (<https://medicine.fiu.edu/resources/faculty-tools/assets/faculty-bylaws.pdf>), all full- and part-time faculty members and all research-qualified voluntary faculty members shall adhere to all FIU and HWCOT policies and procedures with respect to the conduct of research, including Institutional Review Board policies and procedures for the use of human subjects, Institutional Animal Care and Use Committee policies and procedures, conflicts of interest policies, and all policies related to the management of grants and contracts. The adherence to FIU and HWCOT policies and procedures also includes the commitment to maintaining appropriate training in human subjects and/or animal research, appropriate training in grant and contract management, and the submission of a conflict of interest disclosure annually, or more often as necessary. Additional information is available at <http://www.research.fiu.edu/coi/>.

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 takes appropriate steps to protect the privacy of all information contained in each file and has been designated the official records custodian. Full policy is at https://medicine.fiu.edu/resources/faculty-tools/forms-and-policies/policy_procedure_access-to-student-records.pdf

FIU-105 Regulation on Prohibited Discrimination, Harassment, and Related Misconduct Including Sexual and Gender-Based Harassment, Sexual Violence, Dating Violence, Domestic Violence and Stalking

Florida International University (FIU or 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 based on race, color, religion, age, disability, sex (including sexual misconduct), sexual orientation, gender identity or expression, national origin, marital status, veteran status, and/or any other legally protected status (collectively referred to as protected status). The university recognizes its obligation to work towards a community in which diversity is valued and opportunity is equalized.

The university recognizes that discrimination and/or harassment based on a protected status undermines the integrity of the academic and work environment. All members of the university community should be able to work and/or learn in an atmosphere free from discrimination and/or harassment; and the university is committed to addressing conduct that violates these standards. The university encourages all community members to take reasonable and prudent actions to prevent or stop prohibited conduct. Taking action may include direct intervention when safe to do so, enlisting the assistance of friends, contacting law enforcement, or seeking assistance from a person in authority. Community members who chose to exercise this responsibility will be supported by the university and protected from retaliation. It is the particular responsibility of those members of the university community who hold positions of authority over others to avoid actions that are, or can be considered, a violation of this regulation or as unprofessional.

This regulation prohibits all forms of discrimination and harassment based on protected status. It expressly, therefore, prohibits sexual violence and sexual exploitation, which by definition involves conduct of a sexual nature and is prohibited form of sexual or gender-based harassment. This regulation further prohibits dating violence, domestic violence and/or stalking, which does not need to be based on an individual's protected status to be prohibited under this regulation. Finally, this regulation prohibits complicity for knowingly assisting in an act that violates this regulation and retaliation against an individual because of his or her good-faith participation in the reporting, investigation, or adjudication of violations of this regulation. University students and employees who violate this regulation may face discipline up to and including expulsion or termination.

To foster a climate that encourages prevention and reporting of discrimination, harassment, and related misconduct, the university will actively promote prevention efforts, educate the community, respond to all reports promptly, provide interim protective measures to address safety and emotional well-being, and act in a manner that recognizes the inherent dignity of the individuals involved.

The university is committed to the principles of free inquiry and expression. Vigorous discussion and debate are fundamental to this commitment, and this regulation is not intended to restrict teaching methods or freedom of expression, nor will it be permitted to do so. Offensiveness of conduct, standing alone, is not sufficient for the conduct to constitute prohibited harassment. The conduct must be sufficiently severe to interfere with an individual's ability to participate in employment or educational program and activities from both a subjective and objective perspective. Prohibited conduct under this regulation is not a proper exercise of academic freedom and may not be legally protected expression. On the contrary, prohibited conduct compromises the university's integrity as well as its tradition of intellectual freedom.

FIU's position on the aforementioned prohibited activities is codified in FIU-105, available online at <https://regulations.fiu.edu/regulation=FIU-105>.

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/>.

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 the HWCOC Faculty Bylaws (https://medicine.fiu.edu/resources/faculty-tools/_assets/faculty-bylaws.pdf), and with guidelines delineated by the Office of the Provost (http://academic.fiu.edu/faculty_resources.html) and the FIU Division of Human Resources (<https://hr.fiu.edu/employees-affiliates/life-events/>).

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 12 work weeks of unpaid leave per year for eligible employees and allows for continuation of employees' group health insurance coverage. Additional information regarding FMLA and information regarding medical leave not administered as part of FMLA is 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. Additional information regarding military leave is available at <https://hr.fiu.edu/employees-affiliates/life-events/>.

Professional Development Leave

Full-time non-tenure-earning faculty members with at least 6 years of continued service at FIU are eligible for professional development leave. Additional information regarding professional development leave is available at http://academic.fiu.edu/faculty_resources.html.

Sabbatical Leave

Sabbatical leave is granted to faculty members to develop their skills as teachers, scholars, or administrators. The decision to grant sabbatical leave is within the discretion of the Dean, and is contingent upon funds and feasibility of returning to prior pursuits (e.g., clinical practice). Sabbatical leave is granted in accordance with the HWCOT Faculty Bylaws and FIU policy (<https://policies.fiu.edu/policy/73>).

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>).

Provision of Health Services to Medical Students

In compliance with LCME accreditation standards, it is imperative that the health professionals who provide 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. Because many of the HWCOT clinical training programs take place under the supervision and care of clinical faculty who maintain practices at various outpatient and inpatient settings in Miami-Dade and Broward counties, it is possible that a student may seek medical care and/or psychological counseling from a practice in which a faculty member sees patients or clients. Health care professionals who provide psychiatric/psychological counseling or other sensitive health care services (e.g., treatment for sexually transmitted diseases, substance abuse, rape) to medical students shall not be involved in the evaluation or promotion of those students.

HWCOT discourages faculty members who already have an evaluative relationship with a student from providing psychological counseling or medical care to that student; however, for emergent health care needs such faculty–student relationships should not preclude the student from seeking medical care from providers who can offer the best available care. In such cases, or when a student has received psychological counseling or medical care from a faculty member prior to entering an evaluative relationship, the student may request to be evaluated by a different faculty member based on the perceived conflict. Such requests are to be made to the Executive Associate Dean for Student Affairs, who will determine the most appropriate resolution. Similarly, a faculty member who has provided psychological counseling or medical care to a student prior to entering an evaluative relationship will request reassignment of the student to another faculty member.

Student Mistreatment

Policy Concerning Medical Students

In keeping with its commitment to create and maintain a professional learning environment that fosters respect, resilience, integrity, and excellence, HWCOC provides medical students, faculty, and staff avenues to seek guidance and to report incidents of suspected medical student mistreatment. Examples of mistreatment include situations in which a medical student is: publically embarrassed, publically humiliated, threatened with physical harm, physically harmed, required to perform personal services, subjected to unwanted sexual advances, asked to exchange sexual favors for grades or other rewards, denied opportunities for training or rewards based solely on gender, subjected to offensive sexist remarks or names, given lower evaluations or grades solely because of gender, denied opportunities for training or rewards based solely on race or ethnicity, subjected to racially or ethnically offensive remarks or names, given lower evaluations or grades solely because of race or ethnicity, denied opportunities for training or rewards based solely on sexual orientation, subjected to offensive remarks or names related to sexual orientation, or given lower evaluations or grades solely because of sexual orientation rather than performance.

Policy and Procedures Concerning Graduate Student Grievances

FIU policy and procedures concerning grievances apply in instances of perceived or actual mistreatment of students enrolled in the Master in Physician Assistant Studies degree program, the PhD program in Biomedical Sciences, and the Graduate Certificate in Molecular and Biomedical Sciences program. The FIU policy and procedures are available for download at <https://policies.fiu.edu/policy/739.pdf>.

Prohibited Discrimination, Harassment, and Related Misconduct Policy Reporting

HWCOC 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 844-312-5358 or online at <https://compliance.fiu.edu/hotline.html>. A student may also speak with a Title IX Coordinator by calling 305-348-1509.

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

FIU Faculty Awards

Several university awards honor faculty throughout the year.

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 members are eligible to receive awards in seven of 11 categories:

- **FIU Community Award.** This award is given to a faculty member, administrator, or staff member who has demonstrated excellence in teaching or research, or who has collaborated with the local or global community.
- **FIU Safety and Loss Prevention Award (Faculty Administrative).** This award is given to a faculty member or administrator who has promoted safe practices and safety-related initiatives.
- **FIU Sustainability Award.** This award is given to a faculty member, administrator, or staff member who has supported sustainability and respect for the environment.
- **FIU Torch Award.** This award is given to a faculty member, administrator, or staff member who has exemplified truth, freedom, respect, responsibility, and excellence.
- **President's Access and Equity Award.** This award is given to a faculty member, administrator, or staff member who has exceeded his or her mandated job responsibilities in support of diversity and inclusion.
- **Presidential Excellence Award.** This award is given to a faculty member, administrator, or staff member who has supported excellence, efficiency, productivity, and quality; who has implemented new programs; or who has received peer recognition for research, scholarship, or creative activities.
- **Service Excellence Award (Team).** This award is given to a team of faculty, administrators, and/or staff who have provided service that consistently exceeds the expectations of customers. These individuals possess the job knowledge, people skills, motivation, and drive for continuous improvement that provide a level of service excellence that exceeds expectations.

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

President's Council Worlds Ahead 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 leadership at all levels. Additional information is available at <http://presidentscouncil.fiu.edu/worlds-ahead-faculty-award/index.html>.

HWCOC 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 HWCOC 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 HWCOC, 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 HWCOC 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 HWCOC 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

The FIU Center for the Advancement of Teaching (<http://undergrad.fiu.edu/cat/>) provides faculty with resources and support necessary to ensure that high-quality teaching and learning occurs through the university.

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 (com-ithd@fiu.edu).

Employee Benefits

FIU offers a number of 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 employees 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/>.

Additional information on employee benefits for college of medicine faculty is available on the HWCOC website at <https://medicine.fiu.edu/about/administrative-offices/human-resources/index.html>.

Equal Opportunity and Diversity Programs

The FIU Office of Equal Opportunity Programs and Diversity (https://hrapps.fiu.edu/index.php?name=equal_opportunity_programs) 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.

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, or the HWCOC Dean, and shall be resolved.

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>.

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 HWCOC students, faculty, and staff. The Medical Library provides electronic access to thousands of databases, books, and journals.

Required Training

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).

Training Required by HWCOC

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

- **Patient Privacy and Information Security Protections.** This module, accessible via CanvasMed (<https://auth.fiu.edu/cas/login?service=https%3A%2F%2Fcanvasmed.fiu.edu%2Flogin%2Fcas>), 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.

- **Family Educational Rights and Privacy Act (FERPA).** This module, accessible via CanvasMed (<https://auth.fiu.edu/cas/login?service=https%3A%2F%2Fcanvasmed.fiu.edu%2Flogin%2Fcas>), 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.

Room Reservations

HWCOC uses the Appointments Everywhere system for reserving rooms within the college. Faculty members should contact com-ae@fiu.edu for more information regarding the process for reserving rooms.

Travel

The college of medicine supports faculty travel through administrative offices and departments to support faculty education, research, or professional development. 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.

For travel funded by HWCOC, faculty members must obtain approval for funding directly from the funding source prior to making travel arrangements. 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 HWCOC 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. Communication regarding travel requests and arrangements should occur via comfin@fiu.edu.

For travel funded by the department to which a faculty member has been appointed, final processing requires the signature of the department chair or his or her designee. For travel funded by the Office of Medical Education, faculty members should obtain approval from the Office of Medical Education prior to submitting a travel request to the Office of Finance and Administration.

Appendix 1. Code of Professional Conduct for Student–Faculty Relationships

Preparing for a career in medicine requires the acquisition of a large fund of knowledge, a variety of professional skills, entrustable professional behaviors required to deliver safe and effective patient care, and a commitment to self-directed lifelong learning. Florida International University (FIU) Herbert Wertheim College of Medicine (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.

Students (learners) commit to:

- Treat all faculty and fellow learners with respect and fairness.
- Demonstrate adherence to high professional standards in all interactions.
- Demonstrate trustworthiness in all interactions with teachers and peers.
- Be conscientious in committing the effort necessary to achieve the goals and objectives of the curriculum and completing all requirements on time.
- Be fully prepared and on time for scheduled activities, and inform instructors about absences or tardiness in advance whenever possible.
- Demonstrate discernment in self-study, seeking guidance and assistance appropriately.
- Routinely reflect to identify personal strengths and weaknesses and to set personal learning goals.
- Willingly assist and contribute to learning experience of their peers.
- Maintain high professional standards in all interactions with fellow students, faculty, and staff.
- Conscientiously support an effective learning environment, and notify appropriate faculty and staff members in a timely manner of any problems that adversely affect the learning environment.
- Respond to official communication within 72 hours (or within 24 hours throughout the duration of a course).
- Participate in the process of program evaluation and improvement.
- Pursue confidential mental and physical support for any conditions that might compromise achievement of one's educational goals or patient care.
- Adhere to all policies, rules, and responsibilities outlined in course syllabi and in the HWCOC Medical Student Handbook.
- Work collaboratively and responsibly in team learning environments.
- Meet all deadlines for formal educational activities.

Faculty (teachers) commit to:

- Treat all learners and colleagues with respect and fairness.
- Demonstrate adherence to high professional standards in all interactions.
- Provide effective formats (e.g., cases, laboratories, discussion groups) for learning.
- Manage the learning venue and the activity for optimal learning by assuring effective communication (e.g., repeating questions for the class; prohibiting disruptive activities, including late entry and early exit from the venue, extraneous verbal communications, and use of electronic devices for alternative purposes).

- Plan teaching activities appropriate for the time period and venue, coordinated within the overall curriculum longitudinally and vertically (ensure knowledge of the curriculum in relation to the session).
- Respect student preparedness and time commitment by avoiding redundancy and clearly identifying essential material.
- Provide guidance for students to adequately prepare in advance in a timely manner.
- Be present and start activities on time for didactic, investigational, and clinical encounters, and end activities on time, respectful of others' time and responsibilities.
- Provide timely feedback with constructive suggestions and opportunities for improvement or remediation.
- Grade/assess performance based on learning objectives and level of achievement.
- Be available for contact and timely response through various means of communication—including official university email and phone—and have regular office hours during formal teaching periods.
- Respond to official communication within 72 hours (or within 24 hours throughout the duration of a course).
- Abstain from requesting learners to perform personal services or errands unrelated to the didactic, investigational, or clinical situation at hand.
- Nurture both the intellectual and professional development of learners.
- Pursue confidential mental and physical support for any conditions that might compromise the learning environment and/or patient care.
- Abide by the values of the college outlined in the HWCOP Medical Student Handbook.
- Adhere to all rules and responsibilities outlined in the HWCOP Medical Student Handbook and curriculum policies.
- Maintain strict confidentiality of all personal and academic information and privileged communications.
- Create a respectful and effective learning environment for all formal educational activities.