

## General Information

### HUMAN RESOURCES

The Division of Human Resources provides human resource management services for all faculty and staff in the academic and administrative areas including student employees, research and graduate assistants, college work study and temporary employees on all campuses. The division comprises the following areas: HR Administration, Talent Acquisition and Management, Compensation & Benefits Administration, Employee and Labor Relations, Payroll, Employee Records, HR Management Systems, Talent Management and Development, Equal Opportunity Programs and Diversity, Employee Assistance Programs, Human Resources Relations, and Human Resources (Herbert Wertheim College of Medicine). This office partners with the Office of Faculty and Global Affairs to host an annual orientation for new faculty. Additionally, it is through this office that new employees participate in the New Employee Experience (NEE) to gain knowledge of FIU's past, present, and future for their individual career success and institutional impact. On-campus jobs are provided for students, offering work experience and skill development. Five levels, ranging from entry level to apprenticeship are coordinated through FIU Career Ready. Additionally, full-time entry-level positions are available for recent graduates, supported by the student and alumni employment team.

The Modesto A. Maidique Campus (MMC) office is located in PC 224, (305) 348-2181. The Biscayne Bay Campus (BBC) office is located in LIB 322, (305) 919-5545. For additional information, visit the Division of Human Resources website at: <http://hr.fiu.edu>.

### EQUAL OPPORTUNITY PROGRAM AND DIVERSITY (EOPD)

Florida International University is committed to equal opportunity and diversity for all students, faculty, staff, visitors and applicants for employment. EOPD is responsible for the development, implementation and monitoring of diversity, equity and affirmative action programs, policies and procedures to ensure equal employment without regard to age, color, disability, marital status, national or ethnic origin, political affiliation, race, religion, sex (including pregnancy), sexual orientation, veteran status or gender information. This is accomplished by various programs, goals and initiatives:

- The University's Affirmative Action Plan for Women and Minorities, and for Individuals with Disabilities and Veterans and the Florida Equity Accountability Plan;
- American with Disabilities Act (ADA)
- Diversity Initiatives
- External Partnerships
- Minority Scholarships
- Position Vacancy Announcements/Hiring Recruitment
- Internal and External investigations
- Training

The office is located on the MMC campus in PC 321, (305) 348-2785. For additional information, visit the Office of

Equal Opportunity Programs and Diversity website at: <https://hr.fiu.edu/employees-affiliates/employee-concerns/>.

### INDIVIDUALS WITH DISABILITIES

The American Disabilities Act (ADA) provides that no qualified individual with a disability shall be denied access to or participation in programs, services, and activities at Florida International University. This act applies to all aspects of campus activities, including employment, student programming and services. Students seeking accommodations must register with the Disability Resource Center (DRC) at [drc@fiu.edu](mailto:drc@fiu.edu) or by using the information below.

DRC's MMC or BBC Office using the information below.  
Modesto A. Maidique Campus: GC 190, (305) 348-3532;  
Biscayne Bay Campus: WUC 131, (305) 919-5345.

**Filing a Complaint:** It is the policy and practice of Florida International University to comply fully with the requirements of the Americans With Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act and all other federal and State laws and regulations prohibiting discrimination on the basis of disability. Complaints of disability discrimination, harassment, or retaliation must be filed with the Office of Equal Opportunity Programs and Diversity (EOPD) within 120 calendar days of the incident(s). EOPD is responsible for investigating discrimination and/or harassment complaints/allegations.

If you wish to learn more about your ADA rights, the University's policies against discrimination and sexual harassment as well as the process for filing a formal complaint contact the Office of Equal Opportunity Programs and Diversity in PC 321; (305) 348-2785 or on the EOPD website:

[https://hr.fiu.edu/index.php?name=equal\\_opportunity\\_programs](https://hr.fiu.edu/index.php?name=equal_opportunity_programs).

### SEXUAL AND UNLAWFUL HARASSMENT POLICY

All members of the University Community are entitled to study and work in an environment free of discrimination and harassment. Florida International University's equal opportunity policy prohibits discrimination against students and employees on the basis of their race, color, creed, age, disability, sex (including sexual harassment), religion, marital status, national origin, or sexual orientation.

Sexual harassment is unlawful under Title IX of the 1972 Education Amendments, Title VII of the Civil Rights Act of 1964, and the Florida Civil Rights Act. As a matter of University policy, sexual or other unlawful harassment occurring in the course of any University activity, whether on or off campus is prohibited.

Harassment on the basis of race, color, creed, age, disability, sex (including sexual harassment), religion, marital status, national origin, or sexual orientation, or any other protected status under federal, state or local law, ordinance or regulation applicable to the University, is a violation of FIU's policy.

Any such harassment of any individual in the course of any University-administered program, job or activity is prohibited and shall not be tolerated. The University shall take prompt and effective corrective action to address unlawful harassment, including, where appropriate, dismissal or expulsion. The policy explicitly applies to

University students, faculty, staff, administrators, independent contractors and all other individuals engaged in University activities. Individuals who know of harassment, or believe that they have been harassed in violation of this policy, are encouraged to utilize the University complaint procedures.

FIU takes all matters of Harassment including Sexual Harassment, Sexual Assault and Sexual Violence seriously. In accordance with Title IX regulations, the University has designated Shirlyon McWhorter, Director of Equal Opportunity Programs & Diversity, as the University's Title IX Coordinator responsible for overseeing FIU's Title IX compliance effort. Kristen Kawczynski, Director of Student Conduct & Conflict Resolution, (students) and Julie Berg, Sr. Associate Athletic Director (Athletics) are designated as FIU's Title IX Deputy Coordinators.

**Reporting Harassment:** Students, faculty, staff, visitors, independent contractors and all other individuals engaged in University activities are encouraged to report any conduct of which they have direct knowledge and which they in good faith believe constitutes harassment in violation of this policy. Managers have a legal duty to report any conduct of which they have direct knowledge, and which they in good faith believe constitutes harassment in violation of this policy. If you have concerns or need to report an incident of sexual misconduct, please contact Shirlyon McWhorter, Title IX Coordinator, at (305) 348-2785 or [smcwhort@fiu.edu](mailto:smcwhort@fiu.edu), or Kristen Kawczynski at [kristen.kawczynski@fiu.edu](mailto:kristen.kawczynski@fiu.edu) and Julie Berg at [bergj@fiu.edu](mailto:bergj@fiu.edu).

**Retaliation Is Prohibited:** An individual's good-faith filing of or pursuing a complaint under this policy or otherwise reporting, complaining, assisting or cooperating in good faith with a complaint of harassment shall not be the basis for any adverse University decision regarding the student, employment or other status of any student, faculty member, staff member, administrator, independent contractor or other individual engaged in University activities. Such retaliation is forbidden by this policy.

**Confidentiality:** Every reasonable effort shall be made to protect the privacy of the complainant, the accused, and witnesses in the investigation and resolution process, subject to the need to conduct a full and impartial investigation, remedy violations, monitor compliance, and administer this policy.

Any employee, applicant, or student who believes that he or she may be a victim of unlawful discrimination may file a complaint with the Office of Equal Opportunity Programs and Diversity, PC 321 Modesto A. Maidique Campus, (305) 348-2785.

## UNIVERSITY POLICE DEPARTMENT

### *The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)*

All postsecondary institutions, both public and private, that participate in federal Title IV student aid programs are required to comply with the *Clery Act* regulations. Although *Clery Act* compliance is an institutional responsibility, full compliance is a campus wide effort, and concerns all members of the Community. Policy statements must be developed and crime reports must be collected from a wide variety of campus security authorities.

These authorities include, but are not limited to: Police; Non-police security staff responsible for monitoring campus property; individuals and offices to which crimes should be reported; and Officials of the University with significant responsibility for student and campus activities.

- The University Police Department publishes an annual Campus Security Report every year by October 1st containing three years of campus crime statistics and specific campus security information including university policy statements.
- Disclose crime statistics for the FIU campuses and areas immediately adjacent to the campus and certain non-campus facilities and other remote university properties. The statistics must be gathered from police or security, local law enforcement and from other university officials such as deans, directors and department heads, who have significant responsibility for student and campus activities. The crime statistics may be found on the University Police website listed below.
- Provide "timely warning" notices of specific crimes that occurred on campus, or within the jurisdiction of the University police (or those reported to the police in areas adjacent to the campuses of FIU).
- The University Police Department is responsible for preparing and distributing the Campus Security Report. The University Police Department works with local police departments and all university departments to compile the information contained in the annual report.

The University Police Department encourages the FIU community to pick up a copy of the Campus Security Report as a guide for safe practices on and off campus. You may obtain a copy at the University Police Department.

The Campus Security Report is also available electronically on the University Police website (<http://police.fiu.edu>).

(U.S. Department of Education, 2011)

## INTERNATIONAL STUDENT AND SCHOLAR SERVICES

The International Student and Scholar Services (ISSS) office provides comprehensive assistance to international students, faculty, and researchers in non-immigrant status (F or J visas). The staff provides advising services on immigration, cultural personal, social, and financial concerns at both the Modesto A. Maidique (MMC) and Biscayne Bay Campus (BBC).

ISSS ensures institutional compliance with the federal agency requirements for the Department of Homeland Security (DHS) in reporting and tracking our international students.

In addition, the department also serves as a liaison to academic and administrative departments throughout the University.

All new and/or international transfer students MUST attend a MANDATORY orientation program before the start of their first semester and MUST report to the ISSS office within the first week of the start of classes. The ISSS also offers social and cultural programs to assist students in adapting more effectively to the University community and their new life in the United States. An active International Student Club on each campus

collaborates with the department in organizing various social activities. Club programs enable students to participate in the international dimension of the University and provide opportunities for involvement in the great Miami community.

ISSS is located in the Student Academic Success Center (SASC), Room 230, Modesto A. Maidique Campus, (305) 348-2421; and WUC 363, Biscayne Bay Campus, (305) 919-5813.

For additional information visit our website at: <https://globalaffairs.fiu.edu/issss/>.

## OFFICE OF STUDY ABROAD

The Office of Study Abroad provides students with numerous opportunities to earn academic credit while traveling outside of the United States either led by a faculty member on FIU study abroad programs or independently in the International Student Exchange program. Duration varies from a few weeks to a semester or even an academic year abroad.

Students participating in the ISE Program will pay FIU tuition and fees and, with pre-approval from their department, will receive transfer credit for the courses taken abroad. Grades earned on the ISE programs will not be averaged into the FIU GPA. In order to be eligible for the ISE Program, students must be in good academic standing and conduct standing with a minimum 3.0 GPA.

FIU Study Abroad programs are typically offered during the summer, although some programs are offered during the fall, Spring and Winter session terms. The programs are designed and led by FIU faculty. Students participating in these programs will pay FIU tuition and fees in addition to a program fee for the cost of the program abroad. Grades earned on these programs will be averaged into the FIU GPA as these are FIU credit-bearing courses. For participation in FIU faculty-led study abroad programs, students must have a GPA above a 2.0 (good academic standing) and good conduct standing.

The Office of Study Abroad will also assist you in preparing for an academic credit-bearing internship abroad, and direct enrollment at accredited foreign institutions and applying for study abroad scholarships, specifically the Boren scholarship, the CLS scholarship, the Fund for Educational Abroad scholarships, the Gilman scholarship, and the US Student Fulbright program.

For more information about studying abroad, please contact the Office of Study Abroad, located at the Modesto A. Maidique Campus, Student Academic Success Center (SASC), Room 230, at: (305) 348-1913; or email us at [edabroad@fiu.edu](mailto:edabroad@fiu.edu). For additional information, please visit our website: <http://studyabroad.fiu.edu/>.

## STUDENT ACCESS AND SUCCESS

The Office of Student Access and Success, develops partnerships with community and local educational agencies and acts as liaison with private and public agencies and organizations. It houses pre-collegiate programs and facilitates college access programs that support academic success among underrepresented and special student populations.

Location: SASC 205, Modesto A. Maidique Campus, (305) 348-3445.

The TRIO Pre-Collegiate Programs provide academic enrichment, career planning, financial aid guidance, and scholarship opportunities to promising underrepresented students at the middle and high school levels. The programs also expose students to the University environment through residential and non-residential programs and assists in facilitating the transition to college. In partnership with Miami-Dade County Public Schools, the following programs are offered on both campuses: College Reach Out, College Board Expanded Opportunity; Partners in Progress; and the National Achievers Society (FEF South Florida Center of Excellence).

Location: GC 331, Modesto A. Maidique Campus, (305) 348-1742.

## UPWARD BOUND

The Upward Bound pre-collegiate program is a federally funded project designed to prepare underserved high school students for college. Upward Bound provides participants with supplemental instruction in academic areas, counseling, life skills training, financial aid, and a summer residential experience. The target high schools are Miami Carol City, Miami Northwestern, Miami Central, William H. Turner Technical Arts, and Miami Southridge.

Location: GC 331, Modesto A. Maidique Campus, (305) 348-1742.

## Educational Talent Search

Educational Talent Search is a federal initiative to serve disadvantaged middle and high school students who need support to complete high school and to gain entry into a post secondary institution. The program provides services and activities that address the personal, academic, career, and cultural needs of each participant.

Location: AC1 394, Biscayne Bay Campus, (305) 919-4223.

## Upward Bound Math and Science

The focus of the Upward Bound Math and Science program at FIU is to prepare low income potential first generation students to enter careers in biomedical science and engineering. To that end, the FIU UBMS provides academic and enrichment services in mathematics and the sciences that will ensure successful completion of their high school education and the eventual matriculation and graduation from a post-secondary institution of higher education. As a supplement to their academics, the UBMS program provides a wide range of services and activities that are of a personal, career, and cultural nature. The program has year-round and summer components. The target high schools are North Miami, Booker T. Washington, Miami Central, Miami Northwestern, Miami Norland, and Miami Carol City.

Location: WUC 257, Biscayne Bay (305) 919-4045.

## College Access Programs

College Access Programs are designed as pathways for undergraduate education. These programs provide college access to students from historically under-represented groups and special populations. SAS connects students with services and tools such as tutoring, career planning, advising, workshops and goal setting to help them succeed academically, maintain financial aid eligibility, and graduate on-time.

## Ronald E. McNair Post Baccalaureate Achievement Program

The TRIO McNair Program is a federally funded project. The purpose of the McNair Program is to assist low-

income, first-generation college and/or under-represented minority college students to make the transition from their baccalaureate to doctoral studies. Participants have the opportunity to conduct scholarly research under the supervision of a faculty mentor from the Sciences, Engineer, and/or Mathematics Departments.

Location: SASC 205, Modesto A. Maidique Campus, (305) 348-3445.

#### **Fostering Panther Pride**

Fostering Panther Pride (FPP) program offers tailored academic and support services to students identified as formerly in foster care or homeless. The primary goal of FPP is to assist former foster care youth and homeless students in their transition to FIU, their retention and graduation, and their pursuit of securing employment or graduate studies upon receiving their bachelor's degree.

Location: SASC 205, Modesto A. Maidique Campus, (305) 348-3445.

#### **Golden Scholars Summer Bridge Program**

The Golden Scholars bridge program is an alternative admissions program for under-represented students. Priority is given to first-generation students and City of Miami high school seniors. Students selected to be Golden Scholars will participate in an intensive six-week residential summer bridge program that offers academic preparation, individualized advising, and personal attention from faculty and staff. Upon successful completion of the bridge program, students will matriculate into the fall term as fully-admitted FIU students. Location: SASC 205, Modesto A. Maidique Campus, (305) 348-3445.

## **STUDENT COMPLAINTS**

Florida International University supports the rights of students to file complaints and grievances, and appeal judicial outcomes and other University decisions concerning students in an environment free of fear, retaliation, or other adverse consequences.

The Student Handbook describes procedures for filing student grievances on academic and non-academic matters, for appealing student misconduct charges, and for lodging specific complaints, including discrimination or harassment, and appealing those decisions. [Student Handbook](#) Information on the grievance policy and procedures can also be found on the [Integrity Website](#).

#### **Complaint Procedures to Oversight Agencies**

Procedures are available to allow students to file complaints with the Florida State University System Board of Governors as well as the regional accrediting agency, The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

The Florida Board of Governors (BOG) has grievance procedures in place for students seeking to file a complaint. However, students are encouraged to resolve university concerns by contacting the campus office responsible for the area relevant to the complaint. Further, if dissatisfied with the response, the student may contact the relevant area supervisor, director, department chair, or dean at FIU for resolution.

There are a number of venues for making a complaint to the BOG. The [BOG Website](#) provides information regarding filing a complaint.

The Southern Association of Colleges and Schools Commission on Colleges complaint procedure states: "SACSCOC expects individuals to attempt to resolve the issues through all means available to the complaint, including following the institution's own published grievance procedures before submitting a complaint to SACSCOC". The SACSCOC website provides information for filing a SACSCOC complaint. [SACSCOC Website](#)

