

## General Information

### HUMAN RESOURCES

The Division of Human Resources provides human resource management services for all faculty and staff in 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: Human Resources (HR) Administration, Talent Acquisition and Management, Compensation and Benefits Administration, Employee and Labor Relations, Payroll, Employee Records, HR Management Systems, Employee Assistance Programs, Human Resources Relations, and Human Resources (Herbert Wertheim College of Medicine). This office partners with Academic Affairs to host an annual orientation for new faculty. Additionally, it is through this office that new employees participate in the New Employee Experience 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.

Offices are located on the Modesto A. Maidique Campus (Primera Casa 224, [305] 348-2181) and the Biscayne Bay Campus (Hubert Library 322, [305] 919-5545). For additional information, visit the Division of Human Resources website at: [hr.fiu.edu](http://hr.fiu.edu).

### DIVERSITY, EQUITY, AND INCLUSION (DEI)

FIU is committed to provide the highest quality educational and employment experience to its students, faculty, and staff in a nurturing and supportive environment. In doing so, the institution is committed to ensuring that instruction and services are delivered in a manner that is reflective and supportive of diversity as it relates to gender, socioeconomic status, gender identity, race, ethnicity, physical and mental ability, nationality, military status, sexual orientation, spirituality, and cultural identity. We are committed to ensuring our faculty and staff reflect the diversity of our local community and our student body. We commit to engage in an ongoing and thoughtful dialogue about the changing realities of our increasingly interconnected world. Our Division of Diversity, Equity, and Inclusion is responsible for the development, implementation, and monitoring of diversity, equity, inclusion, 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), veteran status, sexual orientation, or gender identity or expression. 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;

- Diversity initiatives;
- External partnerships;
- Minority scholarships;
- Position vacancy announcements/hiring recruitment; and
- Training.

The office is located on the Modesto A. Maidique Campus (Primera Casa 220, [305] 348-6088). For additional information, visit the Division of Diversity, Equity, and Inclusion website at [dei.fiu.edu](http://dei.fiu.edu).

Within the Division of Diversity, Equity, and Inclusion is our Office of Civil Rights Compliance and Accessibility (OCRCA). FIU promotes a culturally diverse and inclusive working and learning environment where current and prospective faculty, staff, and students are treated fairly and valued for their individuality. OCRCA is responsible for:

- Compliance with American with Disabilities Act (ADA);
- Compliance with Titles VI, VII, and IX; and
- Internal and external investigations

If any applicant, employee, or student has a good faith belief that they have been discriminated against or harassed based on age, color, disability, gender, marital status, ethnic/national origin, race, religion, retaliation, sexual harassment, or any other protected category, the Office of Civil Rights Compliance and Accessibility (OCRCA) encourages that person to complete the Discrimination Complaint Processing Form and submit it to our office on the Modesto A. Maidique Campus (Primera Casa 220). OCRCA will investigate the complaint in accordance with university policy and procedures.

The office is located on the Modesto A. Maidique Campus (Primera Casa 220, [305] 348-2785). For additional information, visit the Civil Rights Compliance and Accessibility Office website at:

[hr.fiu.edu/employees-affiliates/employee-concerns](http://hr.fiu.edu/employees-affiliates/employee-concerns).

### INDIVIDUALS WITH DISABILITIES

FIU is required by the ADA and Section 504 to make all programs, activities, and services equally available to persons with disabilities. The Office of Civil Rights Compliance and Accessibility Office (OCRCA) administers FIU's accommodation program for employees with disabilities. Students seeking accommodations must register with the Disability Resource Center at [drc@fiu.edu](mailto:drc@fiu.edu) or by contacting:

The Disability Resource Center offices located on Modesto A. Maidique Campus: (Graham Center 190, [305] 348-3532); and on the Biscayne Bay Campus: (Wolfe University Center 131, [305] 919-5345).

FIU is required to provide students with appropriate academic adjustments and auxiliary aids and services that are necessary to afford an individual with a disability an equal opportunity to participate in the school's programs. The university is not required to make adjustments or provide aids or services that would result in a fundamental alteration of a program or impose an undue burden.

**Filing a Complaint:** It is the policy and practice of FIU 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 within 120 calendar days of the incident(s). OCRCA 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 the process for filing a formal complaint, contact the OCRCA in (located on Modesto A. Maidique Campus, Primera Casa 220; [305] 348-2785) or on the OCRCA website online: <https://diversity.fiu.edu/>.

## 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. FIU's equal opportunity policy prohibits discrimination against students and employees on the basis of race, color, creed, age, disability, sex (including sexual harassment), religion, marital status, national origin, sexual orientation, gender identity, or gender expression.

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, age, disability, sex (including sexual harassment), religion, marital status, national origin, sexual orientation, gender identity, gender expression – or any other status protected under federal, state or local law, ordinance, or regulation applicable to the university – is a violation of FIU's regulation.

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 who 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 as the university's Title IX coordinator responsible for overseeing FIU's Title IX compliance effort. Julie Berg, senior associate athletic director, is designated as FIU's deputy Title IX coordinator.

**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. All FIU employees, including student employees who are graduate teaching or graduate research assistants, part of the Athletic Department, or part of Housing and Residential Life, are considered

responsible employees. A responsible employee has been given the duty of reporting incidents of sexual harassment or sexual misconduct or any other misconduct by students or employees. These reports should be made to the Title IX coordinator. If you have concerns or need to report an incident of sexual harassment or sexual misconduct, please contact Elizabeth Canning, Title IX Coordinator, Office of Civil Rights Compliance and Accessibility at (305) 348-2785 or [idea@fiu.edu](mailto:idea@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 Civil Rights Compliance and Accessibility located on the Modesto A. Maidique Campus (Primera Casa 220, [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 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 Security and Fire Safety Report every year by October 1 containing three years of campus crime statistics and specific campus security information including university policy statements.
- Crime statistics for the FIU campuses, areas immediately adjacent to the campus, certain non-campus facilities, and other remote university properties are disclosed. The statistics must be gathered from police or security, local law enforcement, and other university officials (i.e., 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.
- Timely Warning: The Clery Act requires the institution to alert the campus community to certain crimes in a

manner that is timely and will aid in the prevention of similar crimes. The intent of a warning regarding a criminal incident(s) is to enable people to protect themselves. This means that a warning should be issued as soon as pertinent information is available. The warning will contain information about the type of criminal incident that has occurred, although the institution can provide additional information as it becomes available.

- Emergency Notification: Under the Clery Act, every institution is required to immediately notify the campus community upon confirmation of a significant emergency or dangerous situation occurring on the campus that involves an immediate threat to the health or safety of students or employees. An "immediate" threat as used here includes an imminent or impending threat. The notifications may be sent via email, text, and the university telephone system.
- The University Police Department is responsible for preparing and distributing the Annual Security and Fire Safety 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 Annual Security and Fire Safety Report as a guide for safe practices on and off campus. You may obtain a copy at the University Police Department.

The Annual Security and Fire Safety Report is also available electronically on the University Police website ([police.fiu.edu](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 ISSS staff provides advising services on immigration, cultural, personal, social, and financial concerns on both the Modesto A. Maidique Campus and Biscayne Bay Campus.

The ISSS team ensures institutional compliance with the federal agency requirements of the Department of Homeland Security for 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 welcome session before the start of their first semester and MUST complete a virtual immigration check-in process within the first week of the start of classes. The ISSS office also offers social and cultural programs to assist students in adapting more effectively to the university community and their new lives in the United States. An active International Student Club on each campus collaborates with the ISSS 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 greater Miami community.

ISSS has offices on the Modesto A. Maidique Campus (Student Academic Success Center 230, [305] 348-2421) and on the Biscayne Bay Campus (Wolfe University Center 363, [305] 919-5813).

For additional information, visit [globalaffairs.fiu.edu/issss/](http://globalaffairs.fiu.edu/issss/).

## OFFICE OF EDUCATION ABROAD

The Office of Education Abroad provides students with numerous opportunities to earn academic credit while traveling outside of the United States either led by a faculty member via the FIU Faculty-Led Study Abroad programs, or independently via the International Student Exchange program (ISE) or direct enrollment. 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 respective departments, will receive transfer credit for the courses taken abroad. Grades earned on the ISE programs will not be averaged into the FIU grade point average (GPA). In order to be eligible for the ISE Program, students must be in good academic and conduct standing, with a minimum 3.0 GPA.

FIU Faculty-Led 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 in-state 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 grade point average above a 2.0 (good academic standing) and must be in good conduct standing.

The Office of Education Abroad also assists students in preparing for an academic credit-bearing internship or research abroad, as well as obtaining transfer credit for direct enrollment at accredited foreign institutions and participation in programs through study abroad program providers. In these cases, students may have to pay that entity directly, and with pre-approval from their advisors, receive transfer credit for the courses taken. Grades earned on transfer credit programs are not averaged into the FIU GPA and, in order to participate, students must have a GPA above a 2.0 (good academic standing) and must be in good conduct standing.

Virtual opportunities are also available, including Virtual Study Abroad (VSA), virtual ISE, and virtual international internships. VSA courses are FIU courses infused with virtual international elements, so grades earned in these courses will be averaged into the FIU GPA.

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

## STUDENT ACCESS AND SUCCESS

The Office of Student Access and Success is committed to improving students' learning and achievement by providing engaged academic experiences through meaningful programming and services that facilitate



successful transitions between pre-collegiate, undergraduate, and graduate education. The department develops partnerships with community and local educational agencies and corporations to support the academic success of students from underrepresented and special student populations.

Offices are located on the Modesto A. Maidique Campus (Student Academic Success Center 205, [305] 348-3445). Visit us online at [sas.fiu.edu](https://sas.fiu.edu).

### **Pre-Collegiate Programs**

Our 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 assist in facilitating the transition to college. In partnership with Miami-Dade County Public Schools, the following programs are offered at FIU: College Reach Out, Educational Talent Search, Partners in Progress, the National Achievers Society (FEF South Florida Center of Excellence) and Upward Bound. Offices are located on the Modesto A. Maidique Campus (Graham Center 331, [305] 348-1742) and on the Biscayne Bay Campus (Academic Center One 394, [305] 919-4223).

### **Student Support Services**

Student Support Services (SSS), a TRIO program funded by the U.S. Department of Education is located at MPAS. The program provides opportunities for academic development and assistance with basic college requirements, motivating students toward the successful completion of their bachelor's degree. The goal of Student Support Services is to increase the college retention and graduation rates of its participants who come from low-income backgrounds, are first-generation colleges students, and/or are individuals with disabilities. To apply, visit [go.fiu.edu/SSS](https://go.fiu.edu/SSS).

Offices are located on the Modesto A. Maidique Campus (Graham Center 331, [305] 348-1742) and on the Biscayne Bay Campus (Academic Center One 394, [305] 919-4223).

### **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. The Office of Student Access and Success connects students with services and tools such as tutoring, career planning, success coaching, professional development, workshops, and goal-setting to help them succeed academically, maintain financial aid eligibility, and graduate on-time. Current access pathways exist with the following community partners: 5000 Role Models of Excellence Project, Big Brothers Big Sisters, Breakthrough Miami, and Take Stock in Children.

Offices are located on the Modesto A. Maidique Campus (Student Academic Success Center 205, [305] 348-3445).

### **Fostering Panther Pride**

Fostering Panther Pride offers tailored academic and support services to students identified as formerly in foster care or homeless. The primary goal of Fostering Panther Pride is to assist these students in their transition to FIU, their retention and graduation, and their pursuit of

employment or graduate studies upon receiving their bachelor's degree.

Offices are located on the Modesto A. Maidique Campus (Student Academic Success Center 205, [305] 348-3445).

### **Golden Scholars Bridge Program**

The Golden Scholars bridge program is an alternative admissions program for under-represented students. Priority is given to first-generation college students who are eligible for Pell grants. Students selected to be Golden Scholars participate in an intensive six-week residential summer bridge program that offers academic enrichment, individualized coaching, and mentoring from faculty and staff. Upon successful completion of the bridge program, students matriculate into the fall term as fully admitted FIU students. Offices are located on the Modesto A. Maidique Campus (Student Academic Success Center 205, [305] 348-3445).

### **Ronald E. McNair Post Baccalaureate Achievement Program**

The TRiO McNair Scholars program is a federally funded project. The purpose of the program is to assist low-income, first-generation college, and/or under-represented minority college students to make the transition from their undergraduate to doctoral studies. Participants have the opportunity to conduct scholarly research under the supervision of a faculty mentor from the sciences, technology, engineering, mathematics and/or psychology disciplines.

Offices are located on the Modesto A. Maidique Campus (Student Academic Success Center 205, [305] 348-3445).

## **STUDENT COMPLAINTS**

FIU 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.

Students can request to meet with the student ombudsperson to discuss concerns and/or complaints. The ombudsperson provides a forum for students to discuss and identify options to resolve student issues. Students may contact the Ombudsperson at [ombuds@fiu.edu](mailto:ombuds@fiu.edu). More information is available at [ombuds.fiu.edu](https://ombuds.fiu.edu).

The [Student Handbook](#) directs students to 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. Information on the grievance policy and procedures can also be found on the Academic Grievances website at [fai.fiu.edu](https://fai.fiu.edu).

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

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

The Florida 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](#)



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