



FLORIDA STATE UNIVERSITY
FACULTY SENATE

MINUTES
FACULTY SENATE MEETING
WEDNESDAY, SEPTEMBER 18, 2019
DODD HALL AUDITORIUM
3:35 P.M.

I. Regular Session

The regular session of the 2019-20 Faculty Senate was held on Wednesday, September 18, 2019. Faculty Senate President Kristine Harper presided.

The following members attended the Senate meeting:

T. Adams, S. Aggarwal, E. Alvarez, J. Ang, J. Appelbaum, A. Askew, J. Atkins, J. Bahorski, A. Barbu, H. Bass, A. Bathke, P. Beerli, B. Birmingham, D. Bish, M. Blaber, R. Brower, M. Buchler, E. Chicken, M. Cui, P. Doan, R. Duarte, M. Duncan, S. Ehrlich, J. Fiorito, S. Foo, M. Gerend, R. Goodman, M. Gross, K. Harper, E. Hilinski, P. Hoeflich, C. Hofacker, P. Hollis, E. Jakubowski, P. Jean-Pierre, K. Jones, E. Kim, S. Lewis, V. Lewis, J. Lile, L. Lyons, C. Madsen, P. Marty, C. Marzen, J. Munn, G. Okten, I. Padavic, E. Peters, J. Rayburn, L. Reglero, N. Rogers, D. Rokyta, E. Ryan, A. Semykina, S. Stagg, J. Standley, R. Stilling, P. Sura, G. Tyson, A. Vanli, Y. Wang, H. Xue, X. Yang, M. Ye.

The following members were absent. Alternates are listed in parenthesis:

T. Albrecht-Schmitt, P. Andrei, K. Bearor (**Lauren Weingarden**), G. Chen, T. Chiricos, D. Compton, M. Dahl, J. Drake (**Joseph Hellweg**), H. Gazelle (**Jonathan Kimmes**), T. Graban, K. Harris (**Tarik Dogru**), A. Huber, M. Hurdal (**Paolo Aluffi**), P. Iatarola, F. Ke (**Ayesha Khurshid**), C. Kelley, D. Kerr, B. Landing, T. Lee, H. Li, J. Lo, C. Marzen (**William Bolander**), C. McClive (**James Palmer**), C. Moore, R. Morris, K. Petersen, L. Reina, L. Rinaman, G. Salazar, P. Sanyal, R. Singleton, T. Soldat-Jaffe, N. Stein (**Simon May**), L. Stepina, M. Swanbrow Becker, G. Taylor, T. Van Lith, T. Zuehlke.

II. Approval of the Minutes, April 17, 2019 meeting

The minutes of the April 17, 2019 meeting were approved as distributed.

III. Approval of the agenda, September 18, 2019 meeting

The agenda was amended to remove Jane Livingston and to move announcements by President Thrasher as the next item, followed by the special order. The agenda was approved as amended.

IV. Announcements by President Thrasher

- This was the first week the FSU Florida legislature committee met in preparation for the start of the legislature in January.
- The committee made a plea to the Florida legislature to show the return on investment FSU has given Florida. There was an increase in the number of students who applied to FSU and the high four-year graduation rate.

- The four-year graduation rate is an important metric across the U.S., and FSU is ranked #1 in Florida.
- FSU has submitted its budget request to the state legislature for next year and was aggressive in pushing an increase in faculty salaries.
- There is another bill in the House regarding guns on campus. FSU will support the defeat of that bill.
- FSU is proud to have Chief Terri Brown as the new FSU Chief of Police.
- FSU is ranked #18 by *U.S. News and World Reports*.
- After a senator inquired about the lack of salary raises for faculty this year, President Thrasher responded that bargaining and money from the legislature prevented the opportunity for raises. FSU will continue to request money from the legislature to support faculty salary increases.

V. Special Order: Remarks by the Senate President, Dr. Kris Harper

- The steering committee filled most of the remaining committee seats over the summer.
- The Senate is nearing the end of the constitutional revisions.
- One of Dr. Harper's goals for the Senate is to have a revised teaching evaluation form from the Teaching Evaluation Committee to give faculty members more information about what students learned regarding course objectives.
- The Technology Committee was asked to improve communication between the Faculty Senate and the groups that report to the Chief Information Officer, Jane Livingston, so the Senate can address ongoing frustrations with information technology support.
- The Steering Committee was asked to review the Faculty Senate bylaws and provide recommendations for aligning them with the requirements of day-to-day business policies.
- If a senator has questions or concerns about how things are done on campus, reach out to Dr. Harper. If necessary, speakers to address those questions and concerns will be invited to be on future Faculty Senate meeting agendas.

VI. Report of the Steering Committee, Dr. Eric Chicken

- The Faculty Senate Steering Committee (FSSC) met 11 times since the last Faculty Senate meeting in April.
- In a meeting with Leslie Richardson, Director of the Center for Advancement of Teaching (CAT), concerns about teaching evaluation effectiveness and limitations were discussed. This is an ongoing concern that will be explored further with CAT and the Senate's Teaching Evaluation Committee.
- In a meeting with Kyle Clark, Vice President for Finance and Administration, issues were discussed relating to carry forward funds and procedures for using them at the department level.
- Jennifer Buchanan, Associate Vice President for Faculty Development and Advancement, provided background on the religious holy day observance policy. The revised policy is being considered for Senate approval today.
- Gale Etschmaier, Dean of University Libraries, discussed library issues including ongoing renovations, the need for more student seating, and the need for a new library building. The libraries are developing initiatives for the statewide textbook affordability program. Regarding

Elsevier, selective journal purchases and inter-library loans are minimizing the loss of this package of journals.

- Robert Fuselier, Director of the Office of Distance Learning, discussed including links in Canvas to direct students to information about FSU's resilience initiative. The possibility of including warnings on teaching evaluations about the use of hate speech was also discussed.
- Karen Laughlin, Dean of Undergraduate Studies, discussed transfer student success and how the office and faculty will implement the new experiential learning requirement. Dean Laughlin and University Honors Director, Annette Schwabe, also provided an update to the three-year honors pilot program. An extension of the trial period is likely necessary to gather more data to determine how well the program is working.
- Mark Riley, Dean of the Graduate School, discussed the possibility of non-binding SPEAK tests being conducted via distance methods in order to gauge international students' ability to pass the exam once at FSU, thus avoiding any issues involving unexpected loss of assistantships. Additionally, the Graduate Policy Committee process for reviewing department QERs is known to be time consuming and options are being discussed to simplify the process.
- Carolyn Egan, FSU General Counsel, met with the FSSC to provide insight into secret versus open balloting within the Faculty Senate.
- Senate committee vacancies were filled over the summer with only three remaining vacancies.

VII. Reports of Standing Committees

a. Budget Advisory Committee, Dr. Clifford Madsen and Kyle Clark

- The committee looks at the entire FSU budget with a focus on academics. Generally, a summary of the legislature and budget is given in April; however, the legislature had not finished.
- FSU invests numerous hours preparing the operating budget. The process began in January 2019 with a call for proposals so the committee could focus on the needs of colleagues.
- Senate Bill 190 is a reform bill for higher education. The bill states that a university can be audited at any time. The bill required the Board of Governors (BOG) to prioritize the Public Education Capital Outlay (PECO) system, which provides funding for buildings. The process was unclear, so the bill's goal was to make the process clearer by using a points-based system. FSU has two buildings ranked highly by the state: the College of Business and the Interdisciplinary Research and Commercialization buildings. FSU developed and implemented training programs for the FSU Board of Trustees. The Chancellor is required to report audit findings to the BOG.
- The new minimum carry-forward balance is seven percent, up from the previous five percent. Each department is asked to set aside a seven percent reserve. Should a department need to access the reserve, the department should let the budget office know so the university can accommodate the need.
- A spending plan regarding the use of carry-forward money was required by the state. This plan is specifically for the carry-forward above the minimum seven percent. The legislature wants to ensure appropriate use of budgets and cover state education needs.
- By September 30th of each year, carry-forward is certified.

- The operating budget is \$1.9 billion, with the largest allocation to education and general state support. The budget is a \$17 million decrease in funds from the state. The reduction was state mandated for all institutions in the state university system (SUS). The BOG changed the performance funding metrics, including the loss of a bonus for the top three institutions.
- **Kathryn Jones, Biological Science** – This senator asked a question regarding the \$21 million in building funds mentioned in the budget. Vice President Clark responded that the money is for Bio Unit 1, where a new research facility is being put on the third floor.
- **Robin Goodman, English** – Inquired about what constitutes an emergency for monetary purposes. Vice President Clark responded with examples, including the hurricane that affected the Panama City campus that cost \$10 million and the fire in Carothers Hall that cost \$1 million. An emergency is something unexpected happening on campus, such as a natural disaster or fire. The definition of an emergency is broad.
- **Michael Blaber, Biomedical Sciences** – Inquired about insurance. Vice President Clark responded that FSU is self-insured. FSU tries to get insurance from the state but must first cover the cost and try to get a reimbursement later. FSU was denied money from the legislature for the damage caused by Hurricane Michael.
- **Michael Buchler, College of Music** – Inquired about the budget money regarding faculty raises and Collective Bargaining. Vice President Clark clarified that there is no new recurring money from the state. Senator Buchler followed-up and stated that FSU learned it has the worst salary deal of the SUS at a state senate meeting of the United Faculty of Florida. The other universities in the SUS that were present at the meeting disclosed that they received a base raise except for FAMU which received a bonus \$1000 larger than FSU. Based on this information, senator Buchler asked if the faculty salary raises were a matter of prioritization of the budget. Vice President Clark suggested that interested senators should look at the raises and packages awarded in the last four years since President Thrasher has been at FSU compared to peers at other institutions. FSU administrators at state-wide meetings are asked questions regarding FSU's ability to give salary packages larger than other institutions. FSU administrators wanted to give salary increases, but it was not possible because of the lack of new recurring funds from the state.
- **Lisa Lyons, Biological Sciences** – This senator commented about a report on faculty salaries from the *Chronicle for Higher Education* and inquired about who FSU's peers should be because of FSU moving up in the rankings. Vice President Clark was not familiar with the report but stated willingness to look at the report. FSU administrators are doing their best to reward and retain faculty.
- **Peter Hoeflich, Physics** – Inquired about the change to the state metrics. Vice President Clark responded that the state BOG has 12 metrics for performance-based funding. FSU has \$55 million, roughly seven percent of FSU's education and general funds (E&G) budget, that it was informed should be treated as non-recurring funds. The metrics include graduation rates, job placement rates, starting salaries, retention rates, the number of graduates in strategic areas of emphasis, and the salaries that graduates earn. Prior to this fiscal year, the top three performing institutions received a bonus. That

bonus was around \$10 million per institution. That money was redistributed to those universities that ranked at the bottom.

- **Provost McRorie** – Throughout the history of the performance-based funding in the history of Florida, the bottom three institutions did not receive money. Every year the state legislature decides how much money to put into the fund. Vice President Clark added that this is the first year in the history of the fund that the legislature did not add money to the fund. FSU had to give money back from the bonus from the previous year that then went to the bottom institutions. FSU did not receive money from either the performance-based funding or for being a preeminent university.
- **Vice President Clark** – FSU received preeminence funding annually since its inception. This is the first year the university did not receive preeminence funds. For the first time, the BOG included preeminence funding in the system-wide legislative budget request. President Thrasher proposed preeminence funding to be in the FSU budget request and the BOG budget request.

VIII. Old Business

a. FSU Constitution

- The FSU Constitution has not changed or been reviewed in over 30 years. The changes from the last Senate were made in three phases. The first two phases made technical changes. Votes were made with a voice vote and therefore an exact count was not made. Because of this voice vote, there will be a roll call vote on the technical changes of the constitution at the October Faculty Senate Meeting.
- Institutional Research created a Qualtrics survey that will be sent to faculty for their vote in November. After the faculty votes, the Board of Trustees will vote on the FSU Constitution.
- **Gary Tyson, Computer Science** – According to the Faculty Senate minutes, the FSU Constitution changes unanimously passed. This senator inquired the reason for the roll call vote. President Harper responded that some senators left before the vote and not all who attended the meeting voted.

IX. New Business

a. Confirmation of Faculty Senate Committee Members

- The members listed for each committee were only the new members added since the meeting in April. The vote will be a voice vote.
- Voice votes will be for matters strictly for the Faculty Senate. Roll call votes will be for policies affecting FSU.
- **The committee confirmations passed unanimously on a voice vote.**
- President Harper recognized and thanked the senators serving on committees.

b. Religious Holy Day Observance Policy

- Evan Steinberg, Student Body President, requested the policy change during the summer after noticing the policy is more restrictive than other SUS institutions.
- The main changes included removal of “work restricted,” the amount of time students have to request the excused absence, and the request of students to not sign up for

courses that have exams or other requirements on the days the students know they will be unable to attend.

- **Todd Adams, Physics** – Spoke to keep the language of “work restricted” in the policy. Without the inclusion of “work restricted,” the definition of a religious holy day is less clearly defined.
- A guide from the University of Missouri was used prior to this proposal regarding religious holy days. An interfaith calendar is now being used that includes the major holy days and the reason behind the holy day. “Work restricted” limits some faiths, particularly the Jewish faith, which have specific limits to the definition of “work restricted.”
- **Unknown, Computer Science** – Inquired about how many problems there have been with the current policy. President Harper responded that it has not been a problem. There was new legislation regarding anti-Semitism, with a focus on education. FSU’s current policy could be seen as problematic for Jewish students. Students will still be required to make up missed work.
- **Lisa Lyons, Biological Sciences** – The new policy is helpful and specifically states that not all work can have reasonable accommodations.
- **Gary Tyson, Computer Science** – Commented that making an exam schedule based on when students will be able to take them is easier when absences are known at the beginning of the semester. President Harper responded that the stated preference of notifying instructors regarding absences is the first two weeks of the semester. However, not all students, especially freshmen, will be comfortable asking for time off, and the new policy allows them more time.
- **Michael Blaber, Biomedical Sciences** – Stated that going over the syllabus at the beginning of the semester and letting students know they have two weeks to inform the instructor of the need to observe a religious holy day is a reasonable accommodation. Commented that the new policy is less clear.
- **Unknown** – Sought clarification about the ability to request notification from students about religious holy day observance at the beginning of the semester with students having the ability to consult the policy later, should the need arise. President Harper commented that mentioning the policy at the beginning of the semester would be an invitation for students to inform instructors; however, many instructors do not mention the policy during class.
- **Paul Marty, School of Information** – Commented about the notion that students should avoid scheduling courses with known conflicts. President Harper responded that the notion puts some responsibility on students and has students think ahead. The example given was College of Music students who are unable to miss performances.
- **Evan Steinberg, Student Body President** – Commented that the responsibility of observing religious holy days should fall on both faculty and students. Faculty should not schedule things that will be affected by holidays and student events. Students should inform faculty of their obligations and be aware of the impact of missing class. Religion can be an ebb and flow process as it is something that changes, especially during college. The proposed policy will allow students to practice their religions, including if it is something recently adopted during the semester.

- **Rob Duarte, Art** – Sought clarification regarding the link in the policy proposal. President Harper responded that the Interfaith Calendar website lists the major holy days for each religion and provides details about the holy day. The explanation of the holy day can help faculty to understand why the student is requesting to observe the holy day.
- Inaudible comment by an unknown senator.
- **Joseph Hellweg, Arts and Sciences** – Commented that the proposed policy creates a dialogue between students and faculty.
- **Unknown** – Commented that exams given by this senator are designed around the interfaith calendars and that while at FSU, there has not been a student who requested to observe a minor holy day.
- **A roll call vote was taken for the proposal of the Religious Holy Day Observance Policy. The policy passed 63 to 2 with 4 abstentions. [See addendum]**

X. University Welfare

a. United Faculty of Florida, Florida State University Chapter, Matthew Lata

- Many faculty members were recruited to join, including many new faculty members, this month.
- The number of social events has doubled since last year.
- UFF-FSU tracks things moving through the legislature throughout the semester with the help of President Thrasher.
- Faculty will be informed when bills come forward for hearings that affect faculty interests.
- A contract was recently ratified that negotiated a bonus of \$1500 and should appear on the September 27 paycheck.
- A Board of Trustees meeting will be on September 20, 2019, that will allow for public comments.
- 47% of faculty members are union members. This is a high percentage for a large university.

b. Torch Awards Committee, Chair Jayne Standley

- This is a prestigious award given to people with a significant sustained contribution to the university's academic mission.
- The deadline is today. President Harper sent out the announcement with the email reminder for the meeting. Nominations can be emailed to Senator Standley.
- Awards cannot be given either posthumously or to those with a current working relationship with FSU.

XI. Announcements by Deans and other Administrative Officers

a. Dean Gale Etschmaier, University Libraries

- Announcements were not given due to time constraints.

b. Dr. Amy Guerette, Academic Honor Policy Committee

- Once the policy is approved by the Faculty Senate, the policy will be voted on by the Student Senate.

- Academic Honor Policy violations are on an upswing due to many reasons, including faculty awareness, student awareness, and technology detection.
- Many of the changes were based on instances that have happened.
- **Robin Goodman, English** – Commented about the use of buying original papers online. Dr. Guerette responded that instructors are relied on to monitor students' writing skills and to especially look into a sudden improvement.
- **Irene Padavic, Sociology** – Commented about some typos in the proposed policy. Dr. Jennifer Buchanan responded that those should be sent to Dr. Guerette or Ann DelRossi.
- **Gary Tyson, Computer Science** – Sought clarification about the sentence “students will not be eligible for a course drop, withdrawal, or modification of grading basis” on page four. This senator often curves class grades. Dr. Guerette responded that this change applies to the student not being able to modify the grade. The example given was that it is not acceptable to change from a letter graded course to a pass/fail course.

c. Chief Terri Brown, FSU Police Department

- Announcements were not given due to time constraints.

d. Evan Steinberg, SGA President

- Announcements were not given due to time constraints.

XII. Announcements by Provost McRorie

No announcements were given by Provost McRorie.

The meeting adjourned at 5:15 p.m.



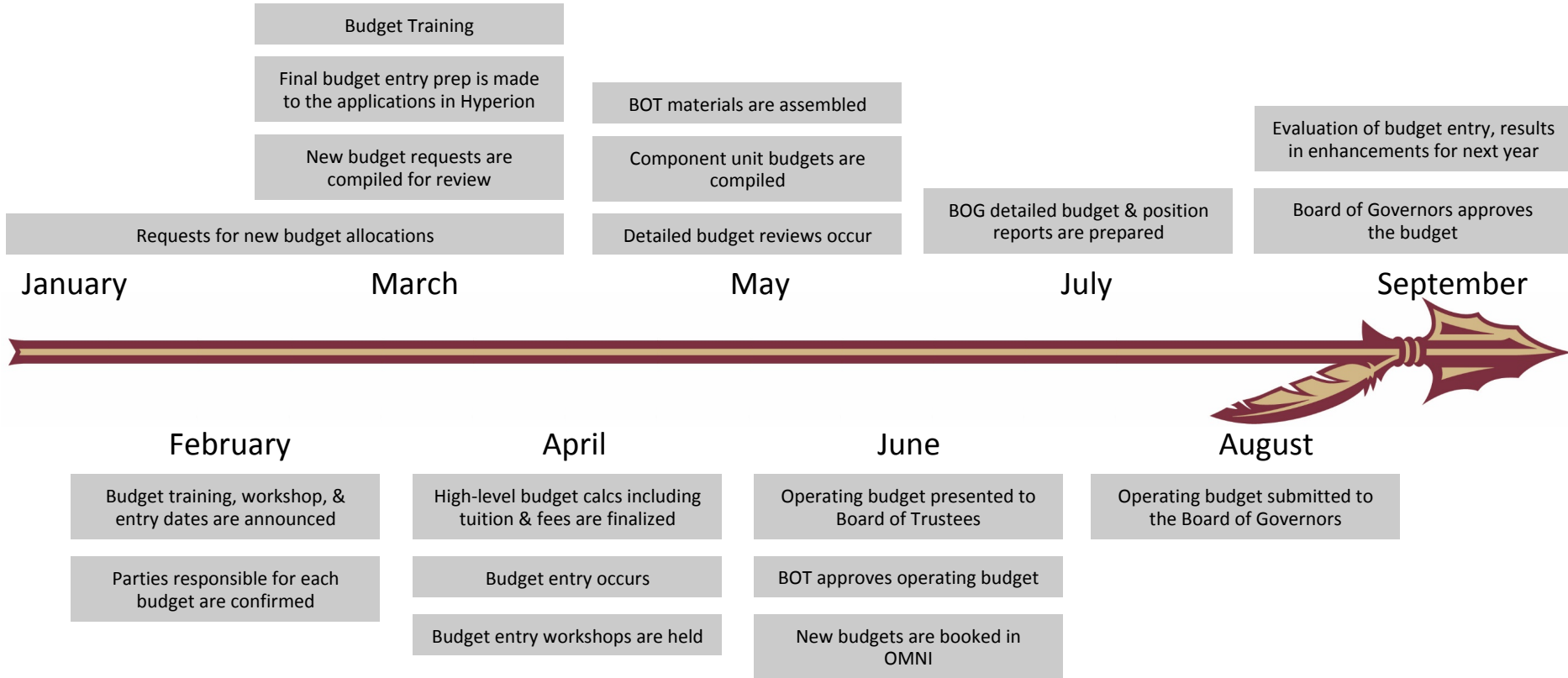
Dr. Kristine Harper
Faculty Senate President

Faculty Senate

KYLE CLARK • VICE PRESIDENT FOR FINANCE & ADMINISTRATION

SEPTEMBER 18, 2019

General Budget Timeline



Legislative Session

New Senate Bill 190 – Major Requirements

Senate Bill 190

1. Auditor General shall conduct audits of all state universities & verify the accuracy of the amounts certified by each state university chief financial officer
2. PECO - The Board of Governors shall develop and submit the prioritized list required by s. 1013.64 (4)
 - The board shall develop a points-based prioritization method to rank projects for consideration
3. The Board of Governors shall develop and annually deliver a training program for members of each state university BOT that addresses the role of such boards

New Senate Bill 190 Continued

Senate Bill 190

4. By 2019-2020, to strengthen Florida's "2+2" system of articulation and improve student retention and on-time graduation
 - Each state university shall execute at least one or more Florida College System institution to establish "2+2" targeted pathway programs
 - A state university that executes a "2+2" targeted pathway articulation agreement must meet certain requirements
5. Chancellor of the SUS shall report to the BOG any findings by the Auditor General that a university is acting without statutory authority or contrary to general law
6. University shall maintain a minimum carryforward balance of at least 7% of its state operating budget (\$49 million)
7. Must provide a spending plan for the carryforward balance in excess of 7%

New Senate Bill 190 Continued

Senate Bill 190

8. Spending plan shall include estimated cost per planned expenditure and a timeline for completion
 - Funds for a previously funded PECO project that needs completion
 - Completion of renovation, repair, or maintenance up to \$5 million and replacement of minor facility up to \$2 million
 - Completion of remodeling/infrastructure project up to \$10 million
 - Completion of repair/replacement caused by natural disaster
 - Non-recurring operating expenditures
9. By Sept 30 of each year the CFO shall certify the carryforward balance
10. University may spend into the 7% reserve if an emergency situation has been approved by BOT & BOG

Operating Budget including the Florida Medical Practice Plan & DSO Budgets

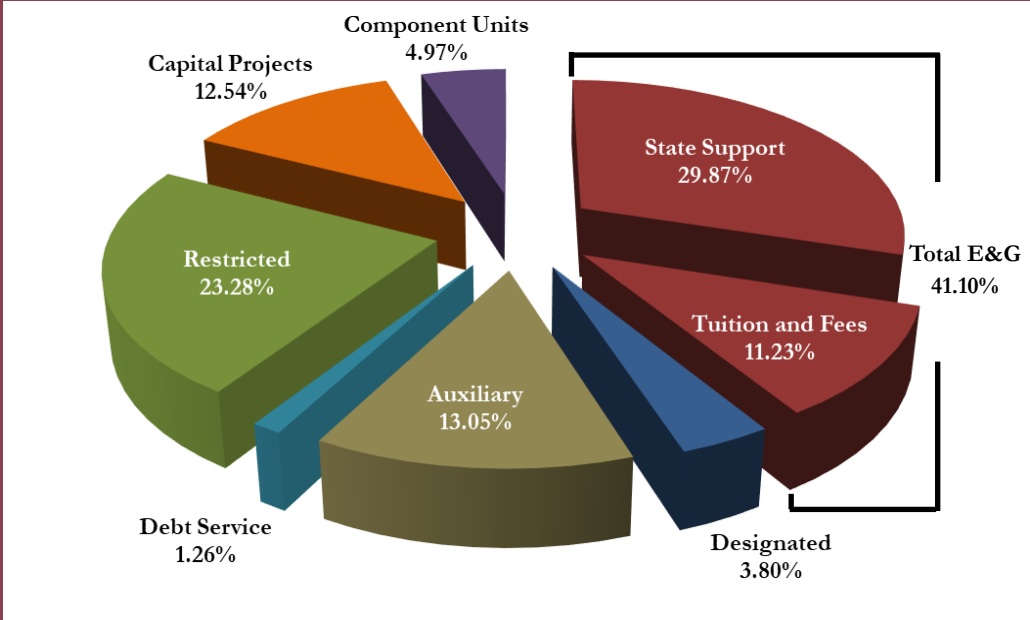
FSU Operating Budget

2019-2020 Total Operating Budget Summary

	<u>2019-2020</u>
Education & General - State Support	\$568,695,996
Education & General - Tuition & Fees	213,698,820
Designated	72,256,730
Auxiliary	248,471,880
Debt Service	23,915,364
Restricted	443,142,535
Capital Projects	238,716,784
Component Units	<u>94,596,319</u>
Total	<u><u>\$1,903,494,428</u></u>

2019-2020 Total Operating Budget Summary

FSU Operating Budget



2019-2020 Construction Budget

Student Union Expansion Phase I	\$60,000,000
Earth, Ocean and Atmospheric Science Building	31,461,817
Bio-Med Research Facility	21,196,658
FSUS STEAM Building	15,000,000
Hoffman Teaching Lab Renovations	11,300,000
Don Veller Golf Course	4,482,700
Center for Advanced Propulsion Systems Building	4,311,490
Technology Services Building	3,108,784
Campus Dining & Kitchen Renovations	1,939,131
All Others	85,916,204
TOTAL DISTRIBUTION BY PROJECT	<u>\$238,716,784</u>

FSU Operating Budget

2019-2020 Component Units

Seminole Boosters, Inc.	\$48,991,000 ¹
FSU Foundation, Inc.	10,754,827
FSU International Programs Association, Inc.	18,750,000
FSU Financial Assistance, Inc.	15,797,000 ¹
Florida Medical Practice Plan, Inc.	8,429,289
FSU Research Foundation, Inc.	4,058,100
FSU Alumni Association, Inc.	965,597
John and Mable Ringling Museum of Art, Inc.	2,741,073
FSU Real Estate Foundation, Inc.	101,000
FSU Magnet Research and Development, Inc.	108,360
FSU College of Business Student Investment Fund, Inc.	6,750 ¹
FSU Athletics Association, Inc.	4,208,816 ¹
SUBTOTAL COMPONENT UNIT EXPENSES	<u>\$114,911,812</u>
Addition to Fund Balance	\$8,113,125 ¹
TOTAL COMPONENT UNIT EXPENSES	<u>\$123,024,937</u>

¹ The 2019-2020 budget is an estimate, and has not yet been approved by the component unit's Board.

Our Annual Operating Budget is Larger than 75 Countries

American Samoa	Faroe Islands	Madagascar	Saint Vincent and the Grenadines
Anguilla	Fiji	Malawi	Samoa
Antigua and Barbuda	French Polynesia	Maldives	San Marino
Aruba	Gambia	Marshall Islands	Sao Tome and Principe
Barbados	Gibraltar	Mauritania	Seychelles
Belize	Greenland	Micronesia, Federated States of	Sierra Leone
Bermuda	Grenada	Monaco	Solomon Islands
Bhutan	Guam	Montserrat	Somalia
British Virgin Islands	Guernsey	Nauru	Suriname
Burundi	Guinea	New Caledonia	Swaziland
Cabo Verde	Guinea-Bissau	Niue	Togo
Cayman Islands	Guyana	Norfolk Island	Tokelau
Central African Republic	Isle of Man	Northern Mariana Islands	Tonga
Chad	Jersey	Palau	Turks and Caicos Islands
Comoros	Kiribati	Pitcairn Islands	Tuvalu
Cook Islands	Kosovo	Saint Helena and Dependencies	US Virgin Islands
Djibouti	Lesotho	Saint Kitts and Nevis	Vanuatu
Dominica	Liberia	Saint Lucia	Vatican City
Falkland Islands	Liechtenstein	Saint Pierre and Miquelon	

Faculty Senate

KYLE CLARK • VICE PRESIDENT FOR FINANCE & ADMINISTRATION

SEPTEMBER 18, 2019

THE CONSTITUTION OF FLORIDA STATE UNIVERSITY

(Revised and amended to March 13, 2019)

The legal authority of Florida State University is vested in the Florida State University Board of Trustees, the State University System Board of Governors, and the State Board of Education. Except as preempted by higher authority, such as collective bargaining agreements or statutes, the following provisions govern the University.

Article I Administrative Officers

Section A. President of the University

The President, who is confirmed by the Board of Governors, is the chief executive officer of the University and shall exercise general supervision over all its activities.

Section B. Other Administrative Officers

There shall be such other administrative officers as the President may designate. They shall have such duties as the President may assign to them. In the case of absence, incapacitating illness, or death of the President, the Provost and Executive Vice President for Academic Affairs shall assume all the authority and responsibility of the President until formal provisions are made by the Board of Trustees and, if required, the Board of Governors. In the absence of both the President and the Provost and Executive Vice President for Academic Affairs, the Vice President for Faculty Development and Advancement shall have all the authority and responsibility until formal provisions are made by the Board of Trustees and, if required, the Board of Governors.

Article II Councils and Committees

The President shall establish such councils and committees as deemed necessary and shall specify their duties and responsibilities.

Article III The General Faculty

Section A. Membership

The General Faculty shall consist of those persons that are appointed by the University with the academic rank of Instructor, Assistant Professor, Associate Professor, or Professor in one of the colleges, schools, or other academic units of the University, and of those members of the Professional Staff to whom the President assigns an academic rank.

Section B. Jurisdiction

The General Faculty shall

1. receive reports and announcements from officers of the University and from the Faculty Senate, and
2. formulate its opinion regarding any subject of interest to the University and make recommendations thereon to the appropriate body or officer for final consideration.

Section C. Meetings

The General Faculty shall meet

1. in regular session in the fall of each academic year to receive the annual report of the President, and
2. in special session called either by the President, or on resolution of the Faculty Senate, or on written request from at least ten percent of the members of the General Faculty.

Article IV Faculty Senate

Section A. Membership

1. Elected faculty members

Only full-time Instructors, Assistant Professors, Associate Professors, and Professors appointed by the University shall be eligible for representation in and election to the Faculty Senate. Eligible faculty members who have duties in more than one college or school shall be counted in that college or school in which the major portion of their salary is budgeted or time is assigned.

Each college or school shall be entitled to representation in the Faculty Senate according to the following formula:

$$\frac{\text{number of representatives}}{100} = \frac{\text{number of eligible faculty members in college or school}}{\text{total number of eligible faculty members in the university}}$$

Each college or school shall be entitled to at least one representative.

The library staff shall be entitled to one elected representative.

Florida State University Schools (FSUS) faculty shall be entitled to one elected representative; members of the Florida State University Schools (FSUS) faculty shall not be counted as College of Education faculty in determining the number of that College's representatives nor shall they be eligible to vote in the College of Education elections of Faculty Senators.

- a. Prior to February 1 of each year, the Vice President for Faculty Development and Advancement shall submit to the Faculty Senate Coordinator a list of the eligible faculty members in each college or school. The Faculty Senate Coordinator shall on February 15 of each year determine the total number of representatives apportioned to each college or school and the number to be elected that year and shall notify the appropriate dean.
 - b. Each unit shall elect its representatives for two-year terms, in accordance with a procedure that its eligible faculty members shall determine. Terms shall begin with the regular April meeting of the Senate of the election year.
 - c. Each unit may elect, according to a procedure that its eligible faculty members shall determine, an alternate representative or representatives to serve whenever illness, professional travel, or other obligations make it impossible for the designated Senator or Senators to be present. A faculty member thus representing a unit shall have the full privileges of Senate membership.
2. The Faculty Senate shall elect its presiding officer from its membership to serve for a one-year term. The presiding officer shall be designated President of the Senate and shall serve as the chair of the Steering Committee. In case the person elected President of the Senate is already a member of the Steering Committee, the Senate shall elect a Senator to fill the unexpired term on that committee.
 3. The following shall be ex-officio members of the Senate: the President of the University, the Vice Presidents, the Dean of The Graduate School, the Dean of Undergraduate Studies, the dean of each college or school, the University Registrar, the Dean of University Libraries, and the President of the Student Body. Ex-officio members shall have the privilege of the floor but shall not be eligible to vote.

Section B. Jurisdiction

The Faculty Senate shall be the basic legislative body of the University and shall establish its own Bylaws and procedures.

1. It shall formulate measures for the maintenance of a comprehensive educational policy and for the maximum utilization of the intellectual resources of the University.
2. It shall determine and define University-wide policies on academic matters, including Liberal Studies policy, admission, grading standards, and the requirements within which the several degrees may be granted.

3. As the elected body of the General Faculty, the Senate may also formulate its opinion regarding any subject of interest to the University, and adopt resolutions thereon. Resolutions treating those areas of authority legally reserved to the President of the University and the Board of Trustees will be advisory.
4. The President of the University shall have the power to veto any action of the Senate. The veto, with reasons therefore, shall be communicated in writing to the Faculty Senate Coordinator and Chair of the Steering Committee within sixty days. By a two-thirds vote, the Senate may appeal to the Board of Trustees any action so vetoed.
5. Upon the resignation, retirement, or death of the University President and upon a request by the Board of Trustees, the Faculty Senate shall designate individuals to be available for membership on any committee requested by the Board of Trustees for the purpose of consultation in the selection of a nominee for President.

Section C. Standing and Special Committees

1. There shall be a Steering Committee consisting of seven persons from the voting membership of the Faculty Senate who shall be elected for staggered two-year terms. In consultation with the President of the University, the Steering Committee shall determine the agenda for each Faculty Senate meeting. It shall provide for reports to the Faculty Senate by administrative officers, by chairs of standing and special committees, and by individuals.
2. The Faculty Senate may establish standing and special committees necessary for its work.
3. Any report issued in the name of the Faculty Senate must be approved by a vote of the Faculty Senate. If disclosed under legal mandate, the disclosure must specify that the information has not been approved or rejected by the Faculty Senate and thus should not be considered a product, policy or position of the Faculty Senate.

Section D. Meetings

1. The Faculty Senate shall meet in regular session each month during the academic year and may meet in special session during the summer.
2. Special meetings may be held at any time in accordance with rules specified in the Bylaws.
3. All regular meetings of the Faculty Senate shall be open to members of the General Faculty and other interested parties.

4. The right to address the Faculty Senate shall be granted to any member of the General Faculty in accordance with rules specified in the Bylaws.

Section E. Procedure

The Faculty Senate shall develop its own rules of procedure. Minutes shall be kept by the Faculty Senate Coordinator and shall be distributed to all members of the General Faculty and to all administrative officers, and shall be posted on the Faculty Senate website.

Article V Colleges and Schools

Subject to the University-wide academic policies established by the Faculty Senate and the authority of the President of the University, the faculty of each college or school shall determine its internal policies such as specific admission requirements, requirements for majors, requirements for graduation, and the nature, content, and scheduling of its courses.

The faculty of each college or school shall keep on file with the Faculty Senate Coordinator a current set of bylaws governing its internal operations, including procedures for the election of its representatives to the Faculty Senate and for the approval of its candidates for degrees.

Article VI Faculty Members of Colleges or Schools

Section A. Appointment: General Faculty

1. Vice Presidents, the deans of the colleges and schools, and other such administrative personnel shall be appointed by the President of the University. An advisory committee appointed by the President shall consult with the President in the process of selection of nominees for such positions.
2. Associate and assistant deans of colleges and schools shall be recommended by the appropriate dean to the Provost and Executive Vice President for Academic Affairs. The President of the University or a designee shall make these appointments.
3. Professors, Associate Professors, and Assistant Professors in the colleges and schools shall be nominated by the department chair, or equivalent, approved and recommended by the dean and the Provost and Executive Vice President for Academic Affairs, and appointed by the President of the University.
4. Each original appointment shall be confirmed by the President of the University, or a designee, in a contract letter.
5. Supplementary appointments to the Graduate Faculty may be awarded to members of the General Faculty on nomination of the department chair, or

equivalent, and approval of the appropriate dean and the Dean of The Graduate School, with the advice and consent of the Graduate Policy Committee.

6. Appointments to the faculty for limited periods of time, clearly stated in writing at the time of appointment, shall be designated as specified in the State University System Classification System. These appointments shall not count toward eligibility for tenure unless otherwise stipulated.

Section B. Tenure, Nonreappointment, Termination, and Suspension

1. Tenure Process. The procedure to be followed when a faculty member becomes eligible to be considered for tenure shall be as follows:
 - a. The nomination for tenure shall be initiated by an elected faculty committee of the appropriate department or academic unit; the majority of the members of this committee shall be tenured faculty. The department chair, or equivalent, shall inform the candidate in writing of the committee decision to recommend or not to recommend, together with the chair's recommendation.
 - b. The department chair, or equivalent, shall transmit the committee recommendation together with the chair's recommendation to the appropriate committee of the college or school and to the dean. In addition, the department chair, or equivalent, shall convene a meeting of all tenured faculty in the department and conduct a secret ballot regarding the nomination for tenure; the department chair, or equivalent, shall transmit the opinion of the tenured members of the department or unit to the appropriate committee of the college or school and to the dean.
 - c. A college or school committee of elected tenured faculty shall consider the candidate for recommendation to a University committee of elected tenured faculty and shall vote to recommend or not to recommend the candidate; the candidate shall be informed in writing of the committee's decision by the chair of the committee.
 - d. A University committee on tenure, consisting of elected tenured faculty with at least one representative from each college or school, shall receive the recommendation from the college or school committee and shall consider it for recommendation to the Provost and Executive Vice President for Academic Affairs and to the President of the University. The Vice President for Faculty Development and Advancement shall serve, without voting privileges, as ex-officio chair of the University committee and shall transmit to the Provost and Executive Vice President for Academic Affairs and to the President the committee's

- decision to recommend or not to recommend the candidate for tenure; the Vice President for Faculty Development and Advancement shall also inform the candidate in writing of the committee's recommendation.
- e. The Provost and Executive Vice President for Academic Affairs and the President of the University shall decide to recommend or not to recommend the candidate to the Board of Trustees for tenure, and the President shall notify the faculty member immediately in writing of the final decision to recommend or not to recommend.
 - f. In step "d" above, the dean of the appropriate college or school in each case shall present to the University committee the dean's decision to recommend or not to recommend the candidate; in step "d," the dean of the appropriate college or school shall also report this decision to the Provost and Executive Vice President for Academic Affairs and the President of the University.
 - g. In steps "a," "b," and "c" above, the faculty candidate who is not recommended by a committee at any stage of the deliberations may appeal that negative decision to the next committee by so requesting in writing within a period of ten (10) working days after receiving notification of the decision; in "d," the candidate may appeal a negative decision to the Provost and Executive Vice President for Academic Affairs and the President by so requesting in writing within a period of ten (10) working days after receiving notification of the decision. Unless a faculty candidate makes an appeal of a negative decision by a committee, the candidate's folder will not be forwarded to the next committee; in formulating an appeal, the candidate may address in writing the stated rationale for the committee's decision.
 - h. In steps "b" and "c" above, a college or school may use an additional committee between the department or equivalent committee and the college or school committee if the faculty of said college or school has voted for such usage in its bylaws.
2. Annual Reappointment of Tenured Faculty Members. Tenured members of the faculties of colleges, schools, and other academic units shall enjoy the assurance of annual recommendations for reappointment.
 3. Crediting of Time Toward Tenure.
 - a. Any member of the faculties of colleges and schools holding the rank of Professor, Associate Professor or Assistant Professor shall be eligible for the status of tenured member at the end of the fifth year in a tenure-earning position, to be effective at the beginning of the sixth year as a faculty member.

- b. Any member of the faculties of colleges and schools holding the rank of Professor, Associate Professor or Assistant Professor may be given tenure earlier provided the faculty member received credit, at time of appointment, for years spent in a tenure-earning position elsewhere and has been recommended by the tenured faculty of the relevant department/school/college, the University Promotion and Tenure Committee, and the President of the University and approved by the Board of Trustees.
 - c. Any member of the faculties of colleges and schools hired at the rank of Professor or Associate Professor may be awarded tenure at the start of the appointment provided the tenure has been recommended by the tenured faculty of the relevant department/school/college, the University Promotion and Tenure Committee, and the President of the University and approved by the Board of Trustees.
4. A decision whether to nominate a faculty member for tenure shall normally be made during the fifth year of continuous service in a tenure-earning position, or, at the option of the employee and with the concurrence of the appropriate administrative officials, during the sixth such year in a tenure-earning position.
5. Definition of Continuous Employment. Employment for any two semesters of any twelve-month period shall be considered a year of continuous employment. For the purpose of tenure eligibility, consideration for part-time service shall normally mean employment during at least one semester of any twelve-month period. Part-time service of an employee employed at least one full semester in any twelve-month period shall be accumulated. However, not more than one year of tenure eligibility may be earned in a twelve-month period. (Time spent by a faculty member undergoing appointment or exchange within the State University System or on a special assignment for the benefit of the parent institution or for the University System shall be counted toward the fulfillment of eligibility for tenure. Time spent away from the institution for other purposes shall not be counted toward the fulfillment of eligibility for tenure, except by mutual agreement of the faculty member and the University.)
6. Restrictions on Employment of Non-tenured Faculty.
 - a. No person employed in a tenure-earning position after 1965 may remain in the service of the University as a nonpermanent member of the faculty of any college, school, or other academic unit in any rank or combination of ranks for a total of more than seven years unless tenure has been granted, except that faculty whose service began before

September 1972 may count four additional years in the Instructor or Acting Assistant Professor ranks as probationary. Persons holding an administrative or service role will normally hold a courtesy rank in an academic unit and shall not be subject to the rule during such service unless the academic unit grants a regular tenure-earning appointment. When the administrative or service function is ended, the person shall receive, upon request, a tenure-earning appointment in an academic unit.

- b. Not later than the end of the sixth year of service (or the tenth in the case of the above exceptions), the department chair, or equivalent, in consultation with the dean of the college or school, shall either nominate the faculty member for tenure or arrange to terminate service at the end of the seventh year (or the eleventh, in the case of the above exceptions). In every case, the faculty member shall be notified in writing of this recommendation by the dean.
 - c. Only time spent in the rank of Assistant Professor and above shall be construed as tenure-earning time.
 - d. Assistant Professors shall be considered ineligible for tenure or for reappointment beyond a seven-year maximum.
7. Early Tenure.
- a. The Board of Trustees may approve tenure at an earlier time if it is recommended with sufficient justification by the President of the University.
 - b. An Assistant Professor must satisfy the five-year requirement to be eligible for consideration by a tenure committee.
8. Termination, Nonreappointment, and Suspension.
- a. Termination and Nonreappointment of Tenured Faculty Members for Cause. Annual recommendation for reappointment of permanent members of the faculty shall be withheld only for serious cause (incompetence or misconduct) and on the basis of written and specific charges made by the dean of the college or school, the Provost and Executive Vice President for Academic Affairs, or by the President of the University. A copy of such charges shall be furnished to the faculty member concerned. In answer to such charges, the faculty member shall have, upon request, a hearing before an appropriate faculty committee. At this hearing, the faculty member shall be allowed, at the faculty member's own expense, the benefit of counsel of the faculty member's choice.

- b. Nonreappointment of Non-tenured Faculty. Upon the advice of a department chair, a departmental/college/school advisory committee, the dean of the respective college or school, and the Provost and Executive Vice President for Academic Affairs, the President of the University may give written notice of nonreappointment of a non-tenured faculty member. Notice of nonreappointment, or of intention not to reappoint, shall be given in writing in accordance with the following standards: (a) for faculty members in their first two years of continuous University employment, one full semester prior to the date of termination; (b) for faculty members with two or more years of continuous service, one full year prior to date of termination.
- c. Immediate Suspension of Tenured or Non-tenured Faculty. In the case of flagrant offenses, the President of the University may suspend a member of the faculty with pay from performance of duties. Within two days, excluding weekends and official holidays, following such suspension, the President or a designee shall cause a written notice, including a statement of reasons, to be served upon the employee.
- d. If immediate dismissal is thereby sought, a copy of written specific charges shall be furnished to the faculty member concerned. In answer to such charges, the faculty member shall have, upon request, a hearing before an appropriate faculty committee. At this hearing the faculty member shall be allowed, at the faculty member's own expense, the benefit of counsel of the faculty member's choice. After provision of notice and an opportunity for the accused faculty member to have a hearing before an appropriate faculty committee, the President may initiate immediate dismissal.
- e. If immediate dismissal is not sought, the faculty member shall have, upon request, a hearing on the suspension before an appropriate faculty committee.
- f. The hearing committee, after deliberation, shall report its findings to the President. If the hearing committee concludes that adequate cause for dismissal has not been established by the evidence in the record, the President may either accept or reject that finding. If the President rejects the report, the reasons for doing so shall be provided in writing to the hearing committee and to the faculty member. The faculty member shall be provided an opportunity to respond before further action is taken. If the hearing committee concludes that adequate cause for a dismissal has been established but that an academic penalty less than dismissal would be more appropriate, it will so recommend, with supporting reasons. If dismissal or other severe

sanction is recommended, the President may take such action as appropriate.

Section C. Academic Freedom

It is the policy of the University to maintain and encourage full freedom, within the law, of inquiry, discourse, teaching, research, and publication, and to protect members of the faculty against influences, from within or without the University, that would restrict the exercise of this freedom in their areas of scholarly interest. The right to the protection of the University shall not necessarily include any right to the service of the University's legal counsel in any proceedings in which the academic freedom of the faculty member may be an issue.

The faculty member has the same freedoms and responsibilities as other citizens, including political rights and privileges, without institutional censorship or discipline. However, as a scholar, a faculty member should be mindful that accuracy, forthrightness, and dignity befit association with the University.

Furthermore, faculty members must consider their academic duties as their primary responsibility. In no case should faculty members accept or seek appointment to civic or political office which would reduce significantly the time available for this primary responsibility without first securing written approval from the President of the University.

Faculty members who believe they do not enjoy the academic freedom which it is the policy of the University to maintain and encourage shall be entitled on written request to a hearing before the Committee on Grievances.

Section D. Resignation

When a member of the faculty of the University desires to obtain release from their faculty position, that faculty member is expected to offer their resignation to the President of the University, or a designee, through appropriate administrative channels at least ninety days before the resignation takes effect.

Article VII The Professional Staff

Those persons holding academic appointments within Florida State University, but not within a college or school, and those persons within a college or school holding academic appointments whose responsibilities do not include teaching, shall be considered members of the Professional Staff. Members of the Professional Staff having appropriate qualifications and responsibilities shall be assigned faculty rank by the President of the University on recommendation of their administrative officers for the purpose of membership in the General Faculty.

*The Constitution of
Florida State University*

Members of the Professional Staff shall enjoy the assurance of annual recommendation for reappointment in accordance with the provisions of the Florida Statutes and the regulations of the Board of Trustees.

Article VIII Amendments

Amendments to this Constitution shall become effective when (1) approved by a two-thirds vote of the Faculty Senate and (2) ratified by a majority vote of the members of the General Faculty who are eligible for election to the Faculty Senate and who vote on the proposal.

An amendment to be considered by the Faculty Senate must be submitted at a regular meeting at least one month prior to a vote on the proposal. The faculty vote on ratification shall be taken during the regular academic year not earlier than thirty days after circulation of the Senate minutes in which the amendment approved by the Senate is recorded.

NOTE: The Constitution was first adopted by the Faculty as the Faculty of the Florida State College for Women on April 11, 1931, and ratified by the Faculty of Florida State University on May 19, 1948, amended to December 6, 1989. Amended xxxx, 2018

Faculty Senate Standing Committees: Confirmations for 2019-2020

Budget Advisory Committee

Pending

Distance Learning Committee

2019-2022 (3-year terms)

Stacy Sirmans, Business, Chair

Elections Committee (1-year terms)

2019-2020

Melissa Gross, Communication & Information, Chair

Jane Lo, Education

Arda Vanli, Engineering

Graduate Policy Committee (Pending acceptance) (3-year terms)

2017-2020

Jim Lile, Fine Arts

2018-2021

Carter Hay, Criminology & Criminal Justice

2019-2022

Ron Doel, Arts & Sciences

Audrey Heffron Casserleigh, Social Sciences & Public Policy

Woody Kim, Hospitality

Steve Johnson, Law

Vasu Misra, Arts & Sciences

David Orozco, Business

Lynn Panton, Human Sciences

Jessica Ridgway Clinton, Entrepreneurship

Jeannine Turner, Education

Honors Program Policy Committee (3-year terms)

2017-2020

Paul Marty, Communication and Information
Douglass Seaton, Music

2019-2022

Bridgett Birmingham, Libraries
Edwin Hilinski, Arts & Sciences
Eric Chicken, Arts & Sciences

Liberal Studies Coordinating Committee (3-year terms)

2019-2022

James Fadool, Arts & Sciences, Chair
Don Latham, Communication & Information (UCC)
Lisa Tripp, Motion Picture Arts

Library Committee (3-year terms)

2017-2020

Jennifer Copp, Criminology & Criminal Justice
Gregory Harris, Human Sciences

2019-2022

Laurie Abbott, Nursing
Barry Faulk, Arts & Sciences
Eundeok Kim, Entrepreneurship
Libby Lewis, Dedman School of Hospitality
Katherine Mooney, Arts & Sciences
David Orozco, Business
Svetlana Pevnitskaya, Social Sciences & Public Policy
Alysia Roehrig, Education, Chair

Student Academic Relations Committee (SARC) (2-year terms)

2018-2020

Lisa Lyons, Arts & Sciences

2019-2022

Rob Duarte, Fine Arts

Audrey Heffron-Casserleigh, Social Sciences & Public Policy

Lisa Shelby, Social Work

Teaching Evaluation Committee (3-year terms)

2018-2021

Rhea Lathan, Arts & Sciences

2019-2022

Joh Ahlquist, Arts & Sciences, Chair

Jack Fiorito, Business

Lynne Hinnant, Communication and Information

Technology Committee (3-year terms)

2018-2019

Ron Honn, Motion Picture Arts

2019-2022

Michelle Arbeitman, Medicine

Victor DeBrunner, Engineering

Ron Doel, Arts & Sciences

Jean Phillips, Libraries

Cynthia Wilson, Human Sciences

David Gaitros, FSU-PC

Undergraduate Policy Committee (3-year terms)

2019-2022

Eric Chicken, Arts & Sciences, Chair

Jim Dawkins, Fine Arts
Elizabeth Foster, Medicine
Patrick Hollis, Engineering
Irena Hutton, Business
Lama Zia Jaber, Education
Lisa Tripp, Motion Picture Arts
Tingting Zhao, Social Sciences & Public Policy

University Curriculum Committee (3-year terms)

2018-2021

Aimee Boutin, Arts & Sciences
Michael Mascagni, Arts & Sciences (2019-2020 only; substituting for Piyush Kumar who is on a one-year sabbatical)

2019-2022

Mandy Bamber, Nursing
P. Bryant Chase, Arts & Sciences
Iain Quinn, Music

Current Religious Holy Day Observance policy from the Undergraduate Bulletin with proposed changes:

Per Section 1006.53, Florida Statutes, the Florida State University policy on observance of religious holy days provides that reasonable accommodations will be provided to students who request to be excused from class to observe a religious holy day of their faith. Students will make the request in writing to their instructor, preferably upon receipt of the course syllabus, but not later than two weeks before the holy day observance. Note that such an accommodation may not be possible when the religious holy day conflicts with group work or experiential learning projects that cannot reasonably be rescheduled, therefore students should avoid potential conflicts when scheduling courses or joining particular student groups. While students will be held responsible for the material covered in their absence, they shall be permitted a reasonable amount of time to make up the work missed. Instructors and University administrators shall not penalize students who are absent from academic activities because of excused religious holy day observance. Instructors will find information provided in these two links to be helpful when responding to student requests concerning holy day observance: .

<https://interfaithcouncil.fsu.edu/> and <https://interfaith-calendar.org/>. Students who allege that this policy has been improperly applied in specific instances may have their grievances addressed through the general academic appeals process. In this process, the student brings a complaint first to the instructor, then to the department chair, and finally to the academic dean appropriate to the course involved, stopping at the level at which the complaint is resolved. If no resolution is reached, the student brings the complaint to the attention of the Vice President for Faculty Development and Advancement for either resolution or referral to the Student Academic Relations Committee of the Faculty Senate. This committee has the authority to recommend to the Vice President for Academic Affairs that corrective action be taken when justified. Consult the 'Grievance Procedure' section of this chapter for a complete description.

Proposed Religious Holy Day Observance Policy – 10 September 2019

Per Section 1006.53, Florida Statutes, the Florida State University policy on observance of religious holy days provides that reasonable accommodations will be provided to students who request to be excused from class to observe a religious holy day of their faith. Students will make the request in writing to their instructor, preferably upon receipt of the course syllabus but not later than two weeks before the holy day observance. Note that such an accommodation may not be possible when the religious holy day conflicts with group work or experiential learning projects that cannot reasonably be rescheduled, therefore students should avoid potential conflicts when scheduling courses or joining particular student groups. While excused students will be held responsible for the material covered in their absence, they shall be permitted a reasonable amount of time to make up the work missed. Instructors and University administrators shall not penalize students who are absent from academic activities because of excused religious holy day observance. Instructors may find information provided in these two links to be helpful when responding to student requests concerning holy day observation: <https://interfaithcouncil.fsu.edu/> and <https://www.interfaith-calendar.org/>. Students who allege that this policy has been improperly applied in specific instances may have their grievances addressed through the general academic appeals process. In this process, the student brings a complaint first to the instructor, then to the department chair, and finally to the academic dean appropriate to the course involved, stopping at the level at which the complaint is resolved. If no resolution is reached, the student brings the complaint to the attention of the Vice President for Faculty Development and Advancement for either resolution or referral to the Student Academic Relations Committee of the Faculty Senate. This committee has the authority to recommend to the Vice President for Academic Affairs that corrective action be taken when justified. Consult the 'Grievance Procedure' section of this chapter for a complete description.

Religious Observance Policy Revisions – Voting Results

Senator	Yes	No	Abstain
Todd Adams, Arts and Sciences		X	
Sudhir Aggarwal, Arts and Sciences	X		
Tom Albrecht-Schmitt, Arts and Sciences			
Enrique Alvarez, Arts and Sciences			X
Petru Andrei, Engineering			
James Ang, Business	X		
Jonathan Appelbaum, Medicine	X		
Andrew Askew, Arts and Sciences	X		
Jennifer Atkins, Fine Arts	X		
Jessica Bahorski, Nursing	X		
Adrian Barbu, Arts and Sciences	X		
Hank Bass, Arts and Sciences	X		
Allen Bathke, Business	X		
Karen Bearor, Fine Arts			
Peter Beerli, Arts and Sciences	X		
Bridgett Birmingham, University Libraries			
Deborah Bish, Music			
Michael Blaber, Medicine			X
Ralph Brower, Social Sciences and Public Policy	X		
Michael Buchler, Music	X		
Gang Chen, Engineering			
Eric Chicken, Arts and Sciences	X		
Theodore Chiricos, Criminology and Criminal Justice			
Jeffrey Clark, Business			
Don Compton, Arts and Sciences			
Ming Cui, Human Sciences			
Mary Karen Dahl, Fine Arts			
Petra Doan, Social Sciences and Public Policy	X		
Jamil Drake, Arts and Sciences			
Rob Duarte, Fine Arts	X		
Mike Duncan, Social Sciences and Public Policy	X		
Sean Ehrlich, Social Sciences and Public Policy	X		
Jack Fiorito, Business	X		
Simon Foo, Engineering	X		
Heidi Gazelle, Human Sciences			
Mary Gerend, Medicine	X		
Robin Goodman, Arts and Sciences	X		
Tarez Graban, Arts and Sciences			
Melissa Gross, Communication and Information	X		
Kris Harper, Arts and Sciences	X		
Kimberley Harris, Hospitality, Dedman School of			
Ed Hilinski, Arts and Sciences	X		
Peter Hoeflich, Arts and Sciences			X

Religious Observance Policy Revisions – Voting Results

Senator	Yes	No	Abstain
Charlie Hofacker, Business	X		
Patrick Hollis, Engineering	X		
Amy Huber, Fine Arts			
Monica Hurdal, Arts and Sciences			
Patrice Iatarola, Education			
Elizabeth Jakubowski, Education	X		
Pascal Jean-Pierre, Medicine	X		
Kathryn Jones, Arts and Sciences	X		
Fengfeng Ke, Education			
Colleen Kelley, Arts and Sciences			
Danielle Kerr, FSUS			
Eundeok Kim, Entrepreneurship, Jim Moran School of	X		
Bill Landing, Arts and Sciences			
Tahirih Lee, Law			
Sandra Lewis, Education	X		
Virginia Lewis, Arts and Sciences	X		
Hui (Helen) Li, Engineering			
Jim Lile, Fine Arts	X		
Jane Lo, Education			
Lisa Lyons, Arts and Sciences	X		
Clifford Madsen, Music	X		
Paul Marty, Communication and Information	X		
Chad Marzen, Business			
Cathy McClive, Arts and Sciences			
Christopher Moore, Music			
Richard Morris, Communication and Information			
Jean Munn, Social Work	X		
Giray Okten, Arts and Sciences	X		
Irene Padavic, Social Sciences and Public Policy	X		
Elizabeth Peters, Arts and Sciences	X		
Kate Petersen, Arts and Sciences			
Jay Rayburn, Communication and Information	X		
Lara Reglero, Arts and Sciences	X		
Laura Reina, Arts and Sciences			
Linda Rinaman, Arts and Sciences			
Nancy Rogers, Music	X		
Darin Rokyta, Arts and Sciences	X		
Erin Ryan, Law	X		
Gloria Salazar, Human Sciences			
Paromita Sanyal, Social Sciences and Public Policy			
Anastasia Semykina, Social Sciences and Public Policy	X		
Col. Rodney Singleton, Arts and Sciences			
Tatjana Soldat-Jaffe, Arts and Sciences			

Religious Observance Policy Revisions – Voting Results

Senator	Yes	No	Abstain
Scott Stagg, Arts and Sciences	X		
Jayne Standley, Music	X		
Nat Stein, Arts and Sciences			
Lee Stepina, Business			
Robert Stilling, Arts and Sciences	X		
Phillip Sura, Arts and Sciences			X
Marty Swanbrow Becker, Education			
Gary Taylor, Arts and Sciences			
Gary Tyson, Arts and Sciences	X		
Theresa Van Lith, Fine Arts	X		
Arda Vanli, Engineering			
Yang Wang, Arts and Sciences	X		
Hanhan Xue, Education	X		
Xiaojun Yang, Social Sciences and Public Policy	X		
Ming Ye, Arts and Sciences	X		
Thomas Zuehlke, Social Sciences and Public Policy			
Alternates			
Paolo Aluffi	X		
William Bolander	X		
Tarik Dogru	X		
Joseph Hellweg	X		
Ayesha Khurshid	X		
Jonathan Kimmes	X		
Simon May		X	
James Palmer	X		
Lauren Weingarden	X		
Total	63	2	4

The Torch Awards Committee requests nominations from faculty and staff

These awards were established in 1996 as a way for faculty to honor those friends of Florida State University who have made sustained and significant contributions to the university's ability to fulfill its academic mission. The Awards are presented annually by the Faculty Senate in the name of the Faculty of FSU. Nominations for the Torch Awards are accepted from the entire FSU community and reviewed by the Torch Awards Committee, which recommends candidates to the Faculty Senate Steering Committee for final approval.

Awards are given in three different areas:

- Vires: recognizing moral, physical, and intellectual strength
- Artes: recognizing appreciation of aesthetics and the beauty of intellectual pursuits
- Mores: acknowledging respect for customs, character, and tradition

Criteria for nominations:

- Nominees should have made an outstanding and sustained contribution to the university's academic mission.
- Nominees should be living and not on the university payroll. Posthumous awards are not given.

Letters of nomination should be sent to Jayne Standley at by e-mail at jstandley@music.fsu.edu or to Marilyn Young at myoung@fsu.edu.

Nominations should be submitted no later than September 18, 2019 and should document the nominee's accomplishments and contributions to the University's ability to fulfill its academic mission. A list of previous recipients can be found [HERE](#).

FLORIDA STATE UNIVERSITY ACADEMIC HONOR POLICY

Revised Month, Date, Year

Introduction

The statement on *Values and Moral Standards* says: “The moral norm which guides conduct and informs policy at The Florida State University is responsible freedom. Freedom is an important experience which the University, one of the freest of institutions, provides for all of its citizens – faculty, students, administrators, and staff. Freedom is responsibly exercised when it is directed by ethical standards.” (*Values and moral standards at FSU* retrieved from the current General Bulletin located at <http://registrar.fsu.edu/>.)

The statement also addresses academic integrity: “The University aspires to excellence in its core activities of teaching, research, creative expression, and public service and is committed to the integrity of the academic process. The [Academic Honor Policy] is a specific manifestation of this commitment. Truthfulness in one’s claims and representations and honesty in one’s activities are essential in life and vocation, and the realization of truthfulness and honesty is an intrinsic part of the educational process.” (*Values and moral standards at FSU* retrieved from the current General Bulletin located at <http://registrar.fsu.edu/>.)

Guided by these principles, this Academic Honor Policy outlines the University’s expectations for **all** students’ academic work **on each campus and all virtual platforms**, the procedures for resolving alleged violations of those expectations, and the rights and responsibilities of students and faculty throughout the process. **Please refer to memos outlining necessary procedural modifications of the process for the Panama City and Republic of Panama campuses.** The Academic Honor Policy Committee may take direct jurisdiction of a case under extraordinary circumstances when it is determined by a majority vote of the committee that taking direct jurisdiction is appropriate.

Students in the College of Law and the College of Medicine are governed by the academic integrity policies and procedures of their respective colleges, which are subject to approval by the Academic Honor Policy Committee.

FSU Academic Honor Pledge

I affirm my commitment to the concept of responsible freedom. I will be honest and truthful and will strive for personal and institutional integrity at the Florida State University. I will abide by the Academic Honor Policy at all times.

Academic Honor Violations

Note: (Bold added) Instructors are responsible for **following and** reinforcing the importance of the Academic Honor Policy in their courses and for clarifying **in writing** their expectations regarding collaboration and multiple submission of academic work.

Examples have been provided for the purpose of illustration and are not intended to be all-inclusive.

1. **PLAGIARISM. Presenting the work of another as one's own (i.e., without proper acknowledgement of the source).**
Typical Examples Include: Using another's work from print, web, or other sources without acknowledging the source; quoting from a source without citation; using facts, figures, graphs, charts or information without acknowledgement of the source; utilizing

ghostwriting or pay-for-paper services; [submitting another's work through online thesaurus software.](#)

2. **CHEATING. Improper access to or use of any information or material that is not specifically condoned by the instructor for use in the academic exercise.**

Typical Examples Include: Copying from another student's paper [work](#) or receiving unauthorized assistance during a quiz, test or examination; using books, notes or other devices (e.g., calculators, cell phones, or computers) when these are not authorized; procuring without authorization a copy of or information about an examination before the scheduled exercise; unauthorized collaboration on exams. [This includes unauthorized actions taken on any social media platform.](#)

3. **UNAUTHORIZED GROUP WORK. Unauthorized collaborating with others.**

Typical Examples Include: Working with another person or persons on any activity that is intended to be individual work, where such collaboration has not been specifically authorized by the instructor. [This includes unauthorized actions taken on any social media platform.](#)

4. **FABRICATION, FALSIFICATION, AND MISREPRESENTATION. Unauthorized altering or inventing of any information or citation that is used in assessing academic work.**

Typical Examples Include: Inventing or counterfeiting data or information; falsely citing the source of information; altering the record of or reporting false information about practicum or clinical experiences; altering grade reports or other academic records; submitting a false excuse for a class absence or tardiness in a scheduled academic exercise; lying to an instructor to increase a grade.

5. **MULTIPLE SUBMISSION. Submitting the same academic work (including oral presentations) for credit more than once without instructor permission. It is each instructor's responsibility to make expectations regarding incorporating existing academic work into new assignments clear to the student in writing. by the time assignments are given.**

Typical Examples Include: Submitting the same paper for credit in two courses without instructor permission; making minor revisions in a credited paper or report (including oral presentations) and submitting it again as if it were new work.

6. **ABUSE OF ACADEMIC MATERIALS. Intentionally damaging, destroying, stealing, or making inaccessible library or other academic resource material.**

Typical Examples Include: Stealing or destroying library or reference materials needed for common academic purposes; hiding resource materials so others may not use them; destroying computer programs or files needed in academic work; stealing, altering, or intentionally damaging another student's notes or laboratory experiments. *(This refers only to abuse as related to an academic issue.)*

7. **COMPLICITY IN ACADEMIC DISHONESTY. Intentionally helping another to commit an act of academic dishonesty.**

Typical Examples Include: Knowingly allowing another to copy from one's paper during an examination or test; distributing test questions or substantive information about the material to be tested before a scheduled exercise; deliberately furnishing false information.

8. **ATTEMPTING to commit any offense as outlined above.**

Student Rights

Students have the following important due process rights, which may have an impact on the appellate process:

1. to be informed of all alleged violation(s), to receive the complaint in writing (except in a Step 1 agreement, described in the Procedures Section, where the signed agreement serves as notice) and to be given access to all relevant materials pertaining to the case.
2. to receive an impartial hearing in a timely manner where the student will be given a full opportunity to present information pertaining to the case.

Students are also accorded the following prerogatives:

1. when possible, to discuss the allegations with the instructor.
2. privacy, confidentiality, and personal security.
3. to be assisted by an advisor who may accompany the student throughout the process but may not speak on the student's behalf. Witnesses cannot also serve as advisors.
4. to choose not to answer any question that might be incriminating.
5. to contest the sanctions of a first-level agreement and to appeal both the decision and sanctions of an Academic Honor Hearing.

The student has the right to continue in the course in question during the entire process. Once a student has received notice that he or she is being charged with an alleged violation of the Academic Honor Policy, or when a student has been found "responsible" for an Academic Honor Policy violation, the student is not permitted to withdraw or drop the course or request that the grading basis be changed to a "Satisfactory/Unsatisfactory" grade if the course is letter-graded. Students who provide false information when requesting to drop a course may be subject to allegations of Student Conduct Code violations. Should no final determination be made before the end of the term, the grade of "Incomplete" will be assigned until a decision is made.

Students should contact the Dean of Students Department for further information regarding their rights.

Procedures for Resolving Cases

Step 1. Throughout the Step 1 process, the instructor has the responsibility to address academic honor allegations in a timely manner, and the student has the responsibility to respond to those allegations in a timely manner. For assistance with the Academic Honor Policy, students should consult the Dean of Students Department and instructors should consult the Office of the Vice President for Faculty Development and Advancement. Add link to the flowchart and policy.

If a student observes a violation of the Academic Honor Policy, he or she should report the incident to the instructor of the course. When an instructor believes that a student has violated the Academic Honor Policy in one of the instructor's classes, the instructor must first contact the Office of the Vice President for Faculty Development and Advancement to discover whether the student has a prior record of academic dishonesty in order to determine whether to proceed with a Step 1 agreement. The instructor must also inform the department chair or dean. (Teaching assistants must seek guidance from their supervising faculty member and adjunct instructors must seek guidance from their department chair.) However, faculty members or others who do not have administrative authority for enforcing the Academic Honor Policy should not be informed of the allegation, unless they have established a legitimate need to know. If pursuing a Step 1 Agreement is determined to be possible, the instructor shall discuss the evidence of academic dishonesty with the student and explore the possibility of a Step 1 Agreement. Four possible outcomes may occur as a

result of that discussion:

1. If the charge appears unsubstantiated, the instructor will drop the charge, destroy the documentation, and no record of academic dishonesty will be created. The instructor should make this decision using the “preponderance of the evidence” standard.
2. The student may accept responsibility for the violation and accept the academic sanction proposed by the instructor. In this case, the agreement involving an academic penalty must be put in writing and signed by both parties on the “[Academic Honor Policy Step 1 Agreement](#)” form, which must then be sent to the [Office of Faculty Development and Advancement](#). Dean of Students Department. This agreement becomes a confidential student record of academic dishonesty and will be removed from the student’s file five years from the date of the final decision in the case. Any grade imposed as the result of an academic sanction will remain on the student’s transcript indefinitely. [Students will not be eligible for a course drop, withdrawal, or modification of grading basis.](#)
3. The student may accept the responsibility for the violation, but contest the proposed academic sanction. In this circumstance, the instructor must submit the “[Academic Honor Policy Referral to Contest Sanction](#)” form along with supporting documentation to the Office of the Vice President for Faculty Development and Advancement. The student’s written statement must demonstrate specific reasons why the proposed sanction is extraordinarily disproportionate to the offense committed for any change to occur in the sanction. The Vice President for Faculty Development and Advancement (or designee) will review the submitted written documentation to determine whether the proposed sanction should be imposed. The Vice President (or designee) may affirm or modify the sanction as appropriate. The decision that results from this review is final.
4. The student may deny responsibility. In this circumstance, the instructor submits the “[Academic Honor Policy Hearing Referral](#)” form along with supporting documentation to the Office of the Vice President for Faculty Development and Advancement for an Academic Honor Policy Hearing. The student is issued a letter detailing the charges within ten class days of the receipt of the referral, and the schedule for the hearing will be set as soon as possible and within 90 days from the date of the letter. These timelines may be modified in unusual circumstances. Unless all parties agree, the hearing will not be held any sooner than 7 class days from the student’s receipt of the charge letter. The process then proceeds to Step 2.

If the student is found to have a prior record of academic dishonesty or the serious nature of the allegations merits a formal hearing, the instructor must refer the matter to Step 2 for an Academic Honor Policy Hearing by submitting the “[Academic Honor Policy Hearing Referral](#)” form and appropriate documentation to the Office of the Vice President for Faculty Development and Advancement.

Allegations of academic dishonesty involving a graduate student engaged in any phase of the preliminary or comprehensive examination, thesis, or dissertation will be treated as egregious and will be resolved through the Step 2 process, in which the major professor will serve as the “instructor” under the hearing procedures. The Vice President for Faculty Development and Advancement, the student’s academic dean, (as well as the Vice President for Research in cases involving grant-funded research), [and the Dean of the Graduate School \(or designee\)](#), should be informed as soon as possible of all such allegations. The decision regarding whether to submit a hearing referral will be made by a committee consisting of the department chair and two faculty members appointed by the academic dean, one of whom should be the student’s committee member serving as the University representative (if one has been identified), excluding the major professor. In rendering its [charging](#) decision, this committee should review all available information and consult with the major professor and the academic dean.

Step 2. Academic Honor Policy Hearing. A panel consisting of five members shall hear the case. The panel shall include: one faculty member appointed by the dean from the unit in which the academic work is conducted; one faculty member appointed by the Vice President for Faculty Development and Advancement who is not from that unit; and two students. The panel shall be chaired by the Vice President for Faculty Development and Advancement (or designee), who votes only in case of a tie.

The hearing will be conducted in a non-adversarial manner with a clear focus on finding the facts within the academic context of the academic work. The student is presumed innocent going into the proceeding. After hearing all available and relevant information from the student, instructor, **and any witnesses**, the panel determines whether or not to find the student “responsible” for the alleged violation using the “preponderance of the evidence” standard. If the student is found “responsible” for the violation, the panel is informed about any prior record of **Academic Honor Policy violations** and determines sanctioning. **The range of sanctions available at the Step 2 phase is broader than at Step 1.**

In cases where a Step 1 Agreement is appropriately proposed (i.e., the student has no prior record) and the student denies responsibility of the alleged violation, a Step 2 hearing is convened. In some cases, a Step 1 sanction may have been appropriately proposed prior to the convening of an Academic Honor Hearing. If the student is found “responsible” in these cases, the panel typically will impose a sanction no more **or less** severe than that which was proposed by the faculty member. The panel is required to provide a clear written justification for imposing a sanction **different than what would have resulted from the student’s signing the Step 1 Agreement.** more severe than the sanction proposed in Step 1.

The chair of the Academic Honor Policy hearing panel will report the decision to the student, the instructor, the instructor’s academic unit, the supervising faculty member of a teaching assistant or an adjunct instructor, the student’s dean, the Dean of Students Department, and the Registrar, if appropriate. If the student is found “responsible” **at a Step 2 Hearing, the outcome** will be recorded **by the Office of Faculty Development and Advancement with the Dean of Students Department** and becomes a confidential student record of an Academic Honor Policy violation. **Violations of the Academic Honor Policy are part of the student’s disciplinary record and are maintained centrally by the University.** Records in which suspension or a less severe sanction (including all academic sanctions) is imposed will be removed five years from the date of the final decision in the case. Any grade imposed as the result of an academic sanction will remain on the student’s transcript indefinitely and will not be subject to course drop, withdrawal, **or grade change, including changing the grading basis to “Satisfactory/Unsatisfactory.”** Records involving dismissal and expulsion will be retained permanently, except in cases where a dismissed student is readmitted. Those records will be removed five years from the date of the student’s readmission.

Sanctions

Step 1 Sanctions

The Step 1 procedure is implemented with first-offense allegations that do not involve egregious violations. The decision regarding whether an allegation is egregious is made by the Vice President for Faculty Development and Advancement (or designee) and the instructor. The following sanctions are available in the Step 1 procedure and may be imposed singly or in combination. The instructor should consider the seriousness of the violation, the student’s circumstances, potential opportunities for learning, and consistency with past sanctions in determining a proposed sanction.

1. additional academic work, including re-doing the assignment
2. a reduced grade (including “0” or “F”) for the assignment
3. a reduced grade (including “F”) for the course
4. Educational activities. Examples include, but are not limited to, referrals to improve future educational outcomes, tutoring regarding proper citation practices, participation in ethics workshops, interviews with appropriate faculty or administrators, or writing educational or reflective essays. Fees may be charged to cover the ethics workshops. Please contact the Academic Affairs Administrator in the Office of Faculty Development and Advancement before implementing educational sanctions.

Step 2 Sanctions

An Academic Honor Policy Hearing is held for all second offenses, for all first offenses that involve egregious violations of the Academic Honor Policy, for all allegations of academic dishonesty involving a graduate student engaged in any phase of the comprehensive (or other culminating) exam, thesis, or dissertation, for all offenses that involve simultaneous violations of the Academic Honor Policy and the Student Conduct Code, and in all cases where the student denies responsibility for the alleged violation. The decision regarding whether an allegation is egregious is made by the Vice President for Faculty Development and Advancement (or designee) and the instructor.

In cases where a Step 1 Agreement is appropriately proposed and the student does not accept responsibility, a Step 2 hearing is convened. In some—cases, a Step 1 sanction may have been appropriately proposed prior to the convening of an Academic Honor Policy Hearing. If the student is found “responsible” at a Step 2 hearing, in these cases, the panel typically will impose a sanction no more or less severe than that which was proposed by the faculty member. The panel is required to provide a clear written justification for imposing a sanction different more—severe than the sanction from what would have resulted from the student’s signing a Step 1 Agreement. proposed in Step 1. Students will not be penalized solely for exercising their right to request a Step 2 hearing. The following sanctions are available in the Step 2 Hearing process (see the Procedures section) and may be imposed singly or in combination:

1. additional academic work, including re-doing the assignment
2. a reduced grade (including “0” or “F”) for the assignment
3. a reduced grade (including “F”) for the course
- 5- Educational a Activities. Examples include, but are not limited to, referrals to improve future educational outcomes, tutoring regarding proper citation practices, development of an academic plan with the assistance of the Academic Center for Excellence, participation in ethics workshops, interviews with appropriate faculty or administrators, writing educational or reflective essays. Fees may be charged to cover the cost of educational activities. Educational Activities – attendance at educational programs, development of an academic—plan with the assistance of the Academic Center for Excellence, participation in an Ethics—Workshop, tutoring regarding proper citation practices, meetings with appropriate faculty or administrators, writing essays, or other educational activities. Fees may be charged to cover the cost of educational activities.
4. Restitution, letter of apology, or other restorative act
5. Disciplinary Probation – a period of time during which any further violation of the Academic Honor Policy puts the student’s status with the University in jeopardy. If the student is found “responsible” for another violation during the period of Disciplinary Probation, serious consideration will be given to imposing a sanction of Suspension, Dismissal, or Expulsion. Restrictions that may be placed on the student’s activities during this time period include, but are not limited to: participating in student activities; representing the University on

athletic teams or in other leadership positions; and participating in practice for athletic or other competitions.

6. Suspension – Separation from the University for a specified period, not to exceed two years.
7. Dismissal – Separation from the University for an indefinite period of time. Dismissal is considered a final sanction, but readmission is possible in some cases under documented exceptional circumstances. No consideration will be given to readmitting a dismissed student within the first three years after a dismissal is imposed. Dismissal is noted on the student transcript.
8. Expulsion – Separation from the University without the possibility of readmission. Expulsion is noted on the student transcript.
9. Withholding of diplomas, transcripts, or other records for a specified period of time.
10. Suspension of degree, in cases where an offense is discovered after the degree is posted.
11. Revocation of degree, in cases where an offense is discovered after the degree is posted.

Appeals

Decisions of the Academic Honor Policy Hearing Panel may be appealed to the Academic Honor Policy Appeal Committee, a standing four-member committee composed of two faculty members appointed by the President and two students appointed by the Vice President for Student Affairs. The chair will be appointed annually by the President, and **other** members will serve two-year renewable terms. In case of a tie vote regarding a case, the committee will submit a written report to the Provost (**or designee**), who will then make the final determination.

On appeal, the burden of proof shifts to the student to prove that an error has occurred. The only recognized grounds for appeal are:

1. Due process errors involving violations of a student's rights that substantially affected the outcome of the initial hearing.
2. Demonstrated prejudice against the charged student by any panel member. Such prejudice must be evidenced by a conflict of interest, bias, pressure, or influence that precluded a fair and impartial hearing.
3. New information that was not available at the time of the original hearing.
4. A sanction that is extraordinarily disproportionate to the offense committed.
5. The preponderance of the evidence presented at the hearing does not support a finding of "responsible." Appeals based on this consideration will be limited to a review of the record of the initial hearing, and the student will not be invited to appear before the Appeal Committee.

The procedures followed during the appeals process are:

1. The student should file a written letter of appeal to the Office of the Vice President for Faculty Development and Advancement within 10 class days after being notified of the Academic Honor Policy Hearing Panel decision. This letter should outline the grounds for the appeal (see 1-5 above) and should provide supporting facts and relevant documentation.
2. The Academic Honor Policy Appeal Committee will review this letter of appeal and will hear the student and any witnesses called by the student, except in appeals based on consideration #5 above. The committee may also gather any additional information it deems necessary to make a determination in the case. The instructor is not typically involved in the appellate process.
3. The Appeals Committee may affirm, modify, or reverse the initial panel decision, or it may order a new hearing to be held. This decision becomes final agency action when it is approved by the Provost (**or designee**). In cases where the student is found "responsible," the decision **by the Appeals Committee** becomes a confidential student

record of academic dishonesty.

4. Appellate decisions are communicated in writing to the student, the instructor, the instructor's academic unit, the supervising faculty member of a teaching assistant or an adjunct instructor, the Office of the Vice President for Faculty Development and Advancement, the student's academic dean, the Dean of Students Department, and the Registrar, if necessary, within 30 class days of the appellate hearing.

Academic Honor Policy Committee

An Academic Honor Policy Committee shall be appointed by the University President. The Committee will include three faculty members, selected from a list of six names provided by the Faculty Senate Steering Committee; and three students, selected from a list of six names provided by the Student Senate. The Vice President for Faculty Development and Advancement or designee and the Dean of Students or designee shall serve *ex officio*. Faculty members will serve three-year staggered terms, and students will serve one-year terms. The committee will meet at least once a semester during the academic year. It will monitor the operation and effectiveness of the Academic Honor Policy, work with the Faculty Senate and the Student Senate to educate all members of the community regarding academic integrity, and make recommendations for changes to the policy.

Amendment Procedures

Amendments to the Academic Honor Policy may be initiated by the Academic Honor Policy Committee, the Faculty Senate, the Student Senate, and/or the Vice President for Academic Affairs. Amendments to the policy must be approved by both the Faculty Senate, the Student Senate, and the Board of Trustees, as appropriate.



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Academic Honor Policy Statistics and Policy Revisions

September 18, 2019

Amy R. Guerette,

AHP Committee Chair

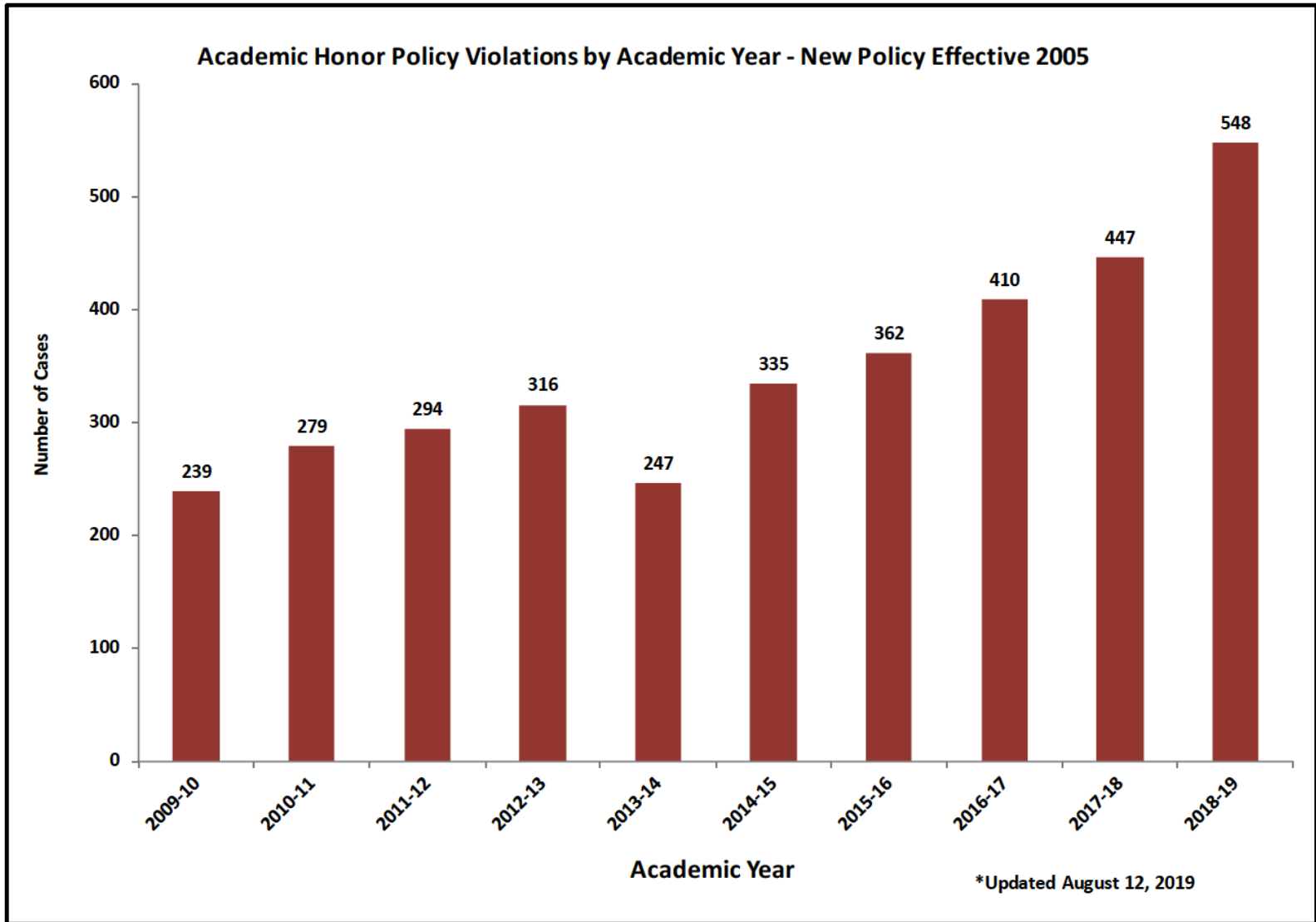
Associate Dean for Academic Affairs

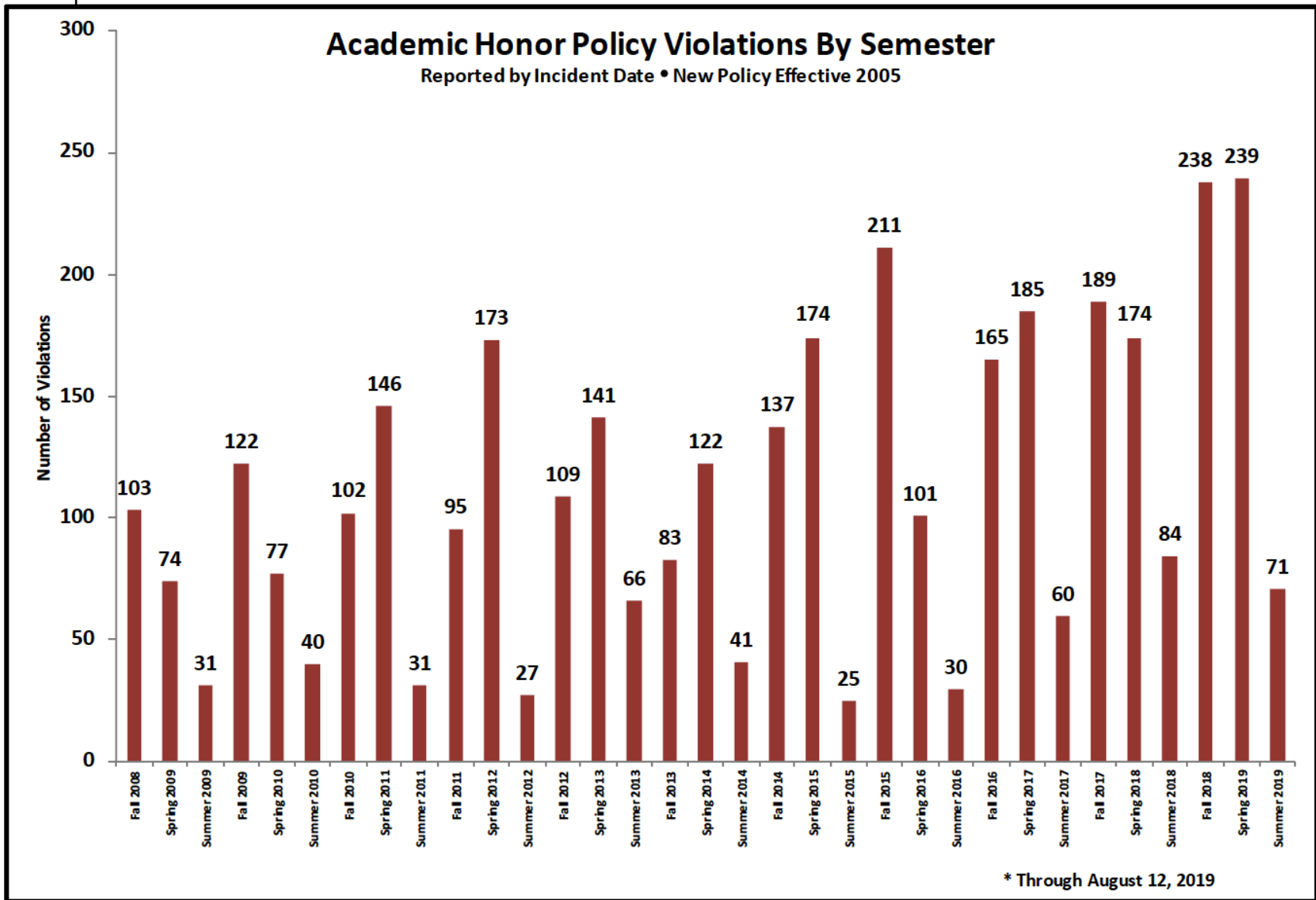


“Integrity is doing
the right thing,
even when no one
is watching.”

C. S. Lewis

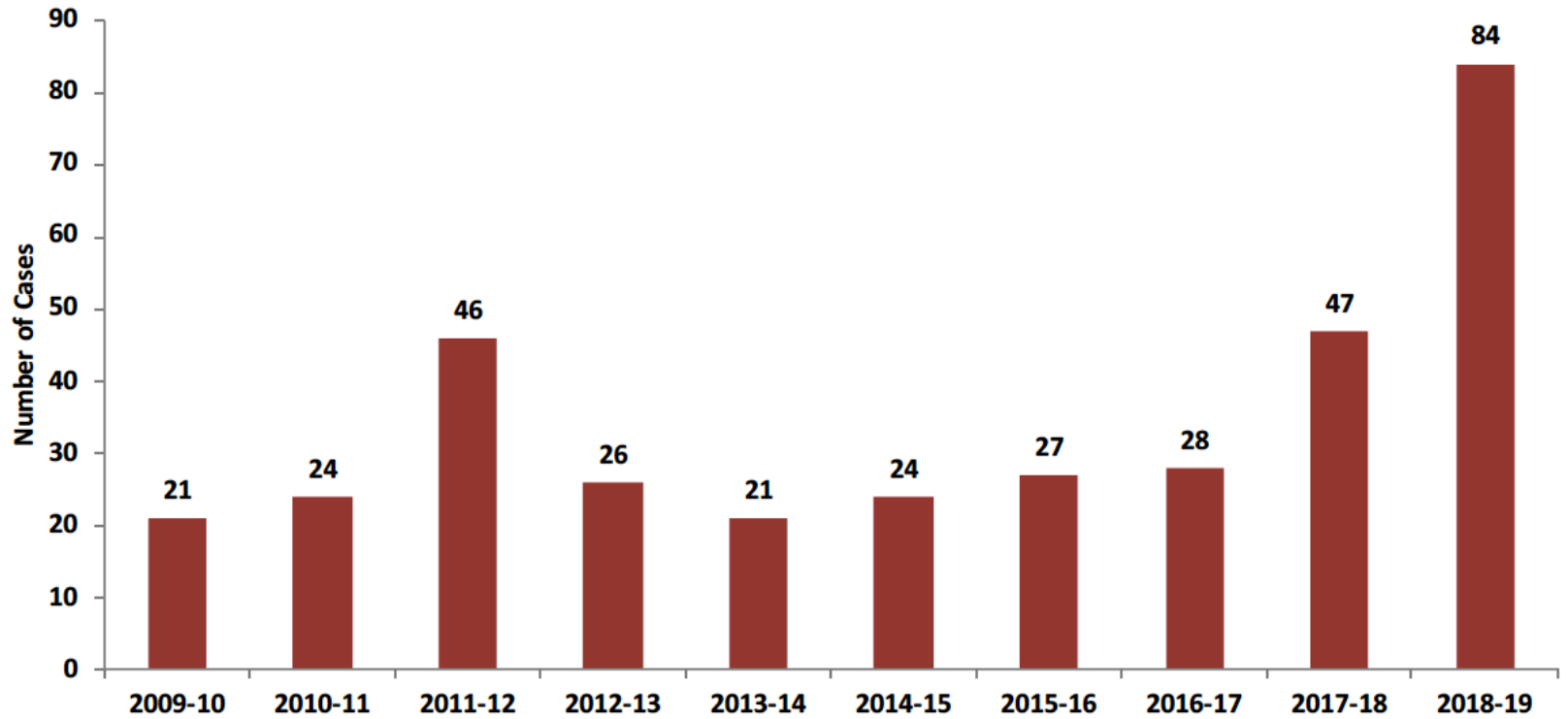
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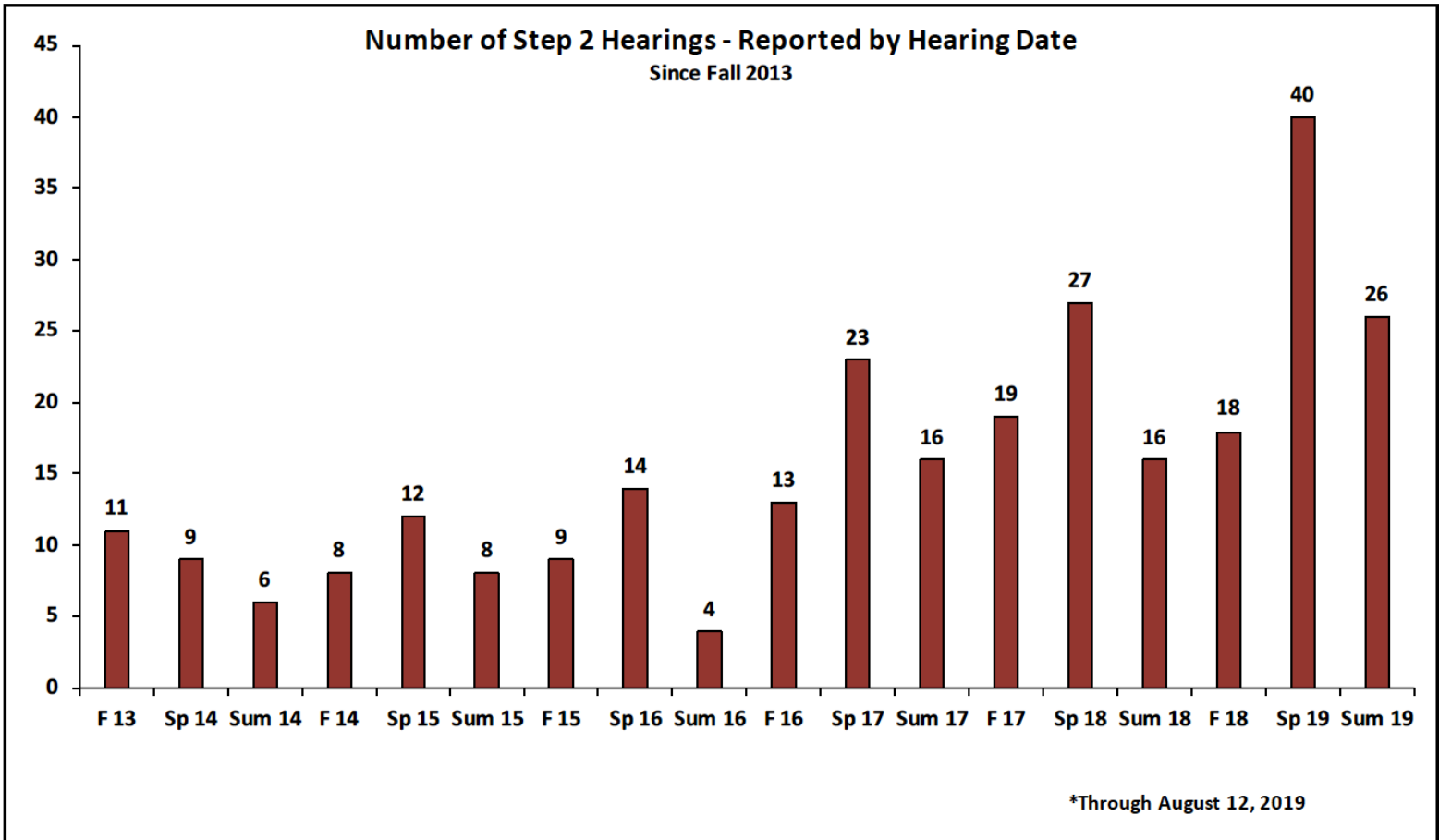




Number of Step 2 Hearings - Reported by Incident Date Since new policy in 2005-06

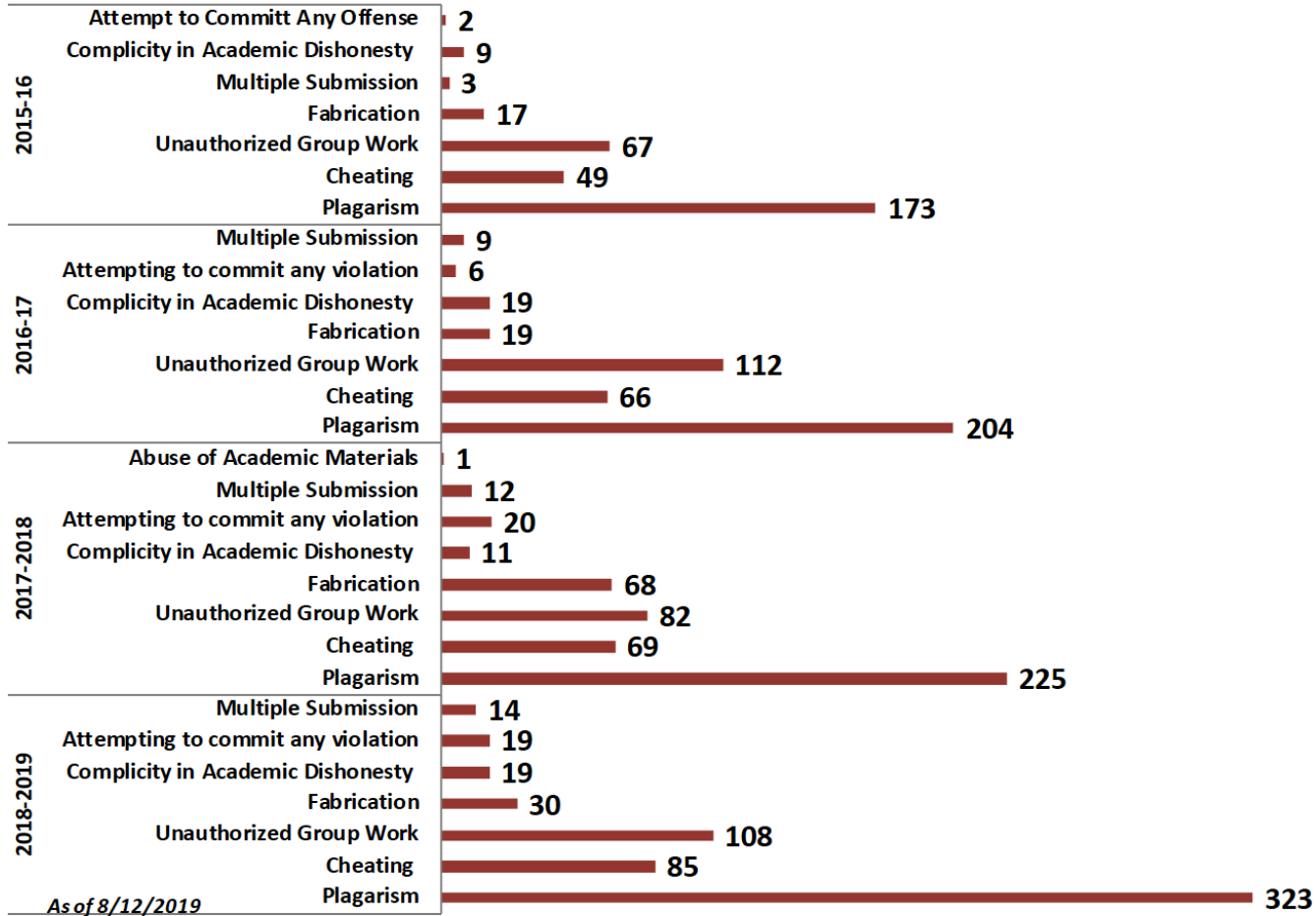


*Through August 12, 2019



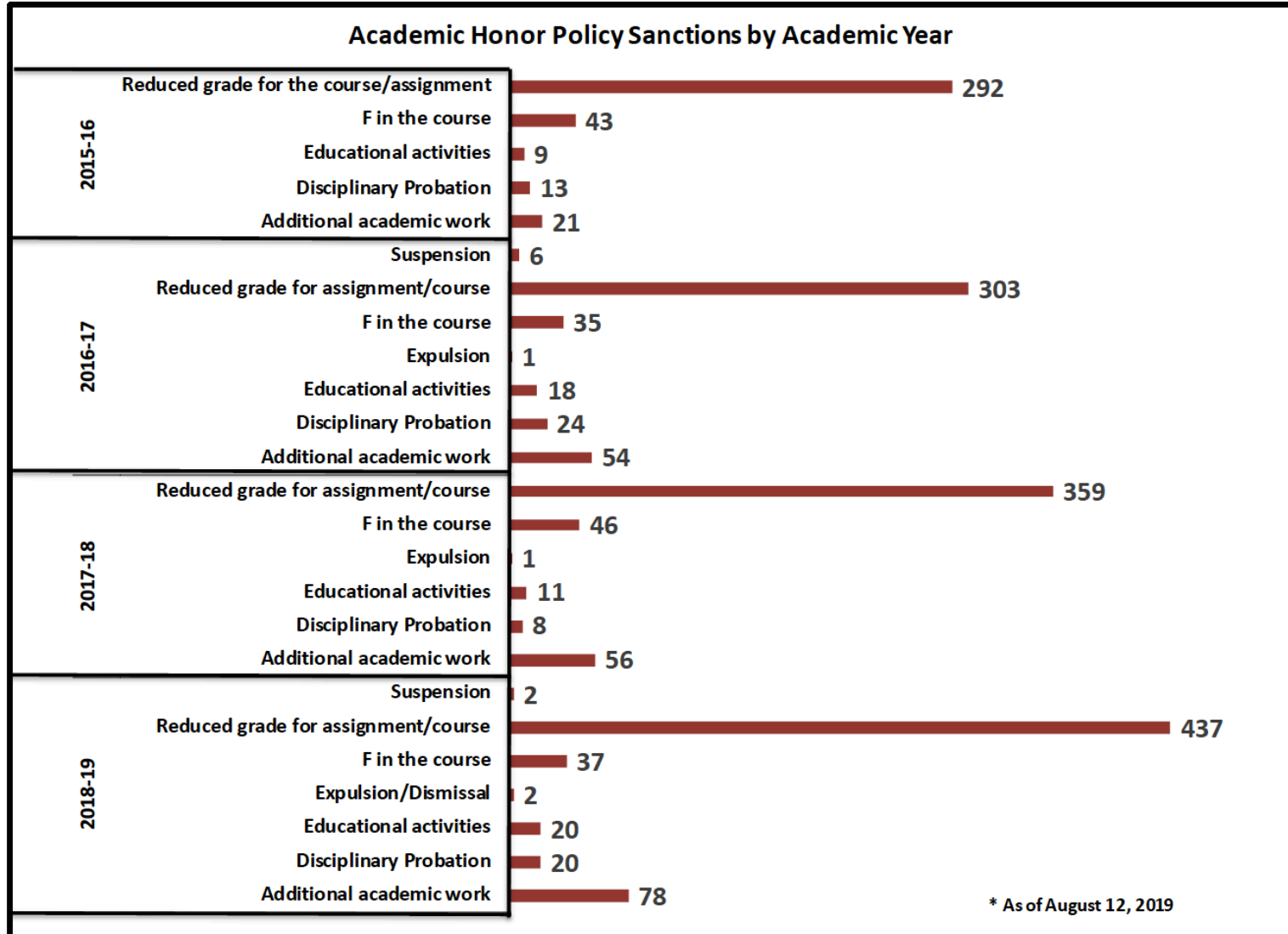


Type of Academic Honor Policy Violations by Academic Year





Academic Honor Policy Sanctions by Academic Year



* As of August 12, 2019



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Proposed Academic Honor Policy Revisions



Page 1

- **Introduction** materials refer readers to procedural modification memos for Panama City and Republic of Panama Campuses

Did you know the AHP encourages instructors to clarify in writing their expectations regarding collaboration and multiple submissions?



Page 2

- **Plagiarism** definition includes online thesaurus software
- **Cheating and Unauthorized Group Work** definitions include any actions taken on social media platforms



Page 3

- **Student Rights** includes an additional clause that the final grade of the course in question cannot be changed to “Satisfactory/Unsatisfactory” if the course is letter graded

Did you know that the policy has always included that students cannot drop or withdraw from a course in which there is an alleged violation or if the student is found responsible?



Page 5

- **Step 2** procedures now clarifies “In cases where a Step 1 Agreement is appropriately proposed and the student denies responsibility of the alleged violation, a Step 2 hearing is convened.”



Page 6

- **Step 1 and Step 2 Sanctions** now includes “Educational Activities” with a corresponding definition



Revised Terminology

- The term “Dean of Students” was updated to **Office of Faculty Development and Advancement**



Questions? Comments?