

Center for the Advancement of Teaching

**ADJUNCT
FACULTY
RESOURCE
GUIDE**

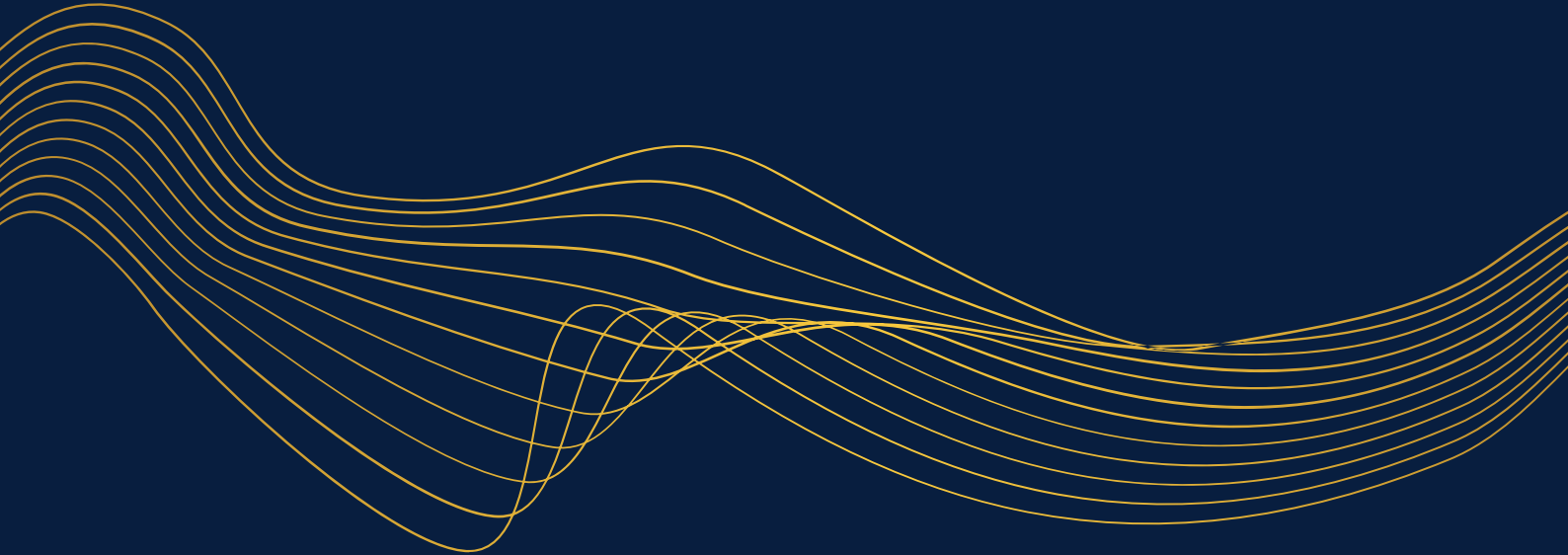




Adjunct Faculty Resource Guide

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Welcome!

Welcome to Florida International University! We are thrilled to have you as part of our dynamic and diverse academic community. As an adjunct faculty member, you play an essential role in shaping the learning experiences of our students, and we want to ensure you feel supported every step of the way.

This resource guide is designed to help you navigate your first year at FIU with confidence. Inside, you will find key information about university resources, teaching support, policies, and professional development opportunities. Whether you have questions about setting up your FIU email, accessing instructional technology, or exploring faculty development programs, this guide will serve as your go-to resource.

We also encourage you to connect with your mentor, colleagues, and university support services to make the most of your experience here. Your contributions to our students and the broader FIU community are invaluable, and we are here to ensure you have everything you need to succeed!

Getting Started at FIU



Panther Faculty Connect

The Panther Faculty Connect course is designed to provide new faculty with valuable information about academic, university, technology and human resources to help them get started at FIU. To get started, go the self-enrollment link at [Panther Faculty Connect - Division of Human Resources](#).

FIU Email

- The FIU email system is the [primary method of communication](#) for all University related activities. Please check it regularly to ensure your success as an employee and an instructor.
- The Division of IT has a helpful article on [how to access the FIU email system](#).
- To manage your account, log in to [account.fiu.edu](#). This self-service page allows you to manage your FIU accounts, such as updating your account recovery information, resetting your passwords, and much more.

FIU Phonebook

Use the [FIU Phonebook](#) to look up employee names, office numbers, and department information. It is available online and fully accessible even while off-campus.

Orientation & Key Contacts



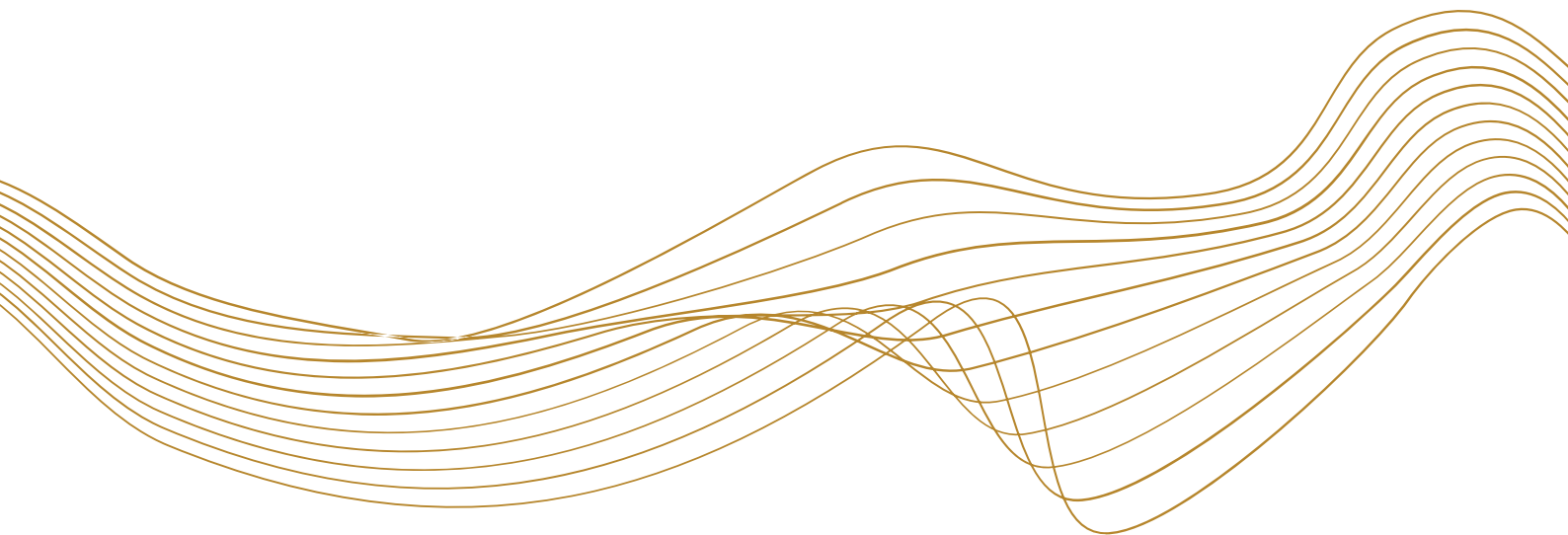
<p><u>Athletics</u> MMC: OBCC 261</p>	<p><u>Center for Academic Success</u> MMC: GL 120</p>	<p><u>Center for the Advancement of Teaching</u> MMC: PC 237</p>
<p><u>Center for Excellence in Writing</u> MMC: GL 125 BBC: HL 2nd Floor EC 2792</p>	<p><u>Chartwells/ Panther Dining</u> MMC: GC 1215</p>	<p><u>Disability Resource Center</u> MMC: GC 190 BBC: WUC 131</p>
<p><u>Ed Tech Services</u> MMC: GL 150 BBC: AC1 148</p>	<p><u>Emergency Management</u> MMC: PG5</p>	<p><u>Employee Assistance</u> MMC: GL 473 BBC: AC II 246B</p>
<p><u>Facilities/Key Control</u> MMC: CSC 220</p>	<p><u>FIU Health Care Network</u> MMC: PG 5 240</p>	<p><u>FIU LGBTQA Initiatives and Safe Zones Program</u> MMC: GC 216 BBC: WUC 253</p>
<p><u>FIU Libraries</u> MMC: GL BBC: HL EC</p>	<p><u>FIU Online</u> MMC: MARC 340</p>	<p><u>FIU Parking</u> MMC: PG 5 194</p>
<p><u>FIU Police</u> MMC: PG 5 BBC: SO II</p>	<p><u>Gabor Financial Solutions</u> MMC: PG 6 165</p>	<p><u>Human Resources</u> MMC: PC 224 BBC: HL 322</p>

Orientation & Key Contacts



<u>Media Technology Services</u> MMC: GL 156	<u>Office of Research & Economic Development</u> MMC:MARC 355	<u>Office of the Dean of Students</u> MMC: GC 219
<u>Office of Study Abroad/ISSS</u> MMC: SASC 230	<u>Talent Acquisition and Management</u> MMC: PC 234	<u>Temporary Employee Benefits</u>
<u>University Credit Union</u> MMC: Blue Garage 1st floor BBC: WUC 142		

***For more information on department locations, please refer to the [campus map](#).**



Teaching & Classroom Logistics:

FIU Academic Calendar

For information on academic deadlines and holidays, please visit the [Academic Calendar](#).

Textbooks and Course Materials

Course Material Attestation

The Board of Governors requires that anyone selecting instructional materials for a course, whether teaching it or not, must attest that all materials have been reviewed. The Course Material Attestation must be completed in [FIU Develop](#) no later than the day prior to the first day of each semester.

If hired after initial deadline, please complete attestation the Tuesday after classes start. If hired after second deadline, you will receive completion request after a list of missing attestations are identified.

For more details, faculty are encouraged to visit the [Course Material Attestation FAQs](#).

Textbook and Course Material Adoptions

Required and recommended course materials for lectures and labs must be posted each semester in the Adoptions & Insights Portal (AIP) accessible at <https://go.fiu.edu/adopt> by the [institutional deadline](#). We encourage you to submit your materials as early as possible.

If you need assistance submitting your textbook order, please first contact your department office manager or the textbook manager at the FIU bookstore at (305) 348-2691.

The [Textbook and Instructional Material Affordability \(HB 7019\)](#) requires instructors submit the course textbook selection to the bookstore 45 days prior to the start of the term.

- Textbook orders are submitted using the official bookstore portal, Adoptions & Insights Portal (AIP) at <http://go.fiu.edu/adopt>
- If a textbook is not required for your course, you still must log into the system and select the No Textbook option.

Simple Syllabus

Simple Syllabus is a way to centrally and uniformly manage all FIU's syllabi to reduce the workload for instructors, provide one-stop access to past and present syllabi for students, and generate new organizational efficiencies for instructional staff and administrators.

How Does It Work?

In Simple Syllabus, syllabi component headings are pre-populated with a text box to enter content. Instructors simply copy & paste the content from their syllabus into the text boxes. Instructors can add additional component headings in Simple Syllabus to meet their individual course needs.

When Do I Submit my Syllabi?

- UCC course syllabi must be posted 45 days prior to the start of the semester.
- Non-UCC courses syllabi must be posted no later than the day prior to the first day of each semester.
- If hired after the deadline, please post your syllabi as soon as possible.

Training and Resources

- Review our [step-by-step guide: Getting Started with Simple Syllabus](#)
- View the [FIU Develop – Simple Syllabus Course](#)
- To request a consultation, contact the [EdTech Services \(ETS\) Faculty Support Center](#) at 305-348-2814 or etshelp@fiu.edu.

FIU Online Instructional Design Services

Faculty can now find their assigned instructional designer on the canvas.fiu.edu website! Log in to [submit a Canvas Help request](#) and select "Lookup My FIU Online Instructional Designer" to see your designer's photo, email, and phone number for the current and following semester. You can also submit requests directly to your instructional designer from the same page.

Course Overrides

Protocol for course overrides vary by department; please check with your mentor.

Submitting Final Grades

Final grades are due on the Wednesday following Final Exam Week by 11:59 p.m. Grades are submitted through PantherSoft.

Steps to Submit Final Grades

- Go to my.fiu.edu and choose the Faculty Center tab.
- Select the My Schedule box and verify the semester is correct.
- Select the grade roster icon to the left of the associated class.
- Choose the letter grade from the pulldown next to each student's name.
- To submit the grades, there are three steps to complete the process:
 - Choose "Grade Roster Action"
 - In the Approval Status dropdown, select "Ready for Review" to review final grades
 - When ready to submit, select "Submitted" from dropdown menu and click "Save". Look for the popup message "Your Grades have been successfully submitted".

You must specify additional information for students failing the course.

- If a student has a 0% because they did not participate in the class, meaning they did not submit assignments, log into Canvas, etc. enter a final grade of F0- Never Attended.
- If a student submitted assignments, exams, etc. but simply failed the course, enter an F for the final grade.
- When assigning an F, the instructor must select one of the following options regarding the Began & Stopped date. The 60% Stop Date is posted each semester.
 - *Began & Stopped after 60% Date*: the student began and completed the course or stopped attending after the 60% date.
 - *Began & Stopped before 60% Date*: the instructor has a record that the student's last day of attendance was prior to the 60% Date.
 - *Began and Cannot Determine*: the instructor knows that the student began coursework but cannot determine when attendance stopped.
 - *Completed the Course*: the student began and completed the course.

For information on **"Incomplete" (IN) grades**, click [here](#). Please contact your department chair or mentor to inquire about your department's protocol for assigning an IN grade.

University Policies & Guidelines



FERPA and Student Privacy

- The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of a student's educational record. For details about what is protected and what can be disclosed, click [here](#).
- The FERPA training is a self-paced, annual requirement and can be accessed through the [FIU Develop](#) web page. Historically, the FERPA training must be completed in the Fall of each year.

Cybersecurity Awareness Training

All faculty and staff are required to take FIU's Annual Cybersecurity Awareness Training. Your education, awareness and compliance are key to being able to defend against cyber-attacks and remain compliant with university regulations. You will receive a reminder email from security@fiu.edu. To complete the training, log in to [FIU Develop](#).

Your immediate supervisor will be notified of your completion status of the course.

Failure to complete the course may result in the inability to access any other of your other instructional courses.

Cancelling Class

If you must cancel a class meeting due to illness or other emergency, notify the class, and your department chair and/or office manager, as soon as possible regarding the cancellation.



Academic Integrity & Plagiarism

As part of the Division of Academic & Student Affairs, the *Office of Student Conduct and Academic Integrity* (SCAI) works to ensure that FIU remains a “safe and stimulating environment in which scholarship and personal growth may occur,” protecting the safety and growth of community members and preserving the integrity of an FIU degree.

What Constitutes Academic Misconduct?

Section 6 of the Student Conduct and Honor Code lists what is considered academic misconduct.

All instances of academic misconduct must be reported. If you encounter a case of academic misconduct (e.g., cheating on exams, plagiarism, or AI-generated content—see AI policy), follow the steps below:

- **Notify your department head.** The complete definition of academic misconduct and FIU’s policy regarding such matters is available [here](#).
- **Do not assign a zero or deduct points on any assignment or exam for academic misconduct, nor ask the student to resubmit the assignment.** Any attempt to sanction a student for a violation under the Code without following the proper process would infringe upon the student’s rights.
- **Report the academic misconduct incident** to the Office of Student Conduct & Academic Integrity by submitting a report via [this form](#).
 - In the form, provide a detailed summary of the misconduct and include any supporting documentation, such as your course syllabus or email communications with the student.
 - List a recommended penalty, such as an assignment grade reduction or an overall course grade reduction.
- **The Office of Student Conduct & Academic Integrity (SCAI)** will review the case and determine whether the student committed a violation of the Academic Code of Conduct.
- **Assign the student an "Incomplete" (IN) grade pending the outcome of case.** Once the department is notified of the outcome, you must submit a grade change request no later than **two weeks** after notice has been issued by SCAI.
 - Should you no longer be available, the department chair or director must update the student’s grade no later than two weeks after notice by SCAI.
 - For more information on "IN" grades, click [here](#).

If you have questions or need assistance, please contact your department or mentor.



FIU's AI Policy

The Office of the Provost has established guidelines for all FIU faculty regarding AI use in the classroom. This university-wide policy includes two key stipulations:

1. All FIU faculty must include a clear policy on AI usage in their syllabi.
2. Each faculty member has the discretion to determine the extent to which they engage with AI as a teaching and learning tool.

While the university encourages faculty to explore AI's scope and potential by integrating it into their courses, it does not mandate its use.

Resources for AI and Academic Integrity

The Center for the Advancement of Teaching (CAT) has created an [Academic Integrity and Artificial Intelligence webpage](#) with resources and guidance on:

- Using AI as an instructional design tool
- Creating AI-enhanced assignments and assessments
- Setting expectations and AI policies in courses
- AI tools

Visit CAT's [Teaching Fundamentals & Innovations Workshop Series webpage](#) for more information about workshops on integrating AI into a course.

Action Required

Please include a [statement in your course syllabus](#) clearly outlining your class policy on AI use.



Faculty Teaching Resources

Academic Integrity

Offers resources on teaching that promotes both learning and academic integrity

E: conduct@fiu.edu
MMC: 305-348-3939

Academic & Career Services

Supports with planning, development, and implementation of academic and career programs

MMC: 305-348-2441
BCC: 305-919-5927

Center for the Advancement of Teaching

Promotes inclusive, learning-centered, evidence-based teaching with services such as consultations, workshops, and support for online/hybrid courses.

E: teach@fiu.edu
MMC: 305-348-4214

CASE Dean's Office Online Initiatives

Provides technical and pedagogical support required to engage, teach, and support students in an online environment

E: case@fiu.edu
MMC: 305-348-9965



FIU Online

Collaborates with faculty to design and manage FIU's online and hybrid courses for effective student learning.

E: onlineprograms@fiu.edu
MCC: 855-449-2589

Office of Instructional Technology & Innovation

Provides educational technology services and hands-on support to help faculty integrate tech in and out of the classroom.

E: etshelp@fiu.edu
MCC: 305-348-2814
BCC: 305-919-5944

STEM Transformation Institute

Advances STEM education research & instructional change with programs like LA, FIU-HHMI, NSF initiatives, FIU-TEACH

E: rbenaben@fiu.edu
MMC: 305-348-5946

Office of Global Learning Initiatives

Coordinates Global Learning for Global Citizenship initiatives and offers professional development for integrating global learning

E: goglobal@fiu.edu
MCC: 305-348-4145

Online Library Services

Assist with integrating library resources into online courses, developing research assignments, and conducting library sessions

E: hammills@fiu.edu
or medelcas@fiu.edu

Writing Across the Curriculum

Supports faculty with writing instruction through consultations, assignment design, grading criteria, and feedback

E: harrisok@fiu.edu
BBC: 305-919-3035

Student Support & Campus Resources

Disability Resource Center

FIU is committed to the design of fully accessible learning experiences.

When academic requirements present barriers to students with disabilities, reasonable accommodations may be necessary if the course has not been designed with the Universal Design for Learning framework in mind.

The DRC will contact you via your FIU instructor email if a student enrolled in your course has elected to utilize their accommodations. This Notification of Academic Adjustment or Letter to Professor (LTP) will contain important, confidential information regarding the student's assigned accommodations. Contact information for the student's assigned Access Consultant will be included in this notification, should you want to discuss the student's accommodations. Faculty may view all their DRC student academic accommodation letters in their Access Resource Management (ARM) portal.

Creating an Inclusive Learning Environment

Faculty play a key role in fostering an inclusive classroom experience. The Disability Resource Center (DRC) is available for guidance and support in ensuring accessibility. Here are some ways that you can ensure all your students can succeed in your courses:

- Include an accessibility statement in your syllabus.
- Collaborate with the DRC to ensure course materials, assessments, and assignments are accessible.
- Make necessary arrangements for students who require an alternate testing environment. The DRC offers a secure testing center as an option.
- Plan your reading schedule in advance to ensure materials are available in an accessible format.
- Ensure videos are captioned if a deaf or hard-of-hearing student is enrolled (the DRC can assist).
- Many students, not just those with disabilities, face learning barriers. Universal Design for Learning (UDL) emphasizes inclusive strategies to support diverse needs. Designing engaging activities allows all students to demonstrate their knowledge effectively.

For additional information please go to the DRC's website: drc.fiu.edu

Student Services & Resources Directory



<u>Activity and Service Business Office</u> MMC: GC 220	<u>Admissions</u> MMC: SASC 126	<u>Campus Life</u> MMC: GC 2240 BBC: WUC 141
<u>Career & Talent Development</u> MMC: SASC 305 BBC: WUC 255 EC 2852	<u>Center for Leadership and Service</u> MMC: GC 242 BBC: WUC 353	<u>Center for Academic Success</u> MMC: GL 120 BBC: AC1 160
<u>Children's Creative Learning Center</u> MMC: CCLC	<u>Counseling & Psychological Services</u> MMC: SHC 210 BBC: WUC 320	<u>Disability Resource Center</u> MMC: GC 190 BBC: WUC 131
<u>FIU Online</u> MMC: MANGO	<u>Global Learning</u> MMC: PC 245	<u>Graham University Center</u> MMC: GC 1210
<u>Housing & Residential Life</u> MMC: UT 121	<u>Libraries</u> MMC: GL BBC: HL EC EL	<u>LGBTQA</u> MMC: GC 216 BBC: WUC 253
<u>Math Lab</u> MMC: DM 430	<u>Male Mentoring Initiative (MMI)</u> MMC: GC 216 BBC: WUC 253	<u>Multicultural Programs Services</u> MMC: GC 216 BBC: WUC 253

Student Services & Resources Directory




<u>OneStop</u> MMC: SASC 116 BBC: AC1 100	<u>Orientation & Family Programs</u> MMC: GC 189 BBC: WUC 129	<u>Student Affairs Technology Center</u> MMC: GC 250
<u>Student Athlete Academic Center</u> MMC: SAAC	<u>Student Conduct & Conflict Resolution</u> MMC: GC 311	<u>Student Media</u> MMC: GC 210 BBC: WUC 124
<u>Student Ombudsman</u> MMC:GC 219	<u>Testing Center</u> MMC: GL 120 BBC: AC1 160	<u>Student Support Services (SSS)</u> MMC: GC 265 BBC: WUC 253
<u>Victim Empowerment Program</u> MMC: SHC 270	<u>Wellness and Recreation</u> MMC: RC 101 BBC: WUC 160	<u>Wolfe University Center</u> BBC: WUC 325
<u>Women's Center</u> MMC: GC 212 BBC: WUC 353	<u>Writing Center</u> MMC: GL 125 BBC: HL 2nd Floor EC Across from room 2792	

Supporting Student Wellness


Some students may face obstacles such as personal distress, anxiety, depression, family emergencies, and health issues. The following image highlights common indicators of students in distress to look out for, while the following page lists support services available to help them get back on track. **Keep this information handy – you never know when you might need it.**

COMMON INDICATORS OF DISTRESS




ACADEMIC

- Sudden decline in quality of work or grades
- Repeated absences or requests for extensions
- Frequent classroom disruptions or loss of concentration




EMOTIONAL

- Overly anxious, sad, depressed, irritable, frustrated or apathetic
- Noticeable change in personality
- Isolating self from others



SAFETY RISK

- Unprovoked rage, hostility, or despair
- Implied or direct threats to harm self or others
- Evidence of self-injury
- Assignments dominated by themes of extreme isolation, hopelessness, rage, despair, suicidal ideation, or violent behaviors



PHYSICAL

- Changes in appearance, decline in hygiene or weight loss/gain
- Excessive fatigue or sleepiness
- Intoxication, hangovers, smelling of alcohol, or under the influence of drugs
- Continual episodes of illness, colds, etc.

Instances that involve an immediate risk/threat to the university community should be directed to FIU Police.

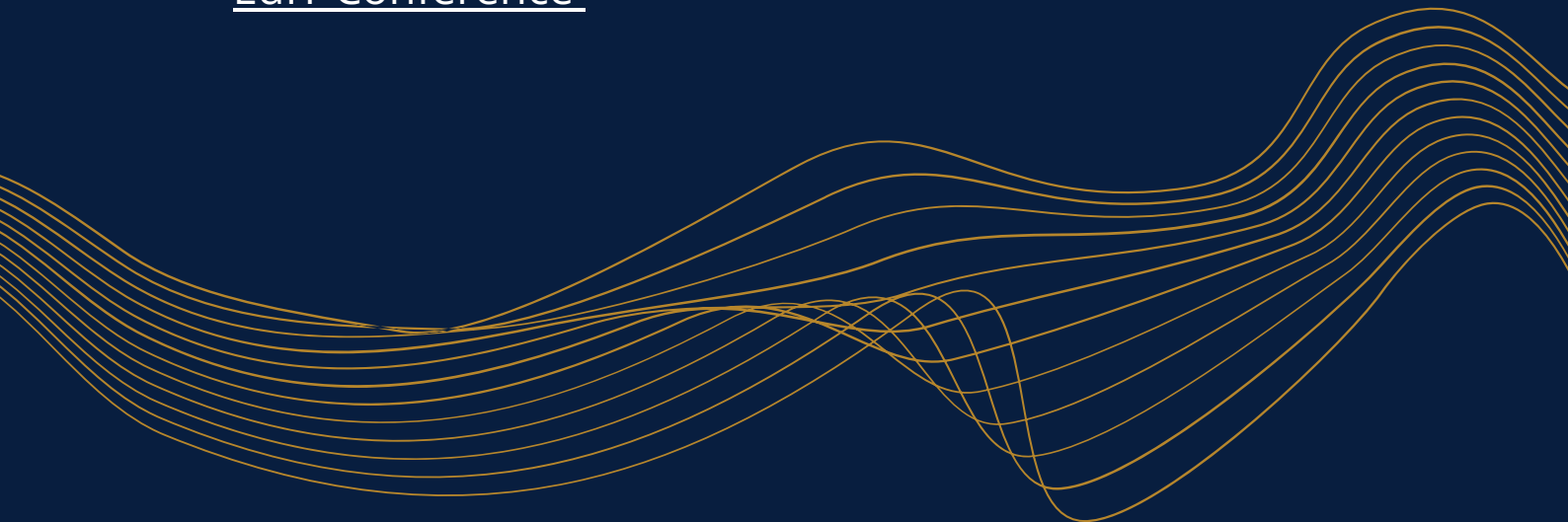
FOLLOW THE TABLE TO DETERMINE WHO TO CONTACT WHEN FACED WITH A STUDENT OF CONCERN:

CONCERN	DEPARTMENT	CONTACT INFO.
DANGEROUS BEHAVIOR A person demonstrates aggressive, disorderly, dangerous, threatening or self-harm behavior.	UNIVERSITY POLICE DEPARTMENT (FIUPD) Call the FIUPD. An officer will assess the situation and respond accordingly.	MMC Number & Location: 305.348.5911 • PG5 BBC Number & Location: 305.919.5911 • S011 WEBSITE: police.fiu.edu
SEXUAL ASSAULT & HARASSMENT A person discloses that they experienced sexual assault, violence, abuse, harassment or misconduct.	VICTIM EMPOWERMENT PROGRAM (VEP) Refer the student(s) to VEP. Victim Advocate Counselors will assist and provide the individual(s) with options.	MMC/BBC 24 Hour Hotline 305.348.2277 Location: SHC 270 (MMC) BBC By Appointment WEBSITE: vep.fiu.edu
EMOTIONAL BEHAVIOR A person is experiencing a psychological episode or emotional crisis.	COUNSELING & PSYCHOLOGICAL SERVICES (CAPS) Consult with and refer student(s) to CAPS.	MMC Number & Location: 305.348.2277 • SHC 270 BBC Number & Location: 305.919.5305 • WUC 320 WEBSITE: caps.fiu.edu
ILLNESS A person is injured or is showing erratic behavior related to an illness.	STUDENT HEALTH SERVICES (SHS) They will assess and treat the student(s) as needed. If it is an emergency, or after hours, call FIUPD.	MMC Number & Location: 305.348.2401 • SHC BBC Number & Location: 305.919.5620 • HCC WEBSITE: studenthealth.fiu.edu
CONDUCT VIOLATION A person violates FIU's Student Code of Conduct or demonstrates other concerning behaviors.	STUDENT CONDUCT & CONFLICT RESOLUTION Report the policy violation or behavioral concern online at conduct.fiu.edu .	MMC/BBC Number 305.348.3939 Location: GC 311 (MMC) WEBSITE: scai.fiu.edu
DISABILITY A person with a disability who is experiencing difficulty or an emotional crisis.	DISABILITY RESOURCE CENTER (DRC) Contact DRC staff, they will assess and assist student as needed.	MMC Number & Location: 305.348.3850 • GC 190 BBC Number & Location: 305.919.5211 • WUC 131 WEBSITE: drc.fiu.edu



Benefits & Growth Opportunities

Professional Development & Recognition Opportunities

- [Gateway Inquiry Institutes](#)
 - [Hybrid Instructor Certification Program](#)
 - [Faculty Innovations for Student Success Showcase](#)
 - [Faculty Senate Awards](#)
 - [Rewarding Excellence in Teaching Incentive Award](#)
 - [FIU OnlineCon](#)
 - [EdIT Conference](#)
- 

FIU

Benefits Enrollment

Adjunct / Temporary Employee

Employee must be active in PantherSoft

Health Benefits

- Adjunct appointments are considered **temporary OPS positions** under the State's eligibility criteria for health and retirement benefits.
 - The State of Florida offers health insurance benefits to OPS (variable hour/ temporary) employees when they meet specific eligibility criteria.
 - Health Benefits eligibility criteria is determined by People First, plan administrator for the State Group Insurance.
- *If eligible*, the deadline to enroll in health benefits is 60 calendar days from effective hire date.

Benefits Overview for OPS Temporary Employees
Presentation Video (Available Now and 24/7)

Enrollment Options

- Enroll online on the People First enrollment portal:
<https://peoplefirst.myflorida.com>
 - Retrieve your People First ID online with your SSN and DOB.
 - Default password is "Pfmmddy" (Pf & your date of birth). Or select "Forgot Password" to establish a new password and security questions.
 - Check video: [How to Enroll in Insurance Benefits](#)
- Enroll over the phone with the People First Service Center:
 - Call 1-866-663-4735. Monday - Friday, 8:00 a.m. - 6:00 p.m. ET

FICA Alternative Plan - BENCOR

Temporary employees are not covered by the State Retirement System. As a temporary employee, you will be automatically enrolled in the FICA Alternative plan, administered through Bencor.

- The FICA Alternative Plan is a qualified savings plan that allows temporary employees to contribute a percentage of their before-tax wages to investment accounts.
- The employee has the ability to manage his/her own account.
- In lieu of paying 6.2% of after-tax wages to Social Security, eligible employees will contribute 7.5% of their before-tax wages to an investment account under their name (Medicare contributions of 1.45% will continue to be withheld and matched by FIU).

Voluntary Savings Plan

FIU offers a series of Voluntary Savings Plans that provide you with the opportunity to plan for a secure financial future by maximizing your retirement savings. Review the different plan options and investment companies available at FIU:

- 403(b) Plan (Pretax & After-tax Roth)
- 457 Deferred Compensation Plan (Pretax & After-tax Roth)

Employee Perks & Services

FIU is a great place to work! You may also enroll in additional FIU Benefit plans as well as Perks & Services offered to the FIU Community.

Contact Information

- People First: 866-663-4735
- OptumRX: 888-547-9767
- Florida Blue: 800-825-2583
- Aetna: 888-858-6507
- Bencor: 866-296-9712
- FIU HR Benefits: 305-348-2181

Important

- Be cautious of scammers or impersonators who may attempt to deceive you regarding your benefits. Always verify the source before sharing any personal information.
- Benefits eligibility is determined at the point of hire, and eligibility for subsequent plan years is determined using a look-back measurement method, based on IRS final regulations under the ACA. A decrease or increase in standard hours may impact eligibility for the next measurement period and plan year.
- To verify benefits eligibility, contact the People First Service Center directly at 866-663-4735.

More Information

- 305-348-2181
- BENEFITS@FIU.EDU
- <https://hr.fiu.edu/benefits>