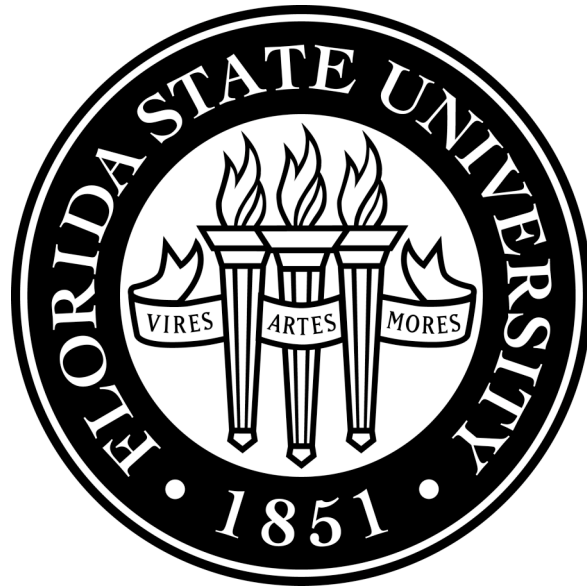


# TEACHING ASSISTANT HANDBOOK



Department of Classics  
Florida State University  
2007/8

## Table of Contents

<b>I. Introduction</b>	<b>3</b>
<b>II. Description of Teaching Assistantship</b>	<b>3</b>
<b>III. Teaching Assistant Positions &amp; Responsibilities:</b>	<b>3</b>
<b>1. Instructor</b>	<b>4</b>
<b>2. Grader</b>	<b>4</b>
<b>3. Research Assistant</b>	<b>5</b>
<b>IV. Relationship of Teaching Assistant to Faculty Supervisor</b>	<b>5</b>
<b>1. Instructor</b>	<b>5</b>
<b>2. Grader</b>	<b>6</b>
<b>V. Program for Instructional Excellence [PIE] Conferences</b>	<b>6</b>
<b>VI. Office Hours</b>	<b>6</b>
<b>VII. SPOT Forms</b>	<b>7</b>
<b>VIII. Supervisor Evaluation of Teaching Assistants</b>	<b>7</b>
<b>IX. FSU Policies From the General Bulletin for 2007-2009</b>	<b>7</b>
<b>X. FSU Mission Statement</b>	<b>13</b>
<b>XI. A Summons to Responsible Freedom</b>	<b>14</b>
<b>XII. Garnet Email Accounts for All FSU Students</b>	<b>16</b>
<b>XIII. Student Grade Complaints</b>	<b>17</b>

## **I. Introduction**

Graduate students who receive funding from the Department of Classics as a Teaching Assistant are funded usually for one of three positions: Instructor (that is, the lead teacher of a course), Grader in a class taught by a faculty member, or Research Assistant assigned to help a faculty member (or to work in the main office). For purposes of this handbook, all three positions are called "TA."

The Classics Department sees as one of its missions the training of graduate students to become effective teachers. Thus a person who is selected as a TA participates in courses (mostly grading) under the supervision of a faculty member during the first year, takes the FLE5810 Teaching of Classics course in the spring, and then, after achieving 18 graduate credit hours in Classics, is eligible for placement in a classroom as an instructor of record in his/her second year.

## **II. Description of Teaching Assistantship from the Graduate Student Handbook of the Department of Classics, Section XVII "Financial Assistance:"**

In return for financial support, assistant TAs receive one-quarter to one-half time an appointment requiring them to work for twenty hours per week, on average, for the department. First-year M.A. students normally serve as graders assisting instructors of large lecture courses. More advanced M.A. and Ph.D. students normally teach their own sections of Latin, Classical Mythology, or other classical civilization course. Other assignments may include research assistantships, slide library curator, or departmental library coordinator.

Teaching assistants assigned chief responsibility for a course must already have taken a minimum of 18 hours of graduate coursework in Classics. In exceptional cases, when the first-year student has significant teaching experience at another institution, the Department may allow this student to teach before they have met the above requirements. They must also take in their first year of study, or as soon as feasible thereafter FLE 5810, "Teaching of Classics," the departmental course designed to prepare graduate students for their role as teachers of undergraduates.

The department strives to fund as many of its graduate students as possible, but assistantships are limited in number and are awarded on a competitive basis. Retention of an assistantship depends on satisfactory performance of assigned duties *and* satisfactory performance in all coursework.

## **III. Teaching Assistant Positions & Responsibilities**

Teaching assistants in Classics may receive appointments that may require a variety of tasks. A TA may be an Instructor, that is, assigned primary classroom responsibility for a particular course. A TA may be assigned grading duties under the guidance of a faculty member. Research Assistants aid a faculty member in his or her research or perform departmental service (helping in the Main Office, assisting in an excavation archives, slide library, Thompson Library, etc.)

The standard appointment for an assistantship is half-time, twenty hours per week. While strict

"clock-punching" is not the practice, it is generally expected that a TA will work twenty hours per week on average over a particular term. For graders, these hours will include the time spent attending class lectures and holding office hours.

### **Instructor - Full Responsibility Classroom Teacher**

Qualifications: At least 18 hours graduate work in Classics. One year of teaching experience (as a Grader) in Classics. Successful completion of FLE5810 Teaching of Classics.

#### Responsibilities:

- Full classroom responsibility, supervised by TA Supervisor or, in the case of Latin, the Latin TA Supervisor
- to write the syllabus and all assignments for the class he or she teaches, in accordance with department requirements for that course
- to be familiar with the university's teaching policies
- to grade and return exams and papers within no more than 2 weeks
- to inform the TA Supervisor if he or she has problems which impede their best performance in the classroom
- to communicate with the TA Supervisor before canceling class
- to arrange a substitute, with TA Supervisor's consultation, when necessary

#### Rights:

- to receive notice of his or her teaching assignment before the end of the preceding term
- to be notified as soon as feasible of any changes in his or her teaching assignment
- to receive timely feedback after any teaching observation
- to discuss with the TA Supervisor or the Chairman of the department if he or she has any concerns about their work

### **Grader:**

Qualifications: Bachelor's degree in any major, as long as at least 12 hrs were taken in Classics courses at the junior or senior level.

#### Responsibilities:

- to do complete twenty hrs, on average, per week as specified by the lead instructor
- to grade and return major assignments within 1–2 weeks
- to grade major assignments in accordance with the lead instructor's guidelines
- to check with the lead instructor, at a reasonable time before the lecture, to see if anything is needed
- to prepare the room before the lecture, especially in the case of courses taught in technologically enhanced classrooms
- to come to lectures and to inform the lead instructor if he/she will not attend a lecture
- to monitor students' behavior during lecture
- not to do his or her homework during lecture
- to bring to class materials from previous lectures (e.g. handouts, exams, papers, etc.)
- to bring immediately to the lead instructor's attention any potential problems with students
- to apply consistently the lead instructor's directions and policies when dealing with students

#### Rights:

- to receive notice of his or her teaching assignment before the end of the preceding term

- to be notified as soon as feasible of any changes in his or her teaching assignment
- not to devote more than 20 hrs per week, on average, as a grader
- to receive specific grading guidelines from the lead instructor for every assignment
- to give a lecture or presentation in the course, as deemed appropriate by the lead instructor
- to seek help or advice from the lead instructor if he or she has difficulties meeting the grading deadlines
- to receive timely feedback on performance of assigned duties
- to discuss with the graduate teaching supervisor or the chairman of the department if he or she has any concerns about their work with the lead instructor

**Research Assistant:**

Qualifications: Bachelor's degree in any major, as long as at least 12 hrs were taken in Classics at the junior or senior level.

Responsibilities:

- to devote no more than twenty hrs per week, on average, on the assigned tasks
- to complete the assigned work within a timely fashion
- to communicate with the professor if he or she is not able to complete a specific task or meet a deadline
- to clarify with the professor where and when he or she should work on the assigned tasks

Rights:

- to devote no more than 20 hrs per week, on average, on the assigned tasks
- to receive specific guidelines from the professor for each assignment
- to discuss with the graduate teaching supervisor or the chairman of the department if he or she has concerns about their work with their supervising professor

**IV. Relationship of Teaching Assistant to Faculty Supervisor**

Every teaching assistant is assigned a supervisor. In the case of TA's who are grading, teaching recitation sections, or serving as mentor for a distance learning section, that supervisor will be the *lead instructor* for the course. If the course has only one lecture, the lead instructor will be the lecturer for that course. If the course has multiple lectures, one of the lecturers is designated as the lead instructor for the entire course.

The relationship between TA and supervisor depends on whether the TA is a Grader or an Instructor with full responsibility as a classroom teacher.

**Instructor: Full-Responsibility Classroom Teacher**

- TA writes syllabus prior to start of each term in accordance with course guidelines established by the department and submits it for approval to the graduate teaching supervisor.
- TA writes all lectures, homework assignments, and examinations
- TA calculates and assigns final grades
- The graduate teaching supervisor or an assigned faculty member attends and critiques at least one class meeting every semester

For the relationship between the faculty supervisor and the teaching assistant to be most effective, discussions concerning the course should begin several weeks before the start of the

semester. (Remember: TAs and faculty are on the payroll for at least two weeks prior to the start of every term, and are expected to use that time for class preparation and organization.) The discussion of the course should include the syllabus, the policies of the course, how students will be evaluated, etc. Since faculty members are typically very busy, the responsibility for initiating the discussion will fall on the shoulders of the TA.

As a TA gains more experience teaching a given course and establishes a working relationship with a given faculty supervisor, the supervisory relationship may be "loosened," at the discretion of the faculty supervisor. However, the TA should be prepared to accept closer supervision and direction if assigned to a new course and/or supervisor.

### **Grader:**

- Supervisor writes course syllabus and sets grading policies.
- Supervisor schedules TA office hours.
- Supervisor introduces TA to class and includes TA contact information on the syllabus.
- Supervisor plans the assignments, perhaps in collaboration with the TA.
- Supervisor goes over answers and grading scheme with the TA prior to grading.
- Supervisor spot-checks TA grading results.
- Supervisor checks that TA keeps reasonable office hours and gets work back to students in a timely fashion.
- Supervisor expects TA to attend lectures.
- Supervisor may ask TA to take attendance at lectures.
- Supervisor calculates and assigns final grade.
- TA grades work and submits it to supervisor.
- TA assists supervisor in proctoring examinations.

### **V. Program for Instructional Excellence [PIE] Conferences**

All students who have received departmental assistantships must attend the fall teaching conference put on by the Program for Instructional Excellence. First-year TAs (Graders) must attend the opening session and the sessions on Academic Integrity and Sexual Harassment. Students who will serve as Instructors must attend and earn a PIE certificate before their assignment begins. After earning a PIE certificate, further attendance is optional, but the TA supervisor may require individual TAs to attend teaching conference if TA's performance warrants such attendance.

### **VI. Office Hours**

All teaching assistants *must* set up office hours and be available during those hours for student meetings. If the TA teaches a three credit hour class, he or she will schedule minimum of two office hours per week. It is best to stagger these times somewhat to allow students with varying schedules to be able to drop by. If there are students who have conflicts with the scheduled hours, the TA should be flexible in setting up alternative meeting times. Failure to hold office hours, or failure to show up is a very serious matter. Graders may hold fewer office hours, with approval by the faculty member in charge of the course.

TAs are assigned office space based on availability and courses being taught. In most instances offices must be shared, and in some cases graders may need to share a desk with one other grader.

## **VII. SPOT Forms**

Any TA who spends time in the classroom is required to administer the SPOT (Student Perception Of Teaching) forms EVERY semester that they teach.

In addition, all TAs with classroom responsibility are required to administer SPOTs for every semester of teaching. The SPOT forms are not returned to the TA until the following semester and will be examined by the Chair and TA Supervisor of the department at that time. Because these forms are not returned until after the end of the semester, they are of little use in correcting problems the TA may be currently experiencing. The Program for Instructional Excellence offers Teaching Analysis By Students (TABS), which are similar to SPOT, but are administered at midterm and returned within a week. To find out more about TABS, contact the Teaching Associate or PIE (644-8004).

The University presents a number of Outstanding Teaching Assistant awards each year, through the Program for Instructional Excellence. The TAs must be nominated by either their students or members of their departments. They are then asked to fill out an award application and submit letters of recommendation from their peers, students and graduate professors as well as sample SIRS forms and a copy of a syllabus. Nominees' applications are rated on how well the TAs organize their subject matter, how available and accessible they are to their students and if there is evidence that they show respect for their students regardless of race, religion, and sex. A TA may receive only one University-wide Outstanding Teaching Assistant award in his or her tenure at FSU.

## **VIII. Supervisor Evaluation of Teaching Assistants**

Each teaching assistant will be observed in the classroom by a faculty member or by the graduate teaching supervisor every semester. The faculty member or the supervisor will fill out an evaluation form and should discuss that form with the TA within a reasonable time fashion after the observation.

## **IX. Policies of The Florida State University From the General Bulletin for 2007-2009**

### **Required First Day Attendance Policy**

University-wide policy requires all students to attend the first day of class meeting of all classes for which they are registered. Students who do not attend the first class meeting of a course for which they are registered will be dropped from the course by the academic department that offers the course. This policy applies to all levels of courses and to all campuses and study centers. **It remains the student's responsibility to verify course drops and check that fees are adjusted.** Please refer to 'Class Attendance' in the "Academic Regulations and Procedures" chapter in this *Bulletin* for additional information.

### **Equal Employment Opportunity and Non-Discrimination Statement**

The Florida State University is committed to a policy of non-discrimination for any member of the University community on the basis of race, creed, color, sex, religion, national origin, age, disability, veteran's or marital status, or any other protected group status. This policy applies to faculty, staff, students, visitors and contractors in a manner consistent with applicable federal, state and University laws, regulations, orders and rules.

The University's standards of civility and collegiality recognize the dignity and value that each person contributes. In pursuing its mission of excellence as a comprehensive, graduate-research university with a liberal arts base, it is the policy of The Florida State University to create and maintain a harmonious, high performing work and educational environment. It is management's intent for the work environment to be conducive to the betterment of the University.

The Florida State University realizes that there is an advantage in incorporating diversity from all realms: cultural, positional and social, among others. Further, it is the aim of the University in all lawful ways to carry forward its stance by:

- Ensuring accessibility of programs, services and activities to all users;
- Implementing policies and procedures that ensure opportunities are available equitably to all;
- Building multidimensional, diversified workforce reflective of their availability;
- Fostering leadership and direction that guarantees an accountable, highly participatory, effective institution of higher learning at all levels; and
- Communicating the same to all in various formats as applicable.

To facilitate or otherwise ensure University-wide access and compliance in the areas of equal opportunity, equity and affirmative action, the University President has appointed a Director of Diversity Enhancement and Compliance, Cheryl Seals-Gonzalez, within Human Resources. This person shall foster diversity and inclusion of University-wide education programs and employment activities through collaboration with the Office of Dean of the Faculties and all other divisions and departments. Further, Human Resources and the Office of Dean of the Faculties serve the University in helping to create an ideal educational environment that encompasses fairness, respect and trust that is free from mistreatment, discrimination and harassment.

Questions, complaints, issues and concerns regarding the above may be directed to your manager or supervisor, or Renisha Gibbs, Director, Office of Diversity Enhancement and Compliance at (850) 644-8082.

### **Persons with Disabilities**

The Florida State University adheres to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA) in prohibiting discrimination against any qualified person with a disability. Any student with a disability may voluntarily self-report the nature of the disability and identify needed accommodations to the Student Disability Resource Center, *108 Student Services Building*. For employment matters and reasonable accommodations, the Florida State University's ADA Coordinator may be contacted as follows: Mr. Robert Pullen, Human Resources/Office of Diversity Enhancement and Compliance, *University Center, Bldg. A, Suite 6200*.

### **HIV/AIDS Policy**

Students, employees, and applicants for admission or employment at The Florida State University who have or who may become infected with the HIV virus will not be excluded from enrollment or employment or restricted in their normal responsibilities and access to University services or facilities due to their HIV/AIDS status, unless individual medically-based judgments establish that exclusion or restriction is necessary for the welfare of the individual or of other



members of the University community. That is, the University will not discriminate against otherwise qualified HIV-infected applicants, students, or employees.

The Florida State University Committee on HIV/AIDS is responsible for monitoring developments with regard to HIV/AIDS, acting upon and administering the policies of the State of Florida, Division of Colleges and Universities and the University concerning HIV/AIDS and coordinating the University's efforts in educating the University community on the nature and prevention of the disease. In addition, The Florida State University Committee on HIV/AIDS meets as needed to consider special problems related to HIV/AIDS which require University action.

The University will be guided in its implementation of this policy by current authoritative medical information, applicable federal and state law, the State of Florida, Division of Colleges and Universities' HIV/AIDS Policy, and the guidelines suggested by the Centers for Disease Control, the Public Health Service, the American College Health Association, and the Florida Department of Health.

The Florida State University has designated HIV/AIDS counselors who are available to the University community. These counselors are: Celeste Paquette, M.D., Medical Director, Thagard Student Health Center, (850) 644-2026; and James Hennessey, Ph.D., Student Counseling, 644-2003. Anonymous HIV testing is available for students and staff at Thagard Student Health Center. Any interested individuals should call 644-0579 to schedule an appointment.

### **Sexual Harassment Policy**

1. **Policy Statement.** Sexual harassment is a form of discrimination based on a person's gender. Sexual harassment is contrary to the University's values and moral standards, which recognize the dignity and worth of each person, as well as a violation of federal and state laws and University rules and policies. Sexual harassment cannot and will not be tolerated at The Florida State University, whether by faculty, students, or staff, or by others while on property owned by or under the control of the University.

2. **Office of Audit Services.** The Office of Audit Services (OAS) is charged with receiving and investigating sexual harassment complaints, as set forth in this policy, and shall maintain the records pertaining thereto. Within the OAS, the Coordinator of Sexual Harassment Resolutions has primary responsibility for leading these investigations.

3. **Definition.** Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature directed at an employee or student by another when:

a. Submission to such conduct is made either explicitly or implicitly a term or condition of employment, academic status, receipt of University services, participation in University activities and programs, or affects the measure of a student's academic performance; or,

b. Submission to or rejection of such conduct is used as the basis for a decision affecting employment, academic status, receipt of services, participation in University activities and programs, or the measure of a student's academic performance; or,

c. Such conduct has the purpose or effect of unreasonably interfering with employment opportunities, work or academic performance or creating an intimidating, hostile, or offensive work or educational environment.

**4. Examples of Sexual Harassment.** Incidents of sexual harassment may involve persons of different or the same gender. They may involve persons having equal or unequal power, authority or influence. Though romantic and sexual relationships between persons of unequal power do not necessarily constitute sexual harassment, there is an inherent conflict of interest between making sexual overtures and exercising supervisory, educational, or other institutional authority. Decisions affecting an employee's job responsibilities, promotion, pay, benefits, or other terms or conditions of employment, or a student's grades, academic progress, evaluation, student status, recommendations, references, referrals, and opportunities for further study, employment or career advancement, must be made solely on the basis of merit.

Examples of sexual harassment include, but are not limited to, the following, when they occur within the circumstances described in Section (3) above:

- a. Use of gender-based verbal or written language, including electronic communications, offensive or degrading to a person of that gender, whether or not the content is sexual;
- b. Inappropriate display of gender-based pictorial images offensive or degrading to a person of that gender, including but not limited to sexual posters, photographs, cartoons, drawings, or other displays of sexually suggestive objects or pictures;
- c. Use of inappropriate gestures or body language of a sexual nature, including leering or staring at another;
- d. Unwelcome requests or demands for sexual favors or unwelcome sexual advances;
- e. Inappropriate nonconsensual touching of another's body, including but not limited to kissing, pinching, groping, fondling, or blocking normal movement; or
- f. Sexual battery. ( **Note:** some acts of sexual harassment may also constitute violations of criminal law, e.g., sexual battery, indecent exposure, sexual abuse, etc. In such instances, please refer to the University's Sexual Battery Policy.)

**7. Disciplinary and Other Actions.** Sexual harassment is prohibited by The Florida State University. The University will take appropriate action against any person found to be in violation of this policy. ( **Note:** a person who has sexually harassed another or retaliated against another may also be subject to civil or criminal liability under state or federal law.)

a. **Disciplinary Actions.** Any employee who has sexually harassed another employee or a student, retaliated against such person for bringing a complaint of sexual harassment, or otherwise violated this policy shall be guilty of misconduct and subject to disciplinary action up to and including dismissal, in accordance with applicable law, rules, policies, and/or collective bargaining agreements. In addition any student, who has sexually harassed another student or an employee, retaliated against such person for bringing a complaint of sexual harassment, or otherwise violated this policy shall be subject to disciplinary action up to and including expulsion, pursuant to the Student Code of Conduct. The term "employee" includes all persons employed by the University including faculty and graduate teaching assistants.

b. **Other Actions.** The University will take such corrective action against any non-students or non-employees found to have violated this policy, as may be appropriate under the circumstances.

**3. Retaliation.** Retaliation against one who in good faith brings a complaint of sexual harassment or who in good faith participates in the investigation of a sexual harassment complaint is prohibited and shall be a violation of this policy and shall constitute misconduct subject to disciplinary or other action as described in Section (5) above.

**4. Filing of False Sexual Harassment Complaint.** Knowingly filing a false sexual harassment complaint is prohibited and shall be a violation of this policy and shall constitute misconduct subject to disciplinary action as described in Section (5) above. A complaint that is investigated and deemed unsubstantiated is not necessarily a false complaint.

**5. Reporting Required.** Any student or employee who has witnessed what is perceived to be a violation of this policy should promptly report that conduct to the OAS, who then will proceed as appropriate. Any supervisor 1 who has witnessed or becomes aware of the alleged occurrence of sexual harassment by, or who receives a complaint of sexual harassment involving a person within that supervisor's purview is required to take prompt corrective action as appropriate, and to report the matter, if possible, within two work days to the OAS. Failure of the supervisor to take appropriate corrective action or to report the incident shall be a violation of this policy and shall constitute misconduct subject to disciplinary action as described in Section (5) above.

**1 Note:** For the purposes of this policy, the term "supervisor" shall be deemed to include vice presidents, deans, directors, department chairs, unit heads, supervisors, principal investigators, etc.; faculty when acting in a supervisory capacity or within the faculty-student role; and graduate research assistants, teaching assistants, lab technicians, residence hall coordinators, etc.

#### **6. Complaint Procedure.**

a. Filing of Complaint. Any student or employee who believes that he or she is a victim of sexual harassment in violation of this policy is encouraged to promptly notify the alleged perpetrator (the "respondent") verbally or in writing that his or her conduct is unwelcome. Such action may cause the unwelcome conduct to cease as well as help to maintain an environment free from sexual harassment. Assistance and support is available from the Office of the Dean of the Faculties (for faculty), the Office of the Dean of Students (for students), or the Department of Human Resources (for non-faculty employees). Regardless of having given notice to the respondent, the student or employee (the "complainant") may initiate a complaint under this policy by promptly bringing the matter to the attention, preferably in writing by completing the complaint form, of any of the following:

- \* The Office of Audit Services;
  - \* The Office of the Dean of the Faculties;
  - \* The Office of the Dean of Students;
  - \* The Department of Human Resources;
  - \* A student's school or college dean; or,
  - \* An employee's immediate or next immediate supervisor.
- \* All complaints should be filed in a timely manner. Complaints filed for acts that occurred more than one year from the filing date of the complaint will generally not be investigated unless appropriate in the judgment of the OAS.

h. Preparing a Complaint. The complaint should provide the following information to facilitate a prompt and thorough investigation:

- \* The names, addresses, telephone numbers, administrative unit, and position or status of the complainant and the respondent, if known;
  - \* Specific acts alleged, including dates, times, and locations;
  - \* Names, addresses, and phone numbers of potential witnesses;
  - \* The effect the alleged acts have had on the complainant;
  - \* Actions the complainant may have taken to attempt to stop the harassment;
  - \* Complainant's suggestion of proposed action to address or resolve the harassment;
- and
- \* Other information the complainant believes is relevant.

h. Transmitting a Complaint to the OAS. The complaint shall immediately be forwarded to the OAS. If the complaint is verbal, the person receiving the complaint shall make a written summary thereof on the complaint form and request the complainant to sign it.

i. Reviewing a Complaint. The OAS will make an initial determination whether the alleged perpetrator is a student or employee. If the alleged perpetrator is identified as one who is not a student or employee, then the OAS will refer the matter to the Office of the General Counsel for appropriate action. If the OAS determines that the alleged perpetrator is a student or employee, the OAS will review the complaint to determine whether the acts complained of, as stated by the complainant, constitute a violation of this policy, and if not, the complainant will be so informed. If the OAS determines the alleged acts may constitute a violation of this policy, investigation will proceed as set forth in Section (10) below, unless the matter is satisfactorily resolved as in the following paragraph (e).

j. Notifying the Respondent and Supervisor; Informally Resolving a Complaint; Withdrawing a Complaint. The OAS will notify the respondent and his or her appropriate supervisor of the allegations contained in the complaint. In an effort to informally resolve the complaint, the OAS will elicit from the complainant, proposed actions the complainant believes are necessary to address or resolve the alleged harassment. The OAS will discuss these proposed actions with the respondent and with appropriate levels of management. The respective parties will also have the opportunity to propose other means of resolution. Thus, if the matter can be resolved informally, or if the complainant chooses to withdraw the complaint, the complainant will sign a statement outlining the informal resolution and releasing the University from taking any further action. If the matter is not resolved at this stage, the complaint will be investigated as set forth in Section (10) below.

**7. Investigation.** The following procedures will govern all investigations of complaints alleging violations of this policy:

a. The OAS will thoroughly investigate complaints alleging violations of this policy with the assistance, as needed, of the following: the Office of the Dean of the Faculties, the Department of Human Resources, and/or the respondent's supervisor(s), except in cases where the respondent is a student. If the respondent is a student, the OAS will forward a copy of the complaint and any associated materials to the Office of the Dean of Students, which will, if appropriate, adjudicate the matter under the Code of Student Conduct. The Dean of Students shall notify the OAS of the outcome.

b. The investigation should include interviewing the complainant and witnesses suggested by the complainant who may have knowledge of the offending behavior. Employees and students shall fully cooperate in the investigation

- c. The respondent will be given an opportunity to respond to the complaint verbally and in writing and may suggest additional witnesses.
- d. The investigation should also include interviewing such other witnesses as are deemed appropriate under the circumstances.
- e. The investigation should include a review of any files and records of previous sexual harassment complaints against the respondent and any other documents deemed relevant.
- f. All witnesses who provide relevant information should submit a written, signed statement attesting to their knowledge of the subject circumstances.
- g. Confidentiality of the investigation will be maintained to the extent allowed by law.

**8. Report of OAS.** The OAS will prepare a report setting forth its findings, and a determination concerning violation of this policy. The report should be completed within 120 days following the filing of the complaint, where feasible, and will be submitted to the appropriate vice president of the respondent's unit or department.

**9. Subsequent Action.** The vice president will make a determination, upon review of the OAS's report, consultation with the Dean of the Faculties or the Director of Human Resources, and consideration of any other relevant information, including aggravating or mitigating circumstances, whether disciplinary action is warranted under the circumstances. If the vice president determines that disciplinary action should be initiated, then, consistent with due process requirements, the respondent will be notified in accordance with applicable Florida Board of Education and University rules and policies and collective bargaining agreements, and appropriate disciplinary procedures as provided for therein will be followed. Regardless of whether formal disciplinary action is initiated, the University may take such informal corrective action as may be appropriate under the circumstances. The vice president will notify the OAS of the outcome. The OAS will notify the complainant of the results of the investigation and subsequent disciplinary or other corrective action taken, if any, to the extent allowed by law. The OAS will notify the respondent of the results of the investigation when no policy violation is found and no further action planned.

**10. Distribution of Policy.** Copies of this policy are available to all current and future employees and students at The Florida State University in hard copy (policy brochures, student handbooks, the *General Bulletin*, etc.), electronic format (<http://www.auditservices.fsu.edu/sh/policy.html>), and will be made available in alternative format upon request. Any person involved in the process under this policy needing accommodations for a disability should notify the OAS.

**11. Applicability.** This policy supercedes any and all prior University policies regarding complaints of alleged acts of sexual harassment.

**12. Effective Date.** The effective date of this policy is July 1, 1998 as amended December 31, 2002.

**X. Mission Statement  
(Approved by BOR, July 28, 1988; revised, May 21, 1999; updated 2002)**

*Mission.* The Florida State University is a comprehensive, graduate-research university with a liberal arts base. It offers undergraduate, graduate, advanced graduate, and professional

programs of study; conducts extensive research, and provides service to the public in accord with its statewide mission. The University's primary role is to serve as a center for advanced graduate and professional studies while emphasizing research and providing excellence in undergraduate programs.

In accordance with the University's mission, faculty members have been selected for their commitment to excellence in teaching, their ability in research and creative activity, and their interest in public service. Among the faculty are recipients of many national and international honors, who have included four Nobel laureates and ten members of the National Academy of Sciences.

Given its history, location, and accomplishments, The Florida State University does not expect major changes in its mission during the next decade. Rather, it sees further refinement of that mission with concentration on its strong liberal arts base and on quality in its teaching, research, and public service. The University has established its reputation upon areas of strength by building excellence in the four components of the Science Development Program—physics, chemistry, psychobiology (now neuroscience), and statistics—together with the physical, biological, earth, and mathematical sciences closely related to them. Excellence in these and related areas, particularly materials science, resulted in relocation of the National High Magnetic Field Laboratory to Florida State. Enhancement of the fine and performing arts began with the establishment of the Center for Music Research in the already prestigious School of Music and includes prominent programs in Theatre, Dance, and the Visual Arts. Within the areas of humanities, the Departments of English, Philosophy, Religion, and Humanities are particularly distinguished. Special emphasis in economic policy and government has been directed to the College of Social Sciences' Departments of Economics, Geography, Political Science, Urban and Regional Planning, and School of Public Administration and Policy and to its DeVoe L. Moore and Family Center for Economic Policy and Government and the public policy components of the School of Criminology, the School of Social Work, and the College of Education.

The University's location in the state's capital city provides great opportunity for service and interaction among governmental agencies and the social science and professional schools, especially the colleges of Business and Law and the Pepper Institute on Aging and Public Policy. Special resources, such as the School of Computational Science and Information Technology and the Florida State Conference Center, enhance its ability to deliver such service. The University is strongly committed to its mission in international education. It provides study-abroad opportunities for its students and faculty through the Florence and London Study Centers, which it operates for the State University System, and through programs in Barbados, Costa Rica, the Republic of Panama, Switzerland, Russia, Cetamura, Italy, Oxford, England, and in Central and Eastern Europe. The University co-sponsors Florida bi-national linkage institutes in Costa Rica and France.

As a comprehensive residential state university, The Florida State University attracts students from every county in Florida, every state in the nation, and 135 foreign countries. The University is committed to high admission standards that ensure quality in its student body, which currently includes 369 National Merit, National Achievement and Hispanic scholars, as well as students with superior creative talents. It also provides alternative admission and highly successful retention programs for special student populations. Most students pursue a full-time

course of study in normal progression from high school or undergraduate institutions. Graduate students, who comprise 18.4 percent of the student body, are enrolled in over 205 graduate degree programs of which 73, covering 138 fields, are doctoral. The median age of all students is 23.1 and approximately 10.3 percent, mostly graduate students, are over 31 years old.

## **XI. A Summons to Responsible Freedom Values and Moral Standards at The Florida State University**

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.

As the Florida public university most deeply rooted in the liberal arts tradition, The Florida State University not only focuses on intellectual development, but as a community of moral discourse it also recognizes the need for the development of the whole person. The University maintains a comprehensive educational program ranging from classroom instruction to research and creative activities at the frontiers of human knowledge. These modes of searching for the truth are mutually enhancing and provide the context for the liberating experiences students gain from contact with ideas and individuals. Education based in the liberal arts provides an opportunity for students to learn to express themselves; to think critically both quantitatively and qualitatively; to gain an understanding of and respect for self and others; to understand the world by knowing more about its history, the role of science and technology, and social and cultural achievements; and to develop specialized talents for a vocation. This opportunity is provided with the conviction, as reflected in the University seal, that through such an educational experience one can come to a clearer understanding of the complex moral issues inherent in human life and can develop the knowledge and skills for effective and responsible participation in the world.

The Florida State University shares a commitment to the dignity and worth of each person and is guided in its many endeavors by that underlying value. Through academic activity, community involvement, social interaction, cultural experience, recreational and physical activity, and religious involvement, students find many avenues in the University community for the development of the whole person.

The University shares this society's commitment to the rule of law and expects members of the community to abide by the laws of the city, state, and nation, as well as University rules and regulations.

The University aspires to excellence in its core activities of teaching, learning, research, creative expression, and public service and is committed to the integrity of the academic process. The Academic Honor Code 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.

The University is a place of both assent and dissent and is committed to academic freedom and civil dialogue. In a free and vigorous academic community an ongoing clash of ideas is to be expected and encouraged. The University has a special obligation to see that all have an opportunity to be heard.

The Florida State University is committed to nondiscrimination in matters of race, creed, color, sex, national origin, age, and disability. This commitment applies in all areas with students, faculty, and other University personnel. It addresses recruiting, hiring, training, promotions, and applicable employment conditions. It is also relevant to those aspects of the University concerned with the choice of contractors, suppliers of goods and services, and with the use of University facilities. The University believes in equal opportunity practices which conform to both the spirit and the letter of all laws against discrimination.

A responsible student recognizes that freedom means the acknowledgment of responsibility to the following: to justice and public order; to fellow students' rights and interests; to the University, its rules, regulations, and accepted traditions; to parents, teachers, and all others whose support makes one's advanced education possible; to city, state, and national laws; to oneself; and to the opportunity for specialized training and continuing education toward the ends of personal fulfillment and social service. Students are urged to use their freedom in the University community to develop habits of responsibility which lead to the achievement of these personal and social values. Responsible student behavior requires observance of the Student Conduct Code, which is based on respect for the dignity and worth of each person and the requirements for successful community life.

Relations among all persons should be characterized by mutual respect and equality. Sexism, sexual harassment, and sexual coercion of any sort are wrong and constitute a violation of fundamental moral requirements and state law. Minimally responsible behavior requires that no one take sexual advantage of another.

The University enforces all laws relevant to alcohol and controlled substances and further strongly discourages the use of illegal substances at any time. The University disseminates and encourages the dissemination by others of information concerning the responsible use of alcohol.

The cultural, ethnic, and racial diversity of the University community provides an opportunity for learning about those different from oneself. The University expects each individual to make a special effort to ensure that all are treated with dignity and respect and accorded the full opportunities of the University. Racism, whether in assumptions, attitudes, acts, or policies, is incompatible with the concept of responsible freedom as espoused by The Florida State University.

The University is a compassionate community. In its treatment of students, it recognizes the wisdom both of letting students experience the consequences of their actions and of providing the opportunity to learn and grow in ways that can overcome past difficulties. The University provides ongoing student support through the health center, counseling services, and the academic advising process.

The university experience is a time for adventure, fun, excitement, the making of new friends, and the discovery of new possibilities. There are numerous individual and organized opportunities for students to develop and to learn in the course of their university years to exercise newly acquired freedom deliberately and responsibly.



Matriculation to The Florida State University, then, is a summons to the exercise of responsible freedom in a community of teaching, learning, and discovery.

### **XII. Garnet E-Mail Accounts for All Students at The Florida State University**

The official method of communication at The Florida State University is the ACNS Garnet e-mail account. In order to stay informed and aware, students are required to set up and maintain their account, and check it three times per week. In order to set up an e-mail account, students first must acquire an FSUCard. For more information concerning FSUCards, contact the FSUCard center at (850) 644-7777. Students may choose to forward their Garnet account to another e-mail account; however, they still will be responsible for all information distributed by the University to their Garnet account. For more information (including how to set up an account,) log on to <http://cars.acns.fsu.edu> or call the Office of Technology Integration Help Desk at (850) 644-8502, extension 1.

### **XIII. Student Grade Complaints**

If a student has a complaint involving a teaching assistant or faculty member, s/he should first approach the teacher. If there is no resolution, then a student should make an appointment with the chairman of the department (me for Classics). It may be that a teaching assistant can arrange for the T.A. supervisor to intervene before the chair.

Likewise, if a student has a complaint about a staff member, one should contact the chairman or head of the department involved.

Beyond the department, there are several routes.

Academic concerns should be addressed to the Office of the Dean of Arts and Sciences. The Dean of Students handles many issues outside of the classroom.

If you have any doubts about where to go or where to send a student, you can always just ask the office staff or the Chairman.