

FLORIDA INTERNATIONAL UNIVERSITY

A Member Institution

of

The State University System of Florida



SELF-STUDY REPORT FOR ACCREDITATION

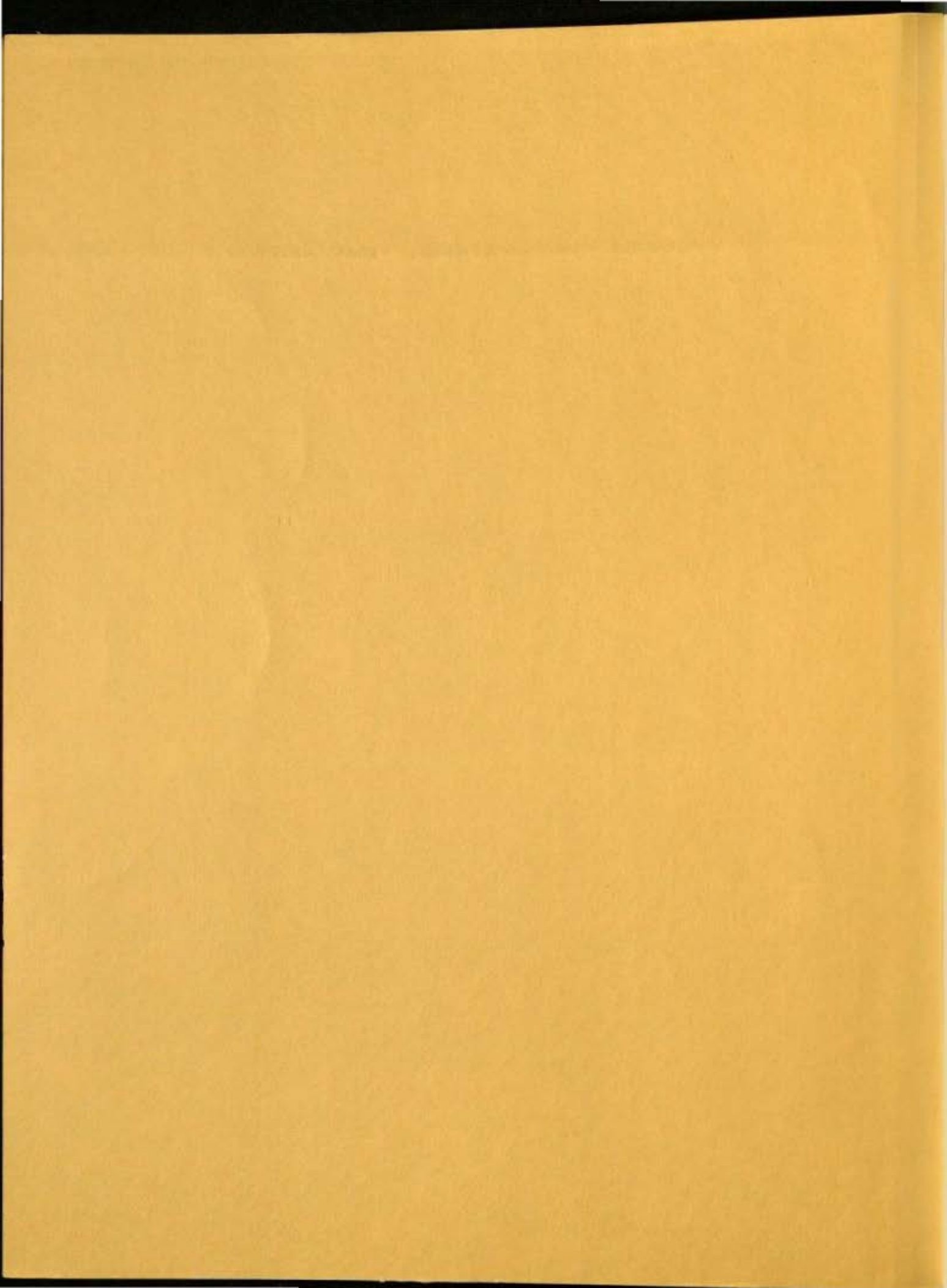
PART TWO

Submitted to

The Southern Association of Colleges and Schools

College Delegate Assembly

MAY, 1974



**FLORIDA INTERNATIONAL UNIVERSITY**

A Member Institution

of

The State University System of Florida

SELF-STUDY REPORT FOR ACCREDITATION

PART TWO

Submitted to

The Southern Association of Colleges and Schools

College Delegate Assembly

MAY, 1974

FLORIDA INTERNATIONAL UNIVERSITY

A member institution

The State University System of Florida

STATE-TO-STATE RELATIONS FOR AMERICANIZATION

Part Two

Continued to

The American Association of Colleges and Schools

College Entrance Examinations

1941-1942



PART TWO

SELF-STUDY REPORT FOR ACCREDITATION

Table of Contents

<u>Section</u>	<u>Exhibits</u>	<u>Page</u>
I	INSTITUTIONAL IDENTIFICATION	
	<b><u>PART TWO</u></b>	
A.	Florida State University	2
B.	Florida State University Enrollment	3
	<b>EXHIBITS RELATED TO PART ONE</b>	
C.	of the	4
D.	Professional and Business Accreditation	5
	<b>Self-Study Report for Accreditation</b>	
II	INSTITUTIONAL PURPOSE	
III	GOVERNANCE	
IV	ORGANIZATION AND ADMINISTRATION	
A.	Office of the President Organizational Chart	7
B.	Academic Affairs Organizational Chart	10
C.	Community Affairs Organizational Chart	11
D.	Administrative Affairs Organizational Chart	12
E.	Office of the Florida Board of Regents	13
F.	Office of the Florida Board of Regents	14
G.	Florida State Board of Education	15
H.	Board of Advisors to the President	16
I.	Chief Administrative Officers, 1973-74	17
V	COMPARISON PROGRAM	
A.	Student Characteristics Data	20

PART TWO

EXHIBITS RELATED TO PART ONE

of the

Self-Brady Report for Administration

PART TWO

SELF-STUDY REPORT FOR ACCREDITATION

Table of Contents

<u>Section</u>	<u>Exhibits</u>	<u>Page</u>
O	INSTITUTIONAL CHARACTERISTICS	
	A. Florida Statute 239.012.....	2
	B. Full-Time and Part-Time FTE Enrollments.....	3
	C. Special Short-Term, Non Credit FTE.....	4
	D. Professional School Program Accreditation Target Dates.....	5
I	INSTITUTIONAL PURPOSE	
	No Exhibits	--
II	ORGANIZATION AND ADMINISTRATION	
	A. Office of the President (Organizational Chart).....	9
	B. Academic Affairs (Organizational Chart).....	10
	C. Community Affairs (Organizational Chart)....	11
	D. Administrative Affairs (Organizational Chart).....	12
	E. Bylaws of the Florida Board of Regents.....	13
	F. Aims of the Florida Board of Regents.....	23
	G. Florida State Board of Education.....	24
	H. Board of Advisors to the President.....	26
	I. Chief Administrative Officers, 1973-74.....	27
III	EDUCATIONAL PROGRAM	
	A. Student Characteristics Data.....	30

SELF-APPRAISAL REPORT FOR ACCREDITATION

Table of Contents

<u>Page</u>	<u>Exhibits</u>	<u>Section</u>
	INSTITUTIONAL CHARACTERISTICS	0
1	A. Florida Statute 100.012	
2	B. Full-time and part-time WTE enrollment	
3	C. Special Report-Year, Non-Credit WTE	
4	D. Professional Subject Program Accreditation Target Dates	
	INSTITUTIONAL PURPOSE	I
	No Exhibits	
	ORGANIZATION AND ADMINISTRATION	II
5	A. Office of the President (Organizational Chart)	
10	B. Academic Affairs (Organizational Chart)	
11	C. Community Affairs (Organizational Chart)	
12	D. Administrative Affairs (Organizational Chart)	
13	E. Bylaws of the Florida Board of Regents	
14	F. Code of the Florida Board of Regents	
15	G. Florida State Board of Education	
16	H. Board of Advisors to the President	
17	I. Chief Administrative Officer, 1973-74	
	EDUCATIONAL PROGRAM	III
18	A. Student Characteristics Data	



(Table of Contents, continued)

<u>Section</u>	<u>Exhibits</u>	<u>Page</u>
	B. College and Schools (Organizational Charts).....	55
	C. Board of Regents Planning Authorization Policy.....	61
	D. Faculty Senate Charge to the University- Wide Curriculum Committee and Request and Review Procedures.....	62
IV	FINANCIAL RESOURCES	
	A. Budget Preparation Policies and Procedures..	66
	B. Budget Administration Policies and Procedures.....	69
V	FACULTY	
	A. Proposed Constitution of Florida International University.....	72
	1. The Administrative-Professional Senate.....	78
	2. The Career Service Senate.....	83
	3. The Faculty Senate.....	88
	4. The Student Government Association.....	91
	B. Board of Regents Tenure and Academic Freedom Policies.....	104
	C. Faculty Survey by Department.....	108
	1. College of Arts and Sciences.....	108
	2. School of Business and Organiza- tional Sciences.....	110
	3. School of Education.....	111
	4. School of Health and Social Services...	112

Section	Page
<b>SECTION I</b>	
A. Board of Regents	1
B. Board of Trustees	2
C. Board of Examiners	3
D. Board of Advisors	4
<b>SECTION II</b>	
<b>ADMINISTRATIVE</b>	
A. Office of the President	5
B. Office of the Vice President	6
C. Office of the Registrar	7
D. Office of the Treasurer	8
E. Office of the Director of Admissions	9
F. Office of the Director of Student Services	10
G. Office of the Director of Physical Education	11
H. Office of the Director of Health Services	12
I. Office of the Director of Career Services	13
J. Office of the Director of International Programs	14
K. Office of the Director of Community Relations	15
L. Office of the Director of Alumni Relations	16
M. Office of the Director of Public Affairs	17
N. Office of the Director of Environmental Affairs	18
O. Office of the Director of Safety and Security	19
P. Office of the Director of Information Technology	20
Q. Office of the Director of Facilities Management	21
R. Office of the Director of Library Services	22
S. Office of the Director of Special Programs	23
T. Office of the Director of Research and Innovation	24
U. Office of the Director of Quality Assurance	25
V. Office of the Director of Compliance	26
W. Office of the Director of Risk Management	27
X. Office of the Director of Sustainability	28
Y. Office of the Director of Diversity and Inclusion	29
Z. Office of the Director of Global Initiatives	30
<b>SECTION III</b>	
<b>ACADEMIC</b>	
A. Faculty	31
B. Students	32
C. Curriculum	33
D. Research	34
E. Publications	35
F. Conferences	36
G. Journals	37
H. Books	38
I. Articles	39
J. Chapters	40
K. Monographs	41
L. Dissertations	42
M. Theses	43
N. Reports	44
O. Working Papers	45
P. Preprints	46
Q. Book Reviews	47
R. Interviews	48
S. Press Releases	49
T. Newsletters	50
U. Podcasts	51
V. Webinars	52
W. MOOCs	53
X. Open Access	54
Y. Creative Commons	55
Z. Digital Rights Management	56



(Table of Contents, continued)

<u>Section</u>	<u>Exhibits</u>	<u>Page</u>
	5. School of Hotel, Food and Travel Services.....	114
	6. School of Technology.....	115
D.	Faculty Roster.....	116
	1. College of Arts and Sciences.....	116
	2. School of Business and Organizational Sciences.....	132
	3. School of Education.....	139
	4. School of Health and Social Services...	147
	5. School of Hotel, Food, and Travel Services.....	158
	6. School of Technology.....	160
E.	Board of Regents Faculty Evaluation Guidelines.....	164
F.	Board of Regents Faculty Development Program.....	170
G.	Faculty Effort Report.....	172
H.	Twelve-Hour Statute of the State of Florida.....	174
VI	LIBRARY	
	A. Library (Organizational Chart).....	176
	B. Library Professional Staff.....	177
VII	STUDENT DEVELOPMENT SERVICES	
	A. Student Services (Organizational Chart)....	179
	B. Division Recruitment Plans.....	180
	C. University House Floor Plan.....	181
	D. Career Planning Activity Report.....	184

Section	Exhibits	Page
VI	1. Board of Higher Faculty Evaluation	164
	2. Board of Higher Faculty Development	170
	3. Faculty Salary Report	172
	4. Faculty Salary Schedule of the State of Michigan	174
	5. Board of Higher Faculty Evaluation	164
	6. Board of Higher Faculty Development	170
	7. Faculty Salary Report	172
	8. Faculty Salary Schedule of the State of Michigan	174
	9. Board of Higher Faculty Evaluation	164
	10. Board of Higher Faculty Development	170
VII	1. Student Government Services	179
	2. Student Services Organizational Chart	180
	3. Student Government Plan	181
	4. University House Floor Plan	184
VIII	1. Board of Higher Faculty Evaluation	164
	2. Board of Higher Faculty Development	170
	3. Faculty Salary Report	172
	4. Faculty Salary Schedule of the State of Michigan	174
	5. Board of Higher Faculty Evaluation	164
	6. Board of Higher Faculty Development	170
	7. Faculty Salary Report	172
	8. Faculty Salary Schedule of the State of Michigan	174
	9. Board of Higher Faculty Evaluation	164
	10. Board of Higher Faculty Development	170



(Table of Contents, continued)

<u>Section</u>	<u>Exhibits</u>	<u>Page</u>
	E. Financial Aid Report.....	185
VIII	PHYSICAL PLANT	
	A. Housekeeping Staff (Organizational Chart)..	204
IX	SPECIAL ACTIVITIES	
	A. Special Programs (Organizational Chart)....	206
	B. External Degree Program--Procedural Outline.....	207
	C. University Services and Continuing Education (Organizational Chart).....	210
	D. Media Center (Organizational Chart).....	211
X	GRADUATE PROGRAM	
	No Exhibits	--
XI	RESEARCH	
	A. Grants, Donations, Research Contracts from 1970-71 through Present.....	214

<u>Page</u>	<u>Subject</u>	<u>Page</u>
185	I. Technical and Reports	
	PHYSICAL PLANT	VIII
194	A. Management Staff (Organizational Chart)	
	GENERAL ACTIVITIES	IX
204	A. Special Programs (Organizational Chart)	
	B. General Public Programs--Broadband Cable	
207		
	C. University Services and Consulting Education (Organizational Chart)	
210		
	D. Delta Center (Organizational Chart)	
	GRADUATE PROGRAM	X
	BY SUBJECT	
	RESEARCH	XI
	A. Grants, Donations, Research Contracts from 1955-VI through Present	
214		

Florida Statutes

137.032 Four year colleges, Dade County.--

1. The State Board of Education and the State Board of Regents are authorized to establish a degree granting four year college in Dade County and to make a study relating to the feasibility of such action. The State Board of Education and the Board of Regents are authorized to enter into such contracts as may be necessary to carry out the provisions of this act.

2. The Board of County Commissioners of Dade County is authorized to cooperate with the State Board of Education, the Board of Regents or any other county in the establishment of a public college in Dade County and any cooperating city and county are authorized to acquire land by

Section O Exhibits

**INSTITUTIONAL CHARACTERISTICS**

other means for such use as may be necessary for public purposes, and to donate same to the State. The State Board of Education and the Board of Regents are authorized to acquire lands and other property for the purposes of this act as a public purpose.

3. The provisions of this act shall be cumulative and shall not be construed to repeal or limit any of the powers now vested by law in any of such state agencies, counties, cities or cities, but shall be construed to create authority in addition to any such powers.

DEPARTMENT OF CHEMISTRY

INSTITUTIONAL CHARACTERISTICS



Florida Statutes

239.012 Four year college, Dade County.--

1. The State Board of Education and the State Board of Regents are authorized to establish a degree granting four year college in Dade County and to make a study relating to the feasibility of such action. The State Board of Education and the Board of Regents are authorized to enter into such contracts as may be necessary to carry out the provisions of this act.
2. The Board of County Commissioners of Dade County is authorized to cooperate with the State Board of Education, the Board of Regents, any city or other county in the establishment of such institution. Dade County and any cooperating city and county are authorized to acquire lands by purchase, gift, condemnation or otherwise for such use as a county or county and city public purpose, and to donate same to the state. The State Board of Education and the Board of Regents are authorized to acquire lands and other property for the purposes of this act as a public purpose.
3. The provisions of this act shall be cumulative and shall not be construed to repeal or limit any of the powers now vested by law in any of such state agencies, counties or cities, but shall be construed to create authority in addition to any such powers.

Florida International University

Table 1. Full-time and Part-time FTE Enrollments  
by Quarter from the Fall Quarter, 1972-73, through  
the Fall Quarter, 1973-74

<u>QUARTER</u>	<u>FULL-TIME</u>	<u>PART-TIME</u>	<u>TOTAL</u>
<u>Fall 1972-73</u>			
On Campus	2,802	1,368	4,170
Off Campus		126	126
TOTAL	2,802	1,494	4,296
<u>Winter 1972-73</u>			
On Campus	2,852	1,371	4,223
Off Campus		151	151
TOTAL	2,852	1,522	4,374
<u>Spring 1972-73</u>			
On Campus	2,826	1,351	4,177
Off Campus		166	166
TOTAL	2,826	1,517	4,343
<u>Summer 1973</u>			
On Campus	1,503	1,479	2,982
Off Campus		88	88
TOTAL	1,503	1,557	3,080
<u>Fall 1973-74</u>			
On Campus	4,310	2,041	6,351
Off Campus	43	321	364
TOTAL	4,353	2,362	6,715



Florida International University

Table 2. Special Short-Term Non-Credit Enrollments  
for 1972-73 and 1973-74 (Fall Quarter)

1. Special Short-term non-credit enrollments (Department of Conferences, Division of University Services and Continuing Education)

a. Calendar Year July 1, 1972 - June 30, 1973

Total number of programs	48
Total number of participants	2,350 actual
Estimated Average duration of each program	14 hours
Total participant hours	32,900
Divided by 340	96 (total FTE)

b. New Standard Nine, Fall Quarter 1973-74

Total number of programs	28
Total number of participants	1,208
Average duration of each program	14
Total participants hours	16,912
Divided by 144	260 (total FTE)

Florida International University  
Target Dates for Achieving Accreditation of the  
Programs of the Professional Schools of the University

<u>School</u>	<u>Program</u>	<u>Accrediting Agency</u>	<u>Target Date</u>
1. Business and Organizational Sciences	All Programs	American Association of Collegiate Schools of Business	(Approx.) 1978-79
2. Education	Teacher Education	a. Florida State Department of Education <sup>a</sup>	1975-76
		b. National Commission for Accreditation in Teacher Education	1976-77
3. Health and Social Services	a. Social Work	Council on Social Work Education	1974-75
	b. Nursing	National League for Nursing	1974-75
	c. Physical Therapy	American Physical Therapy Association	1974-75
	d. Occupational Therapy	American Occupational Therapy Association	1974-75

<sup>a</sup>Preliminary "program approval status" has been granted for all teacher education programs of the School by the Florida State Department of Education. Final approval must await the graduation of several classes of students. The target date for final approval is indicated in the table.



Florida International University

(Target Dates..., continued)

<u>School</u>	<u>Program</u>	<u>Accrediting Agency</u>	<u>Target Date</u>
3. Health and Social Services - (continued)	e. Medical Technology	American Society of Clinical Pathologists	1973-74
	f. Dietetics and Nutrition	American Dietetic Association	1973-74
	g. Home Economics	American Home Economics Program	To be Determined
4. Hotel, Food, and Travel Services	---	None	---
5. Technology	a. Engineering Technology programs and selected programs in Environmental Technology Systems	Engineers' Council for Professional Development	1977-78
	b. Construction Technology	Engineers' Council for Professional Development or Associated Schools of Construction	1977-78

Exhibit O-D  
6

Florida International University

Office of International Programs

Office of International Programs

1953-54

Office of International Programs  
 Office of International Programs  
 Office of International Programs  
 Office of International Programs

1953-54

Office of International Programs  
 Office of International Programs  
 Office of International Programs

1953-54

Office of International Programs  
 Office of International Programs  
 Office of International Programs

1953-54

Office of International Programs  
 Office of International Programs  
 Office of International Programs

1953-54

Office of International Programs  
 Office of International Programs  
 Office of International Programs

Office of International Programs

Office of International Programs

Section I Exhibits

INSTITUTIONAL PURPOSE

(This section has no exhibits)

Section 1. Purpose

THE NATIONAL BOARD

(This section has no exhibits)



Florida International University  
Office of the President

Section II Exhibits  
**ORGANIZATION AND ADMINISTRATION**

President  
Charles E. Felt

Provost  
Richard W. Lambert

Executive Secretary  
Edward Job-Spina

Vice President  
Academic Affairs  
William J. Jerome III

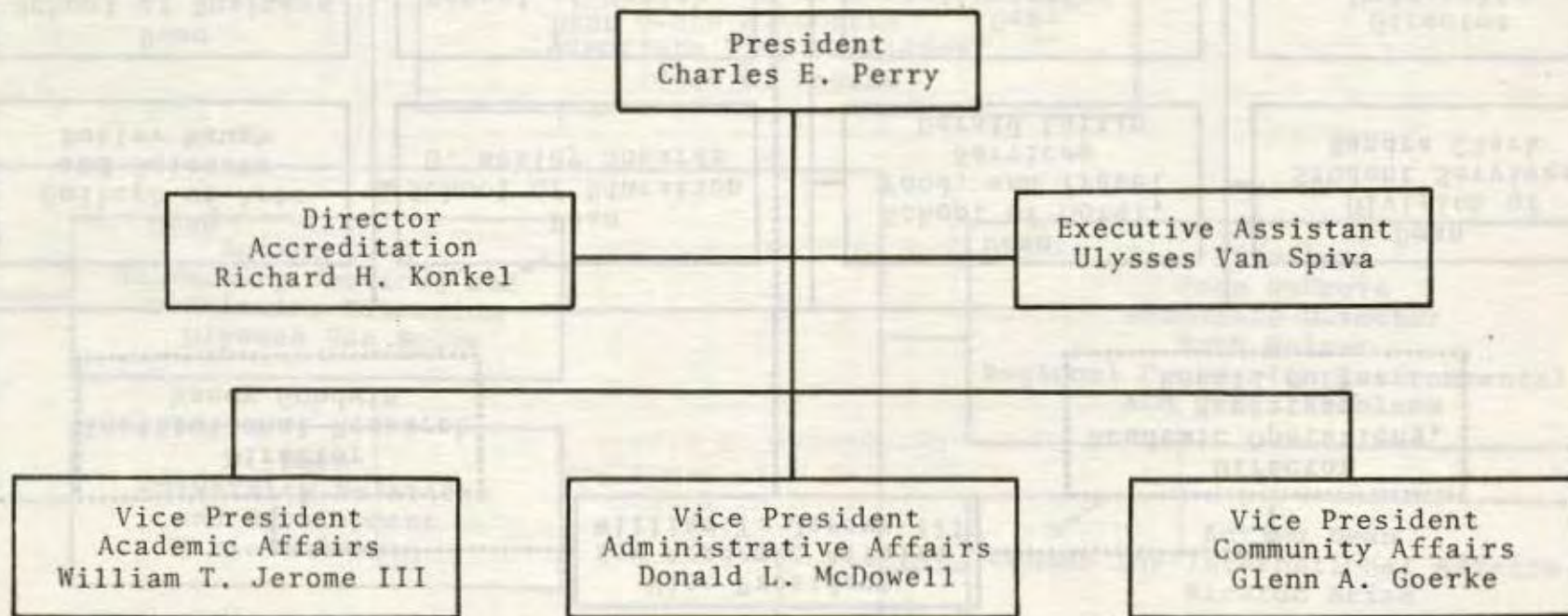
Vice President  
Administration  
Harold J. McPherson

Vice President  
Community Affairs  
Glen A. Gerck

Section 11

ADMINISTRATION AND ORGANIZATION

Florida International University  
Office of the President





Florida International University - Division of Academic Affairs

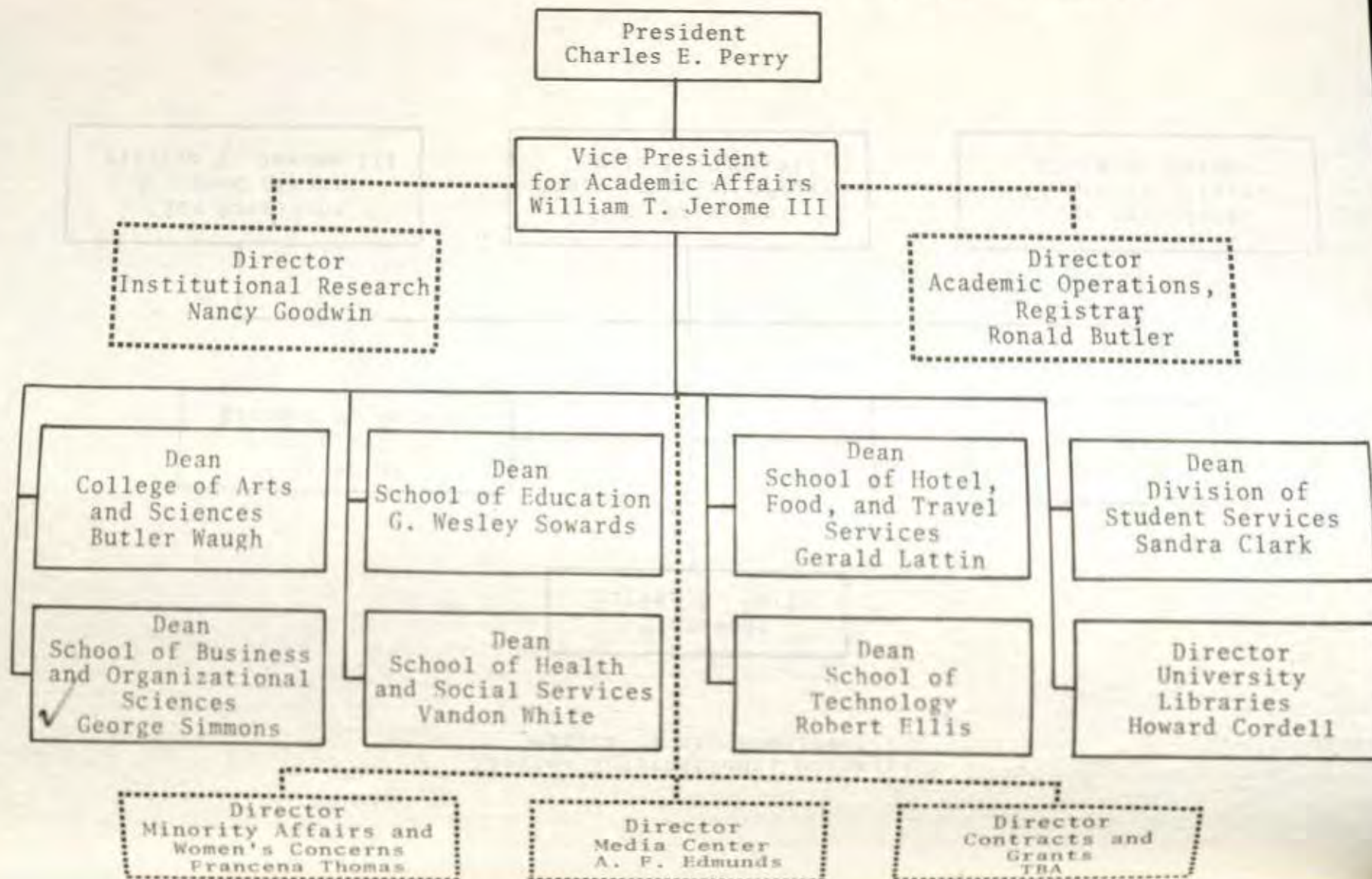


Exhibit II-B



Florida International University  
Division of Community Affairs

President  
Charles E. Perry

Vice President for Community Affairs  
Glenn A. Goerke  
Associate Vice President  
Jules O. Pagano

Acting Dean  
University Services and  
Continuing Education  
Ulysses Van Spiva

Dean  
University Relations  
and Development  
Marie Anderson

Dean  
Special Programs  
Jules O. Pagano

Director  
John DeGrove  
Associate Director  
Ruth Weiner  
Regional Center for Environmental  
and Urban Problems

Acting Dean  
Center for International Affairs  
Ricardo Arias

Director  
Intercollegiate Athletics  
Athletic Council and Programs  
Paul Hartman

FLORIDA INTERNATIONAL UNIVERSITY-DIVISION OF ADMINISTRATIVE AFFAIRS

President  
Charles E. Perry

Vice President for Administrative Affairs  
Donald L. McDowell  
Assistant Vice President  
Ronald G. Arrowsmith

Director  
Internal Control  
TBA

Director  
Physical Planning  
Daniel P. D'Oliveira

Controller  
William W. Fritz

Director  
Auxiliary Services  
TBA

Director  
Purchasing  
Doris Sadoff

Coordinator  
Budget  
Donald Cook

Director  
Personnel  
Donald Raymond

Director  
Campus Safety  
Harcourt Clark

Director  
Physical Plant  
Operation  
Wayland Slayton



Florida Board of Regents

BYLAWS

ARTICLE I. STATE BOARD OF EDUCATION

Section 1. Composition

(Article IX, Section 2, Florida Constitution)

The State Board of Education shall consist of the Governor and the members of the Cabinet, with such officers as provided by law.

Section 2. Supervision of Board of Regents

The Florida Board of Regents acts subject to the general supervision and control of the State Board of Education, which body shall:

- (1) Approve all rules and regulations adopted by the Board of Regents before they are filed with the Secretary of State; provided that if any rule is not disapproved by the State Board of Education within thirty (30) days of its adoption by the Board of Regents the rule shall immediately be filed with the Secretary of State;
- (2) Concur in the establishment, location and naming of new institutions or branches of institutions in the State University Systems, the establishment of which has been authorized by the Legislature;
- (3) Review the legislative budget of the Board of Regents and make recommendations thereon to the chief budget officer of the state.
- (4) Exercise general supervision over the Division of Universities to the extent necessary to insure coordination of educational plans and programs within the system of public education and resolve controversies.

Section 3. Title to Donations and Property

Title to all real property in the State University System shall be vested in and conveyed by the Board of Trustees of the Internal Improvement Trust Fund.



## ARTICLE II. BOARD OF REGENTS

### Section 1. Name and Corporate Nature

The Florida Board of Regents is a body corporate established by an act of the Florida Legislature (Chapter 67-231, Laws of Florida, 1967; Chapter 240, Florida Statutes), and it possesses all of the powers of a body corporate for the purposes created by, or that may exist under, provisions of the law.

### Section 2. Office of Record, Location of

The Board of Regents shall maintain its office of record in Tallahassee, and the Chancellor and the Corporate Secretary of the corporation shall reside in Leon County.

### Section 3. Membership

#### (1) Appointment and Qualifications

(a) The Board of Regents consists of nine members appointed by the Governor, approved by three (3) members of the Cabinet and confirmed by the Senate. An appointee to membership on the Board of Regents shall take office after his appointment by the Governor has been approved by three (3) members of the Cabinet, and his commission has been issued by the Governor.

(b) Rules and procedures for review and approval of the appointees shall be developed by the State Board of Education.

#### (2) Terms

(a) Terms of the initial membership of the Board of Regents are as follows: one member is commissioned to serve for one year beginning January 1, 1965; one member is commissioned to serve for two years beginning January 1, 1965; one member is commissioned to serve for three years beginning January 1, 1965; one member is commissioned to serve for four years beginning January 1, 1965; one



member is commissioned to serve for five years beginning January 1, 1965; one member is commissioned to serve for six years beginning January 1, 1965; one member is commissioned to serve for seven years beginning January 1, 1965; one member is commissioned to serve for eight years beginning January 1, 1965; one member is commissioned to serve for nine years beginning January 1, 1965.

- (b) Future members of the Board of Regents will be commissioned to serve terms of nine years, and they shall serve until their successors are appointed and qualified; except in case of an appointment to fill a vacancy, in which case the appointment shall be for the unexpired term.

(3) Removal

Members of the Board of Regents may be removed for cause by the Governor.

(4) Vacancies

In the case of appointment by the Governor to fill a vacancy, appointment is for the unexpired term.

Section 4. Powers and Duties

(Chapters 239, 240, 241, 243, Florida Statutes)

- (1) The Board has jurisdiction to govern, regulate, coordinate and oversee the several institutions and agencies included in the State University System.
- (2) The Board is primarily a policy-making board, establishing the policies of the University System by rules and regulations adopted by it, and delegating sufficient authority, both to the Chancellor and to the heads of the institutions and agencies, so that they shall be fully responsible for the management of the several institutions.
- (3) The Board of Regents shall have authority to appoint and remove the Chancellor and the head of each institution or agency in the State University System, and to set their compensation and other conditions of employment.



- (4) The Board of Regents in its Classification and Pay Plan for Instructional and Research and comparable Administrative and Professional positions shall provide for the appointment, employment and termination of other than Career Service personnel of the several institutions and agencies and for their compensation and other conditions of employment. Career Service personnel are governed by rules and regulations promulgated by the Department of Administration.
- (5) The Board, with concurrence of the State Board of Education, shall establish, locate and name new institutions or branches of institutions in the State University System, the establishment of which has been authorized by the Legislature.
- (6) The Board of Regents shall establish broad policies relating to the admission of students and to the types of programs and services to be provided in the State University System.
- (7) The Board, with the approval of the Department of Administration, is authorized to establish in the State Treasury a Working Capital Trust Fund for each of the individual institutions in the University System.
- (8) The Board, with the approval of the Board of Education, is authorized to create in the several institutions of the State University System, divisions of sponsored research which will serve the function of administration and promotion of the programs of research, including sponsored training programs, of the institutions at which they are located.
- (9) The Board of Regents shall provide for a plan of continuous review and evaluation of the statewide off-campus Continuing Education Program, and shall recognize continuing education programs, both on and off campus, as a normal function of the universities in the State University System.
- (10) The Board of Regents shall do all things necessary to coordinate educational television and technology in the State University System.

Section 5. Officers

(Sections 240.021 and 240.042; Florida Statutes)



- (1) The corporate officers of the Board of Regents shall be the Chairman, the Vice-Chairman, and the Corporate Secretary. The Chairman and Vice-Chairman shall be elected to a one-year term at the first regular meeting after December 31 of the year following that December, and shall assume office immediately upon election. Provided, however, that the Board shall designate by majority selection of the Board at the October meeting preceding the January date, the Chairman and Vice-Chairman who shall become their choice and who shall be elected at the January meeting and in the interim who shall be responsible for the promulgation of the upcoming program of the Board. Officers may succeed themselves. Officers may be removed at any time by the affirmative vote of a majority of the members of the Board.
- (2) The Chairman shall be selected from among the membership of the Board and shall serve as Chairman of the Executive Committee. The Chairman shall appoint the members of and serve as an ex officio voting member of all committees of the Board, execute all contracts on authority of and in the name of the Board of Regents, and transmit the annual report of the Board of Regents to the Governor.
- (3) The Vice-Chairman shall be selected from among the membership of the Board, and he shall perform the duties of the Chairman with full authority during the absence or disability of the Chairman.
- (4) The chief administrative officer of the Board of Regents shall be the Chancellor, and he shall serve on appointment by and at the pleasure of The Board of Regents. During the absence or disability of the Chancellor, the Chairman may designate a member of the staff to function as Chancellor in an acting capacity.
- (5) Upon the recommendation of the Chancellor, the Board of Regents shall elect a member of the staff of the Board to serve as the Corporate Secretary of the Board. The Corporate Secretary shall serve on election by and at the pleasure of the Board of Regents. In the absence or disability of the Corporate Secretary, the Chairman may designate another member of the staff to function as Corporate Secretary in an acting capacity.



(6) The Secretary shall:

- (a) Keep an accurate record of the proceedings of the Board;
- (b) Have custody of the corporate seal of the Board, affix it to official documents, and attest same by his signature;
- (c) Have custody of all official records and documents of the Board;
- (d) File with the Secretary of State, as required by law, a copy of these Bylaws, including any and all amendments thereto, a copy of all rules and regulations of the Board and all amendments thereto, and a copy of the constitution of each of the universities and all amendments thereto, and provide a copy of each for the members and officers of the Board of Regents and for the members of the State Board of Education;
- (e) Issue, upon direction from the Chairman of the Executive Committee, notice of all meetings of the Board of Regents to all members and officers of the Board of Regents and of the State Board of Education and to the heads of the institutions under the Board of Regents.

Section 6. Committees

(1) Executive Committee

- (a) The Executive Committee of the Board of Regents shall consist of the Chairman, the Vice-Chairman, and a member of the Board appointed by the Chairman.
- (b) The Executive Committee shall have the full authority of the Board to act during the interim between Board meetings.

(2) Standing and Special Committees

The Board of Regents shall have the following standing committees: (1) Planning; (2) Personnel; (3) Finance; (4) Facilities; (5) Programs and Communications; and (6) Special Projects. The board may create such additional standing and special committees as it seems

necessary for the discharge of its responsibilities, and the Chairman shall appoint the members of such committees in January of each year for the terms of one year (BOR approved 9/17/71).

(3) Limitation of Authority of Committees

If the Board of Regents, in regular or special meeting, authorizes a committee to act on a matter referred to it, the chairman of the committee shall report to the Board in writing the action taken; otherwise, committee action shall be reported as a recommendation for consideration and action by the Board at a regular or special meeting.

Section 7. Meetings

(1) Regular Meetings

The Board of Regents shall meet regularly at a time and place designated by the Board or the Executive Committee. Meetings of the Board of Regents shall be open to the public, and all official acts will be taken at public meetings.

(2) Special Meetings

- (a) The time, place, and purpose(s) for special meetings of the Board may be fixed by the Board of Regents at any regular or special meeting.
- (b) Special meetings may be called by the Chairman or by the Executive Committee, in which case the time, place, and purpose(s) shall be determined by the convening authority.
- (c) The business transacted at any special meeting of the Board of Regents shall be confined to such matters as have been specified in the notices to all members and officers of the Board.

(3) Notice of Meetings

- (a) Members and officers of the Board and the presidents of the institutions shall be notified in writing by the Secretary of the time and place of all meetings and the



purpose(s) of special meetings at least five days in advance of the meetings.

- (b) Members of the State Board of Education shall be provided by the Secretary with notices of all meetings of the Board of Regents.

(4) Quorum

Five members of the Board of Regents in actual attendance at meetings shall constitute a quorum for the transaction of business. No business shall be transacted without an affirmative vote of at least three members of the Board, and a majority vote of all of the members of the Board shall be required for the establishing of policy, for making rules and regulations, for the appointment of the Chancellor and presidents, and for the establishment or disestablishment of institutions, schools, or programs.

(5) Agenda

- (a) The president of each institution will provide the Chancellor with sufficient copies of each of the items to be presented to the Board. The Chancellor shall assemble the items received at least fifteen days in advance of each meeting and provide a copy of the agenda to each member of the Board prior to the meeting.
- (b) The Chancellor shall provide the Board with his recommendations on each of the items included in the agenda for each meeting.
- (c) Items received by the Chancellor less than fifteen days in advance of a meeting of the Board shall be held for the agenda of a subsequent meeting, except that such items may be presented to the Board by the Chancellor in emergencies.

(6) Order of Business

The regular order of business at meetings of the Board of Regents shall be:

- (a) Roll Call
- (b) Consideration of Minutes



- (c) Report of the Executive Committee
- (d) Reports of Other Committees
- (e) Report and Recommendations of the Chancellor
- (f) Special Reports
- (g) Appeals and Hearings

(7) Parliamentary Rules

Roberts Rules of Order shall be followed in conducting the meetings of the Board of Regents, unless otherwise provided by the Board.

(8) Individual or Group Hearings

Any individual or organized group who desires to appear before the Board of Regents shall state in writing the purpose of such appearance and the name of each person who is to appear as a spokesman. The statement shall be filed with the Chancellor at least twenty days in advance of the meeting at which the appearance is desired in order that it may be included in the agenda for the meeting.

(9) Visitation

The Board shall visit each of the institutions under its jurisdiction at least once each year.

Florida Statutes

240.001 Board of Regents; legislative intent; aims.

- (1) The Board of Regents of the Division of Universities of the Department of Education is granted the necessary powers to govern, regulate, coordinate, and oversee the institutions and agencies in the State University System in order to attain the most effective accomplishment of the lawful aims of education. These lawful aims include but are not limited to such objectives as the following:
- (a) To train students and faculty for leadership and superior service in public service, science, agriculture, commerce, and industry;
  - (b) To develop students to well-rounded maturity, physically, socially, emotionally, spiritually, intellectually, and vocationally;
  - (c) To develop, refine, and teach ethical and cultural values;
  - (d) To provide the fullest possible realization of democracy in every phase of living;
  - (e) To teach principles of patriotism, civil obligation, and respect for the law;
  - (f) To teach the practice of excellence in thought, behavior, and performance;
  - (g) To develop and teach lawful methods of change and improvement in the existing political and social order;
  - (h) To provide by study and research for increase of knowledge;
  - (i) To provide by study and research for development and improvement of technology, production, and distribution for increased state production of goods and services; and
  - (j) To transfer the wealth of knowledge and tradition from one generation to another.
- (2) It is the intent of the legislature that the Board shall be primarily a policy-making Board, establishing the policies of the State University System by rules and



regulations adopted by it for the lawful aims of education and providing sufficient authority and assistance to its staff and to the heads of the institutions and agencies so that they shall be fully responsible for the management of the several institutions and agencies.

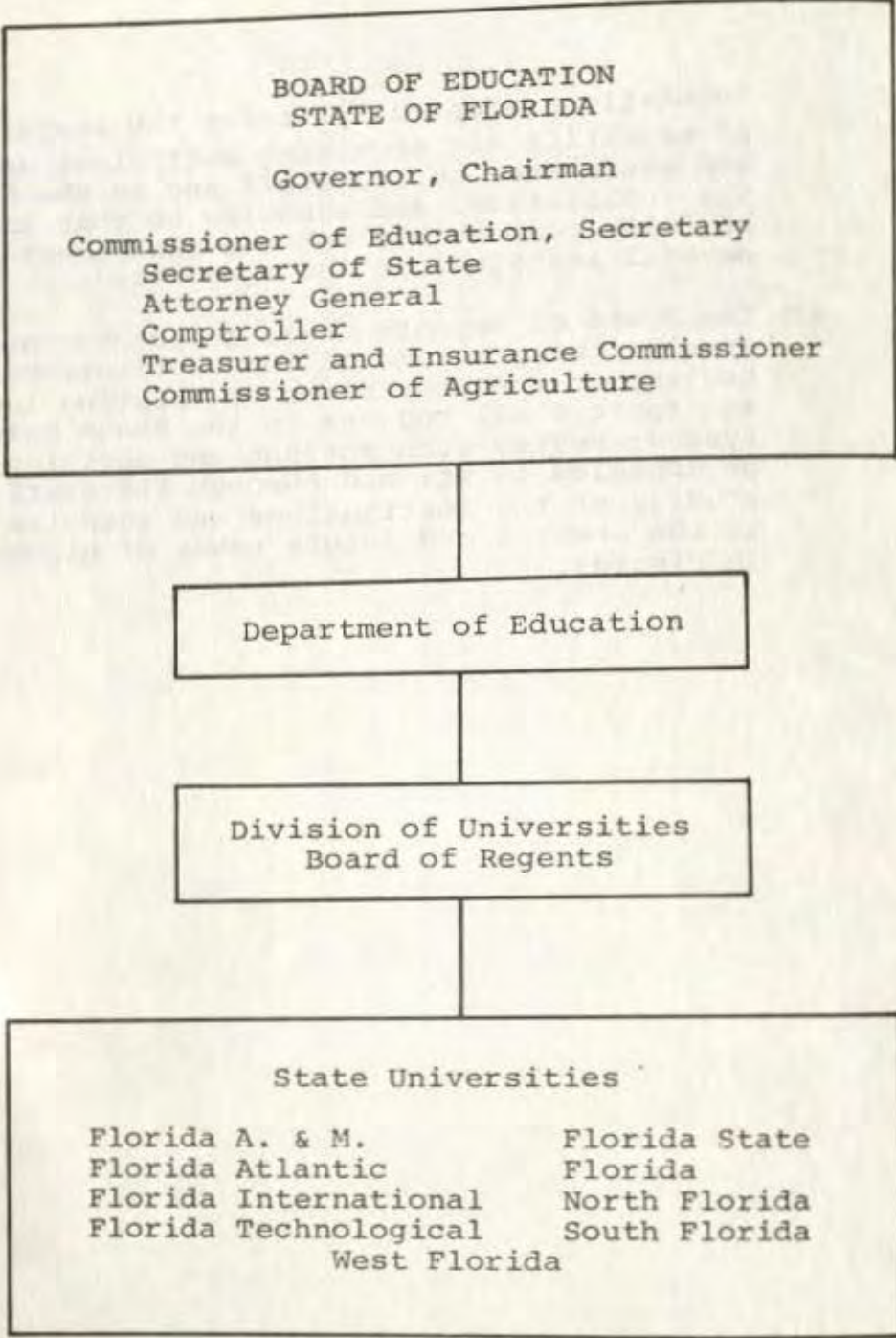
- (3) The Board of Regents shall select the heads and approve the programs of the institutions and agencies, subject to the provisions of existing law; review and approve all budgets in the State University System; review such actions and decisions as may be appealed to it; and through its staff conduct studies of the institutions and agencies as related to the present and future needs of higher education in Florida.

STATE BOARD OF REGENTS  
1901-1902

STATE BOARD OF REGENTS  
1903-1904

STATE BOARD OF REGENTS  
1905-1906





STATE BOARD OF EDUCATION

Reubin O'D Askew, Governor  
President, State Board of Education

Floyd T. Christian, Commissioner of Education

Richard Stone, Secretary of State

Robert Shevin, Attorney General

Thomas O'Malley, State Treasurer

Fred O. Dickinson, Jr., Comptroller

Doyle Conner, Commissioner of Agriculture

FLORIDA BOARD OF REGENTS

Marshall M. Criser, Chairman  
Palm Beach

James J. Gardener, Vice Chairman  
Ft. Lauderdale

J. J. Daniel  
Jacksonville

Chester H. Ferguson  
Tampa

E. W. Hopkins, Jr.  
Pensacola

D. Burke Kibler, III.  
Lakeland

Jack McGriff  
Gainesville

Julius F. Parker, Jr.  
Tallahassee

Mrs. Carolyn Pearce  
Miami



Florida International University

Board of Advisors

January 1, 1974

<u>Member</u>	<u>Community Position</u>
Horacio Aguirre	Editor and Manager, Diario Las Americas
James M. Brown	Vice President, Southern Bell
Alvah H. Chapman, Jr.	President, Miami Herald
William S. Frates	Frates, Floyd, Pearson, Stewart, Proenza and Richman
Lester Freeman	Executive Vice President, Greater Miami Chamber of Commerce
Theodore R. Gibson	Pastor, Christ Episcopal Church
Ray Goode	Manager, Dade County, Florida
Enrique H. Gutierrez	Chairman of the Board, EHG Enterprises
Charles Harris	AFL-CIO
Daniel N. Heller	Attorney
Paul L. E. Helliwell	Helliwell, Melrose, and Dewolf Professional Association
Steve Hudson	Senior Vice President and Director, United First Florida Banks, Inc.
R. Kirk Landon	President, American Bankers Life Assurance Company
T. D. Lumpkin	Gulf Oil Corporation - Latin America
Sylvan Meyer	Former Editor, the <u>Miami News</u>
Leslie P. Pantin	Pantin Insurance Company
Julius W. Phoenix, Jr.	Haskins and Sells, International Department
Athalie Range	Range Funeral Home
Joseph Robbie	Managing Partner, Miami Dolphins, Ltd.
William S. Ruben	President, Jordan Marsh
Dave Schornstein	President, Dow Chemical-Latin America
George A. Smathers	Smathers and Thompson
Thomas Wasmuth	Chairman of the Board, Burdine's
S. Hayward Wills	President and Chairman of the Board GAC Corporation
Sonny Wright	President, Universal Real Estate, Inc.
Charles J. Zwick	President, Southeast Banking Corporation



Florida International University  
 CHIEF ADMINISTRATIVE OFFICERS, 1973-74

<u>Function</u>	<u>Name</u>	<u>Exact Title</u>
President	Charles E. Perry	President
Academic Affairs	William T. Jerome III	Vice President for Academic Affairs
Administrative Affairs	Donald L. McDowell	Vice President for Administrat- ive Affairs
Community Affairs	Glenn A. Goerke	Vice President for Community Affairs
Arts and Sciences	Butler H. Waugh	Dean of the Col- lege of Arts and Sciences
Business and Orga- nizational Sciences	George B. Simmons	Dean of the School of Business and Organizational Sci- ences
Education	G. Wesley Sowards	Dean of the School of Education
Health and Social Services	Vandon E. White	Dean of the School of Health and Social Services
Hotel, Food and Travel Services	Gerald W. Lattin	Dean of the School of Hotel, Food and Travel Services
Technology	Robert W. Ellis	Dean of the School of Technology
Special Programs	Jules O. Pagano	Dean of the Divi- sion of Special Pro- grams, and Associate Vice President for Community Affairs

University Services  
and Continuing Edu-  
cation

Ulysses Van Spiva

Acting Dean of  
the Division  
of University  
Services and  
Continuing Edu-  
cation, and Exe-  
cutive Assistant  
to the President

Student Services

Sandra J. Clark

Dean of the Divi-  
sion of Student  
Services

Library

Howard W. Cordell ✓

Director of Lib-  
raries

Public Relations,  
Alumni Information,  
Foundation

Marie W. Anderson

Dean of Univer-  
sity Relations  
and Development

Environmental and  
Urban Problems

John DeGrove

Dean of the Joint  
Center for Envir-  
onmental and Urba  
Problems

Ruth Weiner

Associate Dean

International  
Affairs

(To be appointed) ✓

Director of Inter-  
national Affairs

Registration,  
Catalog, Scheduling

Ronald C. Butler

Registrar, and Di-  
rector of Academic  
Operations

Admissions

Douglas Hartnagel

Director of Admis-  
sions and Community  
College Relations

Institutional  
Research

Nancy Goodwin

Director of Insti-  
tutional Research

Data Center

E.G. Edson, Jr.

Director of the  
Southeast Regional  
Data Center

Self-Study and  
Accreditation

Richard H. Konkell

Director of Accreditation



FLORIDA INTERNATIONAL UNIVERSITY

Section III Exhibits

FOREIGN STUDENT COMMUNICATIONS

EDUCATIONAL PROGRAM



ROBERTSON & COMPANY

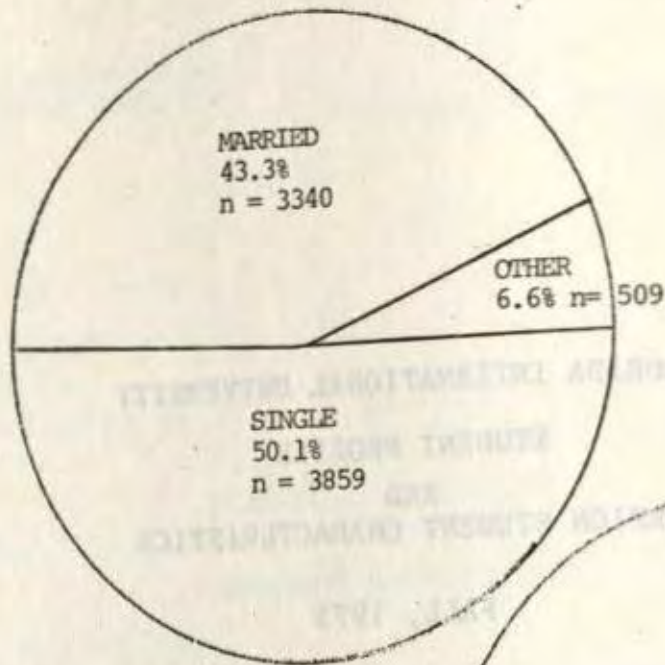
ROBERTSON & COMPANY

—

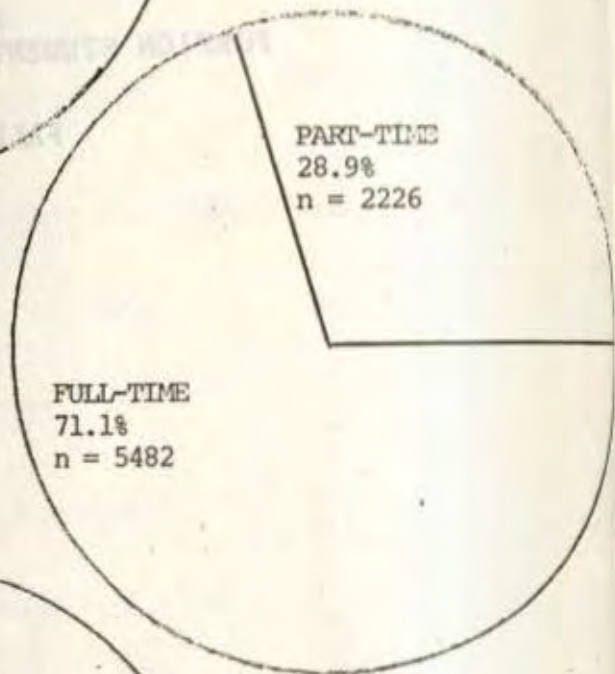
FLORIDA INTERNATIONAL UNIVERSITY  
STUDENT PROFILE  
AND  
FOREIGN STUDENT CHARACTERISTICS  
FALL, 1973

FALL, 1973  
TOTAL UNDERGRADUATE SUMMARY N = 7708

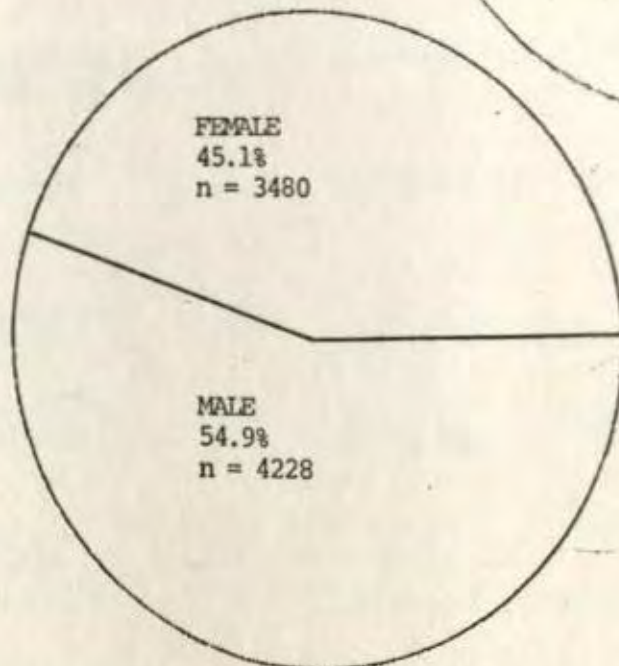
ANALYSIS  
OF MARITAL  
STATUS



ANALYSIS OF PART-TIME AND  
FULL-TIME STUDENTS



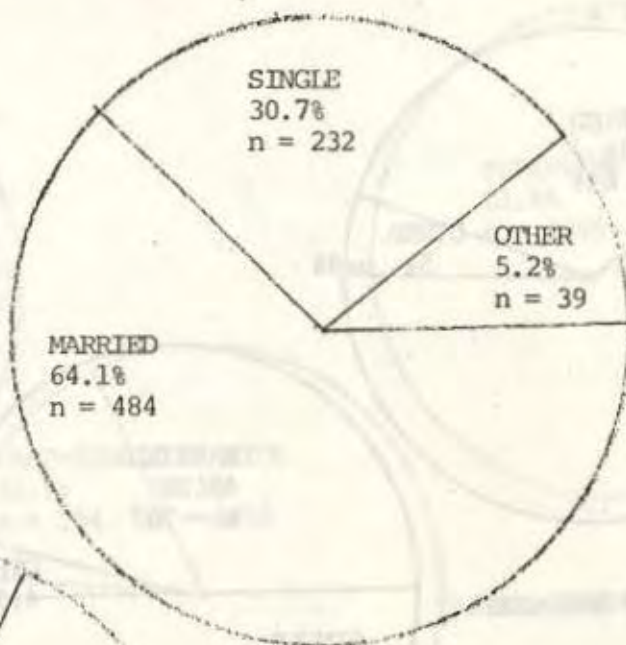
ANALYSIS OF SEX



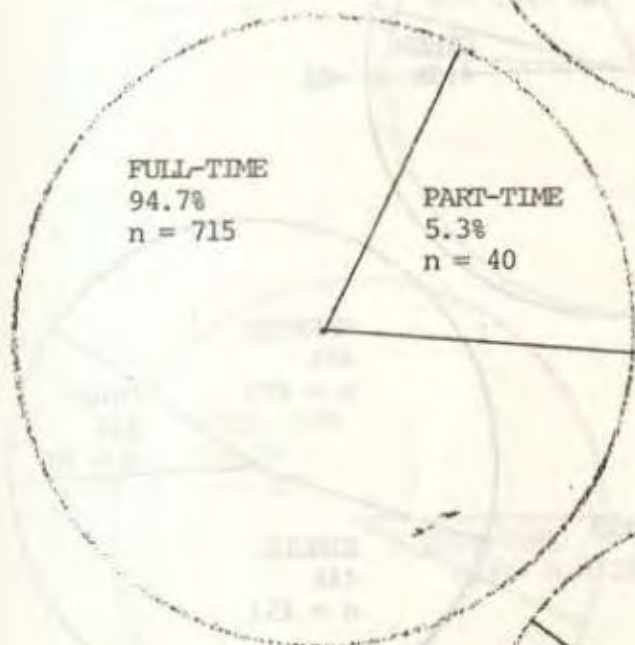


N = 755

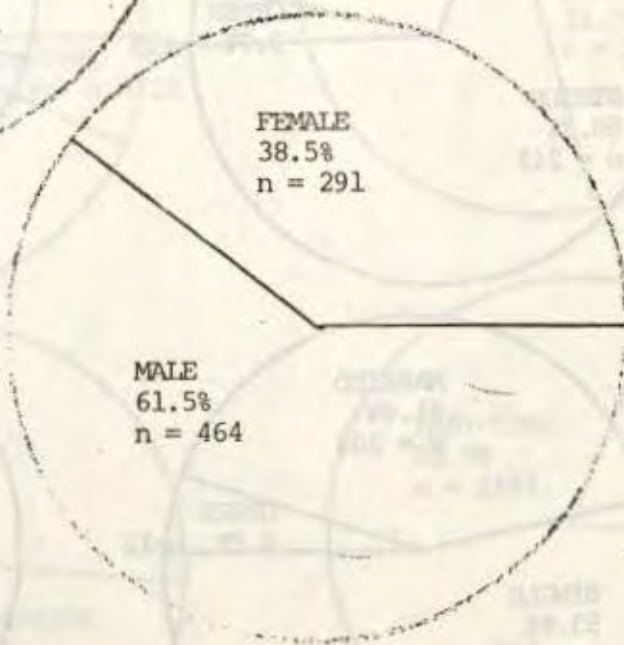
ANALYSIS OF MARITAL STATUS



ANALYSIS OF PART-TIME AND FULL-TIME STUDENTS



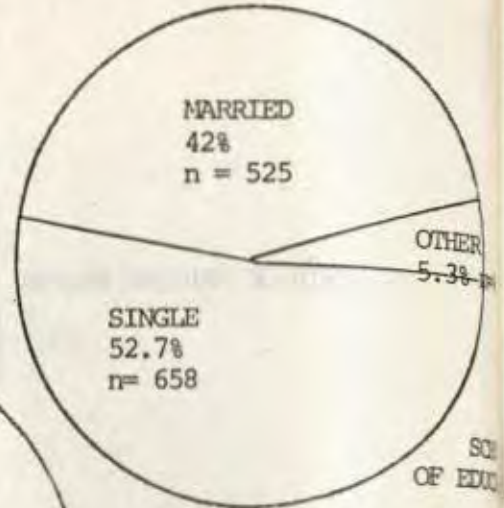
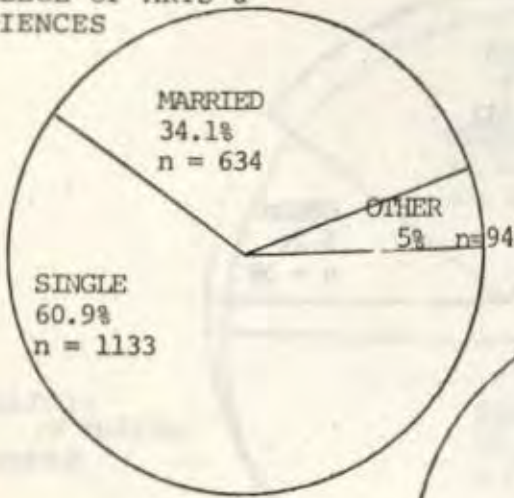
ANALYSIS OF SEX



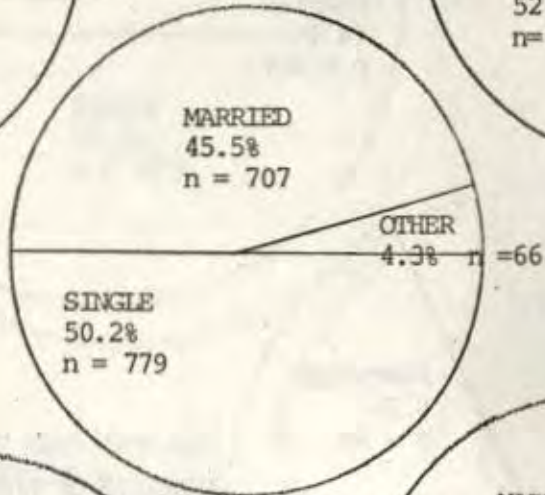
MARITAL STATUS ANALYSIS BY SCHOOL OR COLLEGE AND SPECIAL STUDENTS

UNDERGRADUATE ----- FALL 1973

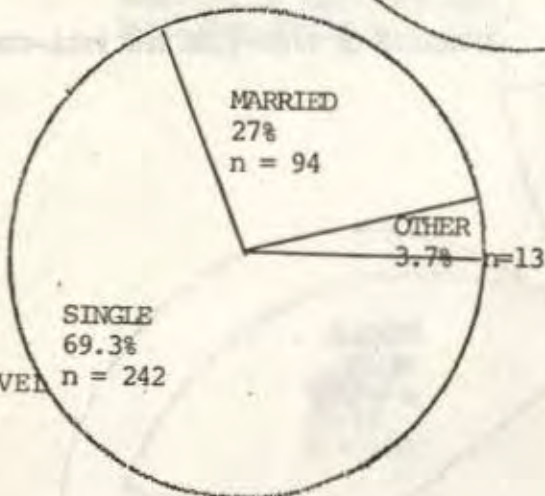
COLLEGE OF ARTS & SCIENCES



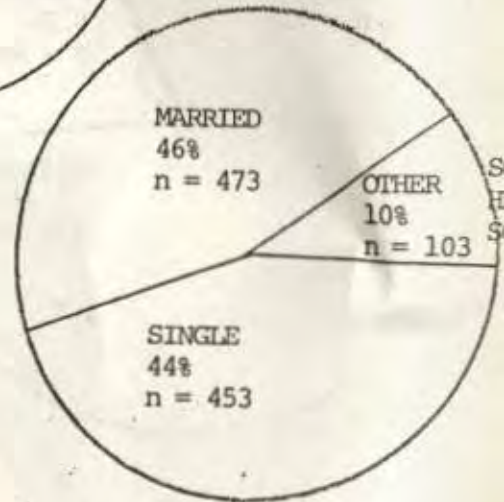
SCHOOL OF BUSINESS



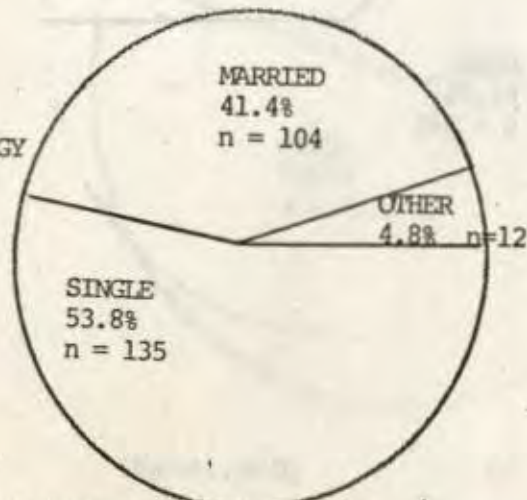
SCHOOL OF HOTEL, FOOD & TRAVEL



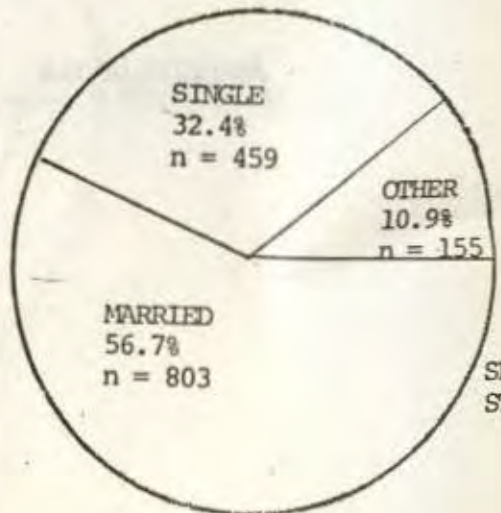
SCHOOL OF HEALTH & SOCIAL SERVICES



SCHOOL OF TECHNOLOGY



SPECIAL STUDENTS



NOT INCLUDED IN TOTAL ARE: 40 EXTERNAL STUDENTS

(Continued)

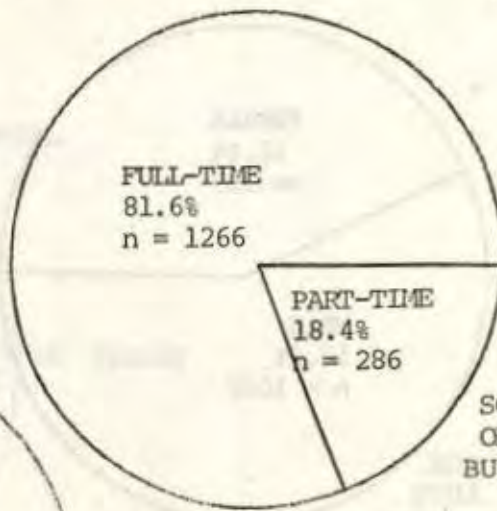
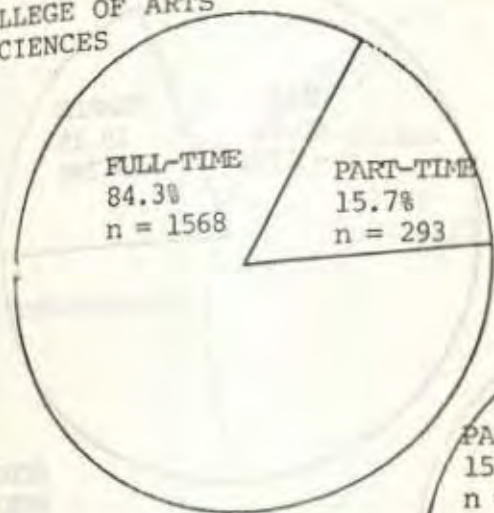


PERCENT OF PART TIME/FULL-TIME STUDENTS IN ATTENDANCE BY SCHOOL OR COLLEGE

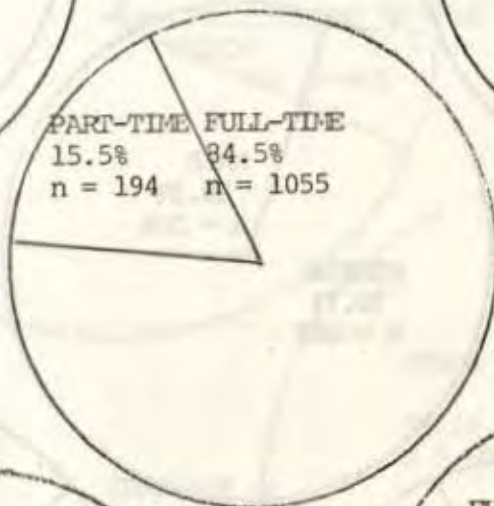
AND SPECIAL STUDENTS

UNDERGRADUATES-----FALL, 1973

COLLEGE OF ARTS  
SCIENCES

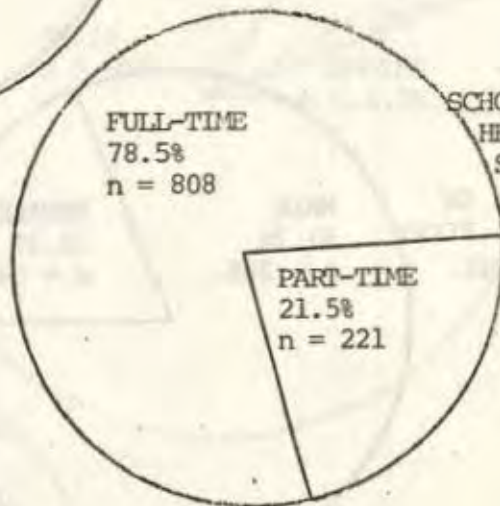
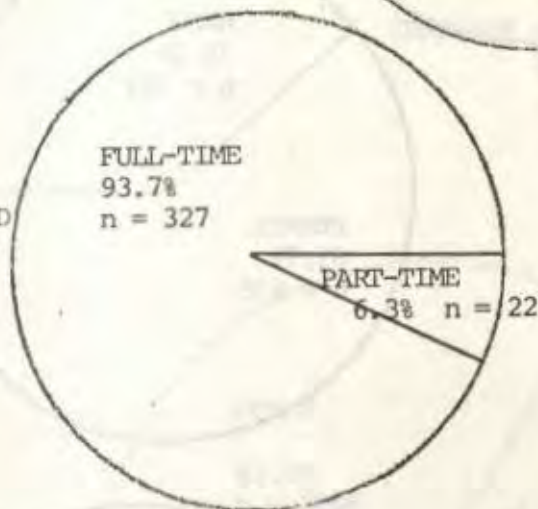


SCHOOL OF  
BUSINESS



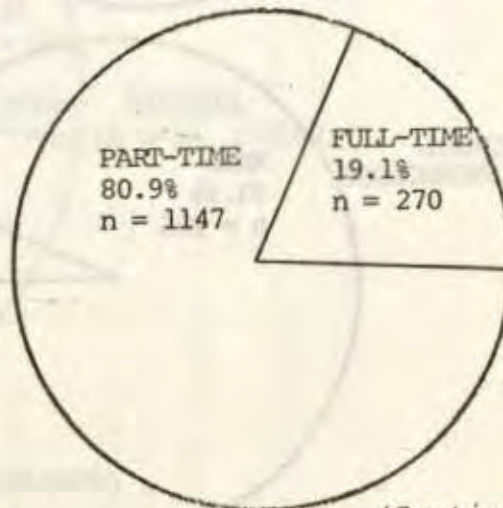
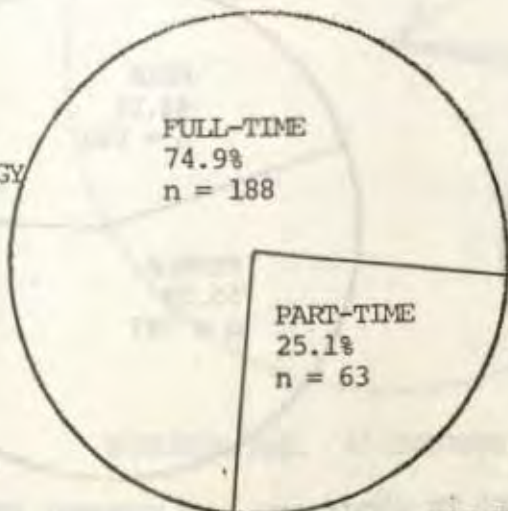
SCHOOL OF EDUCATION

SCHOOL OF  
HOTEL, FOOD  
AND TRAVEL



SCHOOL OF  
HEALTH &  
SOCIAL  
SERVICES

SCHOOL  
OF TECHNOLOGY



SPECIAL  
STUDENTS

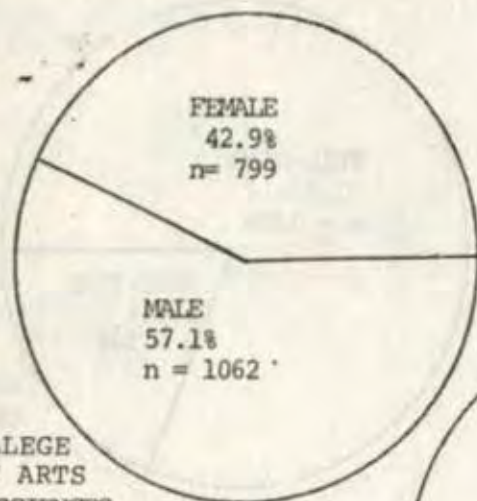
(Continued)

NOT INCLUDED IN TOTAL ARE: 40 EXTERNAL STUDENTS

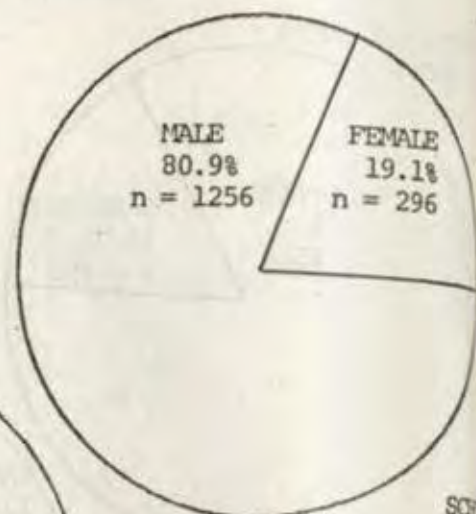


ANALYSIS OF SEX BY SCHOOL OR COLLEGE AND SPECIAL STUDENTS -

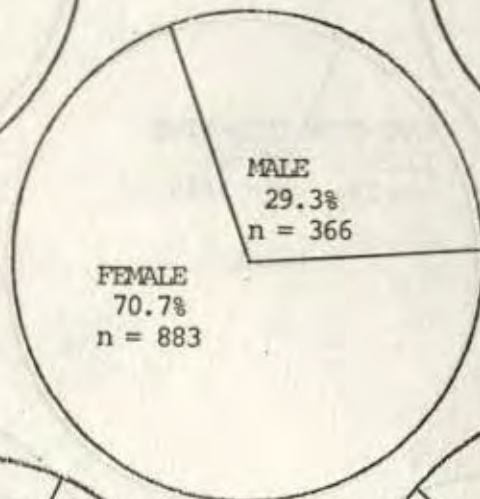
UNDERGRADUATE-----FALL 1973



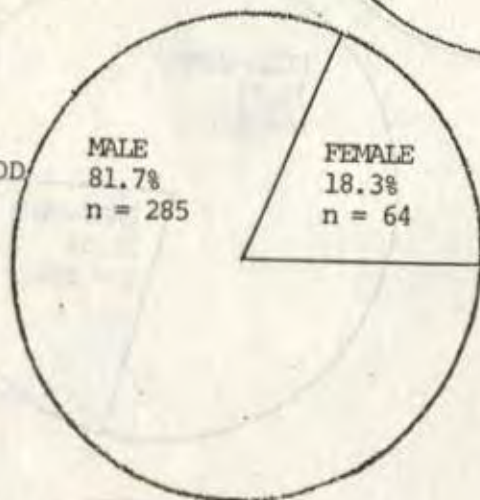
COLLEGE OF ARTS & SCIENCES



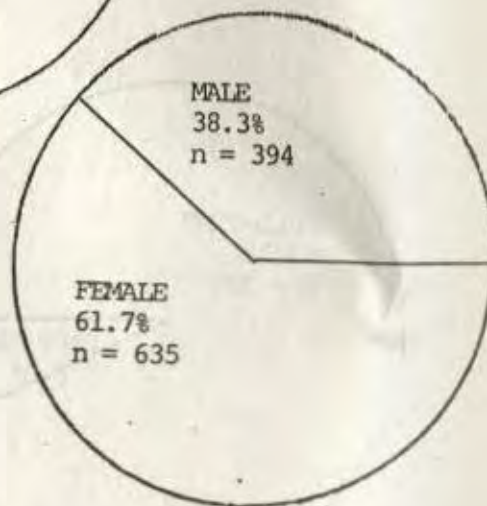
SCHOOL OF BUSINESS



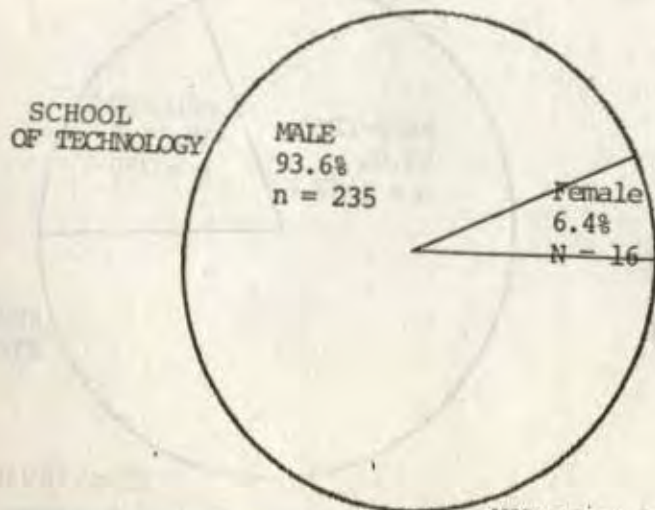
SCHOOL OF EDUCATION



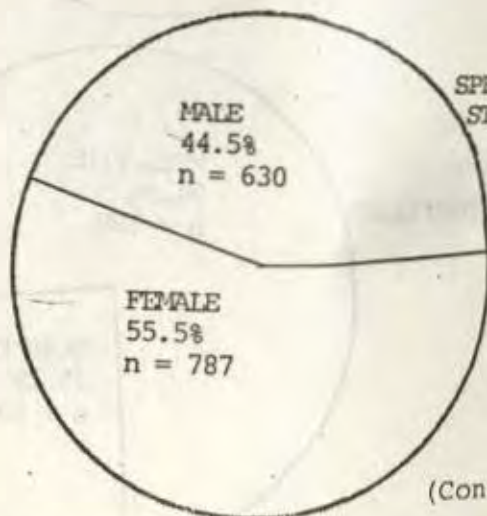
SCHOOL OF HOTEL, FOOD & TRAVEL



SCHOOL OF HEALTH & SOCIAL SERVICES



SCHOOL OF TECHNOLOGY



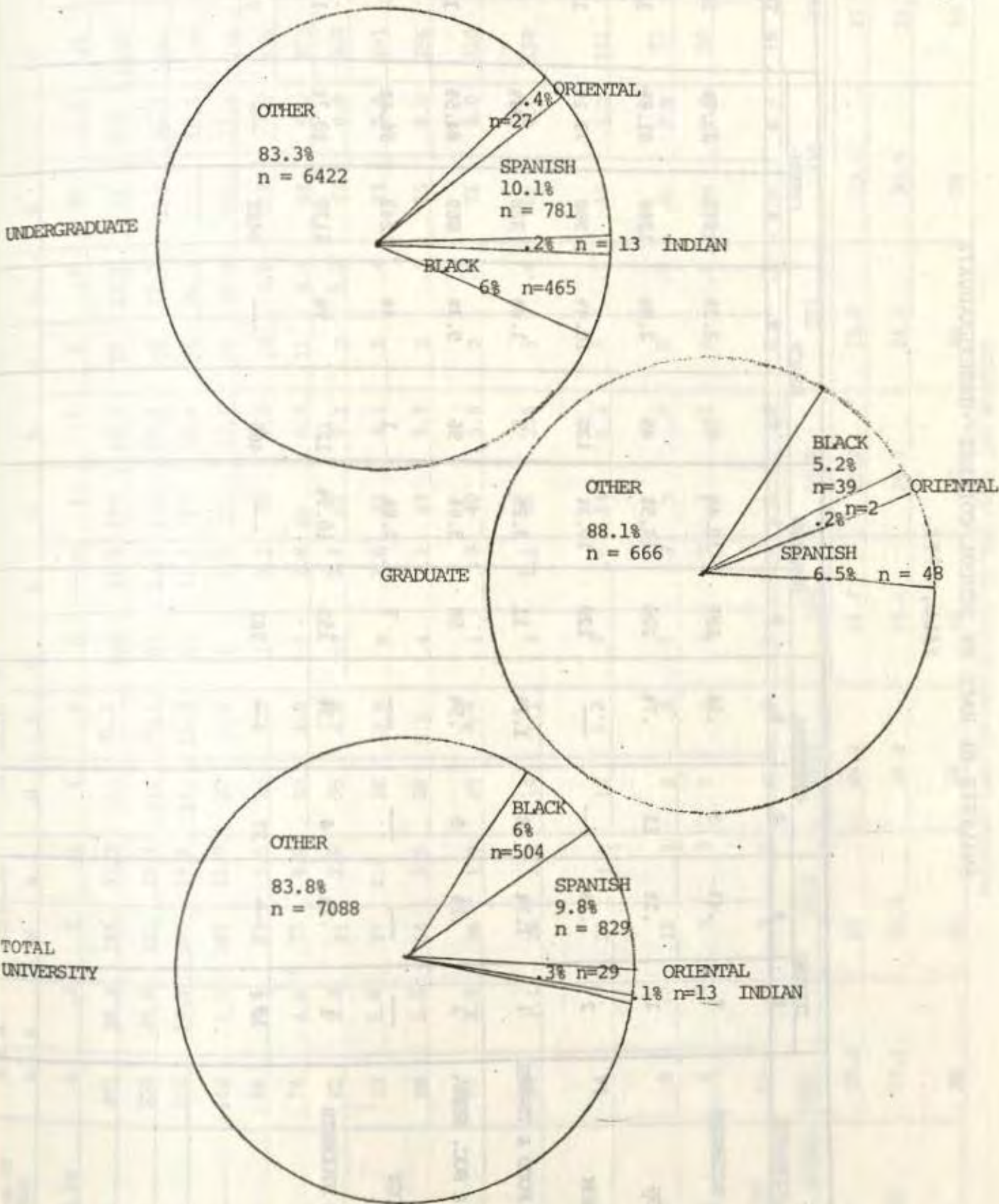
SPECIAL STUDENTS

NOT INCLUDED IN TOTALS ARE: 40 EXTERNAL STUDENTS

(Continued)

ANALYSIS OF RACE----UNDERGRADUATE, GRADUATE, AND TOTAL UNIVERSITY

FALL, 1973 N = 8463



EXCLUDED ARE: 40 EXTERNAL DEGREE STUDENTS



ANALYSIS OF RACE BY SCHOOL/COLLEGE--UNDERGRADUATE  
FALL, 1973

SCHOOL/COLLEGE	INDIAN		ORIENTAL		SPANISH		BLACK		OTHER		TOTAL
	#	%	#	%	#	%	#	%	#	%	
ARTS & SCIENCES	7	.4%	3	.2%	195	10.4%	61	3.3%	1595	85.7%	1861
BUSINESS	1	.1%	11	.7%	226	14.5%	45	2.9%	1269	81.8%	1552
EDUCATION	2	.2%	—	—	129	10.3%	130	10.4%	988	79.1%	1249
HOTEL, FOOD & TRAVEL	1	1.1%	4	1.1%	11	3.2%	5	1.4%	328	94%	349
HEALTH & SOC. SERV.	1	.1%	5	.5%	58	5.6%	96	9.3%	869	84.5%	1029
TECHNOLOGY	—	—	—	—	7	2.8%	1	4%	243	96.8%	251
SPECIAL STUDENTS	1	.1%	4	.3%	155	10.9%	127	9%	1130	89.7%	1417
TOTAL	13	—	27	—	781	—	465	—	6422	—	7708

37

(Continued)



YEAR OF AGE	A & S		BUSINESS		EDUCATION		HOT. F. & T.		HEA. & S.S.		TECHNOLOGY		SPECIAL		TOTAL	
	N	%	N	%	N	%	N	%	N	%	N	%	N	%	N	%
UNDER 18	4	.2	1	.1	1	.1	0	—	1	.1	2	.8	40	2.8	49	.6
18-20	491	26.4	345	22.2	393	31.5	120	34.4	170	16.5	58	23.1	61	4.3	1638	21.3
21-23	550	29.6	321	20.7	313	25.1	83	23.8	189	18.4	56	22.3	182	12.9	1694	22.0
24-26	322	17.3	307	19.8	142	11.4	61	17.5	169	16.4	66	26.3	231	16.3	1298	16.8
27-29	143	7.7	185	11.9	82	6.6	30	8.6	111	10.8	25	10.0	158	11.2	734	9.5
30-32	86	4.6	85	5.5	56	4.5	11	3.2	75	7.3	20	8.0	102	7.2	435	5.6
33-35	74	4.0	75	4.8	50	4.0	9	2.6	66	6.4	11	4.4	88	6.2	373	4.8
36-38	42	2.3	43	2.8	60	4.8	12	3.4	52	5.1	3	1.2	92	6.5	304	3.9
39-41	33	1.8	37	2.4	36	2.9	9	2.6	42	4.1	1	.4	83	5.9	241	3.1
42-44	28	1.5	54	3.5	26	2.1	4	1.1	57	5.5	2	.8	85	6.0	256	3.3
45-47	27	1.5	26	1.7	43	3.4	1	.3	40	3.9	2	.8	71	5.0	210	2.7
48-50	20	1.1	28	1.8	14	1.1	4	1.1	26	2.5	1	.4	65	4.6	158	2.1
51-53	14	.8	20	1.3	15	1.2	2	.6	14	1.4	2	.8	44	3.1	111	1.4
54-57	9	.5	11	.7	8	.6	1	.3	7	.7	0	.0	41	2.9	77	1.0
58-UP	4	.2	7	.5	2	.2	1	.3	2	.2	0	.0	34	2.4	50	.7
NO DATE	14	.8	7	.5	8	.6	1	.3	8	.8	2	.8	38	2.7	78	1.0
TOTAL NUMBER	1861		1552		1249		349		1029		251		1415		7706	
MEAN	25.2		27		26.2		24.7		29.2		25.0		33.1		27.5	
MEDIAN	23.2		24.9		22.8		22.6		26.7		24.4		30.5		24.7	
MODE	20		20		20		20		20		20		24		20	

EXCLUDED ARE: 37 APPLICANTS IN THE OVER 100 BRACKET

(Continued)



## AGE DISTRIBUTION BY SCHOOL OR COLLEGE

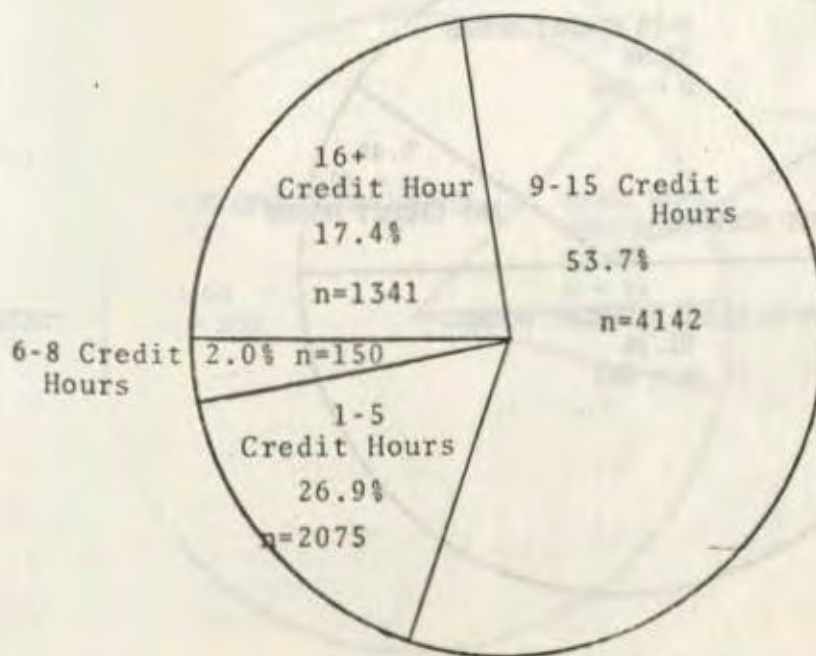
GRADUATE FALL, 1973

AGE	BUSINESS		EDUCATION		HOTEL		TOTAL	
	N	%	N	%	N	%	N	%
UNDER 18	0	0	0	0	0	0	0	0
18-20	6	1.5	3	.9	0	0	9	1.2
21-23	76	19.2	56	16.0	3	30	135	17.9
24-26	114	28.8	92	26.4	2	20	208	27.6
27-29	71	17.9	48	13.8	2	20	121	16.0
30-32	39	9.8	39	11.2	2	20	80	10.6
33-35	30	7.6	25	7.2	1	10	56	7.4
36-38	20	5.1	24	6.9	0	0	44	5.8
39-41	16	4.0	17	4.9	0	0	33	4.4
42-44	11	2.8	13	3.7	0	0	24	3.2
45-47	2	.5	13	3.7	0	0	15	2.0
48-50	4	1.0	10	2.9	0	0	14	1.9
51-53	5	1.3	5	1.4	0	0	10	1.3
54-57	1	.3	3	.9	0	0	4	.5
58 UP	0	0	1	.3	0	0	1	.1
NO DATE	1	.3	0	0	0	0	1	.1
TOTAL #	396		349		10		755	
MEAN	28.7		30.7		27.0		29.6	
MEDIAN	27.0		28.6		27.0		27.6	

(Continued)

PERCENT OF CREDIT HOURS ATTENDING  
UNDERGRADUATES  
FALL, 1973

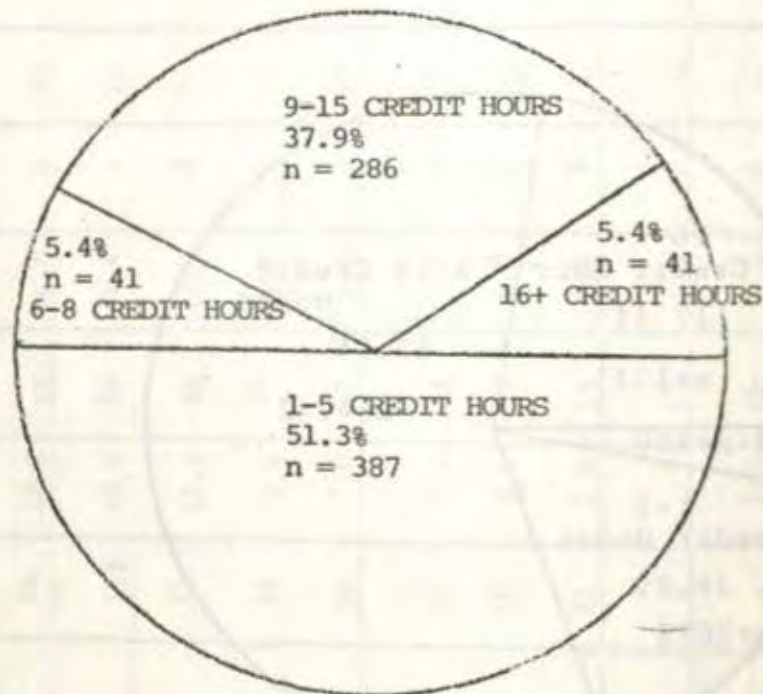
SCHOOL/COLLEGE	1 - 5	6 - 8	9 - 15	16+	TOTAL
ARTS & SCIENCES	259	33	1129	440	1861
BUSINESS	265	21	1028	238	1552
EDUCATION	184	10	824	231	1249
HEALTH & SOC.SERV.	200	21	631	177	1029
HOTEL, FOOD & TRAVEL	21	1	155	172	349
TECHNOLOGY	39	24	134	54	251
SPECIAL STUDENTS	1107	40	241	29	1417
TOTAL	2075	150	4142	1341	7708



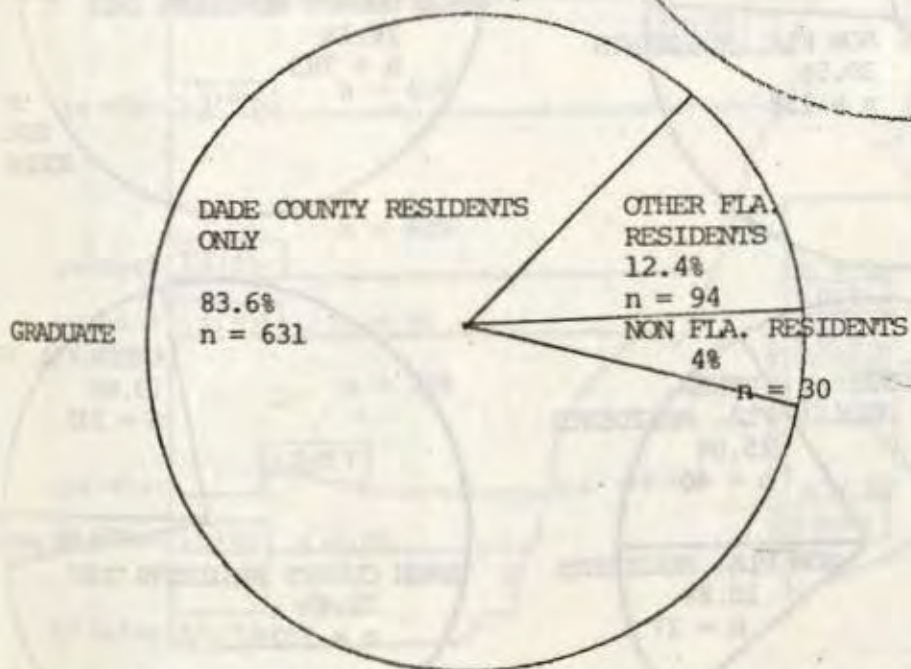
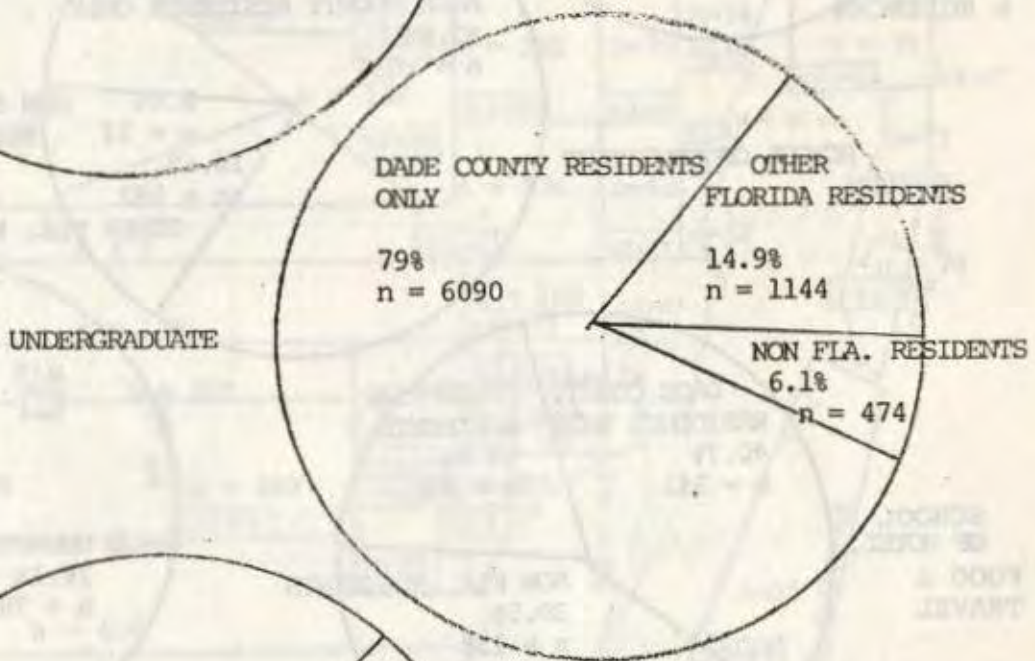
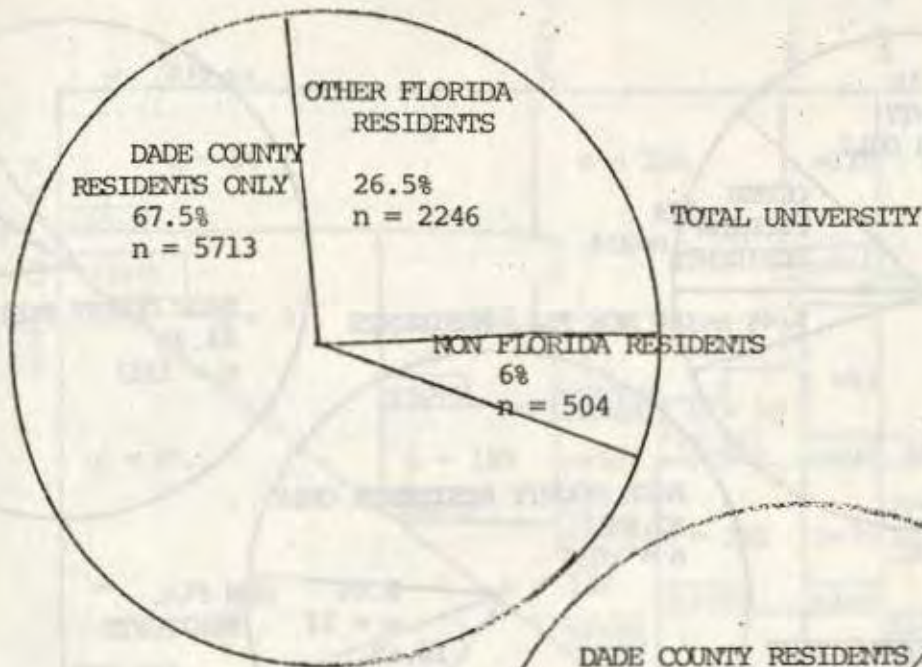


GRADUATES

SCHOOL OR COLLEGE	1-5	6-8	9-15	16+	TOTAL
BUSINESS	201	2	186	7	396
EDUCATION	184	39	97	29	349
HOTEL, FOOD, & TRAVEL	2	0	3	5	10
TOTAL	387	41	286	41	755



ANALYSIS OF PERMANENT RESIDENCE OF STUDENTS TOTAL UNIVERSITY, UNDERGRADUATES  
AND GRADUATES ----- FALL, 1973 N = 8463

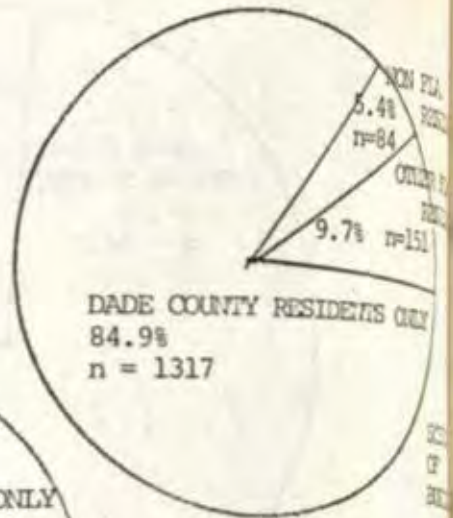
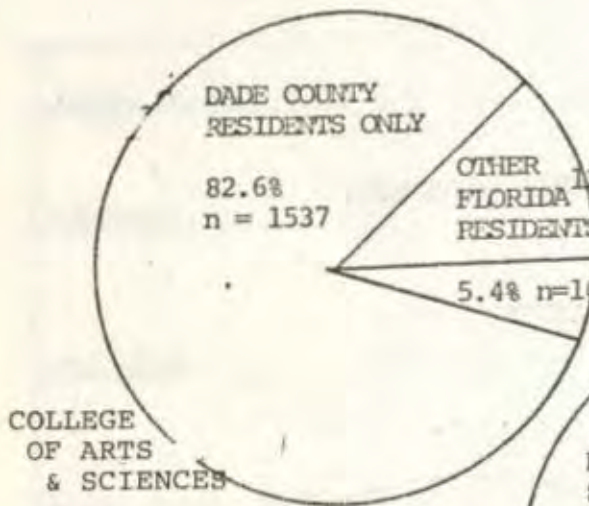


EXCLUDED: 40 EXTERNAL DEGREE UNDERGRADUATE STUDENTS

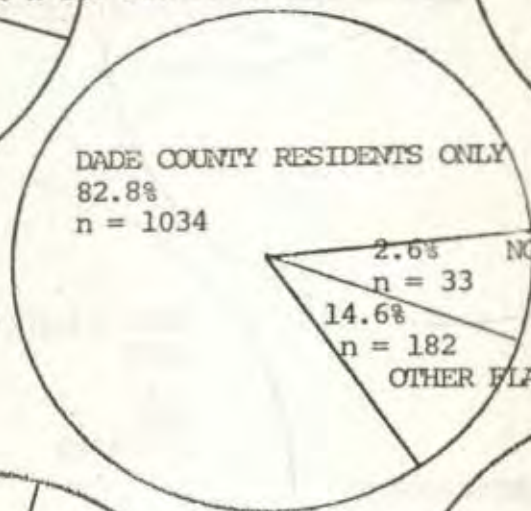


PERMANENT RESIDENCE OF STUDENTS BY SCHOOL OR COLLEGE UNDERGRADUATES

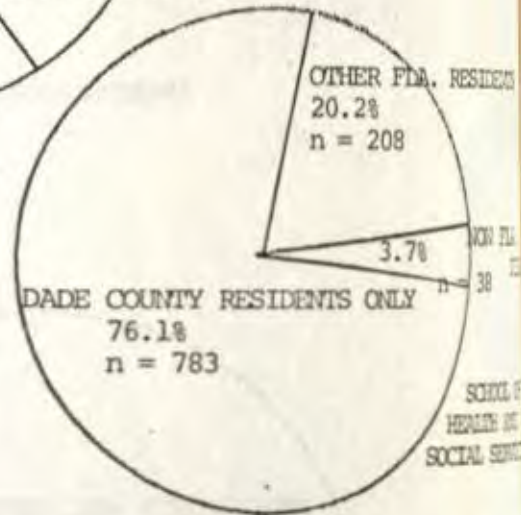
FALL, 1973



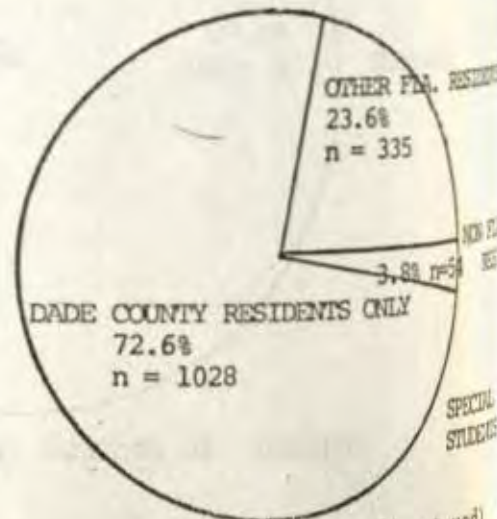
SCHOOL OF EDUCATION



SCHOOL OF HOTEL, FOOD & TRAVEL



SCHOOL OF TECHNOLOGY



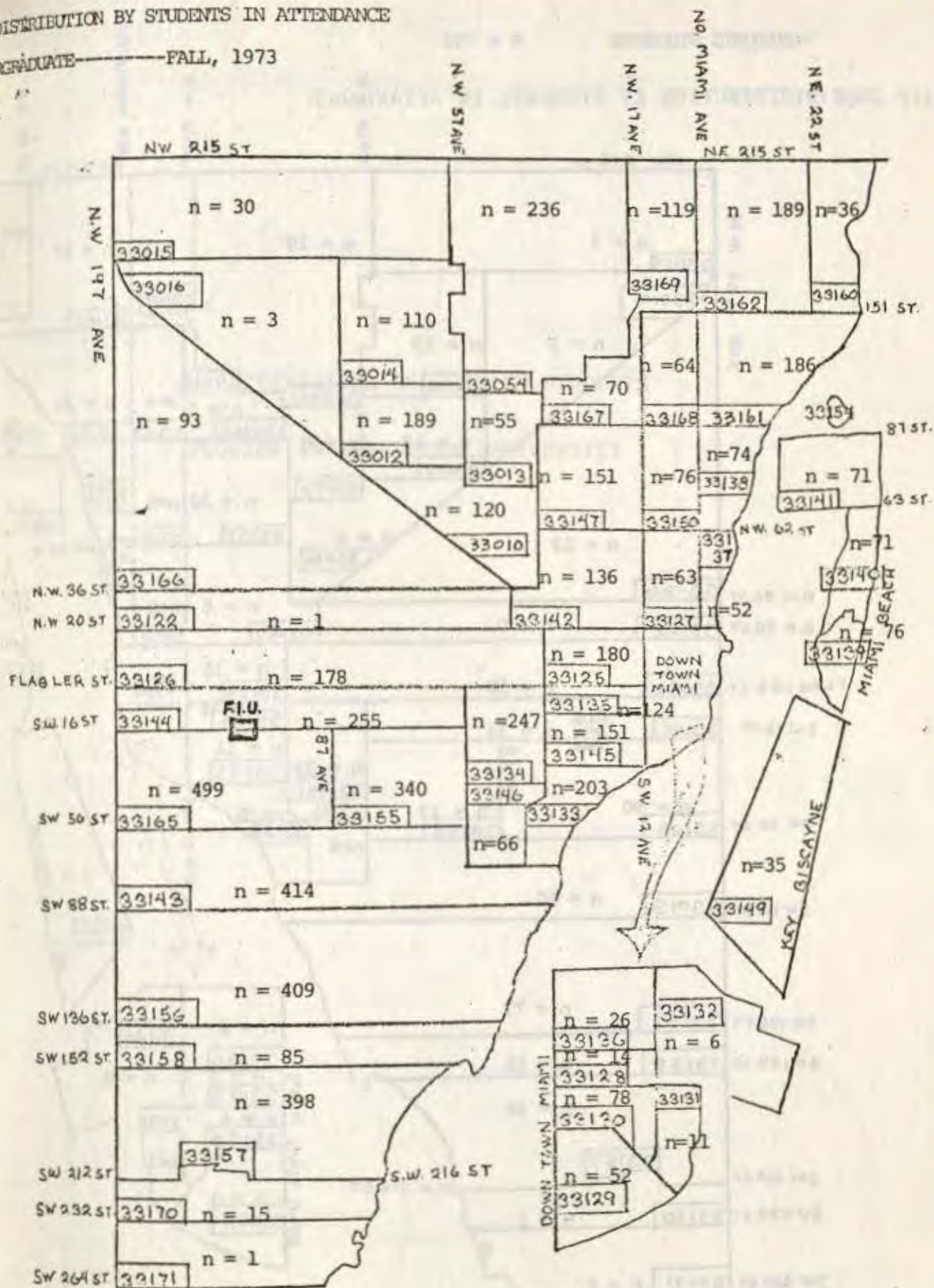
SCHOOL OF HEALTH & SOCIAL SERVICES

EXCLUDED: 40 EXTERNAL DEGREE STUDENTS

(Continued)



POPULATION DISTRIBUTION BY STUDENTS IN ATTENDANCE  
 UNDERGRADUATE — FALL, 1973

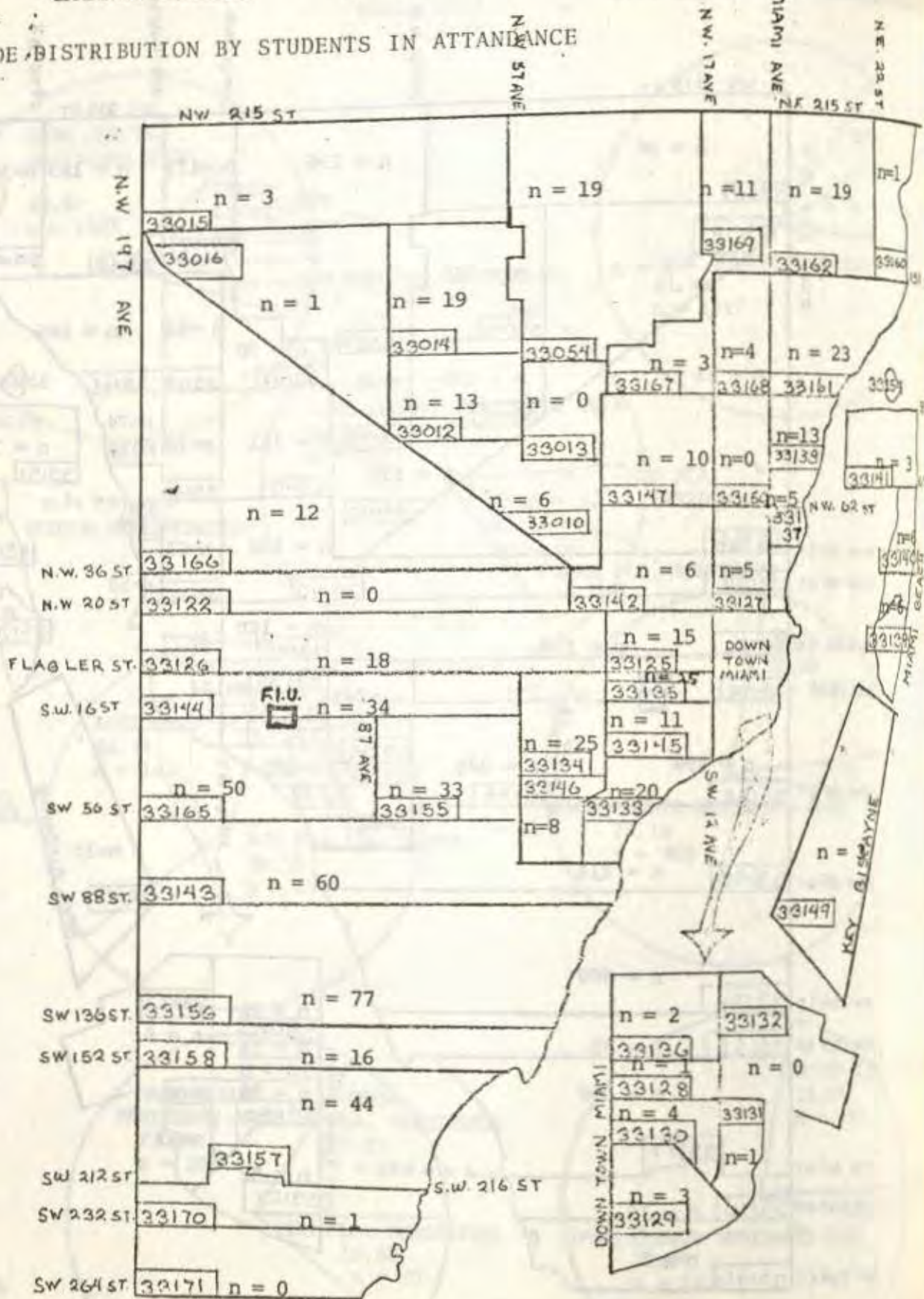


40 External Degree students excluded from analysis  
 1151 Students reside within Florida but outside map area  
 474 Students reside outside the state of Florida

(Continued)



ZIP CODE DISTRIBUTION BY STUDENTS IN ATTENDANCE



95 Students reside outside map area  
 30 Students reside outside the state of Florida

(Continued)

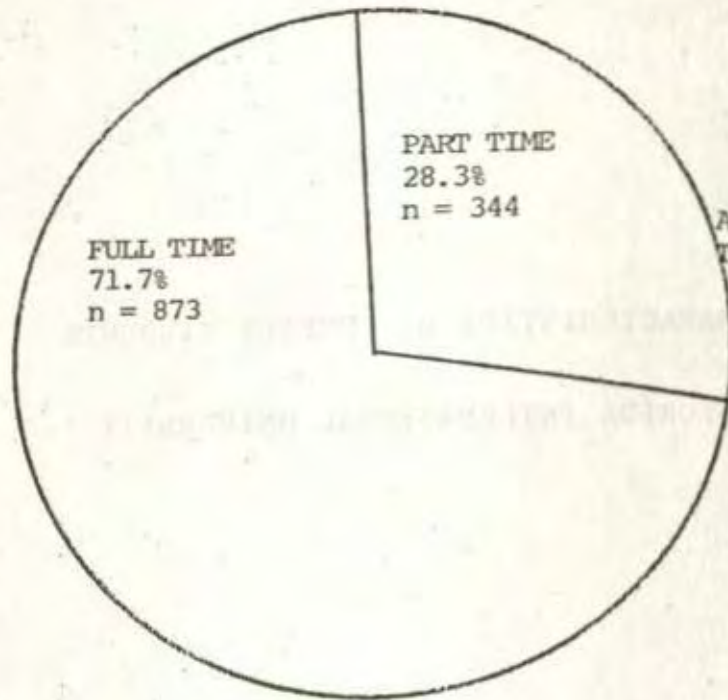
CHARACTERISTICS OF FOREIGN STUDENTS

FLORIDA INTERNATIONAL UNIVERSITY

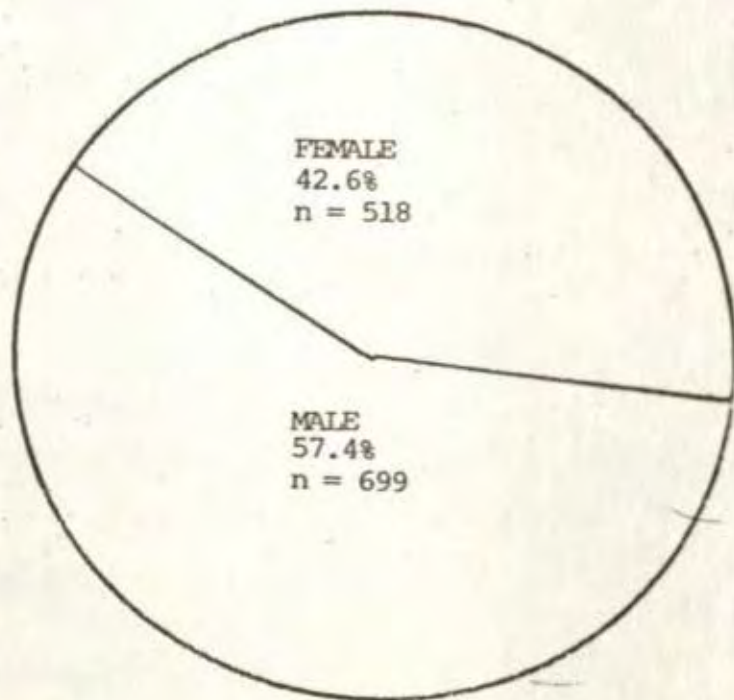


TOTAL UNDERGRADUATE SUMMARY - FOREIGN STUDENTS

FALL, 1973



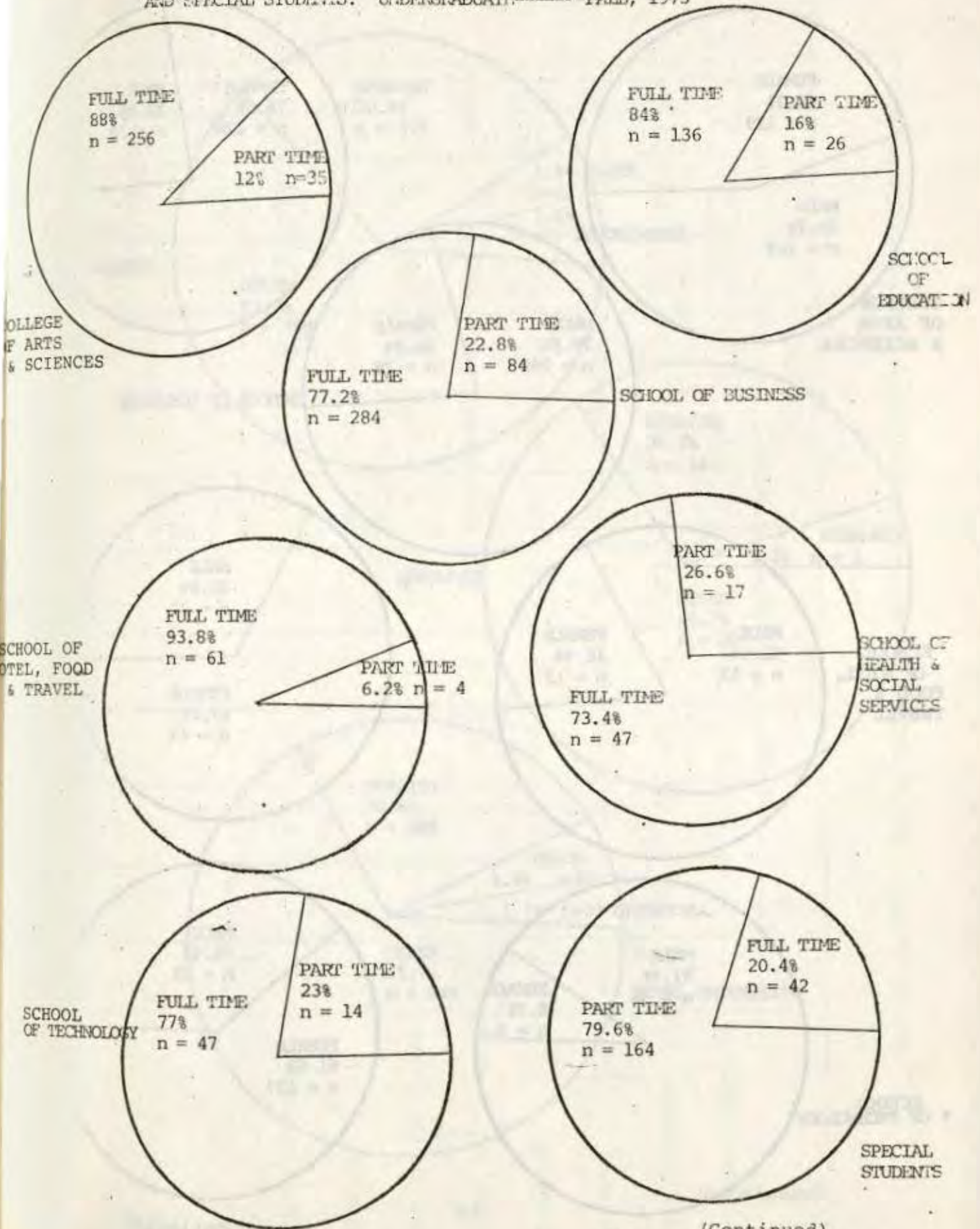
ANALYSIS OF PART-TIME  
TIME FOREIGN STUDENTS  
ATTENDANCE



ANALYSIS OF SEX

PERCENT OF PART-TIME/FULL TIME FOREIGN STUDENTS IN ATTENDANCE BY SCHOOL/COLLEGE

AND SPECIAL STUDENTS: UNDERGRADUATE-----FALL, 1973

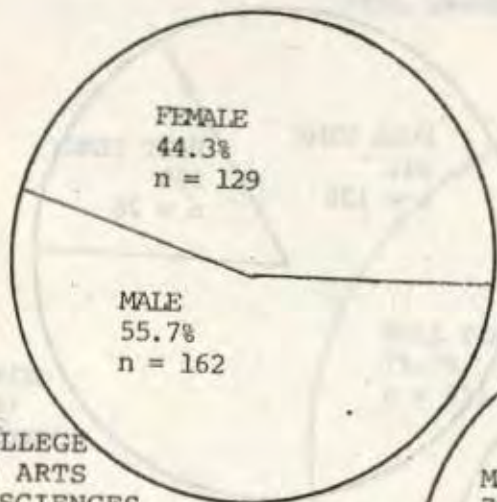


(Continued)

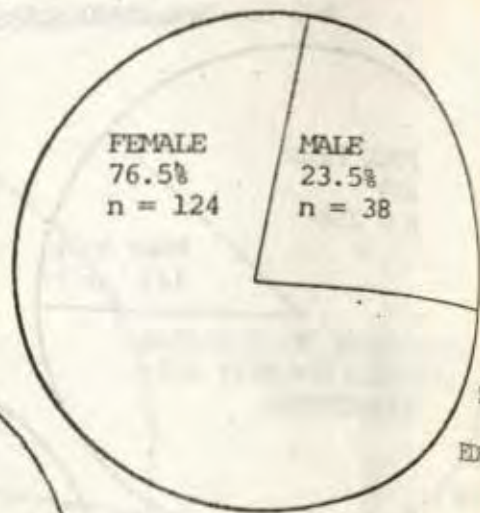


ANALYSIS OF SEX BY SCHOOL OR COLLEGE AND SPECIAL STUDENTS

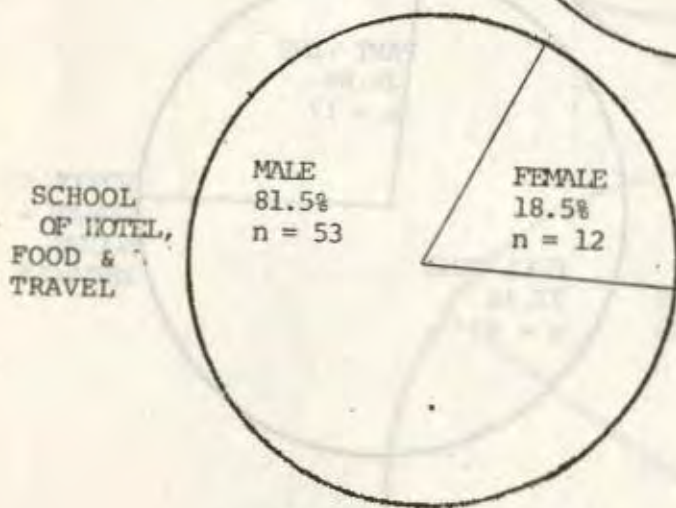
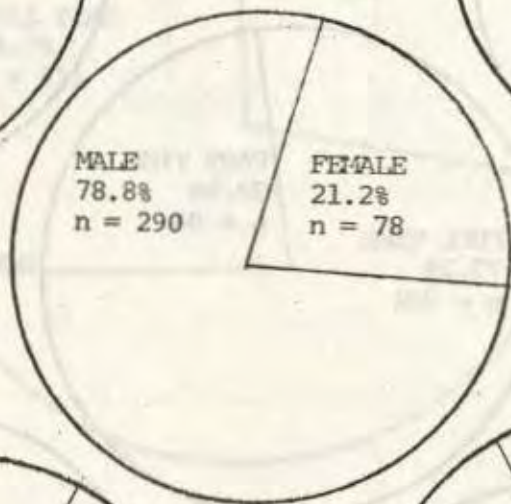
UNDERGRADUATE-----FALL, 1973



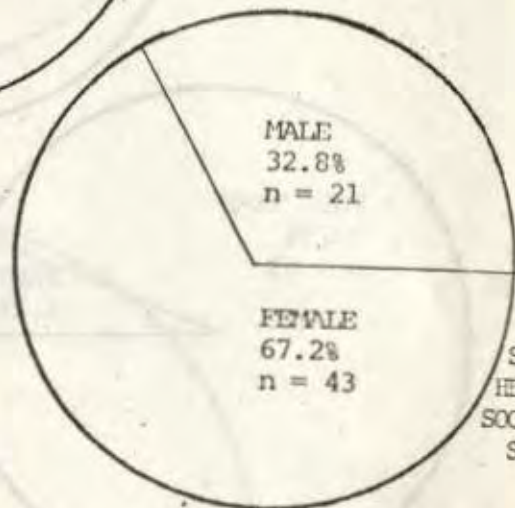
COLLEGE OF ARTS & SCIENCES



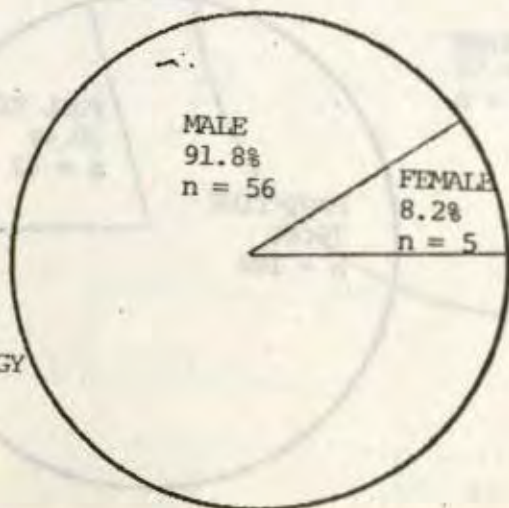
SCHOOL OF BUSINESS



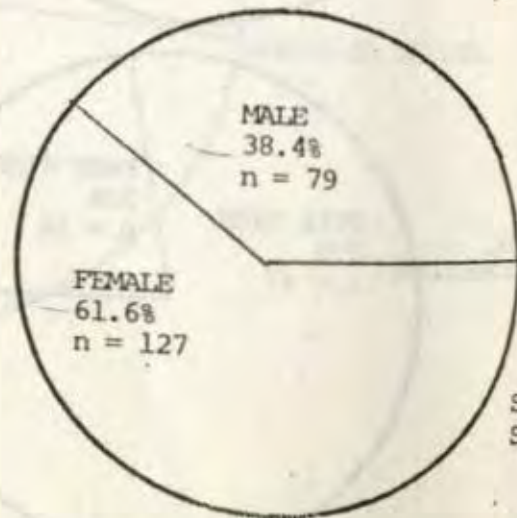
SCHOOL OF HOTEL, FOOD & TRAVEL



SCHOOL OF HEALTH & SOCIAL SERVICES



SCHOOL OF TECHNOLOGY



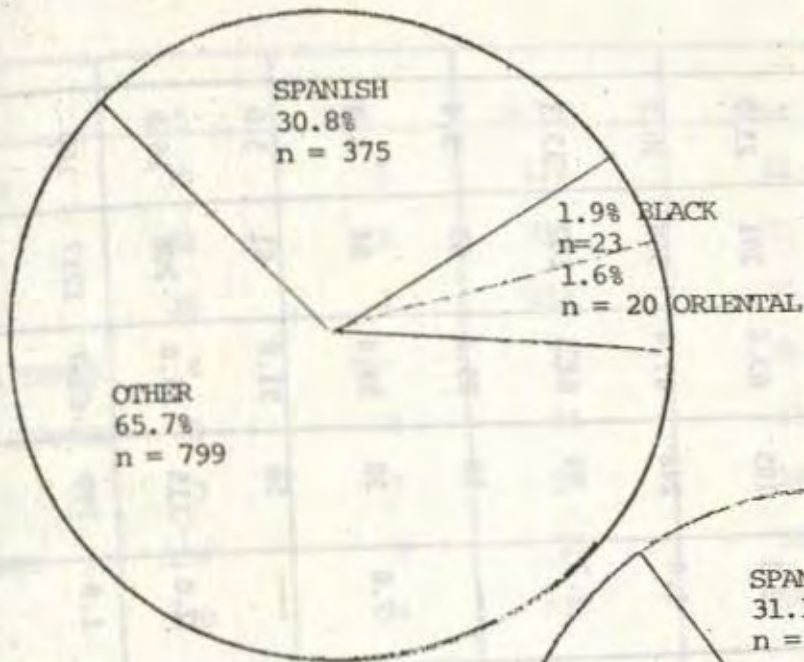
SPECIAL STUDENTS

(Continued)

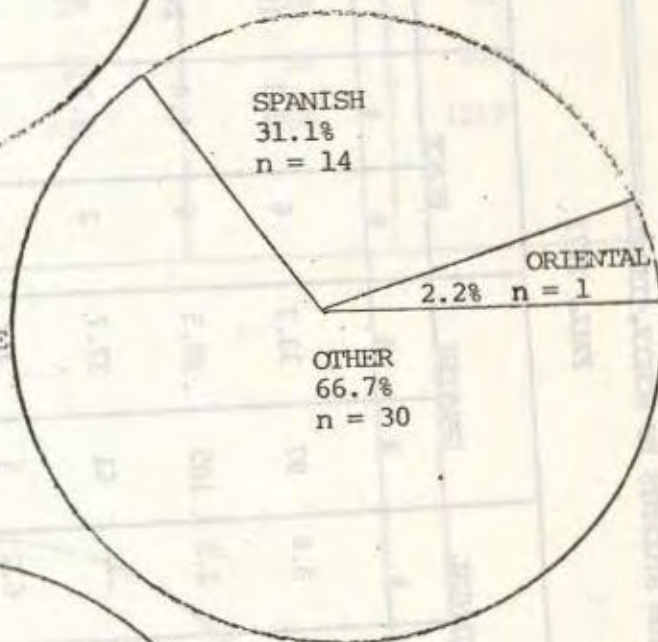
ANALYSIS OF RACE OF FOREIGN STUDENTS BY UNDERGRADUATE, GRADUATE, AND TOTAL

UNIVERSITY ----- FALL, 1973

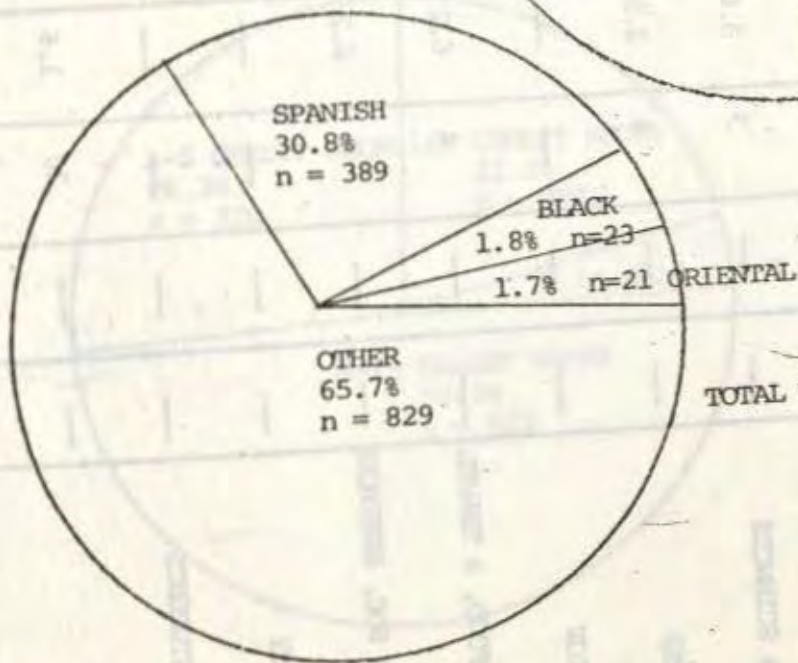
UNDERGRADUATE



GRADUATE



TOTAL UNIVERSITY



(Continued)



## ANALYSIS OF RACE OF FOREIGN STUDENTS BY SCHOOL/COLLEGE

UNDERGRADUATE

FALL, 1973

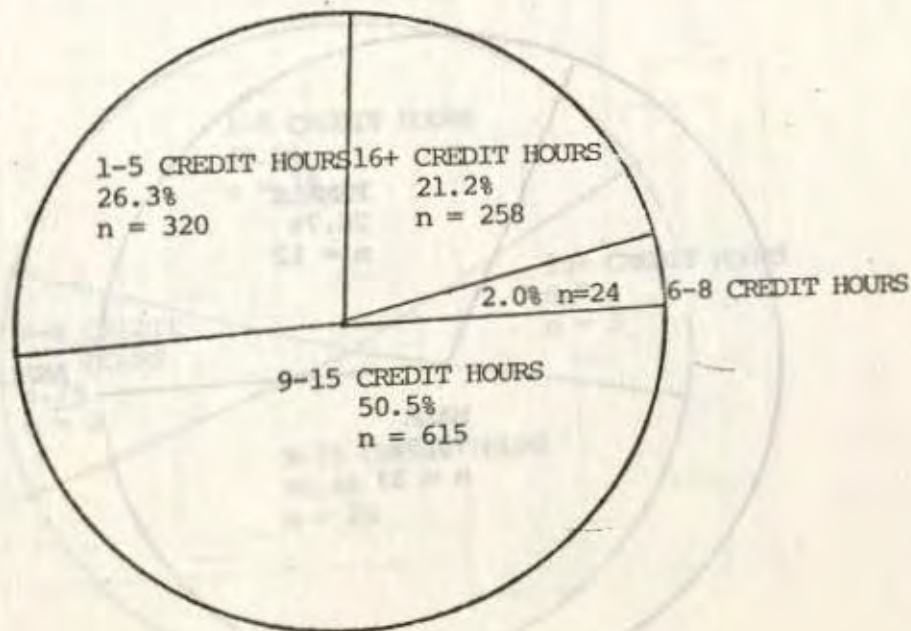
SCHOOL/COLLEGE	INDIAN		ORIENTAL		SPANISH		BLACK		OTHER		TOTAL	
	#	%	#	%	#	%	#	%	#	%	#	%
ARTS & SCIENCES	---	---	3	3.6	97	33.3	6	2.1	185	63.6	291	23.9
BUSINESS	---	---	9	2.5	105	28.5	6	1.6	248	67.4	368	30.2
EDUCATION	---	---	---	---	61	37.7	2	1.2	99	61.1	162	13.3
HOTEL, FOOD, & TRAVEL	---	---	4	6.2	3	4.6	---	---	58	89.2	65	5.4
HEALTH & SOC, SERVICES	---	---	4	6.2	17	26.6	5	7.8	38	59.4	64	5.3
TECHNOLOGY	---	---	---	---	5	8.2	---	---	56	91.8	61	5.0
SPECIAL STUDENTS	---	---	---	---	87	42.2	4	2.0	115	55.8	206	16.9
TOTAL	---	---	20	1.6	375	30.8	23	1.9	799	65.7	1217	100

(Continued)

PERCENT OF CREDIT HOURS ATTENDING FOREIGN UNDERGRADUATES

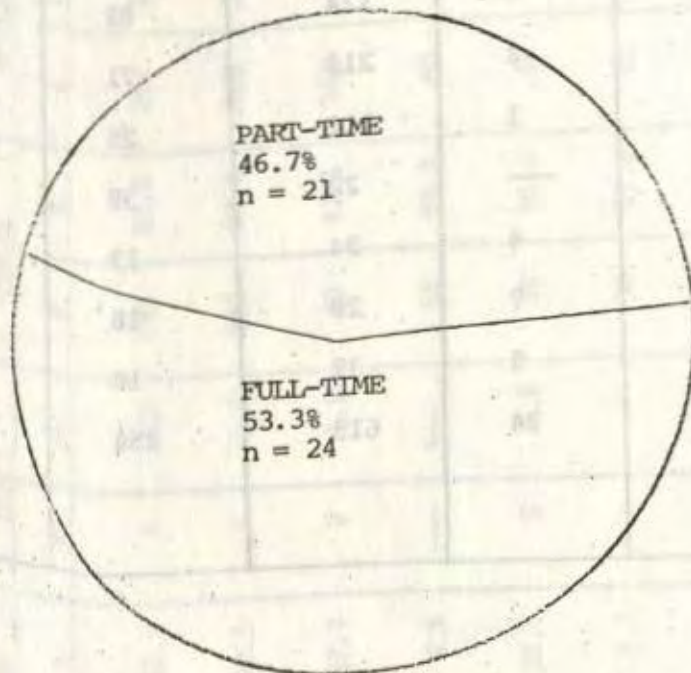
FALL, 1973

SCHOOL/COLLEGE	1-5	6-8	9-15	16+	TOTAL
ARTS & SCIENCES	30	5	174	82	291
BUSINESS	82	2	213	71	368
EDUCATION	25	1	111	25	162
HOTEL, FOOD, & TRAVEL	4	—	22	39	65
HEALTH & SOC. SERVICE	13	4	34	13	64
TECHNOLOGY	7	7	29	18	61
SPECIAL STUDENTS	159	5	32	10	206
TOTAL	320	24	615	258	1217

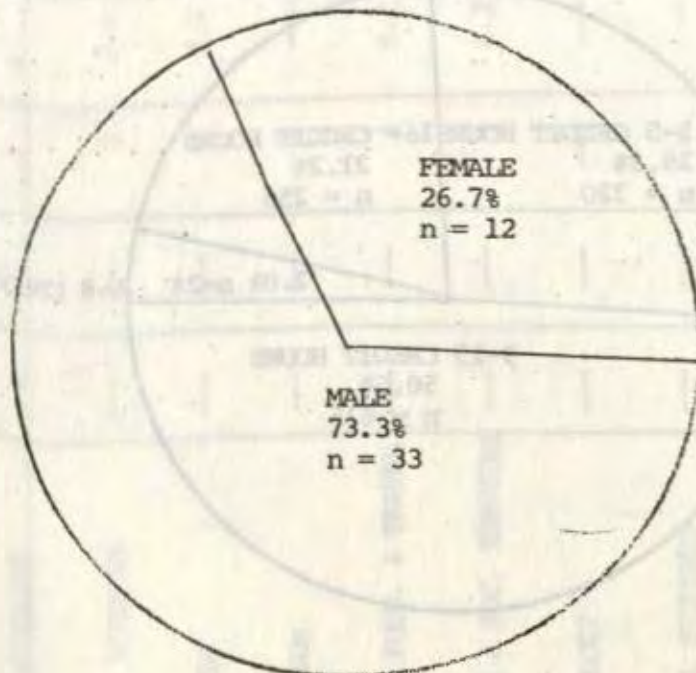


(Continued)





ANALYSIS OF PART-TIME/FULL-TIME FOREIGN STUDENTS IN ATTENDANCE

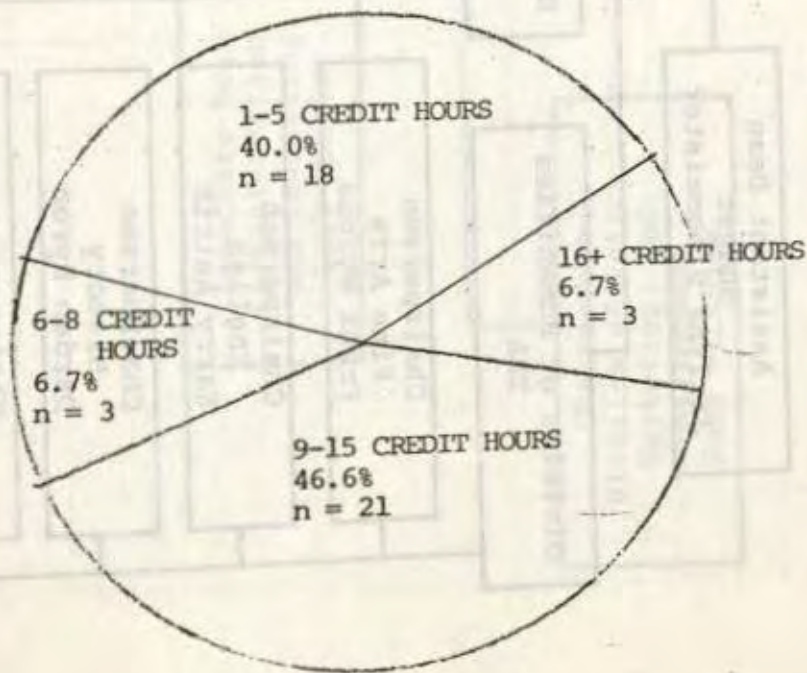


ANALYSIS OF SEX

PERCENT OF CREDIT HOURS ATTENDING GRADUATES—FOREIGN STUDENTS

FALL, 1973

SCHOOL OR COLLEGE	1-5	6-8	9-15	16+	TOTAL
BUSINESS	16	0	16	1	33
EDUCATION	2	3	5	1	11
HOTEL, FOOD, & TRA.	0	0	0	1	1
TOTAL	18	3	21	3	45





Florida International University - College of Arts and Sciences

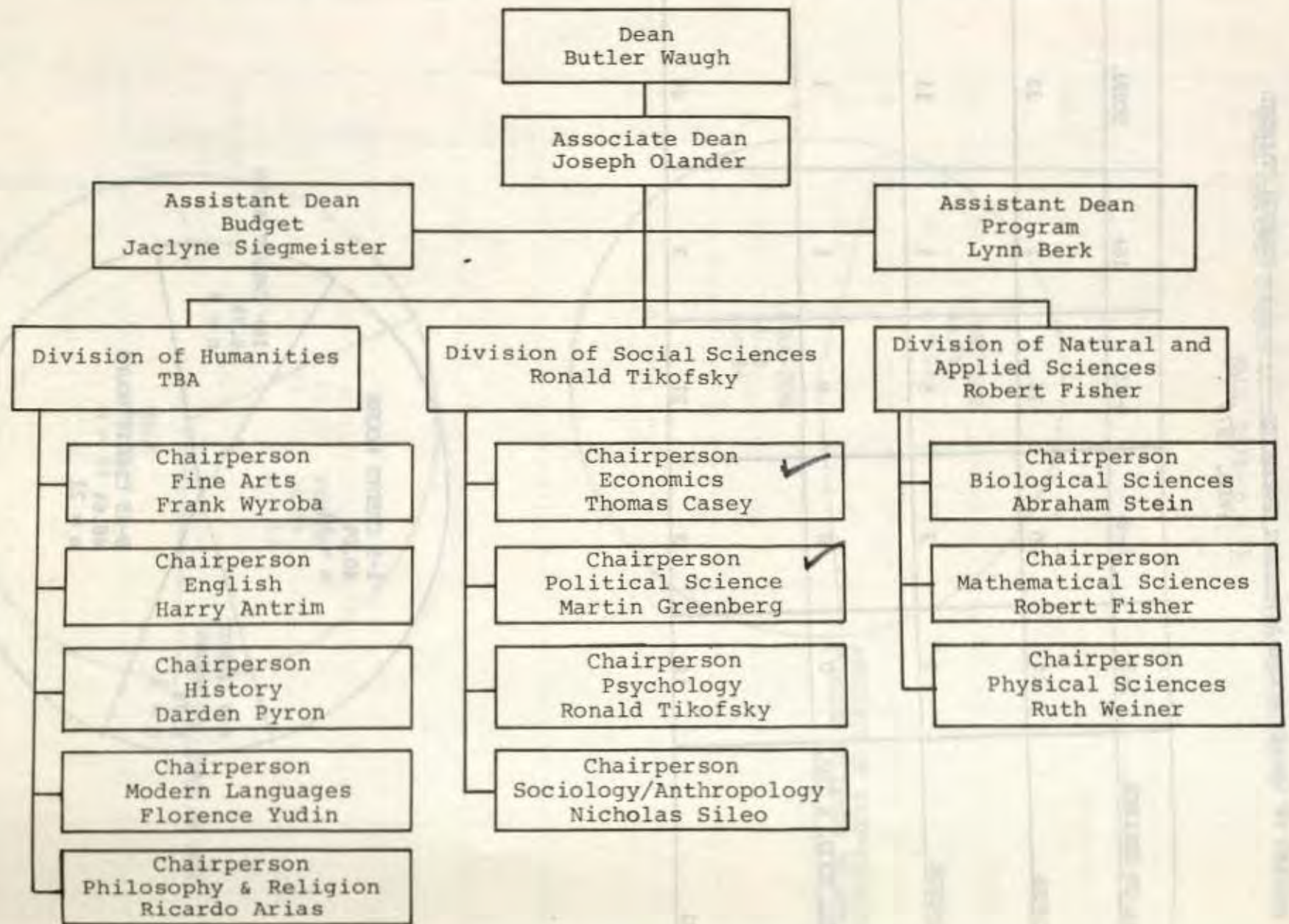


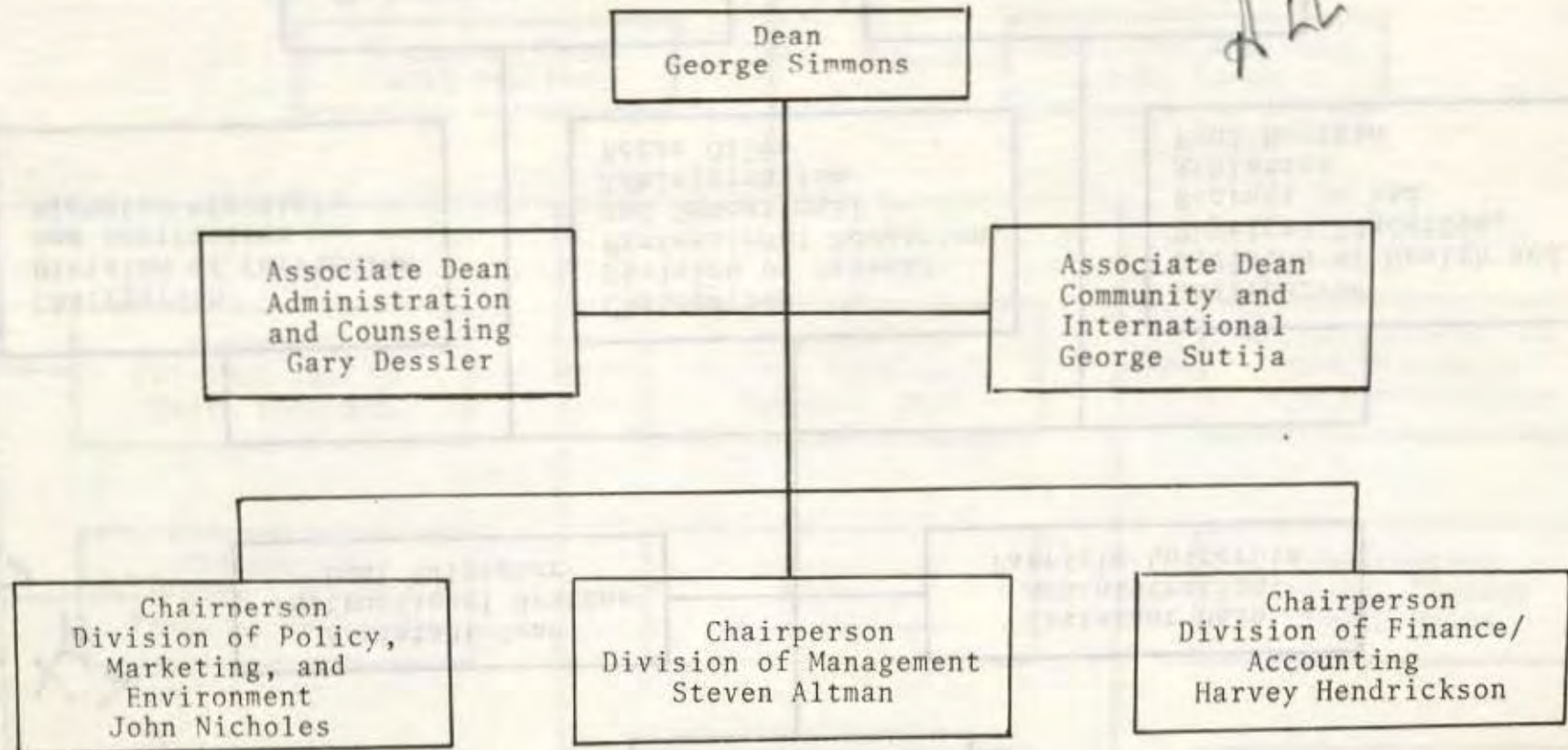
Exhibit III-B

55

(Continued)

Florida International University  
School of Business and Organizational Sciences

✓  
A 22





Florida International University  
School of Education

Dean  
G. Wesley Sowards

Assistant Dean  
Instructional Systems  
Paul Gallagher

Assistant Dean  
Administration  
Patricia Lutterbie

Chairperson  
Division of Curriculum  
and Instruction  
Nicholas Vigilante

Chairperson  
Division of General  
Professional Education,  
and Educational  
Administration  
Peter Oliva

Chairperson  
Division of Health and  
Physical Education,  
Recreation and  
Athletics  
Paul Hartman

Chairperson  
Division of Special  
Education and Pupil  
Services  
Donald Smith

Acting Chairperson  
Division of Vocational  
and Adult Education  
Carlos Schmitt

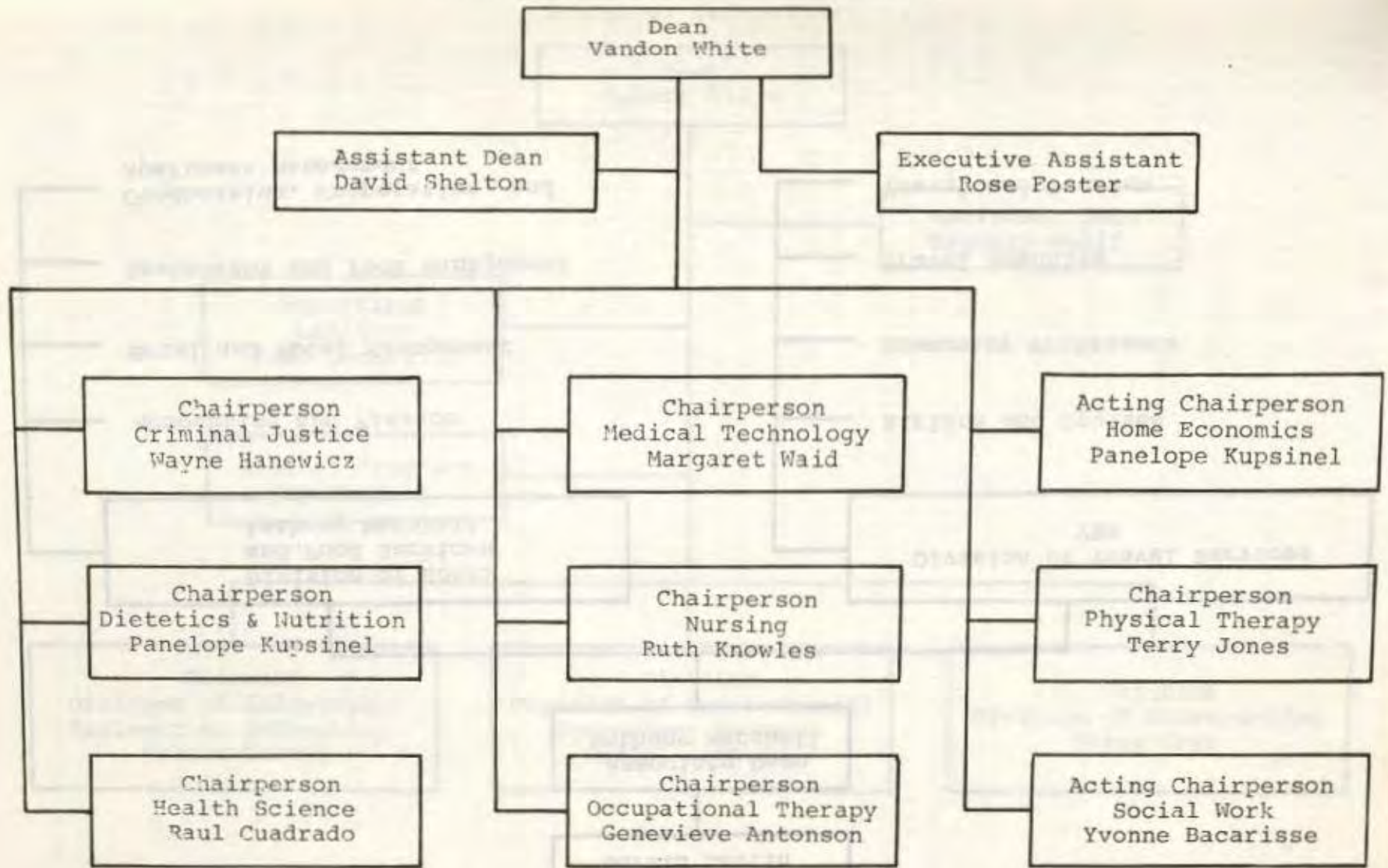
*Bud Hd?*

(Continued)

Exhibit III-B  
57

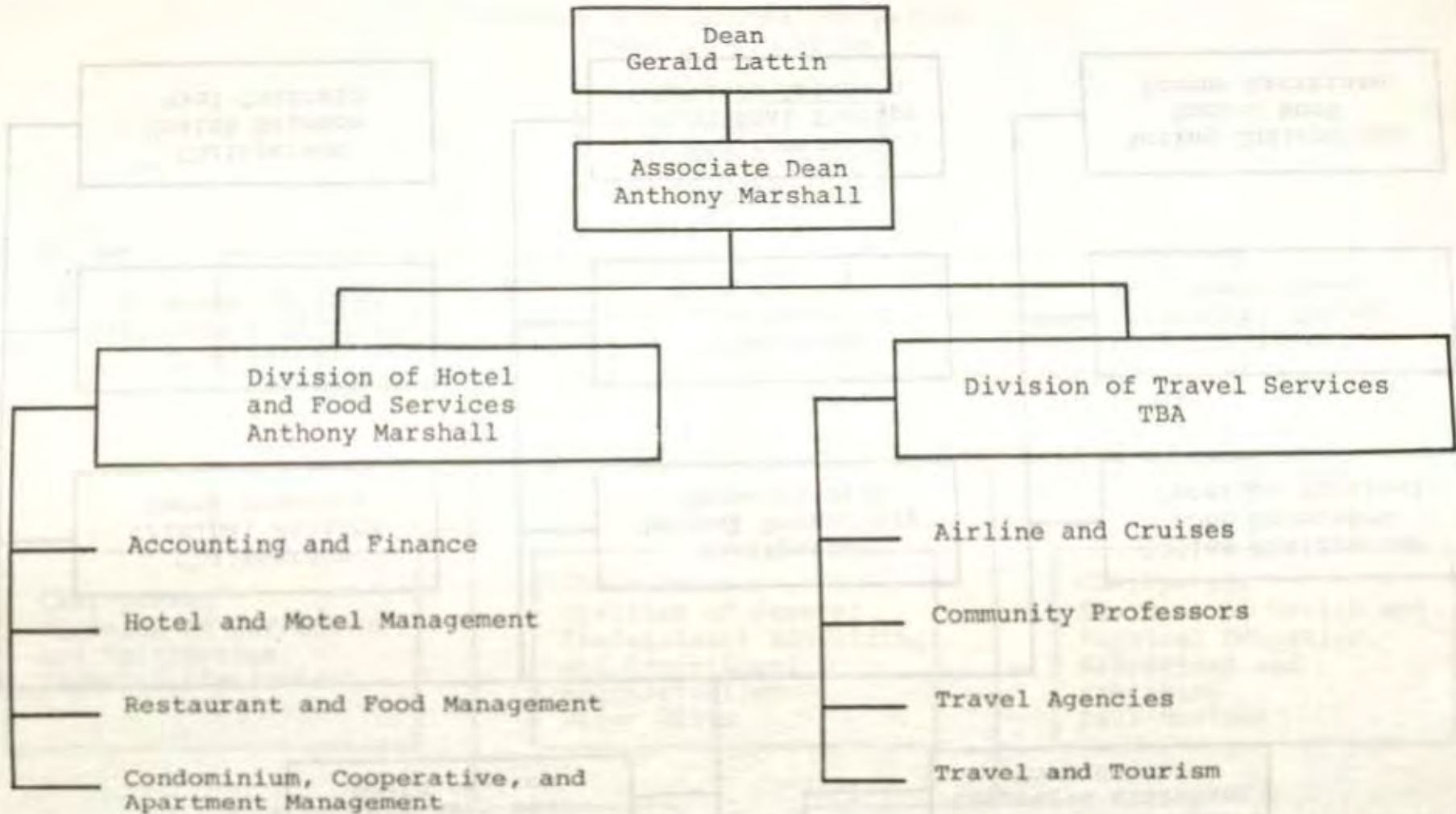
(Continued)

Florida International University  
School of Health and Social Services





Florida International University  
School of Hotel, Food and Travel Services



Florida International University  
School of Technology

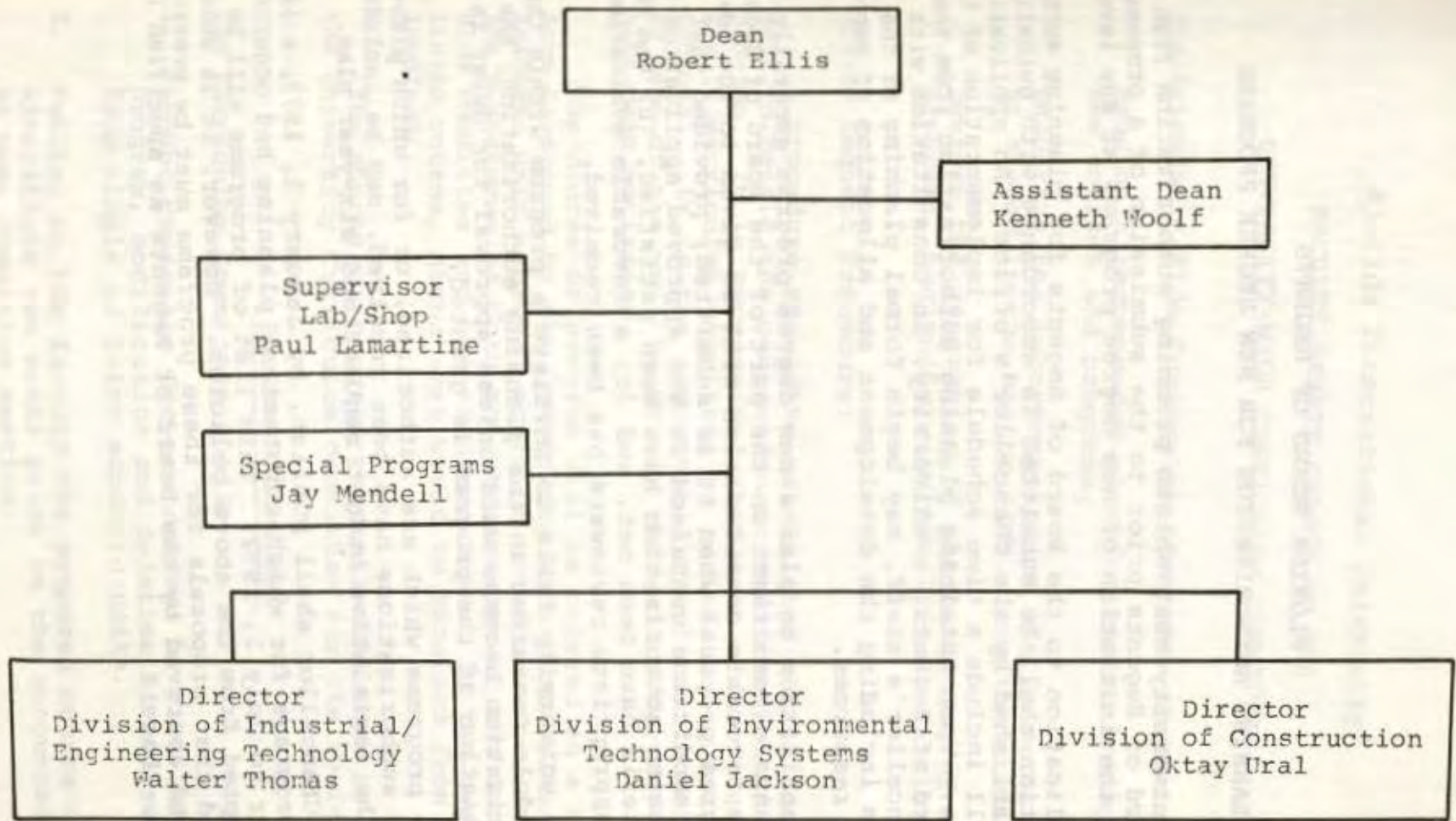


Exhibit III-B  
60



FLORIDA BOARD OF REGENTS  
PLANNING AUTHORIZATION FOR NEW DEGREE PROGRAMS

1. A university must obtain planning authorization from the Board of Regents prior to the submission of a proposal for the initiation of new degree programs at any level.
2. Application to the Board of Regents for planning authorization shall be submitted in accordance with guidelines established by the Chancellor's office. An application shall include a time schedule for implementation of the plan. Upon obtaining planning authorization from the Board of Regents, a university, in consultation with the Chancellor's staff, may begin formal planning of the program including the development and allocation of supporting resources.
3. Authorization to plan a new degree program generally represents a commitment on the part of the Board of Regents that favorable consideration will be given to the new program proposal when it is submitted, provided that (a) conditions contained in the approved application for planning authorization have been satisfied, (b) the CODE criteria have been met, and (c) a favorable evaluation by appropriate reviewers has been received.
4. If a university fails to initiate a program within the schedule contained in the planning authorization, the authorization becomes void unless approval for delay in initiation of the program is granted.
5. Only programs which are authorized, or for which planning authorizations have been received, may be included in the legislative budget request and six-year plan.
6. The Chancellor shall publish, by January 1, 1973, a list of programs for which substantial planning had occurred prior to July 1, 1972. This list of programs will be exempted from the above policies. However, it is understood that proposals for these programs must be presented to and approved by the Board of Regents as specified in CODE, Phase I.



Florida International University  
FACULTY SENATE CHARGE TO THE  
UNIVERSITY-WIDE CURRICULUM COMMITTEE

The University Wide Curriculum Committee shall:

develop a recommended plan for review and approval of new courses and programs;

encourage the incorporation of the University's goals as stated in the Master Plan, into the curriculum;

oversee the generation of the catalogue of courses and programs, beginning with the 1974-75 catalog.

I. Course Request Procedure:

A procedure should be established within each academic unit to handle the generation or modification of a course or program. It is recommended that each academic unit implement a unit curriculum committee to review the course or program proposal. It is the responsibility of that committee and/or Dean of the unit to verify that all budgetary concerns have been satisfied.

The course or program will be entered on a standard form developed by the University wide curriculum committee. Academic unit approval would be noted on a cover sheet by the signatures of both the chairperson of the unit curriculum committee and the academic Dean. In the case of a joint listed course, signatures would be obtained from all units involved.

The course or program proposal will then be sent to the University Curriculum committee for its review.

Review Procedures

The Curriculum Committee shall:

1. Accept proposals for new courses or programs, course or program, modification and deletion of courses or programs from single or joint academic units.
2. Publish to the faculty the proposed course or program alterations two weeks prior to the announced date of an open committee meeting.



3. a. Upon no objection from individuals or units, pass the proposed alterations on to the Faculty having been (1) accepted or (2) accepted as consistent with the goals of the University.
- b. Upon objection on the part of individuals or units, investigate and recommend procedures for alterations that would lead to acceptance.
- c. Upon arriving at a stalemate between the course or program proposal and its acceptance, forward the proposal without approval, attaching all correspondence between the committee and the unit or units to the Faculty for their consideration.

Units may at any time petition the Curriculum Committee to review a specific course or program.

In order to be included in the catalogue a course or program must be submitted to the University Curriculum Committee by October 1st of the preceding academic year. The Curriculum Committee will act on such proposals prior to December 15.

## II. Format for New Course Proposals:

1. Prefix, number, title of course and credits and tentative quarters scheduled as it will appear in the catalogue.
2. Description of course as it will appear in the catalogue.
3. Staffing needs - if possible identify course instructor.
4. Brief statement of the rationale behind this offering.
5. Brief statement indicating how this course fits into an existing program (when appropriate).
6. Brief statement demonstrating how this course meets university goals as stated in the Master Plan.
7. Other information relevant to the acceptance of this particular course.
8. Signatures of appropriate individuals from School or College indicating support. (See I, paragraph 2)
9. To include outline of proposed course.

(Continued)





The first of these was the discovery of gold in California in 1848, which led to a massive influx of settlers and the eventual statehood of California in 1850.

The second was the discovery of gold in Nevada in 1859, which led to the statehood of Nevada in 1864. The third was the discovery of gold in Colorado in 1858, which led to the statehood of Colorado in 1876.

The fourth was the discovery of gold in Idaho in 1860, which led to the statehood of Idaho in 1890. The fifth was the discovery of gold in Montana in 1862, which led to the statehood of Montana in 1889.

The sixth was the discovery of gold in Arizona in 1863, which led to the statehood of Arizona in 1909. The seventh was the discovery of gold in New Mexico in 1861, which led to the statehood of New Mexico in 1906.

The eighth was the discovery of gold in Utah in 1864, which led to the statehood of Utah in 1896. The ninth was the discovery of gold in Wyoming in 1869, which led to the statehood of Wyoming in 1890.

### THE DISCOVERY OF GOLD

The discovery of gold in California in 1848 was the first of a series of discoveries that led to the statehood of several western states.

The discovery of gold in Nevada in 1859 was the second of these discoveries.

The discovery of gold in Colorado in 1858 was the third of these discoveries.

The discovery of gold in Idaho in 1860 was the fourth of these discoveries.

The discovery of gold in Montana in 1862 was the fifth of these discoveries.

The discovery of gold in Arizona in 1863 was the sixth of these discoveries.

The discovery of gold in New Mexico in 1861 was the seventh of these discoveries.

The discovery of gold in Utah in 1864 was the eighth of these discoveries.

The discovery of gold in Wyoming in 1869 was the ninth of these discoveries.

Florida International University

Administrative Affairs

EXPANSION OF UNIVERSITY OPERATING BUDGET

Effective October 1, 1972

OBJECTIVE AND PURPOSES

To prepare annual operating and legislative budgets which present University needs to state-level appropriating and allocating authorities, following prescribed format and procedures.

Section IV Exhibits

UNIVERSITY

FINANCIAL RESOURCES

Chapter 218, Florida Statutes, and Florida Department of Finance Operating Budget and Procedures Manual, Sections 1.1, 2.0 C, 3.1.

UNIVERSITY

The University will prepare required operating and legislative budgets which present needs of the University as approved by the University Budget Committee and the President. Comprehensive efforts will be made to schedule budget activities so that adequate University hearings can be held to assure that all requests from every area are adequately displayed. An "open budget" philosophy shall be followed.

UNIVERSITY OPERATING BUDGET

University Budget Office (UBO)

1. Inform University units of legislative budget data requirements and scheduling necessary to meet state deadlines. Prepare data summaries for internal review of the University Budget Committee.

UBO, Controller's Office

2. Research any required history, statistical information and an estimate of current year's expenditures from the University's fiscal records.

Academic Budget Office (ABO)

3. Requests budget projections from all academic areas in the following order:
  - a. requests enrollment estimates,



Section IV Experiments

FINANCIAL REPORTS

Florida International University

Administrative Affairs

PREPARATION OF UNIVERSITY OPERATING BUDGET

Effective October 1, 1973

OBJECTIVE AND PURPOSE:

To prepare annual operating and legislative budgets which present University needs to State-level appropriating and allocating authorities, following prescribed format and procedures.

AUTHORITY:

Chapter 215, Florida Statutes, and Board of Regents Operating Policy and Procedures Manual, Sections 1.1, 2.0 C, 3.3.

POLICIES:

The University will prepare required operating and legislative budget to include needs of the University as approved by the University Budget Committee and the President. Conscientious efforts will be made to schedule budget activities so that adequate University hearings can be held to assure that budget needs from every area are adequately displayed. An "open budget" philosophy shall be followed.

PROCEDURE - LEGISLATIVE BUDGET:

University Budget Office (UBO)

1. Informs University units of legislative budget data requirements and schedules necessary to meet those deadlines. Prepares data summaries for internal review of the University Budget Committee.

UBO, Controller's Office

2. Prepares any required history year(s) information and an estimate of current year's expenditures from University's fiscal records.

Academic Budget Office (ABO)

3. Requests budget projections from all academic areas in the following order:
  - a. Requests enrollment estimates.



- b. Reconciles enrollments to University enrollment.
- c. Requests "additive" resources needed beyond the formula generated dollars.
- d. Compiles the total academic request for review of the University Budget Committee.

UBO

- 4. Requests budget projections from all administrative units. Provides instructions, guidelines, and forms for areas to assure uniform reporting. Provides a recap of the requests after review by each respective vice president for the University Budget Committee.

University Budget Committee

- 5. Reviews the budget requests of both academic and administrative areas. Recommends those items for inclusion into the institution's request.

UBO

- 6. Completes preparation of required budget format and narrative.

University Budget Committee

- 7. Reviews and approves request (including narrative).

President, Administrative Vice President

- 8. Maintain liaison with Chancellor's office and Legislature's deliberations to enhance University support from the State. Obtains information reappropriations and Chancellor's office allocations as basis for operating budget preparation. (See operating budget below).

PROCEDURE - OPERATING BUDGET:

University Budget Office (UBO)

- 1. Prepares, distributes and updates calendar of budget events. Advises University units of information requirements by distribution of memos and formats.

University Units

- 2. Maintain budget control over current year's expenditures as basis for preparing information required by



University Budget Office. Give required information to University Budget Office in requested format and timetable.

#### Board of Regents (BOR)

3. Receives appropriation from the State Legislature for the total State University System.
4. Prepares an allocation of the appropriation to the Universities.
5. Proposes the allocation to the Council of University Presidents.
6. Adjusts allocation requested by Council of Presidents as approved by the Chancellor.
7. Has the BOR approve final allocation.

#### Academic Budget Office (ABO)

8. Breaks the allocation to the academic areas based on enrollment projection for the current year.
9. Requests special funding needs from each academic unit and adjusts allocations to handle all valid requests that can be funded with allocated amount.

#### UBO

10. Compiles information for internal review process.
11. Compiles revised requests, following internal review, for the University Budget Committee, executive committee and Presidential approval.
12. Prepares and submits annual operating budget in format required by Chancellor's office. Advises University Controller of approved budget as basis for initial allocation. Establishes necessary budget and position line item controls.

#### University Controller

13. Requests fund releases from State Controller in accord with regulations and approved University budget. Allocates funds to University units' operating accounts. Prepares periodic departmental ledger reports for all departments.



Florida International University  
Administrative Affairs

BUDGET ADMINISTRATION

Effective October 1, 1973

OBJECTIVE AND PURPOSE:

To insure efficient management of University operating funds and fulfillment of unit's fund requirements to the limits set by State appropriations and allocations and availability of University reserves.

AUTHORITY:

Sections 1.1, 2.0.C, 3.3, Board of Regents Operating Policies and Procedures Manual and Chapters 240, 216, and 282, Florida Statutes.

POLICIES:

Responsibility for management of allocated operating funds is assigned to the dean or director concerned. Delegation of authority below the dean/director level is encouraged. Interdepartmental accounts may be opened by the allocation of funds from the appropriations made to the dean or director level. Authorized signature forms are required before expenditures from accounts can be approved.

PROCEDURE:

University Units

1. Plan and control expenditures in accord with authorized University budget and subsequent departmental allocations. Request budget changes (e.g. position or fund transfers, additional funds) by memo, through dean or director, to vice president concerned.

Vice President Concerned

2. Sends notice of approved budget change to the appropriate budget office for processing.

University Budget Office (UBO) or  
Academic Budget Office (ABO)

3. Approves intra-unit transfers after assuring accuracy of figures. Prepares budget transfer documents for

approval by appropriate vice president.

4. Prepares inter-unit or reserve transfer document for University Budget Committee action with appropriate information including recommendation for approval or denial.

ABO/UBO/University Controller

5. Review departmental ledgers on regular basis. Review spending rate problems or other questions with department head concerned. Initiate necessary transfer actions to request the time-for-time transfer between salaries and OPS on a quarterly basis from the Board of Regents.

ABO/UBO/University Personnel Department

6. Report Personnel status to unit heads on quarterly basis from authorized file.



approved by appropriate first president

4. Proposed budget must be reviewed by University Board. Committee shall also with appropriate information including recommendation for approval or disapproval.

Article 11 - University Committee

1. The University Board shall have the authority to review and approve or disapprove the budget of the University. The Board shall also have the authority to review and approve or disapprove the University's financial statements and the University's financial plan. The Board shall also have the authority to review and approve or disapprove the University's financial policy.

Article 12 - Faculty Personnel Committee

1. The Faculty Personnel Committee shall have the authority to review and approve or disapprove the University's personnel policy. The Committee shall also have the authority to review and approve or disapprove the University's personnel plan.

PROPOSED CONSTITUTION OF FLORIDA INTERNATIONAL UNIVERSITY

ARTICLE I. NAME

Section 1. The name of the principal governing body of the University shall be the University Council.

ARTICLE II. MEMBERSHIP

Section 1. The Council shall be composed of twenty voting members (fifteen from each of the two colleges) and two non-voting, ex-officio members (the Vice-Presidents for Academic and Administrative Affairs).

Section 2. Of the members of the Council, fifteen shall serve one year and five shall serve two years. The members shall be elected from the other year shall be elected from the membership of that year.

Section V Exhibits

**FACULTY**

Section 1. Each member of the Council shall normally serve for two calendar years, beginning January 1st. In the initial period (September 1, 1972 - December 31, 1973) three of the members elected from each of the colleges shall serve until December 31, 1974 (those receiving the highest number of votes), while the remaining two members from each college shall serve until December 31, 1971. Each Council member may be re-elected once, after which he becomes ineligible for twelve months.

ARTICLE III. OFFICERS

Section 1. The Council shall elect the President, Vice-President, and Secretary, and such other officers as it deems necessary.

Section 2. The officers shall be elected annually. The Nominating Committee of the Council shall present one nominee for each office at the November meeting of the Council, at which time election of officers for the following year will take place. Additional nominations may be made from the floor.

Section 3. Any officer may be re-elected, but the Chairman and Vice-Chairman shall not serve in the same office for more than two consecutive years.

Section 4. The Vice-Chairman shall become Chairman in the event of a vacancy in the office of Chairman. When a vacancy occurs in any office, the nominating committee shall present a nominee or



SECTION V

TABLE

PROPOSED CONSTITUTION OF FLORIDA INTERNATIONAL UNIVERSITY

ARTICLE 1. NAME

- Section 1. The name of the principal advisory body of the University shall be the University Council.

ARTICLE 2. MEMBERSHIP

- Section 1. The council shall be composed of twenty voting members (five from each of the four senates) and two non-voting, ex-officio members (the Vice Presidents for Academic and Administrative Affairs).

- Section 2. Of the five voting members from each senate one shall be the chief officer of that senate and the other four shall be elected from the membership of that senate.

- Section 3. Each member of the Council shall normally serve for two calendar years, beginning January 1st. In the initial period (September 1, 1972 - December 31, 1973) three of the members elected from each of the senates shall serve until December 31, 1974 (those receiving the highest number of votes), while the remaining two members from each senate shall serve until December 31, 1973. Each Council member may be re-elected once, after which he becomes ineligible for twelve months.

ARTICLE 3. OFFICERS

- Section 1. The Council shall elect its own Chairman, Vice-Chairman, and Secretary, and such other officers as it deems necessary.

- Section 2. The officers shall be elected annually. The Nominating Committee of the Council shall present one nominee for each office at the November meeting of the Council, at which time election of officers for the following year will take place. Additional nominations may be made from the floor.

- Section 3. Any officer may be re-elected, but the Chairman and Vice-Chairman shall not serve in the same office for more than two consecutive years.

- Section 4. The Vice-Chairman shall become Chairman in the event of a vacancy in the office of Chairman. When a vacancy occurs in any office, the nominating committee shall present a nominee or



nominees for election at the next regular meeting of the Council. Holding office for seven months or more shall be considered as holding office for one year.

- Section 5. The senate from which the Chairman comes shall elect an additional voting member to the Council for the term of office of the Chairman.
- Section 6. Ex-Officio members shall not hold office in the Council.

#### ARTICLE 4. MEETINGS

- Section 1. The Council shall meet at least once a month and shall hold additional meetings sufficient to deal with the volume of its business.
- Section 2. Fourteen of the voting members of the Council present at any meeting shall constitute a quorum.
- Section 3. The Chairman shall not vote in the Council, except to break a tie.
- Section 4. Council meetings will be announced to all University personnel no later than two weeks before each meeting.
- Section 5. The agenda of the Council will be published and distributed to all University personnel no later than a week before each meeting.
- Section 6. A published agenda may be changed at a Council meeting on two-thirds vote of the Council, except for changes in order of items, which may be made by simple majority vote.
- Section 7. All meetings shall be held on the Tamiami Campus and, subject to space limitations only, shall be open to all University personnel who wish to attend.
- Only Council members may participate in deliberations; exceptions may be made by the Chairman.
- Section 8. Minutes of the meetings will be taken and disseminated to all University personnel no later than two weeks following a meeting. Approval of minutes of the preceding meeting will be the first item of the agenda of each meeting.
- Section 9. Robert's Rules of Order shall be followed at



Council meetings except where stipulated otherwise in the Constitution of Florida International University.

Section 10. There will be no proxy votes.

#### ARTICLE 5. COMMITTEES

Section 1. The Council shall establish or abolish whatever standing committees and ad hoc committees of the Council it deems necessary.

Section 2. Among the Council's standing committees shall be the following:

- a. Agenda Committee. The Agenda Committee shall draw up and distribute the agenda of each meeting of the Council.
- b. Appeals Committee. The Appeals Committee shall rule on appeals brought to it, and shall guarantee that all appeals shall be handled in accordance with due process.
- c. Nominating Committee. The Nominating Committee shall present to the Council names of persons recommended for Council offices and membership on standing committees and shall advise the Chairman of the Council on regular and special elections.

Section 3. Standing committees shall be elected from the membership of the Council by the membership of the Council. Ad hoc committees shall be appointed by the Chairman. The Chairman may request any persons in the University community to serve on ad hoc committees.

#### ARTICLE 6. DUTIES OF THE UNIVERSITY COUNCIL

Section 1. The University Council shall initiate, review, and make policy-recommendations on those issues which a majority of its members identify as the concern of the University community.

Section 2. The University Council shall hear appeals of decisions arising in the University community.

Section 3. The University Council shall consider hearing such other matters as members of the University community desire to bring before it.



## ARTICLE 7. POWERS OF THE COUNCIL

- Section 1. The University Council shall have the right to review decisions which arise in the four senates.
- Section 2. The University Council shall have the right to be informed of administrative and other decisions affecting the University community.
- Section 3. The University Council shall have the right to solicit testimony from whatever source it deems necessary.

### "DEFINITIONS"

1. Members of the University Community are those employed by or registered as a student at Florida International University.
2. The teaching and research faculty consists of those persons holding the academic rank of instructor, assistant professor, associate professor, or professor in one of the university-level instructional or research units. It also includes heads of divisions, schools, colleges, or institutes who are assigned the title of Dean or Director, and professional librarians.
3. The administrative-professional faculty consists of all personnel who have been assigned academic rank or a comparable rank, but whose responsibilities fall outside the areas of university-level teaching and research or whose responsibilities while in these areas, are predominantly non-teaching or non-research in nature. This category may include such persons as the Administrative Vice-President, Business Manager, Registrar, Administrative Deans, Directors, and Instructors in sub-collegiate functions.
4. Non-academic staff includes other members of the University community in general categories, e.g., (a) supervisory, (b) clerical, (c) technical, and (d) labor.
  - a. Supervisory staff members are semi-professionals holding positions of considerable responsibility which are not academic in nature, including such staff members as campus security officers, foremen, administrative assistants, supervisors, and office managers.
  - b. Clerical and Allied staff members are the general office assistants, such as secretaries, stenographers, clerks, typists, and business machine operators.



- c. Technical staff members are the technicians and other specialists, such as laboratory technicians, laboratory assistants, skilled craftsmen, artists, nurses, and editors.
  - d. Labor includes generally the maintenance and janitorial staffs and hourly laborers. Labor is subdivided into three (3) categories:
    - (1) Skilled labor, such as welders, electricians, carpenters, masons
    - (2) Semi-skilled labor, such as gardeners, drivers
    - (3) Unskilled labor, such as groundsmen, janitors, maids, window washers
5. A student at Florida International University is an individual who is officially enrolled in the University.
  6. A governing unit corresponds to the classification of members of the University community as defined in 2-5 above. These governing units shall be referred to as Senates.

#### GUIDELINES FOR INTERNAL GOVERNANCE OF UNIVERSITY SENATES

A set of general guidelines for the internal governance of the four University Senates were outlined by the Governance Committee. These guidelines are listed below. They are intended to operationalize several general criteria which should characterize all governance at Florida International University. They are:

1. Maximum participation in governance by all members of the University Community
2. Self-determination for all groups within the University
3. Equitable political representation for all individuals and groups within the University
4. Decentralization of decision-making in the University

Each constituency in the University Community should adhere to the following general guidelines for its internal governance:

1. Individuals who may be considered as members of more than one group may choose which group to affiliate with. Membership in the group should be defined so as to take into account reasons such as part-time students or



employees, and decisions should be made concerning their right to vote.

2. Officers who represent the group should be elected by a simple majority by all those voting by secret ballot.
3. Eligibility for office, length of terms, number of permitted terms, etc., should be specified and care taken to avoid conflicts of interest, e.g., perhaps administrators appointed by the President should be excluded from office in some groups.
4. Regular meetings of sufficient frequency should be held to accommodate the volume of business and should provide for minority prerogative at all special meetings.
5. Appeal procedures should be specified.
6. Parliamentary procedures should be followed in meetings. (Robert's Rules of Order).
7. Each group should establish written by-laws in keeping with the above criteria and guidelines.

The governing documents of the four University Senates follow on the next several pages.



## THE ADMINISTRATIVE-PROFESSIONAL SENATE

### Article 1. Name

The name of this organization shall be the Administrative and Professional Senate of Florida International University.

### Article 2. Purpose

The purpose of this Senate shall be:

1. Implement the Administrative and Professional Senate under the University Council's governance structure
2. Coordinate all appropriate activities of the Administrative and Professional body with the faculty, Career Services Staff, and students of this University and community.
3. Provide a vehicle for participation and representation for all Administrative and Professional personnel in University governance.

### Article 3. Senate Membership

The Senate shall consist of all members of the Administrative and Professional group of personnel as defined by the State University System, or persons from the faculty whose responsibility falls within this area as defined in the University Governance Constitution. Those faculty whose "primary responsibilities" fall within "teaching and research" are excluded from representation on the Administrative and Professional Senate to preclude dual representation. Membership is terminated at such time when the above-mentioned criteria are not satisfied.

### Article 4. Meetings

The Administrative and Professional Senate shall meet regularly one week prior to the regular meeting of the University Council. Special meetings shall be held whenever deemed necessary by the Chairman or 12 or more of the members so petitioning. Each member must receive written notice, stating time, place and purpose. Ten members constitute a quorum. Regular or special meetings must have a quorum to conduct official business. Decisions shall be made by simple majority vote of those present.

### Article 5. Officers

Officers shall be a chairperson, vice-chairperson and secretary, elected by ballot as outlined in the By-Laws.

(Continued)



## Article 6. Representatives to the University Council

Representatives shall consist of the chairperson, vice-chairperson, secretary and two other representatives elected by ballot at the time of the election of officers.

## Article 7. Committees

Committees shall be designated by a majority vote of those present at any regular or special meeting provided there is a quorum. The chairperson may appoint ad hoc committees as needed or appoint individuals to University-wide committees.

## Article 8. By-Laws

The Senate may provide such By-Laws for the conduct of its business in the carrying out of its purpose as it may deem necessary from time to time.

Upon proper notice the By-Laws may be amended, altered or rescinded by a majority vote of those members of the Senate present at any regular meeting or any special meeting called for that purpose provided a quorum is present as indicated in Article 4. of the Constitution.

## Article 9. Amendments

Amendments to articles of the Constitution shall require the approval of two-thirds of those members present at any regular or special meeting provided a quorum is present.

All Administrative and Professional Senate members shall receive notification by the secretary of proposed amendments seven days prior to the meeting at which they shall be acted upon.

## BY-LAWS

### Article 1. Meetings

#### 1. Notification

All Administrative and Professional Senate members must receive notification for regular and special meetings not less than seven days prior to the meeting.

#### 2. Agenda

Items to be placed on the agenda are to be proposed in writing to the vice-chairperson ten days prior to any regular or special meeting.



## Article 2. Duties of Officers

### 1. Chairperson

- a. Shall preside at all meetings of the Administrative and Professional Senate.
- b. Shall insure that the orders of the Administrative and Professional Senate are carried out promptly or shall advise said Senate if its orders are not carried out.
- c. Shall designate a presiding officer in the absence of both the chairperson and vice-chairperson for any regular or special meeting.

### 2. Vice-Chairperson

- a. Shall perform the duties of the chairperson during the absence or incapacity of that officer.
- b. Shall prepare the agenda for all special and regular meetings and provide such to the secretary for distribution to the membership.
- c. Shall perform such other duties as are directed by the Senate or the chairperson.

### 3. Secretary

- a. Shall keep accurate minutes of the proceedings of all aforesaid meetings and preserve them in a book of such nature as to serve as a permanent record.

Minutes of each meeting shall be distributed to all Senate members at least one week prior to the next meeting.

- b. Shall keep an accurate current list of all Administrative and Professional members.
- c. Shall be responsible for notifying the Senate of special or regular meetings. An agenda for the next meeting shall be included in this notification.
- d. Shall perform such other duties as are directed by the Senate or the chairperson.

## Article 3. University Council Representatives

1. The chairperson, vice-chairperson and secretary and two other members of the Administrative and Professional Senate, elected at large by mail ballot, shall be



University Council representatives.

2. These persons are responsible for representing the wishes of the Administrative and Professional Senate in matters which come before the University Council.
3. If any of the above representatives are unable to attend, it will be their responsibility to secure a substitute member of the Administrative and Professional Senate to represent them at the University Council.

#### Article 4. Elections and Tenure of Office

1. Election of officers and University Council representatives will be held annually during the month of October.
2. The election procedure is as follows:
  - a. The Election Committee shall be appointed by the Chairperson at the first Administrative and Professional Senate meeting in October.
  - b. Nominations shall then be presented from the floor of the first Administrative and Professional Senate meeting in October.
  - c. The Election Committee shall be responsible for placing those nominated on a written ballot to be distributed to every Administrative and Professional Senate member.
  - d. Unsigned ballots shall be completed by each Senate member and returned in signed envelopes by the date determined by the Elections Committee, who will count the ballots and announce the results at the next Senate meeting.
  - e. Persons receiving the highest number of votes cast for each office shall be designated to fill that office for that year.
  - f. Officers and University Council representatives shall be elected for a one-year term commencing from the first November meeting immediately following the election.

#### Article 5. Vacancies and Removal from Office

1. The membership of the Administrative and Professional Senate shall be advised of any vacancies in writing by that officer or representative. At its next meeting, the Senate shall fill said vacancy by election by a

(Continued)



majority vote of those present following nominations from the floor.

2. Any officer or University Council representative may be removed by a majority vote of all members of the Administrative and Professional Senate following the recommendation of this action by a majority vote of those present at any regular or special meeting of the Administrative and Professional Senate provided a quorum is present as noted in Article 4. of the Constitution. Any removal would be accomplished by making it a prime agenda item for discussion at a regular meeting and then by mailing a ballot to insure that all members for the removal is required before such action shall take place.

#### Article 6. Amendments to By-Laws

1. Amendments to the By-Laws of the Constitution shall require the approval of two-thirds of those members present at any regular or special meeting, provided a quorum is present.

All Administrative and Professional Senate members shall receive notification by the secretary of proposed amendments to the By-Laws seven days prior to the meeting at which they shall be acted upon.



## CAREER SERVICE SENATE

### Article 1. Name

The name of this organization shall be the Senate for Florida International University Career Service Personnel.

### Article 2. Intent

- Section 1. To provide a formal structure for representation of all Career Service employees.
- Section 2. To act as a liaison between Career Service personnel and faculty, students, and administration and to participate in the total governance of the University.
- Section 3. To discuss matters of concern to all Career Service staff and to provide proper channels for explanations or solutions through the Career Service Senate.

### Article 3. Membership

#### Section 1. Qualifications

Membership is open to all Career Service personnel who have attained permanent status. Areas shall be defined according to the organizational structure of the University. (Areas shall be defined in the By-Laws).

#### Section 2. Election to the Career Service Senate

- a. The Career Service Senate shall constitute the Election Committee.
- b. Elections shall be by secret ballot.
- c. Each area Representative shall formulate the ballot.
- d. The ballot for each area shall carry the name of each Career Service individual within that area who has attained permanent status.
- e. One Representative for each area shall be determined by a simple majority of votes cast in that area. (50% + 1). In the event of a tie, a runoff shall be held between the two candidates receiving the greatest number of votes.

(Continued)



## Article 4. Officers

### Section 1. Titles

- a. Chairperson
- b. Associate Chairperson
- c. Recording Secretary
- d. Corresponding Secretary
- e. Treasurer
- f. Parliamentarian

### Section 2. Election of Officers

- a. Elections shall be confined to the newly elected Career Service Senate and conducted by the outgoing Chairperson.
- b. Permanent officers shall be elected by secret ballot and by a simple majority (50% + 1) by the third regularly scheduled meeting. An acting Chairperson shall be elected at the first scheduled meeting of the new Career Service Senate.

### Section 3. Tenure

(See Article 3., Section 3.)

### Section 4. Vacancies and Removal from Office

- a. Resignation must be submitted in writing to the Career Service Senate.
- b. A grievance against an officer must be submitted in writing and signed by the initiator, to the Chairperson of the Steering Committee. The Chairperson shall notify said officer 30 days prior to the next scheduled meeting. This shall be considered adequate time to prepare a defense against such charges. The matter shall be resolved after a hearing and unanimous vote of the Career Service Senate.

### Section 5. Responsibilities

All duties not delegated shall be implied by the nature of the office.

#### a. Chairperson

- (1) Presides over all meetings of the Career Service Senate.

(Continued)



- f. The Alternate for each area shall be the person receiving the second largest number of votes and shall serve the same term of office as the Representative.
- g. Votes shall be tallied by the entire Election Committee at an open meeting.

**Section 3. Tenure**

Each Representative shall serve for a term of one (1) year, running concurrently with the academic year. Each Representative may be re-elected once, after which he/she shall become ineligible for twelve (12) months.

**Section 4. Vacancies**

Should a vacancy occur in any area, the Alternate shall assume the duties of the Representative for the remainder of the term. A new Alternate shall be elected as provided in Article 3., Section 2.

**Section 5. Responsibilities**

- a. A Representative is responsible for attending meetings of the Career Service Senate regularly. Should a Representative be unable to attend, the Alternate must attend; however, an Alternate may not substitute for more than two consecutive meetings. A vacancy shall occur if a Representative misses more than two (2) consecutive regular meetings, or a total of four (4) regular meetings per academic year. (See Article 3, Section 4.)
- b. A Representative is responsible for keeping his/her constituents informed of Senate activities. He/she shall be responsible for presenting views and concerns of his/her constituents to the Career Service Senate.

**Section 6. Removal from Office**

Petition for removal of a Representative can be made to the Career Service Senate upon signature of 3/4 of his/her constituents. Upon recommendation of the Career Service Senate, acting as an Appeal Board, the Alternate shall replace the Representative. (See Article 3., Section 4.)



- (2) Appoints committees.
- (3) Votes only in the event of a tie.

b. Associate Chairperson

- (1) Shall assume any and all responsibilities of the Chairperson in his/her absence.
- (2) Shall serve as Chairperson of the Elections Committee.

c. Recording Secretary

- (1) Shall be responsible for the accurate recording, distribution, and maintenance of a file of all meetings.
- (2) Shall be responsible for the roll call at each meeting.

d. Corresponding Secretary

- (1) Shall have the responsibility of notifying all Career Service Senate members of Senate meetings.
- (2) Shall be responsible for all correspondence of the Career Service Senate and maintaining file of same.
- (3) He/she (at the request of or in the absence of the Recording Secretary) shall assume or assist in the duties of the recording Secretary.

e. Treasurer

- (1) Shall maintain material expenditures and present reports of same upon request.

f. Parliamentarian

- (1) Shall be responsible for maintaining order at Career Service Senate meetings.
- (2) Shall be responsible for interpreting Parliamentary Procedure.

Article 5. Meetings

Section 1. All Career Service personnel shall receive



sufficient notification of all meetings.

- a. There shall be no less than ten (10) regularly scheduled meetings of the Career Service Senate per academic year. Additional meetings may be called at the discretion of the Chairperson.
- b. All meetings shall be open. Non-representatives must be placed on the agenda through the Steering Committee to actively participate in the discussion.

#### Article 6. Quorum

A quorum shall be defined as two-thirds of the Career Service Senate.

#### Article 7. Committees

- Section 1. Election Committee (See Article 3., Section 2., a.). Chaired by the Associate Chairperson of the Career Service Senate to prepare agenda.
- Section 2. Steering Committee (See Article 5., Section 1., b.). Appointed by the Chairperson of the Career Service Senate to prepare agenda.
- Section 3. Other Committees as appointed by the Chairperson.

#### Article 8. Amendments and By-Laws

- Section 1. An amendment to the Constitution may be by petition initiated and signed by 25% of the then current Career Service personnel; or,
- Section 2. On the recommendation of 75% of the Career Service Senate members.
- Section 3. The proposed amendment will be enforced if approved by 75% of those voting in an open and publicized referendum. Thirty (30) days continuous publicity must be given prior to voting on said referendum.
- Section 4. By-Laws to the Constitution may be adopted at any regular meeting by a 75% majority vote of the total Career Service Senate members. All Career Service personnel shall receive notification of all proposed By-Laws seven (7) days prior to the next regular meeting.



✓

THE FACULTY SENATE

Article 1. Name

The organization shall be known as the Faculty Senate of Florida International University.

Article 2. Membership

All members of the Teaching and Research Faculty (hereafter referred to as the Faculty) on half-time or greater appointment in one of the academic units of F.I.U. shall be members of the Faculty Senate.

Article 3. Voting

Each member shall have one vote in proceedings of the entire Faculty Senate. Voting privileges within Committees of the Faculty Senate shall be specified by the By-Laws of the Faculty Senate.

Article 4. Meetings

Section 1. The Faculty Senate shall meet at least once each month on the Tamiami Campus. Meetings shall be announced at least 48 hours in advance. The Faculty Senate shall select a time and place for a regular monthly meeting. Meetings are open to all; participation is limited to members of the Faculty.

Section 2. Thirty and a third percent of those on full-time appointment to the Faculty shall constitute a quorum for the purpose of conducting business.

Section 3. Decisions of the Faculty Senate shall be by simple majority vote, except where Robert's Rules of Order indicate otherwise, and except for amendments to these By-Laws. Only those members present may vote; there shall be no proxy votes.

Article 5. Officers

Section 1. The Faculty Senate shall elect from the full-time members of the Faculty the following officers: (a) Chairman, (b) Vice-Chairman, (c) Secretary, (d) a small even number of at-large members.

These Officers shall constitute the Executive Committee of the Faculty Senate. They shall be elected for terms of two years, with half being elected in even numbered years and the remainder in odd numbered years. Each member of the

(Continued)



Executive Committee may succeed himself no more than one time.

Section 2. The Chairman shall appoint a recording secretary to take minutes at meetings, and a parliamentarian. The recording secretary may be someone not a member of the Faculty. The parliamentarian shall be a regular voting member of the Faculty.

Section 3. The Secretary shall insure that minutes of the previous meeting of the Faculty are available in his office for at least 48 hours before the succeeding meeting. He shall keep a file of all minutes of Faculty meetings and all action of standing and ad hoc committees. Minutes of the previous meeting shall be circulated at the succeeding meeting.

#### Article 6. Committees

The Faculty Senate shall have the following standing committees, whose members shall be full-time members of the Teaching and Research Faculty:

1. Faculty Status Committee ("tenure committee"): Shall make a recommendation in all instances of tenure, appointments, and other matters as the Faculty deems appropriate, and shall serve as a Faculty Policy Committee and Grievance Committee.
2. Curriculum Committee: Shall consider and make recommendations on all matters pertaining to curriculum, courses of study, evaluation of students and courses, and other matters as the Faculty Senate deems appropriate.
3. Research Committee: Shall make recommendations on matters concerning in-house research funds, research appointments, and other matters as the Faculty deems appropriate.
4. Committee on Nominations and Agendas: Shall prepare slates of nominees to Faculty committees and prepare the agenda for Faculty meetings.
5. Admissions Committee: Shall recommend on all matters relating to admission of students.

All standing committees shall report to the Faculty Senate not less than once each year. Each committee shall keep a written record of its actions. Matters falling within the purview of a standing committee shall be brought to that committee before being brought to the Faculty Senate. Membership of these committees shall be determined by the By-Laws of the Faculty Senate. The Faculty Senate may create



ad hoc or other committees at its discretion.

### Article 7. Elections

Section 1. Elections shall be by secret ballot. All officers and members of standing committees shall be elected for terms of two years, with membership on committees staggered so that approximately half of the committee is elected each year. Elections shall be held no later than December 15th of each year. Vacancies on standing committees and the Executive Committee shall be filled within 30 days. Slates of nominees shall be presented to the Faculty no less than 15 days before election, and slates shall remain open for floor nominations.

Section 2. Election of Senate members to the University Council shall be by secret ballot, and shall follow the general provisions of Section 1. above.

Amendments to these By-Laws shall require the vote of two-thirds of a quorum. Proposed amendments shall be published and read at a meeting of the Faculty Senate (first reading), and read once again (second reading) and voted on at the next subsequent meeting of the Faculty Senate.

In addition the Faculty may, as soon as possible after its initial meeting, wish to publish a Faculty Handbook which specifies:

- a. Rights and responsibilities of Teaching and Research Faculty, and grievance procedures.
- b. Evaluation, hiring, and promotion criteria for all Teaching and Research Faculty and Academic Administration, and for all Faculty and Administrative ranks.
- c. Provisions for its own amendment. Any other matters the Faculty deems appropriate.

(Continued)



# STUDENT GOVERNMENT ASSOCIATION CONSTITUTION

## Article 1. Name

The name of this organization shall be the Student Government Association of Florida International University.

## Article 2. Purpose

The purpose of this government shall be:

1. Coordinate all appropriate activities of the Student Body with Faculty, Staff and Administration of the University and the community.
2. Provide for student participation in all University governance.
3. Promote communication and understanding between Florida International University and the peoples of the world.
4. Suggest and promote academic programs and innovations.
5. Provide a vehicle whereby opinions of the students may be expressed in all programs of the University.
6. Provide the means whereby the Student Body may exercise its right to self-governance; and insure for the protection of students' civil, social, economic, intellectual and physical welfare, and religious freedom.

## Article 3. The Senate

The Senate shall be the official governing body for the students of Florida International University.

### Section One: Composition

The Senate shall be composed of the Presiding Board of five (5) members elected at large by the entire Student Body plus five (5) members elected from each school or college.

The Senate shall meet once each week that the University is in session.

### Section Two: Membership

1. The members of the Presiding Board shall be called:
  - a. Chairman
  - b. Associate Chairman
  - c. Comptroller

(Continued)



- d. Scribe
- e. Consularie

2. The members of the Senate elected by School or College shall be called Associates.

### Section Three: Powers and Duties of the Senate

1. Each member shall have one vote except for the presiding officer, who has no vote.
2. By an affirmative simple majority vote of the entire membership, the Senate shall have the power to:
  - a. Call special elections.
  - b. Recommend to the Dean of Student Services allocation of money to any Florida International University recognized organization following recommendations of the Budget Committee.
3. By-Laws shall be legislated and passed by two-thirds vote of the entire Senate.
4. Ordinances shall be proposed and legislated through the Senate or the University Forum. Ordinances shall be passed by a simple majority vote of both the Senate and the University Forum.
5. The Senate shall be responsible for keeping the Student Body informed by publishing the minutes of the Senate and the University Forum meetings.
6. There shall be a minimum of two (2) Senate members on each standing committee.
7. The Senate shall have the power to establish standing committees other than those set forth in Article 3., Section Four, of this Constitution, by a two-thirds vote of the entire Senate.
8. The Senate shall have the power to dissolve any standing committee by a two-thirds vote of the entire Senate.
9. The Senate shall have the power to establish ad hoc committees by a simple majority vote of members present.

### Section Four: Standing Committees

1. There must be a minimum of three (3) members on each standing committee; with the exception of the Committee on Committees and the Budget Committee which shall each

(Continued)



be composed of one (1) Senate member from each school or college and a member of the Presiding Board.

2. Temporary sub-committees may be set up to work with these standing committees.

a. These shall have at least one (1) member of the Student Body from outside the Senate.

b. Members shall be appointed by the Committee on Committees.

3. By the end of the second Senate meeting, following the initial election, there shall be appointments to standing committees.

a. Appointments shall be until the appointee's term of office ends or until the appointee resigns from the committee; a new appointment to replace him must be made at the next Senate meeting.

b. Senate members shall seek an appointment to at least one committee. The appointment shall be made by a simple majority of the entire Senate.

c. By the end of the third Senate meeting after the initial election the Committee on Committees shall have interviewed and recommended from the general Student Body, students to be appointed as members of the standing committees.

4. The obligations of the standing committees shall be as follows:

a. The standing committees shall act as recommending bodies to the Senate.

b. Committee on Committees shall:

(1) Interview and recommend to the Senate students to be placed on committees in different areas throughout the University. Whenever possible, this committee shall actively seek out nominees other than from the Senate.

(2) Be responsible to review performance of those appointed and have the power to recommend to the Senate recall of an appointee.

c. Budget Committee shall review budget proposals from recognized student organizations and shall recommend to the Senate on these budgets, and shall advise the

(Continued)



Comptroller.

- d. Cultural and Social Committee shall be in charge of coordinating all cultural and social activities involving students.
- e. Athletic Committee shall work closely with those who are responsible for setting up athletic activities involving students in both intercollegiate and intramural activities.
- f. Rules and Agenda Committee shall advise the Consul-  
arie and assist the Associate Chairman in setting up the agendas. In the event of vacancy of the Associate Chairman with the exception of replacing the Chairman.
- g. Committee on University Environment and Student Life shall be concerned with the total University environment; shall hear and investigate proposals, suggestions and complaints from students, University-at-large and the community; and shall make recommendations to the Senate for appropriate action to be taken.
- h. Academic Committee shall be concerned with the academic interests of the students and shall:
  - (1) Work closely with Faculty in setting up curriculums.
  - (2) Be responsible for insuring that student input is part of Faculty evaluation.
  - (3) Be responsible for seeing that student input is part of curricular evaluation.
  - (4) Be responsible for evaluations of curriculum and Faculty, and for making these evaluations available to the Student Body.
  - (5) Make recommendations to the Faculty and Administration.
- i. Inter-Organizational Committee shall serve as a liaison among all organizations on campus working to organize, publicize and coordinate their activities.

#### Article 4. The Presiding Board

The Presiding Board shall be composed of five (5) members to be elected at large from the entire Student Body.



### Section One: Qualifications

1. All students at Florida International University are eligible to run for the Presiding Board with the exception of members of Faculty and Administration.
2. In order to run for a Presiding Board office, the candidate shall submit a petition containing at least one hundred (100) different signatures and student numbers of Florida International University students.
3. One may not hold two (2) or more offices nor run for two (2) or more offices simultaneously.
4. One may not serve more than one (1) full term in one (1) office when elected by the Student Body after the first (initial) Student Government election.

### Section Two: Duties and Powers of the Chairman

1. Shall chair all Senate and University Forum meetings.
2. Shall be the official representative of the Student Body.
3. Shall have the power to appoint one (1) member to all Student Government Association ad hoc committees that have previously been designated by the Senate.
4. Shall have the power to enforce the will of the Student Body and the Student Government Association Constitution and By-Laws under the guidelines of the Board of Regents of the State of Florida.
5. Shall coordinate the appointment of members of all Student Government Association standing committees.
6. Shall sign all acts of the Senate within six (6) days after passage. An act becomes official in six (6) days if not signed by the Chairman or vetoed by the Chairman and at least two (2) other members of the Presiding Board.
7. Shall have the power to call emergency Senate meetings.
8. Shall carry out any additional tasks or functions as prescribed by a majority vote of the entire Senate.

### Section Three: Duties and Powers of the Associate Chairman

1. Shall assume all duties and powers of the Chairman in his absence.



2. Shall be the principle advisor to the Chairman.
3. Shall coordinate the collection of periodic reports from all campus organizations.
4. Shall prepare the agenda for Senate meetings and University Forum meetings; shall post the agenda on the Student Government Bulletin Board by at least the third (3) week day prior to meetings.
5. Shall prepare and present to the Student Body a quarterly report on all student activities.

Section Four: Powers and Duties of the Comptroller

1. Shall be chairman of the Budget Committee.
2. Shall prepare and propose the quarterly budget for the Student Government Association.
3. Shall be responsible for having all Student Government Association financial records and transactions in order and readily available.
4. Shall authorize the payment of bills by his signature along with the Dean of Student Services and shall conduct all financial business for the Student Government Association.
5. Shall be the financial advisor to the Chairman on Student Government Association matters.

Section Five: Powers and Duties of the Scribe

1. Shall record and publish reports and minutes on the Student Government Bulletin Board of all Senate and University Forum meetings.
2. Shall be responsible for all official correspondence concerning the Student Government Association.
3. Shall be responsible for any other duties appropriate to this office assigned to him by the Chairman.
4. Shall advise the Chairman.

Section Six: Powers and Duties of the Consularie

1. Shall insure that all Senate and University Forum meetings are conducted in a proper and orderly manner.
2. Shall be present at all Senate and University Forum



meetings with a thorough knowledge of Robert's Rules of Order, Revised and the Student Government Association Constitution.

3. Shall insure that all Student Government Association business is conducted according to the Student Government Association Constitution.
4. Shall advise the Chairman in governmental procedures.

#### Article 5. The Associates

The persons elected from each of the schools or colleges, by school, shall be called Associates.

##### Section One: Qualifications

1. Shall be a student with a valid Identification Card from Florida International University.
2. Shall be elected to represent the students of the respective school or College.
3. Shall submit a petition with the signatures and student numbers of at least twenty (20) students from the School or College that the candidate wishes to represent.
4. May not hold office for more than two (2) full consecutive terms.
5. May not hold more than one (1) elected office concurrently in Student Government.

#### Article 6. University Forum

The purpose of the University Forum shall be to insure that the entire Student Body may participate to the fullest in self-governance.

##### Section One: Meetings

There shall be two (2) University Forum meetings during each quarter of the academic year.

1. There shall be one (1) meeting during the third week and one (1) meeting during the eighth week of each quarter.
2. Meetings shall be held at appropriate places on campus.
3. Time, date and location shall be posted on the Student Government Bulletin Board on at least the third day before the meeting.



## Section Two: Membership

1. The Presiding Board shall be present to officiate at meetings.
2. Meetings shall be open to all students, University members and other interested persons.

## Section Three: Rights and Duties of University Forum

1. Ordinances shall be proposed and legislated through the University Forum or the Senate. Ordinances shall be passed both by a simple majority vote of students eligible to vote at the University Forum and by a simple majority of the Senate.
2. Each student presenting a valid Florida International University Identification Card shall have one (1) vote, with the exception of the presiding officer who shall have no vote.

## Article 7. Elections

There shall be two (2) general elections each year.

### Section One: Fall Election

1. Shall be held in the fourth week of the first quarter.
2. Shall elect three (3) Associates from each school or college.

### Section Two: Spring Election

1. Shall be held in the third week of the third quarter.
2. Shall elect two (2) Associates from each school or college and five (5) Presiding Board members at large.

### Section Three: Taking Office and Term of Office

1. Those elected shall take office at the second weekly Senate meeting after the votes have been counted and confirmed.
2. Term of office for Senate members shall be for one (1) full year and until a successor is elected.

### Section Four: Procedure for Elections

1. Each student holding a valid Florida International University Student Identification Card shall have one (1)

(Continued)



vote for each position on the Presiding Board.

2. Each student from each school or college holding a valid Florida International University Student Identification Card shall have one (1) vote for each Associate seat that is vacant from that School of College in the election.
3. In order to be elected to the Presiding Board a candidate must receive a simple majority of all votes cast for that office. In the event that no candidate receives a simple majority, a run-off will be held to determine the winner. All of the candidates whose votes total, in descending order, 50% plus one (1) of the votes, shall be in this run-off.
4. In the election of Associates, the candidates with the most votes in descending order shall take office to as many vacancies as are available. In case of a tie, if both candidates cannot be seated, a run-off will be held.

#### Section Five: Initial Election

1. The Spring Election shall be held at the date specified in Article 7., Section Two. The Initial Election shall be held in conjunction with this Spring Election.
2. The Presiding Board and the five (5) Associates from each school or college shall be elected in this Initial Election. Two (2) persons elected Associates shall serve for a full-term and three (3) persons elected Associates shall serve for a half term. These half terms shall not be considered a full term and shall terminate with the Fall Election.
3. The candidates themselves shall determine for which term (either the full term or the half term) he or she shall seek.
4. After the Fall Election, 1973, the provisions set forth in this section shall be eliminated from this Constitution.

#### Article 8. Removal from Office, Resignation and Vacancies

##### Section One: Removal from Office

1. The Senate and the University Forum shall have the power to remove from office any Presiding Board member by a two-thirds vote of the entire Senate and two-thirds vote of those voting at the University Forum, provided that number is greater than the number by



which he was elected.

2. An affirmative vote of one-fourth of the entire Student Body shall be sufficient to remove from office any Presiding Board member through a vote or petition, provided the number is greater than the number by which he was elected.
3. A simple majority affirmative vote of an entire school or college shall be sufficient to remove from office any Associate from that school or college.

#### Section Two: Resignation

Any Senate member finding it necessary to withdraw shall submit a resignation in writing to the Senate at least one (1) week in advance of the date of the resignation.

#### Section Three: Vacancies

1. When a vacancy occurs in the Senate (with the exception of the Presiding Board) a special slot for that position shall be offered in the next election to fill the vacancy.
  - a. This term shall run only until the original term would have ended.
  - b. The person may then run for two (2) full terms if he so chooses.
  - c. So that the post will not be vacant until the election, the remaining Associates from that school or college shall recommend someone from that school or college to the Senate, who will vote on him and admit him to the Senate by a simple majority of the entire Senate.
2. When a vacancy occurs in the Presiding Board, a special slot for that position shall be offered in the next election.
  - a. This term shall run until the original term would have ended.
  - b. The person may then run for one (1) full term in that office if he so chooses.
  - c. So that the posts of Comptroller, Scribe and Consularie will not be vacant until the next election, the post shall be filled among the Associates, provided that the Associate receives two-thirds vote of the entire Senate.



- d. The Chairman shall be replaced by the Associate Chairman and the Associate Chairman shall not be replaced until the next regularly scheduled Presiding Board election.

#### Article 9. Amendments

Amendments to this Constitution may be proposed by either the students in the University Forum or by the Senate. They shall become part of this Constitution when ratified by both a two-thirds vote of the Senate and two-thirds of those voting at the University Forum, provided it shall be presented on the ballot at the next election, and further provided that it be ratified by a simple majority of those students voting.

#### Article 10. Ratification

Ratification of this Constitution shall be achieved through a simple majority affirmative vote of the entire Student Body and the approval of the President of Florida International University.

#### Article 11. Dissolution

This Constitution in full or part may be dissolved during the academic year by a simple majority affirmative vote of the entire Student Body either through an election or through a valid petition with student signatures and numbers.

### BY-LAWS

#### Article 1. Senate

1. Senate meetings shall be held provided that a simple majority of the entire Senate is present.
2. Order of Business:
  - a. Roll call
  - b. Minutes of previous meeting
  - c. Reports of officers, boards and committees
  - d. Introductions and adaptations of resolutions and ordinances
  - e. Unfinished business
  - f. New business

(Continued)

- g. Appropriations
- h. Communications, petitions, grievances and oppositions
- i. Miscellaneous
- j. Adjournment

#### Article 2. University Forum

1. University Forum shall be held provided at least one hundred (100) students presenting a valid Florida International University Identification Card are in attendance.
2. Order of Business shall be the same as for the Senate meetings with the exception that there shall be no roll call.
3. Shall limit each person's speaking time to three (3) minutes unless extra time is granted by the Chairman.
4. There shall be alternating speakers (pro and con), unless there is no one to fill the spot, until the question is called.
5. The voting students shall be separated from the visitors so the results of the vote might be known immediately through whatever method the Chairman deems advisable. The official result will be as announced by the Con-sularie.
6. The specific meeting time of the University Forum shall be set by the Senate, and shall be posted along with the place, when the agenda is posted.

#### Article 3. Elections

Each student may sign, by name and student number, one (1) petition for candidacy for each office of the Presiding Board and may sign as many petitions for candidacy for Associates as there are seats open in his school or college.

#### Article 4. Petitions

Petitions must contain signature, printed name and student number for each signee.

#### Article 5. Committees

1. If more than one (1) member from any school or college

(Continued)



wishes to be on the Committee on Committees, the member receiving the highest number of votes from the Senate is appointed.

2. If there are more applicants than the number of vacancies offered on any committee other than the Committee on Committees and the Budget Committee, any applicant who receives a simple majority vote of the entire Senate may be appointed to the committee.

3. There shall be one (1) Presiding Board member and one (1) Associate elected by a simple majority vote of the entire Senate to be delegates to the University Council and the President's Council; the remainder of the student delegation to these two (2) Councils shall be appointed by the Committee on Committees.

Florida Board of Regents Operating Manual<sup>1</sup>

TENURE POLICY

A. Definition of Tenure of the Faculty

1. Preamble

Institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher or of the institution as a whole. The common good depends upon the unfettered search for truth and its free exposition. Academic freedom and tenure exist, not because of a peculiar solicitude for the human beings who staff our academic institutions, but instead, in order that society may have the benefit of honest judgment and independent criticism which otherwise might be withheld because of fear of offending a social group or attitude. The meaning of tenure in the academic community in the United States is simply a guarantee of annual reappointment for faculty members until retirement, or removal for adequate cause. Tenure is that condition attained by the faculty member through highly competent research and teaching, or other scholarly activities, length of service, and contributions to society. It assures him that he will have security of employment and be immune from external reprisals or threats because his intellectual position may be unpopular.

2. Tenure in the State University System

A faculty member who has been granted tenure by the Board of Regents shall have the status of permanent member of the faculty and be in the continuing employment of the institution until:

- (a) He voluntarily leaves the employment of the institution;
- (b) He voluntarily retires or reaches mandatory retirement age;
- (c) He is dismissed by the Board of Regents for cause under the provisions of this Manual which govern the termination of faculty employment;

<sup>1</sup>BOR Operating Manual, pp. 2:14 - 2:20



(d) His position is discontinued because of the reorganization, reduction, or termination of the activity in which he is engaged, in which case the University and the Board of Regents shall make reasonable inquiry in an attempt to locate appropriate, alternate, or equivalent employment, first within the University and second within the State University System, and to make known the results of the inquiry to the person affected.

(e) He dies.

#### B. Granting of Tenure

Upon nomination of the President, review by the Chancellor, and approval by the Board, tenure will be granted. Each nomination for tenure shall be acted upon with careful consideration being given to the qualifications of the faculty member, including evaluations by his colleagues and his immediate superior. When one of the duties of the faculty member being nominated is teaching, the quality of his teaching shall be gauged through appropriate devices and may include evaluations by present and former students. Nomination of a faculty member for tenure shall signify the President is satisfied that a high degree of competence has been demonstrated and continuing employment of the faculty member will serve the best interests of the institution and the University System.

#### C. Eligibility for Tenure

1. Only those employees of the University System who are classified as Teaching and Research Faculty under the provisions of the Manual are eligible for tenure. Faculty members who are appointed to administrative positions shall retain tenure in the faculty classification, but not in any administrative position.
2. Employment during any two semesters or trimesters or during three quarters of any twelve month period shall be considered a year of continuous employment. (Time spent by a faculty member under joint 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).
3. The faculty member considered for tenure will normally hold the terminal degree for his field.



4. Eligibility for tenure for academic faculty members normally shall begin after five years of service in a tenure earning position after which time an individual may be nominated for tenure in accordance with established procedures. At the discretion of the president, he may recommend credit for not more than two years spent in a tenure earning position at another university or two years of equivalent experience may be transferred by an individual who is hired at a state university in Florida as an assistant or associate professor, and credit for not more than four years may be transferred by an individual who is hired as a full professor. Except as indicated above under C.2., time counted toward eligibility for tenure while at a state university in Florida must be continuous. Service earned before leave of absence shall be counted together with service earned after returning from leave. These are minimum standards and nothing contained in this policy shall prevent the University from imposing additional requirements for tenure.
5. Instructors shall be considered temporary members of the faculty and shall not be eligible for tenure.
6. Eligibility for teachers in sub-collegiate laboratory schools operated under the Board of Regents begins after four years of employment.
7. The Board of Regents may approve tenure at an earlier time if it is recommended with sufficient justification by the President with the concurrence of the Chancellor.
8. Members of the academic faculty under tenure who transfer from one institution to another in the State University System will not automatically receive tenure upon transfer but may receive tenure upon recommendation of the President concerned and approval by the Board.

D. Procedure for Granting Tenure

The procedure to be followed when a faculty member becomes eligible or the status of permanent member shall be:

1. At the time a faculty member becomes eligible for tenure, the appropriate department or division officer, after consultation with tenured members of the department or unit, and after taking into account other considerations such as student evaluations in the case of instructional positions, shall nominate him for that status or postpone



such nomination and, in either case, shall inform him in writing.

2. Nomination for tenure should originate with the appropriate department or division officer, who shall obtain the opinions of the tenured members of the department or unit in a secret poll, the results of which shall be forwarded with the nomination, and to become effective must receive the approval of the head of the appropriate College, School, or Division, of the President, and of the Board of Regents following review by the Chancellor.

3. The faculty member shall be notified immediately in writing by the President of the final action taken on his nomination for the status of permanent member.

SURVEY BY DEPARTMENT

College of Arts and Sciences

Name of Department-Discipline	Biological Sciences	Physical Sciences	Economics	English	Fine Arts	History
Item						
1. Is major offered	yes	yes	yes	yes	yes	yes
2. No. of faculty	10	10	6	12	15	7
3. No. with doctorate	10	10	6	12	5	4
4. No. without doctorate, but with						
a) 3 years adv. study beyond master's degree	0	0	0	0	0	1
b) 2 years adv. study beyond master's degree	0	0	0	0	2	0
5. No. with master's degree only	0	0	0	0	8	2
6. No. offering competency in lieu of graduate degree	0	0	0	0	0	0
7. No. with bachelor's degree	0	0	0	0	0	0
8. No. without bachelor's degree	0	0	0	0	0	0
9. First year graduate students on staff	0	0	0	0	0	0
10. Second year graduate students on staff	0	0	0	0	0	0
11. Sum of items 3-10	10	10	6	12	15	7



SURVEY BY DEPARTMENT  
College of Arts and Sciences

Name of Department- Discipline	Mathematical Sciences	Modern Languages	Philosophy & Religion	Political Science	Psychology	Sociology & Anthropology
Item						
1. Is major offered?	yes	yes	yes	yes	yes	yes
2. No. of faculty	18	7	6	9	16	8
3. No. with doctorate	13	5	3	7	16	6
4. No. without doctorate, but with						
a) 3 years adv. study beyond master's degree	2	1	2	0	0	0
b) 2 years adv. study beyond mater's degree	1	1	1	1	0	0
5. No. with master's degree only	2	0	0	0	0	2
6. No. offering competency in lieu of graduate degree	0	0	0	0	0	0
7. No. with bachelor's degree	0	0	0	1	0	0
8. No. without bachelor's degree	0	0	0	0	0	0
9. First year graduate students on staff	0	0	0	0	0	0
10. Second year graduate students on staff	0	0	0	0	0	0
11. Sum of items 3-10	18	7	6	9	16	8

SURVEY BY DEPARTMENT

School of Business and Organizational Science

Name of Department-Discipline	Dean's Office	Finance & Accounting	Management	Policy, Marketing & Environment
Item				
1. Is major offered	NA	yes	yes	yes
2. No. of faculty	6	17	17	19
3. No. with doctorate	3	14	15	8
4. No. without doctorate, but with				
a) 3 years adv. study beyond master's degree	0	0	0	0
b) 2 years adv. study beyond adv. study degree	0	0	0	7
5. No. with master's degree only	3	2	2	3
6. No. offering competency in lieu of graduate degree	0	0	0	0
7. No. with bachelor's degree	0	1	0	1
8. No. without bachelor's degree	0	0	0	0
9. First year graduate students on staff	0	0	0	0
10. Second year graduate students on staff	0	0	0	0
11. Sum of items 3-10	6	17	17	19



SURVEY BY DEPARTMENT

School of Education

Name of Department-Discipline	Curriculum & Instruction	General Professional Ed. & Ed. Administration	Health & PE Recreation & Athletics	Special Education & Pupil Services	Vocational & Adult Education
Item					
1. Is major offered	yes	yes	yes	yes	yes
2. No. of faculty	17	9	13	10	8
3. No. with doctorate	15	8	6	9	6
4. No. without doctorate, but with					
a) 3 years adv. study beyond master's degree	0	0	0	0	0
b) 2 years adv. study beyond master's degree	2	1	1	1	0
5. No. with master's degree only	0	0	5	0	2
6. No. offering competency in lieu of graduate degree	0	0	0	0	0
7. No. with bachelor's degree	0	0	0	0	0
8. No. without bachelor's degree	0	0	1	0	0
9. First year graduate students on staff	0	0	0	0	0
10. Second year graduate students on staff	0	0	0	0	0
11. Sum of items 3-10	17	9	13	10	8

SURVEY BY DEPARTMENT

School of Health & Social Services

Name of Department-Discipline	Dietetics & Nutrition	Health Science	Medical Technology	Home Economics	Occupational Therapy	Physical Therapy
Item						
1. Is major offered	yes	yes	yes	yes	yes	yes
2. No. of faculty	6	5	4	1	3	5
3. No. with doctorate	3	2	1		1	2
4. No. without doctorate, but with						
a) 3 years adv. study beyond master's degree	0	0	0	0	0	0
b) 2 years adv. study beyond master's degree	0	1	0	0	0	0
5. No. with master's degree only	3	2	2	1	2	3
6. No. offering competency in lieu of graduate degree	0	0	0	0	0	0
7. No. with bachelor's degree	0	0	1	0	0	0
8. No. without bachelor's degree	0	0	0	0	0	0
9. First year graduate students on staff	0	0	0	0	0	0
10. Second year graduate students on staff	0	0	0	0	0	0
11. Sum of items 3-10	6	5	4	1	3	5



SURVEY BY DEPARTMENT  
School of Health & Social Services

Name of Department- Discipline	Nursing	Social Work	Criminal Justice
Item	Nursing	Social Work	Criminal Justice
1. Is major offered	yes	yes	yes
2. No. of faculty	9	8	12
3. No. with doctorate	1	3	7
4. No. without doctorate, but with			
a) 3 years adv. study beyond master's degree	0	0	1
b) 2 years adv. study beyond master's degree	2	0	1
5. No. with master's degree only	6	5	3
6. No. offering competency in lieu of graduate degree	0	0	0
7. No. with bachelor's degree	0	0	0
8. No. without bachelor's degree	0	0	0
9. First year graduate students on staff	0	0	0
10. Second year graduate students on staff	0	0	0
11. Sum of items 3-10	0	0	0

SURVEY BY DEPARTMENT

School of Hotel, Food & Travel Services

Name of Department-Discipline	School of Hotel, Food & Travel
Item	
1. Is major offered	yes
2. No. of faculty	15
3. No. with doctorate	6
4. No. without doctorate, but with	
a) 3 years adv. study beyond master's degree	0
b) 2 years adv. study beyond master's degree	2
5. No. with master's degree only	6
6. No. offering competency in lieu of graduate degree	0
7. No. with bachelor's degree	1
8. No. without bachelor's degree	0
9. First year graduate students on staff	0
10. Second year graduate students on staff	0
11. Sum of items 3-10	15



SURVEY BY DEPARTMENT

School of Technology

Name of Department-Discipline	Dean's Office	Engineering Technology	Construction	Environmental Technology Systems
Item				
1. Is major offered	NA	yes	yes	yes
2. No. of faculty	3	7	4	3
3. No. with doctorate	2	3	3	3
4. No. without doctorate, but with				
a) 3 years adv. study beyond master's degree	0	2	0	0
b) 2 years adv. study beyond master's degree	1	0	0	0
5. No. with master's degree only	0	1	1	0
6. No. offering competency in lieu of graduate degree	0	0	0	0
7. No. with bachelor's degree	0	1	0	0
8. No. without bachelor's degree	0	0	0	0
9. First year graduate student on staff	0	0	0	0
10. Second year graduate student on staff	0	0	0	0
11. Sum of items 3-10	3	7	4	3

ROSTER OF INSTRUCTIONAL STAFF

College of Arts and Sciences

Name Note: Group by Department	Rank	Most Advanced Degree	Years of Advanced Work Beyond Baccalaureate	Other Dept. in which Person Teaches	Employment outside this institution for which Compensation is Received	Teach- ing Load in Clock Hours per Week
<u>BIOLOGICAL SCIENCES</u>						
Stein, Abraham M.	Prof.	Ph.D.	3	**	V.P., Continental Water Comp.	*
Babcock, R. George	Asst. Prof.	Ph.D.	3			*
McArthur, J. A.	Asst. Prof.	Ph.D.	3			*
Pan, M.	Asst. Prof.	Ph.D.	3			*
Okubo, Case K.	Asst. Prof.	Ph.D.	3			*
Goldberg, Walter	Asst. Prof.	Ph.D.	3			*
Murison, Gerald L.	Assoc. Prof.	Ph.D.	3			*
Chen, Chun-Fan	Asst. Prof.	Ph.D.	3			*
Sohal, Gurkirpal S.	Asst. Prof.	Ph.D.	3			*
Cuervo, Leon	Assoc. Prof.	Ph.D.	3			*
<u>Adjunct Faculty:</u>						
Rutchik, Dorothy	Asst. Prof.	M.A.	1			
Rutchik, Allen	Asst. Prof.	Ph.D.	3			
Grossman, Milton	Prof.	Ph.D., M.D.	7			
Schwartz, Albert	Assoc. Prof.	Ph.D.	3			
Beck, Walter	Assoc. Prof.	Ph.D.	3			

\*Section 241.73, Florida Statutes reads as follows: "(2) Each full-time teaching faculty member at any institution under the supervision of the Board of Regents who is paid wholly from state funds shall teach a minimum of twelve classroom contact hours per week..."

\*\*Adjunct Professor of Biochemistry, University of Miami College of Medicine



ROSTER OF INSTRUCTIONAL STAFF

College of Arts and Sciences

Note:	Name Group by Department	Rank	Most Advanced Degree	Years of Advanced Work Beyond Baccalaureate	Other Dept. in which Person Teaches	Employment outside this institution for which Compensation is Received	Teach- ing Load in Clock Hours per Week
<u>ECONOMICS</u>							
	Casey, Thomas, Jr.	Assoc. Prof.	Ph.D.	3	Business		*
	Franklin, W. S.	Asst. Prof.	Ph.D.	3		U.S. Dept. of Labor	*
	Moncarz, Raul	Assoc. Prof.	Ph.D.	3			*
	Muller, A. L.	Assoc. Prof.	Ph.D.	3			*
	Samuels, George	Asst. Prof.	Ph.D.	3			*
	Thomas, D. Babatunde	Asst. Prof.	Ph.D.	3	Business		*
	<u>Adjunct Faculty:</u>						
	Airan, Lalita		B.A.				
	Blowers, Chuck		Ph.D.	3		Dade County Plan- ning Department	
	Brain, Kathleen		M.S.	2			
	Kopec, Linda					Federal Reserve	
	Pincus, Joseph		Ph.D.	12			
	Zayas, Jorge		B.A.	5			
	<u>Adjunct which may be used this year:</u>						
	Soykan, Mustafa		Ph.D.	6	Modern Languages		

\*Section 241.73, Florida Statutes reads as follows: "(2) Each full-time teaching faculty member at any institution under the supervision of the Board of Regents who is paid wholly from state funds shall teach a minimum of twelve classroom contact hours per week..."

ROSTER OF INSTRUCTIONAL STAFF

College of Arts and Sciences

Name Note: Group by Department	Rank	Most Advanced Degree	Years of Advanced Work Beyond Baccalaureate	Other Dept. in which Person Teaches	Employment outside this institution for which Compensation is Received	Teach- ing Load in Clock Hours per Week
<u>ENGLISH</u>						
Waugh, Butler	Prof.	Ph.D.	3			*
Dwyer, Richard	Prof.	Ph.D.	3			*
Antrim, Harry	Assoc. Prof.	Ph.D.	3			*
Watson, Donald	Asst. Prof.	Ph.D.	3			*
Arnold, Tucker, Jr.	Asst. Prof.	Ph.D.**	3			*
Berk, Lynn	Asst. Prof.	Ph.D.	3			*
Elkins, Charles	Asst. Prof.	Ph.D.	3			*
Barker, George	Visiting Prof (Writer in Residence)		3			*
Cummings, Melbourne	Asst. Prof.	Ph.D.	3			*
Hall, James	Asst. Prof.	Ph.D.	3			*
Callaway, Katherine	Asst. Prof.	Ph.D.	3			*
Hauser, Helen	Ad. Asst. Prof.	Ph.D.	3			*

\*Section 241.73, Florida Statutes reads as follows: "(2) Each full-time teaching faculty member at any institution under the supervision of the Board of Regents who is paid wholly from state funds shall teach a minimum of twelve classroom contact hours per week..."

\*\*Ph.D. Pending Completion



ROSTER OF INSTRUCTIONAL STAFF

College of Arts and Sciences

Name Note: Group by Department	Rank	Most Advanced Degree	Years of Advanced Work Beyond Baccalaureate	Other Dept. in which Person Teaches	Employment outside this institution for which Compensation is Received	Teach- ing Load in Clock Hours per Week
<u>FINE ARTS</u>						
Fink, Philip H.	Assoc. Prof.	Ph.D.	3			9
Giberson, Philip, Jr.	Asst. Prof.	M.A.	1			*
Jacobs, Ellen	Asst. Prof.	M.S.	3			*
McElfresh, Clair	Assoc. Prof.	D.M.A.	2			*
Couper, James	Asst. Prof.	M.A.	3			*
Wyman, William	Assoc. Prof.	M.A.	1			9
Wyroba, Francis	Prof.	M.A.	2			*
Helming, Joanna	Asst. Prof.	M.A.	2			*
Langer, Sandra	Asst. Prof.	Ph.D.	4			*
Leeds, Marie	Asst. Prof.	M.M.	1			*
Lyle, Jack	Asst. Prof.	M.F.A.	2			*
Nicastri, Joseph	Asst. Prof.	M.A.	2			*
Swan, John	Asst. Prof.	D.M.A.	4			*
Twyman, Terry	Instructor	M.A.	1			*
Vagramian, Violet	Asst. Prof.	Ph.D.	4			*
<u>Adjunct Faculty:</u>						
Antrim, Louann		H.A.	3			5

\*Section 241.73, Florida Statutes reads as follows: "(2) Each full-time teaching faculty member at any institution under the supervision of the Board of Regents who is paid wholly from state funds shall teach a minimum of twelve classroom contact hours per week..."

ROSTER OF INSTRUCTIONAL STAFF

College of Arts and Sciences

Name Note: Group by Department	Rank	Most Advanced Degree	Years of Advanced Work Beyond Baccalaureate	Other Dept. in which Person Teaches	Employment outside this institution for which Compensation is Received	Teach- ing Load in Clock Hours per Week
-----------------------------------	------	----------------------------	---	---	---	---

FINE ARTS (Continued):

Carlton, Joanne		M.A.	2			5
Orlando, Polpi		None	None			8
Read, David		M.F.A.	2			5
Wilson, Cal		None	None			
Bobo, Robert		D.M.A.	2			1
Bodger, Arthur		M.M.	2			2
Bonsanti, Neal		M.M.	2			0
Csonka, Paul		D.M.A.	None			8
DeGangi, Dominick		B.M.	2			4
Drew, Gayle		M.M.	2			4
Harms, Harold		M.M.	None			1
Montero-Inclan, Margarita		B.M.	2			1
Knight, Charles		M.M.	2			3
Maddern, David		M.M.	2			6 1/2
Marks, Valrie		M.M.	2			8 1/2
Obata, Yoshihiro		M.M.	2			1
Star, Cheryl		M.M.	2			2



ROSTER OF INSTRUCTIONAL STAFF

College of Arts and Sciences

Name Note: Group by Department	Rank	Most Advanced Degree	Years of Advanced Work Beyond Baccalaureate	Other Dept. in which Person Teaches	Employment outside this institution for which Compensation is Received	Teach- ing Load in Clock Hours per Week
-----------------------------------	------	----------------------------	---	---	---	---

FINE ARTS (Continued):

Suarez, Richard		M.M.	2			8 1/2
Wechsler, Maxine		M.M.	2			1

ROSTER OF INSTRUCTIONAL STAFF

College of Arts and Sciences

Name	Rank	Most Advanced Degree	Years of Advanced Work Beyond Baccalaureate	Other Dept. in which Person Teaches	Employment outside this institution for which Compensation is Received	Teaching Load in Clock Hours per Week
<u>HISTORY:</u>						
Klimmer, Richard	Asst. Prof.	M.A.**	2			*
Leed, Eric	Asst. Prof.	Ph.D.	3			*
Pescatello, Ann	Assoc. Prof.	Ph.D.	3			*
Pyron, Darden	Asst. Prof.	Ph.D.**	2			*
Peterson, Brian	Asst. Prof.	M.A.**	4			*
Kaminsky, Howard	Prof.	Ph.D.	4			*
Rock, Howard	Asst. Prof.	M.A.**	2			*
<u>Adjunct Faculty:</u>						
Peterson, Joyce		M.A.**	2			5-10
Park, Dabney		Ph.D.	3			5-10

\*Section 241.73, Florida Statutes reads as follows: "(2) Each full-time teaching faculty member at any institution under the supervision of the Board of Regents who is paid wholly from state funds shall teach a minimum of twelve classroom contact hours per week..."

\*\*Ph.D. Pending Completion



ROSTER OF INSTRUCTIONAL STAFF

College of Arts and Sciences

Name Note: Group by Department	Rank	Most Advanced Degree	Years of Advanced Work Beyond Baccalaureate	Other Dept. in which Person Teaches	Employment outside this institution for which Compensation is Received	Teach- ing Load in Clock Hours per Week
<u>MATHEMATICAL SCIENCES:</u>						
Fisher, R. C.	Prof.	Ph.D.	3			*
Shapiro, Samuel	Assoc. Prof.	Ph.D.	3			*
Berk, Toby	Asst. Prof.	Ph.D.	3			*
Ekong, Victor	Asst. Prof.	Ph.D.	3			*
Geisler, Pamela	Asst. Prof.	Ph.D.	3			*
Kraynek, William	Asst. Prof.	Ph.D.	3			*
Nunnally, Joanne	Instructor	M.A.	2			*
Shersin, Anthony	Asst. Prof.	Ph.D.	3			*
Siegmeister, Jaclyne	Instructor	M.A.	2			*
Slifker, James	Assoc. Prof.	Ph.D.	3			*
Brain, Carlos	Asst. Prof.	M.S.**	7	S.B.O.S.		
<u>Adjunct Faculty:</u>						
Goodwin, Nancy-Lee		M.S.	3			
Gotterer, Malcolm		D.B.A.	7			
Lawson, Linda		Ph.D.	7			
Morris, David		Ph.D.	3			

\*Section 241.73, Florida Statutes reads as follows: "(2) Each full-time teaching faculty member at any institution under the supervision of the Board of Regents who is paid wholly from state funds shall teach a minimum of twelve classroom contact hours per week..."

\*\*Ph.D. Pending Completion

ROSTER OF INSTRUCTIONAL STAFF

College of Arts and Sciences

Name	Rank	Most Advanced Degree	Years of Advanced Work Beyond Baccalaureate	Other Dept. in which Person Teaches	Employment outside this institution for which Compensation is Received	Teaching Load in Clock Hours per Week
<u>MATHEMATICAL SCIENCES (Continued):</u>						
Sanchez, Candido		M.S.	3			
Su, Hui-Yang (David)		M.B.A.	5			
Williams, Willie		Ph.D.	3			
Roberts, Carolyn		M.A.	2			
Matas, Margarita		M.A.	2			
Shershin, Carmen		M.A.	2			
Wetterstrand, William		Ph.D.	10			
Levin, Drucilla		B.S.	0			



ROSTER OF INSTRUCTIONAL STAFF

College of Arts and Sciences

Name	Rank	Most Advanced Degree	Years of Advanced Work Beyond Baccalaureate	Other Dept. in which Person Teaches	Employment outside this institution for which Compensation is Received	Teaching Load in Clock Hours per Week
<u>MODERN LANGUAGES:</u>						
Crosby, James O.	Prof.	Ph.D.	5			*
Singer, Carl	Asst. Prof.	Ph.D.	6			*
Yudin, Florence L.	Assoc. Prof.	Ph.D.	4 1/2			*
DiSalvo, Maida	Asst. Prof.	M.A.**	4			*
Hernandez, Lilliam	Asst. Prof.	M.A.	3			*
Sanchez, Reinaldo	Asst. Prof.	Ph.D.	6			*
Welch, Marcelle	Asst. Prof.	Ph.D.	5			*
<u>Adjunct Faculty:</u>						
Coletti, Anne		M.A.	5			
Vitale, Robert		M.A.**	5			
Wagner, Karl		M.A.**	2			
Villar, Aurora		Ph.D.**	4			

\*Section 241.73, Florida Statutes reads as follows: "(2) Each full-time teaching faculty member at any institution under the supervision of the Board of Regents who is paid wholly from state funds shall teach a minimum of twelve classroom contact hours per week..."

\*\*Ph.D. Pending Completion

ROSTER OF INSTRUCTIONAL STAFF

College of Arts and Sciences

Name Note: Group by Department	Rank	Most Advanced Degree	Years of Advanced Work Beyond Baccalaureate	Other Dept. in which Person Teaches	Employment outside this institution for which Compensation is Received	Teach- ing Load in Clock Hours per Week
<u>PHILOSOPHY AND RELIGION:</u>						
Arias, Ricardo C.	Assoc. Prof.	Ph.D.	8			*
Kovacs, George	Assoc. Prof.	Ph.D.	8			*
Huchingson, James	Asst. Prof.	M. Div.	6			*
Konkel, Richard	Asst. Prof.	Ph.D.	7	S.B.O.S.		*
Kushner, Thomasine	Asst. Prof.	M.A.	3			*
Monarch, Ira	Asst. Prof.	M.A.	4			*

\*Section 241.73, Florida Statutes reads as follows: "(2) Each full-time teaching faculty member at any institution under the supervision of the Board of Regents who is paid wholly from state funds shall teach a minimum of twelve classroom contact hours per week..."



ROSTER OF INSTRUCTIONAL STAFF

College of Arts and Sciences

Name Note: Group by Department	Rank	Most Advanced Degree	Years of Advanced Work Beyond Baccalaureate	Other Dept. in which Person Teaches	Employment outside this institution for which Compensation is Received	Teach- ing Load in Clock Hours per Week
<u>PSYCHOLOGY:</u>						
Tikofsky, Ronald	Prof.	Ph.D.	5		Occasional consulting	*
Flanders, James	Assoc. Prof.	Ph.D.	4			*
Finley, Gordon	Assoc. Prof.	Ph.D.	6			*
Gonzalez-Reigosa, Fernando	Asst. Prof.	Ph.D.	4			*
Moran, Gary	Prof.	Ph.D.	5			*
Parker, Janat	Asst. Prof.	Ph.D.	5			*
Dunn, Marvin	Asst. Prof.	Ph.D.	6		Occasional consulting	*
deGroot, Sybil	Assoc. Prof.	Ph.D.	6			*
Girden, Edward	Prof.	Ph.D.	4			*
Blum, Milton	Prof.	Ph.D.	7		Priv. Consult. Firm	*
Cascio, Wayne	Asst. Prof.	Ph.D.	5		S.B.O.S. Occasional consulting	*
Hartley, Joellen	Visiting Asst. Prof.	Ph.D.	8			*
Hartley, Alan	Asst. Prof.	Ph.D.	5			*
Jacowitz, Marian	Asst. Prof.	Ph.D.	7			*
Kurtinez, William	Asst. Prof.	Ph.D.	3			*
Silverman, Irwin	Visiting Assoc. Prof.	Ph.D.	7			*

\*Section 241.73, Florida Statutes reads as follows: "(2) Each full-time teaching faculty member at any institution under the supervision of the Board of Regents who is paid wholly from state funds shall teach a minimum of twelve classroom contact hours per week..."

ROSTER OF INSTRUCTIONAL STAFF

College of Arts and Sciences

Name Note: Group by Department	Rank	Most Advanced Degree	Years of Advanced Work Beyond Baccalaureate	Other Dept. in which Person Teaches	Employment outside this institution for which Compensation is Received	Teach- ing Load in Clock Hours per Week
<u>PSYCHOLOGY (Continued):</u>						
<u>Adjunct Faculty:</u>						
Brown, Hugh		Ph.D.	7			
Krebo, Charles		Ph.D.	5			
Richards, Stephan		Ph.D.	4			
Smith, Robert		M.A.	7			
Solomon, Robert		Ph.D.	8			
Sylvester, Robert		Ph.D.	7			
Toomer, Jethro		Ph.D.	6			
Speisman, Leonard		Ph.D.	5			
Davidson, Robert		Ph.D.	8			
Losak, John		Ph.D.	10			
Dunn, Michael		Ph.D.	5			
Schaeffer, Richard		Ph.D.	7			
Crown, Bany		Ph.D.	4			
Elenewski, Jeffrey		Ph.D.	7			



ROSTER OF INSTRUCTIONAL STAFF

College of Arts and Sciences

Name Note: Group by Department	Rank	Most Advanced Degree	Years of Advanced Work Beyond Baccalaureate	Other Dept. in which Person Teaches	Employment outside this institution for which Compensation is Received	Teach- ing Load in Clock Hours per Week
<u>PHYSICAL SCIENCES:</u>						
Weiner, Ruth	Assoc. Prof.	Ph.D.	4			*
Wardy, Kenneth	Assoc. Prof.	Ph.D.	4			*
Keller, Leonard	Asst. Prof.	Ph.D.	4			*
Parker, John	Assoc. Prof.	Ph.D.	4			*
Sheldon, John	Assoc. Prof.	Ph.D.	4			*
Herriott, Arthur	Asst. Prof.	Ph.D.	4			*
Maurrasse, Florentin	Asst. Prof.	Ph.D.	4			*
Morganstern, Ralph	Asst. Prof.	Ph.D.	4			*
Shaw, George	Asst. Prof.	Ph.D.	4			*
Williams, Kathryn	Asst. Prof.	Ph.D.	4			*
<u>Adjunct Faculty:</u>						
Mintz, Stephen		Ph.D.	4			
Irwin, Michael		Ph.D.	4			
Simon, Kenneth		M.S.	2			
Martinez, Zaida		M.S.	2			
Sax, Robert		Ph.D.	4			
Mills, Dan		M.S.	2			
Hearn, W. Lee		M.S.	2			

\*Section 241.73, Florida Statutes reads as follows: "(2) Each full-time teaching faculty member at any institution under the supervision of the Board of Regents who is paid wholly from state funds shall teach a minimum of twelve classroom contact hours per week..."

ROSTER OF INSTRUCTIONAL STAFF

College of Arts and Sciences

Name Note: Group by Department	Rank	Most Advanced Degree	Years of Advanced Work Beyond Baccalaureate	Other Dept. in which Person Teaches	Employment outside this institution for which Compensation is Received	Teach- ing Load in Clock Hours per Week
<u>POLITICAL SCIENCE:</u>						
Greenberg, Martin H.	Assoc. Prof.	Ph.D.	3			*
Olander, Joseph D.	Assoc. Prof.	Ph.D.	3			*
Gottlieb, Joel	Asst. Prof.	Ph.D.	3			*
Aybar, Jose M.	Asst. Prof.	M.A.	3			*
Nelson, Brian	Asst. Prof.	Ph.D.	3			*
Boodhoo, Ken I.	Asst. Prof.	Ph.D.	3			*
Keselman, Jose	Asst. Prof.	B.A.	3			*
Lilie, Joyce	Asst. Prof.	Ph.D.				*
Volcansek, Mary	Asst. Prof.	Ph.D.				*
<u>Adjunct Faculty:</u>						
Mendoza, Manuel G.		M.A.	3			

\*Section 241.73, Florida Statutes reads as follows: "(2) Each full-time teaching faculty member at any institution under the supervision of the Board of Regents who is paid wholly from state funds shall teach a minimum of twelve classroom contact hours per week..."



ROSTER OF INSTRUCTIONAL STAFF

College of Arts and Sciences

Note:	Name Group by Department	Rank	Most Advanced Degree	Years of Advanced Work Beyond Baccalaureate	Other Dept. in which Person Teaches	Employment outside this institution for which Compensation is Received	Teach- ing Load in Clock Hours per Week
<u>SOCIOLOGY/ANTHROPOLOGY:</u>							
	Sileo, N. G.	Assoc. Prof.	Ph.D.	6			*
	Maingot, Anthony	Assoc. Prof.	Ph.D.	3			*
	Levine, Barry	Asst. Prof.	Ph.D.	3			*
	Osborne, W. T., Jr.	Assoc. Prof.	Ph.D.	3			*
	Brown, Jerald	Asst. Prof.	Ph.D.	3			*
	Ross, Lamar	Asst. Prof.	Ph.D.	3			*
	Kandel, Randy	Asst. Prof.	M.A.	2 1/2			*
	Reid, James	Asst. Prof.	M.A.				*

\*Section 241.73, Florida Statutes reads as follows: "(2) Each full-time teaching faculty member at any institution under the supervision of the Board of Regents who is paid wholly from state funds shall teach a minimum of twelve classroom contact hours per week..."

ROSTER OF INSTRUCTIONAL STAFF

School of Business and Organizational Sciences

Name Note: Group by Department	Rank	Most Advanced Degree	Years of Advanced Work Beyond Baccalaureate	Other Dept. in which Person Teaches	Employment outside this institution for which Compensation is Received	Teach- ing Load in Clock Hours per Week
<b>OFFICE OF THE DEAN:</b>						
Dessler, Gary S.	Asst. Prof.	Ph.D.	6	Mgt.		5 + Admin.
Friday, Earnest	Instructor	M.B.A.	2	Mgt.		5 + Admin.
Mittleman, Joan	Asst. Prof.	Ph.D.	3	Mgt.		5 + Admin.
Riblett, John	Instructor	M.B.A.	2	Mkt.		5 + Admin.
Lau, Lily	Instructor	M.B.A.		Mkt.		5 + Admin.
Simmons, George B.	Dean & Prof.	D.B.A.		Mgt.		5 + Admin.



ROSTER OF INSTRUCTIONAL STAFF

School of Business and Organizational Sciences

Name Note: Group by Department	Rank	Most Advanced Degree	Years of Advanced Work Beyond Baccalaureate	Other Dept. in which Person Teaches	Employment outside this institution for which Compensation is Received	Teach- ing Load in Clock Hours per Week
<u>DIVISION OF MANAGEMENT:</u>						
Altman, Steven	Asst. Prof.	D.B.A.	3			*
Butkovich, Paul M.	Asst. Prof.	Ph.D.	3			*
Dorsett, Herman W.	Assoc. Prof.	Ed.D.	3			*
Hernandez, Juan C.	Asst. Prof.	Ph.D.	3			*
Hebert, John E.	Asst. Prof.	Ph.D.	3			*
Klein, Dieter	Asst. Prof.	Ph.D.	3			*
Meredith, Jack R.	Asst. Prof.	Ph.D.	3			*
Palmer, Lucian	Asst. Prof.	Ph.D.	3			*
Parker, Alan J.	Assoc. Prof.	Ph.D.	3			*
Taggart, William M.	Asst. Prof.	Ph.D.	3			*
Turban, Efraim	Prof.	Ph.D.	3			*
Cochran, Martha W.	Instructor	M.P.H.	2			*
Gibbs, Thomas E.	Asst. Prof.	Ph.D.	3			*
Nelson, Edward A.	Assoc. Prof.	Ph.D.	3			*
Shakoor, Muhyi A.	Asst. Prof.	Ph.D.	3			*
Silbey, Valdur	Asst. Prof.	Ph.D.	3			*
Shapiro, Gloria	Instructor	M.S.	2			*

\*Section 241.73, Florida Statutes reads as follows: "(2) Each full-time teaching faculty member at any institution under the supervision of the Board of Regents who is paid wholly from state funds shall teach a minimum of twelve classroom contact hours per week..."

ROSTER OF INSTRUCTIONAL STAFF

School of Business and Organizational Sciences

Name	Rank	Most Advanced Degree	Years of Advanced Work Beyond Baccalaureate	Other Dept. in which Person Teaches	Employment outside this institution for which Compensation is Received	Teaching Load in Clock Hours per Week
Note: Group by Department						
<u>DIVISION OF MANAGEMENT (Continued):</u>						
<u>Adjunct Faculty:</u>						
Bethea, John		Ph.D.	3			
Cole, Michael H.		M.B.A.	2			
Dana, Alan		M.B.A.	2			
Fain, Douglas M.		M.S.	2			
Garcia, Jose M.		M.S.	2			
Imamshah, Norman D.V.		M.B.A.	2			
Kane, Allen		M.P.S.	2			
Mercer, Paul		J.D.	3			
Muise, Robert L.		M.P.H.	2			
Penn, Terry		M.H.A.	2			
Recio, Francisco H.		M.S.	2			
Scott, Terrence J.		M.S.	2			
Sitek, David R.		M.S.	2			
Williams, John E.		M.S.	2			
Williams, Sylister		Ed.D.	3			
Zegan, Peter		M.S.	2			

\*Section 241.73, Florida Statutes reads as follows: "(2) Each full-time teaching faculty member at any institution under the supervision of the Board of Regents who is paid wholly from state funds shall teach a minimum of twelve classroom contact hours per week..."



ROSTER OF INSTRUCTIONAL STAFF

School of Business and Organizational Sciences

Name Note: Group by Department	Rank	Most Advanced Degree	Years of Advanced Work Beyond Baccalaureate	Other Dept. in which Person Teaches	Employment outside this institution for which Compensation is Received	Teach- ing Load in Clock Hours per Week
<b>FINANCE AND ACCOUNTING:</b>						
Agrawal, Surendra P.	Asst. Prof.	Ph.D.	3			*
Alamo, Arturo	Instructor	B.B.A. (CPA)	1		Private Practice	*
AlHashim, Dhia D.	Assoc. Prof.	Ph.D.	3			*
Azan, Reinaldo L.	Instructor	M.B.A. (CPA)	2		Private Practice	*
Chang, Lucia S.	Asst. Prof.	Ph.D.	3			*
Hallbauer, Rosalie C.	Asst. Prof.	Ph.D. (CPA)	3			*
Hendrickson, Harvey S.	Prof.	Ph.D. (CPA)	3			*
Holtz, James N.	Prof.	Ph.D.	3			*
Kalogeras, Constantine M.	Asst. Prof.	Ph.D.	3			*
Landau, Max	Assoc. Prof.	Ph.D. (CPA)	3			*
Lavin, David	Asst. Prof.	Ph.D. (CPA)	3			*
Lewis, John E.	Prof.	Ph.D.	3			*
Litecky, Charles	Asst. Prof.	Ph.D.	3	Mgt.		*
Nunez, Leandro S.	Instructor	M.B.A. (CPA)	2		Private Practice	*
Rodriguez, Leonardo	Asst. Prof.	D.B.A.**	3	Mgt.		*
Stowe, John D.	Asst. Prof.	Ph.D.**	3			*

\*Section 241.73, Florida Statutes reads as follows: "(2) Each full-time teaching faculty member at any institution under the supervision of the Board of Regents who is paid wholly from state funds shall teach a minimum of twelve classroom contact hours per week..."

\*\*Ph.D. Pending Completion

ROSTER OF INSTRUCTIONAL STAFF

School of Business and Organizational Sciences

Name Note: Group by Department	Rank	Most Advanced Degree	Years of Advanced Work Beyond Baccalaureate	Other Dept. in which Person Teaches	Employment outside this institution for which Compensation is Received	Teach- ing Load in Clock Hours per Week
<b>FINANCE AND ACCOUNTING (Continued):</b>						
<b>Adjunct Faculty:</b>						
Agrawal, Alok K.		M.A.	2			
Battle, Colin		M.B.A.	2			
Crandall, Richard		M.B.A.	2			
Edwards, George E.		M.B.A. (CPA)	2			
Finan, Thomas P.		M.S. (CPA)	2			
Hoover, John J.		M.B.A. (CPA)	2			
Kelly, John J.		B.S. (CPA)	1			
Luken, Thomas F.		B.B.A. (CPA)	1			
Rosen, Lawrence N.		B.B.A. (CPA)	1			
Vernon, Thomas H.		M.B.A.	2			
Smith, R.		B.B.A. (CPA)	1			
Stokes, S. Lynn		M.B.A. (CPA)	2			
Wainberg, Salomon		B.B.A. (CPA)	1			
Yovanovic, M. Victor		M.B.A. (CPA)	2			



ROSTER OF INSTRUCTIONAL STAFF

School of Business and Organizational Sciences

Name	Rank	Most Advanced Degree	Years of Advanced Work Beyond Baccalaureate	Other Dept. in which Person Teaches	Employment outside this institution for which Compensation is Received	Teaching Load in Clock Hours per Week
<u>POLICY, MARKETING &amp; ENVIRONMENT:</u>						
Beaton, William R.	Prof.	Ph.D.	3		Nova University	*
DeHaan, Joyce M.	Asst. Prof.	M.A.**	2			*
Luytjes, Jan B.	Prof.	Ph.D.	3			*
Martin, Albert J.	Assoc. Prof.	Ph.D.	3		Miami Police Dept.	*
Robertson, Terry D.	Asst. Prof.	B.B.A.	3			*
Seaton, Bruce	Asst. Prof.	M.S.	3			*
Tanner, Lynn	Asst. Prof.	M.P.A.	3			*
Taylor, Michael R.	Asst. Prof.	M.B.A.	3		Busch Brewing Co.	*
Vogel, Ronald H.	Asst. Prof.	Ph.D.	3			*
Nicholls, J.A.F.	Assoc. Prof.	D.B.A.	4			*
Broadus, Sandra K.	Instructor	M.B.A.	2			*
Capitman, William G.	Prof.	LL.D.	3			*
Erickson, Alf L.	Asst. Prof.	LL.M.**	4			*
Heise, J. Arthur	Asst. Prof.	M.P.A.**	3			*
Patka, Thomas J.	Asst. Prof.	M.P.A.**	3			*
Sutija, George	Assoc. Prof.	M.B.A.**	3			*

\*Section 241.73, Florida Statutes reads as follows: "(2) Each full-time teaching faculty member at any institution under the supervision of the Board of Regents who is paid wholly from state funds shall teach a minimum of twelve classroom contact hours per week..."

\*\*Ph.D. Pending Completion

ROSTER OF INSTRUCTIONAL STAFF

School of Business and Organizational Sciences

Name Note: Group by Department	Rank	Most Advanced Degree	Years of Advanced Work Beyond Baccalaureate	Other Dept. in which Person Teaches	Employment outside this institution for which Compensation is Received	Teach- ing Load in Clock Hours per Week
<u>POLICY, MARKETING &amp; ENVIRONMENT (Continued):</u>						
Verson, Reinaldo D.	Instructor	Ph.D.	3			*
Yeaman, Doria B.	Lecturer	J.D.	3			*
Riblett, John E.	Instructor	M.B.A.	2			*
<u>Adjunct Faculty:</u>						
Lezcano, George						
Glembocki, Ray		M.B.A.	2			
Rubin, Eugene		B.B.A.	1			
Bloom, Philip		J.D.	3			
Mackoul, Walter		J.D.	3			
Watkins, Dennis K.		Ph.D.	3			

\*Section 241.73, Florida Statutes reads as follows: "(2) Each full-time teaching faculty member at any institution under the supervision of the Board of Regents who is paid wholly from state funds shall teach a minimum of twelve classroom contact hours per week..."



ROSTER OF INSTRUCTIONAL STAFF

School of Education

Name Note: Group by Department	Rank	Most Advanced Degree	Years of Advanced Work Beyond Baccalaureate	Other Dept. in which Person Teaches	Employment outside this institution for which Compensation is Received	Teach- ing Load in Clock Hours per Week
<u>CURRICULUM AND INSTRUCTION:</u>						
Vigilante, Nicholas J.	Prof.	Ph.D.	3			*
Boone	Instructor	M.S.	3			*
Fain	Asst. Prof.	Ed.D.	3			*
Margolin, Edythe	Assoc. Prof.	Ed.D.	3			*
McClintock, C. Edwin	Asst. Prof.	Ed.D.	3			*
Musgrave, Shirley H.	Asst. Prof.	Ph.D.	3			*
Reichbach, Edward M.	Asst. Prof.	Ed.D.	3			*
Rembert, Emma W.	Asst. Prof.	Ed.D.	3			*
Shostak, Robert	Asst. Prof.	Ph.D.	3			*
Sullivan, Zola J.	Asst. Prof.	Ph.D.	3			*
Testa, Robert F.	Asst. Prof.	Ph.D.	3			*
Tucker, Jan L.	Assoc. Prof.	Ph.D.	3			*
Campbell, Richard	Asst. Prof.	Ed.D.	3			*
Gurucharri, Kathleen	Asst. Prof.	Ph.D.	3			*
Novillis, Carol F.	Asst. Prof.	Ph.D.	3			*
Pennington, Clement	Instructor	M.Ed.	3			*
Wagner, Michael	Asst. Prof.	Ph.D.	3			*
Martinez-Perez Luis	Asst. Prof.	Ph.D.	3			*

\*Section 241.73, Florida Statutes reads as follows: "(2) Each full-time teaching faculty member at any institution under the supervision of the Board of Regents who is paid wholly from state funds shall teach a minimum of twelve classroom contact hours per week..."

ROSTER OF INSTRUCTIONAL STAFF

School of Education

Name	Rank	Most Advanced Degree	Years of Advanced Work Beyond Baccalaureate	Other Dept. in which Person Teaches	Employment outside this institution for which Compensation is Received	Teaching Load in Clock Hours per Week
------	------	----------------------	---	-------------------------------------	--	---------------------------------------

CURRICULUM AND INSTRUCTION (Continued):

Adjunct Faculty:

Adams, Georgia		M.S.	2 1/2		Graduate Student	
Adams, Mark		Ph.D.	3		Dade Co. Pub. Schools	
Wynn, Louisia		M.S.	2 1/2		Dade Co. Pub. Schools	
Peeler, Thomas		Ph.D.	3		Dade Co. Pub. Schools	
Silverman, Margo		Ph.D.	3		Dade Co. Pub. Schools	
Pino, Octavio		M.S.	2 1/2		Graduate Student	
Udell, Octavio		M.S.	2			
Bader, Barbara		M.S.	2			
Faust, Elizabeth		M.S.	2		Dade Co. Pub. Schools	
Potter, Rosemary		Ph.D.	3		Dade Co. Pub. Schools	
Lynch, Alstene		M.S.	2		Dade Co. Pub. Schools	



ROSTER OF INSTRUCTIONAL STAFF

School of Education

Note:	Name Group by Department	Rank	Most Advanced Degree	Years of Advanced Work Beyond Baccalaureate	Other Dept. in which Person Teaches	Employment outside this institution for which Compensation is Received	Teach- ing Load in Clock Hours per Week
<u>GENERAL PROFESSIONAL EDUCATION AND EDUCATIONAL ADMINISTRATION:</u>							
	Oliva, Peter F.	Prof.	Ed.D.	3			*
	Farrell, Robert V.	Instructor	M.A.	3			*
	Gallagher, Paul D.	Asst. Prof.	Ph.D.	3			*
	Gay, Lorraine R.	Asst. Prof.	Ph.D.	3			*
	Grandchamp, Robert	Asst. Prof.	Ph.D.	3			*
	Kampsnider, John J.	Asst. Prof.	Ph.D.	3			*
	Fain, Stephen M.	Asst. Prof.	Ed.D.	3			*
	Pell, Sarah W. J.	Asst. Prof.	Ed.D.	3			*
	Lutterbie, Patricia H.	Asst. Prof.	Ed.D.	3			*
	<u>Adjunct Faculty:</u>						
	Abney, Everett E.		Ed.D.	3			
	Adams, Mark		Ed.D.	3			
	Allan, Eileen M.		M.Ed.	2			
	Bethea, John R.		Ph.D.	3			

\*Section 241.73, Florida Statutes reads as follows: "(2) Each full-time teaching faculty member at any institution under the supervision of the Board of Regents who is paid wholly from state funds shall teach a minimum of twelve classroom contact hours per week..."

ROSTER OF INSTRUCTIONAL STAFF

School of Education

Name	Rank	Most Advanced Degree	Years of Advanced Work Beyond Baccalaureate	Other Dept. in which Person Teaches	Employment outside this institution for which Compensation is Received	Teaching Load in Clock Hours per Week
------	------	----------------------	---	-------------------------------------	--	---------------------------------------

GENERAL PROFESSIONAL EDUCATION AND EDUCATIONAL ADMINISTRATION (Continued):

Farmer, Robert E.		M.Ed.	2			
Hatch, Grace R.		M.Ed.	2			
Jenkins, Kenneth		Ed.D.	2			
Johnston, Herbert J.		Ed.D.	3			
Kleiman, Bert M.		Ed.D.	3			
Losak, John		Ph.D.	3			
North, Quentin		B.S.	1			
Spino, Linda W.		Ed.D.	3			
Wiley, Bennie		Ed.D.	3			



ROSTER OF INSTRUCTIONAL STAFF

School of Education

Note:	Name Group by Department	Rank	Most Advanced Degree	Years of Advanced Work Beyond Baccalaureate	Other Dept. in which Person Teaches	Employment outside this institution for which Compensation is Received	Teach- ing Load in Clock Hours per Week
-------	-----------------------------	------	----------------------------	---	---	---	---

SPECIAL EDUCATION AND PUPIL SERVICES:

	Smith, Donald C.	Prof.	Ph.D.	4			*
	Blakley, Dorothy T.	Asst. Prof.	Ph.D.	4			*
	Crocker, Mary R.	Asst. Prof.	Ph.D.	4			*
	Kennedy, Daniel A.	Assoc. Prof.	Ed.D.	4			*
	Anderson, Robert E.	Asst. Prof.	Ed.D.	4			*
	Gavilan, Marisal	Asst. Prof.	Ed.D.	4			*
	Lucky, Luretha	Asst. Prof.	Ed.D.	4			*
	Nathanson, David E.	Asst. Prof.	Ph.D.	4			*
	Ryan, Colleen A.	Asst. Prof.	Ph.D.	4			*
	Cheyney, Wendy	Instructor	M.A. & Ed. Spec.	3			*

Adjunct Faculty:

	Bannatyne, Alexander		Ph.D.	4			
	Center, Benjamin		Ph.D., D.O.	5			
	Dinkmeyer, Donald		Ph.D.	5			
	Dorsett, Herman		Ph.D.	4			

\*Section 241.73, Florida Statutes reads as follows: "(2) Each full-time teaching faculty member at any institution under the supervision of the Board of Regents who is paid wholly from state funds shall teach a minimum of twelve classroom contact hours per week..."

ROSTER OF INSTRUCTIONAL STAFF

School of Education

Name	Rank	Most Advanced Degree	Years of Advanced Work Beyond Baccalaureate	Other Dept. in which Person Teaches	Employment outside this institution for which Compensation is Received	Teaching Load in Clock Hours per Week
------	------	----------------------	---	-------------------------------------	--	---------------------------------------

SPECIAL EDUCATION AND PUPIL SERVICES (Continued):

Greadington, Barbara		M.A., M.Ed.	3			
Hall, Edythe		Ed.D.	4			
Herman, Stephen		Ph.D.	4			
Jenkins, Carolyn		M.S., Ed. Sp.	3			
Bornstein, Joan L.		M.Ed.	3			
Buchanan, Charles		Ph.D.	4			
Jacobs, Rhoda		M.Ed.	3			
Kanov, Jeffrey		Ph.D.	4			
South, Oron		Ph.D.	4			
Sinko, June		M.S.	3			
Stephenson, Patricia		Ph.D.	4			
Toomer, Jethro		Ph.D.	5			



ROSTER OF INSTRUCTIONAL STAFF

School of Education

Name Note: Group by Department	Rank	Most Advanced Degree	Years of Advanced Work Beyond Baccalaureate	Other Dept. in which Person Teaches	Employment outside this institution for which Compensation is Received	Teach- ing Load in Clock Hours per Week
-----------------------------------	------	----------------------------	---	---	---	---

VOCATIONAL AND ADULT EDUCATION:

Hauenstein, A. Dean	Assoc. Prof.	Ph.D.	3			*
Schmitt, Carlos R.	Asst. Prof.	Ph.D.	3			*
Smith, Kenneth T.	Asst. Prof.	Ed.D.	3			*
Mohamed, Dominica	Asst. Prof.	Ph.D.	3			*
Morrow, Betty (half-time)	Instructor	M.Ed.	2			*
Divita, Charles, Jr.	Asst. Prof.	Ph.D.	3			*
Hamilton, Edwin	Asst. Prof.	Ph.D.	3			*
Tindel, Connie R.	Instructor	M.S.	2			*

Adjunct Faculty:

Hoerner, James L.		Ph.D.	3			
Wilson, Maurice E.		M.S.	2			
Ressler, Ralph		Ph.D.	3			
Zaher, Joseph		M.S.	2			
Flynn, James		M.E.	2			
Huh, Austin O., II.		M.Ed.	2			
Archibald, John		M.S.	2			

\*Section 241.73, Florida Statutes reads as follows: "(2) Each full-time teaching faculty member at any institution under the supervision of the Board of Regents who is paid wholly from state funds shall teach a minimum of twelve classroom contact hours per week..."

ROSTER OF INSTRUCTIONAL STAFF

School of Education

Name	Rank	Most Advanced Degree	Years of Advanced Work Beyond Baccalaureate	Other Dept. in which Person Teaches	Employment outside this institution for which Compensation is Received	Teaching Load in Clock Hours per Week
<u>HEALTH AND P.E., RECREATION AND ATHLETICS:</u>						
Hartman, Paul E.	Prof.	Ph.D.	3			*
Badalow, Vaskin	Instructor	M.S.	1			*
Blucker, Judith A.	Asst. Prof.	Ph.D.	3			*
Fleming, A. William	Asst. Prof.	Ph.D.	3			*
Myers, Greg	Instructor	M.S.	2		Barry College	*
Wonderling, Thomas H.	Asst. Prof.	Ed.S.	2			*
Merchant, Frank A., Jr.	Instructor	M.Ed.	2			*
Bennett, Paul A.	Asst. Prof.	Ed.D.	3			*
Chadwick, Ida F.	Asst. Prof.	Ph.D.	3			*
Huitema, Sidney J.	Instructor	M.A.	1			*
Lopez, Richard	Instructor	M.A.	1			*
Perry, Ronald W.	Asst. Prof.	Ed.D.	3			*
Shave, Robert	Assoc. Prof.	B.A.				*
<u>Adjunct Faculty:</u>						
Gathright, Annette		M.Ed.	1			
Samuels, Don		M.Ed.	1			

\*Section 241.73, Florida Statutes reads as follows: "(2) Each full-time teaching faculty member at any institution under the supervision of the Board of Regents who is paid wholly from state funds shall teach a minimum of twelve classroom contact hours per week..."

(Continued)



ROSTER OF INSTRUCTIONAL STAFF

School of Health & Social Services

Name Note: Group by Department	Rank	Most Advanced Degree	Years of Advanced Work Beyond Baccalaureate	Other Dept. in which Person Teaches	Employment outside this institution for which Compensation is Received	Teach- ing Load in Clock Hours per Week
<u>CRIMINAL JUSTICE:</u>						
Hammersley, Bruce	Asst. Prof.	M.S.	2		Consultant	*
Hanewicz, Wayne B.	Assoc. Prof.	M.S.	2		Consultant	*
Legrande, J. L.	Prof.	J.D.	3		Consultant	*
Rasmussen, Howard M.	Assoc. Prof.	M.S.	2		Consultant	*
Snow, Robert E.	Asst. Prof.	J.D.	3			*
Clark, Robert S.	Asst. Prof.	Ph.D.	7			*
Marques, Jose A.	Asst. Prof.	L.L.D.	4			*
Rafky, David M.	Asst. Prof.	E.E.D.	4			*
Shearn, Jean	Assoc. Prof.	Ph.D.	5			*
Wilbanks, William	Asst. Prof.	M.S.	6			*
Steinhauer, James	Asst. Prof.	M.S., A.B.D.	4			*
Cawley, Dudley	Assoc. Prof.	Dr. of P.A. Sociology				*

\*Section 241.73, Florida Statutes reads as follows: "(2) Each full-time teaching faculty member at any institution under the supervision of the Board of Regents who is paid wholly from state funds shall teach a minimum of twelve classroom contact hours per week..."

ROSTER OF INSTRUCTIONAL STAFF

School of Health & Social Services

Name Note: Group by Department	Rank	Most Advanced Degree	Years of Advanced Work Beyond Baccalaureate	Other Dept. in which Person Teaches	Employment outside this institution for which Compensation is Received	Teach- ing Load in Clock Hours per Week
<u>CRIMINAL JUSTICE (Continued):</u>						
<u>Adjunct Faculty:</u>						
Fitzhugh, Parke		Ph.D.	5	Psychol- ogy	Consultant	
White, William S.		J.D.	3		Judge	
Slesnik, Donald		J.D.	3		Legal Advisor	
Wolff, Jarome		Ph.D.	5	Sociol- ogy	Professor	
Dizier, Sidney		Ph.D.	4	Soc. Work	Welfare Dept.	



ROSTER OF INSTRUCTIONAL STAFF

School of Health & Social Services

Note: Group by Department	Name	Rank	Most Advanced Degree	Years of Advanced Work Beyond Baccalaureate	Other Dept. in which Person Teaches	Employment outside this institution for which Compensation is Received	Teaching Load in Clock Hours per Week
<u>DIETETICS AND NUTRITION:</u>							
	Burley, Laurita M.	Instructor	M.S.	2			*
	Curry, Katharine R.	Assoc. Prof.	Ph.D.	4			*
	Himburg, Susan P.	Instructor	M.S.	2	Barry College		*
	Kupsinel, Penelope E.	Prof.	Ph.D.	4			*
	Loustaunau, Javier	Asst. Prof.	Ph.D.	4			*
	Wilson, Michele C.	Instructor	M.S.	2			*

\*Section 241.73, Florida Statutes reads as follows: "(2) Each full-time teaching faculty member at any institution under the supervision of the Board of Regents who is paid wholly from state funds shall teach a minimum of twelve classroom contact hours per week..."

ROSTER OF INSTRUCTIONAL STAFF

School of Health & Social Services

Name	Rank	Most Advanced Degree	Years of Advanced Work Beyond Baccalaureate	Other Dept. in which Person Teaches	Employment outside this institution for which Compensation is Received	Teaching Load in Clock Hours per Week
------	------	----------------------	---	-------------------------------------	--	---------------------------------------

Note: Group by Department

HEALTH SCIENCE:

Benedict, Glenda	Asst. Prof.	M.A.	2			*
Grennard, Jean	Asst. Prof.	M. Ed.	2			*
Cuadrado, Raul R.	Assoc. Prof.	Ph.D.	5			*
Janis, Juel	Assoc. Prof.	Ph.D.	5			*
Ortiz-Morales, Maria	Assoc. Prof.	M.A., M.P.A., P.H., M.H.A.	4			*

Adjunct Faculty:

Simons, Marshall		J.D.	2			
Gardiner, Carole		J.D.	2			
Simons, Sheldon		J.D.	4	Bus. Mgt.		

\*Section 241.73, Florida Statutes reads as follows: "(2) Each full-time teaching faculty member at any institution under the supervision of the Board of Regents who is paid wholly from state funds shall teach a minimum of twelve classroom contact hours per week..."

(Continued)



ROSTER OF INSTRUCTIONAL STAFF

School of Health & Social Services

Name Note: Group by Department	Rank	Most Advanced Degree	Years of Advanced Work Beyond Baccalaureate	Other Dept. in which Person Teaches	Employment outside this institution for which Compensation is Received	Teach- ing Load in Clock Hours per Week
<u>HOME ECONOMICS:</u>						
Milliken, Evelyn J.	Instructor	M.S.	2			*

\*Section 241.73, Florida Statutes reads as follows: "(2) Each full-time teaching faculty member at any institution under the supervision of the Board of Regents who is paid wholly from state funds shall teach a minimum of twelve classroom contact hours per week..."

(Continued)

ROSTER OF INSTRUCTIONAL STAFF

School of Health & Social Services

Name Note: Group by Department	Rank	Most Advanced Degree	Years of Advanced Work Beyond Baccalaureate	Other Dept. in which Person Teaches	Employment outside this institution for which Compensation is Received	Teach- ing Load in Clock Hours per Week
<u>MEDICAL TECHNOLOGY:</u>						
Altomare, Joan E.	Instructor	A.B.	1/2			*
Lamartine, Stella C.	Asst. Prof.	M.S., M.T.	2			*
Waid, Margaret E.	Assoc. Prof.	M.D.	9	Occupational Therapy & Physical Therapy		*
Zins, Janet L.	Asst. Prof.	M.S.	2			*
<u>Adjunct Faculty:</u>						
Gonzalez, Grecia		M.S.				

\*Section 241.73, Florida Statutes reads as follows: "(2) Each full-time teaching faculty member at any institution under the supervision of the Board of Regents who is paid wholly from state funds shall teach a minimum of twelve classroom contact hours per week..."



ROSTER OF INSTRUCTIONAL STAFF  
School of Health & Social Services

Name Note: Group by Department	Rank	Most Advanced Degree	Years of Advanced Work Beyond Baccalaureate	Other Dept. in which Person Teaches	Employment outside this institution for which Compensation is Received	Teach- ing Load in Clock Hours per Week
<u>NURSING:</u>						
Bedgio, Donna L.	Asst. Prof.	R.N., M.S.N.	2	H.S.M.		*
Cavallo, Mary C.	Assoc. Prof.	R.N., M.A.	3	H.S.M.		*
Clouston, Ofelia M.	Asst. Prof.	R.N., M.N.	1	H.S.M.		*
Gesse, Theresa C.	Asst. Prof.	R.N., M.S.N.	1	H.S.M., S.O.C., D.I.N.		*
Knowles, Ruth D.	Assoc. Prof.	R.N., M.N.	3	H.S.M.		*
Mooneyhan, Esther L.	Assoc. Prof.	R.N., Ed.D.	4	H.S.M.		*
Tharpe, Lula K.	Asst. Prof.	R.N., M.A.	1	H.S.M.		*
Thomas, Janice T.	Asst. Prof.	R.N., M.N.	1 1/2	H.S.M., S.O.C.		*
Werstlein, Pamela O.	Asst. Prof.	R.N., M.N.	1 1/2	H.S.M., S.O.C. S.F.S.H.		5
Bregande, Barbara J.	Adj. Prof.	R.N., M.Ed.	1 1/2			*
Brellis, Hazel K.	Adj. Prof.	R.N., M.P.H.	1			5
Burke, Mildred S.	Adj. Prof.	R.N., M.N.	1			5
Kielman, Jeanne	Adj. Prof.	R.N., M.N.	1 1/2			*
Mineau, Irene R.	Adj. Prof.	R.N., B.S.N.				5
Pinard, June	Adj. Prof.	R.N., M.S.N.	1 1/2			*
Reagan, Beverly	Adj. Prof.	R.N., B.S.N.				

\*Section 241.73, Florida Statutes reads as follows: "(2) Each full-time teaching faculty member at any institution under the supervision of the Board of Regents who is paid wholly from state funds shall teach a minimum of twelve classroom contact hours per week..."

ROSTER OF INSTRUCTIONAL STAFF

School of Health & Social Services

Name Note: Group by Department	Rank	Most Advanced Degree	Years of Advanced Work Beyond Baccalaureate	Other Dept. in which Person Teaches	Employment outside this institution for which Compensation is Received	Teaching Load in Clock Hours per Week
-----------------------------------	------	----------------------	---	-------------------------------------	--	---------------------------------------

NURSING (Continued):

Whalen, Elizabeth	Adj. Prof.	R.N., M.Ed.	2			*
White, Elizabeth A.	Adj. Prof.	R.N., M.N.	1			*
Williams, Mary V.	Adj. Prof.	R.N., M.N.	1			5
Lee, Sally H.	Adj. Prof.	R.N., M.S.N.	1			*

154

(Continued)

\*Section 241.73, Florida Statutes reads as follows: "(2) Each full-time teaching faculty member at any institution under the supervision of the Board of Regents who is paid wholly from state funds shall teach a minimum of twelve classroom contact hours per week..."



ROSTER OF INSTRUCTIONAL STAFF

School of Health & Social Services

Name	Rank	Most Advanced Degree	Years of Advanced Work Beyond Baccalaureate	Other Dept. in which Person Teaches	Employment outside this institution for which Compensation is Received	Teaching Load in Clock Hours per Week
------	------	----------------------	---	-------------------------------------	--	---------------------------------------

OCCUPATIONAL THERAPY:

Antonson, F. Genevieve	Assoc. Prof.	M.A.	5			*
Moran, Kathryn C.	Assoc. Prof.	M.A.	2			*
Weiner, Beth R.	Asst. Prof.	M.A.	2 1/4			*

\*Section 241.73, Florida Statutes reads as follows: "(2) Each full-time teaching faculty member at any institution under the supervision of the Board of Regents who is paid wholly from state funds shall teach a minimum of twelve classroom contact hours per week..."

ROSTER OF INSTRUCTIONAL STAFF

School of Health & Social Services

Name Note: Group by Department	Rank	Most Advanced Degree	Years of Advanced Work Beyond Baccalaureate	Other Dept. in which Person Teaches	Employment outside this institution for which Compensation is Received	Teach- ing Load in Clock Hours per Week
<u>PHYSICAL THERAPY:</u>						
Jones, Terry B.	Prof.	M.A.	2			*
Carr, Judith S.	Asst. Prof.	M.S.	2			*
Chen, Chun-Fan	Asst. Prof.	Ph.D.	12	Bio. Sci.		*
Skovly, Roger C.	Assoc. Prof.	M.A.	2			*
Sohal, G. S.	Asst. Prof.	Ph.D.	4	Bio. Sci.		*

\*Section 241.73, Florida Statutes reads as follows: "(2) Each full-time teaching faculty member at any institution under the supervision of the Board of Regents who is paid wholly from state funds shall teach a minimum of twelve classroom contact hours per week..."



ROSTER OF INSTRUCTIONAL STAFF

School of Health & Social Services

Note:	Name Group by Department	Rank	Most Advanced Degree	Years of Advanced Work Beyond Baccalaureate	Other Dept. in which Person Teaches	Employment outside this institution for which Compensation is Received	Teach- ing Load in Clock Hours per Week
<b>SOCIAL WORK:</b>							
	Bacarisse, Yvonne	Asst. Prof.	M.S.W.	2			*
	Jones, Rosa	Asst. Prof.	M.S.W.	2			*
	Meyer, Peter	Prof.	Ph.D.	3			*
	Smith, Betsy A.	Asst. Prof.	Ph.D.	3	Soc./Anthro.		*
	Hatten, Richard O.	Asst. Prof.	Ph.D.	3			*
	Nooe, Julia Anne	Asst. Prof.	M.S.W.	2			*
	Queralt, Magaly,	Assoc. Prof.	M.S. Ed.	2			*
	Watson, Carlos	Assoc. Prof.	M.S.W.	2			*

\*Section 241.73, Florida Statutes reads as follows: "(2) Each full-time teaching faculty member at any institution under the supervision of the Board of Regents who is paid wholly from state funds shall teach a minimum of twelve classroom contact hours per week..."

ROSTER OF INSTRUCTIONAL STAFF

School of Hotel, Food and Travel Services

Name Note: Group by Department	Rank	Most Advanced Degree	Years of Advanced Work Beyond Baccalaureate	Other Dept. in which Person Teaches	Employment outside this institution for which Compensation is Received	Teach- ing Load in Clock Hours per Week
Lattin, Gerald W. (Dean)	Prof.	Ph.D.	3			*
Marshall, Anthony G. (Asst. Dean)	Assoc. Prof.	J.D.	3			*
Morgan, William J., Jr.	Assoc. Prof.	Ph.D.	3			*
Conrade, George R.	Asst. Prof.	M.B.A.	3			*
Huse, Richard A.	Asst. Prof.	M.S.	2			*
Ilvento, Charles L.	Asst. Prof.	M.B.A., C.P.A.	2			*
Marzella, Dennis A.	Asst. Prof.	M.B.A.	2			*
Hurst, Michael E.	Asst. Prof.	M.A.	1			*
<u>Adjunct Faculty:</u>						
Burritt, Maurice		B.S.	1		Laventhol Krekstein Horwath & Horwath (Operations Control)	
Grier, David		B.S.			Great Western Wines	
Berkowitz, Leonard		B.S.	1			

\*Section 241.73, Florida Statutes reads as follows: "(2) Each full-time teaching faculty member at any institution under the supervision of the Board of Regents who is paid wholly from state funds shall teach a minimum of twelve classroom contact hours per week..."



ROSTER OF INSTRUCTIONAL STAFF

School of Hotel, Food and Travel Services

Name Note: Group by Department	Rank	Most Advanced Degree	Years of Advanced Work Beyond Baccalaureate	Other Dept. in which Person Teaches	Employment outside this institution for which Compensation is Received	Teach- ing Load in Clock Hours per Week
<u>Adjunct Faculty (Continued):</u>						
Darby, Percival		B.S.	1/2			
Hagenmeyer, Fritz		Ph.D.	3			
Hiller, Herbert		J.D.	3			
Prentiss, Bonny R.		R.D., M.S.	2			
Ringstrom, Norman		Ph.D.	3			
Webster, Richard S.		Ph.D.*	3			
Wilson, David L.		M.A.	2			

\*Ph.D. Pending Completion

ROSTER OF INSTRUCTIONAL STAFF

School of Technology

Name Note: Group by Department	Rank	Most Advanced Degree	Years of Advanced Work Beyond Baccalaureate	Other Dept. in which Person Teaches	Employment outside this institution for which Compensation is Received	Teach- ing Load in Clock Hours per Week
<u>CONSTRUCTION DIVISION:</u>						
Clark, Jack L.	Prof.	Ph.D.	6			*
Helmke, Wilma J.	Asst. Prof.	M.S.	2			*
Thompson, LeRoy E.	Assoc. Prof.	Ph.D.	6			*
Ural, Oktay	Prof.	Ph.D.	8			*
<u>Adjunct Faculty:</u>						
Lerner, Alan D.		B.A.				
McCarty, William A.		M.S.				
Mathavan, Sudershan		M.S.**				

\*Section 241.73, Florida Statutes reads as follows: "(2) Each full-time teaching faculty member at any institution under the supervision of the Board of Regents who is paid wholly from state funds shall teach a minimum of twelve classroom contact hours per week..."

\*\*Ph.D. Pending Completion



ROSTER OF INSTRUCTIONAL STAFF

School of Technology

Name Note: Group by Department	Rank	Most Advanced Degree	Years of Advanced Work Beyond Baccalaureate	Other Dept. in which Person Teaches	Employment outside this institution for which Compensation is Received	Teach- ing Load in Clock Hours per Week
<u>ENGINEERING TECHNOLOGY:</u>						
Aurioles, Gabriel	Lecturer	B.S.	7			*
Cereiyo, Manuel R.	Asst. Prof.	M.S.	6			*
Coulter, Philip E.	Assoc. Prof.	Ph.D.	6			*
Fairbanks, Jesse R.	Asst. Prof.	Ph.D.	7			*
Smith, Adele	Asst. Prof.	M.S.	2			*
Story, James R.	Asst. Prof.	Ph.D.	4			*
Thomas, Walter E.	Prof.	M.S.	6			*
<u>Adjunct Faculty:</u>						
Bober, Larry		B.S.	2		ITE Imperial	
Azan, Reinaldo		M.B.A.	5		Miami Dade Comm. College	
Kruetel, Joseph		M.A.	7		City of Miami	
Carr, Ivan		M.S.	4		Nova High School	
Brockhulzen, Richard		M.Ed.	4		Free Lance Writer	
Beshiri, Patricia		B.A.	5			
Martin, Eunice		M.Ed.	3			

\*Section 241.73, Florida Statutes reads as follows: "(2) Each full-time teaching faculty member at any institution under the supervision of the Board of Regents who is paid wholly from state funds shall teach a minimum of twelve classroom contact hours per week..."

ROSTER OF INSTRUCTIONAL STAFF

SCHOOL OF TECHNOLOGY

Name	Rank	Most Advanced Degree	Years of Advanced Work Beyond Baccalaureate	Other Dept. in which Person Teaches	Employment outside this institution for which Compensation is Received	Teaching Load in Clock Hours per Week
------	------	----------------------	---	-------------------------------------	--	---------------------------------------

Note: Group by Department

ENGINEERING TECHNOLOGY (Continued):

Wilson, David		M.Ed.	5			
Shubert, Henry		M.Ed.	3		Fla. Atlantic Univ.	
Calienes, Armando		M.S.	3		Control Data	
Patterson, Janice		M.Ed.	3		Miami Dade Comm. College	



ROSTER OF INSTRUCTIONAL STAFF

School of Technology

Name Note: Group by Department	Rank	Most Advanced Degree	Years of Advanced Work Beyond Baccalaureate	Other Dept. in which Person Teaches	Employment outside this institution for which Compensation is Received	Teach- ing Load in Clock Hours per Week
<u>ENVIRONMENTAL TECHNOLOGY SYSTEMS:</u>						
Isibor, Edward I.	Assoc. Prof.	Ph.D.	4			*
Jackson, Daniel F.	Prof.	Ph.D.	4			*
Villate, Jose T.	Assoc. Prof.	Ph.D.	4			*
<u>Adjunct Faculty:</u>						
Guimaraes, Pedro P.		M.S.	1			
Brusuelas, Richard		M.S.	1			

\*Section 241.73, Florida Statutes reads as follows: "(2) Each full-time teaching faculty member at any institution under the supervision of the Board of Regents who is paid wholly from state funds shall teach a minimum of twelve classroom contact hours per week..."

Annual Evaluation of Faculty

1. General Policy

Each faculty member, tenured and non-tenured, shall be evaluated at least once annually on the basis of his or her individual total performance in fulfilling responsibilities to the University. The basic purpose of the evaluation is faculty improvement in the functions of teaching, research, service, and any other duties that may be assigned, with the resulting enhancement of learning, cultural advancement, and the production of new knowledge. This evaluation shall precede and be considered in recommendations and final decisions on tenure, promotions, and salary for tenured and non-tenured faculty members and on retention or non-renewal for non-tenured faculty members.

When first employed, each faculty member shall be apprised of what is expected of him or her, generally, in terms of teaching, research and other creative activities, and service, and specifically if there are specific requirements and/or other duties involved. If and when these expectations change during the period of service of a faculty member, that faculty member shall be apprised of the change.

Note: Application of the criteria enumerated in this policy shall not violate the faculty member's academic freedom or constitutional rights, nor be punished for exercising such freedom or rights, either in the performance of University duties or duties outside the University. At the same time, a faculty member may reasonably be expected to show by his or her behavior, both in performance of University duties and duties outside the University, that he or she is aware that membership in the academic profession carries with it special responsibilities. Such responsibilities are indicated in the 1966 AAUP Statement on Professional Ethics, the following portion of which is hereby made a part of this procedure:

The Statement

- a. The professor, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognizes the special responsibilities placed upon him. His primary responsibility to his subject is to seek and to state the truth as he sees it. To this end he devotes his energies to developing and improving his scholarly competence. He accepts the obligation to exercise critical self-discipline



and judgment in using, extending and transmitting knowledge. He practices intellectual honesty. Although he may follow subsidiary interests, these interests must never seriously hamper or compromise his freedom of inquiry.

- b. As a teacher, the professor encourages the free pursuit of learning in his students. He holds before them the best scholarly standards of his discipline. He demonstrates respect for the student as an individual, and adheres to his proper role as intellectual guide and counselor. He makes every reasonable effort to foster honest academic conduct and to assure that his evaluation of students reflects their true merit. He respects the confidential nature of the relationship between professor and student. He avoids any exploitation of students for his private advantage and acknowledges significant assistance from them. He protects their academic freedom.
- c. As a colleague, the professor has obligations that derive from common membership in the community of scholars. He respects and defends the free inquiry of his associates. In the exchange of criticism and ideas he shows due respect for the opinions of others. He acknowledges his academic debts and strives to be objective in his professional judgment of colleagues. He accepts his share of faculty responsibilities for the governance of his institution.
- d. As a member of his institution, the professor seeks above all to be an effective teacher and scholar. Although he observes the stated regulations of the institution, provided they do not contravene academic freedom, he maintains his right to criticize and seek revision. He determines the amount and character of the work\* he does outside his institution with due regard to his paramount responsibilities within it. When considering the interruption or termination of his service, he recognizes the effect of his decision upon the program of the institution and gives due notice of his intentions.
- e. As a member of his community, the professor has the rights and obligations of any citizen. He measures the urgency of these obligations in the light of his responsibilities to his subject, to his students, to his profession, and to his institution. When he speaks or acts as a private person he avoids creating the impression that he speaks or acts for his

\*The amount of outside work is governed by Board of Regents policy.



college or university. As a citizen engaged in a profession that depends upon freedom for its health and integrity, the professor has a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

The criteria and procedures set forth in this policy pertain to the annual evaluation of faculty. In cases where serious dishonesty, incompetence, neglect of duty, or irresponsibility of a faculty member is charged, different proceedings should be undertaken involving full due process guarantees under recognized procedures and standards for dismissal or other disciplinary action, such as are provided in the Operating Manual 3.24, B,C, D,E, and in the Constitutions and Policy Manuals of the respective universities.

## 2. Areas of Performance to be Evaluated

The performance of each faculty member shall be evaluated in each of the following areas appropriate to the terms of employment:

### a. Teaching

Teaching involves the presentation of knowledge, information, and ideas by many methods including lecture, discussion, assignment and recitation, demonstration, laboratory exercise, practical experience, direct consultation with students, etc. The utilization and effectiveness of each of these methods, when appropriate, shall be considered. The evaluation of the total effectiveness of teaching shall be related to approved written objectives of each course which shall be given to each class at the beginning of the quarter. Evaluation shall include consideration of:

- 1) Effectiveness of teaching related to knowledge and skills imparted that correspond with the objectives of the course.
- 2) Effectiveness of teaching related to stimulation of the students' critical thinking and/or creative ability in light of the objectives of the course.
- 3) The faculty member's adherence to accepted standards of professional behavior in meeting his responsibilities to his students.

### b. Research and Other Creative Activities

Contribution to the discovery of new knowledge,



development of new educational techniques, and other forms of creative activity shall be considered and evaluated. Evidence of research and other creative activity shall include, but not be limited to: published books; articles and papers in professional journals; musical compositions, paintings, sculpture works of performing art; papers presented at meetings of professional societies; and current research and creative activity that has not yet resulted in publication, display, or performance. The evaluation shall include consideration of:

- 1) Productivity, including quality and quantity of what has been done during the year, and of the faculty member's long-term research and other creative programs and contributions.
- 2) Recognition by the academic or professional community of what is done. In making judgments pertaining to the decision to award tenure, evaluation by qualified scholars in pertinent disciplines, both within and outside the university, should be sought.

c. Service

Service shall include, but not be limited to, service on departmental, college, and university committees, councils, and senates; service in appropriate professional organizations; involvements in the organization and expedition of meetings, symposia, conferences, workshops; participation in radio and television programs; talks to civic clubs and other citizens groups; service on local, state, and national governmental boards, agencies and commissions. Only those activities which are related to a person's field of expertise or to the mission of the university shall be evaluated. Evaluation of service shall include consideration of contribution to:

- 1) The orderly and effective functioning of the academic administrative unit (program, department, school, college) and/or the total university.
- 2) The university community.
- 3) The local, state, regional, and national communities, including scholarly and professional associations.

d. Other University Duties

Whenever reasonable duties other than those usually



classified as teaching, research or other creative activity or service are assigned to a faculty member--such as academic administration, academic advising, career counseling, the supervision of interns--the effective performance of these duties shall be evaluated as prescribed by the evaluation procedures of a given university.

### 3. Sources of Data for Evaluation

Evaluation of a faculty member's performance shall include data from the following five sources where appropriate:

- a. The chairman of the faculty member's department or other administrative unit.
- b. Faculty.
- c. Students.
- d. The faculty member being evaluated.
- e. Other university officials.

### 4. Methods of Evaluation

All appropriate data and evaluations, qualitative and quantitative, shall be collected by the chairman of the department or other appropriate administrator.

#### a. Chairman's Evaluation

The chairman of the department or the administrator of a comparable academic unit shall review and evaluate the Teaching, Research and Other Creative Activities, Service and Other University Duties of each member of that department during each academic year.

#### b. Faculty Evaluation

Each university shall develop processes of evaluation by appropriate faculty of Teaching, Research and Other Creative Activities, Service, and Other University Duties when appropriate.

#### c. Student Evaluation

Students shall evaluate Teaching and, when appropriate, Other University Duties. The teaching effectiveness of each faculty member may be evaluated in writing by students currently or previously enrolled

(Continued)



in his or her classes.

d. Self-Evaluation

Each faculty member may provide an evaluation of each area of his or her own total performance and submit the evaluation, along with any appropriate substantiating evidence, to the chairman of the department or other administrative unit.

e. Other University Officials

A faculty member may be evaluated for duties performed under the supervision of Deans, Directors, the Academic Vice President, or any other university official who may supervise the faculty member's activities.

5. Utilization of Evaluation

The chairman of each department or other administrative unit shall collect the evaluation data for each faculty member in the department, which data shall be placed in the faculty member's personnel file. The chairman shall provide each faculty member with a written summary of these data on the individual faculty member and shall discuss them privately with the faculty member.

Existing evaluations and the data in the faculty member's personnel file upon which these evaluations are based shall be considered in recommendations and final decisions on tenure, promotions, and salary for tenured and non-tenured faculty members and on retention or non-renewal for non-tenured faculty members.

The contents of the faculty evaluation file shall be confidential and shall not be disclosed except to the affected faculty member and those whose duties require access to the file in accordance with each university's evaluation procedures.

6. Implementation of Procedure

Implementation of the systemwide procedure shall begin during the 1972-73 academic year. A copy of the specific procedure and definitions to be used at each university in the System shall be filed with the Chancellor's Office.



Faculty Development Program

1. Purpose

The need for a program of sustained self-development by a faculty member on a recurring basis has long been recognized as highly desirable by American educational institutions.

The faculty development program of the State University System will make available to eligible faculty members a period of some months to be devoted to scholarly activities, research, and intellectual refreshment and updating, undisturbed by teaching or administrative duties.

2. The faculty development program should be inaugurated on a modest basis by providing for participation of three percent each year of the eligible full-time faculty of each institution. The numbers of full-time equivalent faculty members, rather than a specific amount of money, should determine the maximum annual expenditure for this program.

3. Implementation of Program

When funds are made available by the Legislature, the following implementation procedure shall be followed:

a. Eligibility

- (1) Service - six years of full-time service.
- (2) Rank - full-time faculty members with the minimum rank of assistant professor or equivalent.

b. Selection

- (1) Selection of eligible members will be made by a committee composed of the chief academic officer, the dean of the graduate school or his equivalent, three faculty members, and other representatives of administrative units when appropriate.
- (2) Selection of eligible members will be on the basis of a briefly outlined planned development program by the applicant. In considering these plans the following will be the primary elements governing the awarding precedents:
  - (a) The merit of the project presented.
  - (b) Benefits to the individual and the university.



(c) Award of fellowships or grants to applicants that the Development Program may be used to supplement.

(d) Length of time since individual has last been relieved of teaching duties for purpose of research and scholarly activities.

c. Terms of Faculty Development Program

(1) Salary should be one-half pay for the academic year (three quarters), or either: (a) three-fourths pay for two quarters, or (b) full pay for one quarter. Lesser amounts may be awarded to supplement grants from outside the university to the limit of the individual's current salary.

(2) The recipient should agree to return to the university for at least one year following the leave, or else return to the university the amount of salary received during the leave.

(3) The recipient should upon his return provide a brief written report to the committee, with copies to his department head, his dean, and the president.

(4) The faculties of institutions which are younger than six years will not be eligible to participate in the program until they have fulfilled the six-year requirement at their institutions.



FLORIDA INTERNATIONAL UNIVERSITY  
Report of Faculty Effort - Winter Quarter, 1973-74

*DIRECTIONS: The Dean or Dept. Chairman shall complete nos. 1-7. The Faculty Member should review and complete no. 8. At that time, the form should be returned to the Office of Institutional Research in DM 499A (deadline date: January 25, 1974). Forms will be returned to respective departments at the end of the quarter at which time the Dean or Dept. Chairman should complete nos. 9-10, and the faculty member no. 11, returning completed form to Institutional Research.*

1. Soc. Sec. No. \_\_\_\_\_ 2. Name \_\_\_\_\_

3. Department Name \_\_\_\_\_, Dept. No. \_\_\_\_\_

4. Instructional Activity (List courses)  
Abbrev. No. Cr.Hrs.

	DISTRIBUTION OF EFFORT										Total Percent of Effort
	Instructional Activities			Thesis	Departmental Research		Public Service		Academic Counseling		
	Upper Division Scheduled Teaching	Beginning Graduate Scheduled Teaching			Departmental Research	Public Service	Academic Counseling	Administration	Contract or Grant Research #		
5. Total Credit Hours Taught _____											
6. a. Percent of Effort _____	%	%	%	%	%	%	%	%	%	%	%
or											
b. Hours Assigned _____											
c. Contact Hours Assigned to Instructional Activities* _____											

7. (s) Dept. or Prog. Chairman / Date \_\_\_\_\_

8. (s) Faculty Member / Date \_\_\_\_\_

\*List Cont. or Grant info. as indicated below:  
Project Name      Acct. No.      % of Effort



DO NOT WRITE BETWEEN DOUBLE LINES

SOC. SEC NO. F01 _____	SEQ. KEY _____
BUDGET CODE, F03 _____	F04 _____
PCS CODE, F05 _____	F06 _____ F17 _____
POSITION FTE STATE F07 _____	SPONSORED F08 _____ F18 _____
POS. NO., F20 _____	POS. TYPE, F21 _____ ADMIN. CODE, F22 _____

DISTRIBUTION OF BUDGETED FTE:	F09	F10	F11	F12	F13	F15
PLANNED	---	---	---	---	---	---
ACTUAL	---	---	---	---	---	---

MONTHS BUDGETED, F23 \_\_\_\_\_ RANK, F24 \_\_\_\_\_

TO BE COMPLETED AT THE END OF THE QUARTER:

9. a. Percent of Effort \_\_\_\_\_

    or

b. Hours Actually Worked \_\_\_\_\_

c. Contact Hours Worked\* \_\_\_\_\_

\*List Cont. or Grant info. as indicated below:  
Project Name      Acct. No.      % of Effort



10. (s) Dept. or Prog. Chairman / Date \_\_\_\_\_

11. (s) Faculty Member / Date \_\_\_\_\_

\*See attached equivalencies on back.



FLORIDA INTERNATIONAL UNIVERSITY  
Activity Definitions for Faculty Effort Reporting

Instructional Activity:

A. Scheduled Teaching -- actual contact hours.\*

B. Thesis/Dissertation Supervision

Thesis

0.75 contact hour for each master's student enrolled for three or more credit hours of master's research.

Dissertation

One contact hour for each doctoral student enrolled for three or more credit hours of doctoral research.

NOTE: Only the chairman of the supervisory committee will normally be given maximum credit. Supervisory committee members will usually be given credit for contact hours at the rate of one-third that accorded the chairman.

C. Other Unscheduled Teaching

1. Directed Individual Studies

One-half contact hour for each student enrolled for three or more credit hours of directed individual study.

2. Supervision of Student Interns

0.75 times the number of interns supervised. The interns must be registered for credit for the internship experience.

3. Supervision of Cooperative Education Students

0.75 times the number of cooperative education students supervised. The cooperative education students must be registered for the cooperative education experience.

4. Clinical Teaching

1.0 times the number of clinical teaching hours.

5. Other Unscheduled Teaching

One-half contact hour for each student enrolled for three or more credit hours.

6. Supervision of Graduate Students Registered for Supervised Teaching/Research

One contact hour for supervising 1-3 graduate students registered for credit.  
Two contact hours for supervising 4-8 graduate students registered for credit.  
Three contact hours for supervising 9 or more graduate students registered for credit.

7. Course, Materials, and Teaching Methodology Development

0.3 times the hours assigned to this activity.

8. Other Instructional Activities

0.3 times the hours assigned to this activity.

\*Additional weight may be assigned to Scheduled Teaching activities which involve abnormal requirements for preparation, conduct of classes, evaluation of student progress, etc. The additional weight must be specifically approved by the academic vice president.

Research

Departmental research includes (1) special projects assigned to staff members for which release time from teaching is provided; (2) time spent in the development of television, video-tape, or other innovative teaching materials; (3) personal research, done primarily for the improvement of teaching or for publication only if specifically assigned by the department or program head. Personal research done in the absence of a specific assignment should be included in instruction, not in the research category.

Contract or grant research includes (1) time committed to cost sharing as part of the University contribution to a contract or grant, and (2) activities performed under the terms of a contract or grant as part of regularly assigned duties. Note the contract or grant name, account number and the percent of effort for each contract or grant at the bottom of the page.

Public Service

Activity in this area includes participation in University-sponsored programs which do not offer University academic credit. Included are seminars, workshops, conferences, institutes or other community service type activities. Also included are unpaid (except for incidental but out of pocket expenses) services rendered to local, state, or national agencies, including professional or academic organizations. Consulting activities for which a fee or other income is received are not included.

Academic Counseling

This category includes assigned academic counseling with students on educational problems such as course selection and the relation of course selection to occupational goals. Assigned time devoted to advising student groups is also included. Excluded is discussion of specific course problems with students enrolled in a class. This activity should be included under Instruction.

Administration

This category includes all administrative activities within the individual's assigned programs. It includes time devoted to departmental, college, school and university committee assignments of an administrative or advisory nature.

Sources:

1. State University System of Florida. A Manual for Analyzing University Expenditures by Function (Tallahassee, Florida: The Board of Control), Revised, March 1961, page 6.
2. Memorandum, from Chancellor Robert B. Mautz to members, Council of Presidents, 2 pp. + 3 attachments, January 7, 1972.

UBO:eas

Revised 1/74



Section 2. Section 241.73(2), Florida Statutes, is amended to read:

241.73 Required number of classroom teaching hours for university faculty members.--

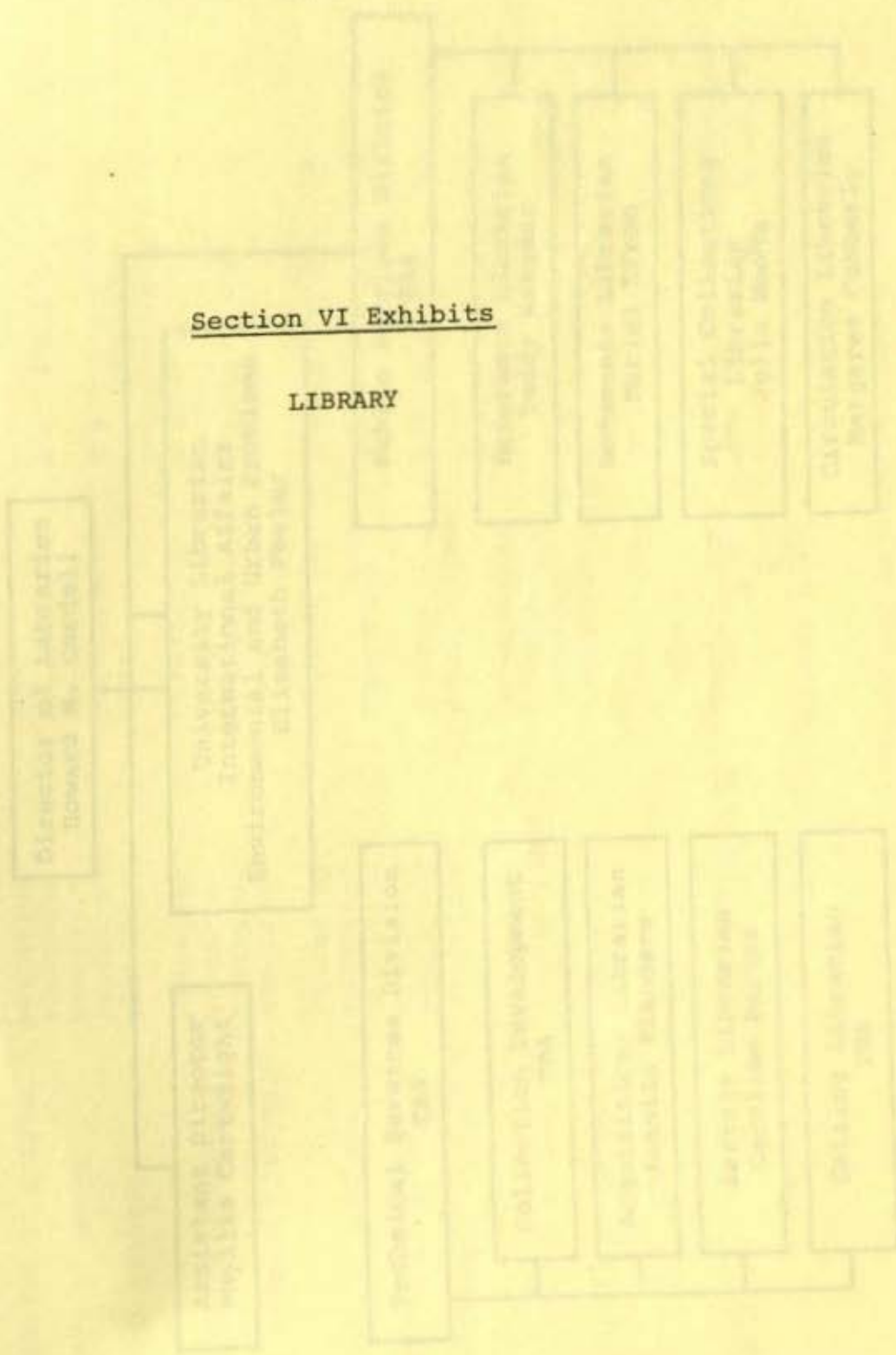
(2) Each full-time equivalent teaching faculty member at any institution under the supervision of the Board of Regents who is paid wholly from state funds shall teach a minimum of twelve classroom contact hours per week at such an institution. However, any faculty member who is assigned by his departmental chairman or other appropriate university administrator professional responsibilities and duties in furtherance of the mission of the university shall teach a minimum number of classroom contact hours in proportion to twelve classroom hours per week as such especially assigned aforementioned duties and responsibilities bear to twelve classroom contact hours per week. Any full-time faculty member who is paid partly from state funds and partly from other funds or appropriations shall teach a minimum number of classroom contact hours in such proportion to twelve classroom contact hours per week as his salary paid from state funds bears to his total salary. In determining the appropriate hourly weighting assigned duties other than classroom contact hours, the chancellor shall develop, and the institutions shall apply, a formula designed to equate the time required for non-classroom duties with classroom contact hours. "Full-time equivalent teaching faculty member" shall be interpreted to mean all faculty personnel budgeted in the instruction and research portion of the budget exclusive of those full-time equivalent positions assigned to research, public service, administrative duties, and academic advising. Full-time administrators, librarians, and counselors shall be exempt from the provisions of this section, and colleges of medicine and law and others which are required for purposes of accreditation to meet national standards prescribed by the American Medical Association and the American Bar Association and other professional associations shall be exempt from the provisions of this section to the extent that the requirements of this section differ from the requirements of accreditation.





Section VI Exhibits

**LIBRARY**





Section VI Exhibits

LIBRARY

Director of Libraries  
Howard W. Cordell

Assistant Director  
Phyllis Cartwright

University Librarian  
International Affairs  
Environmental and Urban Problems  
Elizabeth Peeler

Technical Services Division  
TBA

Public Services Division  
TBA

Collection Development  
TBA

Acquisitions Librarian  
Juanita Flanders

Serials Librarian  
Caroline Barker

Catalog Librarian  
TBA

Reference Librarian  
Teddy Kassner

Documents Librarian  
Muriel Efron

Special Collections  
Librarian  
Julia Woods

Circulation Librarian  
Margaret Cubberly



## LIBRARY

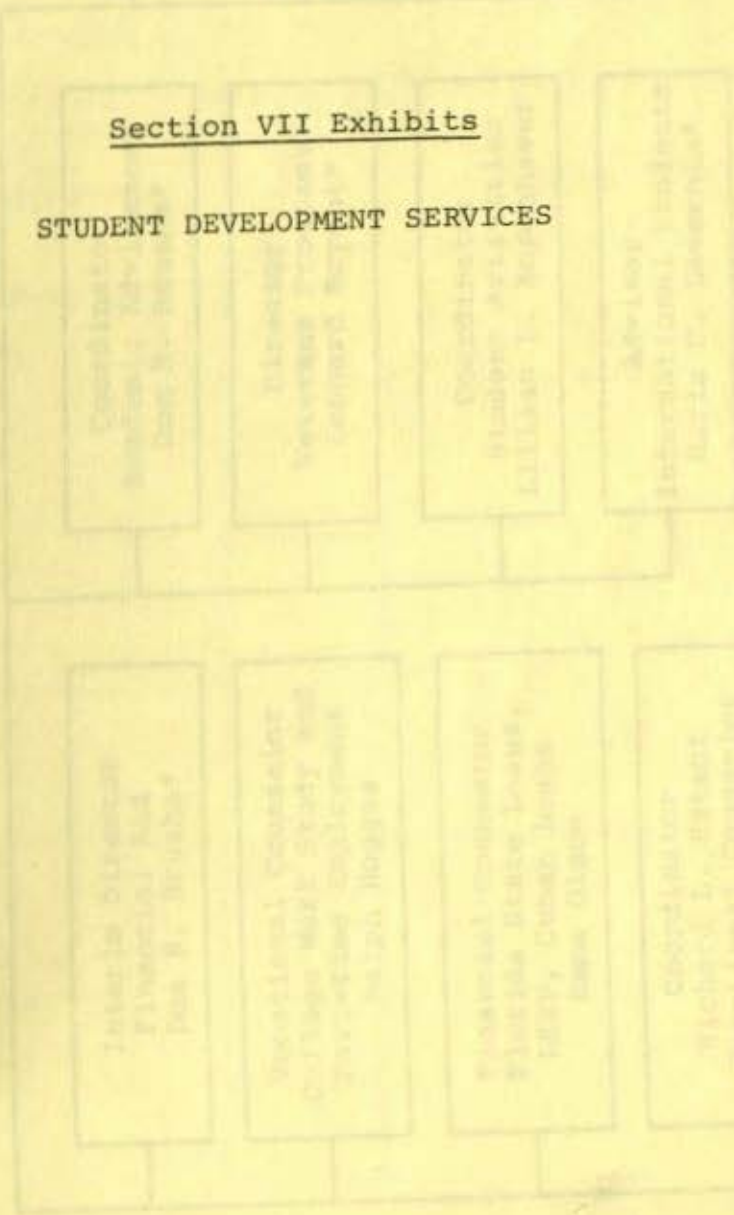
## Florida International University Library

Professional Staff

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>LIBRARY DUTY</u>	<u>DEGREES</u>	<u>NO. OF YEARS OF EXPERIENCE</u>	<u>LANGUAGE FLUENCY</u>
Howard W. Cordell	Director	Director	B.S., M.S. M.L.S.	23	
Phyllis B. Cartwright	Assistant Director	Assistant Director	B.M., M.S.L.S.	15	
Elizabeth H. Peeler	University Librarian	International Affairs	M.A., B.S.L.S., M.A. M.S.L.S.	35	
Margaret T. Cubberly	Associate Librarian	Head, Circulation	B.A., M.S.L.S.	16	
Muriel C. Efron	Associate Librarian	Documents	B.A., M.S.L.S.	4	
Elsie A. Fansler	Associate Librarian	Cataloging	B.A., M.A.L.S.	25	French, German Spanish, Portuguese
H. Juanita Flanders	Associate Librarian	Head, Acquisitions	B.A., M.S.L.S.	9	French French, Spanish Portuguese Italian,
Lucrecia H. Granda	Associate Librarian	Head, Cataloging	B.A., M.C.L., A.M.L.S., J.D.	9	
Teddy Kassner	Associate Librarian	Head, Reference	B.A., M.A.L.S.	6	
Julia A. Woods	Associate Librarian	Special Collections	B.A., M.S.L.S.	8	French
Caroline J. Barker	Assistant Librarian	Head, Serials	B.S., M.S.L.S.	11	
H. Minnie Dunbar	Assistant Librarian	Cataloging	B.A., M.S.L.S.	4	Vai
Esther B. Gonzalez	Assistant Librarian	Gift and Exchange	B.A., M.L.S.	6	French, Spanish, Italian, Portuguese French Spanish
Robert E. Stack	Assistant Librarian	Reference	B.A., S.T.B., M.L.S., M.A., PhD	6	
Edna J. Williams	Assistant Librarian	Reference	B.S., M.S.L.S.	17	

Section VII Exhibits

Student Development Services



Section VII Exhibits

STUDENT DEVELOPMENT SERVICES

Coordinator  
Financial Aid  
Paul W. Brubaker

Director  
Vocational Counseling  
David G. Haggard

Director  
Financial Aid, Loans,  
Policy, Grants  
David J. Jones

Advisor  
Richard L. Bryant, Vocational  
Consultant

Internal Director  
Financial Aid  
Paul W. Brubaker

Vocational Counselor  
College Work Study  
David G. Haggard

Financial Counselor  
Financial Review, Loans,  
Policy, Grants, David J. Jones

Career Guidance  
Richard L. Bryant,  
Vocational Consultant,  
Career Planning, Employment,  
Multi-Phase Job Placement

Referred to Outgoing Card  
Services by Name

Administrative Procedures  
Completed by Name

Administrative Procedures  
Completed by Name

Administrative Procedures  
Completed by Name



Florida International University Library

Professional Staff

Administrative Services

Faculty

Student Development Services

Student Support Services

Student Services

Student Services

Student Services

Student Services

Student Services

Student Services

Student Services

Student Services

Student Services

Student Services

Student Services



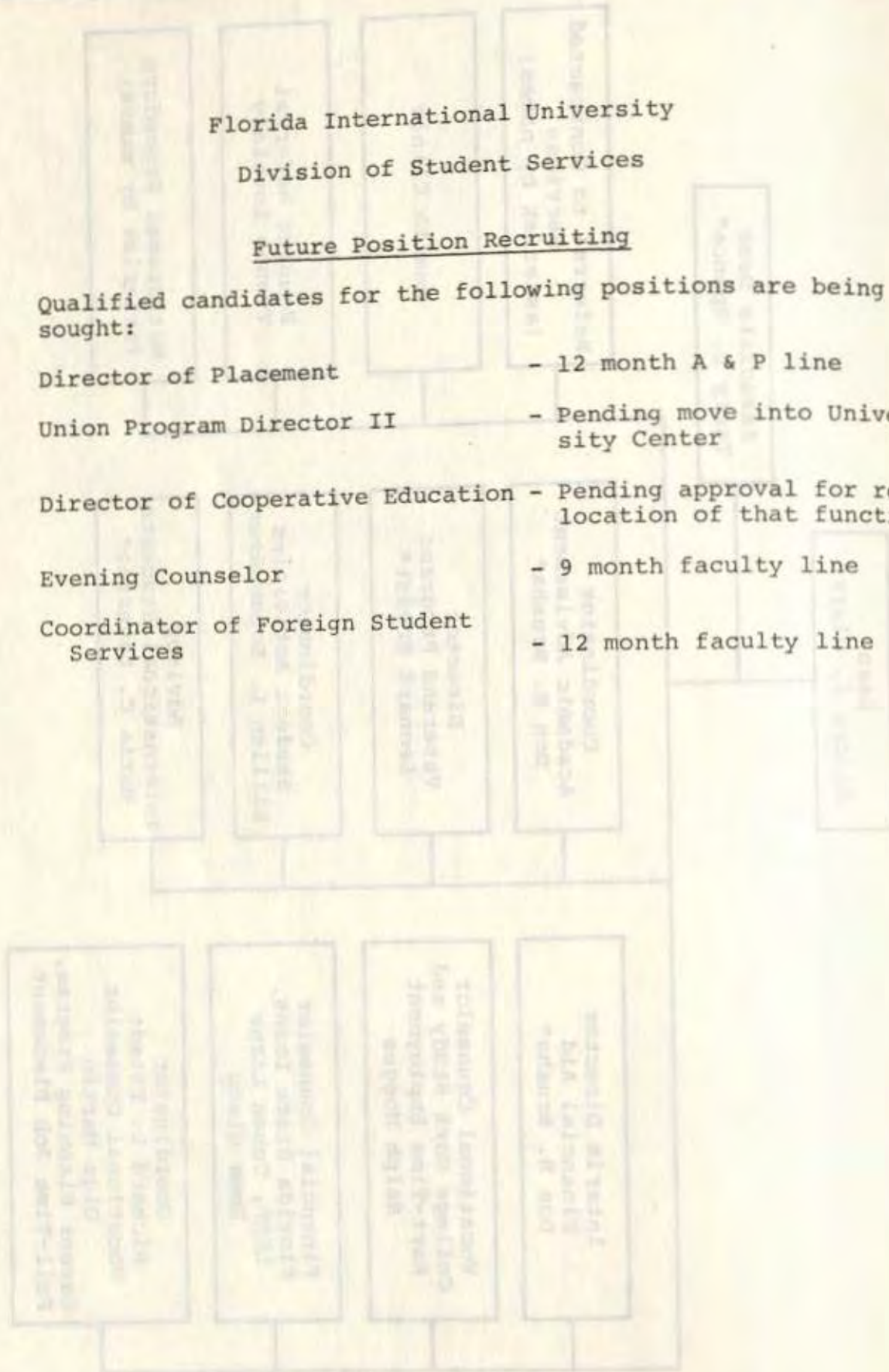


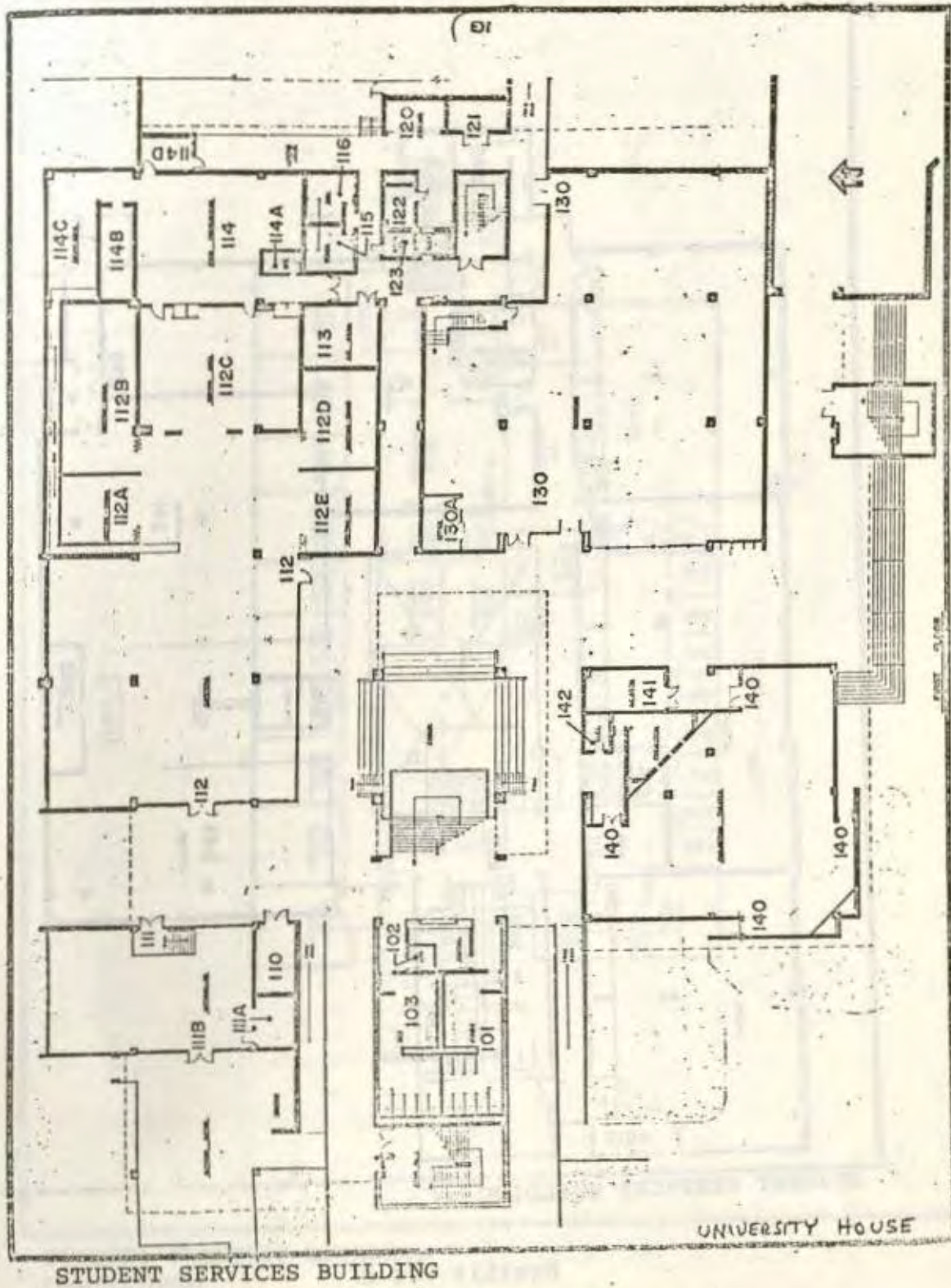
Florida International University  
 Division of Student Services

Future Position Recruiting

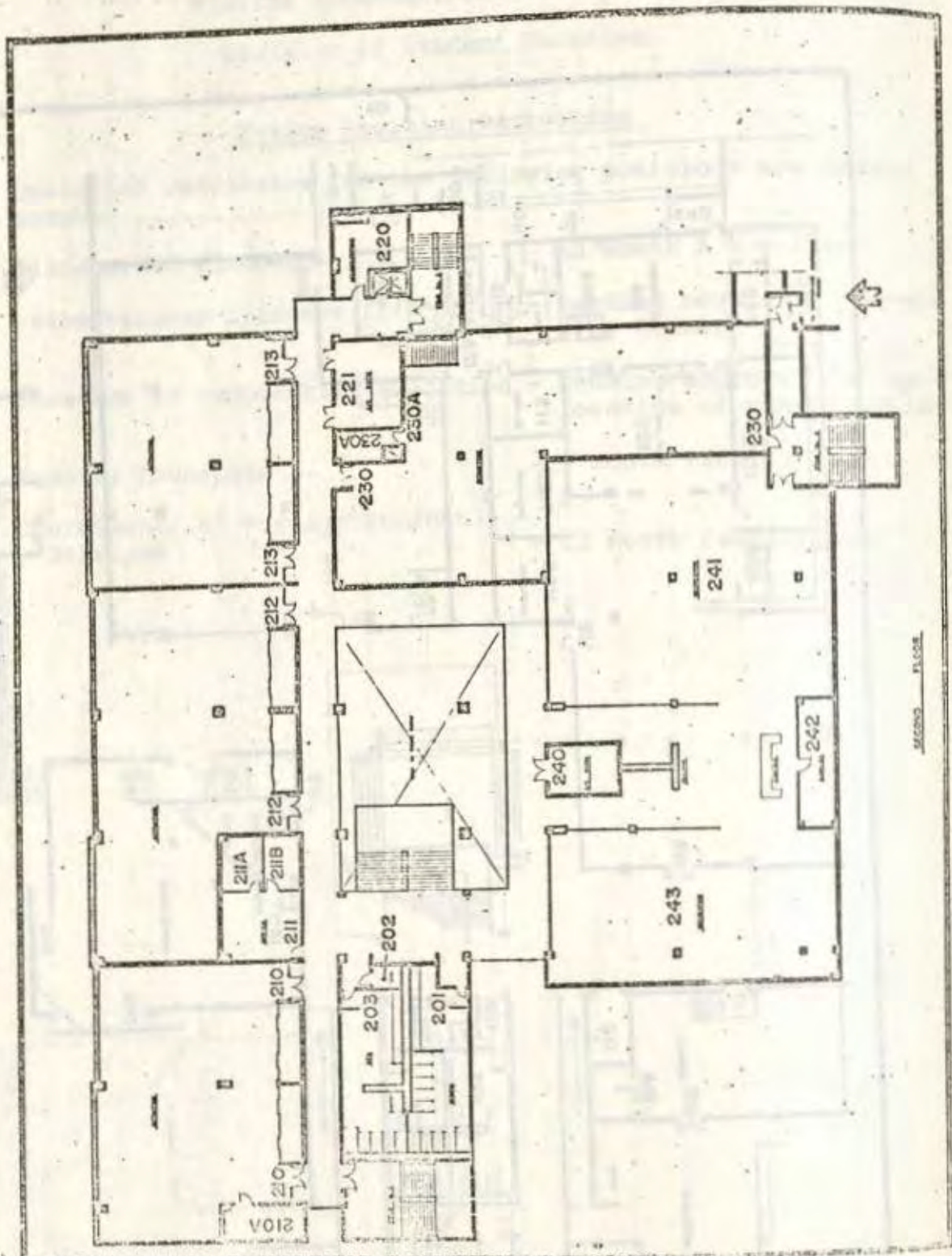
Qualified candidates for the following positions are being sought:

- Director of Placement - 12 month A & P line
- Union Program Director II - Pending move into University Center
- Director of Cooperative Education - Pending approval for relocation of that function
- Evening Counselor - 9 month faculty line
- Coordinator of Foreign Student Services - 12 month faculty line



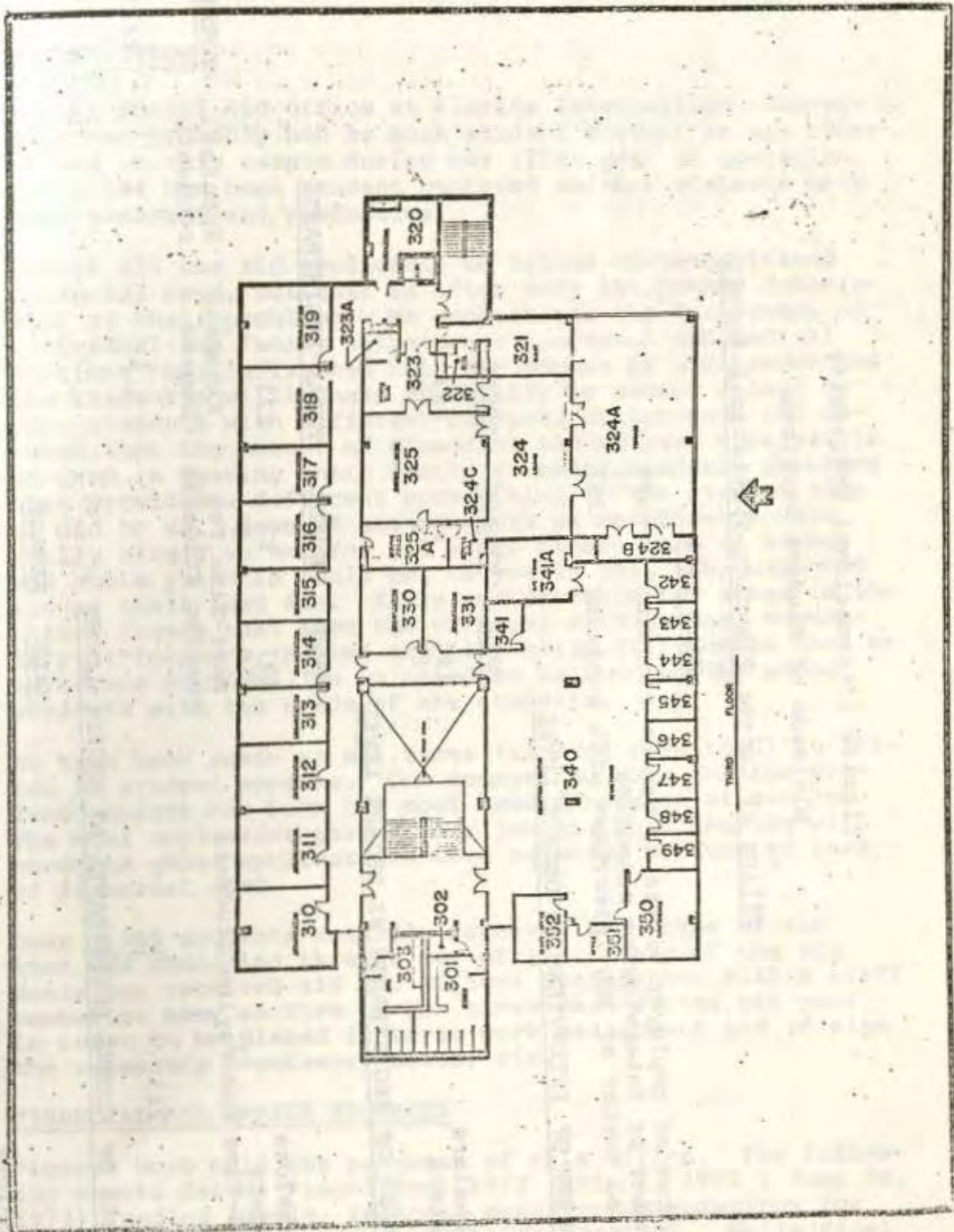






STUDENT SERVICES BUILDING

Exhibit VII-C (Continued)



STUDENT SERVICES BUILDING

Exhibit VII-C



Florida International University  
 Division of Student Services  
Office of Career Planning Statistical Report

FALL 1973

Number of employer visits to Career Planning	29
Number of Interviewing schedules	35
Total number of job interviews with students	297

NUMBER OF INTERVIEWS BY DEGREE LEVEL

	<u>MALE</u>	<u>FEMALE</u>	<u>TOTAL</u>
Bachelors	191	92	283
Masters	12	2	14

NUMBER OF REGISTRANTS BY DEGREE LEVEL

	<u>MALE</u>	<u>FEMALE</u>	<u>TOTAL REGISTRANTS</u>			
Bachelors	137	81	223			
Masters	10	5				
Full-Time Fee Paying Students	213		Part-Time Fee Paying Students	External Degree	Special Students	<u>TOTAL</u>
		8	1	1	223	

NUMBER OF ALUMNI REGISTRANTS BY DEGREE LEVEL

	<u>MALE</u>	<u>FEMALE</u>
Bachelors	43	21
Masters	0	0



Florida International University  
Financial Aid and Student Employment

INTRODUCTION

The Financial Aid Office at Florida International University has probably had as much student contact as any other office on this campus during our first year of operation. Our staff has been student centered and our contacts have been pleasant and productive.

Almost all the aid applicants we talked to demonstrated financial need, but that is often only the common denominator of their problems. We encountered the full gamut of individual and family situations: personal and medical problems that influenced both the amount of aid needed and the student's willingness or ability to accept a loan or job; students with different cultural backgrounds who assumed that the amount of financial aid we gave them was to be used in meeting their family's needs; academic problems that provided a different prospective to the student than it did to us. Some of the students we encountered were really afraid to ask for aid while others came on strong and their rhetoric could get to you in that they expected aid as their just due. There are probably few areas in the United States that have the cultural differences, vocabulary differences, belief and life style differences that we have here in Miami, so we tried to balance equity among students with the needs of the students.

We have been ready at all times (as fund permitted) to listen to student appeals. Our counseling role and the student contact has been the most rewarding part of our job. The most unpleasant part of our job has been dealing with students whose applications were rejected because of lack of financial need.

Over 1,900 students actually received some type of aid that was channeled through our office. Many of the students who received aid had to have conferences with a staff member as many as five or six times each during the year in order to be placed in their work assignment and to sign the necessary promissory notes, etc.

FINANCIAL AID OFFICE PROGRESS

Figures best tell the progress of this office. The following charts detail Fiscal Year 1973 (July 1, 1972 - June 30, 1973) funding levels, regional panel recommendations for FY 1974 and final funding levels for FY 1974. While final funding levels are less than panel recommendations, it is because of limitations in dollars available nationally and

(Continued)



because of applicable state allocation formulas. Institutional matching dollars are included in the following figures so that total program size will be evident.

1. <u>National Direct Student Loan Program (10% Matching)</u>		
	<u>FY 73</u>	<u>FY 74</u>
Funding Level	\$273,133	\$279,687
(Regional Panel Recommendation)		450,296
2. <u>Educational Opportunity Grants Program (No Matching)</u>		
	<u>FY 73</u>	<u>FY 74</u>
Funding Level	\$ 86,223	\$105,453
(Regional Panel Recommendation)		195,510
3. <u>College Work-Study Program (20% Matching)</u>		
	<u>FY 73</u>	<u>FY 74</u>
Funding Level	\$262,130	\$306,893
(Regional Panel Recommendation)		422,029
<u>Three Major Federal Program Totals</u>		
	<u>FY 73</u>	<u>FY 74</u>
NDSL Funding Level (10% Match)	\$273,133	\$279,687
EOG Funding Level (No Match)	86,223	105,453
CWS Funding Level (20% Match)	262,130	306,893
	<hr/>	<hr/>
Totals	<u>\$621,486</u>	<u>\$692,033</u>
Combined Regional Panel Recommendation		<u>\$986,325</u>
4. <u>Cuban Loan (No Matching)</u>		
	<u>FY 73</u>	<u>FY 74</u>
Funding Level	\$150,000	\$150,000
5. <u>Florida Student Loan (No Matching)</u>		
	<u>FY 73</u>	<u>FY 74</u>
Funding Level	\$130,000	\$142,000*
6. <u>Law Enforcement Education Program (No Matching)</u>		
	<u>FY 73</u>	<u>FY 74</u>
Funding Level	\$ 47,500	\$ 94,000*

\*Have appealed for supplemental funding

7.	<u>Nursing Student Loan Program</u> (10% Matching)		
	Funding Level	FY 73 \$ 28,513	FY 74 \$ 22,962
8.	<u>Nursing Scholarship Program</u> (No Matching)		
	Funding Level	FY 73 \$ 20,455	FY 74 \$ 9,656*
9.	<u>University-wide Scholarships</u> (F.I.U. Funds only)		
	Funding Level	FY 73 \$ 15,000	FY 74 \$ 30,000
	Athletic Scholarships	22,000	50,000
	Short-term Loans	50,000	95,000
10.	<u>Federally Insured Student Loans</u> (Private Lenders, No Matching)		
		FY 73 \$100,000 (estimate)	FY 74 \$250,000 (estimate)
	*Have appealed for supplemental funding		
11.	<u>State of Florida Non-Resident Tuition Waivers</u>		
		FY 73 \$ 29,750	FY 74 \$ 73,500
12.	<u>Aid from Outside Sources</u> (No Matching) (i.e., Scholarships - Grants - Loans)		
		FY 73 \$ 50,000 (estimate)	FY 74 \$100,000 (estimate)
	TOTALS of all Programs	<u>\$1,147,770</u>	<u>\$1,709,151</u>



PROFILE OF FINANCIAL AID APPLICANTS

The following profiles will give you a fairly comprehensive description of our financial aid applicants. This information was obtained from the ACT Family Financial Statement that each financial aid applicant is required to submit to us.

*(Note: The following table is a mirror image of the text on the reverse side of the page and is therefore illegible.)*

Average Financial Aid Applicant

FEMALE

Sex

2.6

HS GPA

24

Age

21

ACT Composite

\$ 7700

Family Income

\$ 1868<sup>00</sup>

Need

2

Number  
of Brothers  
and Sisters

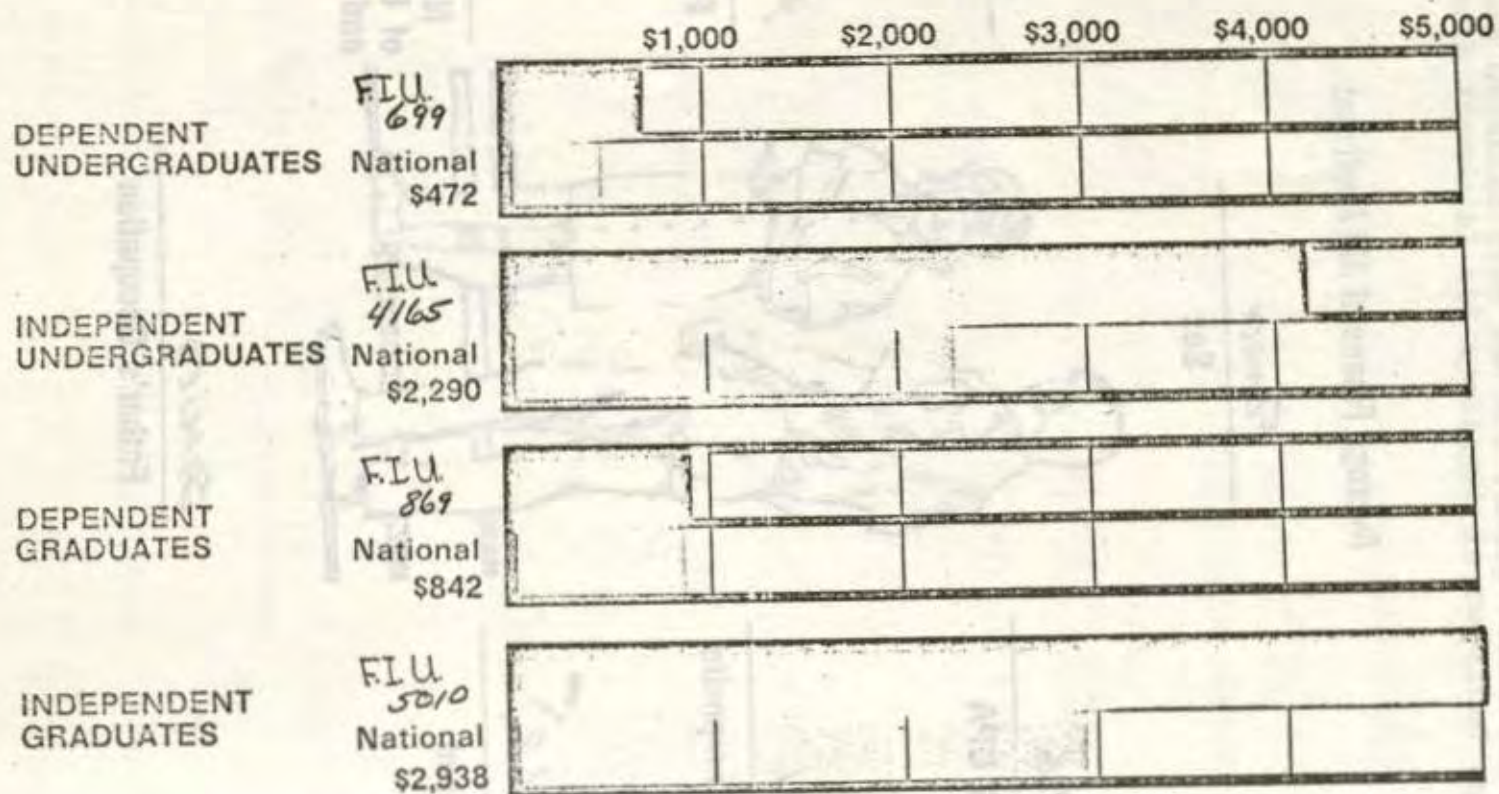


SPARIED

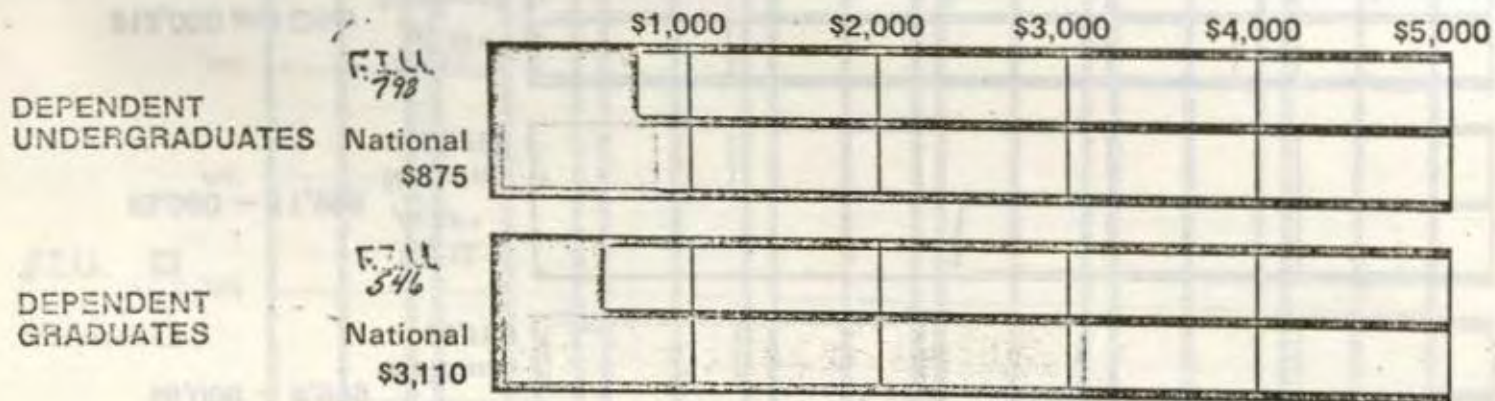
Father's Occupation



### Mean Expected Contribution From Student

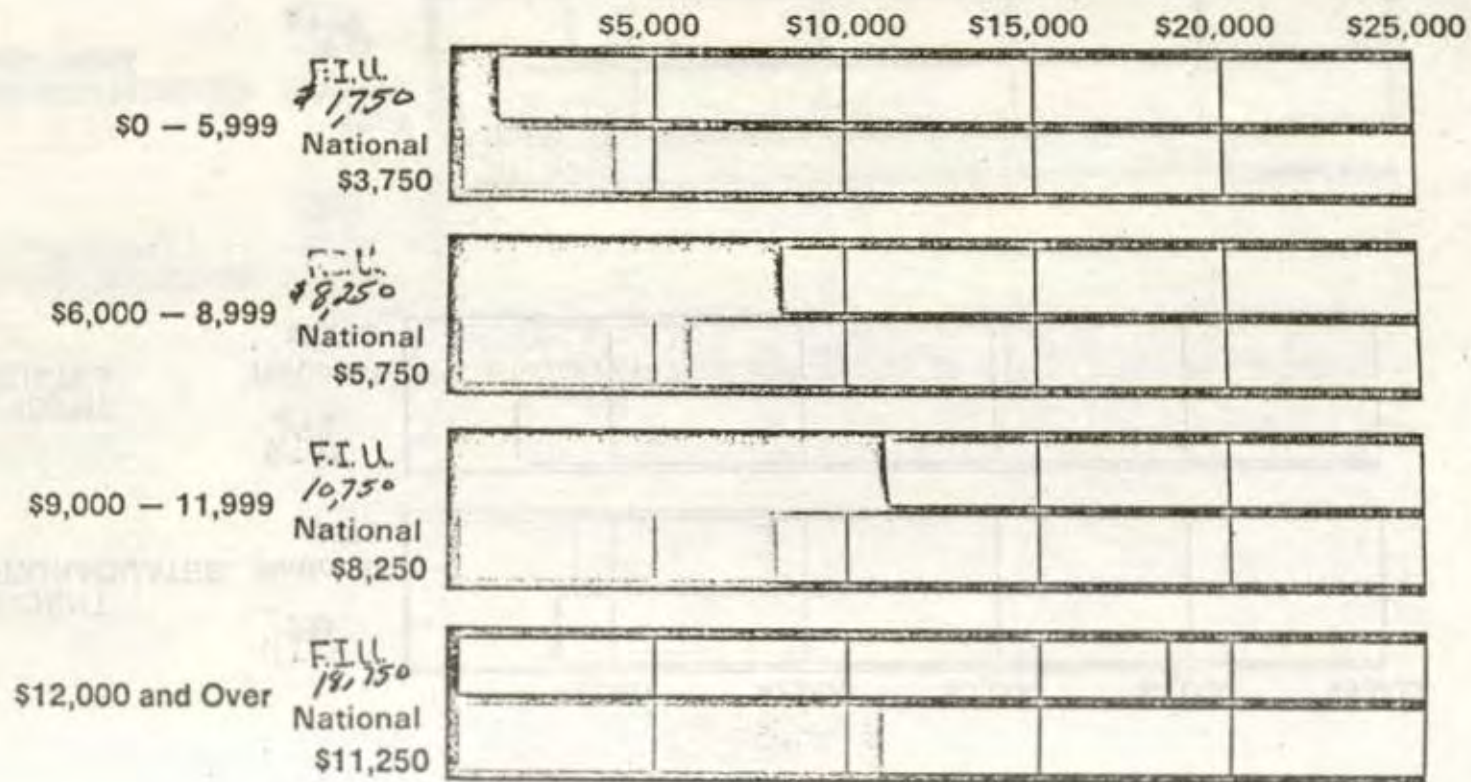


### Mean Expected Contribution From Parents

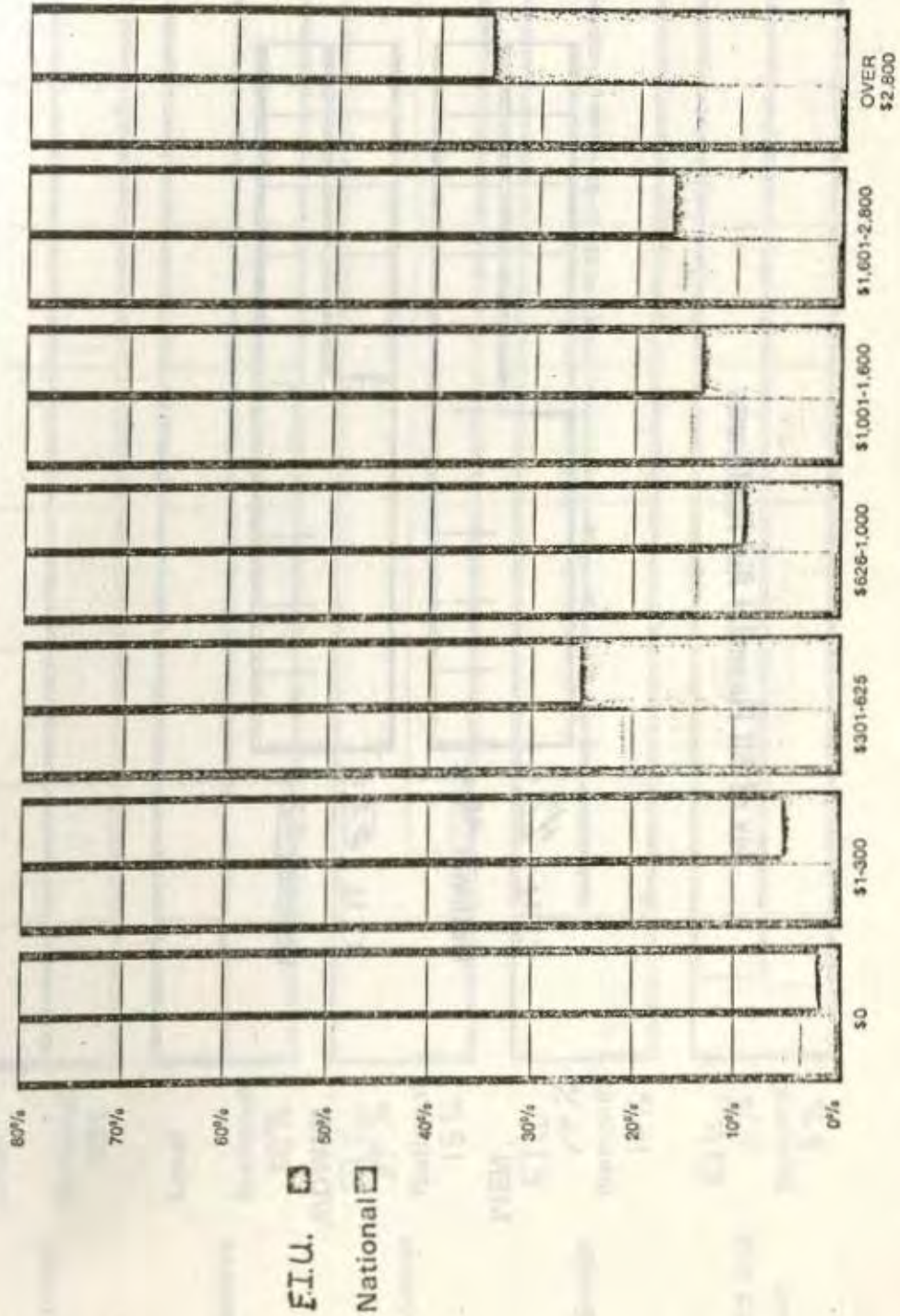




### Median Net Worth of Family by Income Level



### Distribution of Aid Applicants by Expected Contribution



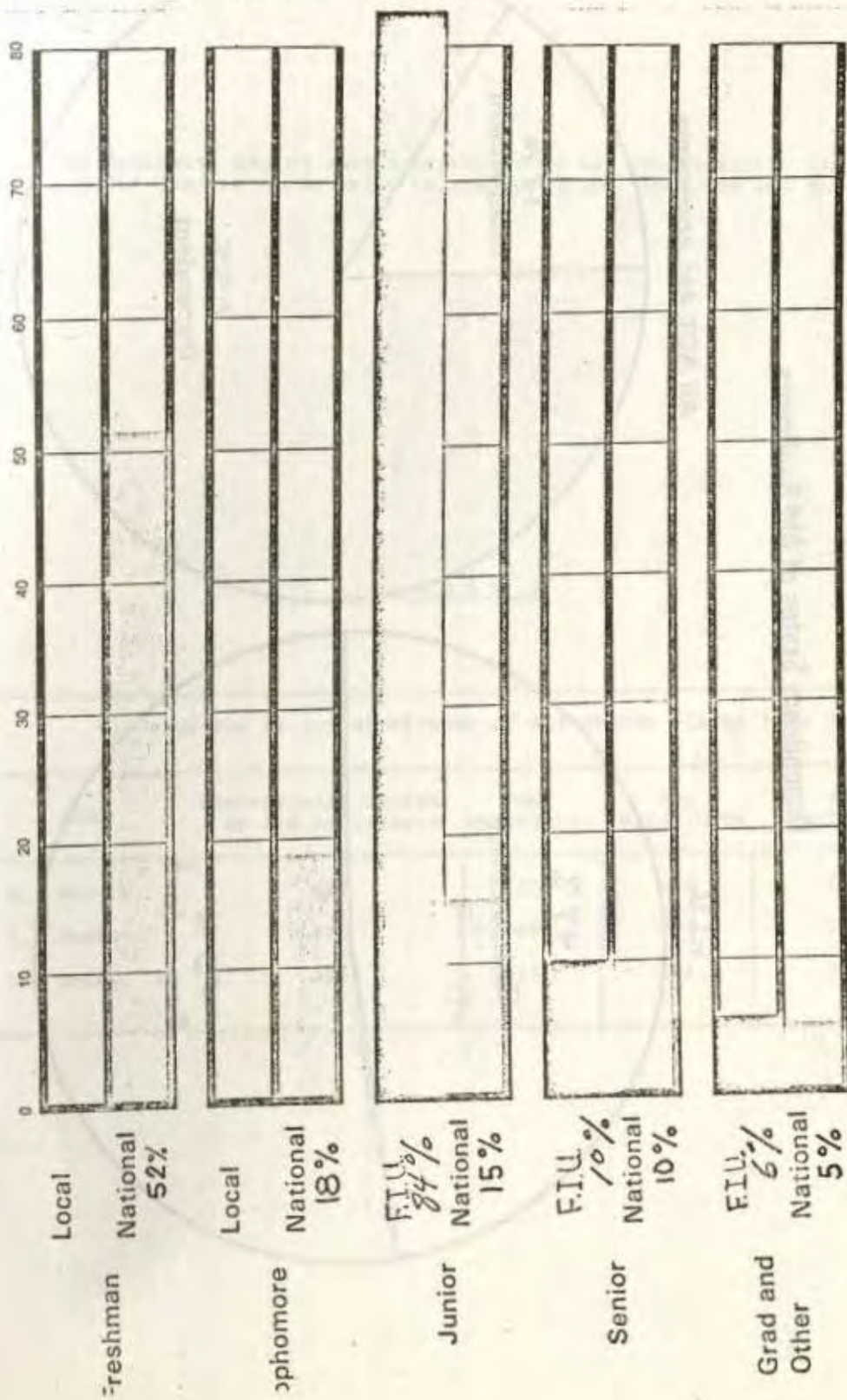
(Continued)



### Sex of All Financial Aid Applicants



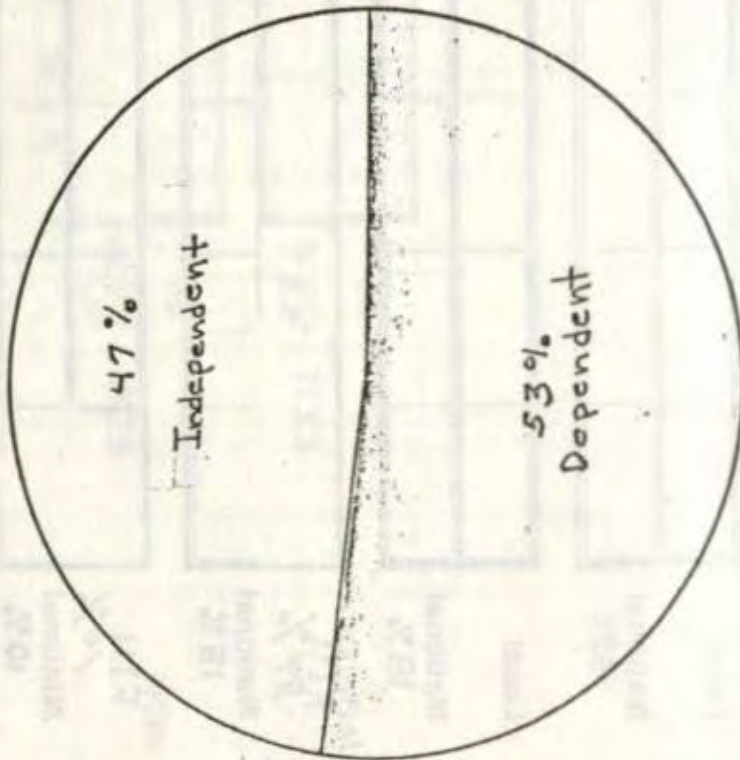
Class of Aid Applicants



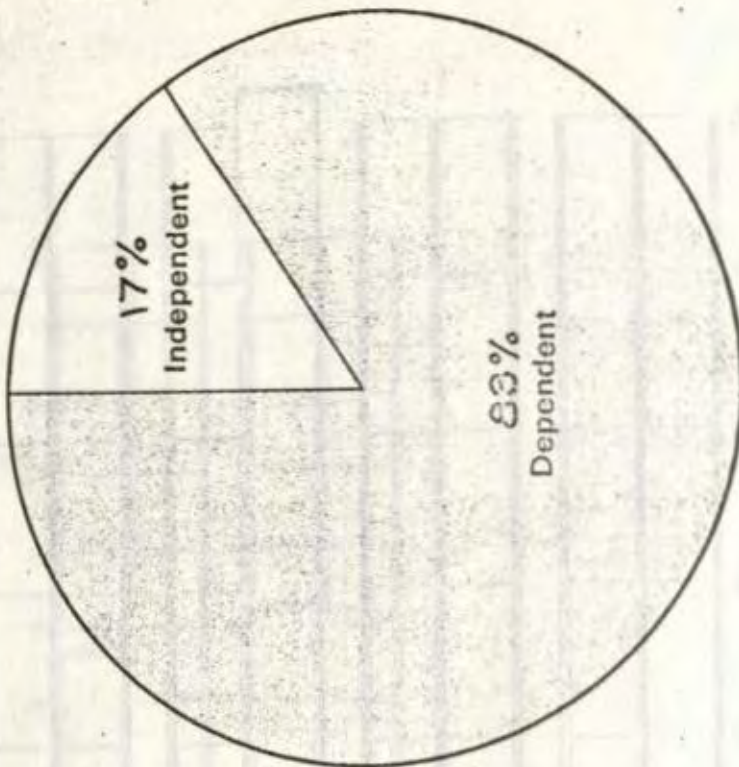


Dependency Status of Aid Applicants

F.I.U.



All ACT Aid Applicants



The following tables show a breakdown of how the financial aid was awarded for the three major federal programs (EOG, CWS and NDSL).

TABLE I

DISTRIBUTION OF AID RECIPIENTS BY SEX DURING FISCAL YEAR 1973				
SEX	UNDUPLICATED NUMBER OF AID RECIPIENTS	EOG RECIPIENTS	CWS RECIPIENTS	NDSL RECIPIENTS
1. Men	280	65	150	182
2. Women	315	108	197	177
3. Total	595	173	347	382



Table III

	Total	Undergraduate Dependent						Under-graduate independent	Graduate
		\$0 to \$2,999	\$3,000 - \$5,999	\$6,000 to \$7,499	\$7,500 to \$8,999	\$9,000 to \$11,999	OVER \$12,000		
	a	b	c	d	e	f	g	h	i
<u>EOG INI. YR.</u>									
1. Recipients	105	20	31	15	5			34	
2. Amt. Spent	39,385	5,285	9,630	5,605	1,810			16,355	
<u>EOG REN. YR.</u>									
3. Recipients	68	12	17	14	5	-0-	-0-	20	
4. Amt. Spent	36,580	7,340	7,935	7,645	2,590	-0-	-0-	11,070	
<u>CWSP</u>									
5. Recipients	347	72	68	31	32	56	26	52	10
6. Amt. Spent	212,842	36,546	45,630	18,098	19,000	36,250	16,024	31,572	9,722
<u>NDSL</u>									
7. Borrowers	382	18	51	18	12	54	36	180	13
8. Amount Loaned	253,174	14,061	34,212	14,580	9,945	29,928	15,055	114,123	21,270
<u>TOTAL</u>									
9. Undup. No. of recip.	595	122	167	78	54	110	62	286	23
10. Amt. Spent	541,981	63,932	97,407	45,928	33,345	66,178	31,079	173,120	30,992

TABLE II

SECTION A. NUMBER OF EOG, CWS, AND NDSL AID RECIPIENTS AND AMOUNTS  
 SPENT IN THESE PROGRAMS DURING FISCAL YEAR 1973 BY RACIAL/  
 ETHNIC DISTRIBUTION

Race or Ethnic Group	Unduplicated total		EOG		CWS		NDSL	
	Stu.	Am't	Stu.	Am't	Stu.	Am't	Stu.	Am't
	a	b	c	d	e	f	g	h
<u>Negro/Black</u>	115	135,908	43	24,510	58	37,798	104	64,385
American Indian	1	140	-0-	-0-	1	140	-0-	-0-
Oriental	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-
Spanish- Surnamed	178	120,252	36	20,520	111	67,155	42	32,557
White (other than Spanish surnamed)	301	294,916	94	30,935	177	107,747	236	156,232
All other students in programs	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-
Total (Sum of lines 1 through 6)	595	541,981	173	75,965	347	212,842	382	253,174



## SUMMARY

It is encouraging to note that our financial aid resources for our first year of operation were sufficient to award some type of aid to all qualified applicants. While we did not have the resources to meet total need of all applicants, most applicants were able to manage on the awards they were given.

At this writing, it is not possible to determine if the aggregate dollars that we still have available will be sufficient to meet our students' needs for the remainder of this fiscal year. As indicated in Financial Aid Office Progress of this report, we have already applied for additional funding in some of the programs. A continued effort will be made to explore all avenues for additional funding that we will be able to use. Probably the area where we will be hurting the most is in the Student Employment, as our increase in college Work Study funding was not commensurate with our increase in enrollment.

It is important to note that financial aid concerns are finally receiving priority attention at the State and National level. This is evidenced by the new Higher Education Act of 1972 and the increase in the Florida State Grant Programs in 1973. The bad part about the passage of the above legislation as far as Florida International University is concerned is that we will have to wait as most of the Federal grant money, according to guidelines, will go to students who are just beginning their post-secondary education. Once the student is on one of the grant programs, however, his award will be renewed as long as he has financial need and is making satisfactory academic progress. Our students are realizing a benefit through the increased funding of the Florida State Grant Program.

In closing, it is important to point out that the financial aid available for our students our first year of operation exceeded one million dollars. The aid available for the 1973-74 academic year should exceed one and one-half million dollars. These facts are pointed out because of the dynamic circumstances in which most colleges find themselves today. We are very much financial-aid dependent, and any cutback in State or Federal funding could have a drastic effect upon our student body.

Every attempt will be made to keep abreast of financial aid resources that are available for our students.



DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE  
OFFICE OF EDUCATION  
WASHINGTON, D.C. 20202

**INSTITUTIONAL APPLICATION TO PARTICIPATE IN  
FEDERAL STUDENT FINANCIAL AID PROGRAMS**

(For the period July 1, 1974 through June 30, 1975)

Please read instructions  
before completing  
this form.

FORM APPROVED  
O.M.D. NO. 51-90477

OL VENDOR NO.

009635

NAME OF INSTITUTION

FLORIDA INTERNATIONAL UNIVERSITY

ADDRESS (Street, city, State, and ZIP code)

MIAMI TRAIL, MIAMI, FLORIDA 33144

**INSTITUTIONAL NEED ANALYSIS**

	FDR ADP USE	ACTUAL 1972-73 (a)	ESTIMATED 1973-74 (b)	PROJECTED 1974-75 (c)
35. TOTAL AID APPLICANTS (whether enrolled or accepted for admission) DETERMINED TO HAVE NEED	2A350	1,320	1,765	1,939
35.1 NUMBER OFFERED AID	2A351	1,320	1,765	1,939
35.2 NUMBER DENIED AID	2A352	-0-	-0-	-0-
36. OF LINE 35, TOTAL NUMBER ENROLLED AT THIS INSTITUTION	2A360	1,140	1,560	1,790
36.1 WITH AID	2A361	1,085	1,445	1,640
36.2 WITHOUT AID	2A362	55	115	150
37. WEIGHTED AVERAGE COST PER STUDENT (from Line C5, Schedule C)	2A370	\$ 3,180	\$ 3,600	\$ 3,660
38. GROSS COST (Line 36 times Line 37)	2A380	\$ 3,625,200	\$ 5,616,000	\$ 6,551,400
39. GROSS FAMILY CONTRIBUTION (from Line D6, Schedule D)	2A390	\$ 2,220,950	\$ 3,187,500	\$ 3,687,500
40. GROSS AID FROM OTHER SOURCES - DO NOT INCLUDE NDSL, CWS, (SIEOG (from Line E10.2, Schedule E)	2A400	\$ 815,810	\$ 1,244,650	\$ 1,385,880
41. GROSS NEED (Line 38 minus Line 39, minus Line 40)	2A410	\$ 588,440	\$ 1,183,850	\$ 1,478,020
42. TOTAL NDSL, CWS, AND (SIEOG FUNDS EXPENDED (Column (a) and (b)) AND REQUESTED (Column (c))	2A420	\$ 551,859	\$ 692,030	\$ 1,478,020
43. UNMET NEED (Line 41 minus Line 42)	2A430	\$ 36,581	\$ 528,400	\$ -0-
44. AVERAGE UNMET NEED (Line 43 divided by Line 36) (If in excess of \$200, explain in Narrative how students remained in school)	2A440	\$ 30	\$ 340	\$ -0-

(Continued)



DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE  
OFFICE OF EDUCATION  
WASHINGTON, D.C. 20202

**INSTITUTIONAL APPLICATION TO PARTICIPATE IN  
FEDERAL STUDENT FINANCIAL AID PROGRAMS**

(For the period July 1, 1974 through June 30, 1975)

Please read instructions  
before completing  
this form.

FORM APPROVED  
O.H.D. NO. 51-80431  
REV. 10/68  
**009635**

NAME OF INSTITUTION: **FLORIDA INTERNATIONAL UNIVERSITY**

ADDRESS (Street, city, State, and ZIP code): **TAMIAMI TRAIL, MIAMI, FLORIDA 33144**

**LEVEL OF OPERATION BY PROGRAM**

			FOR ADP USE	ACTUAL		ESTIMATED	PROJECTED
				1974-75 (a)	1973-74 (b)	1973-74 (c)	1974-75 (d)
NDSL	LEVEL OF LENDING	45. AMOUNT REQUESTED	3A450	N.A.	\$ 409,780	\$ 450,300	\$ 712,760
		46. PANEL APPROVED	3A460	N.A.	\$ 369,210	\$ 450,300	
		47. TOTAL DISBURSEMENTS	3A470	N.A.	\$ 260,769	\$ 279,690	
	FEDERAL CAPITAL CONTRIBUTIONS	48. AMOUNT REQUESTED	3A480	N.A.	\$ 368,800	\$ 395,370	\$ 641,480
		49. PANEL APPROVED	3A490	N.A.	\$ 332,290	\$ 395,370	
		50. FEDERAL ALLOCATION	3A500	N.A.	\$ 245,820	\$ 249,780	
CWS	GROSS COMPENSATION	51. GROSS EXPENDITURES	3A510	N.A.	\$ 212,840	\$ 306,890	\$ 541,060
	FEDERAL SHARE OF COMPENSATION	52. AMOUNT REQUESTED	3A520	N.A.	\$ 267,000	\$ 337,620	\$ 412,850
		53. PANEL APPROVED	3A530	N.A.	\$ 240,570	\$ 337,620	
		54. FEDERAL ALLOCATION	3A540	N.A.	\$ 209,700	\$ 245,510	
		55. AMOUNT EXPENDED	3A550	N.A.	\$ 176,660	\$ 306,890	
(S)EGG	INITIAL GRANTS	56. AMOUNT REQUESTED	3A560	N.A.	\$ 70,000	\$ 114,000	\$ 80,000 \$ 82,000*
		57. PANEL APPROVED	3A570	N.A.	\$ 63,090	\$ 114,000	
		58. FEDERAL ALLOCATION	3A580	N.A.	\$ 23,140	\$ 105,450	
		59. AMOUNT EXPENDED	3A590	N.A.	\$ 40,570*	\$ 105,450	
	CONTINUING GRANTS	60. AMOUNT REQUESTED	3A600	N.A.	\$ 70,000		\$ 144,000 \$ 142,000*
		61. PANEL APPROVED	3A610	N.A.	\$ 63,090		
		62. FEDERAL ALLOCATION	3A620	N.A.	\$ 63,090		
		63. AMOUNT EXPENDED	3A630	N.A.	\$ 37,680*		
44. UNDUPLICATED NUMBER OF STUDENTS AIDED WITH FUNDS REPORTED ON LINES 47, 51, 59, AND 63 (For institutions)		3A640	N.A.	595	750	1,320	

\* ADMINISTRATIVE EXPENSE ADDED



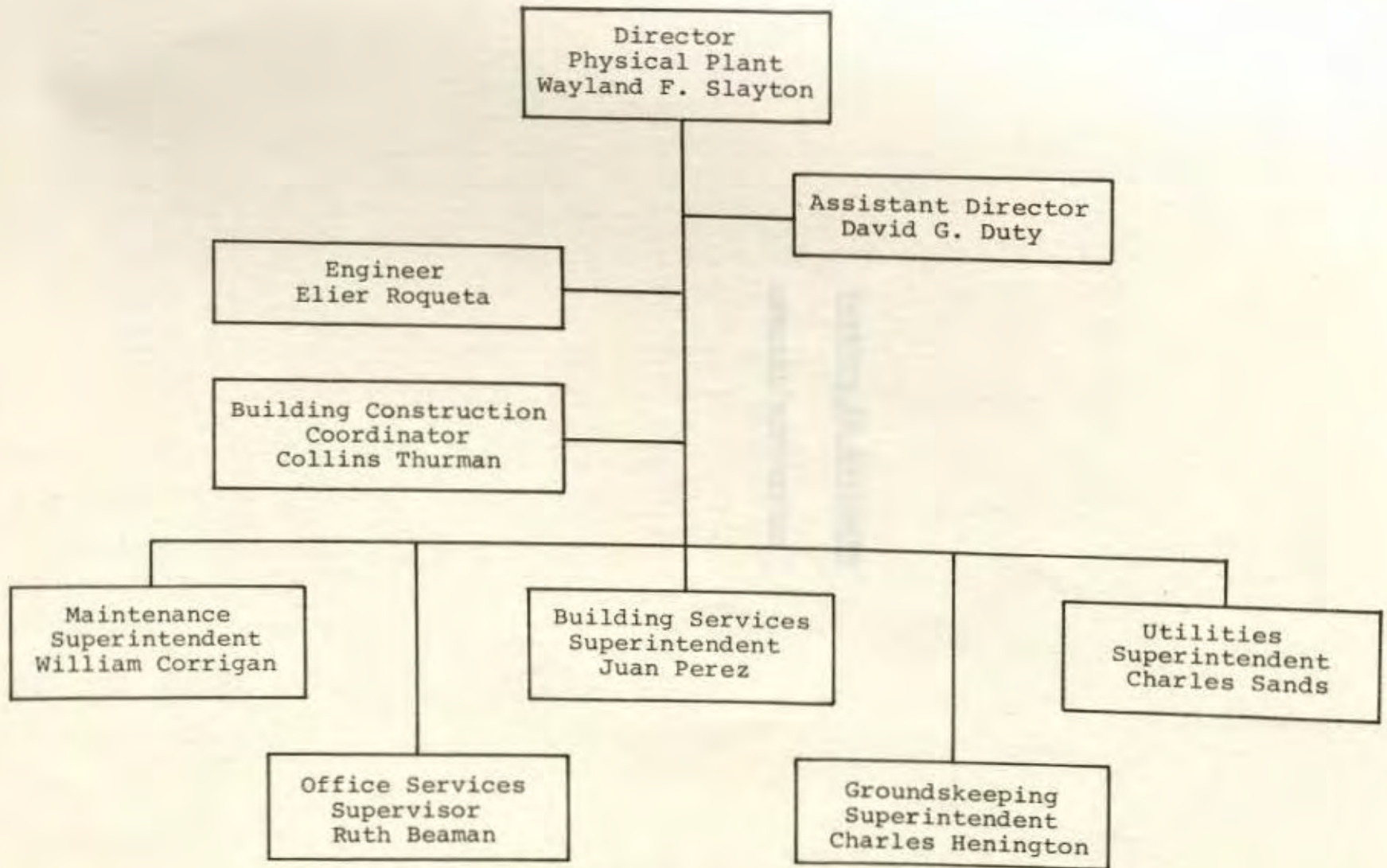


STATE OF TEXAS,  
COUNTY OF \_\_\_\_\_

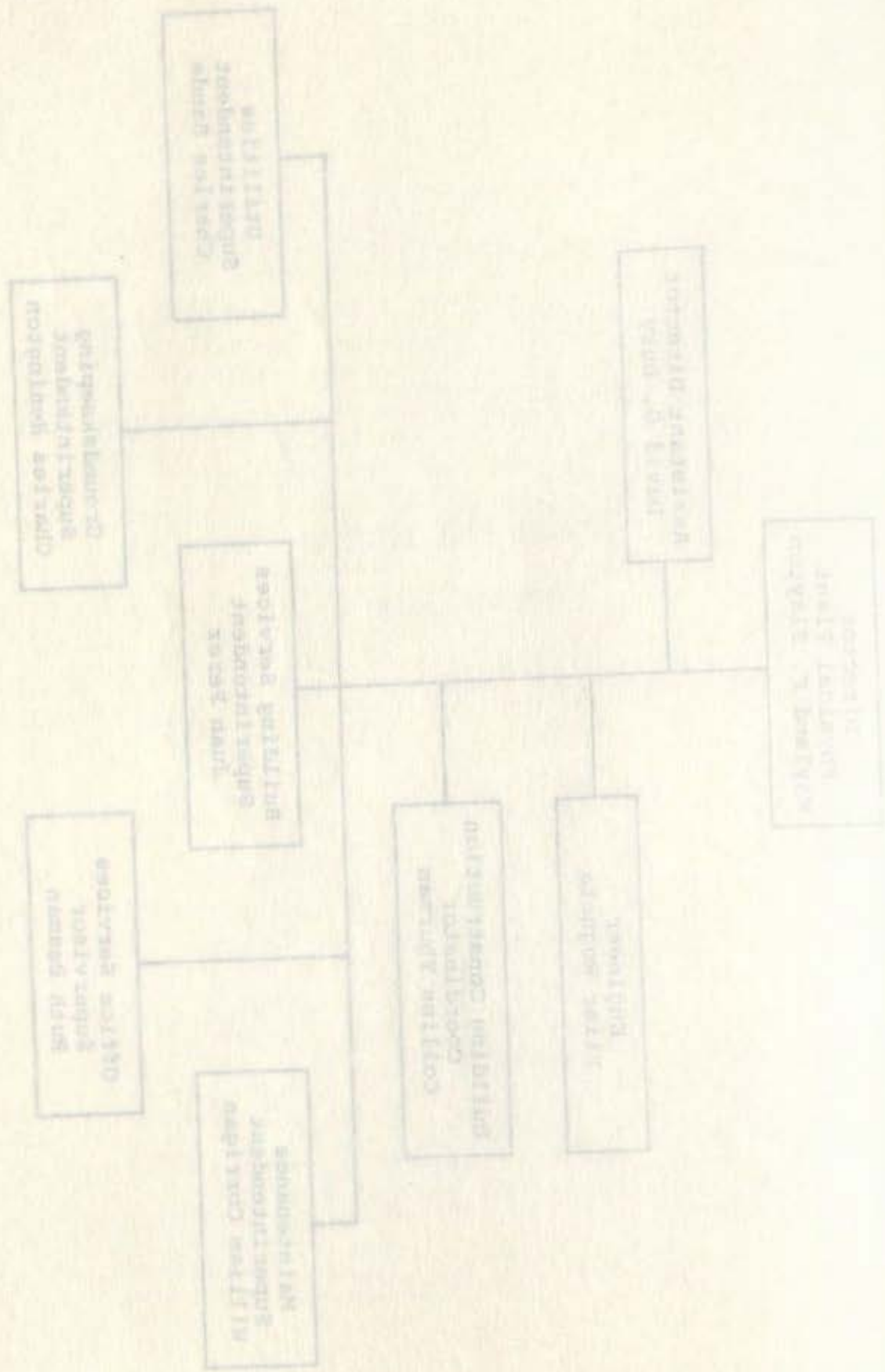
Know all men by these presents, that \_\_\_\_\_ of the County of \_\_\_\_\_ State of Texas, for and in consideration of the sum of \_\_\_\_\_ Dollars, to \_\_\_\_\_ in hand paid by \_\_\_\_\_ the receipt of which is hereby acknowledged, have granted, sold and conveyed, and by these presents do grant, sell and convey unto the said \_\_\_\_\_ of the County of \_\_\_\_\_ State of Texas, all that certain \_\_\_\_\_

Section	Block	Acres	Owner
1	1	40	Medisonville Electric
2	1	40	Medisonville Electric
3	1	40	Medisonville Electric
4	1	40	Medisonville Electric
5	1	40	Medisonville Electric
6	1	40	Medisonville Electric
7	1	40	Medisonville Electric
8	1	40	Medisonville Electric
9	1	40	Medisonville Electric
10	1	40	Medisonville Electric
11	1	40	Medisonville Electric
12	1	40	Medisonville Electric
13	1	40	Medisonville Electric
14	1	40	Medisonville Electric
15	1	40	Medisonville Electric
16	1	40	Medisonville Electric
17	1	40	Medisonville Electric
18	1	40	Medisonville Electric
19	1	40	Medisonville Electric
20	1	40	Medisonville Electric
21	1	40	Medisonville Electric
22	1	40	Medisonville Electric
23	1	40	Medisonville Electric
24	1	40	Medisonville Electric
25	1	40	Medisonville Electric
26	1	40	Medisonville Electric
27	1	40	Medisonville Electric
28	1	40	Medisonville Electric
29	1	40	Medisonville Electric
30	1	40	Medisonville Electric
31	1	40	Medisonville Electric
32	1	40	Medisonville Electric
33	1	40	Medisonville Electric
34	1	40	Medisonville Electric
35	1	40	Medisonville Electric
36	1	40	Medisonville Electric
37	1	40	Medisonville Electric
38	1	40	Medisonville Electric
39	1	40	Medisonville Electric
40	1	40	Medisonville Electric
41	1	40	Medisonville Electric
42	1	40	Medisonville Electric
43	1	40	Medisonville Electric
44	1	40	Medisonville Electric
45	1	40	Medisonville Electric
46	1	40	Medisonville Electric
47	1	40	Medisonville Electric
48	1	40	Medisonville Electric
49	1	40	Medisonville Electric
50	1	40	Medisonville Electric
51	1	40	Medisonville Electric
52	1	40	Medisonville Electric
53	1	40	Medisonville Electric
54	1	40	Medisonville Electric
55	1	40	Medisonville Electric
56	1	40	Medisonville Electric
57	1	40	Medisonville Electric
58	1	40	Medisonville Electric
59	1	40	Medisonville Electric
60	1	40	Medisonville Electric
61	1	40	Medisonville Electric
62	1	40	Medisonville Electric
63	1	40	Medisonville Electric
64	1	40	Medisonville Electric
65	1	40	Medisonville Electric
66	1	40	Medisonville Electric
67	1	40	Medisonville Electric
68	1	40	Medisonville Electric
69	1	40	Medisonville Electric
70	1	40	Medisonville Electric
71	1	40	Medisonville Electric
72	1	40	Medisonville Electric
73	1	40	Medisonville Electric
74	1	40	Medisonville Electric
75	1	40	Medisonville Electric
76	1	40	Medisonville Electric
77	1	40	Medisonville Electric
78	1	40	Medisonville Electric
79	1	40	Medisonville Electric
80	1	40	Medisonville Electric
81	1	40	Medisonville Electric
82	1	40	Medisonville Electric
83	1	40	Medisonville Electric
84	1	40	Medisonville Electric
85	1	40	Medisonville Electric
86	1	40	Medisonville Electric
87	1	40	Medisonville Electric
88	1	40	Medisonville Electric
89	1	40	Medisonville Electric
90	1	40	Medisonville Electric
91	1	40	Medisonville Electric
92	1	40	Medisonville Electric
93	1	40	Medisonville Electric
94	1	40	Medisonville Electric
95	1	40	Medisonville Electric
96	1	40	Medisonville Electric
97	1	40	Medisonville Electric
98	1	40	Medisonville Electric
99	1	40	Medisonville Electric
100	1	40	Medisonville Electric

Florida International University - Physical Plant Division







საგარეო ურთიერთობების განყოფილება - ინფორმაციის მართვა

Section IX Exhibits

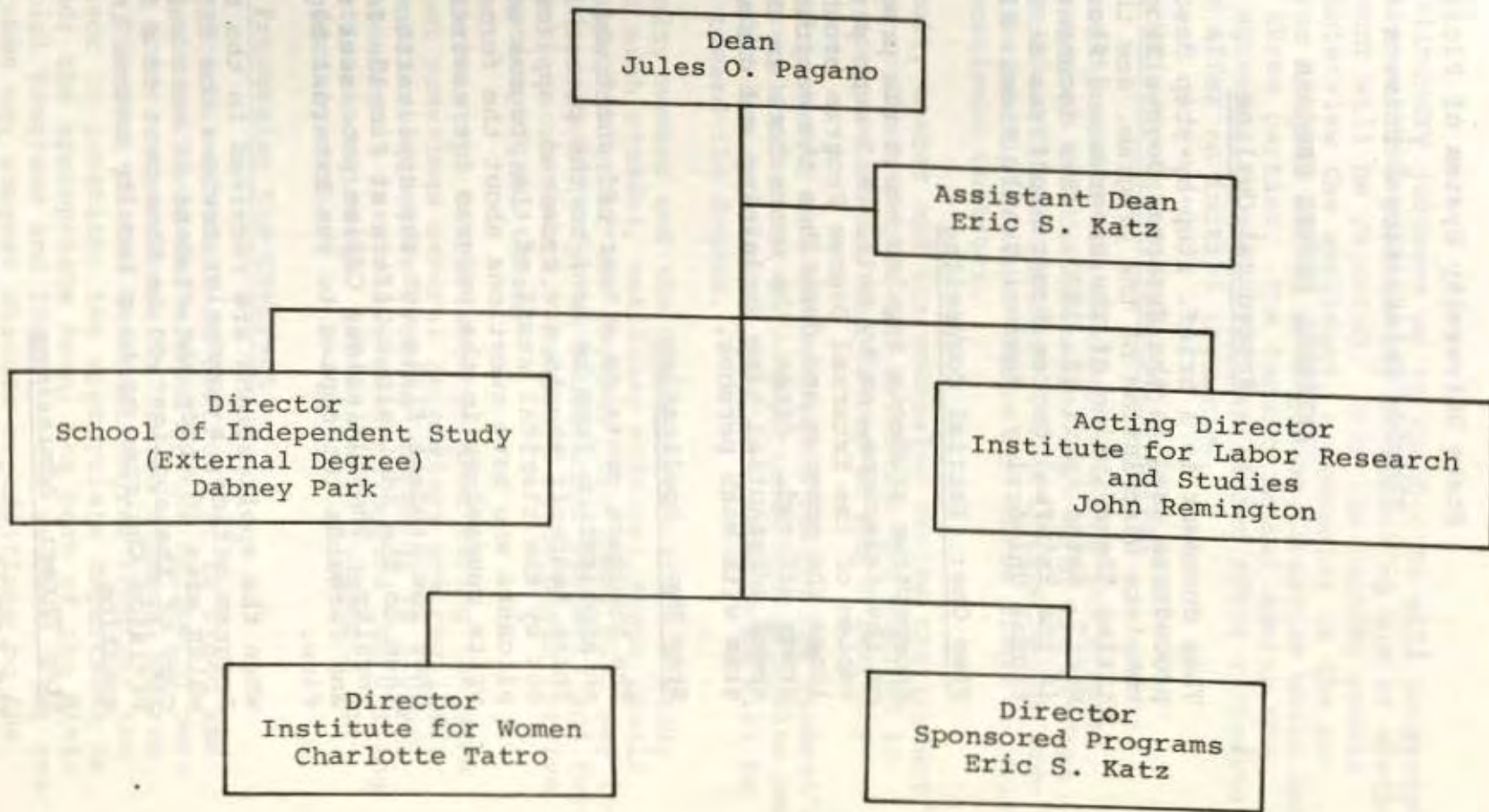
SPECIAL ACTIVITIES



Section 18 Exhibit

RECORDS ADMINISTRATION

Florida International University  
Division of Special Programs





State University System of Florida  
Florida International University

EXTERNAL DEGREE PROGRAM

Procedural Outline

This document is a brief, step-by-step description of the procedures used in the External Degree Program. For a more complete description of the program, see the document entitled "Description of the Program and Plans for Development", dated April 15, 1973. This document is available in the External Degree Program offices at Florida International University, Tamiami Trail, Miami, Florida 33144.

Step One: Initial Counseling

Prospective students inquire about the program in person, or the telephone, or by mail. All such persons are sent copies of the External Degree Program brochure, which outlines the program and describes the various academic programs offered. Often, the counselors in the program will spend substantial time explaining and discussing the program with such persons.

Step Two: Application

The brochure contains a tear-off sheet which requests that an application form be sent to the person in question. When these tear-off sheets are received, applications are sent out by the clerical staff of the program automatically. Applicants who have questions about the forms often call or write counselors in the program for assistance.

Once the student fills out the application forms, he sends them to the Admissions Office at Florida International University. The Admissions Office processes the application and forwards two copies to the External Degree Program office.

When the applications are received in the External Degree Program office, a counselor reviews the file and determines which area of study the student is best suited for. One copy of the application is then sent to a Department or Division Chairman or to a faculty member in the discipline question.

Step Three: Admissions

The faculty member who has been asked to review the file



makes a preliminary judgment as to whether he will interview the student about the possibility of admitting him or whether the student will be rejected. Once the faculty member agrees to interview the applicant, a counselor in the External Degree Program office arranges an interview which involves all three parties. The faculty member admits the student by agreeing to work with him either after reviewing the file or after an initial interview.

#### Step Four: Writing the Educational Contract

Once the faculty member has decided to admit the student, the faculty member and the counselor work with the student to write the Educational Contract. Often, this begins during the admissions interview. There are three steps in writing the Educational Contract.

1. The faculty member and the counselor review the student's previous academic credit and determine how much of it will be accepted toward the degree at the University.
2. The faculty member and the counselor review the student's previous work and other life experience and determine how much credit for documented life/work experience will be awarded toward the degree.
3. The faculty member and the counselor work out a study plan for each student, outlining whatever steps remain for the completion of the degree. The study plan may involve Independent Study, an Educational Project, and formal classroom coursework. Usually, study plans involve a combination of all three.

Often, all three steps can be accomplished during the same interview, but sometimes several interviews are required. Although the External Degree Program counselor is always present in the formal interviews leading toward the writing of the Educational Contracts, all academic judgments are made by the faculty member.

#### Step Five: Processing the Contract

Once the Educational Contract is drafted, it is typed and circulated to be reviewed and signed by the following persons in this order: the counselor of the External Degree Program; the Director of the External Degree Program; the faculty advisor in question; the appropriate department or division head; the appropriate dean; the Dean of the Division of Special Programs and finally, the student. Any one of these persons may suggest changes or additions to the contract.

When the Educational Contract has been reviewed and signed

(Continued)



by all the appropriate individuals, copies are made and sent to the student in question, the External Degree Program files, the faculty advisor in question, the Admissions Office, and the Office of Registration and Records.

#### Step Six: Working out the Contract

Once the Educational Contract is signed, the student's program may begin. In general, matters are left in the hands of the faculty advisors from this point on, although the External Degree Program counselors are prepared to be helpful to both the student and the faculty advisor in whatever way is appropriate. When problems arise, such as a desire on the part of a student to change the study plan, the counselor helps to redraft the Educational Contract, if necessary.

It is the responsibility of the faculty advisor to see to it that each student he has signed an Educational Contract with, fulfills his obligations. This includes the taking of formal courses as well as monitoring and evaluating Independent Study courses and Educational Projects.

When the student has completed all work specified in the Educational Contract, the faculty advisor sends the student's complete file, including journals, papers, and reports back to the External Degree Program office with a memorandum stating that the student in question has completed the Educational Contract and is prepared for graduation. A counselor reviews the file to determine whether it is fully in order, and then sends an application for graduation to the Office of Registration and Records, bearing the appropriate signatures.

#### Step Seven: Graduation

External Degree students graduate with regular students at F.I.U., and they receive the same diplomas as the students in regular programs. Once their programs are completed, students may request transcripts from the External Degree Program office. At present, such transcripts are generated by a counselor in the External Degree Program and reviewed by the Director of the program and the Director of the Office of Registration and Records, but eventually this process will be handled entirely in the Office of Registration and Records.

Florida International University  
Division of University Services and Continuing Education

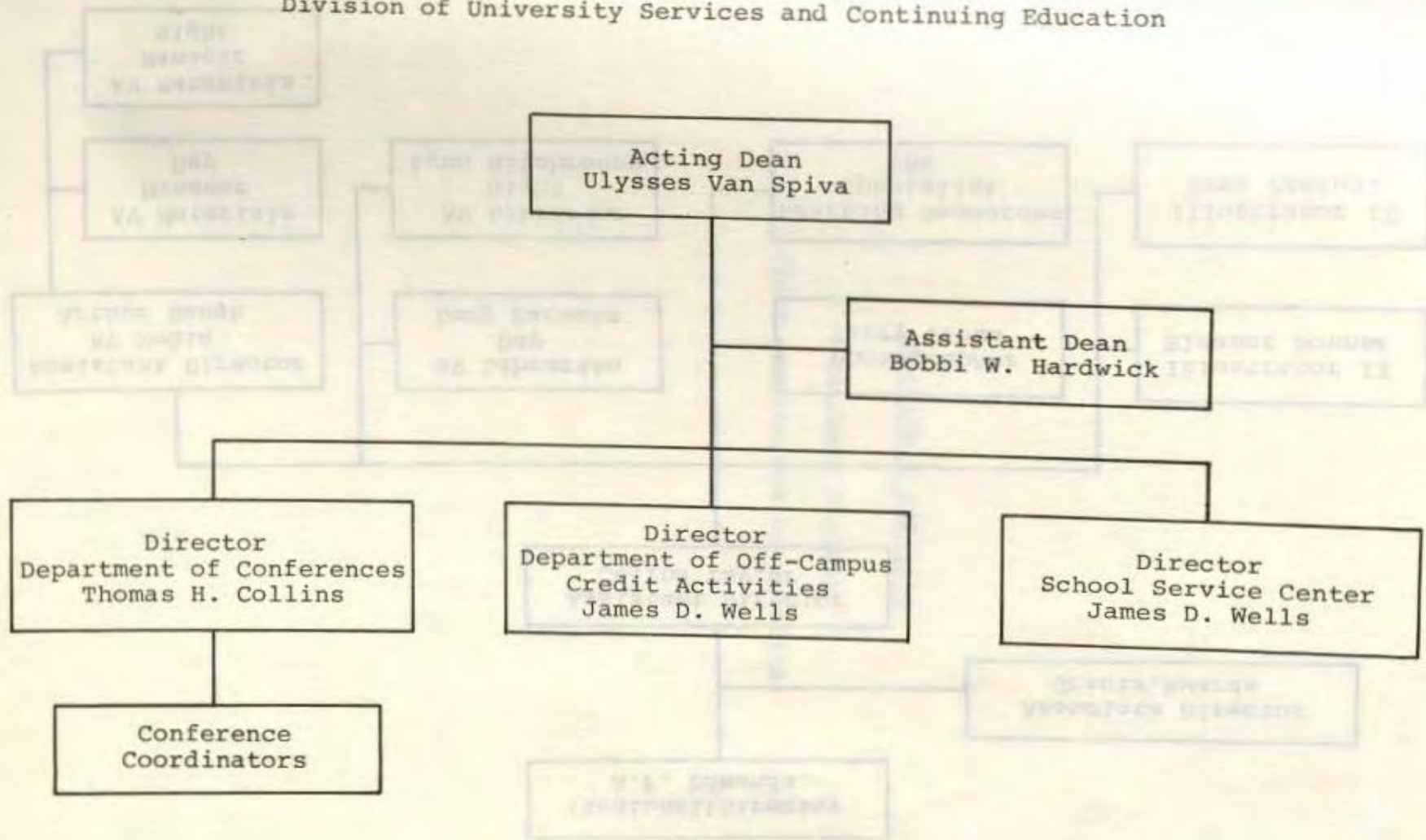
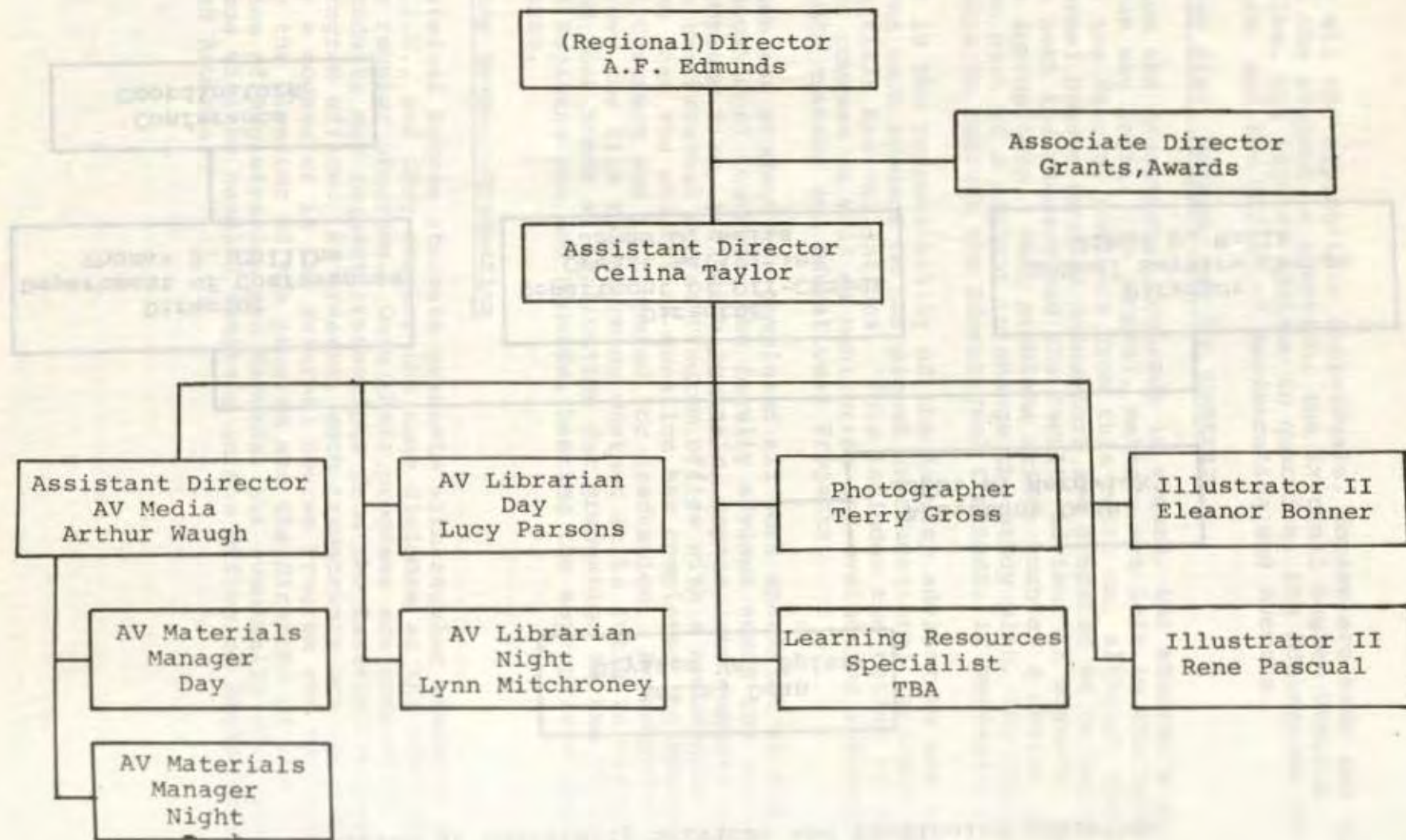


Exhibit IX-C  
210



Florida International University-Media Center



Section X Exhibits

GRADUATE PROGRAM

(This section has no exhibits)



SECRET & CONFIDENTIAL

GROUP 1 - EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

(THIS SECTION HAS BEEN EXCLUDED)

Florida International University  
GRANTS, INQUIRIES AND RESEARCH CONTRIBUTIONS RECEIVED  
BY ACADEMIC YEARS, 1970-71 THROUGH 1972-73

Department	Total Dollars Budgeted in Application Year	Period	Academic Department	Revised of Project
<b>Section XI Exhibits</b>				
<b>RESEARCH</b>				
1. <u>DEPARTMENT 1410-22</u>				
Department of English, College Library & Archives	6,440	48/03/70 53/06/70 05/30/72	English	Improving and expanding existing forms administrative and data control systems
State University System of Florida Library Foundation Act of 1955	47,270	07/03/70 25/08/70 26/30/71	Continuing Research	Grant Awarded to State University Library Model College Program
2. <u>DEPARTMENT 1410-22A</u>				
Dept. of Research & Special Services	11,000	07/03/71 14/08/71 05/30/72	Continuing Research	Continuing Study of the Government Employees



SECTION II

RESEARCH

Florida International University  
 GRANTS, DONATIONS AND RESEARCH CONTRACTS RECEIVED  
 BY ACADEMIC YEARS: 1970-71 THROUGH 1973-74

Sponsor	Total Sponsor Budget in Applica- tion	Period	University Department	Nature of Project
---------	---	--------	--------------------------	----------------------

I. RECEIVED 1970-71:

Department of Health, Educa- tion & Welfare	\$ 6,430	10/01/70 through 06/30/71	Continuing Education	Expanding and improving nutri- tion education and diet coun- seling
State University System & Title I Higher Education Act of 1965	17,378	07/01/70 through 06/30/71	Continuing Education	Urban Agent in the Dade County Miami Model Cities Program

II. RECEIVED 1971-72:

Dept. of Housing & Urban Development Title VIII	13,357	07/01/71 through 06/30/72	University Services & Continuing Education	Training Insti- tute for Government Employees
--	--------	---------------------------------	---	--

Exhibit XI-A  
214

(Continued)



(GRANTS, etc., continued)

Sponsor	Total Sponsor Budget in Application	Period	University Department	Nature of Project
II. <u>RECEIVED 1971-72</u> (Continued):				
Fla. Dept. of Education, Division of Vocational, Technical & Adult Education	\$ 900	07/01/71 through 06/30/72	School of Education	Teacher Education for Vocational, Tech. & Educ.
Fla. Dept. of Education, Division of Vocational, Technical & Adult Education	654	07/01/71 through 06/30/72	School of Education	Teacher Education for Vocational, Tech. & Educ.
City of Miami Beach, Miami, Fla.	21,840	10/01/71 through 09/30/72	Health Services	Training & Equip Police Officers to handle Democratic Conventions
Fla. Dept. of Education, Division of Elementary & Secondary Education	12,800	07/01/71 through 06/30/72	University Services	Regional Coordination for the "Drug Education Program"

(Continued)

(GRANTS, etc., continued)

Sponsor                      Total                      Period                      University                      Nature of  
   Sponsor                                           Department                      Project  
   Budget in                                                                                                           
   Applica-                                                                                                           
   tion

II. RECEIVED 1971-72 (Continued):

Fla. Department of Education, Division of Vocational, Technical & Adult Education	\$ 18,634	07/01/71	School of Education	Teacher Edu- cation for Vocational, Technical & Adult Educa- tion
Fla. Department of Education, Division of Elementary & Secondary Education	1,000	08/01/71 through 12/31/71	University Services	Conduct a non- credit one-day program on "Drug Abuse in Industry



(GRANTS, etc., continued)

Sponsor	Total Sponsor Budget in Application	Period	University Department	Nature of Project
II. <u>RECEIVED 1971-72</u> (Continued):				
State Dept. of Education	\$498,908	07/01/71 through 06/30/72	Univ. Ser. & Continuing Education	Florida Migratory Child Compensatory Program
Dept. of Housing & Urban Development	12,500	07/01/71 through 05/31/72	Univ. Ser. & Continuing Education	Training Institute for Model Cities Personnel
Dept. of Housing & Urban Development	8,500	07/01/71 through 05/31/72	Univ. Ser. & Continuing Education	The Government Official Faces the Urban Agent
State University System High Education Facilities Act of 1965	49,520	07/01/71 through 06/30/72	Continuing Education	Special Opportunity Grant for planning of construction or remodeling and operation of a physical plant center located within the Model Cities Area.

(GRANTS, etc., continued)

Sponsor	Total Sponsor Budget in Application	Period	University Department	Nature of Project
II. <u>RECEIVED 1971-72</u> (Continued):				
State University System Title I Higher Education Act of 1965	\$ 20,678	07/01/71 through 06/30/72	Continuing Education	Urban Agent in the Dade County Miami, Model Cities Program
III. <u>RECEIVED 1972-73:</u>				
Health, Ed. & Welfare Div. of Student Assistance (NIH)	209,704	07/01/72 through 06/30/73	Financial Aid	College Work Study
Health, Ed. & Welfare Bureau of Libraries (NIH)	5,000	07/01/72 through 06/30/73	Library	College Library Resources
Health, Ed. & Welfare Div. of Student Assistance (NIH)	86,223	06/30/73	Financial Aid	Educational Opportunity Grant
Health, Ed. & Welfare Bur. of Health Manpower Ed. (NIH)	51,697	07/01/72 through 06/30/73	Health & Social Services	Dietetics & Nutrition Consortium



(GRANTS, etc., continued)

Sponsor	Total Sponsor Budget in Application	Period	University Department	Nature of Project
III. RECEIVED 1972-73 (Continued):				
Health, Ed. & Welfare Bur. of Health Manpower Ed. (NIH)	\$ 54,397	07/01/72 through 06/30/73	Health & Social Services	Allied Health Consortium in Medical Tech.
Health, Ed. & Welfare Bur. of Health Manpower Ed., Div. of Nursing (NIH)	16,978	07/01/72 through 06/30/73	Financial Aid	Nursing Loan
Health, Ed. & Welfare Bur. of Health Manpower Ed., Div. of Nursing (NIH)	20,455	07/01/72 through 06/30/73	Financial Aid	Nursing Scholarship
Health, Ed. & Welfare Bur. of Health Manpower, Div. of Nursing (NIH)	12,279	07/01/72 through 06/30/73	Health & Social Services	Nursing Capitation Grant
Bureau of Administration Office of Overseas Schools	5,000	07/01/72 through 06/30/73	University Services	Foreign Teachers Training (Bolivia & Peru)

(GRANTS, etc., continued)

Sponsor	Total Sponsor Budget in Application	Period	University Department	Nature of Project
III. <u>RECEIVED 1972-73</u> (Continued):				
Dept. of Justice	\$145,599	07/01/72 through 06/30/73	Financial Aid	Law Enforcement Educ. Program
Dade County Public School Board	30,068	07/01/72 through 06/30/73	University Services	Career Opportunity Program
Dept. of Education	33,561	07/01/72 through 06/30/73	College of Education	Computerized Mgmt. Systems
Dept. of Education	1,700	07/01/72 through 06/30/73	University Services	Triple T Env. Education
Dept. of Education	3,600	07/01/72 through 06/30/73	Vocational, Technical & Adult Ed.	Industrial Ed. Teacher Ed.
IV. <u>RECEIVED 1973-74:</u>				
Dept. of Education	22,786	08/10/73 through 06/30/74	School of Education	Teacher Education, Handicapped Students



(GRANTS, etc., continued)

Sponsor	Total Sponsor Budget in Application	Period	University Department	Nature of Project
IV. RECEIVED 1973-74 (Continued):				
Dept. of Health, Education & Welfare (NIH)	\$ 33,390	08/29/73 through 06/30/74	Student Services	Veteran's Cost of Instruction Program
Dept. of Education	19,953	09/15/73 through 06/15/74	School of Education	Teacher Education Mgmt. System
National Institute of Health	3,911	07/01/73 through 06/30/74	Financial Aid	Add'l Nursing Loan Award
Dept. of Education	26,148	07/01/73 through 06/30/74	School of Education	Adult Basic Education
Dept. of Education	9,548	07/30/73 through 06/30/74	School of Education	Industrial Education, Travel, Sec. Help, Supplies
National Institute of Health (DHEW)	12,712	07/01/73 through 06/30/74	Health & Social Services	Nursing Capitalization, Add'l Allocation
Dept. of Education	17,200	09/73 through 06/30/74	Special Programs	Women's Studies

(GRANTS, etc., continued)

Sponsor	Total Sponsor Budget in Application	Period	University Department	Nature of Project
IV. RECEIVED 1973-74 (Continued):				
Department of Education	\$ 20,000	09/73 through 06/30/74	Special Programs	Labor in the Public Interest
DHEW, Office of Education	101,623	07/01/73 through 06/30/74	Financial Aid	Cuban Loan Program
County of Dade, Florida	45,000	10/15/73 through 11/16/73	University Services	Migrant Manpower Delivery System, Add. Allocation
State Dept. of Commerce	51,232	08/10/73 through 12/30/73	University Services	Migrant Manpower Delivery System, Add. Allocation
Florida Dept. of Education	24,586	07/01/73 through 06/30/74	School of Education	Home Economics Education



(GRANTS, etc., continued)

Sponsor	Total Sponsor Budget in Application	Period	University Department	Nature of Project
IV. <u>RECEIVED 1973-74</u> (Continued):				
Florida Dept. of Education and State of New Jersey (DOE)	\$ 1,895	07/05/73 through 07/20/73	University Services	Co-op FIU, DOE, State of New Jersey, Migrant Section
Florida Dept. of Education and State of Maryland, (DOE)	1,895	07/05/73 through 07/20/73	University Services	Co-op FIU, DOE, State of Maryland, Migrant Section
Educational Institute of Health	245,514	07/01/73 through 06/30/74	Financial Aid	College Work Study
National Institute of Health	105,453	07/01/73 through 06/30/74	Financial Aid	Equal Opportunity Grant
National Institute of Health	249,784	07/01/73 through 06/30/74	Financial Aid	Nat'l Direct Student Loan
Nat'l Institute of Health	16,755	07/01/73 through 06/30/74	Financial Aid	Nursing Loan

(GRANTS, etc., continued)

Sponsor	Total Sponsor Budget in Application	Period	University Department	Nature of Project
IV. RECEIVED 1973-74 (Continued):				
Nat'l Institute of Health	\$ 9,656	07/01/73 through 06/30/74	Financial Aid	Nursing Scholarship
Nat'l Institute of Health	9,841	07/01/73 through 06/30/74	Health and Social Services	Nursing Capitation
Nat'l Institute of Health	51,049	07/01/73 through 06/30/74	Health and Social Services	Medical Technology Grant
Nat'l Institute of Health	55,188	07/01/73 through 06/30/74	Health and Social Services	Dietetics and Nutrition Grant
Nat'l Institute of Health	5,000	07/01/73 through 06/30/74	Library	Library Resources Grant
Dept. of Health, Education and Welfare, Office of Education	350,358	07/01/73 through 06/30/74	Arts and Sciences	ESSA, Race Relations Training Project
National Science Foundation	10,700	07/01/73 through 06/30/75	Arts and Sciences	Instructional Scientific Equipment Program



(GRANTS, etc., continued)

Sponsor	Total Sponsor Budget in Application	Period	University Department	Nature of Project
IV. <u>RECEIVED 1973-74</u> (Continued):				
Florida Regional Medical Program	\$ 4,750	11/01/73 through 12/31/73	School of Business	Blood Bank Management Control System Study
Department of Education	10,816	10/04/73 through 06/30/74	University Services	Project in Interstate Co-operation New Jersey FMCCP/FIU
Dept. of State - State Library Services	930	10/26/73 through 06/30/74	Library	Inter-library Cooperation - State
Society of Industrial Realtors	57,000	09/01/73 through 09/01/76	School of Business	Master Degree Program in Industrial Real Estate
Joint Center for Environmental & Urban Problems	6,328	09/28/73 through 06/30/74	School of Business	Development of Health Care Mgmt. Program

(GRANTS, etc., continued)

Sponsor	Total Sponsor Budget in Applica- tion	Period	University Department	Nature of Project
---------	---	--------	--------------------------	----------------------

---

IV. RECEIVED 1973-74 (Continued):

Union for Experiment- ing Colleges & Uni- versities Antioch College	\$ 11,908	08/01/73 through 06/30/74	Special Programs	University without Walls Program for Disadvantaged Students
--	-----------	---------------------------------	---------------------	---



UNIVERSITY OF CALIFORNIA

Title: \_\_\_\_\_  
 Period: \_\_\_\_\_  
 University Department: \_\_\_\_\_  
 Division of \_\_\_\_\_  
 Project No. \_\_\_\_\_  
 Applicant: \_\_\_\_\_  
 Date: \_\_\_\_\_

Title: \_\_\_\_\_  
 Period: \_\_\_\_\_  
 University Department: \_\_\_\_\_  
 Division of \_\_\_\_\_  
 Project No. \_\_\_\_\_  
 Applicant: \_\_\_\_\_  
 Date: \_\_\_\_\_

Title: \_\_\_\_\_  
 Period: \_\_\_\_\_  
 University Department: \_\_\_\_\_  
 Division of \_\_\_\_\_  
 Project No. \_\_\_\_\_  
 Applicant: \_\_\_\_\_  
 Date: \_\_\_\_\_

Title: \_\_\_\_\_  
 Period: \_\_\_\_\_  
 University Department: \_\_\_\_\_  
 Division of \_\_\_\_\_  
 Project No. \_\_\_\_\_  
 Applicant: \_\_\_\_\_  
 Date: \_\_\_\_\_

Title: \_\_\_\_\_  
 Period: \_\_\_\_\_  
 University Department: \_\_\_\_\_  
 Division of \_\_\_\_\_  
 Project No. \_\_\_\_\_  
 Applicant: \_\_\_\_\_  
 Date: \_\_\_\_\_

UNIVERSITY OF CALIFORNIA

Title: \_\_\_\_\_  
 Period: \_\_\_\_\_  
 University Department: \_\_\_\_\_  
 Division of \_\_\_\_\_  
 Project No. \_\_\_\_\_  
 Applicant: \_\_\_\_\_  
 Date: \_\_\_\_\_

