

Standard Operations Manual

FIU | Engineering & Computing



COMMUNICATIONS DUAL ENROLLMENT
SPACE MANAGEMENT SOCIAL MEDIA BRANDING STANDARDS
MARKETING OVERLOADS SALARY SAVINGS RENOVACTIONS
BUDGETING ACCESS SELF-SUPPORTING ACADEMICS NEW EMPLOYEES
SUMMER TEACHING PURCHASING MARKET-RATE TIME OFF
CONSTRUCTION MANAGEMENT RESEARCH
EVENTS
AWARDS ADMINISTRATION EXCELLENCE TECHNOLOGY
GIFTS INCENTIVES **ENGINEERING** FACULTY STARTUP
FINANCE GUIDELINES **PANTHERSOFT** COMPUTING AUXILIARY CONTRACTS
STRATEGY EVENTS DIGEST TRAVEL FUNDRAISING
HR GOVERNANCE OPERATIONS RESOURCES SERVICES **STANDARD OPERATIONS MANUAL** TUTORING
OUTREACH
LOGO USE EOW EPRAF FIU FOUNDATION GRANTS ADMISSIONS
DISTANCE LEARNING REVENUES STAFFING SURPLUS WORK ORDERS
RECRUITMENT COURSE OVERRIDES GLOBAL PROGRAMS
HOURS OF OPERATION GRADUATE PROGRAMS



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Introduction

The Standard Operations Manual (SOM) for FIU's College of Engineering & Computing outlines the college's service standards and administrative procedures. It covers key areas including finance, HR, research, academics, communications, events, IT, and business operations, as well as the Office of the Dean's protocols.

The **goal of this manual is to bring consistency and transparency** to the services offered at the college. It aims to provide necessary information to meet the needs of CEC employees in their daily operations and interactions with faculty, staff, and students. This document is intended for internal use by CEC employees. The protocols and processes described here are supplemental to the policies of FIU, which can be found at <https://policies.fiu.edu/>.

The first adoption of this manual was approved by the dean in March 2020.

I. Updates to SOM

This manual is subject to annual review. New protocols and procedures may be inserted into the document and changes to existing sections can be made as needed. The director of strategic initiatives oversees the continuation of the document as a whole and shall ensure an up-to-date copy is kept at the college and is accessible to CEC employees. College area leads or managers are responsible for maintaining the accuracy of information presented in sections and providing a most updated version to the director of strategic initiatives. Information about college area leads can be found in Appendix A.

II. Section Version History

Version 1 (first issue): January 20, 2020

Version 2: June 27, 2024

Version 3: August 13, 2025

Academic Affairs: Pattern of Administration

The College of Engineering & Computing (CEC) has developed a Pattern of Administration (PoA) document that describes guidelines, procedures, and structures concerning the governance of the college. The PoA can be found and downloaded at: <https://cec.fiu.edu/faculty-staff-resources/policies/index.html>

I. Purpose

The purpose of POA is to describe the guidelines, procedures, and structure concerning the governance of the college at Florida International University (FIU). The goal of the POA document is to facilitate the orderly conduct of the business of the CEC faculty. The POA provides additional CEC-specific guidance to supplement the Rules of the University Faculty found in the Faculty Handbook and the United Faculty of Florida (UFF) Collective Bargaining Agreement (CBA) found on the provost's website (<https://provost.fiu.edu/faculty-excellence/faculty-resources/index.html>) and any additional guidelines, policies, and procedures established by the university, Florida Board of Governors, State and Federal laws.

II. Scope

The college recognizes, in principle, the presumption that faculty have expertise to make recommendations in academic matters ranging from admission standards to the requirements for the awarding of degrees, and to make recommendations on other matters relating to research, faculty status (including tenure and promotion recommendations), and those aspects of student life which relate to the educational process. However, all faculty decisions are recommendations for consideration by the Office of the Dean, and in many cases further approvals beyond the Dean's Office.

III. Contents

The PoA presents guidelines, procedures, and structures concerning the governance of the college, in particular those applicable to and may be of interest to CEC faculty. Specifically, the PoA presents information on:

- College organization, administration and decision-making
- Faculty membership and appointments, responsibilities
- Course offerings, teaching schedules and leaves
- Outside activities, conflicts of interest

IV. Approval and Future Changes

The PoA has been approved by the CEC faculty council on 02/23/2020. In the event of contradiction between the PoA, the rules found in the Rules of the University Faculty and the UFF-CBA, the order of precedence is the CBA, then the Rules of the University and then the PoA.

The Office of the Dean will administratively update the PoA document to conform with superseding rules. In addition, the PoA will be periodically reviewed to incorporate updates at the time of the appointment of a new Dean or reappointment of the Dean of the College.

V. Resources

- CEC PoA: <https://cec.fiu.edu/faculty-staff-resources/policies/index.html>
- CEC Faculty Council: <https://cecfc.fiu.edu/>
- CEC Constitution & Bylaws: <https://cecfc.fiu.edu/>
- FIU Faculty Excellence: <https://provost.fiu.edu/faculty-excellence/index.html>
- FIU Faculty Resources: <https://provost.fiu.edu/faculty-excellence/faculty-resources/index.html>
- United Faculty of Florida (UFF) – FIU Collective Bargaining Agreement: <https://www.uff-fiu.net/wordpress/wp-content/uploads/2024/11/draft-reformatted-uff-fiu-2024-2027-cba-08232024.pdf>

VI. Section Revision History

Version 1 (first issue): February 24, 2020

Version 2: Fall 2025

Academic Support Services

Academic advising is a core component of the student experience at FIU, serving as a critical connection between students and the university. Within the College of Engineering and Computing (CEC), advising is part of a comprehensive ecosystem of academic support services designed to promote student success, retention, and timely degree completion. Through both centralized, college-wide units and school-specific initiatives, advisors work closely with students to clarify degree pathways, curricula, university policies, and processes—helping them navigate their academic journey effectively while making the most of the overall college experience.

I. Undergraduate Advising

A. Advisors

The College of Engineering & Computing (CEC) undergraduate advising team consists of a cadre of professional advisors who support students with career planning, course selection and registration, answering of inquiries, guidance on resolution of academic issues, coaching about future career and employment opportunities and referral to appropriate college and university resources for assistance in areas outside the scope of academic advising such as student financial aid and graduate program admissions. Every academic degree program has at least one professional advisor and each student has an assigned advisor.

B. Advising Interactions/Activities

Advisors interact with students for a variety of reasons including but not limited to the reasons listed below. The interactions marked with (*) are documented in this section as they are procedural in nature.

- Sharing information about College's programs
- Discussion about program admission/graduation requirements
- Evaluation/processing of transfer credit (*)
- Change of major (*)
- Creation of study plan for timely graduation and proper course sequence in Academic Advising CRM system.
- Course selection for upcoming semester(s)
- Assistance with course enrollment
- Course overrides (*)
- Discussion of career readiness/graduate school
- Graduation certification (*)
- Readmission/reinstatement (*)

II. Undergraduate Advising Procedures

A. Evaluation/Processing of Transfer credit

Intended audience: Students with credit by exam, dual enrollment credit or transfer credit from external institutions, advisors, college administrators.

Description: A student, whether incoming freshman or transfer, may bring transfer credits from high school or other sources. This section describes the process by which transfer credit is evaluated and awarded.

Credit by Exam/Other Test Credit/Mechanism: Evaluated and awarded by FIU's Transfer & Transition Services (TTS) office. Student requests that official test scores are sent to the university. Once scores are evaluated by TTS, course credit is updated in the student's Panther Degree Audit (PDA) and Transfer Credit Report.

Transfer Credit: Student sends official academic transcripts to the university along with course syllabus/description. A previously evaluated course will be reflected automatically in the student's Transfer Credit Report and Panther Degree Audit via internal system logic. University Core Curriculum (UCC) courses that are not previously evaluated are reviewed by the teaching department through TTS. Once evaluated TTS will update the student's Panther Degree Audit and Transfer Credit Report.

Transfer courses that pertain to the major are evaluated by the academic unit within the college. The student's academic advisor reviews the course syllabus and sends it to the evaluating faculty via email for equivalency evaluation, which the faculty confirms and returns to the advisor for processing. The advisor initiates the internal electronic equivalency form for processing by the Transfer Credit Processing Center which updates the student's Panther Degree Audit as appropriate.

B. Change of Major

Intended audience: Students intending to declare, change or add a major in CEC, advisors, college administrators.

Description: A student may request to declare, change or add a major housed within CEC or another college. This section summarizes the change of major process.

A student will either declare or change major only with the authorization of the academic advisor of the major being requested. Additional approval may be required from the advising director/manager/Dean's designee. If the student is determined eligible, the advisor will submit an electronic Change of Program Plan (COPP) form for approval by the appropriate advisor or Dean Designee.

C. Course Overrides

Intended audience: students, advisors, instructors and college administrators.

Description: Students seeking enrollment in courses that are closed/at capacity must obtain proper signature authorizations and observe college policies and procedures.

Students seeking to obtain an enrollment override in a closed course will require the following signature approvals and use the appropriate form available at the Office of the Registrar's website as needed depending on when the course is being added. The Office of the Registrar has developed a seamless DocuSign process which allows the student to route the form to the appropriate individuals that require signature approval:

- During add/drop week: Course instructor and teaching department stamp
- After add/drop week: Course instructor, student's Academic advisor and Dean Designee for the College managing the course. Beyond a certain week in the semester a memorandum addressed to the Office of the Registrar may be required.

Overrides may not exceed the rated classroom capacity or violate the course pre-requisites even if the course instructor has signed the form. The college does not authorize courses to be taken out of sequence.

D. Graduation Preparation/Certification

Intended audience: Students preparing to graduate, advisors, and college administrators.

Description: As a student approaches his or her last (graduation) semester, a graduation requirement check is performed to verify that all degree requirements are being satisfied. This section summarizes the graduation preparation and certification process.

Every term, advisors encourage students who are planning to graduate in the upcoming semester to meet their assigned advisor for a final graduation check. During the meeting, the advisor reviews all degree requirements with the student, verifying that they can be met by the end of the next semester. The advisor processes any final updates to the Panther Degree Audit as required and includes detailed notes in the Panther Success Network (PSN) system regarding any missing requirements, such as remaining courses, pending transcripts, test credits, courses, incomplete grades, required course retakes, forgiveness policies to be used, and informs the student accordingly. The advisor then reminds the student to apply for graduation by the university deadline or may verify that the student has done so successfully, as appropriate. Late graduation applications after the deadline are submitted by the student in paper form who in turn signs and uploads to the system for the student.

Once the deadline for application for graduation passes, FIU's Graduation Office generates the Graduation Certification form. If the student completes all requirements by the end of the graduation term, the Panther Degree Audit will close and is used by the Office of the Registrar as confirmation of degree requirements met and will automatically

award the degree. If the student does not complete all requirements by the end of the term, the advisor confirms that this is the case, completes the appropriate areas of the Graduation Certification within Panthersoft and advances the form to the Vice Dean for review and signature. The Academic Advisor contacts the student, reminding him or her of any pending requirements and steps needed to address them.

E. Readmission/Reinstatement

Intended audience: Inactive or dismissed students, advisors, and college administrators.

Description: A student who has not attended the university for three or more consecutive semesters or who has been academically dismissed from the university is considered “inactive”. This section summarizes the readmission and reinstatement processes.

Readmission: An inactive student must apply for readmission to the University to be readmitted and reinstated to the university. The college receives weekly emails regarding readmission applications. The advising director or manager sends an email to the applicant requesting him/her to meet an academic advisor to discuss the readmission request. After the meeting takes place the advisor recommends the advising director, manager or their designee to either approve or deny the readmission request.

Reinstatement: A student who has been academically dismissed from the university has an option to submit an appeal within 10 working days of the dismissal; otherwise, the student will need to wait one year before submitting an appeal. The student will meet with an academic advisor to discuss his or her options. If it is the student’s first dismissal and, after reviewing the student transcript and student written statement, the advisor considers that the student is able to return to good academic standing in a reasonable manner, then the advisor will develop a detailed academic plan, recommend reinstatement and assist the student in completing the appeal package. Afterwards, the advisor will secure approval signatures from the Dean designee, give the signed package to the student to submit/upload to Panthersoft and store a copy in the student’s PSN reporting area. If it is the student’s second dismissal, the advisor will deny reinstatement into the program. If, however, circumstances exist such that the advisor deems the second dismissal can be reversed, the advisor will inform the student on how to proceed accordingly after consulting with Advising Director or Manager.

III. Advising Resources

- Facilities: Advising operates from three locations: Engineering Center (EC) room 2620, PG6 room 100 and Innovation 1 (INV1) building. The office in EC serves students pursuing degrees in engineering, construction management and AI & Internet of Things. The offices in PG6 and the INV1 serve students pursuing degrees in Computer Science, Cybersecurity, Data Science and Information Technology.
- Website: <https://cec.fiu.edu/students/academic-advising/index.html>

IV. Center for Development, Support and Success in Engineering (CDSSEC):

The Center for Development, Support, and Success in Engineering and Computing (CDSSEC) serves as the college's primary hub for student success initiatives. Its mission is to enhance academic experiences and student success for both prospective and current students in FIU's College of Engineering and Computing (CEC). CDSSEC supports student recruitment, enrichment, and retention through a focus on pre-college outreach, tutoring, mentorship, and undergraduate research.

V. Tutoring

CEC delivers tutoring and academic assistance through coordinated structures in which CDSSEC oversees and administers tutoring for engineering programs, while Knight Foundation School of Computer and Information Sciences (KFSCIS) manages tutoring and embedded academic support services for computing programs, ensuring both targeted intervention in high-impact courses and continuous peer-supported learning.

A. CDSSEC Tutoring Program Overview

At the start of each academic year, the CDSSEC team, in collaboration with the Office of Academic Advising, designs and generates queries to evaluate student performance in several engineering courses that were deemed critical for improving student retention and graduation rates. Key indicators used to determine the tutoring need are failure and drop rates. After careful review of these results by CDSSEC and the Office of Academic Advising teams, the center determines the courses that need tutoring. In Academic Year 2025–26, tutoring support was identified as necessary for 14 courses across various engineering and construction disciplines. Course selection was further informed by departmental feedback and shaped by available tutor resources. The courses included:

- **Department of Electrical and Computer Engineering (ECE):** EEL 3110C – Circuit Analysis
- **Department of Civil and Environmental Engineering (CEE):** CES 3100 – Structural Analysis, CGN 3300 – Dynamics for Civil Engineering
- **Department of Mechanical and Materials Engineering (MME):** EGM 3520 – Mechanics of Materials, EML 1533 – Introduction to CAD, EML 3036 – Simulation Software, EGN 3311 – Statics, EGN 3321 – Dynamics, EGM 3503 – Applied Mechanics
- **Department of Biomedical Engineering (BME):** BME 3632 – Biomedical Transport
- **Moss School of Construction (CM):** BCN 1272 – Plan Interpretation, BCN 3740 – Legal Aspects, BCN 4612 – Estimating II, BCN 4724 – Scheduling II

During the Fall 2025 term, five undergraduate and graduate tutors provided academic support for these courses. Tutoring sessions were offered Monday through Friday, and additional support was extended to other courses as student requests were received

throughout the semester. Tutors also support Dual Enrollment students enrolled in the Florida Action for More in Engineering (FLAME) program, offering targeted academic assistance aligned with their college-level coursework.

At the beginning of each semester, CDSSEC staff runs queries to determine which students have earned a grade of A– or above in the last three semesters and promotes tutoring job openings to these students. Other students may be contacted based on faculty or academic unit recommendations. Each student employee (tutor) receives an hourly wage of \$15.00 per hour. The center has deployed the use of a Google form to track and collect several data points such as in-person student usage of the tutoring services and in-demand courses.

In Fall 2024, CDSSEC implemented iPads for tutors to use in their in-person and online tutoring sessions. We continued with the hybrid tutoring sessions to make sure we offer tutoring sessions for in-person students and online degree-seeking students.

CDSSEC staff conducts bi-weekly meetings with all tutors throughout the semester, and the tutors participate in tutoring training organized by CFAS at the beginning of every Fall semester.

B. KFSCIS Tutoring and Peer Academic Support

KFSCIS provides a discipline-specific model of academic support that emphasizes peer-assisted learning and embedded instructional support. This model integrates multiple student assistant roles that collectively enhance student understanding, engagement, and success in computing courses.

KFSCIS offers structured peer tutoring through programs such as STARS Assistants, who provide both in-person and online tutoring support across multiple undergraduate computing courses. These assistants maintain consistent availability (minimum weekly hours) and support students through concept clarification, problem-solving guidance, and reinforcement of course material.

In addition to tutoring, KFSCIS deploys several instructional support roles embedded within courses, including:

- **Support-Intensive Course Assistants (SICAs):** Undergraduate students who attend class sessions and assist with hands-on learning activities.
- **Digital Assistants (DAs):** Students who support course delivery through content development, student communication, and progress monitoring.
- **Teaching Assistants (TAs):** Primarily PhD students who provide advanced instructional support, including office hours, lab assistance, grading, and exam proctoring.
- **Graders:** Students who assist with assignment evaluation under faculty supervision.

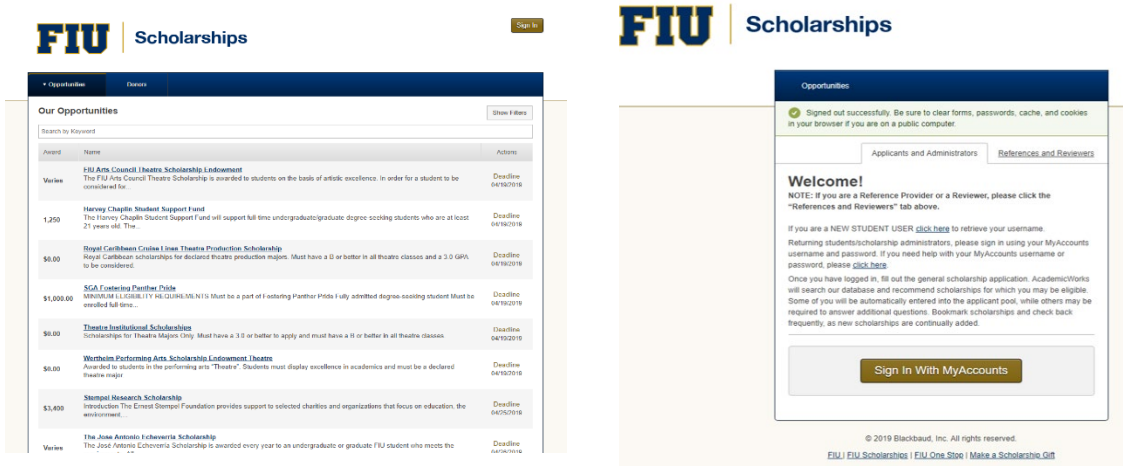
Together, these roles create a layered academic support structure that extends beyond traditional tutoring by embedding assistance directly into the learning environment. All

student assistants are selected based on academic performance, subject-matter competency, and adherence to university policies, ensuring high-quality support for KFSCIS students

VI. Scholarships

CDSSEC plays a supportive role in promoting scholarship opportunities available to students within the College of Engineering and Computing. While the center does not administer individual scholarships directly, it works closely with university offices to help ensure students are aware of the various scholarships offered, eligibility criteria, and important application deadlines.

Scholarship applications and management are centralized through FIU's AcademicWorks platform, which provides students with a comprehensive and user-friendly portal to explore available scholarships and submit applications. For more detailed information about scholarship opportunities and the application process, students are encouraged to visit the Central AcademicWorks website: <https://fiu.academicworks.com/>.



VII. Section Revision History

Version 1 (first issue): August 19, 2025

Version 2: October 2025

Version 3: March 2026

Building Operations Processes and Procedures

Building operations entail all activities concerning space planning, construction, renovation, and building and emergency management for the College of Engineering & Computing (CEC). The Associate Director for Building Operations works out of the Office of the Dean and serves as the interface for communications with other university support services and divisions such as Facilities Management, Media & Instructional Technology Services, University Technology Services (UTS), Environmental Health and Safety (EHS) and vendors. He/she maintains and tracks space inventory for the college and administers policies and protocol for the same. The Building Operations Coordinator works at the desk in the main lobby, adjacent to Bustelo Cace, and supports the Associate Director's role.

I. Minor Project Request

A. What is a Minor Project Request?

A minor project request (MPR) is the procedure whereby one makes an official request to gain permission from upper administration to alter or change university space from its current configuration to something different.

B. When is a Minor Project Form Required?

An MPR form is required for any new construction as well as for the remodeling, renovating, and installing new equipment requiring additional power or infrastructure and minor mechanical or electrical alterations in any existing space. An MPR is also required for feasibility studies to determine if a project is financially and/or logistically possible.

C. How do I submit a Minor Project Request?

1. Discuss the project with the director/chair of the affected school and/or department. Obtain the director's/chair's written approval to proceed with the project. An email will suffice. *If space in question belongs to research, then ORED must also pre-approve the MPR.*
2. Go to <https://facilities.fiu.edu/> and complete the Minor Project Request form. Be sure to complete each section of the form, including providing a clear and concise description of the project, funding source and budget information prior to submitting to the Office of the Dean for approval.
3. Email the MPR form to the Associate Director of Building Operations at the Office of the Dean. Be sure to attach all supporting materials, including but not limited to, written approval from director/chair, specifications for new equipment, etc. The Associate Director of Building Operations can be reached via email at dorsettd@fiu.edu or by telephone at (305)348-1197.

4. The building operation manager will review the MPR, ask questions as needed, then discuss the project with the dean of the college in order to obtain his approval/signature. *Approval generally takes three to five business days.*
5. After the dean signs the MPR, the building operations manager will email the approved MPR to Facilities Management at mpr@fiu.edu. The building operations manager will carbon copy the requestor, EC project manager and any other known stakeholders.
6. Facilities Management will assign each MPR with a unique FMD# that can be used for tracking and follow-up. Facilities will email confirmation with FMD# to all stakeholders.
7. The EC building project manager will then reach out to the building operations manager and the requestor to set up a meeting to discuss the project in greater detail, review budget, determine feasibility and set timeline before proceeding.
8. ALL MPRs must go through the Associate Director of Building Operations for review prior to receiving approval from the Dean of the College.

II. Work Order Requests

A. What is a Work Order Request?

A work order request is the procedure whereby one makes an official request to Facilities Management to repair a part of the building infrastructure in need of fixing or to the Housekeeping to clean an area of the building or campus that needs care.

B. When is a Work Order Required?

A work order is required anytime there is an area in the building that needs improvement to ensure the general aesthetics of the property or the safety of faculty, students, staff and visitors. Work orders are also submitted when there is an area at the college that requires the attention of housekeeping. Examples of common work order requests are missing lightbulbs and floor tiles, broken ceiling tiles, stain marks on walls, bathrooms messes, hallway spills, over-flowing trash cans.

C. How do I submit a Work Order Request?

1. Any FIU employee (faculty or staff) with an FIU email address and Panther ID# can submit a work order to Facilities Management. This is especially useful for minor fixes.
2. Work orders should be submitted directly to Facilities Management via email at myfacilities.fiu.edu. Select “work order” from the hamburger in the top right corner.
3. Employees and students can also report issues directly to the department coordinator who will submit the work order request directly to Facilities Management at myfacilities.fiu.edu. Select “work order” from the hamburger in the top right corner.
4. For larger issues, employees or students should report issues to the Associate Director of Building Operations in the Office of the Dean, or the Coordinator of Building Operations in the main lobby, who will in turn report the matter to Facilities Management. The Associate Director of Building Operations can be reached via email at dorsettd@fiu.edu. The Coordinator of Building Operations can be reached at tutturrio@fiu.edu

5. Facilities Management will assign a unique work order # to each issue reported. The ID# can be used to track the work order for follow up and completion.
6. A list of all work orders submitted by the building operations manager and by other members of the Office of the Deans is kept on the shared drive.

III. Equipment/Asset Surplus Requests

A. What is an Equipment Surplus/Asset Transfer Request?

All equipment and assets at the university, large or small, are property of the university. The only allowable method to dispose of or move the university property is through Property Control (a.k.a. Surplus).

An equipment surplus request is the procedure whereby one makes an official request to the university's Surplus Center to remove an unwanted item from its present location and dispose.

An equipment/asset transfer request is the procedure whereby one makes an official request to the university's Surplus Center to move a *useable* item from one department to another.

B. When is an Equipment Surplus/Asset Transfer Request Required?

A surplus request is required any time a unit wants to discard an unwanted item that cost more than \$100 U.S. (*Note: Units can directly dispose of or arrange with Housekeeping to throw out items that cost less than \$100 US*). The item is then taken to the Surplus Center where, depending on its condition, it is either repurposed or disposed. The requesting unit/department covers the cost incurred by the Surplus.

An asset transfer request is required any time a unit wants to move an item from the Surplus Center located on MMC-W6 to another department within the university for reuse. The item is then taken from the Surplus Center and delivered to the new location. The requesting unit/departments covers the cost incurred by the transfer.

C. How do I submit an Equipment Surplus/Asset Transfer Request?

1. To surplus an item, the department representative/requestor must first identify the item. Then they are to complete the Surplus Request form: http://finance.fiu.edu/controller/Docs/Property/Surplus_Form.pdf
2. The requestor must include the department activity number and obtain the appropriate approval signature. In most cases this is the department chair, but it could also be an account manager.
3. Equipment such as computers must be sanitized prior to surplus and proof of sanitation needs to be provided. Equipment containing lasers, hazardous chemicals, radioactive materials, etc., must be reported to EHS prior to requesting surplus (ehs@fiu.edu). Also, equipment purchased by grants/projects must be cleared by ORED and ORED must sign the surplus form to give clearance for the next steps. Contact grant administrators for

guidance. *Carefully review the Surplus Request form for more details on these specific situations.*

4. The completed form must be sent via email to property@fiu.edu or faxed to (305) 348-1936. Be sure to include pictures of the equipment/furniture being sent to surplus, along with signed decontamination forms for lasers and x-rays.
5. Surplus will respond with a surplus request number and will coordinate with Work Management to have the item picked up from the indicated location.

IV. Equipment/Asset Transfer Requests

1. To transfer an item/asset, the requester must first visit the Surplus Center located on MMC-W6, identify the equipment/asset to be transferred, complete the onsite surplus reservation form and securely attach the reservation form to the items which will place the item on hold for 14 days.
2. Upon return to their department the requestor must complete the Property Control Asset Transfer: <https://controller.fiu.edu/wp-content/uploads/2020/08/AssetTransferForm.pdf>
3. Follow all directions as in items #2 through 4 in the above section on Surplus Requests.
4. Surplus will respond with a surplus/asset request number and will coordinate with Work Management to have the item(s) picked up from the Surplus Center and delivered to the new location.

Note: The Asset Transfer form can also be used to transfer equipment/assets from one department within the university to another. Same procedures as above apply.

V. Space Needs and Additional Space Requests

1. Department Chairs are responsible for the management and assignment of academic spaces and offices within their respective departments. The Office of Research and Economic Development (ORED) is responsible for the management and assignment of research laboratories and other research spaces.
2. All requests for additional research space should first be discussed with the relevant department Chair. Additionally, research space needs for new faculty should be identified prior to hiring.
3. The Department Chair is then responsible for communicating the needs for additional space and providing adequate justification for the request to the Dean of the College.
4. The Dean will discuss the needs and space availability with the Associate Director of Building Operations. If justifiable, the Associate Director of Building Operations will submit a request for additional space to ORED for consideration and approval. Only upon ORED's approval can research space be assigned.

VI. Resources

- CEC Events Calendar: <https://calendar.fiu.edu/>
- FIU Events Request Webpage: <https://myfacilities.fiu.edu>

- FIU Minor Project Request: <https://facilities.fiu.edu/>
- FIU Surplus Request: <https://controller.fiu.edu/wp-content/uploads/2020/08/SurplusForm.pdf>
- FIU Asset Transfer Request: <https://controller.fiu.edu/wp-content/uploads/2020/08/AssetTransferForm.pdf>
- Email to Submit Work Order Request: facmgmt@fiu.edu
- Email to FIU Facilities Minor Project Request Submission: mpr@fiu.edu
- Email to Surplus and Asset Transfer: property@fiu.edu
- Email to Building Operations Manager: dorsettd@fiu.edu
- Forms:
 - Office of the Dean Event Space Request Form: <https://eic.fiu.edu/wp-content/uploads/2025/06/Event-Request-Form-2025.pdf>
 - Minor Project Request Form: [https://facilities.fiu.edu/Construction/Documents/MPRF_Package_-_Rev._7_\(4-27-2023\).pdf](https://facilities.fiu.edu/Construction/Documents/MPRF_Package_-_Rev._7_(4-27-2023).pdf)
 - Request for Surplus/Pick-Up Equipment Form: <https://controller.fiu.edu/wp-content/uploads/2020/08/SurplusForm.pdf>
 - Asset Transfer Form: <https://controller.fiu.edu/wp-content/uploads/2020/08/AssetTransferForm.pdf>

VII. Section Revision History

Version 1 (first issue): February 19, 2020

Version 2: August 19, 2025

Engineering and Computing Technology Services

Engineering and Computing Technology Services (ECTS) encompasses computing services for the College of Engineering & Computing (CEC) faculty, staff and students. ECTS is managed by computing professionals who work for CEC schools, departments and centers. ECTS personnel collaborates with the FIU Division of IT (DoIT) to manage computing equipment operations, technology assets and other research and instructional computing resources.

I. Principles

A. Computing Access:

All faculty, students, and staff must be assigned a DoIT computer account to use FIU computing resources. Computer users must adhere to all IT-related policies for acceptable use of equipment (see University Computing Policies section below). HR representatives of each department, school, or center should notify their technical staff of new employees. Non-FIU individuals collaborating with FIU employees and requiring access to FIU computing resources must be registered as an HR Person of Interest to obtain an FIU computer account. When an employee leaves the university, the employee will return all FIU property in their possession, and access to computing resources will be revoked. If the former employee continues collaborating with the university, an HR Person of Interest request should be submitted to utilize university resources.

B. Computer Security:

We must all be vigilant that criminals are attempting to steal account credentials and unlawfully access data and resources. As a precaution, employees will receive cybersecurity training (see Annual Cybersecurity Awareness Training Policy). Employees will use best practices to secure account credentials and data. Under no circumstances should employees or students share account credentials. All computing equipment that requires campus network access will be registered.

C. Locations and Connectivity:

ECTS provides services at the Engineering Center (EC), PG6 Tech Station (PG6) and Computing, Arts, Science and Education (CASE), and Innovation 1 (INV1) building. Computing equipment are located in faculty and staff offices, research labs, open student labs, classrooms, computer training rooms, meeting rooms, server rooms and telecommunication closets. Each building connects to the campus backbone via redundant fiber connections that provide commodity and research Internet access. The DoIT operates a university-wide Wi-Fi system within CEC buildings that offers wireless access to campus computing resources.

D. Staffing:

The executive director for technology is responsible for ECTS operations in the Engineering Information Center (EIC) and the Knight Foundation School of Computing and

Information Sciences (KFSCIS) technology group. Each school, department, and center engaged in technology services will implement support services which may cover lab operations, including networking, systems and desktop, procurement, asset management, and budget/contract management. Also, technical staff may be assigned to assist with college-wide computing initiatives and Centers within the college.

E. Services:

Users have access to a network drive where their electronic files are stored and network drive shares where data are shared to facilitate collaboration. Users have access to specific printers in office or lab settings, depending on their roles and needs.

ECTS staff maintains CEC websites and follows university branding guidelines (brand.fiu.edu).

F. Research Laboratories:

Please contact the ECTS staff to arrange for computing resource procurement, installation and network connections.

G. Student Open Laboratories:

ECTS operates student labs on the EC and the Modesto Maidique Campus (MMC) sites. The lab equipment is for research and instruction purposes only. No commercial activity is allowed. The labs provide software students will use to complete course assignments.

Faculty shall disclose to ECTS staff before each semester the software requirements need for students to complete their assignments during open lab operations. ECTS will acquire the software licenses, install the software and resolve any issues the software may cause when installing on lab systems and used by students.

H. Classrooms:

Classroom technology is standardized to provide a consistent user experience for faculty and students. Working with FIU Media Services instructor consoles, control systems, projections, recording and streaming capabilities are integrated into the classroom setting.

II. Procedure

I. Student Open Lab Operations:

See the website for the location, equipment specification and hours of operation. Some labs are open 24x7 and available at both MMC and EC. Students shall conduct themselves professionally and courteously when using the lab. See the college website for lab policies that expand on expectations.

J. Service Locations and Hours of Operation:

CTS services for faculty and students reside on the Engineering Campus (EC) in room EC 2800. On MMC, ECTS facilities located in CASE 258. Support staff business hours are 9:00 am – 5:00 pm. During the semester breaks, systems may be taken offline for maintenance

purposes. During this time, computer users may have limited access to computing services such as printing, file and application software. Emergency maintenance may be necessary to address an unforeseen failure.

K. Requesting Service:

For technology service requests including the purchasing of new computing equipment, troubleshooting existing equipment, connecting equipment to the building/campus network, surplus of equipment and the disposal of university data, account password change, lab software availability and other computing-related needs you can contact the following service centers to request attention or speak with your department lab manager/office staff for department level support.

- CEC EIC: <https://eic.fiu.edu/help-desk/>
- CEC KFSCIS: email request@cis.fiu.edu
- FIU DoIT: <https://askit.fiu.edu/>

L. Offsite access:

Faculty and students may access on-campus resources by using the university VPN service. If a faculty member has special research connectivity requirements or has special data management requirements, please contact ECTS staff to discuss an appropriate solution.

M. Business Continuity and Disaster Recovery:

ECTS maintains a Business Continuity Plan with the university. The plan is updated once a year to identify critical services and remedies in case of catastrophic failure. File and web services can operate offsite with failover capacity for select services. More details can be found in the College Continuity Plan. Contact building operations manager to obtain a copy of this document.

N. Procurement:

All technology procured throughout the college is recorded in an inventory database managed by the schools, departments and centers. Secure attractive property, such as laptops, tablets and cameras in a lockable cabinet or other secure facilities.

III. Resources

A. Websites:

- Tech Support in EC: <https://eic.fiu.edu/>
- Tech Support in CASE: <https://www.cis.fiu.edu/support/>
- Division of Information Technology at FIU: <https://it.fiu.edu/>

B. University Computing Policies:

All FIU employees and students utilizing computing facilities should familiarize themselves with the following university IT policies:

- 1930.005 Applications Software Resources: Purchasing, Licensing & Use
- 1930.010 Digital Millennium Copyright Act Policy
- 1930.015 Gramm-Leach-Bliley Act: Safeguards to Protect Confidential Financial Information
- 1930.021 Incident Response Plan
- 1930.020 Information Technology Security
- 1760.127 Information Technology Security (SEIU)
- 1950.010 Telephone Service (Installation, Repairs, and Moves)

IV. Section Revision History

Version 1 (first issue): January 20, 2020

Version 2: May 27, 2021

Version 3: Aug 25, 2025

Annual Cybersecurity Awareness Training Policy

I. Purpose:

The purpose of the Annual Cybersecurity Awareness Training is to provide all university employees, and especially our College of Engineering and Computing (CEC) with the knowledge and skills necessary to safeguard our digital systems and protect sensitive data from cyber threats. This policy aims to reduce the risk of cyberattacks, prevent unauthorized access to university systems and data, and ensure the confidentiality, integrity, and availability of our information resources.

II. Scope:

This policy applies to all CEC employees, including faculty, staff, and student workers.

III. Policy:

All university employees are required to complete the Annual Cybersecurity Awareness Training by the designated deadline. The training will cover various cybersecurity topics, such as phishing, malware, social engineering, password security, data protection, and incident response. The training program will be designed to be interactive and engaging, utilizing various methods such as online modules, videos, and quizzes.

IV. Consequences:

Employees who fail to complete the training by the designated deadline will be issued a warning by the University. If the employee continues to refuse or neglects to complete the training, a noncompliance letter will be issued to the employee and placed in their personal file. Further, their access to university computing systems may be blocked. Additionally, non-compliance with university policies may negatively impact an employee's eligibility for promotion or lead to termination.

V. Conclusion:

Cybersecurity threats are a serious concern for all organizations, and it is imperative that all employees take an active role in protecting our university's digital systems and sensitive data. The Annual Cybersecurity Awareness Training is a critical component of our university's cybersecurity program, and all employees are expected to comply with this policy.

VI. Section Revision History

Version 1 (first issue): April 6, 2023

Event Standards and Protocol

The success of the College of Engineering & Computing (CEC) and our mission is largely dependent on the efforts of our dedicated students, faculty and staff. When engaging in events on behalf of the college we have a responsibility to make sure that the steps we take align with the vision and mission of the college and that we follow protocols established by the university. Our employees and students represent FIU first and foremost; therefore, all of us need to be cognizant of FIU's branding and image standards as we engage in FIU and college activities, on-site or off-site. Examples of events include but are not limited to conferences, workshops, trainings, ceremonies, symposiums, lecture series, ribbon cuttings, student project showcases, donor and presidential events. The purpose of this document is to provide basic guidelines for faculty, staff and students to follow before committing to hosting an event and throughout the process.

I. What is Protocol?

- The customs and regulations dealing with diplomatic formality, precedence and etiquette.
- As defined by the *Protocol School of Washington* "the fine art and science of facilitating events for people of different cultures to find common purpose, engage strategic and sensitive issues, and create relationships and memories of a lifetime."

Source: *FIU's Event Protocol, Office of Community Relations, Protocol and Special Events manual.*

II. Why Does Protocol Matter?

- Our university places a strategic emphasis on how we tell our story, whether it's through digital media or communications, printed materials or through events and activities taking place on or off-site. FIU has high standards and very specific expectations on how we deliver events and represent FIU's name & brand.
- First impressions matter and are long lasting. Well-executed events and activities help us maintain and foster relationships.
- We need to ensure our events are intentional and align with our metrics, and that they help us improve visibility and recognition within our community, nationally and globally.

III. Pre-Event Checklist:

- Meet with the department or school events liaison to start planning for the event. The events liaison will be your partner in ensuring your event is implemented based on your needs and aligned with university policies. She/he will assist with all necessary arrangements, such as securing date and venue, catering, printing of materials, etc. for all events hosted by the units.

- Meet with your chair/director about the use of the unit’s resources (financial and/or staff) before making (internal/external) constituents a commitment or promise. For instance, you may need to talk to your department chair if there are any internal funds in the department to pay for venue fees, catering, entertainment, etc. Without knowing and understanding available resources for your event, do not make any commitments to hosting the event or do not make any promises to cover any cost elements.
The directors and chairs need to consider not only the resources that will be utilized by the unit to host this event, but also assess how this event will help enhance FIU’s visibility among external parties.
- Check events calendar for the university and college to avoid conflicts with any other major events, such as commencement, another conference, etc.:
<https://calendar.fiu.edu/>
<https://cec.fiu.edu/events/>
- Create a budget, and where applicable, obtain approval from your unit’s chair or director, as well as the finance team at the college. Depending on the scope or magnitude of the event this step may need to take place prior to making any commitment externally.
- Ensure the availability of a venue that meets your predictions for event participation and provides necessary audio/visual and technical support.
- All new event materials created to support the event communications, such as pamphlets, programs, booklets, invitations bearing FIU’s (or college’s) name, image and logo need to be reviewed by the college’s marketing team. It’s strongly recommended that the events liaisons and faculty work with the marketing team throughout the process to ensure not only FIU branding standards are adhered to, but also that materials are visually-pleasing and the designs are tailored to capture the attention of event audience.

IV. Requesting Dean’s Participation in an Event:

- Contact the dean’s executive administrator to check the dean’s availability and place a hold until a formal approval is received.
- Complete Event Request Form (ERF): <https://cec.fiu.edu/contact/event-scheduling-with-the-dean>

V. Requesting Provost’s Participation in an Event:

- If you wish the provost to attend your event (or give a speech), contact his/her assistant with the details of the event. The current list of staff can be found here: <https://provost.fiu.edu/contact-us/index.html>
- Copy the email to your chair or director, school event liaison, and the dean’s executive assistant.

VI. Requesting President’s Participation in an Event:

- If you wish the president to attend your event (or give a speech), complete Event Request Form: <https://president.fiu.edu/contact-us/event-request-form/>

- Form must be reviewed and approved by the dean before submission to the President's Office
- Send completed form to the dean's executive administrator or her designee. They will obtain dean's approval on your behalf.

VII. Resources and personnel:

- FIU Marketing and Strategic Communications: <https://stratcomm.fiu.edu/>
- Directory for College Administration: <https://cec.fiu.edu/about/directory/index.html>

VIII. Section Revision History

Version 1 (first issue): February 5, 2020

Version 2: October 2022

Version 3: Fall 2025

External and International Programs

I. Division of External Programs

The Division of External Programs (DEP) is dedicated to expanding the reach and impact of the College of Engineering & Computing at FIU. DEP develops, promotes, and manages a wide range of academic initiatives, including:

- **International Programs:** Collaborating with global institutions to offer pathways for international undergraduate and graduate students to complete their studies at FIU.
- **Professional Graduate Engineering Programs:** Designing flexible weekend programs tailored for working professionals.
- **Continuing Education:** Offering non-credit courses led by industry experts, aimed at professional development and lifelong learning.
- **Distance Learning:** Managing all online engineering courses delivered via streaming video.

DEP works closely with Department Chairs and faculty to identify new markets and strategic partnerships, ensuring the continued growth of both credit and non-credit enrollment across CEC programs.

The DEP staff members include the following:

- Director of the Division of External Programs (DEP)

The Director is responsible for the strategic development, implementation, and oversight of all administrative, organizational, and fiscal procedures that support the operation and growth of programs managed by the Division of External Programs. These programs include:

- Distance learning courses
- Professional graduate engineering programs
- Executive and continuing education courses
- Overseas and global academic initiatives

The Director works closely with academic departments, faculty, and institutional partners to ensure high-quality program delivery and alignment with the College's mission and enrollment goals.

- Director of International Programs, China

The Director of International Programs, China, is responsible for identifying and developing strategic partnerships within key Chinese markets interested in collaboration with a U.S. academic institution. Primary duties include:

- Identifying opportunities to recruit undergraduate and graduate students for programs within the College of Engineering & Computing (CEC).
- Traveling internationally to meet with university officials and academic partners

- Participating in recruitment events, education fairs, and partnership-building activities.

This role supports the College's global engagement strategy and contributes to the growth of international student enrollment at FIU (position and related activities have been suspended since Summer 2024).

- Director of International Programs, Southeast Asia

The Director of International Programs, Southeast Asia, is responsible for identifying strategic markets within Southeast Asia that show interest in academic collaboration with a U.S. institution. The primary objective is to support the recruitment of undergraduate and graduate students to the College of Engineering & Computing (CEC). Key responsibilities include:

- Identifying and cultivating institutional partnerships across Southeast Asia.
- Traveling to target countries to engage with university administrators and academic representatives.
- Attending recruitment sessions, education fairs, and other outreach events
- Promoting FIU's engineering and computing programs to prospective students and partner institutions.
- This role supports CEC's internationalization strategy and contributes to the expansion of its global academic footprint.

- Program Coordinator

The Program Coordinator plays a key role in supporting the development, implementation, and operational success of DEP initiatives. Core responsibilities include:

- Managing the daily operation of the department.
- Assessing, developing, and executing integrated marketing strategies for DEP programs.
- Managing the production of print materials and other marketing collateral as needed.
- Assisting with preparation, writing, editing, and management of Memoranda of Understanding (MOUs) and partnership agreements.
- Arranging all the meetings, domestic or international.
- Overseeing the program's budget, including monitoring expenses and ensuring financial accountability.
- Coordinating the scheduling of course sections across various DEP offerings.

This position requires strong organizational, communication, and project management skills to support DEP's strategic objectives and ensure smooth day-to-day operations.

- Senior Full Stack Engineer

The Senior Full Stack Engineer plays a pivotal role in supporting the technological infrastructure of DEP. This position is responsible for the full lifecycle of DEP's digital

systems, from design and development to deployment and maintenance. Key responsibilities include:

- Maintaining and updating all DEP websites to ensure optimal functionality, accessibility, security, and compliance.
- Designing and managing custom registration and payment systems to support DEP programs.
- Overseeing the DEP user database and managing the creation and maintenance of inquiry, event, and registration forms.
- Designing and implementing user interface (UI) and user experience (UX) patterns, while handling both front-end and back-end deployment.
- Automating admissions and recruitment workflows to improve efficiency, reduce redundancy, and maintain clarity across systems.
- Purchasing, installing, and managing software and hardware to ensure alignment with operational and strategic goals.
- Providing technical leadership and strategic guidance on system architecture, development tools, and utility software.
- Managing and maintaining CRM systems to support communication and recruitment initiatives.
- Training and supervising junior technical staff, fostering skill development and ensuring consistent quality across projects.
- Ensuring seamless integration of all systems and technologies to support DEP's mission and long-term growth objectives.

This role requires strong technical expertise, strategic thinking, and leadership ability to ensure DEP's digital infrastructure is robust, scalable, and aligned with institutional goals.

- College Recruiter

The Recruiter supports the department's enrollment objectives by contributing to the development and execution of strategic recruitment initiatives. This role is critical in driving prospective student engagement and supporting the admissions process for DEP programs. Key responsibilities include:

- Assisting in the creation and implementation of the unit's recruitment plan.
- Executing targeted outreach campaigns via email, phone, and other digital platforms.
- Analyzing recruitment and enrollment data to assess the effectiveness of outreach strategies and inform future efforts.
- Leading information sessions and presentations for internal and external audiences to promote DEP programs.
- Evaluating admission applications by reviewing academic credentials and determining applicant admissibility.
- Supporting a thorough, efficient, and student-centered admissions process.

This position requires strong communication, data analysis, and interpersonal skills to effectively engage prospective students and support the unit's enrollment goals.

- Distance Learning Coordinator

The Distance Learning Coordinator supports the successful operation and continuous improvement of DEP's Distance Learning Programs by managing administrative processes and serving as a key liaison among faculty, students, and external partners. Core responsibilities include:

- Managing administrative tasks, budgets, and contracts related to distance learning programs.
- Overseeing specific initiatives such as the Honorlock contract, iPad rental library, and faculty development events (e.g., Lunch & Learns).
- Keeping faculty informed about available tools and technologies, presenting updates and resources during departmental meetings.
- Ensuring compliance with accreditation and quality assurance requirements for online instruction.
- Staying current with trends in online education and instructional technology by attending conferences and facilitating faculty participation.
- Providing training and support to faculty in instructional design and effective course delivery within the Canvas Learning Management System (LMS).

This role is essential to maintaining the quality, innovation, and compliance of the college's distance education offerings, while also enhancing the online teaching experience for faculty and learning outcomes for students.

- Program Specialist

The Program Specialist provides essential operational support to ensure the smooth functioning of DEP programs. Core responsibilities include:

- Managing student enrollment processes and assisting with registration.
- Processing registration payments and maintaining accurate financial records.
- Coordinating and preparing travel arrangements for the unit.
- Handling the purchasing of supplies and managing inventory as needed.
- Providing data related to class assessment to the department.
- Responding to program inquiries from students, faculty, and external partners in a timely and professional manner.

This role requires strong organizational skills, attention to detail, and the ability to manage multiple administrative tasks in a fast-paced environment.

The staff directory can be found at: <https://dep.fiu.edu/about/staff>

II. International Agreements and MOUs

The Division of External Programs (DEP) manages international agreements and Memoranda of Understanding (MOUs) on behalf of the College of Engineering and Computing (CEC). This responsibility includes coordinating with partner universities, industry collaborators, and government agencies to establish formal academic, research, and training collaborations.

DEP oversees the full lifecycle of these agreements—from initial drafting and review to final execution—ensuring all documents comply with Florida International University’s (FIU) policies and procedures. These agreements are a vital part of the college’s global engagement strategy and support a wide range of initiatives, including:

- Student and faculty exchange programs
- Development of pipeline programs for graduate programs
- Joint research and innovation projects
- Workforce development and training programs
- Strategic industry and governmental partnerships

By facilitating these agreements, DEP strengthens CEC’s international presence, promotes cross-border academic collaboration, and enhances opportunities for global impact.

Faculty are encouraged to meet with any of the directors if they are aware of any opportunities with foreign universities which they believe can bring students to CEC and/or create other types of collaboration.

III. Continuing Education Courses

Our non-credit, continuing education courses are designed to meet the licensing and certification needs of individual professionals in the engineering and construction fields. The programs are delivered on-campus and/or at corporate sites. Courses are taught by experts in their field and include CEC faculty and external instructors. The following are current course offerings:

- Multiple courses via ProTrain
- Lean Construction
- Lean Six Sigma Green Belt
- Lean Six Sigma Black Belt
- Supply Chain Management
- Florida General Contractor (GC) Exam Review Course

Detailed information on course descriptions, tuition, enrollment and payment can be found at: <https://dep.fiu.edu/academics/continuing-education>.

In addition, DEP is responsible for reporting all continuing education activities in the college to APA. In many instances, this information is requested by the Florida Board of Governors.

IV. Distance Learning

The Office of Distance Education (ODE) provides access to graduate and undergraduate level engineering courses and programs to individual students anywhere and anytime, whether it is at home or the workplace. Courses are delivered online via streaming video over the Internet.

ODE offers engineering students and professionals with work and family responsibilities the flexibility to take courses around their busy schedules. It also provides convenience to those who are not within driving distance of an academic institution. Currently, select undergraduate and graduate courses are available from the following departments: Civil and Environmental Engineering, Construction Management, Electrical and Computer Engineering, and Computing and Information Sciences.

Detailed information on course offerings and enrollment can be found at: <https://distance.fiu.edu/>.

V. Development of New Self-Supporting and Market Rate Programs

All new program initiatives (on-campus or online) that will be offered as self-supporting or market rate program should be initially reviewed by the Dean's Office. From there, a proposal and budget must be sent to APA for their review and approval. Included in the proposal is the decision to determine who would manage and oversee the program (DEP or academic department).

An auxiliary activity would be created in order to receive the revenues generated by the program. The department requesting a new auxiliary activity number will submit a financial package to the Office of Auxiliary & Business Development which includes a description of the program; description of how the activity promotes the university's mission; location where the activity will take place; 3-year revenue projections and direct and indirect expenditures, etc. The primary responsibility for managing and operating each auxiliary will rest with the unit's chair or director. The chair or director would work with the college's director of finance to develop budgets and operating plans and would monitor the program's revenues and costs.

It is important to note that all costs incurred with an auxiliary must directly or indirectly support the operation of that program or activity. Direct costs that can be specifically identified with the direct support of delivering the program can include overload salaries of faculty teaching in a program, materials and supplies purchased to deliver the program, etc. Indirect costs are those costs which cannot be specifically identified with the program, but which can include salaries and related costs of administrative, finance and marketing personnel supporting the program(s), units/colleges.

Additional information on operating guidelines for auxiliary enterprises can be found at: <https://aed.fiu.edu/services/financial-management/auxiliary-guidelines/>

Additional information on the types of expenditures that can be made with different sourcing funds (including auxiliary) can be found at: <https://controller.fiu.edu/departments/procurement/>

VI. Resources

- Division of External Programs: <https://dep.fiu.edu/>
- Office of Academic Planning and Accountability: <https://apa.fiu.edu/>
- Office of Auxiliary & Business Development: <https://aed.fiu.edu/>

VII. Section Revision History

Version 1 (first issue): February 3, 2020

Version 2: August 25, 2025

Finance Management

I. Main Principles

The college strives to develop short-term and long-term financial strategies which are fiscally sound and in compliance with the [university policies and procedures](#) and [Florida Statutes](#). The overall goal of the finance management team is to support the college's academic mission and aim for service excellence while remaining flexible to adapt to an ever-changing environment.

The dean of the college is the college's chief financial officer. As such, the dean oversees finances and makes financial decisions to maximize and distribute financial resources across units within the college in accordance with each unit's priorities and the college's overall strategic goals. Nevertheless, since the college is part of the university, the ultimate authority with the power to decide over unresolved matters related to financial management is the Office of the Provost.

The finance management team provides support to the dean as follows:

- Monitoring, analyzing and providing strategic recommendations as it relates to financial activity in the following funding sources:
 - State Budget (assigned by the university to the college)
 - Auxiliary Budget (revenue generating programs and activities in the college)
 - Foundation Budget (private donor funding including gifts and endowments)
- Developing and submitting the annual budget plan
- Regularly reporting on the college's financial performance
- Establishing and enforcing segregation of duties to ensure that more than one person is involved in each financial transaction
- Ensuring that financial transactions are processed in accordance with university policies and procedures
- Ensuring that all units within the college adhere to allocated budgets

The finance management team provides support to internal unit heads as follows:

- Providing financial reports to the unit's leadership
- Providing guidance to unit staff and faculty as it relates to financial transactions and applicable rules
- Collaborating with the college's internal teams of research support, human resources, marketing, development and others on the day-to-day financial impact of various transactions
- Validating financial transactions to ensure funds availability and funding choice validity
- Forecasting budget spending by category by fiscal year
- Communicating and enforcing college and university policies and procedures

II. Procedure

A. Budget Process

- State Budget

The university administration determines the portion of the state funding that will be allocated to the college. That information is communicated to the college's finance management leadership during the first quarter of the calendar year to kick start the budget preparation and financial planning process for the upcoming fiscal year that starts July, 1st.

Internally, the dean and director of finance work together to determine the allocation of funds to the units within the college based on internal priorities and overall college goals. The final allocation is communicated to the unit heads within the college. Then each member of the financial management team works closely with their designated unit heads to prepare and submit each unit's annual budget using the allocated funds.

- Auxiliary Budget

Each member of the financial management team works closely with their designated unit heads to prepare and submit each unit's annual budget for each auxiliary activity separately. The budget will take into account funds remaining on each activity from the previous fiscal year and it will reflect anticipated revenues and projected expenditures for the coming year.

- Foundation Budget

Each member of the financial management team works closely with their designated unit heads and the college's development team to prepare and submit each unit's annual budget for each foundation account separately. The budget will take into account funds available on each activity and it will reflect anticipated revenues and projected expenditures for the coming year on each Foundation account. Anticipated new donations for which there is no Foundation account at the time of budget preparation will be included in the budget using a "holding" account number. Once an account is created and the revenue is received, the budget will be reassigned to the corresponding account number.

B. Graduate Student Allocation

The college allocates a lump sum amount to support graduate students for the year. Then the associate dean of graduate programs determines how to distribute the allocated funds among the units within the college, giving high priority to commitments made to newly hired faculty.

The amount allocated by the associate dean of graduate programs for each unit, is then entered in the budget by the designated member of the finance management team.

C. Travel Allocation

Each department is allocated \$1,000 for travel per regular faculty (tenure-track and non-tenure track) excluding faculty administrators and faculty who have allocated startup funds.

D. Summer Teaching Allocation

The college allocates a lump sum amount to fund summer teaching for the year. The unit heads submit their unit's teaching assignment and funding request to the director of finance using the template provided by the finance management team. The requests are reviewed by the vice dean or dean's designee. In addition to considering budget limitations as a determining factor, the vice dean approves or denies individual teaching assignments using the college's faculty summer teaching assignment policy as a guideline.

- Summer Teaching Assignment Guideline

Summer teaching appointments funded by the college's summer budget (state funds) will be assigned based on the following criteria: Large classes (>50 enrolled students) as well as courses offered and fully subscribed during both semesters of the regular academic year that are needed for juniors, seniors and master's degree students to move toward degree completion can be assigned to tenured/tenure-track/non tenure-track faculty.

Faculty who teach n courses in the academic year will normally be assigned no more than $n/2-1$ (rounded down) summer courses. Thus, faculty requesting one summer course should have at least four courses in the academic year, faculty requesting two summer courses should have at least six courses in the academic year, and faculty requesting the full three summer courses should have the full eight courses in the academic year.

Up to three summer courses taught by nine-month in-unit faculty will be paid at the in-load rate per the current [Collective Bargaining Agreement \(CBA\)](#).

Exceptions to the guideline must be approved by the vice dean based on demonstration of the urgent need to offer the course.

E. Non-Recurring Strategic Allocations

Units are welcome to submit requests for non-recurring funds directly to the director of finance to be considered by the dean. The requesting unit may be required to provide additional information and/or supporting documentation depending on the nature of the request. Requests are reviewed by the dean. At his/her discretion, the dean may delegate approval authority on each request to one of his associate deans or to the director of finance as appropriate. Final decisions on requests for non-recurring funds are made on a case-by-case basis.

After a request for non-recurring funds is approved, the approved funds will be transferred to the requesting unit.

F. Reimbursements to Units Within the College

- Immigration Sponsorship

The college will reimburse units for expenses incurred in connection with the immigration sponsorship process for regular, full-time employees whose salaries are funded through state (E&G) funds. Reimbursement is limited to costs that are required to be borne by the employer; all other immigration-related expenses remain the responsibility of the employee.

For employees supported by external (non-E&G) funding sources, employer-required immigration expenses are the responsibility of the sponsoring faculty member. Salary savings may not be used to support or fund these expenses.

All immigration-related cases and actions must receive final approval from FIU Immigration prior to initiation. Approval at the departmental or college level does not constitute final authorization.

- Instructional Cost for Vacant Faculty Positions

When a faculty position is vacant, the unit may assign the teaching load to another faculty, sometimes as an overload assignment or the unit may need to hire a temporary instructor to teach the course(s) previously taught by the faculty.

The college reimburses units for the overload compensation of a faculty who takes on the added workload that would have otherwise been assigned to the faculty who previously occupied the now vacant line. Alternatively, the college reimburses the unit for the cost of hiring a temporary instructor. In this scenario, the unit will be reimbursed the lesser of (1) the amount paid to the temporary instructor to teach the course, or (2) a maximum equal to what the unit would typically pay to hire a temporary instructor to teach the same course.

- Employee Recruitment

The college reimburses the units for the cost of advertisement of vacant positions and the travel costs for candidates interviewing for advertised faculty, administrative and staff positions. This reimbursement applies only to the recruitment for positions that are funded using state funds.

G. Salary Savings Policy

The college follows the guidelines provided by the [Faculty Research Incentive Plan \(FRIP\)](#).

For the first FRIP component (Bonus/Research Account Based on Grants), the college determines the salary savings amount produced by effort charged to externally funded grants taking into account the salary arrangement for each faculty. For example, a faculty may have an arrangement where he/she is formally paid 85% of one full FTE by the college with the option to fund the remaining 15% using external funds. In such case, only the

portion of the faculty salary paid on grants in excess of 15% of the full FTE will be considered salary savings.

The director of finance or his/her designee will communicate to each faculty who qualifies for the bonus and will advise the faculty of the option to receive the bonus via payroll or keep the funds in a salary savings account to be used as state funds.

Funds transferred to the salary savings account will be available to the faculty the year that the funds are transferred and the following year as carry forward funds. Any balance remaining on the faculty account after the second year is forfeit.

H. Course Buyout Policy

Faculty may request a reduction of their teaching load via course buyout at a rate of 12.5% of the 9-month salary plus benefits per 3-credit course to be paid from grant funds. Requests for course buyout are not granted automatically but must be approved by the department chair. The department chair is responsible for assigning teaching coverage or making reasonable arrangements for each course bought out before the start of that semester.

The salary paid by the grant for the course buyout constitutes a salary savings and it is therefore subject to the guidelines provided by FRIP.

The salary savings will be allocated by the finance management team as follows:

- Teaching replacement will be funded at no more than the adjunct rate per 3-credit course or the equivalent proportion of credit hours.
- 10% of the buyout will be made available to the faculty following the FRIP guidelines.
- Any remaining amount will be reinvested in the college to fund strategic priorities.

I. Purchasing

Purchase requests are submitted by authorized personnel with the appropriate system access in each unit within the college. Budget for financial transactions in Panther Soft is approved electronically by the college's finance management team at the Office of the Dean.

Purchases must be processed in accordance with applicable university procurement policies and procedures. Refer to [Procurement Manual](#).

J. Use of University Purchasing Card

Each unit within the college has the flexibility to authorize eligible individuals within the unit to become a university purchasing card holder. The use of university purchasing card is governed by the Office of the Controller. Refer to [Departmental Card Guidelines and Procedures](#).

K. Travel

Travel requests are initiated in each unit within the college by the traveler or by authorized personnel on behalf of the traveler(s). Budget for travel transactions in Panther Soft is approved electronically by the finance management team in the Office of the Dean.

Travel transactions must be processed in accordance with applicable university policies and procedures. Please refer to the [Travel and Other Expenses Manual](#).

L. Collection of Revenues

All collections of revenue must be made through the university designated cashiering locations or an alternate location specifically approved by the University Controller's Office. Units within the college requesting permission to collect revenue outside university designated cashiering locations are required to comply with the university [Cash Control Policy and Procedure](#).

Employees of the college who are directly involved in the collection of revenues including cash, credit card payments, donations and/or any other type of revenue, are required to follow the Cash Collection Point process which includes submission of the following documents:

- Cash Collection Points: Application (one application per physical location)
- Cash Collection Points: Employee Application (for all employees that are part of the collection process)
- Level II Background Check Request Form (for employees handling cash or collecting any form of revenue)

For questions or assistance with the cash collection point process, please contact the office of Quality Assurance Services at QASreq@fiu.edu.

M. Faculty Startup Funds

Startup funds are typically included in the offer of employment that is sent to the candidates chosen for faculty positions. The funds are intended to help new faculty in tenure track positions to establish their research. Startup funding may be used to purchase equipment and materials, software, to hire postdoctoral fellows, for matching commitment on proposals to be submitted to research funding agencies, to pay for travel and other research related expenditures. Startup funds are typically allocated to be used during the first two years of employment unless otherwise specified in the offer letter.

- Use of Startup Funds: The program assistant or designated personnel in the faculty's unit will submit transactions on behalf of the faculty. They will charge the appropriate startup account and will include a note in the comments section of each transaction indicating that the charge is to be deducted from the corresponding faculty's startup allocation.

Each faculty who has a startup allocation will receive a monthly email communication from the finance management team which will include an update on his/her startup account showing the activity on the account and the available balance.

- Request for Extension on Startup Funds: Startup extension requests are strongly discouraged. Approving extensions reduces the availability of funds that can be offered to future faculty hires.

When special circumstances merit a startup extension request, the request is to be submitted via email to the director of finance and planning for consideration. Each request will be considered and decisions will be made on a case-by-case basis in consultation with the dean.

The startup extension request must include the following:

- Reason(s) for not being able to use the funds within the time allotted in the offer letter.
- How will the remaining balance on the startup account be used? Provide budget breakdown with amounts for each line item and overall total.
- How much extension time is being requested? One semester? Six months? One year? Specify.

N. Guideline for the Use of Various Funding Sources

- State Funds - Also known as Education and General (E&G) Funds: As stated in the glossary of budget and finance terms of the [State University System of Florida website](#), "E&G funds are used for general instruction, research, public service, plant operations and maintenance, student services, libraries, administrative support, and other enrollment-related and stand-alone operations of the University."
- Auxiliary Funds: The Office of Auxiliary and Enterprise Development oversees the activities of auxiliary programs throughout the university, as such the college follows the [Auxiliary Enterprises Operating Guidelines](#).
- Foundation Funds: Foundation funds are used in accordance with the intent of the donor(s) as written in the gift agreement of each foundation account. FIU Foundation is responsible for the oversight of activity in all Foundation accounts and it provides final approval of expenditures on Foundation accounts.
For the creation of Foundation accounts and use of Foundation funds, the college follows the [FIU Foundation Policies and Procedures](#).

III. Resources & Personnel

Finance Management Team:

- Director of Finance and Planning: Adriana Marques, marquea@fiu.edu; 305-348-3026
- Associate Director of Finance: Consuelo A. Cano, cocano@fiu.edu 305-348-2713
- Financial Analyst: Samantha P. Baca, sBaca@fiu.edu, 305-348-7907

- Financial Analyst: Roberto Freire, rfreire@fiu.edu, 305-348-5146
- Financial Analyst: Ana I. Torres, antorres@fiu.edu 305-348-7986

Florida Statutes:

<http://www.leg.state.fl.us/Statutes/index.cfm?Mode=View%20Statutes&%3BSubmenu=1&%3BTab=statutes&%3BCFID=271517580&%3BCFTOKEN=d2667ca40870689a-62BDD4C1-0F3F-EEB2-C2FDFCD2CAEFA4A>

University Policies and Procedures: <https://policies.fiu.edu/>

- Faculty Research Incentive Plan (FRIP): <http://research.fiu.edu/ored/faculty-research-incentive-plan/>
- Purchasing – Procurement Manual: <https://controller.fiu.edu/wp-content/uploads/2023/12/ProcurementManual.pdf>
- Purchasing Card – Departmental Card Guidelines and Procedures Manual: https://controller.fiu.edu/wp-content/uploads/2022/09/DC_guidelines_and_procedures.pdf
- Travel and Entertainment Card Guidelines and Procedures Manual: https://controller.fiu.edu/wp-content/uploads/2020/08/TE_Card_Manual.pdf
- Travel – Travel and Other Expenses Manual: https://controller.fiu.edu/wp-content/uploads/2021/01/Travel_Manual.pdf
- Collection of Revenue – Cash Collection Policy and Procedure: <https://policies.fiu.edu/policy/576>
- Cash Collection Points – User Guide: <https://controller.fiu.edu/wp-content/uploads/2023/10/CCP-eForms-User-Guide-Sept2023.pdf>
- State University System of Florida – Glossary of Budget and Finance Terms: <https://www.flbog.edu/finance/university-budget-information/glossary-of-budget-and-finance-terms-terms/>
- Auxiliary and Enterprise Development Operating Guidelines: <https://aed.fiu.edu/services/financial-management/auxiliary-guidelines/>

FIU Foundation Policies and Procedures: <https://give.fiu.edu/about/fiu-foundation/policies-procedures/>

IV. Section Revision History

Version 1 (first issue): February 11, 2020

Version 2: September 18, 2025

Fundraising

I. Fundraising Principles and Protocol

The purpose of this document, which is a practical handbook designed for internal use within the College of Engineering & Computing, is to (1) establish the principles and protocols for all fundraising activities of the college, (2) coordinate the college's fundraising activities, and (3) maximize the effectiveness and efficiency of the college's philanthropic activities.

II. FIU Foundation

The Florida International University Foundation, Inc. (FIU Foundation) is a non-profit corporation governed by a Board of Directors registered by the State of Florida as a charitable organization and is approved by the U.S. Internal Revenue Service as a tax-exempt 501(c)(3) organization. The FIU Foundation oversees and coordinates the university's charitable giving activities.

III. Principles

- The College of Engineering & Computing aspires to be a top public engineering and computing college in the nation and a global leader in educational innovation, research, and entrepreneurship. The college's fundraising performance and alumni relations' management will, therefore, reflect this aspiration.
- The dean of the college oversees all fundraising and alumni relations to maximize the returns to each of the academic departments and units, consistent with their respective missions and priorities.
- Fundraising will be donor-centered. Donors will determine their own giving priorities.
- The dean will work with donors to optimize their giving potential for the maximum benefit of the entire college, the departments and the university. The financial gains that derive from fundraising in any part of college are of benefit to the whole.
- High quality stewardship of all donors is a fundamental responsibility of the university and the college; therefore, all communication with donors or potential donors *specifically for the purpose of stewardship and/or fundraising* will be administered and coordinated through the dean with the understanding that departments, faculty, professional staff and students each have a major role to play with donors and potential donors.
- Trust and the sense of common purpose will reinforce all fundraising activities of the college, including the administration, organization and reporting thereof.
- The college is committed to developing among its alumni a giving culture that begins with a unique and superior student experience, whether as an undergraduate or graduate student and is enhanced thereafter as a member of the university's wider alumni community. An effective alumni relations program is essential to this process; therefore, the college will make it a priority to cultivate a supportive, engaged and well-informed alumni base, creating an invaluable asset to the College.

IV. Protocol

The dean, in his/her role as chief administrative, financial and academic officer of the college, is responsible for:

- Ensuring all fundraising activities of the college are in accordance with and adhere to university priorities and policies.
- Establishing internal protocol in accordance with the principles established in this document.
- Developing the college's annual fundraising goals and priorities in consultation with the development lead, provost and the Office of Advancement.
- Approving the college's annual development plan, which includes, but is not limited to, all fundraising activities for the college and all of its constituent parts.
- Approving all communication with alumni and donors specifically related to stewardship and fundraising.
- Approving all gift agreements, including gift in kind agreements.
- Reporting regularly on the college's fundraising progress.

The college's development lead reports directly to the dean and the Office of Advancement. He/She is responsible for:

- Implementing the college's annual development plan which includes, but is not limited to, the approved fundraising activities for the college and all of its constituent parts, i.e., schools, departments, programs, centers, and alumni.
- Serving as the coordinating agent to the college and the foundation for all solicitation for funds from private individuals, foundations, corporations, and organizations.
- Providing leadership on all fundraising initiatives.
- Working collaboratively with the dean and constituent departments and units of the college to discuss programming, academic initiatives, and projects that require funding.
- Working collaboratively with University Advancement and the FIU Foundation to identify prospective donors, prepare gift agreements and update Fundraising Performance Management.
- Working collaboratively with the college's director of marketing and external communications, the FIU Foundation's Donor Relations team, the university's Division of Marketing & Strategic Communications and the dean --- and when appropriate, the constituent parts of the college and university--- to develop fundraising collateral materials.
- Developing and implementing stewardship programs aimed at cultivating deeper ties with philanthropic donors.
- Monitoring and regularly reporting to the dean on the progress of the college's development plan and related activities.

The college's associate deans, assistant deans, department chairs, directors and faculty engaged in fundraising activities are responsible for:

- Providing the dean and development lead with an up-to-date list of fundraising priorities.
- Obtaining approval prior to communicating with donors or potential donors specifically for the purpose of stewardship and/or coordinating fundraising by formally requesting in writing.
- In the instance of unplanned or happenstance communication with donors or potential donors, specifically related to stewardship and fundraising, the communication must be reported in a timely manner and in writing to the dean and development lead.
- Coordinating all approved fundraising activities through the dean and development lead.
- Working collaboratively with the dean and the development lead to implement all approved fundraising activities.
- Ensuring that donations are used in a manner and for the purposes as stipulated by the donor and/or accordance with the terms of the project.

V. Reference Gifts vs. Grants

The words "gift," "grant," and "fundraising" are used interchangeably by donors, grantors and faculty/staff; however, the nature of the transaction drives the accounting procedures (and not the characterization).

The term "grant" is defined differently by corporate and foundation funders and, therefore, can cause confusion. All projects determined to be research are processed through the Office of Research (ORED). Please refer to the [Gifts, Grants & Other Externally Sponsored Activities Decision Tree](#) regarding whether a proposal or an award is a gift or research. Questions can also be directed to the dean or the executive director of development.

Activities supported by a donor that are generally not considered research can be processed as gifts to the university. In some cases, projects that do not need to go through ORED at the proposal stage become sponsored projects at the award stage because of conditions set forth in the award agreement. ORED and the FIU Foundation work together to determine a project's classification when there is a question about how it should be processed.

VI. Resources

- Foundation Policies & Procedures: [https://give.fiu.edu/about/fiu-foundation/policies-procedures/Foundation Forms](https://give.fiu.edu/about/fiu-foundation/policies-procedures/Foundation%20Forms): [https://give.fiu.edu/about/fiu-foundation/online-forms/FIU Foundation Directory](https://give.fiu.edu/about/fiu-foundation/online-forms/FIU%20Foundation%20Directory): <https://give.fiu.edu/directory>
- Gifts, Grants & Other Externally Sponsored Activities Decision Tree: <http://research.fiu.edu/documents/faqs/documents/research-and-training-process-flow-chart-112116.pdf>

VII. Section Revision History

Version 1 (first issue): December 12, 2019

Version 2: August 2022

Version 3: September 4, 2025

Graduate Support Services and Activities

I. Main Principles

The Office of Graduate Education, Admissions & Recruitment (GEAR) in the College of Engineering & Computing (CEC) serves as a liaison between academic units at CEC and the Graduate School, as well as Graduate Admissions at the university. The office supports graduate students throughout the application and admissions process as they progress through their programs, and complete their graduate degree requirements.

When it comes to GEAR's mission, the office has incorporated the three E's. The office strives to *Establish, Execute, and Enable* strategies, partnerships and best practices to promote academic quality and student success by retaining and ensuring student's timely progress towards degree completion.

II. Academic Degrees

CEC offers academic degrees and programs that strive to prepare students for lifelong learning and advancing South Florida's and the nation's economic growth. The list of academic units and their respective graduate programs can be found below:

Department of Biomedical Engineering:

<https://bme.fiu.edu/academics/degrees/graduate/>

- Biomedical Engineering – MS
- Biomedical Engineering – PhD

Department of Civil and Environmental Engineering:

<https://cee.fiu.edu/academics/degrees/graduate/>

- Civil Engineering – MS
- Civil Engineering – PhD
- Environmental Engineering – MS

Department of Electrical and Computer Engineering:

<https://ece.fiu.edu/academics/graduate/index.html>

- Computer Engineering – MS
- Electrical Engineering – MS
- Electrical & Computer Engineering – PhD
- Applied AI and IoT – MS

Department of Mechanical and Materials Engineering:

<https://mme.fiu.edu/academics/degrees/graduate/>

- Materials Science and Engineering – MS
- Materials Science and Engineering – PhD
- Mechanical Engineering – MS
- Mechanical Engineering – PhD

Moss School of Construction:

<https://cm.fiu.edu/academics/degrees/graduate>

- Construction Management – MS

Knight Foundation School of Computing and Information Sciences:

<https://www.cis.fiu.edu/academics/degrees/graduate/>

- Computer Science – MS
- Computer Science – PhD
- Cybersecurity – MS
- Data Science & AI – MS
- Information Technology – MS

Department of Multidisciplinary Engineering and Computing Education, Systems and Management:

<https://succeed.fiu.edu/academics/degree-programs/phd-in-engineering-and-computing/index.html>

- Engineering and Computing Education – PhD
- Engineering Management – MS
- Logistics Engineering – MS

Combined Bachelor's & Master's Degree Programs:

<https://cec.fiu.edu/academics/degrees/combined-bachelors-masters-degree-programs>

The combined bachelor's and master's degree (4+1) program is an accelerated program designed for outstanding undergraduate students currently enrolled in the college. Students are able to complete both degrees in less time by taking advantage of the overlapping courses which would be used to satisfy both the bachelor's and master's degree requirements.

Please see the available combined degree program options below:

- B.S. in Biomedical Engineering
 - M.S. in Engineering Management
 - M.S. in Biomedical Engineering
 - M.S. in Data Science & AI
- B.S. in Civil Engineering
 - M.S. in Civil Engineering
 - M.S. in Environmental Engineering
 - M.S. in Data Science & AI
- B.S. in Computer Engineering
 - M.S. in Computer Engineering
 - M.S. in Engineering Management
 - M.S. in Data Science & AI
- B.S. in Computer Science
 - M.S. in Computer Science
 - M.S. in Engineering Management
 - M.S. in Data Science & AI
- B.S. in Data Science

- M.S. in Data Science & AI
- B.S. in Electrical Engineering
 - M.S. in Electrical Engineering
 - M.S. in Engineering Management
 - M.S. in Biomedical Engineering
 - M.S. in Data Science & AI
- B.S. in Environmental Engineering
 - M.S. in Environmental Engineering
 - M.S. in Data Science & AI
- B.S. in Information Technology
 - M.S. in Engineering Management
 - M.S. in Data Science & AI
- B.S. in Interdisciplinary Engineering
 - M.S. in Engineering Management
 - M.S. in Data Science & AI
- B.S. in Mechanical Engineering
 - M.S. in Mechanical Engineering
 - M.S. in Engineering Management
 - M.S. in Biomedical Engineering
 - M.S. in Data Science & AI

Please refer to the graduate catalog for a complete list of certificate programs, tracks and specializations: <http://catalog.fiu.edu/>.

III. Recruitment

GEAR works closely with academic units to determine enrollment and projection goals for the graduate programs. In addition, GEAR holds and attends numerous functions such as open houses, conferences, virtual fairs, on campus events and graduate information sessions to recruit students into the college's graduate programs. One of the key events held is GEAR's fall semester open house in which current FIU students and the community are invited to learn about the graduate programs being offered at the college.

IV. Admission

GEAR communicates with potential recruits interested in the programs as well as current applicants via telephone, in person, or through e-mail at grad_eng@fiu.edu to provide information and answer questions pertaining to the admission requirements and process. The office also works closely with the admissions officers and graduate program directors (GPDs) to assist with deferral requests or change of academic plans. Additionally, the office ensures that files are being referred to the units and GPDs are reviewing and proceeding with the admission recommendation entries on a timely manner. The GEAR office also processes admission documents by coding, scanning and linking these to applicant's files as well as updating checklist items. Furthermore, GEAR handles documentation required for the admission process, such as financial documents, transfer forms, I-20 issuance and delivery, etc.

V. Advising

All newly admitted graduate students must communicate with the GPD/advisor associated with their major prior to enrolling in their first class in their first semester. Continued contact (at least once per semester) with the GPD/advisor is required to review progress and select courses for each succeeding semester. (Source: Graduate catalog for the college). For a non-Ph.D. student or a master's student with a non-thesis track, students must reach out to their GPD to discuss their study plan. PhD level students are expected to choose a Major Advisor in their first year of their degree.

To remain in a good academic standing, graduate students must maintain a graduate GPA of 3.0. (Source: Policy on Graduate Academic Standing). All graduate students must take a minimum of one (1) credit hour per term to maintain active status in the program. For full-time status, the university requires nine (9) credit hours of graduate enrollment for fall and spring, and six (6) credit hours for summer. Once a doctoral student has advanced to candidacy, enrolling in three (3) dissertation credits is considered a full-time enrollment, except for the purposes of graduate assistantships. Similarly, master's students who have completed their coursework and have an approved proposal may be considered full-time with enrollment in one (1) thesis credit (Source: Policy on Active and Full Time Status).

GEAR liaisons between students and the GPDs when needed to ensure students are receiving the academic advising they need to progress towards degree completion. *Please [click here](#) to get the list of current Graduate Program Directors.*

VI. Retention

The Office of GEAR works in collaboration with the academic units to raise the quality of graduate education across the college. We promote recruitment of outstanding graduate students and work with academic units to enhance the quality of education the students receive. Through the support of faculty and GPDs at the unit we work cohesively to address challenges and exceptions as well as the processing of any required forms to ensure student progress towards degree completion.

The college works with each academic unit to set retention goals and strategic plans for each academic year which align with the university's student success goals. These goals and plans are meant to directly impact students' retention and success by degree level.

VII. Graduate Funding

CEC offers a variety of fellowships, assistantships, and scholarships to qualified students. These awards are highly competitive; hence, prospective students are urged to apply and submit all required records and scores as early as possible so they can be considered for these awards. The amounts of these awards vary depending on the type of the award, but they may provide full tuition and a monthly stipend. For example, graduate assistantships offered may vary in assignment, from teaching to conducting research to obtaining practical experience in the student's field of study. The assistantships typically provide a stipend, tuition waiver and health insurance benefits to students.

Every year UGS provides the college with teaching assistant (TA) lines to be distributed along with tuition waivers to the college's Ph.D. granting academic units, in addition to what the college already provided to its units granting M.S. and Ph.D. degrees. UGS also provides the college with an allotment of tuition waivers to be distributed when needed to graduate assistants (GA) and research assistants (RA) supported in the college. The distribution depends on the funding source and the number of hours listed in the contract.

In terms of the stipend rate, the college established standard annual rates per UGS's recommendation and communication sent to colleges on an annual basis. Academic units are encouraged to communicate with the associate dean of academic affairs or the associate director for details pertaining to changes to the standard TA, RA, and GA stipend rates. For more details pertaining to graduate assistantships please visit:

<http://gradschool.fiu.edu/students/funding/assistantships/>.

Finally, if students are interested in pursuing a graduate assistantship, they should contact the graduate program into which they are enrolling to inquire about available opportunities. They are also encouraged to reach out to research active faculty members within an area of their interest to find out if there are any vacancies within their research groups.

- Visit <http://gradschool.fiu.edu/students/funding/> for additional information pertaining to graduate assistantships, fellowships and external funding.
- Visit <https://cdssec.fiu.edu/scholarships/> for additional information pertaining to scholarships.

VIII. Student Events

The Office of GEAR holds several events for graduate students at the college. Some of these events include:

- New Graduate Assistant Meet & Greet: An orientation is held on a semester basis for new GAs, RAs and TAs in which benefits, policies, terms and conditions pertaining to their assistantship are covered.
- College-wide 3-Minute Thesis Competition: An internationally recognized competition that challenges Ph.D. students to present a compelling oration on their thesis and its significance in just three minutes.
- Graduate Student Socials: Two to three socials are held each semester for the graduate students to create a sense of community among the students.
- Graduate Student Success Workshops: A number of workshops are held each semester for graduate students to introduce them to new concepts and resources offered to support them personally, academically and professionally.
- Graduate Student Chapter Collaborations: GEAR hosts several events throughout the term in collaboration with FIU student organizations and chapters such as The Society of Women Engineers (SWE), The Institute of Electrical and Electronics Engineers (IEEE), Graduate & Professional Student Committee (GPSC), Engineering Graduate Council (ECC), etc.

IX. Resources

Below is a select list of resources available to graduate students for successful degree completion. For a full list of services and resources, please visit <http://gradschool.fiu.edu/>.

- Graduate Program Policies and Procedures: <https://gradschool.fiu.edu/facultystaff/#gradpolicies>.
- Graduate Catalog: <http://catalog.fiu.edu/>.
- Deadlines for Theses and Dissertations: <http://gradschool.fiu.edu/calendar-deadlines/>.
- Policy on Graduate Active and Full-Time Status: <https://policies.fiu.edu/files/759.pdf>.
- Policy on Graduate Academic Standing, Academic Dismissal and Readmission: <https://policies.fiu.edu/files/758.pdf>.
- Policy on Master's Thesis and Committee: <https://policies.fiu.edu/files/784.pdf>.
- Policy on Doctoral Candidacy and Candidacy Examination: <https://policies.fiu.edu/files/114.pdf>.

X. Personnel

The GEAR team provides assistance and guidance to prospective and current students from anything related to graduate education and admissions. The team includes the following individuals:

- Christian Poellabauer – Associate Dean of Graduate Studies
- Laura Gimenez – Program Assistant
- Aireivid Greenberg – College Recruiter II
- Sara-Michelle Lemus – College Recruiter II
- Olga Carbonell – Program Specialist
- Rebeca Arocha – Manager Academic Support Services

XI. Section Revision History

Version 1 (first issue): February 20, 2020

Version 2: May 27, 2021

Version 3: August 2022

Version 4: August 2025

Human Resources Management

The College of Engineering & Computing (CEC) human resources (HR) team provides leadership in the administration and implementation of the human resources functions for the college. The team ensures alignment with the strategic goals and objectives of the college by providing consistent and accurate interpretation and application of human resources policies and procedure in collaboration with the Division of Human Resources (DHR) and the Division of Academic Affairs (AA). In addition, the CEC HR team works closely with the college finance and grant administration teams to ensure all HR transactions with financial impact are properly approved and accounted.

Recruiting: Faculty - Non-Visiting/Temporary

I. Main Principles

The college recruits tenured, tenure-track (TTT), research and non-TTT teaching faculty to fulfill its vision to become a top public engineering and computing college in the nation and a global leader in educational innovation, research and entrepreneurship.

Procedure

When hiring faculty, the college follows the search and screen committee (SSC) guidelines established by the University <https://academic.fiu.edu/docs/SearchScreenHandbookFinal2.pdf>. CEC HR partners with the SSC chair, AA and the DHR to follow the below procedure:

1. Dean communicates to CEC HR the name of the finalist and provides the terms of the offer (rank, salary, start-up, etc.) and advises if a visa is needed.
2. CEC HR confirms space allocation with building operations manager, prepares the offer letter, sends it to AA for approval along with the CV.
3. AA reviews the terms of the offer, candidate's CV and consults with the Office of Research & Economic Development (ORED) as needed in order to approve a start-up package.
4. Once offer letter is approved, the dean signs the offer letter in coordination with the assistant director of HR.
5. CEC HR provides approved offer to hiring manager who extends the offer to the candidate.
6. CEC HR requests signed offer and official transcript from candidate, submits to AA and ensures signed offer letter is received within seven days of offer.
7. If visa is required, CEC HR follows the immigration guidelines established by the university <https://hr.fiu.edu/immigration-process/> to secure visa before effective date of employment.
8. CEC HR requests credentialing ID request (for teaching faculty) from the hiring unit. HR liaison submits the request for credentialing ID for researcher faculty.

9. CEC HR confirms budget with finance team if it is an activity number or with grant administrator if it is a project ID.
10. CEC HR team prepares Initial Faculty Appointment (IFA) form and obtains the signatures needed. Assistant director of CEC HR signs the document for the hiring business unit. If the salary for the appointee is covered by a research program or a grant, the forms are sent to ORED for their review and approval.
11. CEC HR submits Electronic Position Request form (ePRF) via PantherSoft HR (PSHR) to update an existing position to reflect the attributes of the appointment offered, as needed, and ensures it gets approved by all parties on the approval path, including AA who processes all the submitted documentation prior to start date.
12. Faculty must do sign-on in accordance with university guidelines <https://hr.fiu.edu/employees-affiliates/new-employee/#signon> and all the supplemental forms with the HR Liaison or DHR. All onboarding forms (including I-9) must be completed by the third day of employment.
13. CEC HR facilitates new faculty to sign up for New Hire Faculty Orientation (NFO) if s/he begins at the beginning of the fall semester or for a New Employee Experience (NEE) session if otherwise.
14. Once the IFA, offer letter, sign-on and all supplemental documents are completed and processed by AA, employee records team will process the documents and generate the employee's record on PSHR. They will generate a PID.
15. Once PID is created, CEC HR completes the Change in Status (CIS) form for relocation allowance and mentorship allowance. Relocation allowance must be completed two pay periods before start date.
16. CEC HR orders office/lab keys for the new hire through the University Key Request portal <https://facilities.fiu.edu/newkeyrequest-faq.htm> by the date established by AA so that keys may be distributed during New Faculty Orientation.
17. The Division of Information Technology generates system, email and/or network account and logon information for the faculty. The college IT team provides local access.
18. CEC HR submits CIS to pay mentorship allowance, as needed, within two pay periods of the start date. And sends notification to faculty informing of payment date.
19. Hiring manager works with college IT and lab managers to order equipment, as needed.

Recruiting: Visiting and Temporary Faculty

I. Main Principles

CEC appoints visiting faculty to meet the temporary needs of the college, including but not limited to, fulfilling the duties of a vacant faculty line, covering for a faculty on leave, or completing a research project. Appointing visiting faculty enables the college to meet the established academics, research and development metrics.

II. Procedure

HR coordinators assisting with hiring new visiting faculty partner with the hiring managers, AA, DHR and the Office of International Student & School Services (ISSS), as needed to follow the below procedure.

1. CEC HR works with the hiring supervisor to obtain appointment dates (beginning of a pay period), title, length of appointment (12 or 9 months), salary, account number, type of appointment (OPS or visiting), CV/resume and confirms if the candidate is authorized to work in the U.S.
2. CEC HR partners with ISSS or AA to prepare and file visa, as needed. CEC HR follows the university guidelines: For J-1 visas, please go to <https://globalaffairs.fiu.edu/iss/international-students/j-1-visiting-scholars/hosting-a-j-1-exchange-visitor/> and for all other visas please go to <https://hr.fiu.edu/immigration-process/>
3. CEC HR obtains a position number (for visiting appointments)
4. CEC HR instructs candidate to apply to visiting or temporary faculty pool
5. CEC HR follows steps 4 through 14 of the [Non-Visiting/Temporary Faculty](#) procedure.
6. The Division of Information Technology generates system, email and/or network account and logon information for the faculty. The college IT team provides local access.
7. Hiring manager confirms space allocation with building operations manager and works with college IT to order equipment, as needed.

Recruiting: Administrative and Staff Positions

I. Main Principles

CEC recruits administrative and staff employees to facilitate the academic and research growth of the organization and support the vision of becoming a top public engineering and computing college in the nation and a global leader in educational innovation, research and entrepreneurship.

II. Procedure

In hiring administrative and staff positions, the college follows the guidelines established by the university <https://hr.fiu.edu/leadership/recruitment-onboarding/>. CEC HR partners with the talent acquisition and management team, HR compensation team and the hiring units to follow the below procedure:

1. Hiring managers discusses need for additional resources with CEC HR and work together to draft job description
2. CEC HR runs job description by HR compensation to confirm title and posting range
3. CEC HR confirms funding source with the college finance team/grant administrator

4. Prior to posting the job, HR compensation hosts a consultation conference call with CEC HR, the hiring manager and the recruiter to agree on recruiting strategy
5. CEC HR gets dean's approval to post position and follows the university [guidelines](#)
6. Office of Access, Compliance, and Equal Opportunity (ACE) certifies the candidate pool
7. Hiring manager reviews applicants and vets finalists by CEC HR and the recruiter
8. CEC assists hiring manager in scheduling interviews
9. Hiring manager interviews a minimum of three applicants and provides CEC HR the details of the offer (candidate, salary, starting date, etc.)
10. CEC HR vets candidate by Dean and submits Manage Hire form to recruiter
11. Recruiter proceeds to extend offer, conducts background check and signs up employee for NEE
12. The Division of Information Technology generates system, email and/or network account and logon information for new hire. The college IT team provides local access
13. Hiring manager confirms space allocation with building operations manager and works with college IT to order equipment, as needed

Overload Contracts

I. Main Principles

CEC issues overload contracts to help meet the temporary teaching needs of the college, including but not limited to, fulfilling the duties of a vacant faculty line or covering for faculty on leave. Overload contracts enable the college to meet the established academics metrics.

II. Procedure

The college follows University Policy No. 1710.110, Dual Employment and Compensation, <https://policies.fiu.edu/files/35.pdf>. The University requires that an electronic Request for Additional Compensation (eRAC) be created when an employee who has a full-time job, and works in excess of their full-time equivalent in another job within the university. Moreover, the secondary job should not be performed during the employee's primary job work schedule, unless taking vacation or adjusting work schedule.

1. The hiring units must submit requests for Extra Compensation Contracts to the CEC HR team, at least two pay-periods prior the effective date of the contract
2. The CEC HR team submits the required Electronic Request for Additional Compensation (eRAC) for approval via PantherSoft
3. Departments/schools must approve the eRAC at least one pay-period prior the commencement of the secondary employment
4. The CEC HR team submits the required corresponding contract prior to the effective date
5. Primary supervisor must provide an adjusted work schedule for the primary employment, whenever the hours of this secondary appointment conflicts with their

primary appointment schedule. The adjusted work schedule must add up to a total of 40 hours a week. If an adjusted schedule is not a viable option, the employee will be required to report leave for the primary employment. Departments/schools requesting the overload appointment will be required to provide this information to the CEC HR team, for inclusion on the eRAC.

Adjunct Contracts

I. Main Principles

CEC hires adjuncts to help meet the temporary teaching needs of the college, including but not limited to, fulfilling the duties of a vacant faculty line or covering for faculty on leave. Adjuncts enable the college to meet the established academics metrics.

II. Procedure

The college follows AA guidelines in processing adjunct contracts, including the following tasks:

1. The hiring units must submit requests for adjunct contracts to the CEC HR team, at least two pay-periods prior the effective date of the contract
2. CEC HR team confirms funds availability with college finance
3. CEC HR obtains credentialing ID from hiring unit, as needed
4. CEC HR team submits the required contract for approval via PantherSoft
5. Brand new adjuncts are required to apply to the pool and provide their official transcripts to CEC HR
6. CEC HR partners with recruitment and AA to hire brand new adjuncts, following university onboarding <https://hr.fiu.edu/leadership/recruitment-onboarding/> and AA guidelines <https://academic.fiu.edu/personnel.html>

Student Assistants, Temporary, Other Professional Services (OPS)

I. Main Principles

CEC hires student assistants, temporary and other professional services (OPS) workers to support a project or departmental needs for a specified period of time. This practice helps the college to meet the established metrics.

II. Procedure

The CEC HR team partners with hiring manager and the university recruiting team to recruit and onboard student assistants, temporary and OPS workers following the established guidelines <https://hr.fiu.edu/leadership/recruitment-onboarding/>. Similarly, the college hires fee-for-service workers, following the steps outlined by the university recruiting team <https://hr.fiu.edu/wp->

<content/uploads/sites/61/2019/02/How-to-Hire-a-New-OPS-Temp-Student-as-a-Fee-for-Service.pdf>

1. Hiring manager submit requests and provides specifications to CEC HR team who handles all hiring for the college
2. CEC HR team secures funding sources, create job ID and sends instructions to candidate to apply for job posting
3. Candidate applies for position and confirms with CEC HR that application was submitted
4. CEC HR initiates offer letter and routes it for approval to the Division of Human Resources (HR-TEMPS)
5. HR-TEMPS reviews offer letter and determines next steps, based on job duties
6. HR-TEMPS performs level 2 background, including finger printing, where applicable
7. HR-TEMPS requests Nepotism form from business unit, if applicable
8. HR-TEMPS approves, and submits offer to business unit for approval, generates and extends offer letter to the applicant
9. CEC HR emails applicant pre-employment onboarding and time-sheet instructions
10. Applicant accepts the offer within two days and completes pre-employment onboarding within three days from start date on the offer letter.

Immigration

I. Main Principles

In its short history the college has experienced an accelerated growth in many areas, including the number of employees and the kind of faculty and researcher positions it recruits for, which brings an increase in the need to import talent and sponsor international faculty, researchers and scholars to work in the United States.

II. Procedure

The CEC HR team helps facilitate the immigration proceedings for foreign national applicants and employees based on the procedures outlined by the university. CEC HR partners with the office of university compliance, the controller's office, ISSS, AA and Fragomen on these procedures. The exact process is determined by the foreign national situation, departmental needs and resources available.

1. For J1 Visas, the CEC HR partners with hiring manager, university compliance and ISSS to follow the established protocol, <https://globalaffairs.fiu.edu/iss/international-students/j-1-visiting-scholars/hosting-a-j-1-exchange-visitor/>. J1 visas have no direct cost to the college or hiring manager.
2. For H-1B and TN visas, CEC HR partners with AA, university compliance and Fragomen based on the university guidelines <https://hr.fiu.edu/immigration-process/>. There is a mandatory filing fee for all cases. First time H-1B candidates also

- incur a mandatory anti-fraud fee. In addition, there are fees that can help expedite results i.e. premium processing and attorney's rush fee. All fees are subject to change. Current fee schedule is available via <https://hr.fiu.edu/immigration-process/>
3. CEC pays the required cost of immigration procedures where the beneficiary is a regular (non-visiting/temporary) employee. While CEC does not pay for optional fees, hiring managers and foreign nationals are allowed to pay for optional fees with discretionary funds. Fees associated with employee's dependents are not covered.
 4. CEC does not pay for immigration procedures where the beneficiary is a visiting or temporary employee. However, the college allows hiring managers or foreign nationals to cover the fees with discretionary funds. Fees associated with employee's dependents are not covered.

Time Approval

I. Main Principles

CEC protects the university from risk of paying employees for time not worked, in accordance with the university payroll guidelines.

II. Procedure

CEC requires managers/proxies to have first-hand knowledge of the employee's work and/or leave hours or obtain written confirmation from the employee's supervisor prior to approving their payroll. To ensure that payroll guidelines are observed, college employees are required to adhere to the following guidelines:

1. Supervisors/proxies must approve employee's timecards by the established payroll deadlines
2. Supervisors who are unable to approve their employee's timecards must provide their proxies with written detailed-schedules of the employee's hours worked, before their timecard is approved
3. Proxies are required to maintain record of authorization from supervisors when approving payroll that is delegated to them
4. Units that experience employee turnover must provide the CEC HR team with an Employee Separation Form within a week of the incumbent's transition
5. Supervisors/proxies must not approve timecards for themselves, their supervisors, or any employee with whom they are in a relationship with, in accordance with the university nepotism policy <https://policies.fiu.edu/files/61.pdf>.

Request for Salary Increase and Bonus

I. Main Principles

CEC provides competitive compensation and incentive pay according to the university guidelines to recruit and retain quality employees.

II. Procedure

The CEC HR team partners with managers, AA, HR-compensation and college finance/grant administrators, in granting salary increases and incentive pay to employees according university practices and strategic approach, <https://hr.fiu.edu/employees-affiliates/payroll-compensation/#total-rewards>.

1. Manager or employee submits requests for salary increase or bonus, with justification to CEC HR
2. CEC HR consults with HR compensation or AA (depending on position) to ensure the increase or bonus amount aligns with university standard procedures, as needed
3. CEC HR submits request to the dean along with salary history, comparison analysis (for base salary increases) and justification for approval
4. CEC HR submits request for budget approval to college finance/grant administration
5. CEC HR submits the request approved at the college level to AA or HR compensation for final approval and processing
6. CEC HR communicates employee and manager once the transaction is approved

Employee Separation

III. Main Principles

CEC follows the university separation guidelines to protect information, mitigate risk and potential loss for the college and the university.

IV. Procedure

The CEC HR team partners with manager, AA and Employee and Labor Relation (ELR) to process employee separations from the college as outlined by the university <https://hr.fiu.edu/leadership/separation-retirement/#separation-process>.

1. Employee informs manager the last day of employment via email. Manager replies email accepting the terms and forwards the email to CEC HR
2. CEC HR obtains a signed Separation/Transfer form from the supervisor
3. CEC HR requests system and building access termination from college IT and building manager and informs college finance, for P-Card sign off
4. CEC HR submits resignation, acceptance and separation form to AA or ELR depending on employee's position
5. CEC HR ensures employee is terminated by Employee Records to avoid overpayment
6. For involuntary separation, manager meets with employee to communicate the decision. CEC HR follows steps 2-5 above.
7. For appointments ending, manager confirms to CEC HR that the appointment will not be renewed. CEC HR follow steps 2-5 above.

Resources & Personnel

HR Contact for the College of Engineering & Computing:

Bethania M. Cabrera, SPHR

Assistant Director of Human Resources

EC 2453; Phone: 305-348-5475

Becabrer@fiu.edu

<https://cec.fiu.edu/people/administration>

Requires partnership with the following functions:

- Academic Affairs https://academic.fiu.edu/budget_personnel.html
- College department/schools <https://cec.fiu.edu/people/>
- The Division of Human Resources
<http://phonebookapi.fiu.edu/?q=Division%20of%20Human%20Resources&go=Search&axis=employee>
- Controller's Office
<http://phonebookapi.fiu.edu/?q=controllers&go=Search&axis=employee>
- Office of Research and Economic Development <http://research.fiu.edu/ored/post-award/>
- International Student & Scholar Services <https://globalaffairs.fiu.edu/iss/about-iss/team/>

Requires the use of the following systems:

- Panthersoft HR
- Microsoft, including MS SharePoint

Section Revision History

Version 1 (first issue): January 31, 2020

Version 2: June 27, 2024

Internal Communications

Internal communications are essential to fostering an informed, engaged and empowered community of faculty, staff and students. **We approach internal communications with a strategic lens**, ensuring alignment with institutional priorities and cultivating a culture of transparency and collaboration.

Our internal communications aim to:

- Advance institutional goals and enhance awareness.
- Engage employees in the college's direction and their role in FIU's success.
- Increase participation in college events and initiatives.
- Strengthen pride in our collective impact.

I. Principles

Effective communication is not merely information dissemination; it is about helping our community understand decisions, priorities and changes that affect their work. Intentional messaging builds trust and reinforces our organizational culture. Internal messages are crafted with the same professionalism as external communications, **recognizing that our employees are ambassadors of FIU**.

II. Protocols

College-wide communications must have a clear and direct connection to the college's priorities and its internal stakeholders. Since September 2, 2019, CEC has followed procedural guidelines for announcements sent via cec-all-list@fiu.edu and its subsets. These ensure that messages are aligned with university communication and branding standards and are clearly written. The full policy is available on the CEC policies/protocols website and [SharePoint](#).

To ensure alignment with CEC priorities, college-wide messages should support strategic goals, operational effectiveness, and community engagement. Below are examples of communications that meet this standard:

- **Strategic Planning Updates:** Announcing new initiatives (e.g., research thrusts, student success programs) or sharing outcomes from leadership meetings.
- **Operational or Policy Changes:** Informing units about updates to administrative procedures or compliance deadlines.
- **Celebrating Achievements:** Highlighting major faculty or student awards, grants, or publications; recognizing staff contributions that support institutional goals.
- **Engagement Opportunities:** Promoting webinars, faculty assemblies or student showcases; inviting participation in surveys or committees.
- **Resource Awareness:** Announcing new tools or services that improve efficiency; sharing curated resources like templates, factsheets or training materials.

III. Expectations

All units operate under the FIU brand. Communications should maintain professional tone, clarity, and relevance. Faculty and staff are encouraged to use formats that best connect with their audiences while upholding institutional standards, including FIU [core values](#), and [branding & digital communication standards](#).

Professional Communication Guidelines

- **Tailor content and channels:** Match your message to the audience and platform. Use newsletters for general updates, and meetings for complex or sensitive topics.
- **Use mailing lists appropriately:** Share targeted messages via LISTSERVs. CEC lists are monitored by EIC or their owners to ensure proper use.
- **Proofread:** Always check for grammar and clarity; errors can undermine credibility.
- **Avoid casual language:** Skip phrases like “Hey you guys” in professional settings.
- **Use humor cautiously:** Tone doesn’t always translate well in writing; avoid sarcasm.
- **Limit formatting extremes:** Avoid writing in in “CAPS” (except acronyms) and excessive exclamation points.
- **Summarize forwarded threads:** Instead of forwarding long chains, attach them with a brief summary.
- **Add context to forwarded announcements:** Include a short note on why the message matters to your unit.
- **Be selective with “Reply All”:** Only include those who truly need to see your response.
- **Ensure ADA compliance:** Don’t rely on images alone, include key text (what, when, where, how) in the body.

IV. Resources

- FIU Core Values: <https://cat.fiu.edu/about-us/values-mission-vision/>
- FIU Branding Standards: <https://stratcomm.fiu.edu/branding/index.html>
- FIU Digital Accessibility Policy # 1705.20
- FIU Digital Communications Standards Policy #175.150
- FIU CEC SharePoint: <https://fiudit.sharepoint.com/sites/FIUCEC/>
- College-Wide Email Communications Protocol: <https://fiudit.sharepoint.com/sites/FIUCEC/Policies/College-Wide-Communication/CEC-WideCommunicationsPolicy-FINAL.pdf>
- Avoiding Commonly Made Grammar Mistakes: https://fiudit.sharepoint.com/sites/FIUCEC/GuidelinesManuals/Communications/Avoiding_Common_Communication-Grammar_Mistakes.pdf

V. Section Revision History

Version 1 (first issue): December 18, 2019

Subsequent updates: February 16, 2021; August 18, 2025

Marketing and External Communications

The purpose of this policy is to establish clear guidelines for all marketing and external communications activities within the College of Engineering & Computing. These guidelines ensure consistency, accuracy, and alignment with Florida International University's brand identity and strategic priorities. By adhering to these standards, the College protects the integrity of the FIU brand, enhances its visibility, and supports the advancement of its academic, research, and community engagement missions.

The College of Engineering & Computing's director of marketing and external communications, under the guidance of the university's Division of Strategic Communications, Government and External Affairs, oversees all marketing and external communications efforts for the College.

External marketing and communications encompass the following areas:

- Branding
- Collateral materials (brochures, flyers, postcards, annual reports, etc.)
- Digital communications (college website – cec.fiu.edu, e-blasts, digital newsletters, digital boards)
- External communications with a broad range of stakeholders
- Marketing activations at national and international engineering conferences
- Advertising
- FIU News and FIU Magazine contributions
- Media relations and external story placement
- Multimedia (photography and videography)
- Social media
- Strategic communications

The development and execution of the College's marketing plan is a collaborative effort between the College of Engineering & Computing and the Division of Strategic Communications, Government and External Affairs. The plan is designed to carry out the dean's vision for the College and to advance the unit's strategic goals.

I. Principles

FIU's Division of Strategic Communications, Government and External Affairs establishes the university's branding standards. The College's director of marketing and external communications serves as the liaison to the Division and is responsible for ensuring full compliance with these standards.

The Division represents the university's brand locally and globally, advancing FIU's reputation through consistent, unified, and strategic messaging. Its scope of services includes:

- Branding, marketing, and communications
- Protocol and special events
- Design services
- Digital communications
- Web design and management
- Media relations

- News and editorial content
- Photography and video production
- Social media management
- Account management

For more information, please visit: <https://stratcomm.fiu.edu/about-us/>

II. Protocols

The College’s marketing team works closely with the dean, associate deans, school directors, and department chairs to develop communication materials including brochures, press releases, videos, photography, news stories, social media content, and more. The team also partners with the College’s Office of Advancement to support fundraising initiatives.

The college’s marketing team is comprised of the following:

- **Director of marketing and external communications:** Leads the development and execution of the College’s marketing strategy in alignment with the dean’s vision. Oversees all communications projects including collateral development, website management, FIU News and magazine submissions, press releases, media relations, photography and video production, advertising campaigns, and conference marketing activations.
- **Senior account manager:** Supports the director with a strong editorial focus. Develops collateral materials with the university design team, produces FIU News stories and press releases, coordinates media visits, and contributes to the College’s social media strategy. Oversees photo and video shoots and manages content creation for newsletters and e-blasts.
- **Account manager:** Provides support to College-level or designated departmental programs. Produces collateral materials, develops newsletter content, coordinates informational sessions, and manages digital marketing initiatives including social media.
- **Content strategist:** Manages the College’s social media and web content. Produces and distributes digital newsletters and oversees all College social media platforms (Facebook, Instagram, Twitter, LinkedIn, and YouTube). Maintains the social media calendar in alignment with the director’s strategy.

All marketing and communications functions are centralized. The senior account manager, account manager, and content strategist report directly to the director of marketing and external communications, who reports to the dean.

III. General Guidelines

- All College and departmental communications must use official, university-sanctioned logos. Individual schools, departments, and/or labs may not create independent logos.
- Use of the FIU Panther logo is prohibited, as it is licensed exclusively to Athletics.
- All digital communications must comply with ADA accessibility standards. Noncompliance could result in institutional liability and financial penalties.

Questions regarding branding or communications guidelines should be directed to the director of marketing and external communications.

IV. Social Media Strategy

The director of marketing and external communications oversees the development and implementation of the College's social media strategy. The strategy governs the creation and curation of content for official College channels (Facebook, Twitter, Instagram, LinkedIn).

Content includes, but is not limited to:

- Faculty and student recognition (awards, achievements, etc.)
- FIU News features (research stories, "My First Job," "My Internship")
- Media placements
- College and student organization events
- Research-related campaigns
- Social media takeovers of major events such as Engineering Showcase and ShellHacks (on College channels and, when appropriate, university channels).

V. Section Revision History

Version 1 (first issue): December 16, 2019

Version 2: August 19, 2025

Office of the Dean Business Operations and Standards

The objective of this section is to document office standards and to provide administrative guidelines and procedures for employees to maintain these service excellence standards. The goal is not to restrict creativity but rather promote consistency, reliability, and professional etiquette.

The guidelines highlighted below apply to all staff and administrative faculty employed or affiliated with the Office of the Dean at CEC. There may be some exceptions for administrative faculty due to policies and regulations set forth by the university as highlighted in the Faculty Handbook, Collective Bargaining Agreement and other university wide policies concerning faculty.

I. Office of the Dean Operations:

A. Office Hours and Staffing:

1. The Office of the Dean at the college is an administrative unit that reports to the Provost and operates Monday through Friday, from 8:30 a.m. to 5:00 p.m. Each customer service area within the purview of the Office of the Dean will be staffed during these hours. Staff lunches will be staggered to accommodate hours of operation, ensuring that business needs are not compromised.
2. Based on the university policy concerning operating hours, rest and meal periods, forgoing lunches or breaks to leave work earlier is prohibited, unless the college's Human Resources representative receives prior supervisor approval. Please click on the links below to view the policy:
 - 1710.220 Operating Hours, Rest, and Meal Periods Policy: <https://policies.fiu.edu/policy/1710.220>
3. In accordance with the university policy administrative employees, who are exempt and "at-will", do not receive overtime pay or time-off due to working more than the required 40 hours per week.
4. Temporary staff should not exceed the hours that have been agreed upon. Staff (formerly USPS) employees, who are non-exempt and "at-will", must work 8 hours per day, with their work hours being set by their supervisors.
5. Flexible Work Arrangement will be administered in accordance with the University's flexible work arrangement policy and procedures. Please click on the links below to see the policy: <https://policies.fiu.edu/files/939.pdf>
6. Office of the Dean main phone line (7-2522) will be covered by a staff member or a student assistant during business hours. Appropriate structures and coverage will be in place to ensure this line is always answered.

B. Office Access:

1. Based on the University Policy on access control for University Buildings and Facilities, <https://policies.fiu.edu/files/816.pdf> individual key holders are responsible for safe keeping of keys issued to them. Individuals are also responsible for using their access privileges, whether they have a physical key or an electronic keycard, in the manner the access is authorized.
2. To ensure the security and uninterrupted operations of Dean's suite, it is imperative that every individual has a key to their own designated office/area. Those holding the master key, including the custodial, should be utilized as a last resort. Employees who are assigned with a master key are not responsible for locking or unlocking individual offices on a regular basis.
3. For security reasons, the custodial personnel unlock the door for cleaning purposes only; therefore, they are not responsible for providing access to individuals to their offices on a routine basis.
4. All faculty and staff who are registered in the system and have "My accounts" username and password can request key access through the "My facilities portal" <https://myfacilities.fiu.edu/>
5. All new employees are highly recommended to complete and submit key request forms during their first week as a part of their onboarding process. If an employee needs to replace a damaged or lost key, they are responsible for reporting the damaged or lost key and paying for the replacement charge.

C. Dress Code:

The objective is to have all employees project a professional image. Employees can take advantage of more casual or seasonal business attire as set forth by the university guidelines. These guidelines are published and circulated by the Division of Human Resources at FIU.

1. Business attire should always be worn when representing FIU at meetings and/or events for which this style of dress is most suitable. If the employee has a meeting scheduled with visitors, university administration, or if they are advised that others in the office are expecting visitors, the employee should dress in business attire.
2. Guidelines for appropriate professional attire:
 - a. Slacks – Cotton slacks are acceptable. Inappropriate items include sweatpants, shorts, leggings, jeggings, spandex, or other form-fitting pants.

- b. Shirts – Casual shirts, golf shirts, sweaters and turtleneck are acceptable. Inappropriate items include tank tops, tube tops, spaghetti straps tops.
 - c. Dresses and skirts – Casual dress and skirts, and split skirts of appropriate length. Inappropriate items include miniskirts, skorts and spaghetti-strap dresses.
 - d. Footwear – loafers, boots, flats, dress sandals, open toed shoes, dressy sneakers are acceptable. Inappropriate items include flip flops, athletic shoes, and slippers.
3. Wearing jeans or casual attire is acceptable at certain times of the year, such as casual Fridays and Summer semesters, provided the Office of the Dean doesn't expect visitors. Jeans cannot be ripped, faded, frayed, or have holes as they detract from the professional environment we desire at FIU.

Polo shirts (with or without FIU or college logo) can be worn to accommodate warm summer days to ensure comfort for our faculty and staff as highlighted in University's summer casual business attire guidelines, as outlined in a memorandum from Human Resources Administration.

C. Office Appearance:

- 1. Each employee is responsible for keeping their own area clear of clutter, as well as cleaning up after themselves in the break room or kitchen area.
- 2. Employees whose work area is in an open, public space such as in a cubicle, are advised to take their lunch breaks in the designated break areas to avoid disruption.
- 3. It is everyone's responsibility to keep the coffee area, refrigerator, and break room clean.
- 4. Office of the Dean requires swipe card access. Employees requesting access to a specific door must go to the following link to request swipe card access: <https://myfacilities.fiu.edu/>

D. Time Away from Work:

- 1. Annual leave should be requested with ample time. Requests should be sent to the immediate supervisor. For the dean's direct reports, once time off is approved, an [Out of the Office form](#) should be completed to ensure appropriate notification of dean's office personal.
- 2. Per University's policy, managers will approve time off based on business needs.
- 3. Dean's direct report traveling for business purposes should also complete the [Out of the Office form](#) indicating the days they will be away from the office and the name of the person who is covering essential functions during their travel.

4. If an employee is sick, they must contact their supervisor on the day the leave is taken. The employee must immediately enter their sick leave on <https://my.fiu.edu/> upon returning to the office.

E. Service Excellence:

“At FIU, every day and for every customer, we aim for EXCELLENCE – in our interactions, job knowledge, streamlined processes and commitment to serve.” Source: <https://hr.fiu.edu/wp-content/uploads/2023/04/FIU-Service-Excellence-Standards.pdf>

Our goal is to create an internal/external customer service experience that aligns with the University Service Excellence Standards, as such Service Excellence training is highly encouraged for all employees and mandatory for student assistants working in the office.

We have a responsibility to be professional and well-coordinated. If a visitor, internal or external, has an unsatisfactory experience, the word will spread quickly and it is very difficult to reverse the damage.

F. Office Etiquette:

1. If you are sitting in an open area, you are advised not to use the speakerphone in order to avoid disruption to others.
2. We are all bound to get a little loud or wrapped up in fun when having conversations in common areas with our peers. As a common courtesy to those in adjacent areas who do not have offices, we should be mindful to keep our voices subdued.
3. It is strongly encouraged that individuals planning social gatherings within the Office of the Dean consult with the Dean’s Executive Administrator or her/his designated representative before finalizing any scheduling arrangements. The primary objective of this advisory is not to hinder the office staff’s ability to organize activities with colleagues but rather to ensure that these activities do not interfere with ongoing business operations, including pre-scheduled appointments or events of which the staff may not be aware.

II. Resources & Personnel:

Policies:

- Operating Hours, Rest, and Meal Periods for University Staff: <https://policies.fiu.edu/files/58.pdf>
- Overtime Pay and Compensatory Time for University Staff: <https://policies.fiu.edu/files/1710.230>
- Vacation Leave: <https://policies.fiu.edu/files/378.pdf>
- Optional Work Schedule: <https://policies.fiu.edu/files/939.pdf>
- List of FIU HR Policies: <https://policies.fiu.edu>

Dean's Calendar and Office of the Dean Operations Inquiries: Dean's Executive Administrator.

Name Badge Request: Administrative Specialist.

Space Access, Hurricane Preparedness and Other Office Inquiries: Building Operations Manager

Security Issues: Public Safety: 7-2626 or 7-5911. You may obtain more information here: <https://police.fiu.edu/>.

III. Section Revision History

Version 1 (first issue): March 4, 2020

Version 2 (second issue): August 12, 2022

Version 3 (third issue): January 3, 2024

Rankings & External Agency Reporting

Purpose & Scope

This section codifies the CEC protocols, roles, and annual timelines for rankings reporting and reputational surveys managed with external agencies (e.g., U.S. News & World Report, QS Quacquarelli Symonds, ASEE, Princeton Review) in coordination with FIU's Office of Analysis & Information Management (AIM); the university's official source of statistics and the lead for submissions to publications on the Florida Board of Governors (BOG) list.

Scope includes points of contact (POCs), representation at the Dean's Office, a timeline of typical reporting windows and internal checkpoints.

Governance & Roles

University Lead (AIM)

- Serves as the system-of-record and primary submitter to **ranking agencies on the BOG list**: *Princeton Review, Fiske Guide, QS World University Ranking, Times Higher Education World University Ranking, Academic Ranking of World University, U.S. News and World Report National University, U.S. News and World Report National Public University, U.S. News and World Report Liberal Arts Colleges, Forbes, Washington Monthly Liberal Arts Colleges, Washington Monthly National University, and the Wall Street Journal/College Pulse*
- Issues annual calls, provides templates, pre-populates rollover responses, and manages agency portals and final submissions.
- Coordinates with colleges to verify statistical data and qualitative contact lists (e.g., employer contacts, dean/associate dean contacts).

College Leads (CEC)

- **Dean** – CEC point of contact for external reputational nominations for QS survey rankings.
- **Vice Dean** – CEC point of contact for U.S. News Engineering Programs surveys
- **Director of Strategic Initiatives (DSI)** – Coordinates internal collection and quality control; liaises with department chairs/directors and operations staff; consolidates inputs; manages communications and timelines; documents final lists and approvals.

- **Academic Unit Chairs/Directors and Administrative Area Leads** – Validate program information; nominate and/or update employer and academic contacts; ensure departmental responsiveness to internal deadlines.
- **Graduate Education Admissions & Recruitment (GEAR) Team Lead** – Point of contact for ASEE Profiles Survey; enters survey data and collaborates with AIM for verification.

Points of Contact (POC) Matrix

Agency / Instrument	University Lead	CEC PoC	CEC Internal Coordination
U.S. News Best Engineering Schools (Graduate) – Employer Contact Verification for Reputational Surveys	AIM	Vice Dean	DSI compiles; chairs provide inputs; Vice Dean approves
U.S. News Best Online Programs – Statistical Surveys	AIM	Vice Dean	Vice Dean reviews before final submission
QS – Academic & Employer Reputation Nominations	AIM	Dean	DSI collects/reviews nominations; chairs provide inputs
Princeton Review Entrepreneurship Surveys for Undergrad/Graduate Programs	AIM/StartUP FIU	Dean	DSI coordinates survey completion with units
ASEE – Annual Profiles Survey (<i>Non-BOG</i>)	AIM (data verification only)	Associate Dean	GEAR Team Lead manages, leads data collection in coordination with AIM

Agency-Specific Procedures & Typical Windows:

Dates vary annually by agency; AIM's notice governs. CEC internal deadlines precede agency deadlines by **5–10 business days** to allow quality check and processing.

I. U.S. News – Best Engineering Schools (Graduate)

Instrument: Contact Verification Survey – verifies statistical contacts for the college and institution and specialties; and up to 10 employer contacts for master's/doctoral graduates.

Typical Window: Early–mid October for contact verification; agency deadlines have ranged late October to mid-November in recent cycles.

CEC Process Highlights:

- DSI circulates prior-year employer list; chairs propose edits/additions
- Vice Dean approves and enters final list.
- DSI/Deans may notify contacts to whitelist usnews-data-collection@biz-messaging.usnews.com

II. U.S. News – Best Online Programs

Instrument: Statistical survey via U.S. News portal (AIM manages portal access).

Typical Window: Late August open; early–mid October deadlines.

CEC Process Highlights:

- AIM refreshes data; DSI and Vice Dean review for anomalies (e.g., blanks, carryover qualitative items); departments consulted if needed.
- AIM submits; returns final submitted copy for CEC archive.

III. QS – Academic & Employer Reputation Nominations

Instrument: Annual call to nominate new academic and employer contacts (prior-year contacts typically not eligible).

Typical Window: November-December AIM sends official call to the colleges; mid–late January deadline.

CEC Process Highlights:

- AIM notifies the colleges.
- DSI coordinates list-building
- Dean is college contact of record; Vice Dean loops for awareness.
- DSI returns files to AIM.

IV. Princeton Review – Entrepreneurship (Undergraduate/Graduate)

Instrument: Two annual surveys covering undergraduate and graduate programs; coordinated university-wide (commonly via StartUP FIU and AIM) with CEC contributing program/course data and narrative elements.

Typical Window: Late June AIM/Startup FIU sends official call to the colleges; work period July–August; late August deadline.

CEC Process Highlights:

- DSI sends last year’s answered set and course lists to departments; units confirm “entrepreneurship” courses and instructors and any other related questions; return updates by internal deadline.
- DSI compiles; coordinates with StartUP FIU/AIM; ensures consistency across UG/GR submissions; archives.

V. ASEE – Annual Profiles Survey (Non-BOG Publication)

Instrument: Annual survey of college profiles managed by the American Society for Engineering Education (ASEE). FIU CEC submits the survey files directly in coordination with AIM.

Typical Window: September–October ASEE notifications via email and website; CEC GEAR lead completes data submission by the end of January.

ASEE Communication & Submission Cycle

- **September–October:** ASEE sends an email announcement from data@asee.org to its distribution list indicating that the survey is open.
 - **Current FIU Subscribers:** Dean (I. Triay), Vice Dean (M. Weiss), Associate Dean (C. Poellabauer), DSI (Y. Anter), GEAR Lead (R. Arocha), AIM Lead (D. Ma)
- **Early January:** ASEE sends a reminder email regarding the upcoming deadline.
- **End of January:** Deadline for survey submission (extensions may be requested).

- **March:** ASEE opens the Engineering Data Management System (EDMS) portal for institutions to review submitted data (timing aligns with U.S. News Best Engineering School rankings release); GEAR Team Lead reviews data for quality/accuracy check; addresses any inaccuracies with ASEE.
 - **Current FIU Members for Data Access:** Vice Dean (M. Weiss), Associate Dean (C. Poellabauer), GEAR Lead (R. Arocha), AIM Lead (D. Ma)
- **September:** ASEE publishes the Annual Profiles (PDF) on their website <https://ira.asee.org/by-the-numbers/>; DSI reviews published data and compiles rankings.

Primary ASEE Contacts & Resources

- Email for survey/EDMS access, registration and troubleshooting: data@asee.org
- Survey updates, data resources (trainings, videos) and instructions: <https://survey.asee.org/>
- Inventory of survey announcements and emails: <https://ira.asee.org/communications/>
- Mailing list signup (required for new staff): <https://ira.asee.org/communications/>

CEC Process Highlights:

- GEAR coordinates internal data collection, uploads data and collaborates with AIM for verification. Collects research expenditures from CEC research admin team and faculty data from HR team.
- Associate Dean serves as the college-level point of contact and oversight.
- New staff supporting ASEE data are expected to subscribe to ASEE’s communications mailing list.

Annual Timeline & Internal Checkpoints

Intended as a planning guide. Exact agency may vary year by year.

	Month	Expected Activity	CEC Internal Checkpoints
1	Late June- Early July	Princeton Review notice (UnderG/Grad surveys) from Central Unit (AIM/Startup FIU)	DSI receives survey information; circulates prior-year responses; sets dept due dates (mid-late July)
2	July- August	Princeton Review response coordination	Department returns; DSI compiles; Vice Dean spot-check as needed

3	Early Aug	QS call for nominations from AIM/External Relations	DSI kicks off; chairs submit candidates; Dean review/approve
4	Mid-Late Aug	QS deadline	CEC → AIM handoff
5	Late Aug	U.S. News Online Programs portal opens; notices sent by the agency	AIM gathers data and shares survey with CEC; DSI/Vice Dean begin review; log anomalies to AIM
6	Sept	ASEE publication released	Archive/reference
7	Sept-October	ASEE Annual Survey registration and data collection	GEAR lead coordinates with AIM; placeholder until ASEE calendar release
8	Early-Mid Oct	U.S. News Online Programs deadline	Final quality check; AIM submission; archive final copy
9	Oct	U.S. News Grad Engineering Contact Verification launches; notices sent by the agency	Vice Dean share notifications with DSI; DSI solicits employer updates & faculty specialties; Vice Dean approves and enters
10	Late Oct-Nov	U.S. News contact verification deadlines	CEC handoff; Vice Dean approves and enters; courtesy notices to CEC contacts
11	Nov-Dec	QS call for nominations from AIM	DSI kicks off; chairs submit candidates; Dean review/approve
12	Mid-Late Jan	QS deadline	CEC → AIM handoff
13	End of Jan	ASEE Survey Deadline	Submit (extensions if needed)
14	March	ASEE EMDS review opens	Validate submitted data; contact for errors

External Organizational Representation

The College of Engineering and Computing also maintains representation in external professional organizations that contribute to national engineering education dialogue and data reporting alignment.

<i>Committee / Council</i>	<i>Organization</i>	<i>CEC Representative</i>
<i>Undergraduate Experience Committee (UEC), operating under the Engineering Deans' Council</i>	ASEE	Vice Dean
<i>Workforce Development Council</i>	ASEE	Director, Center for Development, Support, and Success in Engineering and Computing (CDSSEC)

These representatives serve as CEC's voice in discussions of engineering education policy, workforce trends, and undergraduate experience, and coordinate insights back to the Dean's Office for integration into institutional reporting and planning.

Resources

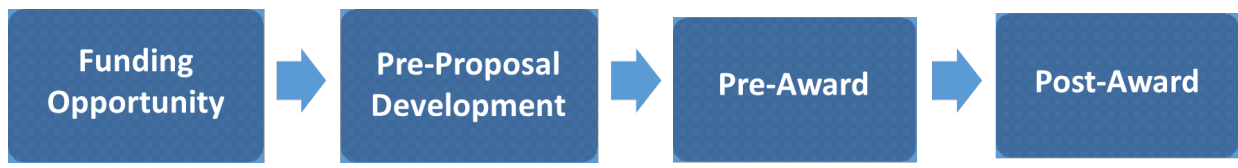
- **Florida BOG – Accountability Plans / Publications List** (reference list of ranking outlets)
- **FIU AIM (Analysis & Information Management)** – university lead for submissions and contacts verification
- **U.S. News Data Collection** sender: usnews-data-collection@biz-messaging.usnews.com
- **QS Submission** – AIM OneDrive secure link (provided annually)
- **StartUP FIU** – Princeton Review convener (university-level)
- **ASEE** – Annual Profiles Survey registration portal and data submission guidelines

Section Revision History

- **Version 1 (first issue):** March 2026

Research Administration

The College of Engineering & Computing (CEC) research administration team serves the college researchers who are seeking assistance in research administration. The team supports the endeavors of faculty from early project conceptualization through the pre-award process to its management and subsequent closeout (post-award). Our goal is to work in collaboration with the university's Office of Research and Economic Development (ORED) to minimize impediments to research activity, promote research conduct that meets highest standards, and ensure that research activities are compliant with all local, state and federal regulations. The proposal development process is shown in the following chart.



Research Proposal Development Flowchart

I. Finding Funding

ORED offers resources to all FIU researchers in identifying funding opportunities through wide range of email announcements and on their website: <http://research.fiu.edu/funding/>. Frequent e-mail announcements are also shared with college faculty by the associate dean of research.

II. Pre-Proposal Development

Once the funding opportunity has been identified, researchers can work with the CEC team with the forthcoming steps, especially with budget development. ORED offers a wide range of resources for faculty in several areas of interest related to proposal preparation. These resources can be found at: <http://research.fiu.edu/proposal-preparation/>.

III. Pre-Award

The CEC team serves as a liaison between the principal investigator (PI) and ORED, and assists in the development of the budget, preparation for the agency, and reviewing applications for adherence to the federal, state, and institutional regulations.

An email should be sent to the CEC Pre-Award Administration Team no later than three (3) business days *prior to* ORED's deadline as detailed in [University Policy #2320.025](#), which presently specifies a 5-8 business day lead-time, making CEC's internal deadline 8-11 business days.

The subject line of the email should include **"Proposal Due Date / Sponsor Name / PI Name"** to aid in the swift proposal administration process.

Below is a list of required documentation and information for every proposal submission. Each form can be downloaded at: <https://research.fiu.edu/forms>.

1. Completed *"Electronic Proposal Routing Approval Form"* (ePRAF),

2. Completed “*Internal Budget Sheet*” to include appropriate levels of personnel effort as required by [University Policy #2320.075](#).
3. Completed “*Budget Justification*”
4. Proposal Draft (or Statement of Work draft if FIU is acting as a sub-awardee)

If applicable, include the following documents:

5. “*Cost Share Form*”
6. Does the proposal include budget for a **subcontract**? If yes, please provide the names and contact information for each subcontractor.
7. Does the proposal include budget for **professional fees/services**? If yes, please provide a Statement of Work for each provider of such.
8. For electronic devices, please fill out the form “*Purchase of Electronic Devices on Federal Awards*,” sign and include it in the email.
9. For direct charges such as postage, local telephone costs, office supplies, data processing/computer supplies, software, memberships, subscriptions and hazardous waste disposal – please fill out a “*Direct Charge Exemption Form- Expenses*,” sign and include it in the email.
10. For direct charge of administrative and clerical salaries, please fill out the “*Direct Charge Exemption Form – Salaries*,” sign and include it in the email.
11. Send all material to the CEC Pre-Award Administrator.
12. Any specific sponsor requirements or forms

Once the ePRAF has been entered in PantherSoft Financials, it will be routed to the PI, Co-PIs/Co-Is/Key Personnel, department chair, and others for their approval of the proposal submission. An email notification is sent via PantherSoft Financials .

IV. Post-Award

The CEC Post-Award administration team provides assistance to ORED and the investigators in the process of award management, which includes project set up, annual reporting and project closeout. A grant administrator from the college’s research team is assigned to assist the PI with the management of the budget and research expenditures, subcontracts and consulting agreements, quarterly grant activity reports, expenditures forecasts (upon request) and closeout financial reports that are aligned to meet the compliance requirements of the university and sponsors. The PI and the grant administrator in CEC will coordinate with ORED on the award set-up, clearing budget exceptions, budget modifications, and the closeout process.

For each grant or project, a folder is created in the shared drive where the PIs can access and review award documents, available budget, expenses, etc. The grant administrator will send an email to college’s IT team and request access for the PI to view the folders.

Once the sponsoring agency grants the award to FIU, the PI will receive a “New Award” notification from ORED. This letter is an indication that the funds have been received from the sponsor and are now available for the PI to begin their research and start spending the funds as allocated in

the budget. The project budget should be reviewed and maintained by the PI and the grant administration in the college along with the assigned post-award coordinator in ORED.

A. Monitoring of the Project Budget

PantherSoft Financials “Budget Overview” provides information on the available budget for a project. Follow navigation guidelines below to the PantherSoft Financials “Budget Overview” page:

- Main Menu
 - Commitment Control
 - Review Budget Activities
 - Budgets Overview

Budget Inquiry Criteria
Budget Overview

Inquiry: BUDGETOVER Description: Budget Overview for ProjectID

Amount Criteria

Budget Type

*Business Unit: FIU01 Ledger Group/Set: Ledger Group Ledger Group: CC_PG
 View Stat Code Budgets CC PROJECTS/GRANTS
 Display Chart

TimeSpan

*Type of Calendar: Detail Budget Period

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	CC_PG	AL	ALLPER <input type="text"/>	ALLPER <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ChartField Criteria

ChartField	ChartField From Value	ChartField To	ChartField Value Set	Update/Add
Account	% <input type="text"/>	% <input type="text"/>	<input type="text"/>	<input type="button" value="Update/Add"/>
Dept	% <input type="text"/>	% <input type="text"/>	<input type="text"/>	<input type="button" value="Update/Add"/>
Fund	% <input type="text"/>	% <input type="text"/>	<input type="text"/>	<input type="button" value="Update/Add"/>
Site	% <input type="text"/>	% <input type="text"/>	<input type="text"/>	<input type="button" value="Update/Add"/>
Program	% <input type="text"/>	% <input type="text"/>	<input type="text"/>	<input type="button" value="Update/Add"/>
Bud Ref	% <input type="text"/>	% <input type="text"/>	<input type="text"/>	<input type="button" value="Update/Add"/>
PC Bus Unit	% <input type="text"/>	% <input type="text"/>	<input type="text"/>	<input type="button" value="Update/Add"/>
Project	80000XXXX <input type="text"/>	80000XXXX <input type="text"/>	<input type="text"/>	<input type="button" value="6."/> <input type="button" value="Update/Add"/>
Activity	% <input type="text"/>	% <input type="text"/>	<input type="text"/>	<input type="button" value="Update/Add"/>

Budget Status

Open
 Closed
 Hold

Budgets Overview

Inquiry Name:

[Find an Existing Value](#) | [Add a New Value](#)

B. Clearing Budget Exceptions

Budget exceptions in the projects are sent out by ORED weekly and more frequently at the month’s end. These exceptions need to be cleared within five business days from the date of the email. If the exception is not cleared by the deadline mentioned in the email, it will be transferred to the college’s facilities and administrative (F&A) cost account, and no correction will be processed afterwards.

There are three types of budget exceptions that can occur in a project:

1. Exceeds Budget Tolerance: An exception occurs when the budget has been exceeded.
2. Budget Date “Out of Bounds”: An exception occurs when the posting is past the project’s end date.
3. No Budget Exists: An exception occurs when there are no available funds.

C. Budget Modification Requests

Once the project is awarded, re-budgeting is allowed if there is a legitimate need to redirect the budget costs provided that the re-budgeting follows the sponsor's guidelines and is consistent with FIU's best accounting practices. Re-budgeting is not allowed for the purpose of alleviating the financial pressure on the department's unrestricted budget or on other sponsored projects, or to assign costs that could not otherwise be assigned.

Please refer to the official university policy regarding the transfer of funds within a project: <https://policies.fiu.edu/files/243.pdf>.

D. Submitting Cost and Payroll Transfers

Transfers on sponsored projects needs to be made within 90 days of the date of the error. Emphasis should be made promptly when the first charge appears on the project ID ledger. Please refer to the official university policy regarding cost and payroll transfers in the project: <https://policies.fiu.edu/files/266.pdf>

E. Effort Reporting (eCRT)

Effort reporting is the mechanism of providing assurance to the sponsors that the faculty and staff have met their commitments to the sponsored projects and are reasonable in relation to the work performed. The period of the effort reporting is for the Summer, Fall and Spring. After the semester is completed, there is a pre-review period for the effort coordinators. Then it becomes available for the PI to review and certify the effort by a specific deadline, after the semester is completed. If the certification is overdue by one day, the dean is notified. After one week, the dean receives a letter that ORED will impose sanctions if certification is not received within five business days of the notice. After two weeks of no response or certification, ORED will impose a sanction. Please refer to the official university policy regarding effort reporting: <https://policies.fiu.edu/policy/350>

V. Research Incentives

To enhance research innovation and doctoral degree production, faculty research incentive programs are available. Learn more about this initiative by following <https://research.fiu.edu/ored/faculty-research-incentive-plan/>

VI. Resources

College research team contact information:

- Associate Dean of Research: Dr. Christian Poellabauer, 305 348-1545, cpoellab@fiu.edu

Engineering Center team:

- Michele Conlin, Director of Research Administration
- Associate Director of Research Administration: Maria Benincasa, EC 2427, 305 348-6878, benincas@fiu.edu
- Assistant Director of Research: Vanessa Faz, EC 2458, 305 348-8414, vfaz@fiu.edu

- Grants Administrator III: Marilyn Torres, EC 2457, 305 348-2066, mtorres@fiu.edu
- Grants Administrator I: Marcelle Santiago, EC 2456, 305 348-6952 marcsant@fiu.edu

MMC team

- Grant Administrator IV: Lian Zhang, CASE 357, 305 348-1038, zhangl@cs.fiu.edu

VII. Section Revision History

Version 1 (first issue): February 25, 2020

Version 2: June 11, 2020

Version 3: May 19, 2021

Version 4: October 2025

Version 5: March 2026

Appendix A – Section Managers

This manual is subject to an annual review to ensure its accuracy and relevance. New protocols and procedures may be added, and existing sections updated as needed. College area leads or their designees are responsible for maintaining the accuracy of the information in their respective sections. They must inform the director of strategic initiatives of any changes and provide the most up-to-date copy.

I. SOM Topic/Area Leads

Section Title	Lead
Introduction	Director of Strategic Initiatives
Academic Affairs	Vice Dean
Academic Support Services: Undergraduate Advising	Director, Undergraduate Advising
Academic Support Services: Center for Development and Student Success	Director or Associate Director, CDSSEC
Building/Space Management	Building Operations Manager
Engineering & Computing Information Technology (IT) Services	Executive Director for Technology
Events	College Event Liaison
External & International Programs	Director, Division of External Programs
Finance Management	Director, Finance and Planning
Fundraising	Executive Director of Development
Graduate Support Services and Activities	Director of Academic Support Services
Human Resources	Director of Human Resources
Internal Communications	Director of Strategic Initiatives
Marketing, Public Relations, Advertising, External Communications	Director of Marketing & Communications
Office of the Dean Operations	Executive Assistant to the Dean
Research Administration	Associate Dean for Research
Appendices, where applicable	Appropriate topic lead

II. Section Revision History

Version 1 (first issue): January 20, 2020

Version 2: March 2, 2021

Version 3: October 2022

Version 4: January 4, 2024

Version 5: August 13, 2025