

Fall 2026

Department Representative Meeting

October 14, 2026

Welcome!

Shelley Lopez

Director

HR Communications/Training

Thank You to Our Partners



Opening Remarks

Renisha Gibbs

Associate Vice President for Human Resources

Finance & Administration Chief of Staff

RAMP Export Control

Jordan Huston

Research Security Analyst



Why RAMP Export Control is Necessary

- The RAMP Export Control process ensures Florida State University remains in compliance with the following:
 - 1010.35, Fla. Stat. (Research-Related Positions)
 - 288.860, Fla. Stat. & BOG Reg. 9.012 (Foreign Countries of Concern)
 - Personal Funding Rule
 - Federal Export Control Requirements
 - Visiting Scholar/Researcher Policy

Who Needs a RAMP Export Control Request

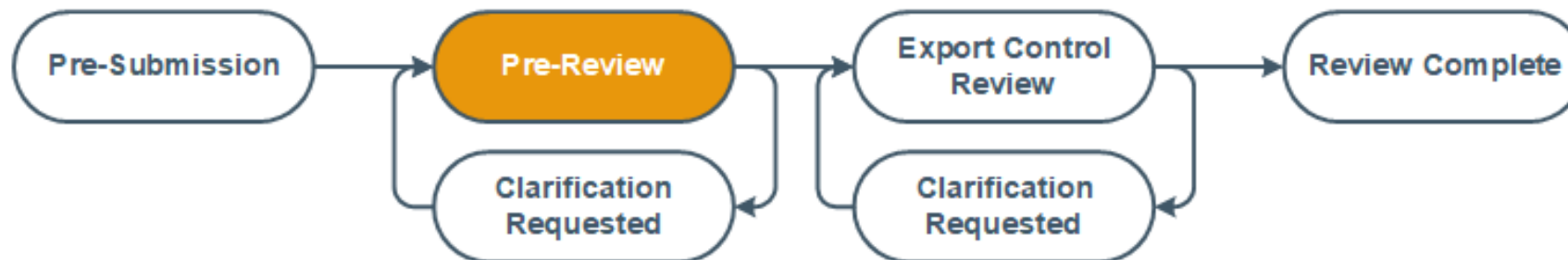
- For All Colleges, the Libraries, and the Research Division:
 - All International Appointments (Paid and Unpaid)
 - U.S. Citizens and Permanent Residents with a “specified connection” to a Foreign Country of Concern
 - Unaffiliated Courtesy Appointments Engaging in Research (Intl. & Dom.)
- For All University Personnel:
 - Anyone deemed a “Foreign Principal”
 - International Shipments
 - DD Form 2345 (Militarily Critical Technical Data Agreement)
 - Anyone requiring an Initial H-1B, H-1B Extension or Amendment, or J-1

Documents Required for RAMP Export Control

- For Initial Requests:
 - Foreign Government Talent Recruitment Program (FGTRP) Form
 - 288.860 Questionnaire
 - Candidate's CV/Resume
 - Dated & Addressed Offer Letter (If Applicable)
 - Full Copies of All of Candidate's Passports (All Pages, Cover to Cover)
- For Amendments (e.g., Extensions, Job Code Changes,...):
 - Request for Amendment Form
 - An Updated FGTRP Form
 - Dated & Addressed Offer Letter (For All Job Code Changes)

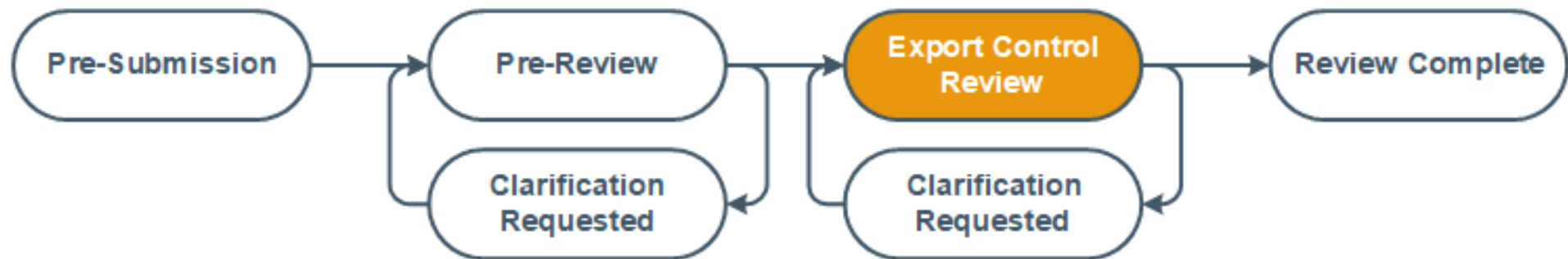
RAMP EC Process: Pre-Review

- Initial Review of the RAMP EC Request
- Review of Documents
- Departmental Ancillary Reviews
- Assess Necessary Screenings
 - Personal Funding, BOG, 1010.35, Visiting Scholar



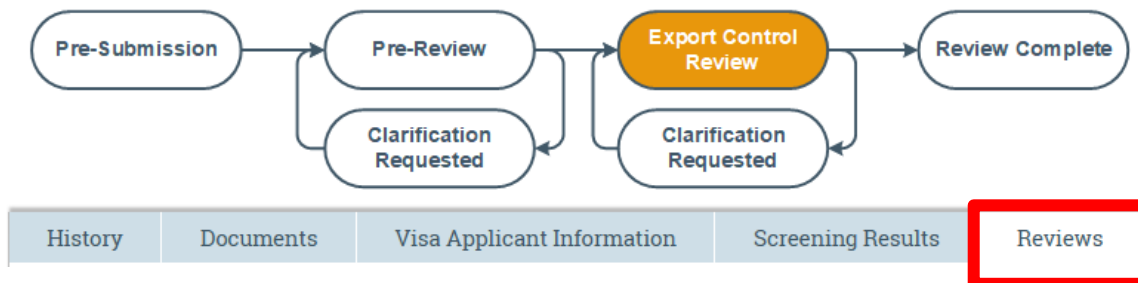
RAMP EC Process: Export Control Review

- Ancillary Reviews
 - Personal Funding, BOG, 1010.35, Visiting Scholar
- Export Control Review
 - Project Terms and Conditions



Reviews Tab: Ancillary Reviews

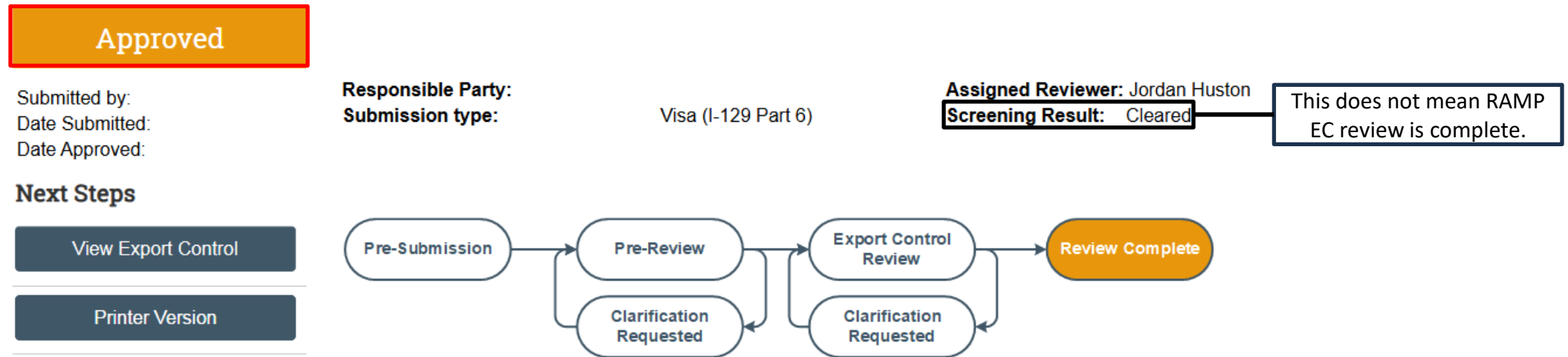
- Use the Reviews tab for status updates prior to contacting RISE.
- RISE will not move forward with the Export Control Review until all ancillary reviews have been submitted.



Ancillary Reviews

Ancillary Person	Organization	Type	Required	Accepted	Comments
		BOG Approval Required	yes	no	
		BOG Approval Required	yes	no	
		Chair/Director Approval	yes	yes	
		Dean Approval	yes	yes	
Compliance and Ethics		State Screening	yes	yes	1010.35 screening completed; candidate cleared.

RAMP EC Process: Review Complete



- Not complete until “Approved” is listed
- “Screening Result: Cleared” is for Visual Compliance
 - Automated screening of candidate/visitor’s name and affiliation

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RAMP EC Tracking

RESEARCH
ADMINISTRATION
MANAGEMENT
PORTAL

Hello, Jordan Huston

DashboardAdminAgreementsCOIExport ControlGrantsIACUC...

SubmissionsReportsHelp Center

Root > Export Control > Reports

ComponentsPropertiesPermissions

Reports

Standard ReportsAdvanced ReportsCustom Reports

FSU Custom Reports

Filter by ⓘ Name Enter text to search for + Add Filter X Clear All

Name	Result Type	Description
DS All Export Control Requests w/ created date	Export Control	All EC Requests
ds Copy of 4_All Other Requests - Waiting on AR's	Export Control	Other
Export Control Submissions with a TCP	Export Control	Export Control Submissions with a TCP
Jordan State Screening Tracking	Ancillary Review	State Screenings Tracking Assigned to Completion
Jordan's All Visa EC Requests - End Date	Export Control	Includes all projects in all states: Pre-Submission, Pre-Review, EC Review, Approved, and Discarded - Only info for Visa submission types
Jordan's Copy of 5_All Visa/Visitor EC Requests - Name Search	Export Control	Includes all projects in all states: Pre-Submission, Pre-Review, EC Review, Approved, and Discarded
Pending Visa Types	Export Control	Visa Types In Review
SS All Export Control Requests with Editors and Guests (SS)	Export Control	All EC Requests including Editors and Guests
Visitors eligible for exemption	Export Control	

19 items returnedpage 2 of 210 / page

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RAMP EC Tracking Continued

Jordan's All Visa EC Requests - End Date											Help
Filter by ?		Hiring Dept									Actions
Export Control ID	Status	Date Submitted	Request Type	Reason for Request	Candidate First Name	Candidate Last Name	Hiring Dept	Submitter First	Submitter Last	Visa I-129.Position.Dates.End Date	Visa I-129.Position.Job Title
EC00000582	Approved	12/17/2021	Visa (I-129 Part 6)	Initial Hire						4/29/2022	W9185
EC00003954	Approved	4/15/2025	Visa (I-129 Part 6)	Change to a new position						8/17/2026 5/1/2027	M9183 / W9185 - Teaching Positions
EC00005379	Approved	3/17/2026	Visa (I-129 Part 6)	Initial Hire						7/30/2027	M9182, Graduate Research Assistant
EC00005587	Approved	4/28/2026	Visa (I-129 Part 6)	Initial Hire						7/31/2026 8/14/2028	A004 & T004, Research Assistant Codes
EC00003134	Discarded		Visa (I-129 Part 6)								W9185
EC00002169	Discarded	1/10/2024	Visa (I-129 Part 6)	Initial Hire						5/2/2025	W9185 Graduate Assistant (Teaching)
EC00001071	Approved	8/30/2022	Visa (I-129 Part 6)	Initial Hire						8/8/2023	W9185
EC00001085	Approved	8/31/2022	Visa (I-129 Part 6)	Initial Hire						12/13/2022	W9185

Resources

- RISE Website: research.fsu.edu/rise
- RAMP Export Control Support Email: RAMP-ExportControl@fsu.edu
- RAMP Export Control Help Center (Job Aids and Form Templates)

Foreign Influence & State Screenings

Edna Gasque

*Associate Compliance Officer &
Director of International Affairs Compliance
Office of Compliance & Ethics*

Objectives

- Foreign Researcher Screening vs. Foreign Principal Screening
 - When is foreign researcher screening required?
 - When may BOG review be necessary?
- Foreign principal screening process
- Foreign researcher screening process



State Screenings

- International Cultural Agreements
 - “Agreements with Foreign Principals”
 - §288.860, Florida Statutes (2023)
- Foreign Researcher Screening
 - §1010.35, Florida Statutes (2021)

Agreements with Foreign Principals (§288.860)

Foreign Countries of Concern (FCoC):

- Cuba, Iran, Syria, Russia, North Korea, Venezuela, China

Foreign Principals

- Domiciled in a FCoC at time of offer
- Government official of FCoC
- Member of a FCoC political party

But, why?

- Recent Headlines:
 - “UF employee, students implicated in illegal plot to ship drugs, toxins to China” – Associated Press (2024)
 - “UK Universities and politicians briefed on China and Russia spy threat” – The Independent (2026)

Foreign Principal Screening (§288.860)

- 288.860 Questionnaire
- Injunction



An injunction is a court order requiring a person or entity to do something or refrain from doing something.

Does it Require BOG Approval?

1. Hiring someone who worked in a FCoC
2. Enrolling a student from a foreign country of concern
3. Hiring a foreign principal for academic, administrative, or research purposes
4. Hiring someone who has educational history in a FCoC
5. Collaborating with a foreign principal on a research project

Foreign Researcher Screening (§1010.35)



- Foreign researchers:
 - Visiting scholars
 - Research & research support
 - Non-US citizens & non-permanent residents
 - US citizens or permanent residents with a specified connection to an FCoC
- List of job codes
- Verifications:
 - Employment, education, publications, affiliations etc.

Foreign Researcher Screening (§1010.35) Continued

- Required Documents/Information

- Cover-to-cover passport scan(s)
- Up-to-date CV/resume
- All paid employment history
- Full higher education history
- All publications & ORC ID
- US & international affiliations
- Funding information
- Government/military/intelligence agency/police service



Steps/Stages

1. Department Information Form
2. Candidate Screening Information Form
3. Department initial quality control review (QCR)
4. Employment and education verification
5. Risk assessment and review
6. Approved/Cleared or Rejected

Resources

- OCE website: compliance.fsu.edu
- Foreign influence email: foreigninfluencecompliance@fsu.edu
- My email: ecg04@fsu.edu
- Rachel (Neale) Neuhart: rneuhart@fsu.edu

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Door Prize



Fall CAMS Disclosures, Ethics Legislative Update & Gifts

Caroline Klancke, J.D., FCCP, CCEP

*Associate Compliance Officer and Director of Ethics and
Integrity Programs*

Compliance Paradigm

- All FSU employees are public officials subject to the Florida Code of Ethics (FCOE), which contains laws prohibiting Conflicts of Interest (COI) and restrictions concerning gifts.
- FSU Researchers, Faculty, and others have additional transparency requirements arising from federal regulations, collective bargaining agreements, statutes located outside of the FCOE, and FSU policies—designed to mitigate COIs and Conflicts of Commitment.

Note: FSU policy does not prohibit outside activity, ownership in businesses, external appointments, volunteerism, or opportunities to serve in leadership roles or on boards.

Compliance Paradigm Continued

- FSU policies and collective bargaining agreements (CBA) require the disclosure and approval of Outside Activities in facilitation of its obligation to manage and mitigate Conflicts of Interest and Conflicts of Commitment:
 - FSU Policy 4-OP-C-7-J2 OUTSIDE EMPLOYMENT
 - FSU Policy OP-C-7-G7 STANDARDS FOR EMPLOYEE ETHICS
 - Researchers: FSU Policy 7A-21, Financial Conflict of Interest Disclosure
 - Faculty: UFF 2025-2028 CBA, Article 19 and Appendix K
 - FSU Faculty Handbook, Section 4
 - Graduate Students: 2025-2028 FSU BOT and GAU CBA, Article 7

Conflicts of Interest vs. Conflicts of Commitment

- **Conflict of Interest (COI):**
 - A COI is any situation in which regard for a private interest tends to lead to disregard of a University duty or interest. s. 112.312(8), F.S.
 - In the case of Researchers this includes situations in which an individual's financial, professional, or personal interests outside of the University (or those of their spouse or child) affects, or has the potential to compromise the individual's professional judgment or objectivity (42 CFR 50.601-607).
 - COIs can arise when an FSU staff/faculty member has a second job, or goes into business for themselves, or when an FSU member's relative has business or financial interests that create conflicts or the appearance of conflicts.
 - COIs, once identified, can often be mitigated and managed through transparency and compliance mechanisms.

Conflicts of Interest vs. Conflicts of Commitment Continued

- Conflicts of Commitment (COC)
 - A COC is an Outside Activity (OA) that has the potential to interfere with a covered individual's time commitment to the University terms of employment.
 - COCs can occur when an employee's professional time or effort is devoted to OA adversely affecting their capacity to satisfy their obligations to the University.
 - For example, when an employee attempts to balance their University responsibilities with OA such as consulting or volunteering, they may be left with inadequate time to fulfill their University responsibilities.

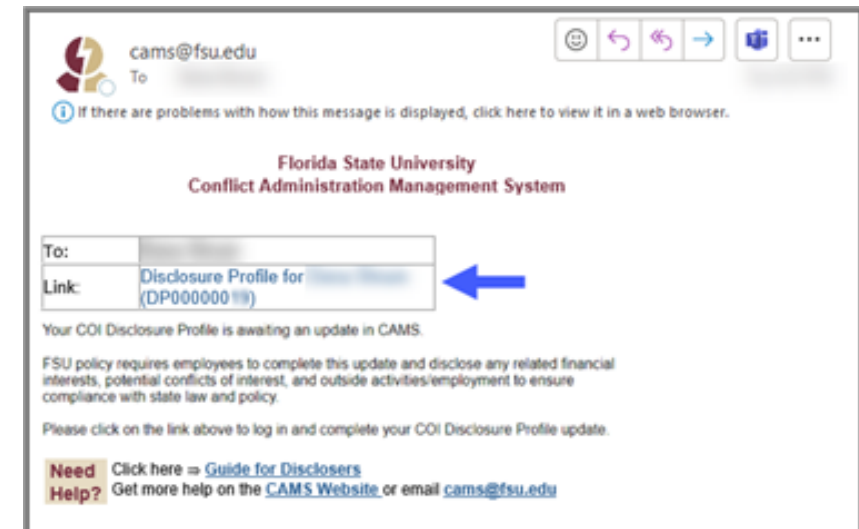
Examples of Possible Conflicts of Interest & Commitment

- Being employed by a for-profit or nonprofit entity that does business with FSU.
- Contracting with FSU through a business you own or control, or one that is owned or controlled by your spouse or child.
- In your private capacity selling realty, goods, or services to FSU—either personally or through business entities that you own/control, are employed by, or wherein you serve as a compensated or uncompensated member of the Board of Directors.
- Engaging in Outside Activity that has the potential to hinder your ability to carry out your University employment commitments, by occurrence or duration.

FSU's COI and COC disclosure process is designed to protect the independence and impartiality of public employees and officials by identifying and prospectively mitigating conflicts before they arise!

Conflicts Administration Management System (CAMS) to the Rescue!

- CAMS contained within the MyFSU portal!
- Allows for:
 - Prospective disclosure and approval of Outside Activity (OA) via Pre-Approval Requests (PARs); and
 - The Annual Disclosure of OA via updates to one's CAMS Disclosure Profile.



Conflicts Administration Management System (CAMS) to the Rescue Continued!

- **Monday, October 19, 2026:** ALL FSU employees within the “Faculty” category will receive notice via direct email to their inbox to update their CAMS Disclosure Profile and annual training requirement!
- All Faculty will need to update their CAMS Disclosure Profile by **November 16** (even if they are only confirming they have no new OA to disclose) and take the COI/COC training in CAMS.
- Questions: CAMS@fsu.edu

Types of Outside Activity that Should be Disclosed via CAMS

Disclosure Type	Description
Equity	Material ownership interest in businesses
Consulting or Other Professional Services	Compensated expert advice to people or entities working in a specific field on a short-term basis (expert witness, research, product design, etc.)
Intellectual Property Rights	IP rights or royalty income paid to you
Divestiture and Cash Pay-out	Sale of equity
Sponsored Travel	Payments or reimbursements for work-related travel other than from FSU, a governmental agency, or research sponsor
Board Service	Service on a Board of Directors of a nonprofit or for-profit entity
Outside Employment	Compensated employment external to FSU
Other Appointments	Compensated or uncompensated (appointments, fellowships, courtesy positions outside of FSU)
Honoraria	Payment of an honorarium that exceeds \$5,000 or honoraria from a single entity that total more \$10,000 in a calendar year

Additional Guidance

- Additional guidance on what does and does not constitute Reportable Outside Activities may be found in Article 19 and Appendix K of the [UFF-FSU CBA](#), the FSU Faculty Handbook, and specific guidance provided by your College or Department.

Compliance Specialists are Here to Help!

- For Questions about CAMS Access/Use and Disclosure of Outside Activity: CAMS@fsu.edu
- For Questions about COI/COC: Office of Compliance and Ethics compliance@fsu.edu
- Research Related COI/COC Questions: Research Integrity, Security, and Ethics research-compliance@fsu.edu

2026 Ethics Legislative Update

- Sect. 286.101(10)(a), F.S.: A state university or state college, or any employee or representative of a state university or state college, **may not solicit or accept any gift in its official capacity**, including any physical object, loan, reward, promise of future employment, favor, or service, **from a college or university based in a foreign country of concern or from a foreign principal** as those terms are defined in s. 288.860.
 - New foreign influence restriction passed in 2026 within the State Code of Ethics.
 - **NEW provision added to Sect. 112.313(2), F.S., applicable to ALL public officers and employees!**

Sect. 112.313(2), F.S.

Solicitation or Acceptance of Gifts

(a) A public officer, an employee of an agency, a local government attorney, or a candidate for nomination or election may not solicit or accept anything of value to the recipient, including a gift, loan, reward, promise of future employment, favor, or service, based upon any understanding that the vote, official action, or judgment of the public officer, employee, local government attorney, or candidate would be influenced thereby.

(b) A public officer, an employee of an agency, a local government attorney, or a candidate for nomination or election found to have violated this subsection **by soliciting or accepting anything of value** from a person or an entity representing or acting on behalf of a **designated foreign terrorist organization** or **foreign country of concern** or any of its subdivisions must, in addition to any criminal or civil penalty involved, **repay double the value of any pecuniary benefit received** as a result of the violation committed.

Receive Gift Questions: The OCE is Here to Help!

- Gift questions become more frequent during the Holiday Season when FSU business partners seek to show their appreciation!
- Gifts from FSU vendors, businesses that employ lobbyists, and others can implicate FSU policies, Florida law, and the FSU Supplier Code of Conduct.
- Best practice is simple **Ask Before You Accept**—and the OCE is here to assist!
- **Global Ethics Day: Oct 21, 2026!**
- **Ethics & Compliance Week: Nov 1-7, 2026!**

Scan the QR code to access FSU's Gift Guidelines & Best Practices



Thank You!

Caroline Klancke, J.D., FCCM, CCEP

Director of Ethics and Integrity Programs & Associate Compliance Officer

Phone: (850) 645.2128

Email: cklancke@fsu.edu

Employment-Based Immigration

Leslie Crosdale

Associate General Counsel

Office of General Counsel

Bad News → Good News!

- In December 2025 & January 2026, USCIS issued policy memos placing an adjudication **pause on ALL cases** for beneficiaries from 39 countries.
 - In June 2026, the memos were **VACATED** by a federal district court and USCIS announced that these memos should be treated as if they are **no longer in effect**.
- In January 2026, the U.S. Dept of State paused the issuance of **immigrant** visas (green cards) to nationals of 75 countries.
 - H-1Bs are **NON-immigrant** visas, **AND** the pause is **no longer in effect** pursuant to a federal court order.

Bad News → Good News Continued!

- In August 2026, DHS published a proposed rule that would impose a **\$103,265 fee on each H-1B cap-subject petition.**
 - Universities are cap-EXEMPT & this rule **does not apply to FSU.**
- In September 2025, a Presidential Proclamation created a **\$100,000 fee at the US consulate for all new H-1B visas.**
 - This \$100,000 fee is tied up in litigation and **not currently being collected** while the appeal proceeds.

Florida Board of Governors BOG Regulation 1.0001(5)(h)

- (h) Each board of trustees shall not utilize the H-1B program in its personnel program to hire any new employees through January 5, 2027.**

H-1B BOG Reg 1.0001(5)(h)

- Does not prohibit hiring new employees in **any other visa category** (ONLY prohibits hiring new employees in as H-1Bs).
- Does not prohibit H-1B amendments, extensions, or changes of status from F-1/J-1 to H-1B for **current** FSU employees.

OPTIONS for Onboarding New International Employees

- F-1 OPT or STEM OPT work authorization card
- J-1 Research Scholar, Professor, or Academic Training work authorization (for non-tenure track positions only)
- E-3 Australian specialty occupation visa (H-1B for Australians only)
- TN visa (available to employees with Canadian or Mexican citizenship) (for non-tenure track positions only)
- O-1 Extraordinary Ability visa
- Any valid Employment Authorization Card

H-1B vs. O-1

H-1B	O-1
<ul style="list-style-type: none">• 2-to-3-month timeline w/Premium Processing• CANNOT be used for initial hires• Facilitated through OCG (Me!)• ~\$3,800 (w/Premium)	<ul style="list-style-type: none">• 3-to-6-month timeline w/Premium Processing• CAN be used for initial hires• Facilitated through Fragoman• ~ \$9,000-\$13,000 (w/Premium)

How Do You Know if a Candidate is Hireable at FSU?

- **PLEASE** do not ask a candidate directly for their visa status.
- If the international employee is in the **top three (3)** candidates for the position, reach out to OGC (Me!) ***before*** the department expends resources for an on-campus interview.
- I will help you determine whether or not the person is hireable at FSU and what type of visa will best fit their particular circumstance.

Questions?

Leslie Crosdale
Associate General Counsel
Email: Lcrosdale@fsu.edu
Phone: 850-644-8728

F-1, J-1, and J-2 Regulation Changes & the I-9

Tanya Schaad

Associate Director, Center for Global Engagement

Morgen Mueller

J-1 Program Manager, Center for Global Engagement

New F-1/J-1 Regulation

- **POSTPONED:** Regulation Establishing a Fixed Time Period of Admission and an Extension of Stay Procedure for Nonimmigrant Academic Students, Exchange Visitors, and Representatives of Foreign Information Media ([91 FR 44976](#))
- A preliminary injunction, issued late on September 14, 2026, has postponed the effective date “pending further order of this court or resolution of this proceeding on the merits”.

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New Rule (if and when implemented) Eliminates D/S

U.S. Customs and Border Protection
Securing America's Borders

Most Recent I-94

Note to employers, local, state or federal agency granting benefits:
Please visit the CBP I-94 Public Website and click on the tab for "Get Most Recent I-94" to perform a search for the applicant to confirm that the biographic and travel information displayed on this I-94 printout matches the "Get Most Recent I-94" returned results for this applicant. I-94 FAQs: (<https://i94.cbp.dhs.gov/i94/#/faq>)

Admission I-94 Record Number: 123456789
Arrival/Issued Date: 2027 July 02
Class of Admission: F1
Admit Until Date: 2029 June 4
Details provided on the I-94 information form:

Last/Surname: XXXXX
First (Given) Name: XXXXXX
Birth Date: MM/DD/YYYY
Document Number: 987654321
Country of Citizenship: Croatia

Effective April 26, 2013, DHS began automating the admission process. An alien lawfully admitted or paroled into the U.S. is no longer required to be in possession of a preprinted Form I-94. A record of admission printed from the CBP website constitutes a lawful record of admission. See 8 CFR § 1.4(d).

If an employer, local, state or federal agency requests admission information, present your admission (I-94) number along with any additional required documents requested by that employer or agency.

Note: For security reasons, we recommend that you close your browser after you have finished retrieving your I-94 number.

OMB No. 1501-0111
Expiration Date: 08/31/2016

THE UNITED STATES OF AMERICA
I-797A | NOTICE OF ACTION | DEPARTMENT OF HOMELAND SECURITY
U.S. CITIZENSHIP AND IMMIGRATION SERVICES

Receipt Number	Case Type
123456789	I539 - APPLICATION TO EXTEND/CHANGE NONIMMIGRANT STATUS
Received Date	Priority Date
02/24/2023	Admitted
Notice Date	Page
05/10/2023	1 of 1
Beneficiary	Notice Type: Approval Notice
	Class: F1
	Valid from 05/10/2023 to Duration of Status(DS)

The above application for change of nonimmigrant status is approved. The new status is listed above. The length of authorized temporary stay in this status, for the applicant(s) named, is also listed above.

An updated I-94 is included in the lower portion of this notice. The I-94 portion should be given to the U.S. Customs and Border Protection when he or she leaves the United States.

If any person included in this application must depart the U.S., he or she may wish to take this notice with them to facilitate their return to this status. He or she must obtain a new visa in the new classification before returning to the U.S.

THIS NOTICE IS NOT A VISA AND MAY NOT BE USED IN PLACE OF A VISA.

NOTICE: Although this application or petition has been approved, USCIS and the U.S. Department of Homeland Security reserve the right to verify this information before and/or after making a decision on your case so we can ensure that you have complied with applicable laws, rules, regulations, and other legal authorities. We may review public information and records, contact others by mail, the internet or phone, conduct site inspections of businesses and residences, or use other methods of verification. We will use the information obtained to determine whether you are eligible for the benefit you seek. If we find any derogatory information, we will follow the law in determining whether to provide you (and the legal representative listed on your Form G-28, if you submitted one) an opportunity to address that information before we make a formal decision on your case or start proceedings.

Please use the additional information on the back. You will be notified separately about any other cases you filed.

USCIS encourages you to sign up for a USCIS online account. To learn more about creating an account and the benefits, go to <https://www.uscis.gov/files/online>.

California Service Center
U. S. CITIZENSHIP & IMMIGRATION SVC
P.O. Box 30111
Laguna Niguel CA 92607-0111

USCIS Contact Center: www.uscis.gov/contactcenter

PLEASE TEAR OFF FORM I-94 PRINTED BELOW AND STAPLE TO ORIGINAL I-94 IF AVAILABLE

Detach This Half for Personal Records

Receipt#
I-94#
NAME
CLASS F1
VALID FROM 05/10/2023 UNTIL Duration of Status (DS)
APPLICANT

Receipt Number
US Citizenship and Immigration Services
I94 Departure Record
Applicant:
A. Family Name
B. First (Given) Name
C. Country of Citizenship
CHINA, PEOPLE'S REPUBLIC OF

16. Date of Birth

FORM I-797A [REV. 08/01/16]

Another PROPOSED Rule regarding OPT/STEM OPT

- NOT a final regulation yet; in a comment period until December 7.
- If published as written, FSU would need to pay \$70,000 before an FSU student or graduate could apply for an OPT Employment Authorization Document to work for any employer. Same for other schools whose graduates we would like to hire.
- Subsequent OPT applications would have a fee of \$30,000.

Curricular Practical Training (CPT) Changes

- We can only approve Curricular Practical Training employment authorization for students whose academic program strictly requires training for all students enrolled in the program.
- This may impact you if you have visiting students from other institutions who need CPT authorization for work at FSU.

REMINDER: Enrolled J-1 Students

- Enrolled students in J-1 status **ALWAYS** require written employment authorization from the immigration program sponsor listed in box 2 of their I-20.
- The work authorization is **NOT** automatically granted with the DS-2019 form for enrolled students.
- The work authorization will be in the form of a letter or printout from the student's SEVIS record showing specific dates of authorization for specific on-campus employment.
- Sponsors are only permitted to authorize one year at a time.

J-1 Scholars

- We are issuing DS-2019 forms for the maximum duration for paid employees:
 - 5 years for Research Scholars (post-docs, visiting faculty)
 - 1 year for Specialists (coaches and experts without a Bachelor's)
 - 6 months for Short-term Scholars and Interns
- If the employee's appointment is terminated before that, we need to shorten the DS-2019 and initiate a transfer, if applicable.
- Remote work is limited according to Department of State.

Employees with Other Visa Types (not F or J)

- Do they have an unexpired Employment Authorization Document issued by USCIS?
- Did your department complete any paperwork for FSU's general counsel's office to sponsor them for an H-1B, O-1, or TN?
 - If you answered “no” to both of the above, they are **not** authorized for employment with FSU.

Beware of Old I-94's

- We have had more than one employee who presented for employment authorization:
 - I-94 for F-1 status issued years ago
 - I-20 for a new FSU program
- The problem is there was a change of status in between, and the employee was waiting for another change back to F-1.
- If an employee shares with you that they are awaiting a change of status to F-1, they cannot work with old docs.

Contact Us!

Main CGE email address: cge@fsu.edu

New/incoming student issues: cge-newstudents@fsu.edu

J-1 students or scholars: jscholar@fsu.edu

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The Office of Human Resources

Door Prize



Essential Piece Award

Renisha Gibbs

Associate Vice President for Human Resources

Finance & Administration Chief of Staff

Essential Piece Award

- *“Consistently responds promptly”*
- *“Serves as an excellent liaison between Central HR and supervisors”*
- *“Proactive in sharing workers' compensation updates”*
- *“Essential part of ensuring that Attendance & Leave matters run smoothly”*

Gregory Graham



Fall 2026 Outstanding Department Representative
and
Essential Piece Award Winner

Job Postings: Adjusting Your Approach

Brad Muken

Assistant Director, HR Employment Services

Amy Espinosa

HR Administrator, Talent Acquisition

From Job Description to Job Opportunity



Making the role clear, compliant, and compelling.

The goal is not more words. It is better understanding.

The PD Informs the Job Advertisement

Position Description

Define the Work

- What the role is responsible for
- How the work is performed
- Why the work exists and what it impacts
- Qualifications, competencies, essential duties
- A foundation for classification, pay and HR decisions

Job Advertisement

Translate the role for an external audience

- Lead with what matters to candidates
- Show purpose, impact and context
- Make requirements easy to scan
- Create enough interest to earn the application

Don't Post the Chores. Tell the Story.

THE "CHORES" VERSION

- Coordinates meetings
- Maintains records
- Prepares reports
- Responds to inquiries
- Performs other duties as assigned

Accurate? Maybe.
Compelling? Not exactly.



THE "WHY IT MATTERS" VERSION

"You'll help keep a high-volume student support operation moving by coordinating information, tracking critical details, and turning activity into clear reports leaders can act on."

Same work.
Much clearer value.

What the Data Says: Candidates Scan First. Make the Value Obvious.

+8.4%

Applications Per View

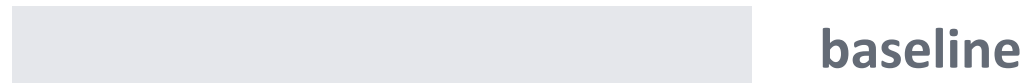
LinkedIn reported that posts of 1–300 words performed 8.4% above average.

Concise ≠ incomplete

150 words or less



450–600 words



LinkedIn's data also found high-performing posts were 7% shorter than lower-performing posts, with responsibilities 9% shorter.

Advertise Mission & Purpose

- A job posting should answer more than "What will I do?"
 - It should answer "Why does this role matter?" and "What difference will I make?"
- When candidates understand the purpose and impact of a position, they are more likely to see themselves as contributors to the mission rather than simply performers of tasks.
 - *81% of job seekers are more likely to apply when a job posting includes the organization's core values. –SHRM*
 - *Jobs that include values and culture commitments receive up to 3x more views on LinkedIn than those that do not. – LinkedIn*

Advertise Mission & Purpose Continued



- Top candidates want meaning, not just duties
- Mission creates an emotional connection
- Candidates envision themselves in the role
- Focuses on outcomes rather than activities
- Supports stronger candidate self-selection
- Reflects today's workforce expectations

Posting Example

Why This Role Matters

Talent Acquisition at FSU supports an evolving proactive, insight-driven model that aligns recruitment with the university's long-range strategic priorities. This role is central to that progression, strengthening our ability to anticipate workforce needs, activate talent pipelines early, and support hiring leaders with guided strategies that keep FSU competitive in a dynamic talent landscape.

In This Position, You Will

- Strengthen FSU's competitive positioning by identifying and engaging with passive candidates in hard-to-fill fields.
- Build sustainable pipelines for operational, technical, and leadership roles, especially within Facilities, one of our university's most complex and high-impact operational units.
- Bring market intelligence and recruitment strategy together to ensure FSU meets workforce demands in an environment defined by growth, innovation, and rising service expectations.
- Elevate FSU's evolving employer brand, voice, and talent outreach through contemporary sourcing methods, digital platforms, and human-centered engagement.

Your work will directly support the people who maintain, operate, and enhance the physical environments where students learn, researchers innovate, and campus life thrives.

FLORIDA STATE UNIVERSITY

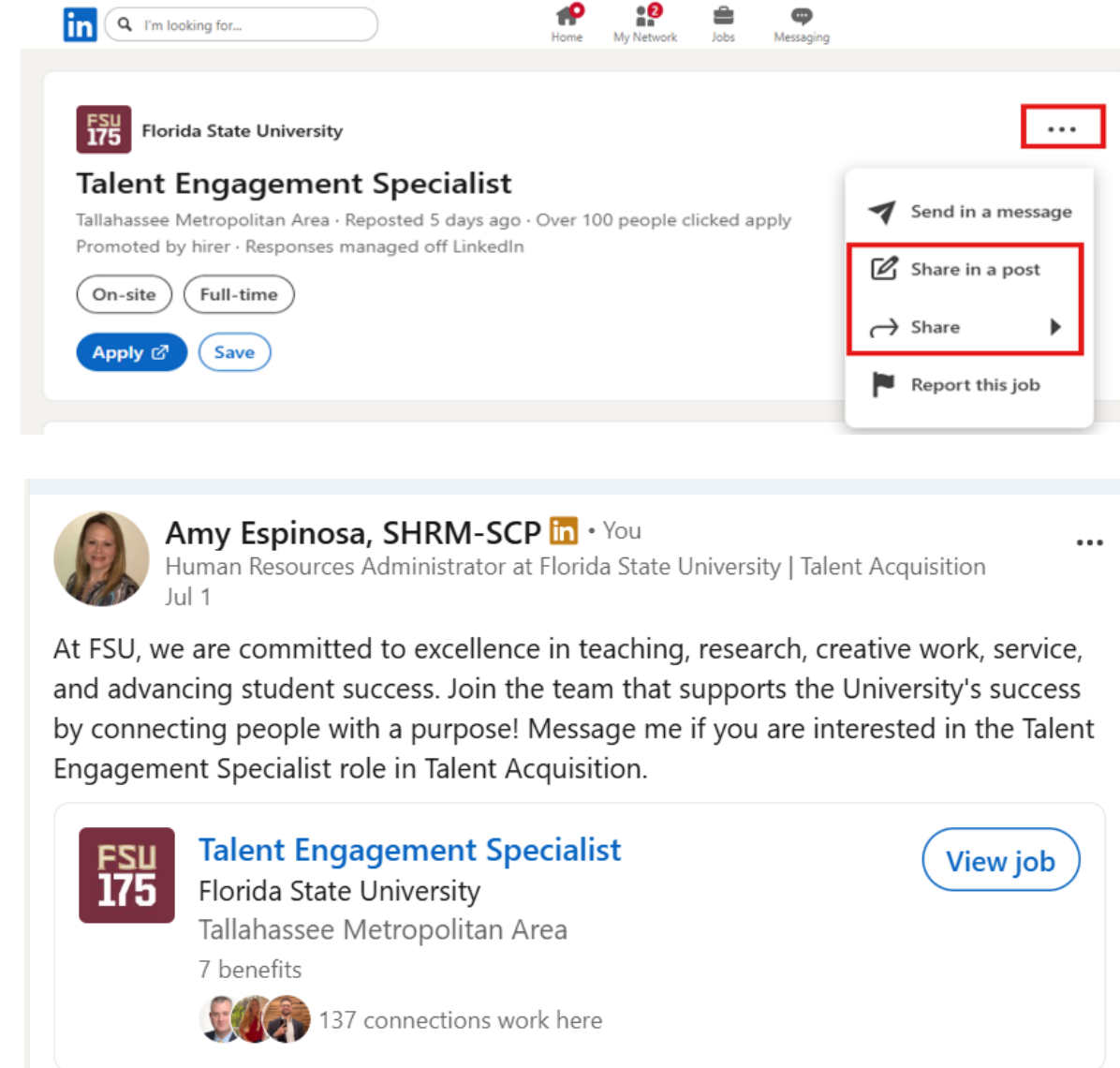
The Office of Human Resources

Share the Opportunity



Locate your job on FSU's LinkedIn

- Share with a comment
- Encourage your department/colleagues to like and share
- Reach a larger network
- Attract qualified applicants
- Let LinkedIn work for you



The screenshot shows a LinkedIn job posting for 'Talent Engagement Specialist' at Florida State University. The post is by Amy Espinosa, SHRM-SCP, a Human Resources Administrator at Florida State University | Talent Acquisition. The job is located in the Tallahassee Metropolitan Area. The post includes a 'Share' button and a dropdown menu with options: 'Send in a message', 'Share in a post', 'Share', and 'Report this job'.

Faculty Relations Reminders

Rebecca Peterson

Senior Associate Director

HR Faculty Relations

University-wide Faculty Salary Increases

- University-wide faculty salary increases are negotiated with the United Faculty of Florida (UFF) and are centrally implemented.
- Any salary increase outside of the university-wide salary increases are considered an Administrative Discretionary Increase (ADI) and must follow the ADI review and approval process.

Administrative Discretionary Increases

- Every ADI requires a justification and must be supported by one of the reasons listed on the ADI checklist.
 - ADI categories:
 - Counter-Offers
 - Endowed/Named Chairs
 - Extraordinary Accomplishments
 - Equity Adjustments
 - Increased Duties and Responsibilities
 - Recognition for Distinguished Faculty

ADI Tips

- A salary increase that falls outside of the listed categories is considered an “Other” faculty increase and requires 15-days advance notice to the UFF prior to implementation. Please advise departmental leadership of this requirement.
- Counter-offers must include a verified written offer from another institution or employer.
- A request to interview, recruiter outreach, or indication of other employment interest does not constitute a counter-offer and would be considered an “Other” increase.

ADI Tips Continued

- Every ADI request requires an approved justification memo and all required documents for HR final approval.
- Each ADI reason has specific documentation requirements outlined on the ADI checklist.
- Departments should review the checklist carefully to ensure all required documentation is included.
- Missing documentation can delay processing and review.
- Requests with incomplete documentation or unsupported reasoning will be returned for correction, which may impact processing timelines.
- Memos must be approved by both the Office of the Provost and the Office of Faculty Development and Advancement.

Faculty Contracts: Tips and Tricks

- Faculty contracts are generated from the data listed under Job Data and Tenure Data in OMNI-HR. Incorrect information in OMNI will result in incorrect information generated on the contract.
- Departments should review all employee information and contract details prior to generating a contract.
- Generating a contract does not automatically route it for approval. Departments must review the completed contract for accuracy before submitting it for approval.
- If errors are identified, the contract should be canceled and the underlying OMNI data corrected before regenerating the contract.

Faculty Contracts: Tips and Tricks Continued

- Use the correct contract type based on the faculty appointment type (9-month, 12-month, or 10-month).
- Verify funding, as faculty must have sufficient approved funding in OMNI-HR for a contract to be successfully generated.
- Ad Hoc contracts should only be used when there is a qualifying data change after the start of the academic year or when otherwise required by the contract process (except for faculty members on a four-year contract).
- Using the incorrect contract type or failing to verify funding may result in contract delays, cancellations, and regeneration of the contract.

Faculty Contracts: Multi-Year Specialized Faculty Contracts

- Specialized Faculty II and III appointments follow different contract rules than annual contracts and result in contracts that include either two or four years.
- Faculty on four-year contracts who receive salary increases may require an Ad-Hoc contract rather than regular contract regeneration. Four-year contracts should only be generated every other year unless there is a data change, such as a salary increase.
- Review system messages carefully and follow the instructions provided by Faculty Relations and OMNI.

Mandatory Reporting

Cornelius Brownlee

Director

Equal Opportunity Compliance & Engagement

What You Need to Know

- Why This Matters
 - FSU is committed to maintaining a safe and respectful learning and working environment.
 - Certain employees have a responsibility to report information involving sexual misconduct, sex discrimination, stalking, dating violence, domestic violence, and retaliation.
 - Timely reporting helps the University provide support, assess safety concerns, and respond appropriately.

Mandatory Reporters at FSU

- Anti-Sexual Misconduct Policy (FSU Policy 2-2)
 - Defines prohibited conduct, reporting obligations, responsible employees, confidentiality, and response procedures.

Who is a Mandatory Reporter?

- Under our policy, most faculty and staff are considered responsible employees and are required to report information they receive regarding potential sexual misconduct or sex discrimination.

What Should a Mandatory Reporter Do?

- Be supportive
- Share reporting obligations
- Avoid judgment
- Allow the person to share what they wish

How to Report

- [Report.fsu.edu](https://report.fsu.edu)
- Contact the Office of Equal Opportunity Compliance and Engagement at EDI@fsu.edu or (850) 645-6519
- FSUPD for emergencies (850) 644-1234
- Title IX Office (850) 645-2741

Remember...

- If you are unsure whether something should be reported, contact EOCE. It is always better to ask than to assume.

Year-End Reminders

Christine Conley

Director

HR Benefits & Leave

Accelerated Payroll Schedules

- Holidays cause FSU to modify some of the University's payroll processing schedules.
- Alternate Payroll Schedules can be found on the website.

Alternate Payroll 'K' Schedule (11/19/26)				
Monday, 11/16/26	Tuesday, 11/17/26	Wednesday, 11/18/26	Thursday, 11/19/26	Friday, 11/20/26
Run Actives	Time Entry Deadline	Approval Deadline-Noon	Cost Center 2	Final Cost Center
		Cost Center 1		

Accelerated Payroll Schedules Continued

Alternate Payroll 'M' Schedule (12/17/26)				
Friday, 12/11/26	Monday, 12/14/26	Tuesday, 12/15/26	Wednesday, 12/16/26	Thursday, 12/17/26
Run Actives	Time Entry Deadline	Approval Deadline- Noon	Cost Center 2	Final Cost Center
		Cost Center 1		

IMPORTANT: NO OFFCYCLE FOR PAY PERIOD M

Alternate Payroll 'N' Schedule (12/31/26)				
Thursday, 12/17/26	Friday, 12/18/26 12:00 pm	Friday, 12/18/26 5:00pm	Monday, 1/4/27	Tuesday, 1/5/27
Run Actives	Time Entry Deadline	Approval Deadline	Preliminary Cost Center	Final Cost Center
			12:00 pm Case Deadline	

Excess Annual Leave

- Employees will automatically retain up to 80 hours of excess annual leave over their pay plan maximum.
- Annual leave balances exceeding 80 hours of excess, based on the 12/31/26 balance, will have those hours converted to sick leave.
- Forms to opt out of the automatic 80-hour retention are due by 12/4/26.
- The automatic retention does NOT impact the lifetime payout limits for an employee's pay plan.

Winter Break

- Employees must be in pay status the scheduled day before the Winter Break begins to receive holiday payment.
- Employees must also physically return to the University following the break.
- Pre-approved vacation, provided the employee returns, is allowable.
- Those voluntarily separating on or around Winter Break should plan for their last day in pay status to be 12/18/26.

Open Enrollment Changes

- Open Enrollment runs through 10/30/26.
- Changes made during open enrollment are effective 1/1/27.
- Since insurance premiums are paid a month in advance, deduction changes will begin with the December paychecks.
 - Exception: FSA & HSA changes are effective the same month of the change.

Questions & Answers

Thank You!