



Florida Institute of Technology

High Tech with a Human Touch™

Directory Standard

Purpose

The purpose of this standard is to provide uniformity to the published Faculty and Staff Directory. Human Resources is the single point of contact for Directory Updates.

Procedure

Send all change requests to directoryupdates@fit.edu. The different types of changes are handled in the following way:

New Employees:

- Supervisor to send email to directoryupdates@fit.edu to include:
 - Building Number
 - Room Number
 - Telephone Number

Transfers/Department Changes:

- Include the following in Employee Information of the Human Resource Action Form (HRAF):
 - Building Number
 - Room Number
 - Telephone Number

Office/Phone Location Changes within Same Department:

- Supervisor to send email to directoryupdates@fit.edu to include:
 - Building Number
 - Room Number
 - Telephone Number

Directory Titles

Directory Titles automatically default to the Job Title associated with the employee's Banner Jobs Record. Some Titles will be adjusted to spell out abbreviations.

If an alternative Title is required in the Directory, please email your request to: directoryupdates@fit.edu. This request should include:

- The Directory Title preferred.
- The business reason why the change is needed.

Directory Title changes will be considered on a case-by-case basis and not all requests will be granted.

Data Standards:

Please take into account the following criteria when submitting any information relating to the directory:

- NO symbols/characters/punctuations (& , / -)
- Titles for VP or above:
 - Use **FOR** then area (e.g. Vice President for Information Technology)
- Titles for VP to Supervisor,
 - Use **OF** then area (e.g. Director of Career Management Services). This applies to the following:
 - Director
 - Associate Director
 - Assistant Director
 - Manager
 - Supervisor
- Titles for Positions under Supervisor, NO area
 - Director without subordinates
 - Manager without subordinates
 - Clerk
 - Secretary
 - Administrative Assistant
 - Receptionist
 - Coordinator
- With Senior in title, the word “Senior” is to be spelled out and appear after the position title, e.g. title senior.
- Men’s and Women’s Coaches positions are to be separated out. Same coach may have 2 lines. Consistent ordering of titles is to be maintained.
- Security Office: use title Security Officer followed by the area.

For questions or concerns, please email directoryupdates@fit.edu or call

Human Resources at 321-674-8100.