

UNIVERSITY OF CENTRAL FLORIDA
OFFICE OF THE PROVOST AND VICE PRESIDENT



Faculty Handbook

This document was prepared
and is maintained by the
Office of Faculty Affairs

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Preamble

UCF Overview

The overview provides an introduction to the University of Central Florida including the university's history, mission, values, creed, vision, institutional profile, and strategic plan. Also includes information about the UCF Board of Trustees and a general overview of the university's colleges and regional campuses.

University Organizational Structure

An overview of the university's organizational structure includes links to many UCF administrative and academic units, including the colleges, centers, and institutes.

University Governance

The UCF Faculty Senate functions as the basic legislative body of the University. An overview, with links, of the responsibilities and membership is provided.

Academic and Employment Information

An overview of academic and general employment information for faculty including various university regulations, policies, procedures, guidelines, and benefits of UCF employment.

Faculty Resources and Support

Pedagogical resources from the [Faculty Center for Teaching and Learning \(FCTL\)](#).

Research resources from the [Office of Research and Commercialization](#), which serves UCF researchers as the official liaison between UCF and government and commercial sectors.

Campus resources and information about many helpful offices at UCF can be found at the [Faculty Success](#) website.

Faculty support services and offices are extensive at UCF and the Faculty Handbook provides links to a great number of them.

Preamble

Welcome to the Faculty Handbook. The purpose of the handbook is to provide new and continuing faculty with a reference tool to assist them in their career at the University of Central Florida. Much of the handbook contents are based on Florida Statutes and university regulations, policies, and guidelines, as well as the UCF Board of Trustees – United Faculty of Florida Collective Bargaining Agreement. However, the Faculty Handbook is not a legal document and should not be considered a substitute for the various regulations that govern the University.

The Faculty Handbook is available solely on-line so that the most current information can be made available to the reader. If you notice that handbook contents need updating, please contact the [Office of Faculty Affairs](#).

For further information about the University of Central Florida, readers are advised to see the [Golden Rule](#), the [Graduate Catalog](#), the [Undergraduate Catalog](#), the [Faculty Constitution](#), [Human Resources](#), the [UCF Board of Trustees – United Faculty of Florida Collective Bargaining Agreement](#), and other sources identified throughout this document.

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UCF Overview

This section provides an introduction to the University of Central Florida and includes the following:

[University History](#)

[University Mission](#)

[University Vision](#)

[University Values](#)

[University Creed](#)

[Institutional Profile](#)

[Strategic Planning at UCF](#)

[UCF Board of Trustees](#)

[Colleges of the University](#)

[Regional Campuses](#)

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University History

The need for a university in the central part of the state was first felt in the late 1950s when forecasts predicted tremendous growth in college enrollment. In 1963, the University of Central Florida became the seventh of the eleven state universities to be established.

"The University of Central Florida" was one of the first names suggested for the new university, but the Orlando community preferred the name "Florida Technological University," which reflected the space coast area's need for programs in engineering

and the physical sciences. The university was originally authorized to open with schools of Business Administration, Education, Arts and Sciences, and General Education; but in 1966 the Board of Regents approved a College of Engineering as well. Its first classes were offered on October 7, 1968, with an enrollment of 1,948 students.

To reflect its mission as a university with a wide range of academic programs, on December 6, 1978, the Florida Legislature approved a change of name. It has been called the "University of Central Florida" (UCF) since that time.

Enrollment grew as fast as the university could expand its facilities, offerings, and services. Today, UCF is the largest of the eleven schools in the State University System of Florida, with a Fall 2009 student enrollment of 53,644 and houses twelve colleges: College of Arts & Humanities, College of Business Administration, College of Education, College of Engineering and Computer Science, College of Graduate Studies, College of Health and Public Affairs, College of Medicine, College of Nursing, College of Optics and Photonics, College of Sciences, Rosen College of Hospitality Management, and the Burnett Honors College.

In partnership with industry, UCF has developed world-class centers and institutes in the areas of optics and photonics, modeling and simulation; and the Central Florida Research Park adjacent to the university is ranked as one of the top ten such facilities in the nation.

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University Mission

The UCF mission statement was originally developed by the Strategic Planning Council and is endorsed by the UCF Board of Trustees. It is the official statement that should be used in the catalog, degree proposals, and other academic documents.

The University Mission Statement is as follows:

The University of Central Florida is a public multi-campus, metropolitan research university that stands for opportunity. The university anchors the Central Florida city-state

in meeting its economic, cultural, intellectual, environmental and societal needs by providing high-quality, broad-based education and experienced-based learning; pioneering scholarship and impactful research; enriched student development and leadership growth; and highly relevant continuing education and public service initiatives that address pressing local, state, national, and international issues in support of the global community.

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University Vision

UCF has embarked on a bold venture to become a new kind of university that provides leadership and service to the Central Florida city-state. While sustaining bedrock capabilities in the future, the university will purposely pursue new strengths by leveraging innovative partnerships, effective interdisciplinarity, and a culture of sustainability highlighted by a steadfast commitment to inclusiveness, excellence, and opportunity for all.

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University Values

The UCF values comprise the foundational principles that guide the conduct, performance, and decisions of the university, its students, and its employees.

The University Values Statement is as follows:

Integrity, scholarship, community, creativity, and excellence are the core values that guide our conduct, performance, and decisions.

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University Creed

The above values have been incorporated into a UCF Creed that directs the actions of the university, its students, and its employees.

Integrity

I will practice and defend academic and personal honesty.

Scholarship

I will cherish and honor learning as a fundamental purpose of my membership in the UCF community.

Community

I will promote an open and supportive campus environment by respecting the rights and contributions of every individual.

Creativity

I will use my talents to enrich the human experience.

Excellence

I will strive toward the highest standards of performance in any endeavor I undertake.

Goals

Goal 1: Offer the best undergraduate education available in Florida.

Goal 2: Achieve international prominence in key programs of graduate study and research.

Goal 3: Provide international focus to our curricula and research programs.

Goal 4: Become more inclusive and diverse.

Goal 5: Be America's leading partnership university

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Challenge

UCF will cultivate an engaging attitude of awareness, innovation, courage, and agile responsiveness to its members to promote discovery and address emerging needs within the university and the Central Florida city-state. The entire university community is empowered to identify, seek, develop, and capitalize on opportunities that arise in the future and meet the vision of the university.

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Institutional Profile

UCF is a metropolitan research institution with a tradition of quality instruction, research, and service, promoting the advancement and application of knowledge. UCF is committed to providing its students the finest undergraduate education available in Florida, achieving international prominence in key graduate and research programs, promoting a global perspective in its curricula and research, fostering inclusiveness and diversity, and becoming America's leading partnership university.

In the fall of 2009, approximately 53,644 students enrolled at the university's campus in Orlando as well as its twelve regional campuses. Nearly 1,300 full-time faculty offer instruction in ninety baccalaureate programs in ten colleges. These are the College of Arts & Humanities, College of Business Administration, College of Education, College of Engineering and Computer Science, College of Health and Public Affairs, College of Medicine, College of Nursing, College of Optics and Photonics, College of Sciences, and the Rosen College of Hospitality Management. Master's programs are offered in ninety-one disciplines, specialist programs are offered in three, with doctoral programs offered in twenty-nine areas, and one professional degree offered in Medicine. In 2006, the College of Medicine was established. All students entering the Medical school's

inaugural fall 2009 class were awarded full scholarships for their entire time in the program. The university boasts \$121 million in external funding during 2009.

Central Florida is a high-technology center, the number one tourist destination in the world, an international port of entry, and a fast-growing, multicultural community with all of the opportunities and challenges that face such population centers. UCF's mission and programs reflect these realities.

UCF works actively to build partnerships that promote development of Central Florida's economy through carefully targeted programs of graduate study and research. The High-Technology Corridor Council, attracts, retains, expands high-technology investments and jobs, and is but one example of UCF's collaboration with partners from industry, state and local government, and higher education.

The new College of Medicine acts as the focal point of a new Orlando medical city at Lake Nona. In addition to the UCF College of Medicine, the medical city includes the Burnham Institute for Medical Research, Nemours Children's Hospital, and the M.D. Anderson Cancer Center Orlando. A Veterans' Administration Hospital will be added to this medical complex in the near future.

Partnerships with high-technology industry have emerged in various centers and institutes including the Institute for Simulation and Training, Center for Research and Education in Optics and Lasers, Center for Applied Human Factors in Aviation, Florida Space Institute, Biomolecular Science Center, Florida Literacy and Reading Excellence Center, and the Florida Interactive Entertainment Academy. The Central Florida Research Park is both an incubator for a growing number of high-technology startup firms and a national center for Department of Defense simulation and training activities. Additionally, the College of Education's partnership with Lockheed Martin enhances education and training of K-8 mathematics and science teachers.

The university's state-of-the-art visual arts complex, music, film and theater programs, and the UCF-Orlando Shakespeare Festival, support the area's cultural growth. Central Florida's hospitality industry recruits graduates from the Rosen College of Hospitality Management, while the college's Dick Pope, Sr. Institute for Tourism Studies performs an

array of industry research studies. The College of Business Administration has also formed strong corporate partnerships with both local and national businesses, and provides those organizations with top quality students and entrepreneurs for service learning projects, internships, and employment opportunities upon graduation. Still other partnerships between the College of Health and Public Affairs and the Central Florida community abound as reflected in the Florida Institute of Government.

In the College of Sciences Department of Sociology, the Institute for Social and Behavioral Science undertakes applied research projects for local community agencies and groups such as Harbor House, the Coalition for the Homeless of Central Florida, the Orlando Housing Authority, the Healthy Community Initiative, and many others. The local media regularly call upon members of UCF's Department of Political Science for commentary and analysis of political issues and campaigns. In addition, area studies programs, primarily housed in the College of Arts and Humanities, offer the opportunity to explore multicultural issues.

In conjunction with the university's efforts to provide high-quality academic opportunities and the development of mutually rewarding partnerships is a strong commitment to diversity and inclusivity. To this end, UCF's Office of Diversity Initiatives provides information and training to faculty, staff, and students about diversity within the United States. In addition, specific programs located within the College of Arts & Humanities, such as African-American Studies and Women's Studies, further reflect the university's emphasis on diversity.

In all of its teaching, research, and service programs, UCF continually reaffirms its commitment to become one of America's great public, metropolitan research universities.

For more information on current facts about UCF, please visit:

<http://www.iroffice.ucf.edu/character/current.html>

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Strategic Planning at UCF

The University of Central Florida has an active and continuous planning process that includes a focused strategic plan. UCF has embarked on a bold venture to become a new kind of university, one that leads as well as serves its region, its city-state. That is our goal. Our strategic plan must identify tactics that will enable us to achieve it in a competitive environment. For more information, please see the [President's Strategic and Planning Overview](#). For more information about the strategic planning process, please visit [UCF strategic planning](#).

UCF Board of Trustees

On Friday, June 22, 2001, Governor Jeb Bush announced the members of the first University of Central Florida Board of Trustees (BOT). According to the BOT statement of purpose, "under Amendment 11 to Article IX, Section 7 of the Florida Constitution, the University of Central Florida Board of Trustees is vested by law with all the powers and authority to effectively govern and set policy for the University of Central Florida in accordance with the laws of the State of Florida and with rules of the Florida Board of Education."

Florida Statute 1001.74 states that the State University System boards of trustees shall be responsible for:

- cost-effective policy decisions appropriate to the university's mission;
- implementation and maintenance of high quality education programs within law and rules of the State Board of Education;
- the measurement of university performance;
- the reporting of university-related information;
- The provision of input regarding state policy, budgeting, and education standards.

For more information about the UCF Board of Trustees, including board members, visit <http://bot.ucf.edu/>.

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Academic Colleges at the University of Central Florida

Degrees and courses of study are offered in ten academic colleges at the University of Central Florida including the:

[College of Arts & Humanities](#)

[College of Business Administration](#)

[College of Education](#)

[College of Engineering and Computer Science](#)

[College of Health and Public Affairs](#)

[College of Medicine](#)

[College of Nursing](#)

[College of Optics and Photonics](#)

[College of Sciences](#)

[Rosen College of Hospitality Management](#)

In addition, the University of Central Florida offers a challenging academic program to UCF's most academically talented undergraduate students through the [Burnett Honors College](#).

UCF Regional Campuses

The University of Central Florida offers high quality, affordable, and convenient educational opportunities throughout central Florida with its regional campuses. For more information about the regional facilities, including course schedules, please visit the [Regional Campuses](#) website, or call them at (407) 823-4547.

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UCF's Organizational Structure

This section presents a general overview of the university's organizational structure and provides links to many UCF administrative and academic units.

Office of the President

The UCF Board of Trustees appoints the president of the university who is ultimately responsible for every aspect of university operations. The president appoints the other officers of the university and determines their authority and respective responsibilities. As such, all university units report to the president, most often through the respective vice presidents (see the [organizational chart](#)). Those reporting directly to the Office of the President include the following:

Provost and Vice President for Academic Affairs

The Provost and Vice President of Academic Affairs reports directly to the president and is second in command at the university. Responsibility for administration of all academic programs, budgets related to academic affairs, and faculty personnel issues resides with the person holding this position. For further discussion of Academic Affairs, see section titled [Office of the Provost and Vice President for Academic Affairs](#).

Vice President and Chief of Staff

The Vice President and Chief of Staff reports directly to the president, serves as liaison to the university's Board of Trustees, manages the personnel, operations, and budget of the Office of the President, and has responsibility for the following units: [Office of Diversity Initiatives](#), Office of Compliance and Ethics, [Office of Equal Opportunity and Affirmative Action Programs](#), [General Counsel's Office](#) (for administrative matters), [Ombuds Office](#) and [University Audit](#).

Vice President for Administration and Finance

The [Division of Administration and Finance](#) includes the following three division units: Facilities and Safety (Facilities and Safety AVP office, Environmental Health and Safety, Facilities Planning, Landscape and Natural Resources, Facilities Operations, Sustainability and Energy Management and University Police); Finance (Finance and Accounting, Financial Services, Purchasing); and University Support (Business Services, Human Resources, Parking and Transportation Services). For further information visit the website, or call (407) 823-2351.

Vice President for University Relations

The Vice President for University Relations is responsible for developing partnerships with individuals and groups in an effort to help UCF achieve its goal of becoming the nation's leading metropolitan research university. Key constituencies include local, state and national elected officials; local, state, regional, national and international media; chambers of commerce; area businesses, social organizations and government agencies; economic and regional business development councils and commissions; local, state, regional and national opinion leaders; and neighborhood associations.

Areas within University Relations include: Federal Relations, Governmental Relations, State and Local Government Affairs, University Economic Development, and Defense Transition Services. For more information about the Division of University Relations, please call (407) 823-2502.

Vice President for Community Relations

The Vice President for Community Relations oversees the cultivation, maintenance, and enhancement of links between the university and the various publics that it serves. This includes the creation and implementation of community-based programs to increase knowledge and understanding of the university within key external communities. The Vice President for Community Relations is responsible for the following units: Office of Constituent Relations, Department of Community Relations, the [Metropolitan Center for Regional Studies](#), and the [Office of the Special Assistant to the President for Global Perspectives](#). For more information visit the [Division of Community Relations](#), or call (407)

Vice President for Development and Alumni Relations

The Vice President for Development and Alumni Relations is responsible for enhancing relationships with UCF alumni, friends, faculty, staff, and community partners. As such, the Vice President for Development and Alumni Relations is also CEO of the UCF Foundation, Inc., the official fundraising organization and recipient of gifts for the University of Central Florida. For more information visit [Alumni Relations](#) or call (407) 823-2586.

Vice President for SMCA: Strategy, Marketing, Communications, and Admissions

The division, SMCA, is responsible for developing the university's overall strategic plan and communicating the success of the university through an integrated communications program, the coordination of media relations, the employment of

creative broadcast services and the attraction and enrollment of diverse, academically-talented undergraduate students. SMCA also generates official university reporting for use by federal or state agencies, national survey organizations and the entire university community. SMCA departments facilitate and enhance end-user data-based solutions through the use of business intelligence and information-driven, decision-making tools. The following units report to the Vice President for Strategy, Marketing, Communications, and Admissions: University Strategic Planning; News & Information, UCF TV, UCF Marketing, Undergraduate Admissions, Student Financial Assistance, Regional Campuses, Institutional Research, Operational Excellence and Assessment Support, and University Analysis and Planning. For more information please call (407) 823-2232.

University General Counsel

The General Counsel's Office functions primarily in an advisory capacity and reports directly to the president. The attorneys in the [Office of the General Counsel](#) represent the university in all legal matters (judicial, administrative, and other legal proceedings). They provide legal advice to the university in a wide variety of areas including business law, contracts, education law, labor/employment, environmental law, athletics, constitutional law, research/intellectual property law, and tort. The office also provides legal representation to employees in need as a result of acting within the scope and course of their employment. For more information about the General Counsel's Office, please call (407) 823-2482.

Director of Athletics/ Executive Vice President

Under the general supervision of the Executive Vice President and Director of Athletics, the UCF Athletic Department coaches and staff coordinate the university's athletic programs. For more information about UCF Athletics, please call (407) 823-3213 or visit <http://ucfathletics.cstv.com/>.

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Office of the Provost and Vice President for Academic Affairs

The Provost and Vice President for [Academic Affairs](#) provides leadership for the Division of Academic Affairs. Briefly stated, the mission of the Division of Academic Affairs is to create and support an environment that promotes the university's academic endeavors as one of the state's most comprehensive and diversified institutions of higher education. Included in the division's organizational structure are the university's twelve [colleges](#), the [Office of the Vice President for Research](#), the [Regional Campuses](#), the [Division of Student Development and Enrollment Services](#), the [Office of Undergraduate Studies](#), the College of [Graduate Studies](#), Academic Affairs Administration, and the [Division of Information Technologies and Resources](#). Additional units designed to provide leadership and support include [Internationalization](#), the [Karen L. Smith Faculty Center for Teaching and Learning](#), [Office of Faculty Affairs](#), [Office of Faculty Relations](#), budget [Facilities Planning & Construction](#), facilities, and special projects and initiatives. For more information about the Office of the Provost and Vice President for Academic Affairs or the Division of Academic Affairs, please call (407) 823-2302 or visit the [Provost's](#) website.

Office of the Vice President for Research and Commercialization

The Office of the Vice President for Research and Commercialization (ORC), serves UCF scholars as the official liaison between the university and external agencies by providing a helping hand for faculty working their way through the funding and contract management process. The office helps establish connections with agencies and individuals that increase opportunities and funding for research and other creative activities. Centers and institutes as well as other research offices report to the VP for Research and Commercialization, Included among the units reporting to the Vice President of Research are the: [Advanced Materials Processing and Analysis Center \(AMPAC\)](#), [Arboretum](#), [Biomolecular Science Center](#), [Center for Research and Education in Optics and Lasers \(CREOL\)](#), [Florida Solar Energy Center](#), [Institute for](#)

[Simulation and Training](#), [Nanoscience Technology Center](#), the [Women's Research Center](#), [Office of Sponsored Programs](#), the [Office of Technology Transfer](#), and the [Technology Incubator](#). For additional information about the Office of the Vice President of Research and the [Office of Research and Commercialization](#), visit the website, or refer to the following contact information:

Office of the Vice President for Research (407) 823-5538

Office of Research and Commercialization (407) 823-3778

Division of Student Development and Enrollment Services

The [Division of Student Development and Enrollment Services](#) (SDES) refers collectively to the division and its many functional units responsible for the administration and management of programs, services, facilities, and activities designed to support and complement the educational mission of the university, while simultaneously improving the student's total collegiate experience. In partnership with other university divisions and the community, the division fosters a philosophy that promotes an optimal student-learning environment. The general division functions include student academic support, first year transition, regional campuses student services, student rights and responsibilities, student life, student support services and wellness. For a detailed listing of all offices reporting to SDES go to their website, or call the main number at (407) 823-4625.

Office of Undergraduate Studies

The [Office of Undergraduate Studies](#) supports the academic mission of the university, assisting in curriculum development and review, in co-curricular planning and programming, and in enhancing the effectiveness of other units and faculty in their efforts to provide outstanding undergraduate education. The Office of Undergraduate Studies is overseen by the Dean of Undergraduate Studies as is its [Academic Services](#) unit, [Bridges](#), [Experiential Learning](#), [Interdisciplinary Studies](#), [Quality Enhancement Plan](#),

[McNair Scholars Program](#), [Office of Preprofessional Studies](#), [Office of Undergraduate Research](#), and [Research and Mentoring Program](#). For additional information about the Office of Undergraduate Studies call (407) 823-2373.

College of Graduate Studies

The [College of Graduate Studies](#) is integral to the university's goal of achieving international prominence in key programs of graduate study. The division is responsible for providing leadership, and vision for graduate education at the University of Central Florida. Working in conjunction with Faculty Senate Committees and college and graduate program directors, the Graduate College is responsible for developing university-wide graduate plans and policies, coordinating graduate activities, distributing tuition support and fellowships to the colleges, facilitating the adoption of new graduate programs, coordinating the recruitment of graduate applicants, admitting graduate students to the university, ensuring that academic standards are maintained, certifying successful completion of graduation requirements, and awarding graduate degrees. The departments that comprise this division include recruiting, admissions and student services, and financial assistance and publications. In addition, the division provides oversight to the [International Services Center](#). For further information about the College of Graduate Studies, please refer to the website or call (407) 823-2766.

Division of Information Technologies and Resources

The [Division of Information Technologies and Resources](#) provides comprehensive planning and support for UCF's information and communications resources. The division's operating units include: [University Libraries](#), [Computer Services and Telecommunications](#), [Course Development and Web Services](#), [Office of Instructional Resources](#), [Center for Distributed Learning](#), [The UCF Channel](#), and [the Research Initiative for Teaching Effectiveness](#). For additional information about the Division of Information Technologies and Resources please call (407) 823-6778, or visit division website.

Academic Budget and Personnel Administration Office

The Academic Budget and Personnel Administration Office has oversight responsibility for all matters related to budget and personnel administration and planning for the Academic Affairs division. These responsibilities extend to include university-wide activities relating to the implementation of budget, personnel, and other administrative procedures, policies and/or systems to improve operational effectiveness and efficiency within the division and/or the university. For additional information, please call (407)823-4978.

Academic, Faculty, and International Affairs

The [Academic Affairs Planning and Evaluation](#) provides overall coordination of the diverse academic functions of the university, including coordination for program reviews and discipline accreditation. The vice provost supports the Educational Programs Committee of the Board of Trustees, serves as the university liaison to the Southern Association of Colleges and School Commission on Colleges (SACS-COC). The office also undertakes special projects and studies for the provost. Units reporting to planning and evaluation include the [Office of Faculty Affairs](#), the [Office of International Studies](#), and the [Office of Multicultural Multilingual Affairs](#). The office further acts as the Academic Affairs liaison to the Faculty Senate. For additional information about the Division of Planning and Evaluation, please call (407) 823-4376 or visit the website.

Karen L. Smith Faculty Center for Teaching and Learning

The Karen L. Smith Faculty Center for Teaching & Learning supports faculty members, adjuncts, and graduate teaching assistants with all matters relating to pedagogy and instruction at UCF. Faculty Center staff promote integration of new ideas and effective pedagogy into courses, programs, and curricula through events; provide a space for on-going discussions on teaching innovations and techniques such as through face-to-face and online interactions; facilitate the sharing of resources, skills, and knowledge across academic disciplines through the development of learning communities and collaboration with other campus support units; facilitate the integration of research into

teaching; offer an informal venue for research and artistic projects through our publications, workshops, and conferences; and advocate for and support the Scholarship of Teaching and Learning.

Office of Faculty Affairs

The [Office of Faculty Affairs](#) supports deans, directors, chairs, and other administrators in the development and implementation of institutional policies and professional development activities related to the academic missions of teaching, research, and service to the university. Faculty Affairs personnel are responsible for the: facilitation and administration of promotion and tenure; development and mentoring of faculty and faculty administrators; final ethics review of all faculty potential conflict of interest and commitment reports; review and approval of all faculty qualifications for instructors of record; oversight and development of the faculty evaluation policies and procedures including the review and approval of all department annual evaluation, standards and procedures; assessment planning and evaluation of the Provost's Office; oversight of the faculty and A&P sick leave pool; coordination of employee tuition waivers; and administration of several university faculty awards, including sabbaticals, professional development leaves, and initiatives to incentivize teaching and research. For additional information about the Office of Faculty Affairs please visit the website or call (407) 823-1113.

Colleges, Centers, and Institutes

UCF Colleges

The University of Central Florida has a total of twelve colleges: [Burnett Honors College](#); [College of Arts & Humanities](#); [College of Business Administration](#); [College of Education](#); [College of Engineering and Computer Science](#); [College of Graduate Studies](#); [College of Health and Public Affairs](#); [College of Medicine](#); [College of Nursing](#); [College of Optics and Photonics](#); [College of Sciences](#); and [Rosen College of Hospitality Management](#).

The dean of each college reports to the Provost and Executive Vice President for Academic Affairs. Reporting directly to the deans are associate and assistant deans, department chairs, school directors, program directors, and others as coordinated by the particular college. In addition to offering degree programs on the Orlando campus, the colleges also offer various degree programs and coursework at the university's [regional campuses](#). For additional information on regional campus degree and course offerings, please visit the regional campuses website or call (407) 823-4547.

Academic Centers and Institutes

Institutes or centers are university entities established to coordinate intra- and interinstitutional research, service, and/or training activities that supplement and extend existing instruction, research, and service at the institution. In some cases, institutes or centers are established to provide the infrastructure needed to coordinate and support activities across the State University System (e.g., Florida Center for Library Automation, University Press). Operating entities with the term "institute" or "center" in their titles that provide services, such as SARC or FCTL, are not covered under these policies and are not intended to be covered by this memorandum.

Types of Institutes and Centers

The state recognizes two types of institutes or centers: State of Florida Institute or Center and University Institute or Center.

State of Florida Institute or Center

- Has a statewide mission.
- Includes two or more state universities.
- Must be approved by the Florida Board of Governors.
- Has a Memorandum of Understanding among the presidents or their designees from all participating universities and the chancellor or his or her designee that outlines operational procedures for the institute or center.
- Has an advisory board with membership as designated in the Memorandum of Understanding.
- Has a separate unit account in the host university's operating budget.
- May spend state funds appropriated to the institute or center according to Legislative and/or university decisions.
- May spend "other" funds (e.g., fees; contracts and grants—including private, federal, and state contracts and grants not appropriated through the Educational and General budget entity).

These proposed institutes and centers will follow guidelines developed by the state and CAVP especially for the approval of statewide institutes and centers.

University Institute or Center

- Established by a single university.
- May expend state funds appropriated to the institute or center according to Legislative and/or university decisions.
- May expend “other” funds according to appropriate UCF and state policy and procedures (e.g., fees; contracts and grants—including private, federal, and state contracts and grants not appropriated through the educational and general budget entity).

Guidelines for Establishing a University Institute or Center

Proposals for Centers or Institutes require approval by the Provost and President after initial review and approval of the respective chairs, deans, vice president (where appropriate) and the Vice President for Research.

Once the department and college reviews have occurred, signified by the signatures of the chair and dean (and vice president where appropriate), the proposal should be forwarded to the Office of Research and Commercialization for review by the Vice President (VP) for Research. In general, the primary critical review should occur at the College and Departmental level; the VP may solicit constructive suggestions from the Research Council for integrating the Center's objectives with existing University programs. Proposals that are approved by the VP for Research will then be forwarded to the Provost. The Provost or his designee will provide the final approval. The primary critical review will occur at the VP for Research level in consultation with the Research Council.

Intradepartmental centers should be established according to policy set within the department and signed off by the chair and respective dean before transmittal to Academic Affairs. Chairs should follow the procedure for development of a center

proposal outlined in the attachments. The primary critical review will occur at the VP for Research level in consultation with the Research Council.

Intracollege centers should be established according to policy set within the college and have the signature approval of the chairs of the participating faculty and the dean before transmittal to Academic Affairs. The chairs and deans should follow the procedure for development of a center proposal outlined in the attachments. The primary critical review will occur at the VP for Research level in consultation with the Research Council.

Intercollege centers should be established according to policies set within all colleges and departments of participating faculty and according to the procedure set forth in this document. Signature approval by the deans and chairs for each of these units must be obtained before transmittal to Academic Affairs. The primary critical review will occur at the VP for Research level in consultation with the Research Council.

Contingent upon the recommendation of the Vice President for Research, the proposal will be submitted to the provost and president. The president was delegated power of approval by the UCF Board of Trustees on July 29, 2004. Upon approval, information will be provided to the UCF Board of Trustees through an Educational Programs Committee agenda item.

A full description of the institutes or centers policies and procedures for approving, classifying, operating, reviewing, and disbanding university level institutes, or centers at the University of Central Florida can be available from the following pdf document:

[.www.research.ucf.edu/Centers/UCF Inst and Centers Policy.doc](http://www.research.ucf.edu/Centers/UCF_Inst_and_Centers_Policy.doc)

The University of Central Florida has a number of centers and institutes. Some are linked directly with one particular college or department while others are coordinated at the university level. The extensive list that follows is in alphabetical order and includes a mix of centers and institutes at UCF. It is not, however, a comprehensive list of all such UCF entities. For a listing of all [UCF Institutes and Centers](#) visit the website.

University Centers and Institutes

[Advanced Materials Processing and Analysis Center \(AMPAC\)](#)

[Biomolecular Science Center](#)

[Center for Advanced Transportation Systems Simulation \(CATSS\)](#)

[Center for Applied Human Factors in Aviation \(CAHFA\)](#)

[Center for Autism and Related Disabilities](#)

[Center for Business and Economic Research \(CBER\)](#)

[Center for Community Partnerships \(CCP\)](#)

[Center for E-Design and Realization](#)

[Center for Economic Education](#)

[Center for Educational Research and Development](#)

[Center for Entrepreneurship & Innovation](#)

[Center for Executive Development](#)

[Center for Humanities and Digital Research](#)

[Center for Lifestyle Medicine](#)

[Center for Multilingual Multicultural Studies \(CMMS\)](#)

[Center for Multi-Unit Restaurant Management](#)

[Center for Research and Education in Optics & Lasers \(CREOL\)](#)

[Dick Pope Sr. Institute for Tourism Studies](#)

[Dr. Phillips Institute for the Study of American Business Activity](#)

[Environmental Systems Engineering Institute \(ESEI\)](#)

[Executive Development Center](#)

[Florida-Canada Linkage Institute \(FCLI\)](#)

[Florida-Eastern Europe Linkage Institute \(EELI\)](#)

[Florida Literacy and Reading Excellence Center \(FLaRE\)](#)

[Florida Institute of Government](#)

[Florida Photonics Center of Excellence \(FPCE\)](#)

[Florida Sinkhole Research Institute \(FSRI\)](#)

[Florida Solar Energy Center \(FSEC\)](#)

[Florida Space Institute \(FSI\)](#)

[Institute for Diversity and Ethics in Sport](#)

[Institute for Economic Competitiveness](#)

[Institute of Exercise Physiology and Wellness \(Tel. 407-823-2049\)](#)

[Institute for Simulation and Training](#)

[Institute for Social and Behavioral Science](#)

[Institute for Statistics \(407\) 823-5528](#)

[Institute for Technical Writing \(407\) 823-5159](#)

[Learning Institute for Elders at UCF](#)

[Marriage and Family Institute](#)

[The Metropolitan Center for Regional Studies](#)

[Nanoscience Technology Center](#)

[National Center for Forensic Science \(NCFS\)](#)

[Progress Energy - UCF Leadership Institute](#)

[Public Safety Technology Center](#)

[Small Business Development Center](#)

[Small Business Institute](#)

[Spaceport Research & Technology Institute](#)

[Toni Jennings Exceptional Education Institute](#)

[Transportation Systems Institute \(TSI\)](#)

[Wellness Research Center \(WRC\)](#)

[Women's Research Center](#)

[Writing Center, UCF](#)

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UCF Academies

[Florida Interactive Entertainment Academy \(FIEA\)](#)

[Lockheed Martin/UCF Academy for Mathematics and Science](#)

[Stormwater Management Academy](#)

[UCF Academy for Teaching, Learning, and Leadership](#)

[UCF Web Development Academy](#)

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University Governance

The [UCF Faculty Senate](#) shall be the basic legislative body of the University. Within the legal structure of the University of Central Florida and in cognizance of the reality that the University can only function properly when goodwill is nurtured and maintained by the president, administrators, and faculty, this constitution establishes the means for faculty participation in the governance of the University of Central Florida. In addition, the chair of the Faculty Senate serves in a non-unit capacity as a member of the Board of Trustees (BOT).

The Faculty Senate shall address itself to academic and related matters that concern more than one college and to general educational policies. As the elected body of the Faculty Assembly, the Faculty Senate may formulate its opinion upon any subject of interest to the university and adopt appropriate resolutions. Resolutions addressing those areas of authority legally reserved to the president and the Board of Trustees are be advisory in nature only. Each resolution adopted by the Faculty Senate is forwarded to the provost and executive vice president who shall act upon the recommendation within 60 days. The provost and executive vice president shall have veto power over any action by the Senate. The veto with rationale shall be communicated in writing to the secretary of the Faculty Senate and to the chair of the Faculty Senate. If the provost and executive vice president does not act within 60 days, this shall be considered a veto. The Senate, by a two-thirds majority vote, may appeal to the president any action so vetoed. A subsequent veto by the president shall be communicated in writing to the secretary of the Faculty Senate and to the chair of the Faculty Senate. If the president does not act within 60 days, this shall be considered a veto. The Senate, by a two-thirds majority vote, may appeal to the Board of Trustees any action so vetoed. A decision by the BOT is final.

The Faculty Senate shall consist of the provost and executive vice president, elected members, and the immediate past chair of the Faculty Senate as an ex officio member. The term of office for an elected member shall be two years, with approximately one-

half of the members being elected each year. An ex officio member is a person who holds an appointment by virtue of office. This individual is a contributing member who takes part in all discussions and serves as a resource person but is non-voting and cannot serve as the chair of a committee unless specified otherwise.

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Academic and Employment Information

This section provides an overview of important academic and general employment information for faculty including various regulations, policies, procedures, guidelines, and benefits of UCF employment.

Academic Ranks

The faculty consists of individuals holding the titles of instructor through professor or above, or the equivalent in academic rank and special career faculty titles. The term "ranked faculty" means faculty holding the academic ranks of instructor, assistant professor, associate professor, and full professor. Faculty status is also provided for librarians and personnel holding other titles such as the scholar/scientist/engineer, Research Associate, lecturer, and assistant-in _____ and associate-in _____ titles.

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Joint and Secondary Joint Appointments

Education requires the availability of highly competent individuals with specialized skills who share their competence in more than a single area. Therefore, the university is committed to encouraging, facilitating, and rewarding interdisciplinary, multi-disciplinary, and cross-disciplinary educational and scholarly activities. Appointments of faculty and staff members in more than one department, school, center, institute, or college are encouraged as a way to further this objective.

Joint and secondary joint appointments are designed specifically to facilitate these activities. These appointments may involve appointments across two or more academic units, or an academic unit and a center or institute.

Joint, Secondary Joint appointments require the approval of all participating units (home and host units), applicable school, college, center/institute administrators, and the Provost. The College of Graduate Studies should be notified when joint appointments are made.

All joint and secondary joint appointees who will be the instructors of record for lectures, laboratories, independent studies, internships, clinicals, or any other credit-bearing experience must meet the SACS criteria for faculty. If appointees will be instructors of record for credit-bearing experiences, the department must submit an AA20(a) form, which can be found on the Faculty Affairs web site under "Forms."

- Joint and Secondary Joint Appointees hold tenure only in their home department unless otherwise addressed by the home and host units.
- Annual evaluations will be the sole responsibility of the home department for secondary joint appointments. Joint appointments, where salary cost is shared, may be evaluated annually by both home and host units. Such evaluation procedures will be detailed in the letter of appointment.
- Joint and secondary joint appointments are made for the duration of appointees' tenure in their home department.
- A joint or secondary joint appointment can be rescinded by request of the home unit or the host unit detailing cause and with the consent of the provost.
- All joint and secondary joint appointments will end on June 30 of the year the appointment ends.
- Academic duties, responsibilities, and privileges will be agreed to by the home unit, the host unit, and the appointee. Substantive duties, responsibilities, and privileges will be detailed in the letter of appointment.

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Courtesy Appointments

Most courtesy appointees will hold terminal degrees, but persons may be considered for nomination based upon their exceptional experience or special scholarly achievements. These appointments are made for a maximum of five years and will end on June 30 of the year the appointment expires. They can be renewed for additional five-year terms by the mutual agreement of all parties. Academic duties, responsibilities, and privileges will be agreed to by the host unit and the courtesy appointee. In formal settings, such as publications and grants, the appointee will use the "courtesy" term in the designation of his or her title, i.e., "Courtesy Clinical Associate Professor" or "the author holds a courtesy appointment as Clinical Associate Professor at the University of Central Florida." This appointment may also be rescinded at any time by request of the host unit detailing cause and with the approval of the provost.

Courtesy appointees usually do not serve as instructors of record for any credit-bearing student experience at UCF. In those rare instances when a courtesy appointee does serve as an instructor of record for credit-bearing courses, the proposed host unit must submit an AA-20a form, proving that the recommended appointee meets SACS criteria for teaching in the host unit program of study.

Courtesy appointees may contribute to the host unit in a variety of ways, including but not restricted to guest lectures, advising, mentoring, curriculum development, research, and grant writing. By invitation of the host unit, they may serve on committees in the host unit, except for promotion, tenure, and merit committees. These appointees may serve as members or co-chairs of thesis and dissertation committees, but may not serve as the sole chair of thesis or dissertation committees. If a courtesy appointee serves as a co-chair, the other co-chair must be a qualified faculty member from the host unit. Courtesy appointees may also be included in a unit's faculty and staff lists, such as catalogs and program brochures, and should be identified as "courtesy faculty affiliated with the unit." They can be granted access to host unit resources as agreed to by the host unit.

All Courtesy appointees are eligible for a UCF Identification Card, which qualifies them to receive library, parking, email, and other university services provided to holders of UCF ID Cards.

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College of Medicine Volunteer and Affiliate Appointments

All volunteer and affiliated faculty appointments in the University of Central Florida, College of Medicine (UCFCOM) are unpaid appointments. Appointments to the volunteer or affiliated faculty do not provide tenure or tenure-earning status. Volunteer or affiliated faculty status is available to both clinicians and basic scientists.

Appointment to the volunteer or affiliated faculty requires that the faculty candidate hold a M.D., D.O. and/or Ph.D. degree, or equivalent. In circumstances in which another degree is considered the terminal degree in the candidate's field, holding that degree may be acceptable. Appointments to the volunteer or affiliated faculty of the UCFCOM require evidence of professional expertise, willingness and ability to perform the proposed activity, and potential as a role model and colleague. For clinicians, specialty or subspecialty board certification plus current state licensure or their equivalent are expected. For basic scientists, post-doctoral experience and research funding are expected. Volunteer or affiliated appointments will not carry a modifier such as "clinical" or "research", but will instead hold the same titles as regular faculty members. In cases where a candidate for volunteer or affiliated faculty status has not received a terminal degree in her/his field, the rank of Instructor may be appropriate. Individual departments or units may have additional requirements for volunteer or affiliated faculty appointment. Letters of appointment and systems of regular review must document the expected role of each faculty member. Additional information regarding Volunteer and Affiliate appointments can be found in the [Volunteer and Affiliated Faculty Handbook](#).

Academic Freedom and Responsibility

It is the policy of the University of Central Florida to maintain and encourage full academic freedom. Academic freedom and responsibility are essential to the full development of a true university and apply to teaching, research/creative activities, assigned service, and other appropriate assigned activities. An employee engaged in such activities shall be free to cultivate a spirit of inquiry and scholarly criticism and to examine ideas in an atmosphere of freedom and confidence.

Employees shall have freedom to present and discuss their own academic subjects, frankly and forthrightly, without fear of censorship, and to select instructional materials and determine grades in accordance with university policies. Objective and skillful exposition of such subject matter, including the acknowledgment of a variety of scholarly opinions, is the duty of every such employee. Employees shall also be free to engage in scholarly and creative activity and publish the results in a manner consistent with their professional obligations.

In the development of knowledge, research endeavors, and creative activities, the university faculty and student body must be free to cultivate a spirit of inquiry and scholarly criticism and to examine ideas in an atmosphere of freedom and confidence. A similar atmosphere is required for university teaching. Consistent with the exercise of academic responsibility, a teacher must have freedom in the classroom to discuss pertinent subjects. University students must likewise have the opportunity to study a full spectrum of ideas, opinions, and beliefs, so that they may acquire maturity for analysis and judgment. Objective and skillful exposition of such matters is the duty of every teacher.

In short, academic freedom is accompanied by the corresponding responsibility to:

- Observe and uphold the ethical standards of their disciplines in the pursuit and communication of scientific and scholarly knowledge;
- Adhere to their proper roles as teachers, researchers, intellectual mentors, or counselors;
- Respect students, staff, and colleagues as individuals; treat them in a professional manner; and avoid any exploitation of such persons for private advantage.
- Respect the integrity of the evaluation process, by evaluating students, staff, and colleagues fairly according to the criteria the evaluation process specifies;
- Contribute to the orderly and effective functioning of their academic unit i.e., program, department, school and/or college and/or the university;
- Observe the regulations of the university;
- Be forthright and honest in the pursuit and communication of scientific and scholarly knowledge; and
- Indicate when appropriate that one is not an institutional representative unless specifically authorized as such.

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Ethical Conduct of the University Community

The university acknowledges a concern for values and ethics that are important to the whole educational experience. A faculty member is expected to show an awareness that membership in the academic profession carries with it special responsibilities. The following responsibilities of faculty members are taken verbatim from the American Association of University Professors (AAUP) Statement on Professional Ethics:

1. Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end professors devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although professors may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.

2. As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.

3. As colleagues, professors have obligations that derive from common membership in the community of scholars. Professors do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas professors show due respect for the opinions of others. Professors acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Professors accept their share of faculty responsibilities for the governance of their institution.

4. As members of an academic institution, professors seek above all to be effective teachers and scholars. Although professors observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they

maintain their right to criticize and seek revision. Professors give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption or termination of their service, professors recognize the effect of their decision upon the program of the institution and give due notice of their intentions.

5. As members of their community, professors have the rights and obligations of other citizens. Professors measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as private persons, they avoid creating the impression of speaking or acting for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

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Morals and Influence

UCF will select faculty members of good moral character and of the highest educational background. UCF is also concerned with the careful selection of students and with their continuing social, economic, moral, and spiritual welfare. In order to assure a wholesome educational environment at the University of Central Florida the following standards have been adopted:

Citizenship and Conduct - The university will continue to examine the qualifications and records of those individuals who are to be employed by it, not only with regard to their professional and academic competency, but also with regard to their general character and their moral conduct. Furthermore, the university will continue to exercise due care in the selection of students, taking into account, not only their academic ability to perform satisfactorily, but also their character and moral behavior.

Religion - Religion plays a vital role in our American way of life and inevitably this subject will arise in classroom discussions. Religion may be properly discussed and analyzed there as appropriate to the subject matter. The professor bears the responsibility of pursuing such discussions objectively and impartially, without advocacy or indoctrination and with due respect for the religious beliefs of all concerned.

Books and Teaching Materials - The university continues its concern that students be exposed to the best in books and teaching materials. While recognizing the right and responsibility of the individual scholar to choose teaching materials, the university enjoins each member of the faculty to select materials that are among the best available, germane, and in good taste within the context of the educational or scientific purpose.

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Implementation of Policy

The university will adhere to the above standards within an atmosphere of academic excellence, freedom, and responsibility. In reemphasizing its policy and the above requirements for its execution, the university wishes to make completely clear its confidence in the high quality of the administration, faculty, and students at the university. The intent of this policy and the spirit in which it is to be implemented is that of preserving high quality on a continuing basis.

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Conclusion

The university desires that members of the faculty exercise the utmost of their ingenuity and creativity in order to bring to students the maximum benefits of enlightened education. The university requires that such exercise be tempered with responsibility and due regard for sound educational principles.

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Standards of Conduct for Public Employees

Employees of the University of Central Florida must abide by appropriate standards of conduct for public employees. These standards are delineated in Section 112.313 of [Florida Statutes](#). Certain actions are prohibited of public employees.

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Potential Conflict of Interest or Commitment

A conflict of interest can occur when one or more parties have interests that interfere with their university responsibility. No employee shall corruptly use or attempt to use his or her official position or any property or resource which may be within his or her trust, or perform his or her official duties, to secure a special privilege, benefit, or exemption for himself, herself, or others. Although most conflicts can be managed, it is our responsibility to provide oversight of the management of certain activities or request that activities be ceased immediately.

The purpose of completing the online [Potential Conflict of Interest or Commitment](#) disclosure form is for all benefits accruing faculty members, including faculty administrators and researchers, to ensure that no unresolved conflict exists between primary university commitments and outside activities, interests, and commitments. This statement conforms with [Florida Statutes](#); policies of the Board of Governors (BOG) and the University of Central Florida (UCF); provisions of the Board of Trustees-United Faculty of Florida [Collective Bargaining Agreement](#); and current federal guidelines requiring disclosure for professional activities of faculty members, administrators, and investigators. This statement establishes specific facts to help your supervisor and other appropriate university officials determine whether a potential conflict exists so they can manage or eliminate the problem when possible. If a conflict is identified upon review by your supervisor or other appropriate university officials, you will be notified and assisted with any resolution

[The Office of Faculty Affairs](#) is responsible for the ethics review of all faculty conflict of interest/commitment reports.

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Distinguishing In-unit and Non-unit Faculty and Administrative & Professional Employees

This section is provided to help alleviate common confusion regarding in-unit and non-unit classifications.

In-unit Faculty and Administrative & Professional (A&P) Employees

In-unit faculty members and A&P employees are those individuals who are represented by the United Faculty of Florida (UFF) for the purpose of collective bargaining with respect to wages, hours, and other terms and conditions of employment based on their position classification as identified in Commission Order 03E-097, dated April 28, 2003. The list of position classifications that comprise this unit of employees appears in Appendix A of the current [UCF BOT-UFF Collective Bargaining Agreement](#) and is paraphrased below.

All employees in the following position classifications holding regular, visiting, provisional, research, affiliate, or joint appointments are contained in the bargaining unit with the exception of those exclusions identified at the end of this section:

9001 - Professor

9002 - Associate Professor

9003 - Assistant Professor

9004 - Instructor

9005 - Lecturer

9006 - Graduate Research Professor

9007 - Distinguished Service Professor

9009 - Eminent Scholar

9016 - University School Professor

9017 - University School Associate Professor

9018 - University School Assistant Professor

9019 - University School Instructor

9053 - University Librarian

9054 - Associate University Librarian

9055 - Assistant University Librarian

9056 - Instructor Librarian

9115 - Coordinator

9120 - Associate in _____

9121 - Assistant in _____

9126 - Program Director

9150 - Curator

9151 - Associate Curator

9152 - Assistant Curator

9153 - Staff Physicist

9160 - Scholar/Scientist/Engineer

9161 - Associate Scholar/Scientist/Engineer

9162 - Assistant Scholar/Scientist/Engineer

9166 - Research Associate

9173 - Counselor/Advisor

9178 - Instructional Specialist

9334 - Specialist, Computer Research

9394 - Coordinator, Cooperative Education

9419 - Coordinator, Research Information

9433 - Specialist, Music

9434 - Psychologist

9435 - Resident Advisor to Students

9460 - Psychiatrist

9462 - Physician

9464 - Physician's Assistant

9490 - Dentist

9495 - Specialist, Student Counseling

And employees in the above classifications with the following administrative titles: Associate Chair (C2), Assistant Chair (C3), Coordinator (N1), Program Director (G1), Associate Program Director (G2), Assistant Program Director (G3), Department Head (H1), Associate Department Head (H2), Assistant Department Head (H3), and Counselor/Advisor (B1).

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Non-unit Faculty and Administrative & Professional (A&P) Employees

Non-unit faculty and A&P employees are those who are not included in the bargaining unit represented by the United Faculty of Florida (UFF). (Please refer to the preceding section for more information on faculty classifications that are in the UFF bargaining unit.) Typically, non-unit faculty members are administrators who serve as directors, chairs, deans, and vice presidents, as well as the Faculty Senate chair. In addition, all

faculty whose primary appointment resides in UCF's College of Medicine are non-unit faculty. Adjunct faculty and post-doctoral associates are also considered non-unit employees. Most A&P personnel are likewise non-unit employees.

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Recruitment and Appointment

Administrator and faculty search committee members should consult the [UCF Hiring Guidelines](#) that are maintained by the [Office of Equal Employment and Affirmative Action Programs](#) when seeking to recruit and appoint new faculty members. A recommendation for appointment to the faculty of the university is generally made by the chair of a department or unit administrator in consultation with the department faculty through the appropriate administrative channels. Please see Article 8 of the current [UCF BOT-UFF Collective Bargaining Agreement](#) for more information regarding in-unit faculty appointments, including summer appointments

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Faculty Assignment of Responsibilities

In accordance with Article 9 of the UCF BOT-UFF Collective Bargaining Agreement, in-unit faculty members are to receive their assignments of duties in writing at the beginning of each year of employment from their department chair or unit supervisor. Assignments are generally divided among instruction, research, and service activities. More information on in-unit faculty assignments can be found in Article 9 of the current [UCF BOT-UFF Collective Bargaining Agreement](#) , as well as on the [Office of Faculty Affairs](#) website.

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Florida's 12-Hour Teaching Law

Florida law prescribes the number of classroom contact hours required of university faculty members. The following is excerpted from Section 1012.945 of the Florida Statutes:

"State funds" means those funds appropriated annually in the General Appropriations Act.

"Classroom contact hour" means a regularly scheduled 1-hour period of classroom activity in a course of instruction, which has been approved by the university.

Each full-time equivalent teaching faculty member at a university who is paid wholly from state funds shall teach a minimum of 12 classroom contact hours per week at such university. However, any faculty member who is assigned by his or her departmental chair or other appropriate university administrator professional responsibilities and duties in furtherance of the mission of the university shall teach a minimum number of classroom contact hours in proportion to 12 classroom hours per week as such especially assigned aforementioned duties and responsibilities bear to 12 classroom

contact hours per week. Any full-time faculty member who is paid partly from state funds and partly from other funds or appropriations shall teach a minimum number of classroom contact hours in such proportion to 12 classroom contact hours per week as his or her salary paid from state funds bears to his or her total salary. In determining the appropriate hourly weighting of assigned duties other than classroom contact hours, the universities shall develop and apply a formula designed to equate the time required for nonclassroom duties with classroom contact hours. "Full-time equivalent teaching faculty member" shall be interpreted to mean all faculty personnel budgeted in the instruction and research portion of the budget, exclusive of those full-time equivalent positions assigned to research, public service, administrative duties, and academic advising. Full-time administrators, librarians, and counselors shall be exempt from the provisions of this section; and colleges of medicine and law and others which are required for purposes of accreditation to meet national standards prescribed by the American Medical Association, the American Bar Association, or other professional associations shall be exempt from the provisions of this section to the extent that the requirements of this section differ from the requirements of accreditation.

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UCF Minimum Faculty Teaching Qualifications Guidelines

The following [UCF Minimum Teaching Qualifications Guidelines](#) are specific to UCF but draw heavily from and are in alignment with SACS Comprehensive Standard 3.7.1 and corresponding SACS guidelines for compliance with this Comprehensive Standard. The guidelines apply to all instructors of record at UCF, regardless of contract type (e.g., full-time faculty, adjuncts, volunteers, GTAs, etc.).

As part of its strategic planning initiative, the University of Central Florida establishes specific goals for the university that express what it will take to achieve the university's vision of prominence. The goals articulate UCF's commitment to achieving its vision through providing high quality undergraduate and graduate education. Accordingly,

UCF is committed to employing high quality faculty members to achieve standards of excellence.

The institution is required to justify and document the qualifications of its faculty as part of its accreditation process under the Southern Association of Colleges and Schools Commission on Colleges (SACS-CoC); in particular, to demonstrate compliance with SACS Comprehensive Standard 3.7.1 (Faculty Competence). To this end, the department chair or comparable unit head must make a clear and compelling case to support each faculty hire and teaching assignment within his or her unit. Appropriate supporting documentation must also be provided as evidence of the faculty member's (or Graduate Teaching Associate's) qualifications. All hiring decisions and teaching assignments should consider competence, effectiveness, and capacity.

There are two means by which an individual may be qualified to serve as an instructor of record for credit bearing courses at UCF:

1. by academic credential(s) (degrees and coursework) alone or
2. by qualifications other than academic credentials (or combined with credentials) that are appropriate for teaching particular courses (Does not apply for GTAs).

When making hiring decisions and teaching assignments, primary consideration should be given to the highest earned degree in the teaching discipline or related discipline in accordance with the academic credential guidelines outlined below.

Qualification by Academic Credential(s)

1. Faculty teaching baccalaureate courses may be qualified by:

Degree alone: Master's degree or higher in the teaching discipline or a related discipline

OR

Concentration:

Master's and 18 hours: Master's degree or higher (in any discipline) with a concentration (minimum of 18 graduate semester hours) in the teaching discipline or related discipline.

OR

Master's Degree Equivalency:

In the absence of a completed master's degree, a concentration may also be established via acceptable documentation confirming that 1.) as part of the individual's doctoral or terminal degree program, master's degree equivalency was achieved and 2.) at least 18 graduate semester hours in the teaching discipline or related discipline have been successfully completed.

2. Faculty teaching graduate coursework and first professional degree coursework, as in the case of faculty teaching in the Medical College, may be qualified by:

Degree alone: Earned doctorate or terminal degree in the teaching discipline or a related discipline.

3. Graduate teaching associates (GTAs) may be qualified by:

Degree alone: Master's degree or higher in the teaching discipline or related discipline

OR

Concentration: 18 graduate semester hours in the teaching discipline

Whether qualified by degree alone or by concentration, GTAs must also receive direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations.

In order for a graduate student to serve as an instructor of record, he or she must be accepted as a graduate student in a degree program and enrolled full-time. The graduate student must also meet appropriate training and English speaking requirements. For more information in this regard please refer to the [College of Graduate Studies](#).

Qualification by "Other" Demonstrated Competencies & Achievements

The academic credential guidelines above should be used as the primary means of qualification for all instructors of record at UCF, regardless of contract type, at all levels (undergraduate and graduate), in all programs, and at all campuses. However, qualifications other than academic credentials (or combined with credentials) may be appropriate for teaching particular courses. Consideration of other teaching qualifications either in conjunction with or in lieu of academic credentials must be made on a case-by-case basis. Such cases should be exceptional and the evidence of other demonstrated competencies and achievements provided must be compelling. It should also show substantial and significant evidence of professional progress as related to the faculty member's teaching assignment.

Other qualifications may include, as appropriate, RELEVANT undergraduate and graduate degrees, a scholarly track record in the teaching discipline or related discipline, contract or grant work, work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes.

Documentation Requirements for Academic Credentials (degrees and coursework)

Faculty and GTAs who are qualified to teach based, either in whole or in part, on their academic credentials must have received their qualifying degree(s) and any other qualifying coursework from an accredited institution. Specifically, the institution must be accredited by an accrediting agency recognized by the United States Department of Education or the Council for Higher Education Accreditation. Further, this means that it is not sufficient for a program within an institution to be accredited. Rather, the credential granting institution itself must meet this requirement. Official transcripts reflecting successful completion of the qualifying credential(s) must be provided and must be on file in the appropriate college dean's office (for faculty) or College of Graduate Studies (for GTAs). If the qualifying credential(s) is (are) from an institution outside of the United States, the U.S. equivalency of the credential(s) must be evaluated by an approved credential evaluation service, even if the transcript

provided is in English. (For more information in this regard, please refer to the [Office of Faculty Affairs](#) website.

Documentation Requirements for "Other" Demonstrated Competencies and Achievements

For all faculty qualified by means other than their academic credentials (degrees and coursework) alone, appropriate evidence of the other demonstrated competencies and achievements must be provided. The evidence provided should include dates that correspond to the qualifying activities. When qualifying a faculty member on the basis of his or her related work experience in the field, specific job titles and relevant duties should also be provided. For all cases qualified by "other," a current curriculum vita (CV) or résumé must be provided. Additional evidence should be provided as appropriate (e.g., copies of current licensures, awards, certificates, diplomas). For further information, please contact the [Office of Faculty Affairs](#).

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Textbook Adoption Compliance

The Higher Education Opportunity Act (HEOA) of 2008, Florida Statute 1004.085, Board of Governors Regulation 8.003, and UCF Regulation 2.032 regarding textbook adoption have the intended goal of reducing the expense of instructional materials to students by providing them information on required purchases with sufficient time for them to shop for good prices. In order to meet compliance requirements, all UCF textbook orders and course pack information must be submitted to the UCF bookstore (regardless of the location or modality of the course) at least 35 days prior to the first day of classes each term and posted in a single online location (by the UCF bookstore) at least 30 days prior to the first day of classes. Textbook order deadlines will be at least two weeks prior to this date and students may choose to purchase their instructional

materials from any vendor they choose. For more information on specific compliance requirements, including deadlines for adoption, requests for exceptions, and the information that must accompany textbook orders, please visit <http://www.vpaa.ucf.edu/TextbookAdoption.php>.

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Textbook (or other instructional material) Royalties

In accordance with UCF Regulation 2.032, requiring the use of a textbook or other instructional material written by the instructor of the course, by a relative of the instructor, or by a team of authors which includes the instructor where the author/instructor anticipates receiving royalties from books or materials purchased by students enrolled in her/his course is considered a conflict of interest. The author/instructor must report the use of his/her educational materials under these circumstances in the "Potential Outside Activity, Employment, and Conflict of Interest and Commitment Disclosure" and take action to mitigate the conflict of interest created, following university procedures. For more information on textbook adoption requirements please visit <http://www.vpaa.ucf.edu/TextbookAdoption.php>. For more information on potential conflicts of interest, please visit <http://facultyaffairs.ucf.edu/conflicts/conflicts.asp>.

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Faculty Annual Report

Each faculty member is to provide an annual report of his or her activities performed throughout the course of the year. The annual report format will vary by college to account for different expectations. The faculty member is advised to keep a record of

activities engaged in throughout the academic year. The faculty member's annual report shall be used by the department chair or director when completing the annual evaluation.

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Employee Performance Evaluations

Student Evaluation of Instruction

During the final two weeks of each semester, or course term, students are asked to complete an online student evaluation of each class in which they are enrolled ([Student Perception of Instruction Online](#)). All class sections taught by a faculty member at the university, including those taught by adjuncts and graduate assistants, are to be assessed, with the exception of

(a) courses involving individual instruction such as independent study, internship, and practicum and

(b) courses or class sections involving types of instruction that occur outside of traditional classroom and/or laboratory settings for which these assessment items would not be appropriate.

Graduate courses are to be treated in the same manner as undergraduate courses. The purposes of obtaining the information are to assist in the improvement of instruction and to provide a source of data in evaluating the instructor.

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In-Unit Faculty Annual Evaluations

The basic purpose of the evaluation is to acknowledge performance, to communicate performance effectiveness, to aid in improving performance in assigned duties, and if necessary, to develop a performance plan to assist in correcting deficiencies for the employee not meeting performance standards. Each employee is to be evaluated at least annually on the basis of total performance in fulfilling assigned responsibilities. The evaluation should be considered when making personnel decisions.

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Chairperson's/Director's Evaluation of Faculty

The annual evaluation covers performance of the following activities:

1. instruction & advisement
2. research & creative activities
3. service (including governance)
4. other assigned duties
5. leave of absence with pay (e.g. sabbatical)

It also addresses competency in the spoken English language. It provides an assessment of overall performance, which is influenced by both percent of effort assignments and by the emphasis that the department or college chooses to place on certain categories. Ratings are in the form of a five-category scale: outstanding, above satisfactory, satisfactory, conditional, and unsatisfactory. A copy of the corresponding In-Unit faculty Assignment of Duties (In-Unit Evaluation form AA-17), is to be attached to the evaluation. Forms for in-unit and non-unit faculty are available on the [Faculty Affairs](#)

website. Additional information on in-unit faculty annual evaluations can be found in Article 10 of the current [UCF BOT-UFF Collective Bargaining Agreement](#).

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In-Unit Faculty Cumulative Progress Evaluations

Employees eligible for consideration for promotion to the rank of associate professor and/or tenure shall be informed of their progress toward promotion to the rank of associate professor and/or tenure annually by the unit tenured faculty, the department chair or unit head, and the dean. Progress evaluations are included with the employee's annual evaluation ([Cumulative Progress Evaluations](#), form AA18[b]). Cumulative Progress Evaluations are optional for employees considering promotion to the rank of professor. Additional information regarding in-unit faculty cumulative progress toward tenure and/or promotion evaluations can be found in Article 10 of the current [UCF BOT-UFF Collective Bargaining Agreement](#).

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Sustained Performance Evaluations

Tenured and multi-year employees shall receive a sustained performance evaluation once every seven years following the award of tenure or their most recent promotion. The purpose of this evaluation is to document sustained performance during the previous seven years of assigned duties by evaluating continued professional growth and development. Tenured faculty with administrative appointments of chair and above will not be reviewed until they return to faculty status for the required seven-year period. Acting or interim chairs serving one year or less in the administration position will be treated as instructional or research faculty, and evaluated on the seven-year review cycle. This evaluation is designed to establish if a tenured or multi-year employee's performance is on average satisfactory or below satisfactory in any area of assigned duties. Refer to [Sustained Performance Evaluation \(SPE\) Procedures](#) for general details.

Additional information on in-unit faculty sustained performance evaluations can be found in Article 10 of the current [UCF BOT-UFF Collective Bargaining Agreement](#).

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Employee Evaluation File

Faculty evaluation files are kept in the college dean's office. In some cases, the department may also keep copies of these files. Written materials used in the annual evaluative process should be contained in this file. An employee may examine his or her evaluation file, upon reasonable advance notice, during the regular business hours. Normally the file will be available during the same business day as the employee requests to see it, and under such conditions as are necessary to insure its integrity and safekeeping. Upon request, an employee may paginate with successive whole numbers the materials in the file, and may attach a concise statement in response to any item therein. Employees are also entitled to one (1) free copy of any material in the evaluation file. Additional copies may be obtained upon the payment of a reasonable fee for photocopying. A person designated by the employee may also examine the employee's evaluation file with the written authorization of the employee, and subject to the same limitations on access that apply to the employee. Please see Article 11 of the current [UCF BOT-UFF Collective Bargaining Agreement](#) for more information.

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Adjunct Performance Evaluations

Persons employed by the university on an adjunct contract for over 90 calendar days shall be evaluated by their supervisor at least annually on their overall performance in fulfilling their assigned duties during the evaluation period. Annual adjunct evaluations must be completed within 90 calendar days of the end of the evaluation period

(calendar year). Please see the university's [Adjunct Faculty Performance Evaluation Procedures](#) document for more information.

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Non-Unit Faculty Annual Evaluations

Non-unit faculty in full-time, benefits-accruing positions shall be evaluated by their supervisor at least annually on their overall performance in fulfilling their assigned responsibilities. Please see the [Non-Unit Faculty Evaluation policy](#) for more information. Three different evaluation instruments, available on the [Faculty Affairs](#) website have been approved for use: Non-Unit Faculty Evaluation forms AA-30a, AA-30b, or AA-30c.

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Appointment and Evaluation of Chairs and Directors

All schools/departments must have a full-time director/department chair.

Service Eligibility

A school/department's director/chair serves a term of five years although the appointment is renewable annually. Normally, a director/department chair will not serve more than two successive five-year terms. Except under special circumstances, no one with another administrative appointment should serve concurrently as a director/department chair, and no director/department chair should serve concurrently in any other administrative position. Where an outside faculty member is considered for director/department chair appointment, customary academic search procedures should be followed.

Appointment

Each college dean, upon consultation with that college's faculty, will establish a procedure for the appointment and reappointment of directors/department chairs. After due consideration, as hiring agent, the dean will select a candidate for director/department chair, whose appointment is subject to approval by the provost and the president. College procedures require a vote and a record of the vote for appointment and reappointment. Eligible voters on appointments include all tenured faculty, tenure-track faculty and full-time clinical faculty at the rank of assistant professor and above but eligibility may be extended at the college level by vote of the tenured and tenure-track faculty.

Review & Reappointment

The faculty of the school/department will evaluate directors/department chairs annually.

Department/school faculty and others whom the dean deems appropriate will conduct the review. A full review for reappointment will take place during the fifth year. The dean at his or her own initiative or as a consequence of a request by the school/department faculty can institute an interim review.

The Faculty Senate Resolution was Approved by the Provost on February 11, 2009.

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Evaluation of Deans

After a five-year period of service as dean, a review is conducted. In each instance, a process involving faculty and administrators reviews the dean's performance, with input from employees in the administrative unit, appropriate community leaders and the dean. Review procedures are available in the [Office of Faculty Affairs](#), MH-351.

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Promotion and Tenure

[Promotion and tenure guidelines](#) can be accessed on the [Office of Faculty Affairs](#) website, as can other pertinent promotion and tenure information.

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Sabbaticals

Sabbaticals and professional development leaves are granted to increase an employee's value to the university through opportunities for research, writing, professional renewal, further education or other experiences of professional value. In-Unit and Non-Unit sabbatical leaves for professional development are available to full-time, tenured, and multi-year faculty members who have at least six years of continuous service at the University of Central Florida. Eligible faculty may apply for a competitive (one semester at full pay or two semesters at $\frac{3}{4}$ pay) or noncompetitive (two semesters at half pay) sabbatical. Sabbatical decisions are made at the college level. Once a sabbatical is awarded, the awardee needs to sign a Memorandum of Understanding, which must be submitted to the Office of Faculty Affairs ([Professional](#)

[Development](#)). See Article 22 of the current [UCF BOT-UFF Collective Bargaining Agreement](#) for additional information.

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Professional Development Leave

Professional development leaves are available to in-unit and non-unit employees with six or more years of full-time continuous UCF service and who are not tenured or tenure earning. Eligible employees may apply for a professional development leave consisting of one semester at full pay, two semesters at $\frac{3}{4}$ pay or two semesters at half pay. In-unit and non-unit employees may obtain additional information from the [Office of Faculty Affairs](#) and from Article 22 of the current [UCF BOT-UFF Collective Bargaining Agreement](#). Non-unit employees should contact the Office of Faculty Affairs ([Professional Development](#)) at (407) 823-1113 for additional information.

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Awards, Honors, and Recognition

This section identifies various faculty awards, honors, and recognition programs at the university and provides links where additional information may be obtained.

Teaching Incentive Program Awards

The University of Central Florida Teaching Incentive Program (UCF-TIP) rewards sustained high levels of teaching effectiveness. It was established as a new initiative in 2000-2001 and is designed much like its successor, the Teaching Incentive Program (TIP), which was funded by the Florida Legislature in previous years. For more information about UCF-TIP awards, please visit the Faculty Affairs [Professional Development](#) website.

Research Incentive Awards

UCF Research Incentive Awards (RIA) reward outstanding achievements in research and other scholarly and creative activities. These awards are available to eligible faculty in the degree granting colleges and Institutes and Centers (I&C). For more information about UCF RIA awards, please visit the Faculty Affairs [Professional Development](#) website.

Scholarship of Teaching and Learning Awards

UCF Scholarship of Teaching and Learning (UCF-SoTL) awards reward outstanding achievements in research and other scholarly and creative activities that focus on the effectiveness of teaching methods. Awardees from this program may also receive university support to attend and present papers at the International Conference on Teaching and Learning or other Teaching and Learning conferences. For more information about UCF-SoTL awards, please visit the Faculty Center for Teaching and Learning [Research and Scholarship](#) website.

Founder's Day Excellence Awards

In the spring semester of each year, the University of Central Florida pays tribute to faculty and students for their academic accomplishments in a Founders' Day convocation. Faculty recipients of awards for excellence in teaching, research, service, advising, and librarianship are honored in this special ceremony.

Pegasus Professor Award

The UCF Pegasus Professor Award recognizes outstanding teaching, research, and service. The award is the highest honor that the university gives to a faculty member.

Excellence in Undergraduate Teaching

There are twenty college-level awards for excellence in undergraduate teaching. For more information about eligibility and application for this award, please visit the [awards website](#).

University Excellence in Undergraduate Teaching

The recipients of the college-level award of Excellence in Undergraduate Teaching are considered for the University Excellence in Undergraduate Teaching award to be recognized on Founder's Day in the spring term. For information about eligibility and application for this award, please visit the [awards website](#).

Excellence in Graduate Teaching

The University recognizes outstanding graduate teaching through this college-level award. For more information about eligibility and application for this award, please visit the [awards website](#).

University Excellence in Graduate Teaching

Awardees from the college-level Excellence in Graduate Teaching are considered for the University Excellence in Graduate Teaching award to be recognized during Founder's Day in spring term. For more information about eligibility and application for this award, please visit the [awards website](#).

Distinguished Researcher Award

The University recognizes outstanding research through this college-level award. For more information about eligibility and application for this award, please visit the [awards website](#).

University Distinguished Researcher Award

Awardees from the college-level Distinguished Researcher Award are considered for the University Distinguished Researcher Award and are recognized during Founder's Day in spring term. For more information about eligibility and application for this award, please visit the [awards website](#).

Excellence in Librarianship Award

UCF sponsors the Excellence in Librarianship Award to recognize the outstanding contributions and support given to UCF faculty and students by its library faculty. For more information about eligibility and application for this award, please visit the [awards website](#).

University Excellence in Faculty Academic Advising

UCF sponsors the University Excellence in Faculty Advising awards to recognize the outstanding efforts of UCF faculty advisors in retaining undergraduate students, improving communication of information to peers and students, and helping undergraduate students realize their potential. There are two University Excellence in Faculty Advising awards and each academic college may nominate up to two candidates for them. For more information about eligibility and application for this award, please visit the [awards website](#).

University Excellence in Professional Service

UCF sponsors the University Excellence in Professional Service awards to recognize the outstanding service contributions to UCF, their discipline, the profession, and the community. There are two University Excellence in Professional Service awards and each college may nominate up to two candidates for them. For more information about eligibility and application for this award, please visit the [awards website](#).

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Drug-Free Workplace/Drug-Free Schools Policy Statement

The following is excerpted from UCF's Drug-Free Workplace/Drug-Free Schools Policy Statement, which may be found in its entirety in the current [Golden Rule](#). The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or the unlawful possession and use of alcohol is wrong, harmful, and prohibited in and on UCF owned and controlled property or as part of any of its activities. Any UCF employee or student determined to have violated this policy shall be subject to disciplinary action for misconduct, which action may include termination/expulsion and referral for criminal prosecution. No employee/student is to report to work/class or any university activity while under the influence of illegal drugs or alcohol. Violation of these policies by an employee/student will be reason for evaluation and treatment for drug/alcohol use disorder and referral for disciplinary action up to and including termination/expulsion, and/or referral for prosecution consistent with local, state, and federal law.

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Religious Observances

It is the practice of the University of Central Florida to accommodate the religious observances, practices, and beliefs of individuals in regard to admissions, class attendance, and the scheduling of examinations and assignments. A student who desires to observe a religious holy day of his or her religious faith will notify all of his/her instructors and be excused from classes to observe the religious holy day. The student must notify the instructor at the beginning of the term about the intended religious observance.

The student will be held responsible for any material covered during the excused absence, but will be permitted a reasonable amount of time to complete any work missed. Where practicable, major examinations, major assignments, and University ceremonies will not be scheduled on a major religious holy day.

Students who are absent from academic or social activities because of religious observances will not be penalized. A student who believes that he/she has been unreasonably denied an educational benefit due to his/her religious belief or practices may seek redress in accordance with the Student Grievance Procedure, as listed in [The Golden Rule](#).

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Campus Smoking Policy

Smoking is not permitted in any university building.

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University Closings

In the event of some extraordinary event (such as a natural disaster or prolonged power outage), the president will determine whether it is necessary to cancel classes and approve administrative leave for employees in affected areas. With respect to final examinations and other academic matters, department chairs, in consultation with their faculty and with the college dean, will determine appropriate policy.

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Lost and Found

Articles that have been lost or found may be reported to the main office or information desk in the building where the article was lost or found. For items lost or found in the Student union, the Information Desk will keep track of it. You can stop by or give them a call at (407)-823-0001 any time to inquire about any items, which you may have lost or found. The Library policy indicates that lost and found materials are turned in at the circulation ((407) 823-2580), and media desks. All materials are held for 30 days. Items such as credit cards, driver's licenses or checkbooks are turned over to the UCF police department and other materials are donated to charity. UCF ID cards are turned into the UCF card office Monday- Friday.

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Your Pay Advice

UCF employees may access their payment statement via MyUCF at <http://my.ucf.edu/> or by using kiosks located around campus. Step by step [instructions](#) are provided by [Payroll Services](#) for accessing MyUCF to view the payment statement.

Child Care

The [UCF Creative School for Children](#) offers childcare assistance to children of UCF students, faculty, staff, Research Park employees, alumni, and the community.

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Special Leaves of Absence

Request for Leave of Absence

Faculty can apply for leaves of absence. Faculty employees should submit the request for leave of absence and supporting documentation to the department chair, who will approve/disapprove the request and forward it to the dean for approval/disapproval. The final approval/disapproval authority for all leaves of absence, except medical leaves of absence for faculty employees has been delegated to the Provost, see Faculty Affairs [Professional Development](#). See Article 17 of the current [UCF BOT-UFF Collective Bargaining Agreement](#) for additional information.

Sick Leave Pool

Faculty and A&P personnel are eligible to join the Sick Leave Pool, which has open enrollment periods each March and September. Joining this Sick Leave Pool requires that you have been continuously employed with the university in a benefits-earning position for more than one year. In addition, you are required to have a balance of at least 64 hours of unused sick leave from which you must donate 16 hours upon your acceptance into the Sick Leave Pool. Part-time benefits-earning faculty and A&P employees must have a sick leave balance and donate sick leave hours to the pool in an amount that is proportionate to the full-time equivalency of their

position. Details available in Faculty Affairs at [Professional Development](#) or (407) 823-1113.

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Policies Regarding Information Technologies and Resources

Information and policies related to email, the Internet, Web pages, computer security, telecommunication services, user responsibilities and other related information are available from the [Division of Information Technologies and Resources \(IT&R\)](#).

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Student-Related Academic Policies and Procedures

Information on student-related academic policies and procedures can be found in the following sources:

[Golden Rule Student Handbook](#)

[Undergraduate Catalog](#)

[Graduate Catalog](#)

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Links to Additional Academic and Employment Information

[Academic Advising](#)

[Academic Calendar](#)

[Adjunct Faculty Retreats](#)

[Americans with Disabilities Act \(ADA\)](#)

[Attire](#)

[Benefits- General Information](#)

[Benefits for Post Doctoral Associates \(PDAs\)](#)

[Campus Alcoholic Drink Policy](#)

[Cheating and Plagiarism](#)

[Course Syllabi Policy](#)

[Direct Deposit](#)

[Discrimination Grievance Investigation Procedure](#)

[Discrimination Grievance Policy](#)

[Disposal of Public Records](#)

[Emergency Management Plan](#)

[Employment Agreement Dates](#)

[Environmental Health and Safety](#)

[Equal Opportunity and Affirmative Action Policy](#)

[Experiential Learning](#)

[Faculty Hiring Guide](#)

[Faculty Mailboxes Policy](#)

[Family and Medical Leave Act](#)

[Family Educational Rights and Privacy Act \(FERPA\) Compliance](#)

[Federal Tax Guidelines](#)

[FICA Alternative Plan](#)

[Final Exams Policy](#)

[First Aid Kit Locations](#)

[Free Assembly Areas](#)

[Garnishments](#)

[General Education Program](#)

[Grade Change](#)

[Grading Policy](#)

[Holiday Observances](#)

[Human Resources Regulations](#)

[Identification Cards](#)

[Insurance Options](#)

[Keys](#)

[Leaves of Absence](#)

[Make-up Assignments for Authorized University Events or Co-curricular Activities](#)

[Parking Permit Registration](#)

[Procedures for Joint, Secondary Joint, and Courtesy Appointments](#)

[Retirement Information](#)

[Safety and Health Concerns](#)

[Search and Screening Guidelines](#)

[Sexual Harassment Prevention & Remediation Policy](#)

[Student Union](#)

[University Governance \(Board of Trustees\)](#)

[Wage Verifications](#)

[Worker's Compensation](#)

The following sources also contain useful information:

[A&P and USPS Employee Handbook](#)

[\(UCF\) BOT-UFF Collective Bargaining Agreement](#)

[Florida Statutes](#)

[Golden Rule Student Handbook](#)

[Graduate Catalog](#)

Undergraduate Catalog

[UCF Policies and Procedures Manual](#)

[UCF Regulations](#)

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Faculty Resources and Support

This section provides links to numerous pedagogical, research, and campus resources.

[Pedagogical resources](#) from the Faculty Center for Teaching and Learning include ideas for course design, syllabus creation, teaching, and learning styles, classroom management, classroom assessment, and interactions with students.

[Research resources](#) from the Office of Research and Commercialization, include serving UCF researchers as the official liaison between UCF, government, and commercial sectors and by providing assistance to faculty as they work their way through the funding and contract management process.

[Campus resources](#) and information about many helpful offices and agencies at UCF can be found at the Faculty Success website (<http://www.fctl.ucf.edu/facultysuccess/>).

Faculty support services and offices are plentiful and always expanding at UCF. The links provided below will connect UCF faculty to many of the university's very helpful services and units.

[Academic Affairs \(Office of the Provost and Executive Vice President\)](#)

[Barnes & Nobel Bookstore](#)

[Bus and Shuttle Services](#)

[Campus Bookstore](#)

<http://ucf.bncollege.com/webapp/wcs/stores/servlet/BNCBLocationAndContactView?langId=-1&storeId=16552&catalogId=10001>

[Computer Services and Telecommunications Service Desk](#)

[Computer Store](#)

[Continuing Education](#)

[Counseling Services](#)

[Course Development and Web Services](#)

[Digital Image Processing Lab](#)

[Dining Services](#)

[Diversity Initiatives, Office of](#)

[Equal Opportunity and Affirmative Action](#)

[Escort Patrol Services](#)

[Faculty Center for Teaching and Learning](#)

[Faculty Affairs, Office of](#)

[Faculty/Staff Wellness Services](#)

[College of Graduate Studies](#)

[GroupWise Support](#)

[Health Services at UCF](#)

[Human Resources, Office of](#)

[Instructional Resources, Office of](#)

[International Studies, Office of](#)

[Library Services](#)

[Multicultural Academic and Support Services](#)

[Operational Excellence and Assessment Support](#)

[Parking Services](#)

[Payroll Services](#)

[Police and Safety](#)

[Printing Services](#)

[Research and Commercialization, Office of](#)

[Student Development and Enrollment Services](#)

[Student Disability Services](#)

[Test Scoring Services](#)

[UCF Federal Credit Union](#)

[UCF News and Information](#)

[Undergraduate Studies](#)

[University Ombuds Office](#)

[Victim Services](#)

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