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The UCF Report

Volume 9, Number 5

For Faculty and Staff

August 27, 1986

Beach Boys will help celebrate Homecoming



The game plan

Orlando Mayor Bill Frederick called the big play at city hall last week, telling a roomful of press reps that The Beach Boys would score for the home team at Homecoming. With the mayor in his UCF coach's cap were UCF President Trevor Colbourn (seated, left) and Athletic Director-Coach Gene McDowell (seated in shirt-sleeves).

Orlando Mayor Bill Frederick announced last week that the Beach Boys 25th anniversary tour (Sponsored by Sunkist Soft Drinks) will make a stop in Orlando to highlight festivities at the UCF Homecoming Game in Orlando Stadium Oct. 25.

The Knights will face Wofford on the gridiron at 1 p.m. and the concert will follow immediately after the game.

Mayor Frederick, speaking in the dual role of honorary member of the Knights Boosters and Mayor of the City of Orlando, stated "We look forward to hosting the Beach Boys in their first concert visit to Orlando and salute the efforts of the UCF Boosters in arranging this exciting Homecoming event." City officials noted that the Mayor will designate Oct. 25 as Beach Boys Day in Orlando and proclamations will be presented to the popular entertainers during their visit.

Gene McDowell, athletic director and head football coach, commented, "This is just one more example of the exciting things happening with our athletic programs at UCF. We sincerely hope that our hometown fans will recognize the efforts being put forth to bring major collegiate sports competition here. Winning will mean a lot to us on the football field, but we'll really know we've achieved our goals when the community responds and shows their support."

Season tickets for seven home games (including free admission to the Beach Boys concert) will remain on sale until the home opener, scheduled for Saturday, Sept. 6 at 7 p.m., against perennial rival, Bethune-Cookman.

Individual game tickets for the "Sensational Doubleheader" (Oct. 25 Homecoming and Beach Boys concert), if available, will go on sale at a later date through Florida Select-A-Seat outlets.

Ticket information may be obtained by calling x2139 or x2256.

DO
YOU
KNOW?

A UCF undergraduate team which built and raced a mini-Baja vehicle ran off with first place earlier this year in Midwestern Region competition sponsored by the American Society of Automotive Engineers, beating entries from such institutions as Wisconsin, Penn State and Michigan State.

There's a lot inside this issue

INCLUDING...

An eight-page pull-out insert for faculty to save. It's the 1986-1987 regulations on Tenure & Promotion.

PLUS...

The Administrative Organization chart. See Pages 4 & 5.

PLUS...

Administrative office moves—a guide to where they were and where they are now. See Page 3.

\$7.2 million FSEC grant sets record

Florida Solar Energy Center last week was assured a federal-state-private five-year grant amounting to a total of \$7.2 million for cooling and dehumidifying buildings. It's a record for a single grant to FSEC.

The announcement came from Congressman Bill Nelson, Melbourne; Nelson, Senator Lawton Chiles and Florida Congressmen Don Fuqua and Bill Chappell were all supportive in getting the research program into the 1986 fiscal year budget.

The first year federal budget for the project—funded through the Department of Energy—is \$635,000. Over the 1987-1991 term of the grant DOE will contribute a total of \$5 million; the balance coming from state and private sources to round out the \$7.2 million.

At the Cape Canaveral center, details of the contract are to be worked out. Dr. Subrato Chandra, director of FSEC's research and development division, will head up the program. Space and manpower needs are still to be announced.

The goal is to develop materials, construction methods, building designs and mechanical systems that cool and dehumidify by using solar energy. The effort is expected to be especially productive for residents of Florida and other Southeastern states.

Methods to be investigated include desiccant-enhanced cooling radiators, ground cooling systems, air-core ventilation systems, radiant barrier systems, heat-pipe dehumidifiers, desiccant-enhanced airconditioners and desiccant-enhanced building materials.

Reorganization advances proposed graduate school

Reflecting UCF's maturing capabilities as a comprehensive regionally-focused institution, the Research and Graduate Studies functions have been administratively separated in a prelude to the proposed formation of a Graduate School.

"Institutionally, UCF should begin taking steps towards the time when the number of graduate students and degree programs justify and necessitate establishing a graduate school with a corresponding graduate faculty," President Trevor Colbourn said in announcing the move. "While undergraduate education will remain our primary emphasis as far into the future as anyone can anticipate, we can reasonably foresee the development of more master's and doctoral programs arising out of their importance to Central Florida's growth or relating to the needs of residents who are place-bound because of commitments to families and employers."

UCF offers some 65 advanced degree programs, compared to nearly 80 bachelor's programs. Graduate students account for about 12 percent of UCF's enrollment of some 16,500 students.

BLOOD DRIVE

Two mobile units will park near the kiosk for the next on-campus blood drive, scheduled from 9 a.m. to 5 p.m. on Wednesday, Sept. 3. The drives, held quarterly, are sponsored by the student Preprofessional Medical Society in conjunction with the Central Florida Blood Bank. Contributions make possible withdrawals from the bank by University employees and their families, as well as by students.

Applications for UCF's graduate programs this fall rose 13 percent above the prior academic year's total. Undergraduate applications, meanwhile, were up about 2 percent for the fall term.

Dr. Louis Trefonas, formerly responsible for both UCF's Sponsored Research activities and the Office of Graduate Studies, will concentrate exclusively on UCF's development in the graduate realm. An individual will be sought to administer University research programs.

"This assignment," Trefonas said, "is a sure sign of the University's evolving maturity and signals our intent to devote even greater thought to graduate education that will continue to grow in quality and relevance. A graduate school belongs in UCF's future as we develop graduate programs that fill niches or needs that cannot be satisfied by existing programs at sister universities."

Meanwhile, Colbourn said he is reducing the number of administrators who report directly to his office. The President's Advisory Staff, formerly consisting of 10 people, will be reconstituted to better align its size with its intended policy-making function. The members are: Dr. Richard Astro, provost and vice president for Academic Affairs; Dr. John Bolte, vice president for Administration and Finance; Dr. LeVester Tubbs, vice president for Student Affairs; Dr. Robert McGinnis, vice president for University Relations; Dr. Carol Surles, associate vice president for Human Resources, and Dr. Linda Malone, chairperson, Faculty Senate.

An organization chart listing administrators who report directly to the President and staff members who in turn report to them appears on pages 4 and 5.

Grant opportunities

INTERPRETIVE RESEARCH IN HUMANITIES, SCIENCE, AND TECHNOLOGY (NEH) - To support research that employs the theories and methods of humanities disciplines to study science and technology, as well as research that broadens and deepens understanding of the fundamental concerns that lie behind current issues about the conduct and applications of science and technology. The endowment encourages studies that promote the collaboration of scientists or engineers with humanities scholars as well as projects that promise to improve interdisciplinary research methods. All projects are expected to lead to major publications. Preliminary proposals due Sept. 1

RESEARCH GRANTS ON READING AND LITERACY - The purpose of the program is to further knowledge about the acquisition and development of the skills we need to help us become a more literate American society. Research must impact on the problems associated with the teaching and learning of literacy skills. Specific areas of emphasis include: Literacy Research, Programs, and Practices; Adult Literacy; Reading Achievement of Students from Low Socio-Economic Backgrounds, and Implementation of Current Research Knowledge of Reading and Literacy. Due Nov. 11.

TANDY EDUCATIONAL GRANTS PROGRAM (Radio Shack) - Research opportunities are available to support the successful application of microcomputer technology in educational institutions. Specific topics and due dates are (1) Nov. 30, 1986 "Creative Uses of Microcomputers in Education." (2) Feb. 28, 1987 "Using Microcomputers for Instructional Management."

IMPORTANT NOTE!

On Sept. 11 DSR is pleased to announce that Bob Newton with the National Science Foundation will be available on campus to address questions concerning proposal development and the peer review process. The meeting will be held in the Old Engineering Building (Rm. 110) at 9 a.m. This is an excellent opportunity to get the "inside story" on what NSF reviewers look for when critiquing proposals. If you plan to attend, please direct a list of those questions you wish to have addressed to Bruce M. Furino at DSR by Sept. 3.

For further information, please contact Furino, x2671.

Religions list service hours for fall term

John Liebler, spokesman for the United Campus Ministry, provides the following schedule of religious services for the fall semester:

Catholic Mass will be held on Fridays at noon in Student Center Room 217. Episcopal Eucharist and quiet time will be on Wednesdays at noon in SC217.

Prayer meeting with Kardia will be on Tuesdays at noon in SC223.

Baptist Bible Study will be on Wednesdays at noon in the Student Organization Lounge.

Methodist Bible Study will be on Mondays at 5 p.m. in SC223.

Noon activities are designed to fit into a lunch break so that there will remain enough time for a quick sandwich, he said.

Official memoranda

Publication of these memoranda and announcements about University policy and procedure constitutes official notice to faculty and staff

To: University Community
From: Mr. W. H. Branch, Director
Computer Services
Subject: Thank You

We would like to express our appreciation to all of the departments on campus who so willingly loaned our department fans while we were without air conditioning.

We also want to thank campus computer users for their patience during the air conditioning outage. Without air conditioning the computing equipment could not be fully operational

★ ★ ★

To: All Departments
From: G. C. Horton (Ms.),
Director of Purchasing
Subject: Government discount Hotel-Motel Rates

For current rates of hotels/motels located within the State of Florida covering the period for August, September and October, 1986, please contact the Purchasing Department Secretary, Debbie Goff, at x2661.

If you wish to use the hotel while on personal travel, it is at the hotel's discretion to extend the discount prices for personal use. As a traveler you may be asked for employment identification at the listed hotels. Most rates listed are on a space available basis.

International Travel Agency has been provided a copy of these rates for use in assisting with your travel plans.

★ ★ ★

To: UCF Community
From: Marty Rouse,
Business Services
Subject: UCF ID Cards/Validations

UCF Photo ID Cards

UCF photo ID cards may be obtained for fall semester at the following times in the University Bookstore:

Monday through Thursday — 10 a.m. - 2 p.m.
Monday and Tuesday Evenings — 4:30 p.m. - 6:30 p.m.

Validations

Please extend normal services to students with a UCF ID card without a current validation sticker until Sept. 26. After that date all cards should display a silver FALL 1986 sticker in order to be valid for University services.

Students may obtain validation stickers at the following locations during the indicated times:

Bookstore - Monday through Friday 9 a.m. - 3:30 p.m.
- Monday and Tuesday Evenings 4:30 - 6:30 p.m.
AD 362 - Monday through Friday 8 a.m. - 5 p.m.
AD 282 - Monday through Thursday 5 p.m. - 9 p.m.

Cards cannot be validated until fees have been either paid or deferred. Students who do not have a receipted or deferred class schedule may present their card at any of the above locations after Sept. 23 for validation. At that time a final printout of student fee payments will be available.

If there are any questions, please call x2624.

★ ★ ★

To: Health Insurance Participants
From: Maxine Bowers,
Acting Benefits Manager
Subject: Preferred Patient Care (PPC) List

Two additional hospitals have joined the list of Preferred Patient Care (PPC) providers for the Central Florida region: Orlando General Hospital in Orlando and Fish Memorial Hospital in DeLand.

Please update your "Directory of Hospitals and Physicians" with these new participating facilities for your future references.

★ ★ ★

To: All Faculty and Staff
From: Robert L. Arnold, Director
Office of Instructional Resources
Subject: Film Previews

Every Tuesday, starting Sept. 9, the Office of Instructional Resources will show training films and videos in the Lecture/Presentation Room (LIB 107) from 12:30-1:50 p.m. You are invited to view some of the newest training materials.

Films/videos to be shown on Sept. 9:

1. **THE YEAR AHEAD: THE COMPETITIVE EDGE**—examines ten trends that will affect the way Americans live and work in the coming year and beyond. It features John Naisbitt (author of *Megatrends*). The tape is designed as a tool for critical decision-making and strategic planning.
2. **HANDLING INCOMING CALLS**—A company is on the verge of losing a major account because of the way the employees handle incoming calls. So the

president calls a staff meeting, and together they discover the "secret formula" for handling incoming calls. Through discussion and vignettes, the film shows the correct methods for receiving calls.

For a list and synopsis of other films scheduled during this semester, call Sandy Cherepow at x2571.

★ ★ ★

To: All Faculty
From: Jaimie Edidin, Manager,
Public Access Facilities,
Computer Services
Subject: IBM PC Short Courses for Students

We will once again be offering short courses on the PC's for all students. This course will last approximately two hours.

Topics that will be covered include:

- 1.) Introduction to the IBM PC.
- 2.) Location of equipment on campus.
- 3.) Public domain software that is available.
- 4.) How to format diskettes.
- 5.) Simple DOS commands.
- 6.) HELP systems.
- 7.) Printing.
- 8.) LOCAL AREA NETWORKS.
- 9.) Accounting on the LAN.
- 10.) Communications to the IBM Mainframe.

Classes will be limited to the first 50 students who sign up for each session. All sessions are the same, so that students need only attend one. They will start on Tuesday Sept. 2 and will run until the end of September. Sign up is in CC2 Room 112. The classes will be held in the Library in Instructional Resources (ground floor) in the LP room.

Make sure that you request accounts for your classes through the Accounting Department of Computer Services at x2122.

The schedule is as follows:

Monday	Sept. 8, 15, 22, and 29 from 5 p.m. until 7 p.m.
Tuesday	Sept. 2, 9, 16, 23, and 30 from 8 a.m. until 10 a.m.
Thursday	Sept. 4, 11, 18, and 25 from 9 a.m. until 11 a.m. and from 4 p.m. until 6 p.m.
Friday	Sept. 5, 12, 19, and 26 from 2 p.m. until 4 p.m.

★ ★ ★

To: All Faculty and Staff
From: Maxine Bowers,
Acting Benefits Manager
Subject: Insurance Premiums and Savings Bonds

Due to the issuance of three paychecks during the month of August, no payroll deductions will be made for Savings Bonds or premiums for American Dental Plan, Health Maintenance Organizations, State Health Insurance or State Life Insurance from the paycheck you receive on Aug. 29, 1986.

Normal deductions for returning nine-month faculty members will resume on the paycheck distributed on Sept. 12. Initial deductions for and insurance plans selected by new nine-month faculty members will also begin with the Sept. 12 paycheck.

★ ★ ★

To: All Departments
From: Business Services/Central Accounting
Subject: Account Numbers

Please print your account numbers legibly; there has been some difficulty reading some of the account numbers.

Account numbers are used on Postal Slips, Office Supply, Bookstore Customer Service and Printshop forms.

It would be appreciated very much if your account number were on a rubber stamp. It would save you time in trying to remember your account number, and it would save us time from having to call you to verify the correct account number.

If you have any questions please contact Zelma at x5895. Thank you very much for your help.

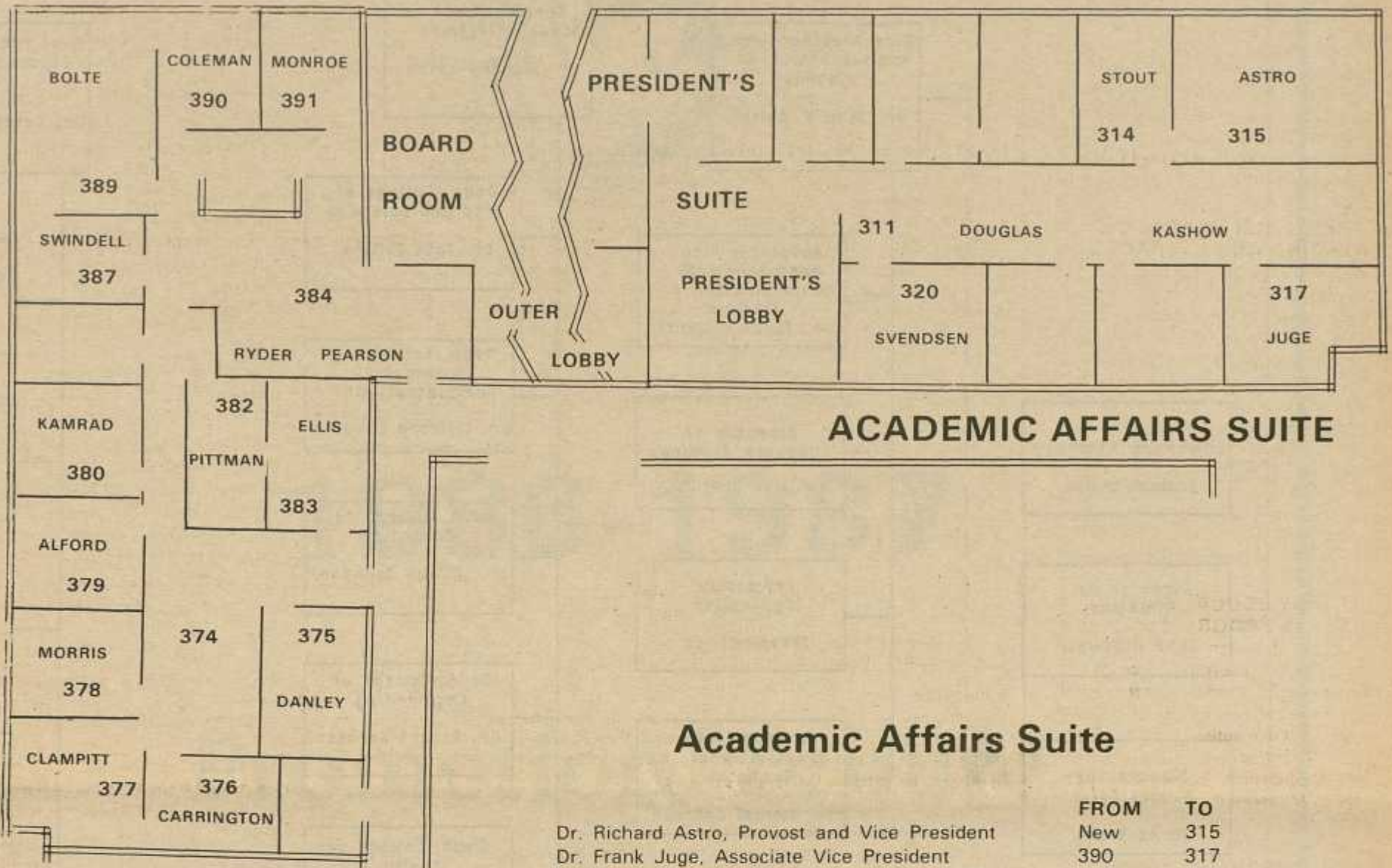
★ ★ ★

To: University Personnel
From: Susan Medellin,
Computer Services
Subject: Labor Day

The Computer Center will be closed on Monday, Sept. 1 in observance of the Labor Day holiday. We will close at midnight on Sunday, Aug. 31 and re-open at 8 a.m. on Tuesday, Sept. 2. Please plan your processing accordingly.

Administrative changes

Where they were and where they are now



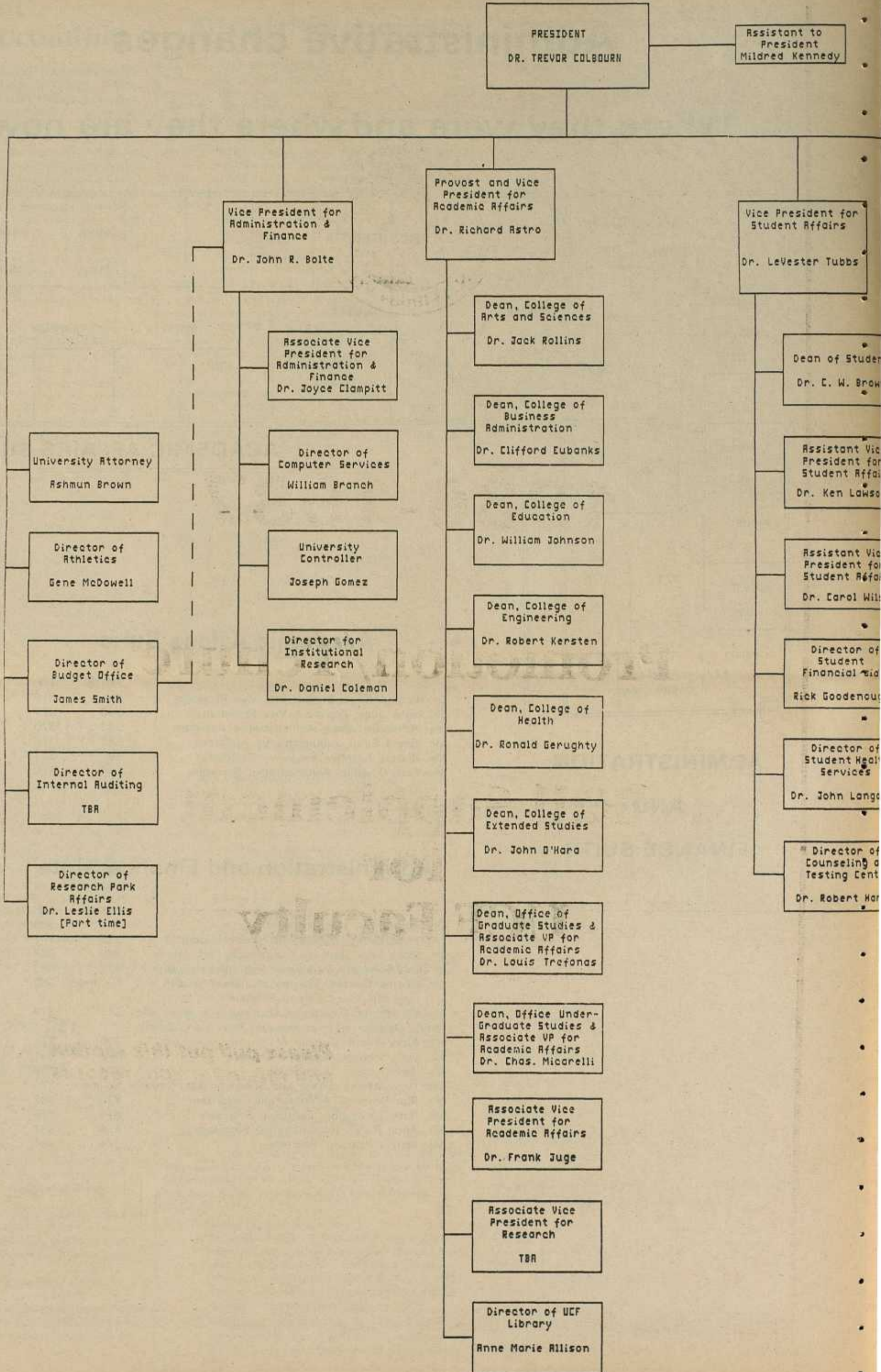
ADMINISTRATION AND FINANCE SUITE

Academic Affairs Suite

	FROM	TO
Dr. Richard Astro, Provost and Vice President	New	315
Dr. Frank Juge, Associate Vice President	390	317
Ms. Adele Svendsen, Administrative Assistant	383	320
Ms. Ginny Stout, Administrative Assistant	387	314
Ms. Brenda Kashow, Executive Secretary	391	311
Ms. Fran Douglas, Administrative Secretary	384	311

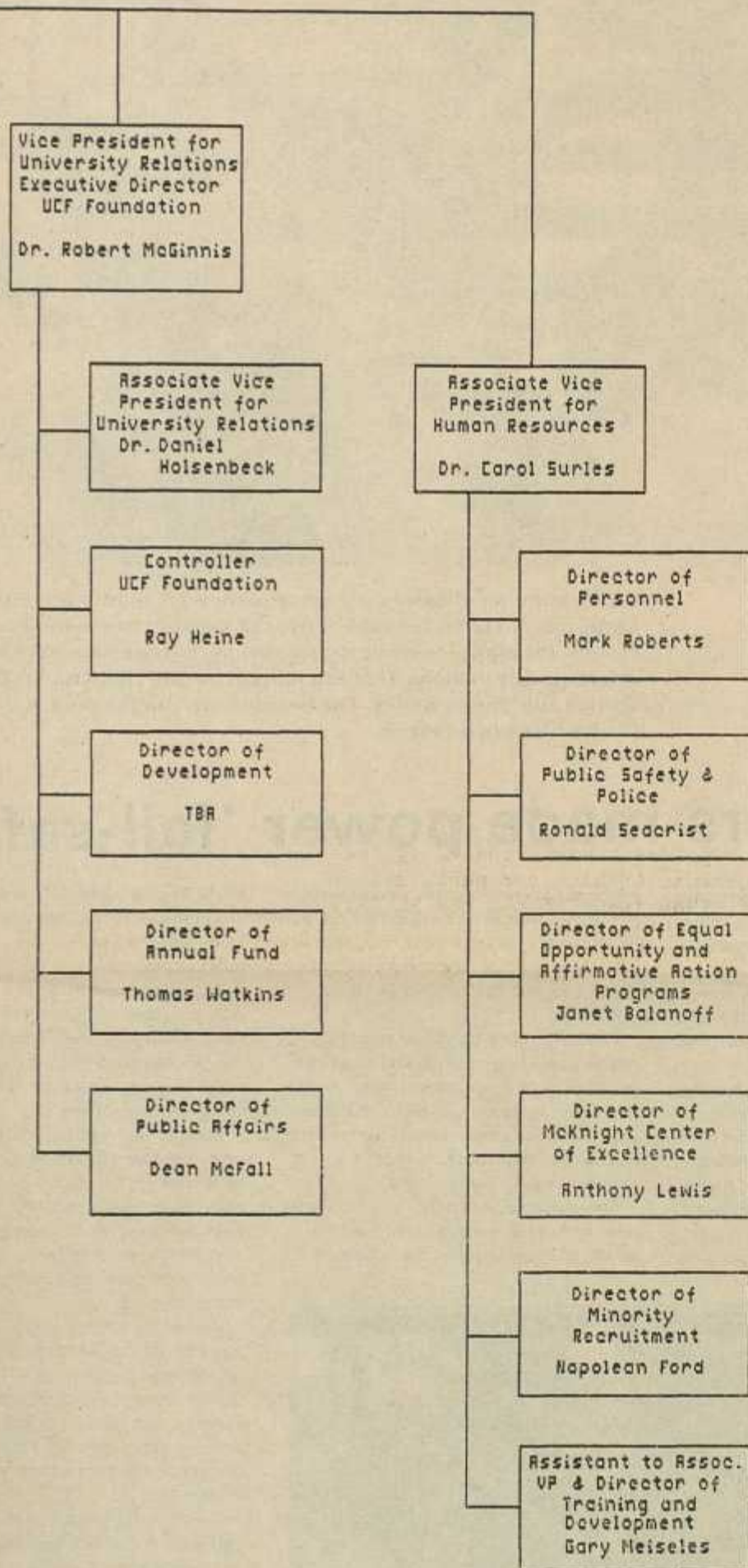
Administration and Finance Suite

	FROM	TO
Dr. John Bolte, Vice President	377	389
Dr. Joyce Clampitt, Associate Vice President	315	377
Dr. Leslie Ellis, Director of Research Park Affairs	389	383
Dr. Dan Coleman, Director of Institutional Research	379	390
Mr. Dennis Kamrad, Director of Liberal Studies and Time-Shortened Degree Program	No move	380
Mr. Bill Morris, Director of Operations Analysis and Acting Director of Environmental Health and Safety	317	378
Ms. Mary Alford, Director of Payroll	320	379
Ms. Judy Monroe, Assistant Director	378	391
Ms. Jean Pittman, Accountant	374	382
Ms. Dany Danley, Space and Schedule Administrator	No move	375
Ms. Rita Swindell, Administrative Assistant	376	387
Ms. Rose Carrington, Executive Secretary	314	376
Ms. Anne Ryder, Administrative Secretary	374	384
Ms. Marcia Pearson, Secretary	374	384



UCF's

Administrative Organization August 1986



This chart was typeset by computer, courtesy of Computer Services.

Summer tour gets bonus of French honors

UCF's summer school contingent to the Franco-American Study Center came back delighted with honored treatment received in Normandy this year.

The group's leader, Dr. Karl-Heinrich Barsch was made an honorary member of the Norman Academy of Letters, a surprise honor conferred in a late night banquet at Honfleur, birthplace of impressionism.

Barsch led 24 UCF students into the sixth summer session at nearby Lisieux where they must speak nothing but the French language, in class and at the homes where they stay with French families.

The group had just arrived when they received an invitation to enter essays in competition at the Honfleur three-day celebration. Fifteen of his advanced students did enter and their interest and cooperative spirit brought them special attention, Barsch reported.

When Greg Lemond, the first American to win the great European sports event, the Tour de France, was led off on a triumphal tour, the first stop arranged for him was at Lisieux--to be photographed with American students.

Americans enjoy a wealth of good will among these people of the Normandy coast where the memory of the World War II liberation has not been forgotten, Barsch said. French newspaper clippings brought back by Barsch demonstrate that good feeling in front page pictures and stories.

DSR receives \$2 million-plus in June funding

The monthly funded report for June shows \$2,173,615 handled by the Division of Sponsored Research for various uses, including research.

The Department of Defense is the largest single contributor of research funds, directing more than \$720,000 into the Institute for Simulation and Training.

DOD funds are earmarked for collection, storage and dissemination of training-related data, research and analysis of reserve component training facilities equipment and support for TDAC, readiness exercise and joint interoperability training and support for war games construction.

DOD has allotted \$445,743 to DSR for development of Social Security number-based data files, another \$20,855 for research into conventional takeoff/landing and vertical takeoff/landing flight simulator visual systems.

Cooperative Education and Placement received \$608,478 from Martin Marietta to run its work experience program for students. Parks-Jagger has allotted \$36,711 and International Laser \$10,261 for their work study programs.

The Department of Energy has given \$50,000 to the Florida Solar Energy Center for photovoltaic equipment testing.

FSEC SETS TOURS

Free guided tours of the Florida Solar Energy Center in Cape Canaveral will be held every Friday afternoon at 2 p.m., beginning Sept. 19. The 45-minute tours will allow visitors to see solar-powered prototype homes, working solar hot water systems, a solar-powered utility simulation, a unique cooling research laboratory and displays of even-more-advanced alternative energy options.



UCF's summer students in France were worked into the promotional tour for Greg Lemond, the first American to win the Tour de France, the biggest bicycle racing event in Europe where the sport is followed by millions. UCF students at left are Lois Krupar, Tracy Osman and Sherry Kelley. The bearded man on the right is UCF's Dr. Karl-Heinrich Barsch.

Riding high

Computers made power 'fail-safe'

Work finished last week at Computer Center I protects the University's main frame computers against brownouts and power surges.

Another installation to be completed in mid-September will protect UCF's nerve center from blackouts. Total cost is around \$100,000.

It's an upgrading that recognizes the computer as indispensable to daily operations. "The computer center is so important to the University community that we cannot afford to be shut down," Bill Branch, director of Computer Services, said.

The computer center now has a state

of the art uninterruptible power system (UPS), the first of its kind in Florida, public or private, Branch said. It utilizes dry cell batteries that can carry the load of the computers for as long as 15 minutes.

The UPS takes up about as much space as a filing cabinet and has been installed in the equipment room. Less advanced systems use wet cell batteries that are messy and give off fumes and because of that must be kept in a separate room, Branch said.

The surprise failure of the chill water line on Aug. 9 pointed up the vulnerability of the computer main frames.

Without cold water CCI and three other buildings were without airconditioning from Saturday to Tuesday, and had to be shut down.

A minimal operation of computers was maintained during that crisis, but temperatures in the equipment room rose higher than 90 degrees, according to Alice Davis, assistant director of computer operations.

Even under regular operating conditions the room atmosphere was as high as 80, when the ideal for the electronics equipment is 68 degrees, she said. Last January, center personnel began assembling data for writing bid specifications on protective equipment to be installed.

University Engineer G. R. Shahnam had Florida Power Corp. install a new transformer to serve only CCI. Computer Power Systems, Inc., Altamonte Springs, installed the UPS to absorb power surges and run equipment with battery power for as long as 15 minutes.

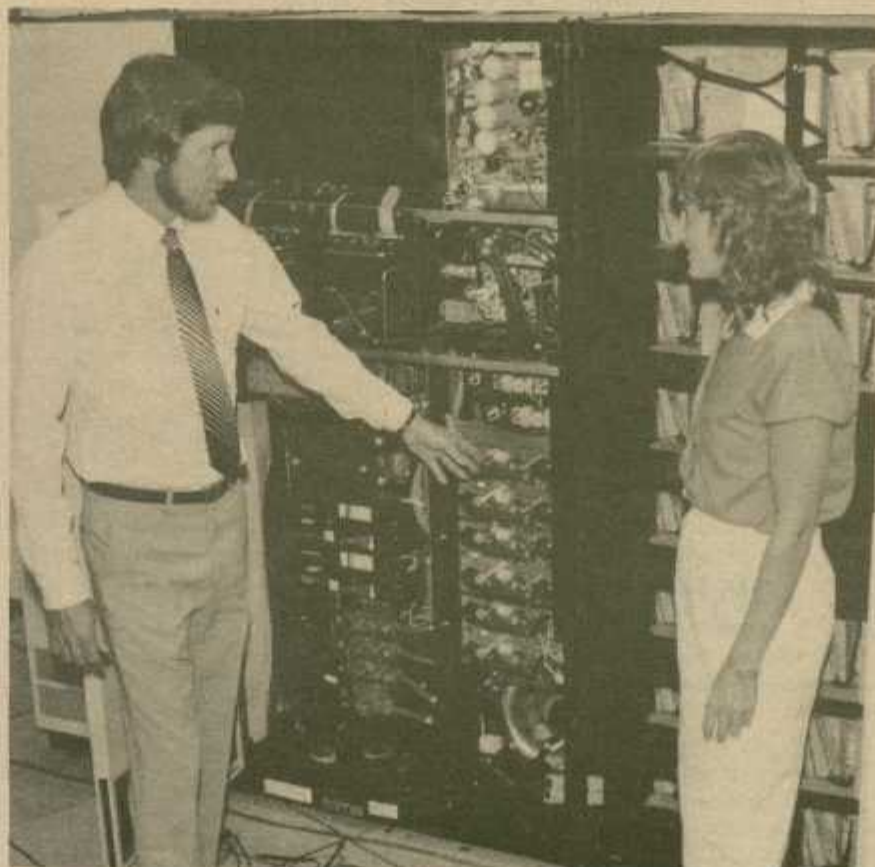
The long-term backup for that piece of equipment is a 125 kilovolt amp generator, powered by a motor run on piped-in natural gas. That will be installed by mid-September, providing three levels of mid-August.

To avoid a possible repeat on airconditioning failure a 10-ton air conditioner was installed by Dolphin Electric, Longwood, providing that much capacity for the computers only. The existing, but inadequate airconditioning for the building, remains as a backup.

The room getting all the protection houses IBM 4341 (PROFS) and IBM 4381, used by students. Still to be added is an IBM System 38 to replace the IBM 8100, used for student registration.

The growing use of computers and the growing population to use them would seem to indicate the room full of equipment will soon be too small to meet the University's needs.

"Fortunately, newer more powerful equipment also comes smaller and produces less heat than the equipment it replaces," Branch said, predicting present space will be adequate for the next three years.



Computer safeguard

Kenneth Kuzmick, president of Computer Power Systems, Inc., explains to Alice Davis, assistant director of operations at Computer Center I, how the newly-installed uninterruptible power system will protect the University's main frames from brownouts, power surges and short-term total power outages.

LIBRARY HOURS 1986-1987

Regular Operating Hours:

Monday through Thursday	7:45 a.m. - 11 p.m.
Friday	7:45 a.m. - 6 p.m.
Saturday	10:00 a.m. - 5:00 p.m.
Sunday	2:00 p.m. - 11 p.m.

Semester Break:

Monday through Friday	8 a.m. - 5 p.m.
Saturday	CLOSED
Sunday	CLOSED

Extended Library Hours During Final Exam Period:

Fall Semester	Dec. 8 - 17, 1986
Spring Semester	April 23 - 29, 1987
Monday through Thursday	7:45 a.m. - midnight
Friday	7:45 - 11 p.m.
Saturday	10 a.m. - 11 p.m.
Sunday	noon - 11 p.m.

Fall Semester Holidays:

Labor Day, Monday, Sept. 1 - CLOSED
 Veteran's Day, Tuesday, Nov. 11 - CLOSED
 Thanksgiving Day, Thursday, Nov. 27 - CLOSED
 Thanksgiving Holiday, Friday, Nov. 28 - CLOSED

Fall Semester Break:

Dec. 18 - 19 (Thursday, Friday)	7:45 a.m. - 5 p.m.*
Dec. 20, 21 (Saturday, Sunday)	CLOSED
Dec. 22 - 24 (Monday - Wednesday)	8 a.m. - 5 p.m.
Dec. 25 (Thursday) CHRISTMAS DAY	CLOSED
Dec. 26 - 28 (Friday - Sunday)	CLOSED**
Dec. 29 - 31 (Monday - Wednesday)	8 a.m. - 5 p.m.
Jan. 1 (Thursday) NEW YEARS DAY	CLOSED
Jan. 2 (Friday)	8 a.m. - 5 p.m.
Jan. 3, 4 (Saturday, Sunday)	CLOSED
Jan. 5 (Monday)	Resume Regular Hours

Spring Holidays:

March 16 - 20 (Monday - Friday)	8 a.m. - 5 p.m.
March 21 (Saturday)	CLOSED
March 22 (Sunday)	Resume Regular Hours

Spring Semester Break:

April 23, 24 (Thursday, Friday)	8 a.m. - 5 p.m.
April 25, 26 (Saturday, Sunday)	CLOSED
April 27 - 29 (Monday - Wednesday)	8 a.m. - 5 p.m.
April 30 (Thursday)	Resume Regular Hours

* Or later, depending on exam schedule

** Staff will be working on Dec. 26 unless it is designated as a holiday

UCF Daytona Beach campus to welcome new director

Dr. Sarah H. Pappas, who has been dean of instruction at Palm Beach Junior College for the past five years, has been named director of UCF's Daytona

Harold Green, who will return to full time teaching at the branch campus.

Pappas served in teaching and administrative appointments at St. Petersburg Junior College and Hillsborough Community College before moving to Palm Beach Junior College in 1981. She holds a doctorate from Nova University, Ft. Lauderdale. Her baccalaureate degree was awarded by Penn State in 1961. She also holds a masters degree in social science education from the University of South Florida.

She has served as president of the Florida Sociology Association, has studied under two National Science Foundation awards, is the author of *Men, Women and Change*, and instructor's manual. While in Palm Beach she was a member of the County Charter Commission Advisory Committee, vice-president of the Northern Palm Beach Chamber of Commerce, and a board member of Executive Women of the Palm Beaches.

The Daytona Beach UCF campus, which is located on Clyde Morris Boulevard, will move into new quarters in the UCF-DBCC joint facility on the Daytona Beach Community College campus early next year.



DR. SARAH PAPPAS

Beach campus.

She is expected to assume her new post in late September, replacing Dr.

State unit at UCF meeting views education-movie tie

The state's Postsecondary Education Planning Commission (PEPC) met on the UCF campus for the first time last week and heard a presentation on the burgeoning Florida movie industry by an Orlando representative.

Another local presentation came as a part of the comprehensive health professions education committee's status report. The committee is chaired by Altamonte Springs medical doctor Michael Butler, a director of the UCF Foundation, Inc.

Cathy Savino, director of the motion picture and television division of the Industrial Development Commission of Mid-Florida, Inc., said educators are in a key position to stimulate growth of the motion picture industry in Florida. There is already a lively interest among students for careers in the industry, she reported.

She recommended that education seek out the 20 to 30 retired film industry professionals in the state and get them to share their knowledge with young people through workshops in schools.

She pictured a future where schools on the secondary, as well as the post-

secondary level, hold classes to train people for the industry. This might lead to a graduate school, she said. When Walt Disney World has its \$300 million Florida studio operational in 1988 it will provide tours and the opportunity for apprenticeships.

Florida's existing industry accounted for 24 feature films, valued at \$46 million, and 1,966 TV commercials, training, corporate and industrial films, valued at \$44 million, so far in 1986, she said. Roland Gagnier, executive director, and Teresa Zwink, assistant director, told of the work of their Center for Independent Living in Central Florida, Inc., which gets some state and federal funding.

Their center, the directors explained, is one of a network of seven in the state that work with the schools in the interests of better serving disabled students, placing them in jobs and handling the broad spectrum of public education in regard to the handicapped.

The planning commission and centers work together in promoting more auxiliary aid funding for the school system.

Creativision of Holly Hill takes research park site

Creativision, a Holly Hill trainer-video electronics firm specializing in Defense Department contracts, began moving last week into Central Florida Research Park, close to its biggest customer.

About 20 of the 55 employees at the Volusia County business are involved in the move to the newly-acquired building on Research Parkway, built originally by Pan American Systems, which moved to Winter Park.

A company spokesman said their trainer division will move first, followed by their inter-active video disk division. The trainer division is working on a trainer simulator to be used with the Air Force C-5A aircraft and by United Air Lines.

In about a year the company expects to complete the move from the Daytona Beach area, enlarging the 9,000 square-foot building close to the Naval Training Systems Center, where not

only Navy, but other services will head-quarter their training device procurement.

President Alex Bennett pointed out the special benefit of being a next-door neighbor to the University. "We look forward to building a working relationship with UCF for our training and staffing as we become operational and grow in the Research Park, where we can best meet the training needs of our customers," he said.

Creativision's 1985 revenues were \$3.2 million, most of which were from DOD. Started in 1976 by four former employees of General Electric Co., Creativision was bought by Fox Technology of Dayton, Ohio, in 1983, the same year Fox went public. Fox's sales in 1985 amounted to \$27 million, mostly from electronic scanners, radios and other hardware.

Welcome Newcomers!

Gregory M. Handy (custodian/ Building Services) was born at Daytona Beach and worked for the Volusia County School Board. He now lives at Orlando with son Gregory Jr., 13, and for recreation he favors sports.

Juanita E. Muiga (executive secretary/Human Resources) last worked for the Disciples of Christ church. She earned a degree in journalism from the U. of Oklahoma and likes writing biographical sketches and feature writing and reading. This native of Okmulgee, Okla., now lives at Orlando with husband, Michael.

William L. Wilson (geologist II/Civil Engineering & Environmental Science)

was last an instructor at Indiana State U. and before that a geologist at Denver. A Pittsburgh native, he got his first degree at Indiana U. and his master's at Indiana State. He is director of Cave Research Foundation which conducts cave mapping and exploring at Mammoth Cave and Carlsbad Cavern. He is at home in Orlando with wife, Diane, and son, Rob, 13.

Paul D. Deane (assistant professor/English) comes from Elon College, N.C. He is a native of Atlanta and earned his BA at the U. of North Carolina; his master's and PhD at the U. of Chicago. He and wife, Deborah, have a son, Jonathan, and they live at Orlando.

Official memorandum

To: All Faculty and Staff
 From: Lou Oddo, Manager,
 The Computer Store
 Subject: Short Courses

As a courtesy to its customers, the UCF Computer Store will offer short courses in several micro-computer related areas. Each course is from 1½ to 2 hours long. These courses are for faculty and staff only.

Please call Miriam at x2713 to reserve your space in these informative classes. Space is limited so please call early.

Date	A.M.	Course	Description
9/9	9:30	PC I	For very beginners
9/11	10:00	PC II	More DOS Commands
9/16	10:00	PC III	Advanced DOS Commands
9/18	10:00	PC 3270	Keyboard for beginners
9/23	10:00	Freestyle	Word Processing
9/25	10:00	Spreadsheets	LOTUS 1-2-3, VP Planner
9/30	10:00	Utilities	PC Utilities, freeware
10/2	10:00	Communication	Dialups, etc.

If you need help with CMS, SPSS, or SAS, please call x2720 for consultation.

MENU

- Wednesday, Aug. 27**
Veal Scallopine
Turkey Divan
Roast Leg of Lamb
- Thursday, Aug. 28**
Country Fried Steak
Shrimp Chow Mein
Sliced London Broil
- Friday, Aug. 29**
Broiled Cod Filet
Spanish Macaroni
Roast Turkey and Dressing
- Monday, Sept. 1**
CLOSED
- Tuesday, Sept. 2**
Chicken Cacciatore
Beef Pepper Steak w/rice
Shrimp Fried Rice
- Wednesday, Sept. 3**
Chicken Pot Pie
Stuffed Peppers
Sliced Baron of Beef
- Thursday, Sept. 4**
Lasagna
Broccoli Quiche
Sliced Leg of Lamb
- Friday, Sept. 5**
Baked Turbot Filet
Eggplant Parmesan
Sliced Ham

FOOD SERVICE HOURS OF OPERATION Fall 1986

- Potpourri**
Monday-Friday
Breakfast 7 a.m.-9:15 a.m.
Lunch 11 a.m.-1:15 p.m.
Dinner 4:45 p.m.-6:30 p.m.
Sat.-Sunday
Brunch 11 a.m.-1 p.m.
Dinner 4:45 p.m.-6:30 p.m.
- The Knight's Den**
Monday-Friday 7 a.m.-2 p.m.
- Great Escapes-(Student Services Complex)**
Monday-Thurs 7:30 a.m.-5 p.m.
Friday 7:30 a.m.-2 p.m.
- The University Club**
Monday-Friday
Lunch 11:30 a.m.-1:30 p.m.
- The Fast Break-(Physical Education Complex)**
Monday-Thurs 7:30 a.m.-7 p.m.
Friday 7:30 a.m.-2 p.m.
- Wild Pizza-(Student Center Complex)**
Monday-Friday 11 a.m.-11 p.m.
Sat.-Sunday 8 p.m.-11 p.m.*

*Hours subject to change due to programming.

THANKS

Print Shop Manager Jack Reinstatler expresses thanks to all who expressed condolences following the death of his wife, Eleanor, on Aug. 11.

The UCF Report

The UCF Report is the University of Central Florida's official publication, whose purpose is to inform the University community through announcements, official memoranda and items of general interest. Publication and announcements and official memoranda about University policy and procedures in The UCF Report constitutes official notice to faculty and staff. The UCF Report is a weekly publication most of the regular academic year and biweekly during the summer sessions, at a cost of \$180 per issue, or 75 cents per copy, paid for by the Office of Public Affairs, ADM 395-J, x2504.

Copy submitted on or before Thursday noon of the week before publication receives handling and space priority. Copy is accepted after this deadline but is subject to editing or delay until the succeeding publication date.

Editor: Don Rider
Photographer: David Bittle
Typographers: Stacie Anne Sciarrino
Amy B. Kusmierz

American drivers 'considerate' says German exchange teacher

"American drivers are so considerate!"

That's a spontaneous expression from Christa Zorn-Belde, a Fulbright exchange teacher, who will teach four undergraduate classes in the foreign languages department this year.

It was an unsolicited remark after her first week at UCF, living in Finley Taylor's apartment and driving his car, while he spends the year in Hamburg, Germany, teaching English and American culture at Fischbeck Gymnasium. Just like, "And your streets are so wide!"

In Hamburg, apparently, the streets are narrow, traffic is congested, drivers go fast and are not so considerate. Zorn-Belde says she does not even drive on weekdays. Public transportation is very good and she can read while she leaves the driving to someone else in the 20 minutes from her home to the school where her classes span fifth grade through the 13th.

She finds it also takes 20 minutes to drive from her present, temporary home to UCF. The time is the same but the reading is limited to signs.

Dr. Amanda Payas, department chairman, has scheduled her to teach German diction, beginning German and intermediate German to freshman and sophomore classes and a literature class on German stories for upper-classmen.

When time permits she will travel the state in order to see Florida. In two previous visits to the U.S. she covered most of the country. Her travels have also been in Russia, China and Egypt.



ZORN-BELDE

First play ready for actor tryouts

Auditions for "Romeo and Juliet," the initial 1986-87 production by the UCF University Theatre, will be conducted Aug. 27-28 on campus.

Times are 4 p.m. and 7:30 p.m. both days in the theater. Director Marilyn McKay is looking for men and women 18-23 years old and 40-55 years old, plus three boys "about nine years old."

The play is scheduled for seven performances, beginning Oct. 30.

USPS Sick Leave Pool Enrollment

The University Support Personnel System (USPS) will have an open enrollment period July 31 through Aug. 29. To be eligible to join, you must have a current balance of 64 hours of sick leave, and must have been employed continuously by the state for at least one year. Please return your application form to Personnel no later than Aug. 29, 1986. If you have any questions, please call x2771.

TO: Mark A. Roberts, Director of Personnel
USPS Sick Leave Pool Application

NAME _____

SS# _____

DEPARTMENT _____

DATE OF UCF EMPLOYMENT _____

IF TRANSFERRED FROM ANOTHER STATE AGENCY, DATE OF EMPLOYMENT WITH THAT AGENCY _____

I hereby authorize the transfer of 8 hours of sick leave from my sick leave account to the USPS Sick Leave Pool

SIGNED _____

(applicant)

(date)

OFFICIAL To Spotlight the UCF BALLOT Employee of the Month

I nominate _____ to be UCF SPOTLIGHT EMPLOYEE OF THE MONTH. (Nominee must have been a University Support Personnel System employee for at least one year.) Any employee, including faculty and A&P, may nominate a candidate on basis of job performance, dependability, attitude, etc. A name submitted remains in the pool of eligible candidates until the end of the calendar year.

Reasons for your choice _____

Cut out ballot and return to Renee Simpson, Admissions Office, AD 172

Signed _____

Employment Opportunities

UCF is an Equal Opportunity / Affirmative Action Employer

For resume of current openings, call Career Opportunity Line, 275-2778

For detailed information about any job and how to qualify, phone x2771 or ask at the Personnel Office in the Administration Building. The following list provides job title, location, annual base pay and closing date to apply. For faculty positions see the SUS position vacancy announcements.

USPS

- TELECOMMUNICATIONS SPECIALIST III, Computer Svcs., \$643.20 - 8/28/86
 - MANAGER OF LABS, Brevard Campus, Cocoa, FL, \$643.20 - 8/28/86
 - ASST. BOOKSTORE MANAGER, Bookstore, \$573.60 - 8/28/86
 - RADIO-TELEVISION ENGINEERING TECH, South Orlando Campus, \$513.60 - 8/28/86
 - TREATMENT PLANT OPER. II, Physical Plant, \$460.80 - 8/28/86
 - PRINTER I, Print Shop, \$416.00 - 9/05/86
 - SENIOR CLERK, Grad. Admissions, \$436.80 - 8/28/86
 - CLERK TYPIST SPEC., Accounting, \$376.00 - 8/28/86
- ### OPS
- GROUNDKEEPER, Grounds, \$4.28/HR. - 9/05/86

Classified

This is a free service to fulltime UCF employees

FOR SALE

- Couch, chair, ottoman set, Colonial style, good condition, \$275. Call Heather x5139 or 679-2213 evenings
- Antique rocker, circa 1890, \$200; pool table/accessories, \$175; patio table/4 chairs, \$50. Doris x2628 or 671-6262.
- House, almost new, 3/2 on 1/2 acre natural woodland, many extras, 10 miles from campus, \$75,000. Phone evenings 365-9556.
- 1985 Plymouth Horizon, \$200 down, assume \$150 per month at UCF Credit Union. Jim Depuy x2425.
- House, spacious 2-story, 4 bdrm, 2 1/2 bath on Lake Cherokee, double garage with apartment, second mortgage available, \$265,000. Call x2278, 843-1475, or 422-1740.
- Deluxe condominium, 1 bdrm \$35,000, 815 sq. feet, Summitt Village. Call 365-6083.

FOR RENT

- Home for rent, new 2 bdrm, 2 bath, in Alafaya Woods, 3 miles from UCF, all appliances, washer/dryer, big living room w/vaulted ceiling, paddle fan, eat-in bar and formal dining room, 2-car garage, lake view, lawn maintenance, furnished all, part, or none. Available now, \$575/month. Dr. Morgan, 365-5790 or x2878.
- Condo — Casselberry — large 2 bdrm, 2 bath, on Lake Howell, pool, screened porch, washer/dryer hookups, tennis, boat ramp, adults, no pets, available October. \$525 mo. Call Dr. Kuyper, x2359.

WANTED

Ride, handicapped man (not wheelchair bound) needs ride to and from work from Bonnevillie area. Willing to share gas expenses. Leave message for Dave at x2141.

WORTH REPEATING

It is always a silly thing to give advice, but to give good advice is absolutely fatal.

Oscar Wilde

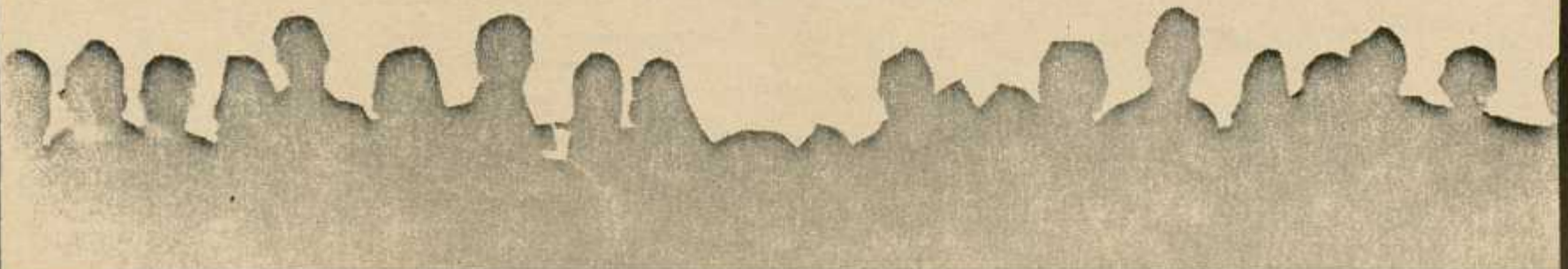


1986-1987

Promotion/Tenure

**Fall Supplement
for
UCF Faculty**

*Please pull out this section
and retain for your records*



THE UNIVERSITY OF CHICAGO

1988-1989



1988-1989

THE UNIVERSITY OF CHICAGO

1988-1989

1988-1989

THE UNIVERSITY OF CHICAGO

Please see out this section
and return to your records

PROMOTION & TENURE SCHEDULE

1986 - 1987

September 4, 1986 Promotion/Tenure vita sent to outside experts for evaluation.

October 10, 1986 Promotion /Tenure application file with appendices completed and ready for processing.

October 14, 1986 Deadline for receipt of outside reviews.

October 16, 1986 Tenure /Promotion evaluation file (with outside reviews) - Department Chair to Department Evaluation Committee.

October 23, 1986 Tenure/Promotion - Department Evaluation Committee report to Department Chair.

October 27, 1986 Tenure - Department Chair completes VI. A-D of 5 AA 18.

October 28, 1986 Tenure - Department Chair sends written notification of Department Evaluation Committee recommendation and provides candidate 7 calendar days to review and respond to both the Department Evaluation Committee report (and sign it) and the Department Chair's responses to VI. A-D. AA-18.
Promotion - Department Chair sends written notification of Department Evaluation Committee recommendation and provides candidate with 7 calendar days to review, sign (AA-16) and respond.

November 5, 1986 Tenure - Department Chair/Dean conducts a secret poll of the tenured members of the department/college and records the vote in VI. E. AA-18.

November 6, 1986 Promotion - Department Chair formulates recommendation VI. A-F (E. not required for promotion) on AA-18.
Tenure - Department Chair completes VI. F. of AA-18 (chair's recommendation and comments).

November 7, 1986 Promotion - Department Chair advises candidate by letter that chair's responses VI. A-F (AA-18) are available for candidate's review, signature and response. Chair provides 5 calendar days for this process.
Tenure - Department chair by letter notifies candidate of -
a. vote of tenured faculty in department/college.
b. availability for review by candidate of chair's recommendation and comments.
and
c. provides 5 calendar days to candidate to review a. and b., sign page 10 of AA-18, and respond to this phase of the review process.

November 17, 1986 Tenure/Promotion - Department Chair to Dean.

November 19, 1986 Tenure/Promotion - Dean to College Committee.

December 11, 1986 Tenure/Promotion - College Personnel Committee report to Dean.

December 15, 1986 Tenure/Promotion - Dean notifies candidate by letter of College Personnel Committee report providing 7 calendar days to candidate for review, signature (AA-16) and response.

January 8, 1987 Tenure - Dean formulates recommendation VII. A & B, AA-18 and notifies candidate, providing candidate with opportunity to review, sign and respond within 7 calendar days (copy to be sent to Department Chair).
Promotion - Dean formulates his recommendation VII., (page 11, AA-18) notifies candidate in writing of opportunity to review recommendation, sign page 11, and respond in 5 calendar days. (Copy of notification is to be sent to Department Chair.)

January 20, 1987 Tenure/Promotion - Dean forwards files to Dr. Richard Astro, Vice President for Academic Affairs (Support documents to be stored by the Dean and made available to authorized reviewers.)

January 22, 1987 Tenure/Promotion - To University Personnel Committee to commence review.

February 16, 1987 Tenure/Promotion - University Personnel Committee sends notice of recommendation and provides candidate with 5 calendar days for review of Individual Reviewer Worksheets and response. (Copy of notification is to be sent to Dean and Department Chair.

February 24, 1987 Tenure/Promotion - University Personnel Committee to Provost Astro.

March 12, 1987 Tenure/Promotion - Provost Astro to President Colbourn.

March 31, 1987 Tenure/Promotion - President Colbourn to Vice President Astro.

April 10, 1987 Tenure to Board of Regents for May 28 meeting.

April 30, 1987 Promotion notices.

U C F
CALENDAR OF IMPORTANT DATES
 as related to
PROMOTION & TENURE SCHEDULE

September 1, 1986	Labor Day Holiday
September 4, 1986	Promotion/Tenure vita sent to outside experts for evaluation.
October 10, 1986	Promotion /Tenure application file with appendices completed and ready for processing.
October 14, 1986	Deadline for receipt of outside reviews.
October 16, 1986	Tenure /Promotion evaluation file (with outside reviews) - Department Chair to Department Evaluation Committee.
October 23, 1986	Tenure/Promotion - Department Evaluation Committee report to Department Chair.
October 27, 1986	Tenure - Department Chair completes VI. A-D of 5 AA-18.
October 28, 1986	Tenure - Department Chair sends written notification of Department Evaluation Committee recommendation and provides candidate 7 calendar days to review and respond to both the Department Evaluation Committee report (and sign it) and the Department Chair's responses to VI. A-D. AA-18. Promotion - Department Chair sends written notification of Department Evaluation Committee recommendation and provides candidate with 7 calendar days to review, sign (AA-1b) and respond.
November 5, 1986	Tenure - Department Chair/Dean conducts a secret poll of the tenured members of the department/college and records the vote in VI. E. AA-18.
November 6, 1986	Promotion - Department Chair formulates recommendation VI. A-F (E. not required for promotion) on AA-18. Tenure - Department Chair completes VI. F. of AA-18 (chair's recommendation and comments).
November 7, 1986	Promotion - Department Chair advises candidate by letter that chair's responses VI. A-F (AA-18) are available for candidate's review. Signature and response. Chair provides 5 calendar days for this process. Tenure - Department chair by letter notifies candidate of - a. vote of tenured Faculty in department/college. b. availability for review by candidate of chair's recommendation and comments. and c. provides 5 calendar days to candidate to review a. and b., sign page 10 of AA-18, and respond to this phase of the review process.
November 11, 1986	Veterans Day Holiday
November 17, 1986	Tenure/Promotion - Department Chair to Dean.
November 19, 1986	Tenure/Promotion - Dean to College Committee.
November 27-28, 1986	Thanksgiving Holidays
December 1, 1986	Classes Resume
December 11, 1986	Tenure/Promotion - College Personnel Committee report to Dean.
December 12, 1986	Classes end for Fall Semester
December 15, 1986	Tenure/Promotion - Dean notifies candidate by letter of College Personnel Committee report providing 7 calendar days to candidate for review, signature (AA-16) and response.
December 15-20 (Noon) 1986	Final Examination period
December 19, 1986	Commencement
December 22, 1986	Grades due in Registrar's Office
December 22, 1986	Christmas Holidays begin
January 5, 1987	Classes begin for Spring Semester
January 8, 1987	Tenure - Dean formulates recommendation VII. A & B, AA-18 and notifies candidate, providing candidate with opportunity to review, sign and respond within 7 calendar days (copy to be sent to Department Chair). Promotion - Dean formulates his recommendation VII., (page 11, AA-18) notifies candidate in writing of opportunity to review recommendation, sign page 11, and respond in 5 calendar days. (Copy of notification is to be sent to Department Chair.)
January 20, 1987	Tenure/Promotion - Dean forwards files to Dr. Richard Astro, Vice President for Academic Affairs (Support documents to be stored by the Dean and made available to authorized reviewers.)
January 22, 1987	Tenure/Promotion - To University Personnel Committee to commence review.
February 16, 1987	Tenure/Promotion - University Personnel Committee sends notice of recommendation and provides candidate with 5 calendar days for review of Individual Reviewer Worksheets and responses. (Copy of notification is to be sent to Dean and Department Chair.
March 11, 1987	Tenure/Promotion - Provost Astro to President Colbourn.
March 16-20, 1987	Spring Holidays
March 23, 1987	Classes resume
March 31, 1987	Tenure/Promotion - President Colbourn to Vice President Astro.
April 10, 1987	Issues to Board of Regents for May 28 meeting.
April 22, 1987	Classes end for Spring Semester
April 23-29, 1987	Final Examination period
April 30, 1987	Promotion notices.

Board of Regents Rules

6C-5.113 Promotion.

(1) Definition

(a) General Faculty promotion — The assignment of a General Faculty member to a higher academic or equivalent rank.

(b) Administrative and Professional employee promotion — The assignment of an Administrative and Professional employee to another Administrative and Professional class having substantially increased responsibilities and/or a higher pay grade, or a permanent assignment of substantially increased responsibilities for the existing classification. Assignment of a higher pay grade to a position may constitute a promotion or merely a reslotting of the position, at the discretion of the president or president's designee, or the Chancellor or Chancellor's designee for Board Office employees.

(2) Criteria and procedure for promotion

(a) General Faculty — The criteria for promotion of General Faculty members shall include meeting the minimum qualifications for appointment to the rank or position, increased skill in the performance of duties, increased knowledge in the field of specialty, increased recognition as an authority in his/her field, and potential for professional growth. Procedures for faculty participation in the development of promotion recommendations and other procedures and criteria for promotion may be specified by the university.

(b) Administrative and Professional employees — The criteria for promotion of Administrative and Professional employees shall include exemplary performance of duties in the employee's present position and satisfaction of the minimum qualifications contained in the class specification for the position to which promoted. A qualified Administrative and Professional employee may be

promoted in the employee's current position based on a substantial increase in responsibilities. Procedures for promotion consideration shall be specified by the university for university employees, or the Chancellor or Chancellor's designee for Board Office employees.

Specific Authority 240.209(1)(m) FS, Law Implemented 240.209(1), (2), (4), 447.203(2) FS, History—New 11-11-80, Amended 12-8-81, Previously numbered 6C-5.29, Amended 10-13-85.

Editorial Note: The 10-13-85 amendment entirely superseded the former rule.

6C-5.225 Tenure.

(1) For General Faculty who are members of the general faculty bargaining unit and represented by a bargaining agent, the provisions of this rule are supplemented by the BOR/UFF Agreement.

(2) Definition of Tenure of the Faculty

(a) Preamble — Institutions of higher education are conducted for the common good. The common good depends upon the unfettered search for truth and its free exposition. Academic freedom and tenure exist in order that society may have the benefit of honest judgment and independent criticism. The meaning of tenure in the academic community in the United States is simply a guarantee of annual reappointment for General Faculty members until voluntary resignation, retirement, removal for adequate cause, or layoff in accordance with procedures specified by the Board of Regents in this Chapter and in the BOR/UFF Agreement. Tenure is that condition attained by the General Faculty member through highly competent teaching, research or other scholarly activities, service, and contributions to the university and to society. It assures the General Faculty member security of employment and immunity from reprisals or threats due to an intellectual position or belief which may be unpopular.

(b) Tenure — Tenure may be held as a ranked General Faculty member in an academic department or other equivalent academic unit and shall not extend to administrative appointments in the General Faculty or Administrative and Professional Classification Plan. A General Faculty member who has been granted tenure by the Board of Regents shall have the status of permanent member of the General Faculty and be in the continuing employment of the university until he or she:

1. Voluntarily leaves the employment of the university;
2. Voluntarily retires;
3. Is dismissed for cause under the provision of university rules or the BOR/UFF Agreement which governs the termination of General Faculty employment;
4. Is discontinued pursuant to the layoff provisions in 6C-5.125 and the BOR/UFF Agreement; or
5. Dies.

(3) Tenure-earning Appointments

(a) General Faculty appointments to the ranks of assistant professor, associate professor, and professor, which appointments do not include the appointment status modifiers "acting," "adjunct," "joint," "provisional," "visiting," "research," "clinical," "emeritus," "honorary," or "affiliate" (see 6C-5.105(5)) are tenure-earning appointments which include the appointment status modifiers "joint," "provisional," "visiting," "research," "clinical," or "affiliate" may or may not earn time toward tenure, as determined by the university at the time of appointment.

(b) If a General Faculty member is initially appointed to the rank of instructor or to a rank including an appointment status modifier described in (3)(a) determined by the university not to be tenure-earning, and is subsequently appointed to a tenure-earning position, all or a portion of the

General Faculty member's prior service in such non-tenure-earning title may be counted toward tenure, provided the university agrees in writing to credit such service.

(4) Eligibility for Tenure Nomination

(a) Only those General Faculty members serving in tenure-earning appointments as described in (3)(a), above, are eligible to be nominated for tenure. Universities may, by rule, make assistant professors ineligible for tenure.

(b) Except for General Faculty members who, by virtue of prior tenure-earning service credited at the time of their appointment are eligible for consideration earlier, a decision whether to nominate a General Faculty member for tenure shall normally be made during the fifth year of continuous full-time service or equivalent part-time service in a tenure-earning position, or at the option of the General Faculty member and with the concurrence of the appropriate administrative officials, during the sixth year of continuous full-time service or equivalent part-time service in a tenure-earning position. Continuous employment for the purpose of tenure eligibility consideration for full-time service shall normally mean employment during at least 39 weeks of any twelve month period. Continuous employment for the purpose of tenure eligibility consideration for part-time service shall normally mean employment during at least one semester of any twelve month period. Part-time service of an employee employed at least one full semester in any twelve month period shall be accumulated. For example, two semesters of half-time service shall be considered one-half year of service for purposes of tenure eligibility.

(c) The number of years of previous tenure-earning service at other institutions of higher education which the president may agree to recommend as credit toward a General Faculty member's eligibility for tenure shall be agreed upon in writing at the time of employment, subject to the following restrictions for service at other than SUS institutions: the president may approve credit for not more than two years of tenure-earning service for a General Faculty member hired as an assistant professor, not more than three years for a General Faculty member hired as an associate professor, and not more than four years for General Faculty member hired as a professor. The amount of prior State University System tenure-earning service creditable toward tenure at another university may, by agreement, be all or part of such service. In the absence of such agreement, all such service shall be credited.

(d) Time spent by a General Faculty member under joint appointment or exchange within or without the State University System, on a duly established personnel exchange program of the university, or on a special assignment for the benefit of the parent institution or for the University System, shall be counted toward the fulfillment of eligibility for tenure. In all such cases, the General Faculty member shall be so informed in writing at the time leave is granted. Time spent away from the university for other purposes shall not be counted toward the fulfillment of eligibility for tenure.

(e) Time spent on uncompensated leave shall not be credited as time earned toward tenure, except by agreement of the General Faculty member and the president or president's designee. In deciding whether to credit uncompensated leave toward tenure eligibility, the president shall consider the relevance of the General Faculty member's activity while on such leave to the General Faculty member's professional development and field of employment, the benefits, if any, which accrue to the university by virtue of placing the General Faculty member on such leave, and other appropriate factors. Time spent on compensated leave shall be credited as time earned toward tenure, unless the General Faculty member and the president or president's designee agree in writing that such leave is not to be credited.

(5) Granting of Tenure

(a) By the end of six years of continuous full-time, or equivalent part-time service in a tenure-earning position in a State University System university, a General Faculty member shall be recommended for tenure or given notice that further employment will not be offered. The notice shall be accompanied by a statement of reasons by the president or president's designee why tenure was not granted.

(b) Upon nomination by the president, review by the Chancellor, and approval by the Board, tenure shall be granted. Each nomination for tenure shall be acted upon with careful consideration being given to the qualifications of the General Faculty member, including evaluation by colleagues and the immediate superior. In making judgments pertaining to the decision to award tenure, evaluation of research and other creative activities by qualified scholars in pertinent disciplines both within and outside the university should be sought. When one of the duties of the General Faculty member being nominated is service to public schools, judgments pertaining to the decision to award tenure shall include the General Faculty member's service to public schools. Further, when one of the duties of the General Faculty member being nominated is teaching, the quality of the General Faculty member's teaching shall be gauged by the procedures outlined in these rules, the BOR/UFF Agreement, and the university policies which govern faculty evaluation and improvement.

The General Faculty member considered for tenure normally shall hold the terminal degree in the appropriate academic field. Nomination of a General Faculty member for tenure shall signify that the president is satisfied the candidate will continue to make significant professional contributions to the university and the academic community generally.

(c) Tenure may be granted by the Board at the time of initial appointment. Also, the Board may approve tenure at an earlier time than specified in (5)(a), above, if it is recommended with sufficient justification by the president with the concurrence of the Chancellor.

(6) Transfer of SUS Tenure — Transfer of tenure of General Faculty members serving in bargaining unit positions is governed by the BOR/UFF Agreement. Transfer of tenure for General Faculty members serving in non-bargaining unit positions shall be at the discretion of the university to which the employee is transferring; the agreement to grant the transfer of tenure shall be in writing at the time of appointment.

(7) Procedure for Tenure Decisions — Each university shall adopt rules governing procedures for nominating eligible General Faculty members

for tenure, criteria for tenure decisions, and notification of final action taken on the nomination. *Specific Authority 240.209(3)(e), (m) FS, Law Implemented 240.209(1), (4), 447.203(2) FS, History—New 11-11-80, Amended 6-29-81, 12-8-81, Previously numbered 6C-5.06, Amended 10-13-85.*

CHAPTER 6C7-3

PERSONNEL MATTERS

University of Central Florida Rules

6C7-3.11 Tenure.

(1) Scope

This rule shall apply to all faculty members. However, in the case of non-unit faculty the provisions of Article 20 of the BOR/UPF collective bargaining agreement shall not apply. For those (non-unit) members, grievances shall be processed in accordance with UCF Rule 6C7-3.132 FAC.

(2) General Policy

(a) University of Central Florida adheres to the Board of Regents rules governing tenure (6C-5.225 and 6C-1.10(2)(h)).

(b) There should be sufficient discipline flexibility in interpretation of the standards for tenure so that individuals may have reasonable expectation of fulfilling the requirements.

(c) A faculty member should normally be recommended for promotion prior to or at the same time that tenure is recommended. To save time for both faculty members and committees, the necessary papers for both should go forward simultaneously. It is recommended that a positive vote for promotion precede the vote on tenure.

(3) Procedure for Granting Tenure

(a) At the time a faculty member becomes eligible for tenure consideration the appropriate department or unit administrator, after consultation with tenured members of the department or unit, (see 3.11(3)(b) and after taking into account other considerations such as student evaluations, public school service and reviews by outside experts in the case of instructional positions, shall nominate him for that status or postpone such nomination and, in either case, shall inform him in writing of the action taken.

(b) Outside Review:

Each faculty member being considered for tenure will have his/her application file submitted to three outside experts for evaluation. The outside experts are to be chosen by one of the following three methods which must be agreed upon by the majority of the faculty of the given department:

1. All experts are to be chosen by the departmental chair in

consultation with the faculty member being evaluated. In the case where the departmental chair is being considered for tenure,

the experts will be chosen by his/her immediate supervisor in consultation with the chair.

2. All experts to be chosen by a committee of departmental faculty in consultation with the faculty member being evaluated.

3. Two experts are to be chosen by a committee of departmental faculty and one expert chosen by the candidate being evaluated.

4. In all instances a standard letter provided by the Office of Academic Affairs will be used for the purpose of submitting a file for outside review. When a chair is a candidate, his/her immediate supervisor will handle the letters and file distributions.

(c) The vote of the tenured members of the department or unit shall be obtained by the appropriate department or unit administrator in a secret poll, the results of which shall be forwarded with the nomination.

(d) Evaluation of the candidate by other faculty members shall also be considered during the nomination process.

(e) The nomination must be evaluated by the appropriate college dean, the Vice President for Academic Affairs and the President before the President submits it to the Board of Regents.

(f) If the President approves, the nomination will be forwarded to the Chancellor for action by the Board of Regents. The President will provide the nominee with a written report of the final action taken by the Board on the nomination for tenure.

(g) Presidential denial of nomination may be appealed under the applicable UCF grievance Procedure (Rules 6C7-3.131 or -3.132).

(3) College of Engineering

In addition to the university-wide criteria for promotion and tenure, as detailed in this document, the following criteria will be applicable for all Professional Engineering Faculty nominations processed after September 9, 1974:

(a) Current professional registration as:

1. An "Engineer-in-Training" for the rank of Assistant Professor of Engineering, and
2. As a "Professional Engineer" for the ranks of Associate Professor of Engineering and Professor of Engineering under the laws of a state or territory of the United States. Effective in September 1976 Professional Engineering Faculty shall give evidence of being registered in Florida.

(b) Evidence of continuing education and professional development activities that clearly demonstrate that the individual faculty member has obtained relevant professional competence in an appropriate discipline.

(c) Evidence of active professional service with one or more of the "Participating Bodies" of the Engineer's Council for Professional Development. Such service herein defined as participation in the affairs of the professional/learned/technical society as an officer, committee member, and/or by presentation of papers.

(d) The annual review of faculty by the Dean of the College of Engineering shall include certification to higher authority of "satisfaction of continuing qualifications" of a faculty member to be a member of the "Professional Engineering Faculty".

(e) Recognizing that some of the current engineering faculty/educators may have different personal objectives OR that it may be appropriate to appoint certain applied scientists to the engineering faculty in the future, an exception to item (a) shall be allowed provided that:

1. The affected faculty member shall be appointed "_____ " of Engineering Science, and

2. The same requirement for professional development and professional services shall be maintained as requisite for membership in the "Professional Engineering Faculty".

Specific Authority: 120.53(1)(a), 240.227(1) FS, 6C-5.225 FAC
Law Implemented: 120.53(1)(a), 240.227(1)(5)(6), 240.245, 240.209, (3)(e), (4), 447.203(2) PS

History: New 10-8-75, Amended 11-10-77, 4-30-81

cf. BOR/UPF Collective Bargaining Agreement, 1985

6C7-3.17 Promotion.

(1) Policy

(a) University of Central Florida adheres to the regulations of the Board of Regents governing promotion (6C-5.113).

(b) There should be sufficient discipline flexibility in interpretation of the standards for promotion so that individuals may have reasonable expectation of fulfilling the requirements.

(c) Effective 1 August 1986 a faculty member should normally be recommended for promotion prior to or at the same time that tenure is recommended. To save time for both faculty member and committees, the necessary papers for both should go forward simultaneously. It is recommended that a positive vote for promotion precede the vote on tenure.

(2) Nomination Eligibility

(a) Promotion to Assistant Professor -- The candidate is expected to have demonstrated his/her competency in the area of teaching. Except in unusual cases, the individual should hold the doctorate or terminal degree in his/her field of specialization.

1. The rank of associate professor signifies significant accomplishment in scholarship, teaching, and service worthy of status as a member of the senior faculty.

2. from assistant to associate professor calls for substantial contributions in teaching and in scholarship, as well as acceptable service contributions and/or other University duties. The record must demonstrate professional accomplishment beyond the doctoral or terminal degree level of the specific discipline. Contributions must be substantive, although the quality of the contributions or the length of time over which the contributions have been accumulated may be less than that required for the rank of professor. Credit for prior service toward tenure, if any, shall be agreed upon in writing at the time of initial employment at UCF.

2. Promotion to Professor -

The rank of professor reflects not only an individual's contributions within the institution but also denotes a status and level of significant achievement among one's disciplinary peers on a national or international level. The standards in each of the colleges call for distinction in scholarship or teaching with substantial accomplishments in service or other university duties. Substantial contributions of a continuing nature in each of the areas, beyond that expected of an associate professor, are necessary components for the achievement of the rank of professor.

(d) Criteria for promotion to all faculty ranks shall also consider service to public schools. Service to public schools shall be included under Service

and/or Research/Creative Activities, as appropriate. Judgements pertaining to the decision to promote a faculty member being nominated shall include the faculty member's activities involving public schools under the following circumstances:

1. The faculty member has been assigned such activities and has been given a reasonable opportunity to perform such activities, or

2. the faculty member requests that such activities be included.

(3) Procedures for Recommending Faculty Members for Promotion

(a) Recommendations for promotion will be initiated by the department chair and evaluated successively by the dean of the college, the Vice President for Academic Affairs and the President. The dean will initiate recommendations for promotion of chairs, assistant deans, and persons occupying similar positions.

(b) Recommendations by chairs and endorsements by deans should be brief, and cite reasons for recommendations.

1. Each faculty member being considered for promotion from associate to professor will have his/her application file submitted to three outside experts for evaluation. The outside experts are to be chosen by one of the following three methods which must be agreed upon by the majority of the faculty of the given department:

2. All experts are to be chosen by the departmental chair in consultation with the faculty member being evaluated. In the case where the departmental chair is being considered for promotion, the experts will be chosen by his/her immediate supervisor in consultation with the chair.

3. All experts to be chosen by a committee of departmental faculty in consultation with the faculty member being evaluated.

4. Two experts are to be chosen by a committee of departmental faculty and one expert chosen by the candidate being evaluated.

5. In all instances a standard letter provided by the Office of Academic Affairs will be used for the purpose of submitting a file for outside review. When a chair is a candidate, his/her immediate supervisor will handle the letters and file distributions.

(d) The recommendations should be accompanied by the supporting materials as listed below:

1. Faculty Nomination Form (AA-18)

2. Chair's Evaluation Summary

3. Faculty Evaluation by Faculty which will be made by committee at department, college and university level, in accordance with the following procedures.

(e) Department Evaluation Committee:

1. A Department Evaluation Committee shall be established within each academic department to function as an advisory group to the department chair. This committee shall normally not exceed five persons selected by majority vote of the tenured and tenure earning members of the department. Membership shall be selected from either all tenured and tenure earning members of the department or only the tenured members (as determined during the selection voting process). College Personnel Committee members are not eligible for service on a Department Evaluation Committee.

2. The committee chair shall be a member of the committee selected by majority vote of its members and shall call the committee into session to transact such business as required. The committee shall, at the request of the department chair, review the evaluation folders of faculty under consideration for a change of status. The department may designate, with approval of the Vice President for Academic Affairs, criteria for evaluation in addition to those in 6C7-3.17(2).

University of Central Florida

(continued)

6C7-3.17 Promotion.

(continued)

Additional criteria must be approved by a majority of the regular full-time faculty members of the department, the department chair and the dean as provided for by the Collective Bargaining Agreement. The committee will be discriminating in its decision making and will make its review based on consideration of facts and supportive evidence contained in the evaluation folder.

3. (b) A Faculty Evaluation of Faculty form (Form AA-16) shall be completed for each faculty member evaluated. Each committee member shall vote on each case considered and the result shall be recorded on the form. Each evaluation must be accompanied by an explanation of the committee's action in the sections provided on the form.

4. The committee chair shall forward to the department chair the following:

- (i) A copy of the session call
- (ii) A copy of the record of attendance.
- (iii) Completed copy of each Form AA-16.

The committee shall also designate one of its members to orally report the basis for the committee recommendation to the department chair and to the College Personnel committee, if requested by either.

5. The department chair shall, within five calendar days, notify the faculty member of the committee's evaluation.

6. Evaluated faculty members may review the committee's evaluation. Persons "not recommended" may, at their option, request an explanation from the committee. Evaluated members choosing to rebut the committee's evaluation may do so in writing within seven calendar days after receipt of notice of the committee's decision (or explanation if one was requested) and this rebuttal shall be placed in the member's evaluation file.

(f) College Personnel Committee:

1. A College Personnel Committee shall be established within each college to function as an advisory group to the dean. The size of this committee, for the purpose of evaluation of faculty, shall be determined by a vote of the majority of faculty members in the college. In no case shall there be less than five members nor more than the number of departments in the college plus two. Every department consisting of more than two members shall have at least one representative unless a majority of the members of the department vote to decline to be represented. Each committee member shall serve a term of two academic years. Terms shall be staggered to provide for continuity and uniformity of committee action. Committee members are not allowed to serve two successive terms.

2. College Personnel Committee members shall be elected at a faculty meeting in April under the following provisions: The Dean of the college shall serve as the election official.

3. The number of committee members shall be the quantity determined in 1. above plus one (elected) alternate member.

4. All regular full-time faculty members, tenured or in tenure earning positions at the rank of full professor, associate professor and assistant professor are eligible for election except those not eligible because of prior service (see 1. above). Deans and department chairs are not eligible to serve on College Personnel Committees.

5. No more than two members may be elected from one department. One and only one assistant professor shall hold membership on a five member committee. If a college qualifies for and chooses to have a committee of seven or more members (including the alternate member), as many as two may be assistant professors and at least one member shall be elected from the ranks of full professors.

6. Nominations shall be restricted to members of the college, and shall be from the floor at the April meeting of the college faculty. Selection of members shall be by secret ballot and at least by a simple majority of those voting. In the event no nominee receives a majority of the votes cast a run-off election shall be held among the fewest number of nominees for that particular committee seat whose total Vote accumulates to be 50% or more of the votes cast. Election results are to be reported by the college dean to:

- (i) The college faculty
- (ii) The department chair
- (iii) The Vice President for Academic Affairs

7. The committee chair shall be a member of the committee elected by a majority vote of its members, shall call the committee into session to transact such business as required. Except for the College of Arts & Sciences, a quorum shall consist of the attendance of all regular committee members. Attendance by eighty percent of the committee members representing the College of Arts & Sciences will constitute a quorum. In case of serious or prolonged illness the alternate member will serve. At such time that a committee member's own case comes before the committee, the alternate member shall serve in the seat of the member being considered for review of that particular case.

8. The committee shall, at the request of the dean, review those credentials submitted by the department chairs for consideration of faculty change of status. The college may designate, with approval of the Vice President for Academic Affairs, as provided for by the Collective Bargaining Agreement, additional criteria for evaluation at the college-wide level in addition to those in applicable rules. Such additional criteria must be approved by a majority of the regular full-time faculty members of the college and its dean. The committee will be discriminatory in its decision making and will make its review based on consideration of the facts and supporting evidence contained in the evaluation folder as well as the written and verbal reports of the Department Evaluation Committee and the recommendation of the department chair.

9. A Faculty Evaluation of Faculty form (AA-16) shall be completed for each faculty member evaluated. Each committee member shall vote on each case considered and the result shall be recorded on the form. Each evaluation must be accompanied by an explanation of the committee's action of the sections provided on the form. Evaluations shall not be an order ranking.

10. The committee chair shall forward to the dean the following:

- (i) A copy of the session call
- (ii) A copy of the record of attendance
- (iii) Completed copy of each Form AA-16
- (iv) The evaluation file

11. The dean shall, within five calendar days, notify the evaluated and advise that they may review their evaluation. Persons "not recommended" may, at their option, request an explanation from the committee. Evaluated members choosing to rebut the committee's evaluation may do so in writing within seven calendar days after receipt of notice of the committee's decision (or explanation if one was requested) and this rebuttal shall be placed in the member's evaluation file.

(g) University Personnel Committee

1. The University Personnel Committee shall be established to function as an advisory group to the Vice President for Academic Affairs. This committee shall consist of one member from each College Personnel Committee to be elected by each College Personnel Committee. The committee membership will be a matter of public record.

2. The committee chair shall be a non voting member of the committee appointed by the Vice President for Academic Affairs.

3. The committee shall, upon request by the Vice President for Academic Affairs review the evaluation folders of faculty under consideration for change of status. In this review the committee will rely upon the same criteria used by the Departmental Evaluation Committee and the College Personnel Committee. It will be discriminating in its decision making and will make its review based on consideration of the facts and supporting evidence in the evaluation folder as well as the written report of the Department Evaluation Committee, recommendation of the department chair, written and verbal reports of the College Personnel Committee and recommendation of the college dean.

4. The committee chair shall forward to the Vice President for Academic Affairs the following (unless the member chooses to terminate candidacy at department or college level):

- (i) A copy of the session call
- (ii) A copy of the record of attendance
- (iii) A written recommendation
- (iv) A copy of a memorandum informing the faculty member of the committee's recommendation and advising the member that any response must be submitted within five calendar days.

(4) Promotion Decision and Notification

(a) The department chair will notify a faculty member of his intent to support or not support promotion and explain the procedure involved.

(b) The evaluation process is chair to dean to Vice President for Academic Affairs to President. Positive and negative recommendations will be forwarded successively and the faculty member will receive a notice of each recommendation at the time it is forwarded.

(c) All candidates will be reviewed by the Vice President for Academic Affairs and the President. Final decisions shall be made by the President and rendered in writing.

(d) Promotions will normally become effective at the beginning of the succeeding academic year.

(5) College of Engineering

In addition to the university-wide criteria for promotion and tenure, as detailed in this document, the following criteria will be applicable for all Professional Engineering Faculty nominations processed after September 9, 1974:

(a) Current professional registration as
 1. an "Engineer-in-Training" for the rank of Assistant Professor of Engineering, and
 2. as a "Professional Engineer" for the ranks of Associate Professor of Engineering and Professor of Engineering under the laws of a state or territory of the United States. Effective in September 1976 Professional Engineering Faculty shall give evidence of being registered in Florida.

(b) Evidence of continuing education and professional development activities that clearly demonstrate that the individual faculty member has obtained relevant professional competence in an appropriate discipline.

(c) Evidence of active professional service with one or more of the "Participating Bodies" of the Engineer's Council for Professional Development. Such service herein defined as participation in the affairs of the professional/learned/technical society as an officer, committee member, and/or by presentation of papers.

(d) The annual review of faculty by the Dean of the College of Engineering shall include certification to higher authority of "satisfaction of continuing qualifications" of a faculty member to be a member of the "Professional Engineering Faculty."

(e) Recognizing that some of the current engineering faculty/educators may have different personal objectives OR that it may be appropriate to appoint certain applied scientists to the engineering faculty in the future, an exception to item (a) shall be allowed provided that:

1. The affected faculty member shall be appointed "_____ of Engineering Science."

2. The same requirement for professional development and professional service shall be maintained as a requisite for membership in the "Professional Engineering Faculty."

(6) New rules. New rules adopted at any time by the University of Central Florida in regard to rule 6C7-3.17 shall not become effective to the exclusion of prior rules for a period of one year.

Specific Authority: 120.53(1)(a), 240.227(1), 240.245 FS
 Law Implemented: 120.53(1)(a), 240.227(6), 240.245 FS
 History: New 10-8-75, Amended 11-10-77, 9-27-79,

CF Bor/UPF collective bargaining agreement, June 1985.

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