Handbook
Nicholson School of Communication
University of Central Florida

Contents

Introduction

This document and all its contents were voted for and approved by NSC faculty in the fall of 2017. This document and its policies can be updated any time with the support of the majority of NSC faculty members. To request an edit/update/addition, please contact Dr. Boyd Lindsley (boyd@ucf.edu / 407-823-6751), and he will help facilitate the process.

General Reference

1. Abbreviations and Acronyms

What Do These Letters Mean?

AA	Academic Affairs
AESP	Annual Evaluation Standard and Procedures
A&P	Administrative and Professional. Staff Position
BCBS	Burnett College of Biomedical Sciences
BHC	Burnett Honors College
BOG	Board of Governors
BOT	Board of Trustees
CAB	Campus Activities Board
CAH	College of Arts and Humanities
CDL	Center for Distributed Learning
CECS	College of Engineering and Computer Science
CERP	Collaborative Experiential Research Program
CLAST	College Level Academic Skills Test
CLEP	College Level Examination Program
COB	College of Business
COEHP	College of Education and Human Performance
COHPA	College of Health and Public Affairs
COS	College of Sciences
CS&T	Computer Services & Telecommunications
E&G	Education and General. State of Florida funding which includes department spending (travel, copying, supplies, maintenance, etc.) as well as department salary, non-salary and start-up
EO/AA	Equal Opportunity & Affirmative Action
ELP	Equitable Load Policy
F&A	Finance and Accounting. Department (located in Research Park) which handles all (except payroll and foundation) bill paying after approval
FCTL	Faculty Center for Teaching and Learning
FHTCC	Florida High Tech Corridor Council
FTE	Full Time Equivalency
FMC	Faculty Multimedia Center
FWSSE	Federal Work Study Student Employees. Student financial aid program. Student given a set amount to work off in unit
HR	Human Resources. Payroll, training, staff hire
ICRCC	International Crisis and Risk Communication Conference
IDT	Interdepartmental Transfer. Also known as the Off-Line Journal Entry
IST	Institute for Simulation and Training
MFFA	Matching Funding for Federal Agencies. For competitive C&G proposals to federal agencies
NASSC	Nicholson Academic Student Services Center
NCFS	National Center for Forensic Science. Linked to Chemistry
NSC	Nicholson School of Communication
ODI	Office of Diversity and Inclusion
OPS	Other Personnel Services. Funding category used for student assistants (other than CWSP) – student or non, adjuncts, graduate students, contract and dual compensation
P&T	Promotion and Tenure

ePAF	Electronic Personnel Action Form: Form used to request payroll action for faculty (full and part-time), staff, graduate students or non-student employees
PO	Purchase Order. Completed on line for purchases and travel to be issued to a vendor. Once PO accepted, forms agreement between the vendor and the department. The dollar amount is encumbered and deducted from department's available budget
PVA	Position Vacancy Announcement. Form used to have faculty vacancy listed in the state system. Until created, the position does not "exist." If hiring one year, non-renew, no PVA required but exemption from posting form is required
ECRT	Effort Certification and Reporting Technology
RCA	Regional Campus Administration
RIA	Research Incentive Award. Faculty award program (pay raise)
SARC	Student Academic Resource Center
SAS	Student Accessibility Services
SCH	Student Credit Hour
SDES	Student Development and Enrollment Services
SOTL	Scholarship of Teaching and Learning
SUS	State University System
TIP	Teaching Incentive Plan. Faculty award program (pay raise)
UCFRF	University of Central Florida Research Foundation
USPS	University Support Personnel System. Staff within the university receiving benefits

Contracts and Grants Terminology

650 Do	Report of Grant/Contract Award is known as the 650 document
ARGIS	Academic Research & Grants Information System. Also referred to as the MyResearch portal
AURORA	A University Resources Online Reporting Application
CAS	Cost Accounting Standards. Referred to as "CAS Major Project Exemption" or " CAS Exemption." This exemption is requested when the PI believes the circumstance of their project warrant an exemption that would allow direct charging of costs that are normally treated as indirect
C&G	Contract and Grant. One of two basic funding categories - the other is E&G
ECRT	Effort Certification and Reporting Technology
MFFA	Matching Funds for Federal Agencies. For competitive C&G proposals to federal agencies where match commitment is required
NCE	No Cost Extension. Requested when the PI requires additional time to complete the project at no additional cost to the agency
NSF	National Science Foundation
NSF REU	National Science Foundation Research Experience for Undergraduates
OMB Circulars	Office of Management and Business Circulars. These circulars establishes principles for determining applicable C&G costs and sets forth standards for obtaining consistency and uniformity among Federal agencies in the administration of grants with institutions of higher education
ORC	The Office of Research and Commercialization
OH	Overhead
IP	Intellectual Property
PARIS	Personal Access to the Office of Research Information Systems. Website faculty can use to view the contractual and financial information related to their contracts, grants and research foundation accounts
PI/co-PI	Principal Investigator/co-Principal Investigator. Individual(s) responsible for conducting of research
PTF	Proposal Transmittal Form. Cover sheet for C&G proposals
SRI	Space Research Initiative. Joint agreement with UCF and UF
UCFRF	University of Central Florida Research Foundation
URI	Undergraduate Research Initiative

2. Academic and Administrative Calendar – 2018

You can access a copy of the 2018 academic and administrative calendar by clicking here:
NSC Master Calendar - 2018

3. Advisory Board Outstanding Educator Award

This award is being given to a candidate who has been nominated by his/her peers or self-nominated and meets the criteria of being outstanding in at least two of the three areas (teaching, service, or research). Award is based upon work completed in the previous year.

Timeline for First Year of Award:
- o Time Frame for Nomination
  - ▪ 2016-2017 academic year (Summer-Fall-Spring)
- o Submission of nominations – December 1, 2017
  - ▪ Letter of nomination (or self-nomination)
  - ▪ Current resume, vita, or professional re
  - ▪ One letter of support from program coordinator or faculty colleague
- o Review by Board and selection of inaugural winner – February 1, 2018
  - ▪ Prize: Plaque, +$1000 to be awarded for any of the following:
  - ▪ Additional travel funding for 2017-18
  - ▪ Books and instructional materials
  - ▪ Faculty development
  - ▪ Start-up support for projects

Timeline for Second Year and Thereafter of Award:
- o Time Frame for Nomination
  - ▪ Academic Year (Summer-Fall-Spring)
- o Submission of nominations – June 1, 20XX
- o Review by Board and selection of winner – September 1, 20XX

4. Alumni Initiatives

NSC Alumni Relations 2010-2015 Strategic Plan

5. Benefits

Faculty/Staff Benefits

Below is a listing of the UCF Human Resource representatives who can assist you with your benefit related questions.

Main Contact Information:
407-823-2771 phone
Benefits@ucf.edu
www.hr.ucf.edu

Contact Information	Primary Contact	Alternate Contact
Ashley Longoria Benefits Manager 407-823-0559 phone Ashley.Longoria@ucf.edu	401 (a) FICA Alternative Plan Pegasus Perks Vendor Calls Employee Assistance Program (EAP)	Benefit Calls Retirement Call
Paul Newman Asst. Benefits Manager 407-823-6591 phone 407-882-9012 fax paul@ucf.edu	Retirement Counseling Calls and Walk-in's Legislation questions	401 (a) FICA calls
Vanessa Williams Benefits/Insurance Coordinator 407-823-5187 phone 407-384-2863 fax Vanessa.Williams@ucf.edu	Loans & Hardships Orientation Retirement forms Retirement Web changes Insurance Forms Insurance Premium Checks	Retirement calls & walk-ins Retirement counseling 401 (a) FICA calls
Benefits/Accountant/Team 407-823-2771 HRaccountimg@ucf.edu	Bi-weekly and Off-cycle Vendor Payments Insurance and Retirement Refunds Florida Prepaid Payroll Auth. Forms Benefits Related Clearing Acct. Reconciliation Division of Retirement Invoices	

6. Bylaws

The Nicholson School of Communication has established a set of bylaws which govern the relationships between faculty administrators as well as faculty teachers and researchers. To view this governance proves, please visit the Nicholson School of Communication Bylaws document.

7. Confidential Information

The Nicholson School of Communication takes many precautions to ensure its employees are handling confidential information appropriately. Each employee has received a copy of the University's policies re: the handling of confidential information and many employees have taken the university offered FERPA training session offered by the Registrar's Office. For additional resources, please view the University Policy Handbook and review Policy numbers: 4-002, 4-007 and 4-008. Also, please visit the FERPA reference in this Handbook.

8. Email

Email Accounts

As part of your employment as a faculty or staff member for the Nicholson School of Communication, you will be supplied with a UCF email account. The address format will be firstname.lastname@ucf.edu. The process to create your email account will be initiated concurrently with your payroll information. You will receive a confirmation email to the email address that is on file along with directions to setup your account. For any account questions, please email Debbie Doyle at Debbie.Doyle@ucf.edu.

It is expected that faculty will use their UCF email or email through web-courses as their primary method of email communication with faculty, staff and students.

Email Retention

Please see the university's policy regarding the retention of electronic mail please click: Electronic Mail Policy

User Name and Passwords

Your email will have the same User Name and Password as your UCF Network ID (NID). For NID lookup, go to mynid.ucf.edu, to reset your NID password, please use the Self-Service reset page located on the page or contact the UCF Service Desk at 407-823-5117.

Your email can be accessed remotely by logging onto http://webmail.ucf.edu

Student Email Accounts

Knights email provides a consistent, reliable system for official university student email communications. All university business processes that collect student email addresses shall treat students" Knights email address as the official campus address. Please click here to see the official university policy regarding student email.

9. Employee Identification Numbers

As part of your hiring process, you will be assigned two identifiers:

NID – Network ID (2 letters + random numbers) used for logging in to multiple systems on campus including my.ucf.edu portal, VPN, wireless and CS&T managed computer labs. Your NID can be retrieved or the password reset here.

UCFID – Your UCFID (random numbers only) is your primary identification number at UCF. This number is associated with your student or staff record that contains your personal information as well as grades, registration, advising, schedule, employment, payroll and other data. As of June 1st 2014, your UCFID is printed on the front of newly assigned UCF student / staff ID cards. In addition, there are instructions one the next page for retrieving your UCFID using the my.ucf.edu portal.

UCFID Retrieval Instructions:

1. Navigate your internet browser to my.ucf.edu.
2. Sign on to the my.ucf.edu portal using your NID and NID password. If you do not know your NID or need to reset your NID password, please visit mynid.ucf.edu.
3. **STUDENTS / ALUMNI:**
Under the myUCF menu, navigate to Student Self Service -> Personal Information -> UCFID Info
FACULTY / STAFF / APPOINTMENTS:
Under the myUCF menu, navigate to Employee Self Service -> Personal Information -> UCFID Info
Your UCFID, NID and UCF ID Card # information will be displayed. Please remember to SIGN OUT of the my.ucf.edu portal when you are done.

If you have additional questions or need further assistance, please feel free to contact Computer Services & Telecommunications by e-mail at ServiceDesk@ucf.edu and by phone at 407-823-5117 or you can visit the Technology Commons help desk located within the UCF Technology Commons.

10. Faculty & Staff Contact Information

To see a list of the school's faculty and staff and their associated contact information please click Faculty and Staff Phone List

11. Glossary Of Finance & Accounting Terms

Please find the UCF Finance & Accounting acronyms/abbreviations glossary here.

12. Hazardous Materials

To view the university's policy on the procurement, use and possession of hazardous materials please click here.

13. MyUCF Portal

The 'myUCF portal' provides UCF staff, faculty and students with a personalized gateway to information and applications from one secure, centralized location. It is an internal resource for students, faculty, staff and alumni to access, modify and review secure information regarding their records at UCF. Each user
has access to various web systems and tools based upon their roles within the university community.

The 'myUCF portal' is used not only to access your employee information, but will also be the gateway to accessing information related to your class assignments and lists, online courses, grading and other instructional resources.

Signing onto the 'MyUCF portal'

The 'myUCF portal' can be located at the following link: https://my.ucf.edu/index.html

In order to access the 'myUCF portal', you will need your NID and associated password. First-time users of the 'myUCF portal' must use the default password

For detailed information regarding 'myUCF' sign-on procedures: http://portal-help.ucf.edu/

14. Nicholson School of Communication Floor Plan (2nd Floor)

To view the Nicholson School of Communication second floor floorplan, click here.

15. Parking Services

If you are teaching on the main campus, you will need to buy a parking permit. Visit http://parking.ucf.edu to complete the parking permit application process. All vehicles must be registered online before you can click to purchase a permit for the semester (or the year).

To order your new permit, you will need:
- First and Last Name that you provided to Human Resources
- PID (to get your PID, go to https://my.ucf.edu
- E-mail address
- Phone number
- Mailing address
- Vehicle information – license plate number, issuing state, vehicle make, year and color

16. Phone Reference

International long-distance calls are not enabled on office phones, but domestic long distance is allowed. If you need to make an international long-distance call for business purposes, a request should be submitted to the administrative office.

If you have questions about how to use the phone, set up voice mail, forward call, put someone on hold, etc., please refer to the resource found phone manual here.

You can view the updated Faculty and Staff phone list here.

17. PowerPoint (NSC)

You can find a copy of the Nicholson School of Communication PowerPoint template by clicking here.

18. Program Coordinator

Program Coordinator Appointment

Each program (Ad-PR, JOU, Human Communication, R-TV and Communication and Conflict) in the Nicholson School of Communication will have a program coordinator (PC) who will represent the faculty in their respective program. The PC will be an appointment from the faculty in the area, with final appointment from the director of the school. The specifics of the assignment will be determined with the appointed PC and the director. There is also a director of debate, a general education program coordinator and a program coordinator for the graduate program that are appointed by the school director.

Program Coordinator Role

Academic Responsibilities:

- Maintain/update curriculum & catalog copy
- Liaise with NASSC re: academic issues, concerns and orientations
- Review and sign off on all internship
- Administer admission process (as applicable)

Administrative Responsibilities:

- Lead contact for program
- Schedule/assign faculty for courses
- Manage advisee assignment for faculty (as applicable)
- Identify/mentor/facilitate/evaluate adjuncts
- Ensure proper oversight of internships (as applicable)
- Oversee assessment
- Certify graduation (as applicable)
- Assist in the maintenance of school collateral/program forms/award placards, etc.
- Maintain/update website as appropriate
- Administrative paperwork as appropriate
- Other duties as assigned

When one assumes the role of program coordinator (PC), they are typically given one course release per semester; while assuming the role of PC all of the standard functions (e.g., teaching, advising, attendance of school/university meetings, etc.) of a faculty member are still expected.

Each unit will receive up to $250 (annually), for either the membership of the school, program or PC to become a member of a professional organization(s).

Upon assuming the PC role, the individual will have the option to move into one of the windowed-offices (by him/herself) on the West side of the building.

Upcoming Chair Changes:
Will Kinally will be proceeded by Stephanie Rice in Fall 2018
Timothy Sellnow will be proceeded by Harry Weger in Fall 2018
Kimberly Voss will be proceeded by Steve Collins in Fall 2018

Program Coordinator Succession Process

Eligibility: Any full-time faculty member at the associate rank (i.e., associate instructor, associate lecturer, associate professor) or higher, by time of appointment, in the Nicholson School of Communication is eligible to apply for the position of program coordinator in their specialization.

Candidates for program coordinator in the Nicholson School of Communication are selected through a process that provides some structure while allowing for program preferences.

- In the year prior to the start of a term, candidates may indicate their interest in serving as program coordinator by submitting a letter of application and a current vita to the deputy director of NSC. Each program will identify its call for nominations and will conclude the process by the end of the fall term. Should a program coordinator role be vacated mid-term, the succession process timeline will have to be modified to accommodate the situation.
- The deputy director posts the application materials on the Nicholson Resource, notifies the program faculty they have been posted and compiles a feedback instrument to allow program faculty to categorize each interested candidate as either 'acceptable' or 'unacceptable' to serve as program coordinator; the instrument will include an area where faculty can outline their rationale for categorizations.
- The director will meet with program faculty to discuss the selection of the program coordinator from among the acceptable candidates and make a final appointment, or should there only be one candidate a meeting may not take place.
- In the event that no names are advanced from the program faculty, or in the event that an acceptable candidate cannot be identified, the director of NSC will appoint an interim program coordinator from available faculty in the Nicholson School of Communication until such time as an acceptable candidate is determined.

Program Coordinators serve a three year term and are eligible for reappointment upon the recommendation of the program faculty and NSC director. The terms of appointment are set up on a rotation pattern so there is staggered turnover. Human Communication and Communication and Conflict terms begin fall of 2017; Journalism, Radio & TV, and General Education begin in fall of 2018; Ad/PR begins 2019.

19. Qualtrics – Survey Tool

Qualtrics is a survey software that allows an individual to create their web-based surveys and conduct statistical analysis. Its features allow an individual to build distribute, and the analyze information all at one place. Any faculty, staff or student can have a Qualtrics account.

To request access to Qualtrics, please visit this site: http://www.cos.ucf.edu/it/services/qualtrics/ and complete the form.

Should there be any questions, please contact UCF IT (servicedesk@ucf.edu or 407-823-5117) to get them remedied.

20. Resource & Supply Room

Copier/Printer
All faculty and staff may take advantage of the copier that is located in the resource room. If you would like to obtain a room key and a copy code, contact Ms. Debbie Doyle (debbie.doyle@ucf.edu or 407-823-5570).

21. School Administrative Structure

NSC Administrative Organizational Chart 2017

22. Staff & Administrative Responsibilities

To see a list of current staff responsibilities, please click here.

Administrative Leadership
Director: Dr. Robert S. Littlefield
Deputy Director: Dr. Boyd Lindsley
Associate Director of the Downtown Initiative: Dr. Tim Brown
Associate Director of Academic Programs: Dr. Lindsay Neuberger

Administrative Suite
Coordinator of Administrative Services and HR Liaison: Debbie Doyle
Coordinator of Accounting: Susan Morris
Senior Fiscal Assistant: Wanda Tummons
Coordinator of Administrative Services: Debbie Doyle
Office Assistant: Jane Ingalls

Academic Programs
Assistant Director of Academic Programs: Kim Tuorto
Coordinator of Academic Programs: Shameika Daye

NASSC Staff
Assistant Director of Academic Advising Services: Rebecca Morales
Coordinator of Academic Advising Services I: Sierra Cater
Coordinator of Academic Advising Services I: Kirsten Seitz
Undergraduate Admissions Specialist: Eve Mercure
Office Assistant: Jackie Jessup

Marketing, Communication and Events
Coordinator of Communication, Marketing and Events: Tommiea Jackson

Broadcast and Studio Management
Senior Broadcast Technologist and Studio Manager: James McCully
Broadcast Coordinator & Instructor: Dylan Yonts

23. Strategic Plan

UCF Strategic Planning Background

In 2015, UCF launched a strategic planning process to set the University's trajectory for the next 20 years. Named Collective Impact, this planning process calls upon all academic units to examine the past as the University prepares for its future. The formula Scale x Excellence = Impact reflects the values associated with size and quality producing high impact on the region, country, and world. UCF remains consistent with its promise to harness the power of scale; attract and cultivate exceptional and diverse faculty, students, and staff; deploy our distinctive assets; create partnerships at every level; and innovate academic, operational, and financial models.

Specifically, UCF seeks to become the recognized leader among 21st century universities whose transformational impact is measured by these five and 20-year objectives: 1) lead large Florida metropolitan areas in percentage of bachelor's degree attainment, reaching the top quartile nationally by 2035; 2) double national and international recognition of faculty and student excellence, and quadruple recognition by 2035; 3) double research awards, becoming a top 50 research university by 2035; 4) generate $10 billion in economic, social, and cultural impact, growing to $25 billion by 2035; and 5) attract $100 million in new funding from sources other than students, families, and taxpayers, becoming 20% of total educational funding by 2035.

NSC Strategic Planning Approach

Now, in 2017, NSC has been identified to undergo program review. This provides an opportunity for NSC to engage in a strategic planning process looking forward to the next 18 months, three years, five years, and 10 years. These time parameters were set because NSC will be split when human communication and the communication graduate programs move downtown in 18 months. Our first stage of strategic planning must account for how NSC will navigate the organizational split between two physical locations. Additionally, as previously mentioned, the Collective Impact effort includes a timetable for which outcomes should be achieved and that is 2020, or three years from this point in time. Within five years, NSC hopes to be reunited on the UCF Downtown campus with the three professional programs joining human communication and the graduate programs on the new campus. By 2027, NSC would be well-primed for college status which could include all of school's existing programs, as well as additional partners that may affiliate with the new unit at UCF Downtown.

A draft strategic plan outline can be found below, as NSC is currently in the midst of the strategic planning process:

The vision for NSC is as follows: NSC will be research intensive, academically rigorous, and recognized for national prominence and demonstrated excellence for its educational programs and research in service to its constituents.

NSC will be guided by the following goals for the next **18 months (2019)**:
1. Maintain an environment where faculty can flourish in their teaching, research, and engagement/service.
2. Successfully add the doctoral program in strategic communication.
    - This endeavor aligns NSC with the university's Collective Impact Effort
3. Prepare and execute a smooth transition of specified programs, faculty, and staff to the UCF Downtown campus.
4. Commence with an organizational transformation from programs to department within NSC.
5. Additionally, to support the university's Collective Impact strategy and Board of Governors' Funding Model, the school will pursue certain efforts, e.g., increase the number of philanthropically endowed professorships, and increase the number of faculty, staff, and students who have international experiences.

NSC will be guided by the following goals for the next **3 years (2020)**:
1. Maintain an environment where faculty can flourish in their teaching, research, and engagement/service at both UCF Downtown and main campuses.
2. Retain high quality, representatively diverse faculty, staff, and students and recruit more.
3. Identify new and appropriate international partners to expand international opportunities for faculty, staff and students.
4. Additionally, to support the university's Collective Impact strategy and Board of Governors' Funding Model, the school will pursue certain efforts, e.g., increasing the graduation rate of transfer students, increase national and international recognition of faculty and student excellence, increase the number of graduate students, and increase the number and amount of research awards and external funding.

NSC will be guided by the following goals for the next **5 years (2022)**:
1. Maintain an environment where faculty can flourish in their teaching, research, and engagement/service.
2. Retain high quality, representatively diverse faculty, staff, and students and recruit more.
3. Reunify mass communication and human communication programs, faculty, and staff on the UCF Downtown campus.
4. Continue with organizational transformation from programs to departments for the professional programs in NSC.
5. Additionally, to support the university's Collective Impact strategy and Board of Governors' Funding Model, the school will pursue certain efforts, e.g., increase bachelor's degrees awarded in areas of strategic emphasis.

NSC will be guided by the following goals for the next **10 years (2027)**:
1. Maintain an environment where faculty can flourish in their teaching, research, and engagement/service at both UCF Downtown and main campuses.
2. Retain high quality, representatively diverse faculty, staff, and students and recruit more.
3. Double the national and international recognition of faculty and student excellence.
4. Become one of the preeminent doctoral programs in strategic communication in the United States.
5. Launch NSC to college status at the University of Central Florida, offering exceptional education to undergraduate and graduate students.

24. Tuition Waiver Program

For more information about the Tuition Waiver Program, click here.

25. UCF ID Card

Your contract is sufficient for you to be issued an ID card at UCF Card Services. A faculty ID card will help in accessing the Library and other UCF resources. The UCF ID card is also necessary to manually reset your online passwords.

26. UCF 'IntegrityLine'

The UCF IntegrityLine is a secure reporting system administered by an independent third party, NAVEX Global. The IntegrityLine is available 24 hours a day, 365 days a year, and is available at www.ucfintegrityline.com, or by calling 1-855-877-6049 toll-free. NAVEX Global uses their case management system, EthicsPoint to provide individuals who may be reluctant to report suspected misconduct through university administrative or central offices a way to report with complete anonymity. The Internet portal never identifies a visitor and deletes the internet address so that anonymity is preserved. Callers are not traced or recorded.

For more information, click here.

27. Values

University of Central Florida's Creed

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.
University of Central Florida's 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.

University of Central Florida's Mission Statement:

The University of Central Florida is a public, multi-campus, metropolitan research university, dedicated to serving its surrounding communities with their diverse and expanding populations, technological corridors, and international partners. The mission of the university is to offer high-quality undergraduate and graduate education, student development, and continuing education; to conduct research and creative activities; and to provide services that enhance the intellectual, cultural, environmental, and economic development of the metropolitan region, address national and international issues in key areas, establish UCF as a major presence, and contribute to the global community.

Nicholson School of Communication's Mission Statement:

The Nicholson School of Communication at the University of Central Florida stands for free inquiry, free speech, and the free flow of information and ideas in a diverse, contemporary society; with a core focus of providing excellence in instruction and research.

The School provides rigorous, relevant, and stimulating undergraduate and graduate curricular and co-curricular programs to prepare students for professional careers or advanced graduate study in the fields of communication. The School exists to support, facilitate and integrate the research and study of communication; and to serve and partner with our constituents in the university community, communication industries, and our service area.

University of Central Florida's Vision:

The University of Central Florida will be the nation's leading metropolitan research university recognized for its intellectual, cultural, technological and professional contributions and renowned for its outstanding programs and partnerships.

Nicholson School of Communication's Vision:

NSC will be research intensive, academically rigorous and recognized for national prominence and demonstrated excellence for its educational programs and research in service to its constituents.

Nicholson School of Communication's Statement of Inclusion:

It is the policy of the University of Central Florida and the Nicholson School of Communication to observe integrity, scholarship, community, creativity and excellence as the core values that guide our conduct, performance and decisions. The Nicholson School of Communication does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital status, parental status, genetic information, sexual orientation, gender identity, gender expression or veteran status. We are committed to encouraging diversity of ideas and points of view and creating an environment unequivocal for excellence in diversity topics.

Faculty Affairs

28. Adjunct Compensation Rates

Adjunct Pay Increase, Effective Spring 2017

Outlined below are the anticipated pay rates for adjunct instructors who have sustained satisfactory teaching experience within the Nicholson School of Communication (NSC); NSC compensates adjunct faculty on three criteria:

1) Substantial professional experience or academic qualifications

2) Class size taught

3) Length of service to NSC

Courses with <75 Students Enrolled:

Master's Degree/Substantial Professional Experience:

New hire start rate $750 per unit/course hour

+ 2 semesters successful NSC teaching experience $775 per unit/course hour
+ 4 semesters successful NSC teaching experience $800 per unit/course hour
+ 8 semesters successful NSC teaching experience $825 per unit/course hour
+ 12 semesters successful NSC teaching experience $850 per unit/course hour

Doctoral/Terminal Degree/Substantial Professional Experience

New hire start rate $950 per unit/course hour

+ 2 semesters successful NSC teaching experience $975 per unit/course hour
+ 4 semesters successful NSC teaching experience $1,000 per unit/course hour
+ 8 semesters successful NSC teaching experience $1,050 per unit/course hour
+ 12 semesters successful NSC teaching experience $ 1,250 per unit/course hour

Courses with >75 Students Enrolled:

Master's Degree/Substantial Professional Experience:

New hire start rate $850 per unit/course hour

+ 2 semesters successful NSC teaching experience $875 per unit/course hour
+ 4 semesters successful NSC teaching experience $900 *per* unit/course hour
+ 8 semesters successful NSC teaching experience $925 per unit/course hour
+ 12 semesters successful NSC teaching experience $950 per unit/course hour

Courses with >75 Students Enrolled:

Doctoral/Terminal Degree/Substantial Professional Experience

New hire start rate $1,050 per unit/course hour

+ 2 semesters successful NSC teaching experience $1,075 per unit/course hour
+ 4 semesters successful NSC teaching experience.$1,100 per unit/course hour
+ 8 semesters successful NSC teaching experience $1,150 per unit/course hour
+ 12 semesters successful NSC teaching experience $1,350 per unit/course hour

Standardized FTE for Adjuncts (Instructor of Record)

An individual listed as Instructor of Record (IR) and compensated on an Adjunct Agreement will not need to complete a timesheet. To be exempted from the timesheet process, the hiring unit must use the appropriate job code and title:

Job Code	Title
9004a	Adjunct Instructor
9005a	Adjunct Lecturer

The FTE is based on credit hours assigned to the adjunct instructor/lecturer.

Credit Hours	FTE*	Hours Reported for ACA
1	.08	3
2	.15	6
3	.23	9
4	.30	12
5	.38	15
6	.45	18
*	*	*
10	.75	30

ePAF system is limited to a two digit FTE

29. Annual Evaluation and Standards and Procedures (AESP)

NSC faculty members are expected to submit a recap of their accomplishments from the previous academic year; they must submit their information via Sedona. Faculty must also submit an updated CV at the end of each spring semester.

The AESP criteria below were approved by NSC Academic Affairs in December 2012 and have been inputted into Sedona.

AESP Criteria in Written Form:

NSC AESP Tenured and Tenure-earning criteria
NSC AESP Non Tenure Track criteria
AESP Research Category Descriptions
COS Annual Report Template

AESP Criteria in Chart Form:
NSC Annual Evaluation Standards and Procedures Document for Non-Tenure Track Faculty
NSC Annual Evaluation Standards and Procedures Document for Tenured & Tenure-Track Faculty

Below are the faculty and university-approved AESPs for NSC faculty, effective for use during the 2018-2019 academic year.

NSC AESP Tenure Earning
NSC AESP Non-Tenured
NSC AESP Tenured 2-2 Proposed Faculty
NSC AESP Tenured 3-2
NSC AESP Tenured 4-3

30. CERP

What is CERP?

CERP (Collaborative Experiential Research Practicum) is an initiative to provide highly qualified undergraduate students the opportunity to learn communication research experientially as a coordinated research team under the supervision of one of the world-class research scholars on the faculty of NSC. The selective experiential learning opportunity enables students to more fully understand the methods, procedures, data collection/analysis, result reporting and discussion/application analysis of original scholarly research.

A CERP also enables highly productive researchers to focus on their research program, supervise a research team and cultivate, propose, execute and fulfill research obligations including those related to external funding projects as part of their teaching assignment.

Each CERP shall be a graded 3 unit/credit hour practicum – with an expectation of at least 135 hours of contact involvement/activities related to the CERP research project for each student working under the direct supervision of the faculty/PI divided across the semester time-line. Students are expected to complete IRB researcher certification and any other qualification required to participate in the research project as part of the CERP. Faculty/PI are responsible to ensure that the CERP research project has administrative and IRB approval prior to the initiation of the project.

Each CERP should have clearly defined outcome deliverables (e.g. research manuscripts, conference papers submitted, manuscripts submitted for peer review, grant applications, etc.). Students participating in the CERP shall be listed as co-authors on research papers and manuscripts emerging from the work of the CERP project team.

The ultimate educational goal is to ensure that students have access to and include experiential learning opportunities in how they learn about communication research in order to gain the relevant academic and professional knowledge, skills and abilities which they need for graduate or professional programs and/or to be more work-ready and critical thinking engaged citizens.

31. Conflict Of Interest/Conflict Of Commitment

Instructional materials regarding regulatory requirements, submitting disclosures, editing disclosures, and reviewing disclosures is available on the Faculty Affairs.

Conflict of Interest

Potential Conflict of Interest

To view instructions on how to complete the Potential Conflict of Interest forms, please click here: https://compliance.ucf.edu/conflict-of-interest/

32. Contract Procedures

It is critically important that the Contracts Procedures policy located in the Policies and Procedures Manual on the President's Office website be understood and forwarded to those under your direction who may have reason to develop or negotiate contracts (including MOUs, Letters of Intent, etc.) that commit the university to future payments from any fund source.

Your cooperation and assistance in assuring that these procedures are followed is essential and will be greatly appreciated. Submitted by: Scott Cole, Vice President and General Counsel, February 12, 2009.

33. Faculty Center for Teaching & Learning (FCTL)

The Faculty Center for Teaching and Learning is a wonderful resource for faculty and is focused on enhancing their pedagogy. To visit the Faculty Center for Teaching and Learning, click here.

34. Faculty Grievances

Faculty Grievances are dictated by the UCF-UFF Collective Bargaining Agreement; article 20 specifically addresses the faculty grievance process and procedure. Please view the agreement here.

35. Final Exam Requirements

FAQ on Final Exams and Syllabi (December 21, 2009)

Q: Does the UCF/NSC policy require that Final Exams be "comprehensive" exams?

A: No, a comprehensive exam is neither required nor expected, but you may administer a comprehensive exam if that fits with the course pedagogical design and strategy.

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Q: My course has a final project assignment rather than an "exam" which I have used as the "final graded assignment" for the course, am I expected to meet with my class during the "final exam" period?

A: Yes. Based on current UCF policies, a class meeting during the scheduled final exam period is required. During that time there could be presentations of papers/projects, an oral exam, concluding discussion, or some other form of course related activity.

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Q: Why does UCF care whether I give the final "exam" and/or meet with my class during the scheduled final exam period?

A: The Final Exam schedule and meeting with students for the final exam session ensures that UCF meets the minimum instructional contact hours mandated by SACS and the State of Florida legislature. Failure for all classes to meet during the final exam period would put UCF in noncompliance for both bodies.

This also helps to reduce the possibility of students having back to back compressed exam schedules over one or two days or having four or five finals on the same day.

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Q: My course is an "M" (or other format) course which does not seem to have been assigned a day/time/location for the final exam on the UCF Final Exam Schedule, what I am supposed to do?

A: If there are classes which fall outside those options given in the final exam schedule, UCF policy requires that faculty to work with the Facilities Scheduler at the UCF Registrar's to schedule an exam date. This should be done at the start of the term and the faculty member is responsible for notifying the students of the scheduled date and time once it has been received.

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36. Honors in the Major Faculty Handbook & Fact Sheet

Please find the UCF Honors in the Major Faculty Handbook here.
Please find the Thesis Chair Fact Sheet here.

37. Library Contact

Dr. Bridget Rubenking (Bridget.Rubenking@ucf.edu) is the librarian representative for the Nicholson School of Communication. Please contact her for assistance with any library resources.

38. Promotion and Tenure Reference (For Tenured/Tenure Earning Faculty)

To view the currently approved NSC Promotion and Tenure standards, please click here.

To view the approved NSC Promotion and Tenure Standards that take effect at the 2017-18 cycle, click here.

To review information on the UCF promotion and tenure process, criteria, etc. please click here.

For directions to review promotion and tenure candidates, click here.

For additional information on the Promotion and Tenure Process from the Provost of Florida State University please click here.

39. Promotion for Instructors/Lecturers (For Non-Tenured/Non Tenure Earning Faculty)

To view information on the UCF promotion process for instructors and lecturers, please click here.

Instructor/Lecturer promotion materials from Faculty Relations can be found here:

http://facultyexcellence.ucf.edu/promotion/

To view the NSC standards for Instructor/Lecturer promotion, please click here.

40. Sedona

To access the Faculty Training Manual PDF, click here.

To access the Faculty Training Manual PPT, click here.

To access Sedona, click here.

41. Sick Leave Policy

The College of Sciences recognizes that faculty members often have schedules that fall outside of an ordinary work week schedule. However, if an employee is unable to perform their assigned duties (teaching, research, service, or other) for reasons covered under appropriate and authorized use of sick leave, then that faculty member is required to report such time on their Leave and Pay Exception Report (LAPER).

The 2015-2018 UCF-UFF Collective Bargaining Agreement states in 17.8(2)b that sick leave shall be authorized for the following for in-unit faculty:

1. The employee's personal illness, exposure to a contagious disease which would endanger others, or disability where the employee is unable to perform their assigned duties.
2. The employee's personal appointments with a health care provider.
3. The illness or injury of a member of the employee's immediate family, at the discretion of the supervisor. Approval of requests for use of reasonable amounts of sick leave for caring for a member of the employee's immediate family shall not be unreasonably withheld. "Immediate family" means the spouse and the grandparents, parents, brothers, sisters, children, and grandchildren of both the employee and the spouse and dependents living in the household.
4. The death of a member of the employee's immediate family, at the discretion of the supervisor. Approval of requests for use of reasonable amounts of sick leave for the death of a member of the employee's immediate family shall not be unreasonably withheld.

The College of Sciences policy on use and reporting of sick leave time for all faculty is as follows:

1. A faculty member who, because of a health care appointment or other reason listed in the Collective Bargaining Agreement 17.8(2)b, misses a class, meeting, office hour, or other work-related duty (whether scheduled or unscheduled), must report such time on the Leave and Pay Exception Report during the appropriate reporting period.
2. Arrangements to cover a class either by the faculty member or the institution do not mitigate the fact that the faculty member was away from their work assignment and sick leave should be charged accordingly.
3. A 9-month faculty member on contract during the summer term is required to use sick leave as above. But a faculty member not on contract during a summer term is not required to use sick leave.

All previous considerations regarding use of sick leave time are contingent upon the accrual of sufficient sick leave time to cover absences. If an employee has exhausted all sick leave time, unpaid or alternate leave time if available may be used as appropriate and with proper authorization.

Accrual and use of sick leave for all in-unit faculty is subject to other provisions of the Collective Bargaining Agreement not mentioned here.

42. Syllabus Information

Your course is part of a program of courses and its content includes program student learning objectives. If you "inherit" a syllabus from a previous instructor, it is doubly important that you understand the course objectives and student learning outcomes, and how all the pieces of the course (readings, activities, assignments, assessments) fit together toward the course objectives. Be sure you discuss these and other course requirements determined by the program faculty with your program coordinator or Assistant Director of Academic Programs (Ms. Kim Tuorto, kim.tuorto@ucf.edu or 407-823-2882).

Required Syllabi Content
Course Information (course title, number and section, semester [i.e. Spring 2014])
- Name of Instructor
- Credit Hours
- Office Location
- Office or web Hours
- Contact Information/E-mail (communication by email must be through UCF email or Knight's email per university policy)
- Course or program goals and objectives
- Course Requirements
- Method of Evaluation – grading system, including plus and minus grade policy and anything that may have an effect on the student's grade (late assignments, attendance, protocols, turnitin.com)
- Make-up Exam Policy
- Required and Optional Texts
- Final Exam Date and Time – If there is no final, based on current UCF policies, there needs to be a class meeting during the scheduled final exam period, during which time there could be presentations of papers/projects, an oral exam, concluding discussion, or some other form of course related activity.
- Other Required Course Materials
- Course Schedule
- Academic Integrity

Optional Syllabi Content
- Course Goals
- Grade Dispute
- Disability statement
- Posting of Grades
- Controversial Content Disclosure (alternative arrangement if needed)
- Course Prerequisites
Important Dates and Deadlines (Add/Drop, Withdrawal)
- Mode of Instruction (Lecture & Discussion)
Various UCF Policies such as religious holidays, attendance, ethic statement
Why study _____ statement (how course fits in major/minor/GEP, etc.)
- Course Plan/Course Map
- Addressing the Learner (how to use syllabus, how to study for course, recommended leaning tools)
- Description of major assignments
- Special features of course
- Resources for additional assistance (University Writing Center, Counseling Center, Student Academic Resource Center)
- Unauthorized Use of Class Notes
- Instructor Profile
- Teaching Philosophy
- Class Meeting Time

NSC Syllabus Requirements
Required Syllabi Content

UCF Syllabus Template
Syllabus Template

UCF Syllabus Policy
Course Syllabi

Q: I list all assignment/exam due dates on my course syllabus as "tentative" – doesn't that give me the right to change them whenever I want or need to change them during the semester?

A: Yes and Maybe. Yes, you have the right to amend your schedule, deadlines, and exam dates. However, the students have a right to "reasonable" notification (both in form, timing, and disclosure of their obligations for being aware of such changes). All faculty should have two types of statements in their syllabi; one saying how any changes to "tentative" listed items in the syllabus will be announced (e.g. in class, via Knights Mail, Webcourses, etc.). This should cover not only changes in exam schedule, but also different topics being covered, reading assignments, paper/project deadlines, etc. The other statement is to make it the student's responsibility to attend class and read their Knights mail, and be responsible for all information given to them. You are encouraged to try to minimize any changes or deviations from the syllabus and then follow carefully the procedures (listed in the syllabus) for making such amendments and disclosing them to students. Remember that the syllabus is the primary basis for which most student grievances will be adjudicated. Finally, all changes to the syllabus must still be consistent with UCF/NSC policies (e.g. requirements for final exams).

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Q: What kind of "goals and objectives" am I supposed to have in my syllabus?

A: Every NSC program has educational goals and learning objectives for students. Learning objectives for every course in each major/minor area of student have been identified by the faculty in that area. Such learning objectives reflect the overall goals for that program, expectations of the faculty for student pre-req and follow-up academic work, and a "road map" for students to understand what they should expect to learn from a particular course and how those knowledge, skills, and abilities fit in with the overall program learning goals. If you need additional assistance in identifying the educational goals and learning objectives for a particular course please contact your program coordinator or the NSC Assistant Director of Academic Programs. In addition, you may have your own goals and objectives (beyond the programmatic goals and objectives) for student learning in a given course. These should also be included in your syllabus.

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Q: Am I required to have a syllabus for each and every course, independent study, or internship?

A: Yes. If a student is enrolling for academic credit and/or registered in a course where some evaluative outcome is included (e.g. grades, S/U, etc.) there should be a syllabus on file which stipulates expectations, requirements, deadlines, and matriculation criteria (including what counts as S or how a letter grade will be determined).

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Q: I do a lot of similar independent studies/I have a lot of internships: can I use a standard "boilerplate" syllabus for all of these for efficiency?

A: Yes, as long as you ensure that the schedule and requirements are appropriate for the unique situation.

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Q: I feel constrained by the structure of a syllabus and confinement of a set schedule and my students really enjoy the freedom of a free form and flowing course that we just mutually decide what is going to happen when it "feels right" each semester: am I required to have a syllabus?

A: Yes.

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Q: Am I required to submit a copy of my syllabus to the NSC?

A: Yes. You should submit an electronic copy of your syllabus to the NSC Coordinator of Academic Programs (Ms. Shameika Daye) before the start of each semester. Shameika is charged with ensuring that all syllabi have been submitted; reviewing syllabi to ensure that they contain all of the required information; and filing the official copy of record for all syllabi (in the event of a dispute or request by the COS, UCF, or accreditation agency). Submission of appropriate syllabi is a fundamental requirement for satisfactory teaching performance.

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Q: I have been teaching this same course since 1987 and my syllabus hasn't really changed that much, am I required to submit another copy of my syllabus for each and every semester?

A: Yes.

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Q: I am really busy and sometimes I don't get my syllabus actually completed (finalized) until several weeks into each semester. Is it ok to wait several weeks into the semester to distribute my syllabus to my students and/or submit it to the NSC?

A: No. Syllabi should be available for students at the start of the semester. Syllabi should be submitted to the NSC prior to the start of the semester. Meeting these deadlines is considered fundamental requirement for satisfactory teaching performance.
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43. Test Scoring

All sections must be completed before they will accept tests and it MUST be printed on green paper.
If you would like for Ms. Jane Ingalls or Ms. Debbie Doyle to pick up the test results, under the section "Pick Up Authorization," check the box 'Release To' and write in both names or write 'Administrative Staff.' Please let Jane and Debbie know that you are requesting pick up of tests before you drop the tests at Test Scoring.

44. Verifying Student Enrollment

All official university signatures re: student enrollment, or other related inquires must come from the Registrars' office.

Policies

45. Course Override Policy

Course Override Policy

Nicholson School of Communication
Course Override Policy and Procedures

The Nicholson Academic Student Services Center (NASSC) processes course overrides during official university Regular Registration and Add/Drop periods. For course overrides students can visit NASSC in NSC 143 or contact us at nassc@ucf.edu (via their Knights email) or 407-823-2681. There are several instances where a student may require a course override:

- The course requires a pre-requisite that the student has not met. The student is therefore requesting to waive the pre-requisite requirement for enrollment purposes. However, if the course is listed as a graduation requirement, then the student must still complete the course at a later time in order to graduate. Pre-requisite overrides require Program Coordinator approval. Once approval is obtained from the appropriate Program Coordinator, a NASSC advisor will process the override.

    o *Example: STA 2014C is a pre-requisite for COM 3311. Completion of STA 2014C is a graduation requirement for Human Communication majors.*

- The course requires a pre-requisite that the student has met. However, there is a system error that does not recognize that the pre-requisite has been met.

    o *Example: The student completed a Public Speaking course at the University of Michigan. The pre-requisite for ADV 3008 is SPC 1608. The student cannot register because the system does not recognize that the course is equivalent.*

- The student wants to exceed the maximum required credit hour limits in a given term (17 credit hours for fall and spring, 14 credit hours for summer).
    - Note: Excessive hour overrides are not always granted to students. Students must have a track record of strong academic performance with a minimum 3.0 cumulative and UCF GPA. The College of Sciences has final approval.

- The course requires instructor or departmental consent. Registration is essentially closed to all students.
    - Note: The student must first get written permission from the instructor before requesting the override from a NASSC advisor.

Excessive Hour Override Procedures:

1. The student must come in person to NASSC in NSC 143.
2. The advisor will review the student's academic records and determine if the course override is needed.
3. If the override is approved, the advisor will complete a College of Science Override Approval Form.
4. The student must take the completed form in person to the College of Sciences Academic Student Services (COSAS) office, where they will enroll the student in the course. This cannot be done via fax or phone. It is COSAS' policy that it completed in person in order to verify the student's identify. NASSC does not have the ability to enroll any student directly in a course. The College of Sciences has final approval.

46. Course Substitution Policy

Nicholson School of Communication
Course Substitution Policy and Procedures

The Nicholson Academic Student Services Center (NASSC) processes course substitutions for all NSC students by completing an official audit change request with the College of Sciences. Program Coordinators and/or students may initiate a course substitution.

Program Coordinator Initiated Course Substitutions:

1. The student contacts the Program Coordinator directly and indicates that they wish to have a course substituted.
2. The Program Coordinator receives a course syllabus directly from the student and either reviews the syllabus for equivalency and/or consults with other faculty for their input.
3. The Program Coordinator sends an email to a NASSC advisor indicating who the student is and which specific courses are approved for substitution on the degree audit.

4. The NASSC advisor forwards the approval to the College of Sciences to update the degree audit. The student and Program Coordinator are copied on this request.

Note: The faculty member does not complete the course substitution. It is completed by the NASSC advisor.

Student Initiated Course Substitutions:
1. The student contacts NASSC and indicates that they wish to have a course substituted.
2. The NASSC advisor reviews the course and determines if the substitution is standard (meaning the course has already been reviewed for substitution). If it is, the NASSC advisor submits the course substitution to the College of Sciences to update the degree audit.
3. If the course substitution is not standard, the NASSC advisor will either contact the Program Coordinator on the student's behalf or review the student directly to the Program Coordinator to review the course. A course syllabus is required to review the course.
4. The Program Coordinator reviews the syllabus for equivalency and/or consults with other faculty for their input.
5. The Program Coordinator sends an email to a NASSC advisor indicating who the student is and which specific courses are approved for substitution on the degree audit.
6. The NASSC advisor forwards the approval to the College of Sciences to update the degree audit. The student and Program Coordinator are copied on this request.

47. Equitable Load Policy

The equitable load policy is used to determine the teaching load of tenured faculty based on their research output. The original version from 2012-2013 of the document can be found here. The version currently in place since January 2016, can be found here.

48. Final Exam Policy

1. A final examination should be given in each course that is taught.
2. In courses in which a final exam per se may be inappropriate, an alternative final assessment may be used.
3. Regardless of the type of mechanism employed for final assessment, each faculty member will meet with his or her class for the scheduled number of sessions as published in the university calendar and semester schedule, including the final examination period.

University policy requires both a) final exam/final assessment for each course and b) all class sessions should be met for all scheduled class sessions (including the final exam session). This requirement ensures that our SACS accreditation minimum contact time requirement is satisfied (UCF counts the final exam session for student learning/contact hour minimums satisfaction.)

The university policy does not stipulate auxiliary aspects (which may be related to these stipulations), such as how much weight the final exam should carry in the overall calculation of the course grade; whether or not grading criteria allow students to "drop" a lowest test grade; in what format or assessment style the final exam is conducted; how attendance is observed/calculated; and a number of other issues which are appropriately left to the instructor's discretion. A final exam should be given and that attendance at the final exam session be expected are both pretty clear requirements.

The university policy requires (some type) of final exam for each course – each time – for all the students. The university policy cannot be fulfilled with an "optional" (either at the option of the faculty member or the student) final exam. You must identify at least one exam the course (syllabus) as the "final exam." Such final exam must apply to all students in the course. You can have other "optional" exams or assignments but the "final exam" cannot be optional. A reasonable expectation is that a "Final Exam" would occur at or near the end of a course.

NSC faculty have been asked to avoid scheduling any exams during the final week of classes and encouraged students to utilize the final exam period for the final exam because that is why it exists. Scheduling exams during the last week of regular classes is unfair and disadvantageous to our students. First of all, if multiple faculty were to administer finals that week – many of our students would end up with back to back final exams (without any break or study period between them) which completely circumvents the special schedule utilized for final exams during finals week. Second, a large number of classes require term papers and other student work to be submitted during the final week of regular classes which mean that for many the same week that the final projects are due – they also have to prep and complete final exams. Third, the final exam week, unlike the final week of scheduled classes, affords longer testing periods (by design) than a typical class session – and for some students the difference between a short class session and the longer final exam period may be the difference in how successful they can be at completing and passing the exam.

49. Hiring Reference (For Faculty and Staff)

If you would like to print/save a copy of the complete NSC hiring reference please click here.

50. Office Hours Policy

Fall and Spring Semesters

6 office hours are required weekly.

As a minimum: If fully face-to-face, 6 hours across three days should be in person. If a mix of face-to-face, mixed mode, and web, 4 hours across 2 days should be in person. If fully web, 2 hours on one day should be in person.

Summer Terms

2 office hours are required per course weekly.

As a minimum: If fully-face to face, 2 hours must be in person. If mixed mode, 1 hour must be in person. If fully web, 1 hour must be in person.

Faculty may make modifications (e.g., adding time when students are coming in for advising or need assistance with particular assignments, or being absent from campus for a conference or travel) **with sufficient notice to students and staff.**

Faculty are expected to meet this minimum office hour availability requirement with physical availability at their assigned office space. Faculty should also post and maintain additional office hours (beyond the minimum threshold) during peak advisement and registration periods. UCF and NSC policy requires course syllabi to include information about "office or web hours." NSC policy requires faculty to submit their posted office hours to NSC Academic Affairs before the start of each semester. Office hours are part of the normal activities related to a faculty appointment in the NSC. Frequently it is assumed that office hours are *only* related to instruction and teaching functions. Of course, office hours do directly support the important (beyond the classroom) interaction necessary for successful pedagogic performance and meeting the learning needs of our students. However, predictable and accessible availability of full time faculty serves a wider range of institutional and academic needs. Office hours are an aspect of professional behavior and connection with the institution and various stakeholders consistent with full time employment and an academic appointment in the NSC.

Adjunct instructors are expected to post and maintain an appropriate number of available student contact hours in direct proportion to assigned teaching loads i.e., (number of courses being taught in that term). Adjunct faculty may post and maintain physical office hours (contact NSC Office Staff to schedule a room (this may be shared space) at the set posted times) and/or virtual office hours with web/IM/telephony or other availability as appropriate. In general, it is recommended that adjunct instructors post and maintain at least one hour of office hours/contact available time per week for each course taught in that term.

Demonstrated faculty availability during advisement and registration periods is identified on the NSC Annual Evaluation Criteria as a minimum threshold necessary for the rating of at least satisfactory in the category of Teaching.

51. Office Space Policy

There are a finite number of faculty (tenured, tenure-track, instructors, visiting instructors and adjunct) office spaces available for assignment in the Nicholson School of Communication (NSC) building. Currently the need for faculty office assignments exceeds the capacity of office spaces available in NSC. This policy seeks to articulate a policy which can be followed when office space becomes available (ether via retirement, resignation, leave, etc.), when new tenure track faculty are hired, and/or when the faculty performing "major" specialized additional duty assignments within the Nicholson School of Communication change. As a general rule, the office assignment priorities for vacated offices include:

- **Recognition of "major" specialized "other duty" assignments within the Nicholson School of Communication, including: Program Coordinators, Deputy and Associate Directors, and Director of Graduate Studies, as long as the faculty members continue in such roles.** The Program Coordinators, Deputy Director, and Associate Directors shall receive priority assignment for office adjacent or near the NSC Administrative Suite, as should the Director of Graduate Studies.

- **Recognition of Faculty rank and "seniority" within rank of the faculty the Nicholson School of Communication.** Specifically, priorities for office assignments/preferences would proceed starting first with Professors, then Associate Professors, Assistant Professors, full time non-tenured associate lecturers, full time non-tenured associate instructors, full time non-tenured lecturers, full time non-tenured instructors, full-time "visiting" non-tenured lecturers, full-time "visiting" non-tenured instructors and adjuncts. Within each rank, the priorities would proceed starting with the most years of NSC service. Priorities would be given first to rank and then years in rank (NSC service)-i.e. a full professor with 3 years of NSC service would be given priority over a full professor with 0 years of NSC service or (in turn) an Associate Professor with 23 years of service.

- **Recognition of "minor" specialized additional duty assignments within the Nicholson School of Communication,** including: student advising, co-curriculum program support, or other programmatic needs of the Nicholson School of Communication.

- The long term goal is to provide faculty with individual office assignments when sufficient space is available. **Tenure and Tenure track faculty will always receive priority for individual office assignments even if it requires the relocation of non-tenured instructors or adjunct faculty.** Until such time as sufficient space becomes available, when feasible and practical, non-tenured instructors and/or adjunct faculty may be assigned to "shared office" assignments with other non-tenured instructors and/or adjunct faculty.

The move to UCF Downtown may require a new organizational plan. Until such a plan is developed, established NSC procedures will be followed. All office space utilization will be subject to CBA negotiations.

52. SACS – Teaching Qualifications

UCF Faculty Teaching Qualifications Guidelines (Effective October 1, 2007)

The following 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 sufficiently 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:

 by academic credential(s) (degrees and coursework) alone or

 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)

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.

53. Summer Teaching Rotation Policy

If you would like to view a copy of the Nicholson School of Communication's summer teaching rotation policy please click here.

54. Travel Policies and Procedures

[All travel policies and procedures are subject to availability of funds, as well as College and University mandates.]
Requests for travel reimbursement may be made by each full-time faculty member at any time he/she is under contract with the university. Requests for reimbursement must be made *prior* to traveling.

NOTE: If one is traveling for professional purposes, and is not being compensated/reimbursed by university funds, an employee must complete a complimentary TAR.

For Tenured and Tenure-Earning Faculty:

Annual anticipated maximum reimbursement allotment for domestic travel: $2,000*
Annual anticipated maximum reimbursement allotment if international travel is included: $3,000*

Faculty will be asked to submit a plan of travel at the start of each academic year to the NSC financial officer who will provide a planning form to complete prior to the allocation of funds. Once the plan has been approved by the Director, faculty will follow established travel procedures.

* These amounts are guidelines a faculty member can expect to receive for reimbursement. All requests will be reviewed carefully and some authorizations for travel reimbursements may be greater or less.

Partial or Full additional reimbursement: Application required

Faculty may seek additional reimbursement beyond the annual anticipatory allotment to fund travel to present research or engage in scholarly activities at conferences or academic meetings. Tenure-earning faculty will be prioritized when requests are considered. The faculty member must submit a one-page rationale to the Director outlining the need for additional funding beyond the annual anticipated allocation to attend conferences where research is to be presented or scholarly activity will occur. An anticipated budget must accompany the rationale. The Director will respond with a decision to the faculty request within 14 working days. Once approved, the faculty member will follow established NSC procedures for seeking travel reimbursement.

For Non-Tenure Track Faculty

For faculty seeking funding for travel or professional development, the faculty member must submit a one-page rationale to the Director outlining the need for funding. An anticipated budget must accompany the rationale. The Director will respond with a decision to the faculty request within 14 working days. Once approved, the faculty member will follow established NSC procedures for seeking travel reimbursement.

Procedure:
To receive reimbursement, a faculty member must submit a Travel Authorization Request form to NSC's fiscal assistant; please be sure to include the rationale for why the travel is critical to the mission of the university, as that rationale will be the one the dean reviews to either approve or deny the travel request. NSC's fiscal assistant will budget check and route to the director.** The director will review and make a decision, then submit the form to the dean's office for approval. *Please submit travel receipts to NSC's fiscal assistant within three business days of returning from travel.*

Student Travel
According to Natasha N. Hellerich, Associate General Counsel "Waiver/release documents for student travel are necessary, because for anything that is not an actual requirement for a course (in accordance with the course curriculum), but is a voluntary activity, we [General Counsel] recommend that a waiver be signed by the students … our [General Counsel] office can only recommend (as we [General Counsel] do) that these waivers be signed by the students, because they provide protection for the university and its employees." (3.30.11) For questions, concerns or to have a waiver reviewed and/or created, please contact Associate General Counsel Natasha.Hellerich@ucf.edu.

Graduate and undergraduate research is encouraged by NSC. Students may apply for up to $500 to support travel to present research papers or to engage in scholarly activity at a conference or academic meeting, as available funding allows. The student must submit a one-page rationale to the Director outlining the need for funding. The rationale must include the endorsement of at least one graduate faculty member who is familiar with the student and supports the request for travel funding. An anticipated budget must accompany the rationale. The Director will respond with a decision to the student request within 14 working days. Once approved, the student will follow established NSC procedures for seeking travel reimbursement.

55. University Policies and Regulations

The University of Central Florida also has policies to address various operational issues that are not otherwise addressed in regulation and to outline procedures for those operations. Colleges and departments may also have policies to address matters that are specific to the particular college or department. All university policies are available for review at the following webpage: http://policies.ucf.edu

The University of Central Florida has regulations to govern most of the university's business and academic operations. All university regulations are available for review at the following webpage: http://regulations.ucf.edu

We encourage you to review the university's regulations and policies, especially those that relate to your area's operations. Comments regarding policies should be directed to the President's Office. Comments regarding regulations should be directed to the Office of the General Counsel

Procedures

56. Absence From Class

If going to be unexpectedly absent from class, please notify Ms. Debbie Doyle or Ms. Jane Ingalls so they may be aware in case of student inquiries. They will notify NASSC.

57. Classroom/Conference Room Reservations

If you would like to reserve a classroom for a single event (e.g., orientation, club meeting, etc.) please email your request to Classroom Reservations (classres@ucf.edu). If you are inquiring about standard semester-long classroom assignments, please contact Rebecca Morales at 407-823-1249.

If you would like to reserve one of the Nicholson School of Communication conference rooms (including NSC 143, 213, 228 or 254) please contact Jane Ingalls at (407) 823-1711.

58. Classroom Safety & Emergency Response

The school and university are committed to offering the safest campus for our students, faculty and staff possible. In order to do this, the university has spear-headed a number of proactive measures to help thwart possible unsafe scenarios from arising. Included in these efforts is a classroom reference guides and for specific student concerns.
Emergency guide
How to Deal With an Active Shooter on Campus

59. Dealing With Complaints: Students

Listen

1. Apologize for their difficulty. You're not taking their side, you just acknowledging it.
2. There is rarely a need to provide an immediate solution
3. Get all sides of the story
4. If they come to you with "but you can't tell x I said anything," make it clear that in order for you to do anything you must speak with x or they need to understand that their complaint will stop with you.

What action/resolution do you seek from me?

       1. Did the student know what was expected of them?
         2. Don't take it personally
         3. Keep notes (who, when, where, what)
         4. Something doesn't feel right? Trust your instincts.

Say what you'll do and do what you say

1. Always follow-up in writing
   i. A brief note to the student after you meet, summarizing the conversation and what you said you'll do
   ii. Copy any final resolution to the dean's office
2. Some problems require a formal intervention/process; the following provide additional services and resources:
   i. Office of Student Conduct (cheating, plagiarism, research misconduct, etc.)
   ii. Victim Services (bullying, hazing, rape, cyber-stalking, etc.)
   iii. Student Accessibility Services (learning, physical, emotional, etc. disability)
   iv. UCF Crisis Committee (student engaging in suicidal, threatening, etc. behavior)
   v. Counseling Center (follow-up and long-term services)
   vi. Legal Counsel (if student secures legal representation, refer)

60. Employment Verification

If contacted to verify the employment of anyone (student, staff, faculty, etc.) related to the university please direct them to this website.

61. Grades And Processes

Grading Requirements and Resources

The university has a specified policy regarding grading. The Faculty Center for Teaching and Learning (FCTL) is a vast resource for different aspects of grading processes and procedures.

Course Syllabus

The course syllabus should stipulate all policies and expectations for a course (e.g. attendance, requirements, deadlines, etc.). No appeals or protestations of either course policies or faculty decisions about changes and exemptions (other than the general stipulation that all policies should be consistently adhered to for all students in a course) will be entertained by the director of NSC. Each student is expected to comply with all such policies as stipulated in the course syllabus including, but not limited to attendance policies, tardy policies, assignment requirements, plagiarism penalties, deadlines and grading standards. These standards are not subject to review or appeal.

First, if a student requires a disability-related accommodation as defined by the federal Rehabilitation Act of 1973, Section 504, and/or the Americans with Disabilities Act of 1990 (ADA) then there will be adjustments made in the performance expectations for the course. To arrange such adjustments for special needs accommodation in your courses have the student contact the UCF Student Accessibility Services office (Ferrell Commons Room 185; 407-823-2371). You should not take documentation or medical evidence to your instructor rather you should contact the Student Accessibility Services (SAS) office directly.

SAS provides information and individualized accommodations which are consistent with the student's documented disability. Such accommodations may include, but are not limited to, assistance with classroom accommodations (including examination accommodations), assistance with course registration, and information and referral to campus and community services for students with disabilities. SAS will notify your instructor directly and such accommodations as have been approved will be provided to you during the course. If you have any questions about such accommodations or the offering of such to you during the course please contact SAS.

Second, if students are traveling for official university related purposes (e.g. athletics, speech and debate team, etc.) NSC policy is to encourage instructors to accommodate such instances of official university related travel with adjustments to course schedules, assignment deadlines and participation credit as appropriate to the course. This policy does not endorse the omission of any course requirement, learning activity or in any way waive essential aspects of the overall learning experience. For the most part, these are matters of timing, logistics and appropriate alternative learning experiences.

To make such arrangements a student should have their official university representative (e.g. faculty advisor, athletic director or coach, etc.) provide an official list of designated travel dates to your instructor which are in conflict with the course syllabus as early in the term as is feasible. Such accommodations should be arranged in advance of such conflicting dates rather than presented as "excuses" for missed work post facto.

However, even where absences or rescheduling deadlines is permitted, it is still the student's responsibility to complete and submit all work and materials in a reasonably timely manner to allow instruction in the course to proceed appropriately for the other students and for the instructor's work. It may be necessary for you to submit work early (before the published deadline) or make-up work at a time that is most convenient for your instructor (not necessarily for you).

Discuss this with your instructor and work out adjustments as required. Remember that you are asking the instructor to make accommodations on your behalf and it is customary to be flexible, willing to adjust for the convenience of the instructor and your classmates and be cordial in all of your interactions. Such accommodations are a privilege provided as a professional and academic collegial courtesy and are not absolute "rights" on which one should make belligerent demands. Other than these two special situations, there is no obligation or expectation that exceptions to the published syllabus will be given to any student and such requests will not be considered by the director of NSC.

MyUCF Grades

"myUCF Grades" is an electronic grade reporting tool and is a way to report exam (or assignment) scores to your students in a FERPA-compliant manner. It is not mandatory. Note that myUCF Grades is different from official end-of-semester grade reporting to the University.

Basics: Getting Started

1. Open your browser and type this URL: myUCF
2. Login using your PID and password
3. Click on "Online Course Tools" tab at the top and scroll down to find myUCF Grades.
4. This tool does not function between semesters and during the first week (add/drop week) of classes. Your classes will be created and automatically displayed after add/drop week ends.
5. Use the navigation on the side for more topics on myUCF Grades.

If you are having difficulty locating the Grades pagelet or trouble accessing it, contact the UCF Help Desk (407-823-5117 or email servicedesk@ucf.edu). The Faculty Center (407-823-3544 or email the Center at fctl@ucf.edu) is happy to consult with you about further applications or complications using myUCF Grades.

Additionally, the Faculty center offers regular workshops and one-on-one consultations on creating and maintaining Excel grade books.

Adjunct Responsibility to Evaluate Student Learning Performance

Adjuncts have the duty to evaluate student academic performance to the best of their judgment and assign an evaluation grade as part of the University of Central Florida academic performance guidelines. In each course there should be an established and announced grading policy. Typically, the registrar requires a "final grade" assigned for each completed course corresponding with the quality of the academic performance and consistent with the university-wide grade point system.

Adjuncts have a right and obligation to use their professional and academic judgment when evaluating student learning performance. Grade appeals based on disputes about the academic or evaluative judgment rendered by an adjunct will not be considered.

Grade Submission

The University does not have a required grade distribution/scale, and also does not stipulate whether faculty members must use plus/minus grading or flat grading. There is no A+ grade possible at UCF.

Grade submission occurs at myUCF under "View My Teaching Schedule." The grade roster will not be visible until the last week of classes. Instructors may choose to input grades individually or by updating a spreadsheet.

"F" grades require reporting the student's last date of attendance. Incomplete ("I") grades require attendance reporting as well as filling out an Incomplete form. I-grades are to be used in case of end-of semester emergency only.

Students reported for academic dishonesty in a given class are to receive a "Z" designation next to their letter grade (so transcript grade such as FZ or CZ are possible).

Grade Appeal Process

Students have a right to disclosure of academic assignments, student learning measurements, expectations for academic performance, as well as the method and manner by which their work will be evaluated and graded. The course syllabus should contain such information. If a student is unclear or uncertain about expectations then it is their responsibility to ask the instructor for clarification in advance of the submission/deadline/evaluation of student performance.

NSC expects that the evaluation of student academic work be conducted with due diligence in a process and method that is accurate, fair and consistent for all students.

NSC Grade Appeal Process

Grade Change Process

Most grade change requests can be submitted online through the myUCF portal.

1) Instructors initiate the grade change through their myUCF portal.
2) Once submitted, the grade change will be sent to the Director specifically selected by the instructor. Caution: The instructor's department is not automatically linked to the corresponding Director/Chair so instructors must know their Chair's name.
3) The Director will receive an email notification:
   a. The notification is from "noreply-eForms@ucf.edu."
   b. The Subject line is "[eForms] Worklist Item: Evaluate request to (name of student)".
   c. A link to the myUCF portal is included in each notification for your convenience.
4) The Director must make a selection in the "Department Dean" field as follows:
   a. For undergraduate courses, select or type Lee Kirkpatrick.
   b. For graduate courses, select or type Teresa Dorman.
5) Approved forms will be forwarded to the appropriate Dean's designee.
6) Denied forms will end the processing and will not forward.
7) Forms may be returned ("Recycled") to the instructor by the Chair or the Dean's designee if more information is needed.

Please continue using paper grade change forms for the following (the online form should give you an error in these cases). Paper grade change forms may be obtained from the Admissions Specialist in NASSC.

1) Grade changes submitted beyond the deadline:
   a. Incomplete ("I") grades submitted after one year from being assigned.
   b. All other grades submitted after one regular (i.e., fall or spring) subsequent semester:
      i. Grade assigned in **fall**: due by last day of classes subsequent **spring**.
      ii. Grade assigned in **summer**: due by last day of classes subsequent **fall**.
      iii. Grade assigned in **spring**: due by last day of classes subsequent **fall.**
2) Grade changes for students who are disqualified or excluded from the University.

Student-Instructor Conflict/Dispute

NSC Grade Dispute Appeal Process

Incomplete Grades

The expectation for instructors evaluating student performance in course is that each student will be assigned a final (letter) grade for their performance in a given course (e.g. A, B, C, D, F, or Z).

In rare and unusual circumstances, it may be appropriate to assign the "I" letter grade which represents that the student work for the course is currently incomplete and a deadline for completion of the academic work assignments has been specified along with a default letter grade (typically an "F" letter grade) if such work is not completed.

Awarding a student the grade of incomplete (I grade) is regarded as an unusual and special request and as such it requires justification. The student must complete and submit missing academic work per the "agreement" with the instructor and the instructor must submit a "Change of Grade" request to replace the I grade with an alternative letter grade. In most cases, the registrar will automatically change the I grade to an F grade one year from the end of the course term (typically end of the semester) from the term in which the I grade was awarded unless the Instructor submits a Change of Grade request converting the I into a letter grade representing the final grade posting for the student performance in that course.

As a general rule an "I" incomplete grade for a student in a course should only be proposed in cases where there has been unusual or extraordinary circumstances (e.g. illness, family emergency, etc.) that has arisen near the end of a course (e.g. final 25% of the course contact time) or for students that have a specific recommendation for an incomplete authorized by disability concerns as part of a reasonable accommodation of student needs determined appropriate by the appropriate university officials (not the instructor o the course).

An incomplete grade is not typically justified simply because a student failed to complete the required work in a course, might perform better if given more time to complete/submit assignments, or because a student failed in their responsibilities to prepare or meet deadlines specified. Furthermore, it is important that other students in identical or fundamentally similar circumstances be given the same opportunities for an incomplete grade agreement and that such means that students were made aware of these opportunities be documented. Requests for NSC approval must include some statement or explanation documenting that these two criteria have been met in the recommendation request for an incomplete grade.

Such justificatory expectations are in addition to the requirements imposed by the University that specify the creation of an incomplete agreement between the student and instructor and which clearly states a mutually agreed upon (by the instructor and student) commitment for (a) specific assignments that will be completed-evaluated; (b) completion time line or deadlines; (c) any special amendments to the default grade date (semester) or default grade (e.g. F).

An Incomplete (I) grade request is not available as a retroactive (previous semester) grade change remedy.

Please ensure that any "I" incomplete grade you assign fits the necessary criteria as appropriate, that you have a specific agreement of what and by when a student should complete their academic work, a default grade is set, and that when/if the student completes the academic work that a change of grade request is submitted in a timely manner.

62. Keys

Contact Debbie Doyle (debbie.doyle@ucf.edu, 407-823-5570) with the following information:
- Who you are (rank, name, program)
- What key you need (ex: "IEL75", or "key to NSC 208")
- Why you need that key (ex: lost my original)

You will receive a confirmation e-mail informing you that your request was processed. Once the key is picked up from Facilities, you will receive an e-mail to pick up and sign for the key in the Administrative Suite.

To Return a Key:

If you no longer need a particular key, are leaving NSC, or found a key you thought was previously lost, contact Debbie Doyle (debbie.doyle@ucf.edu, 823-5570). **If you are leaving NSC you must return your keys no later than the day of your exit interview.**

To "Borrow" a Key:

If you need access to a room during normal business hours (Monday-Friday, 8:00-5:00) please see Debbie Doyle.
If you need access to a room after normal business hours, please make all arrangements with Debbie Doyle (debbie.doyle@ucf.edu, 823-5570).
Keys will only be lent out on a case by case basis. If an event is taking place in NSC after normal business hours and a loaner key is needed, please inform Debbie Doyle (debbie.doyle@ucf.edu) two days prior to the event.

Lost/Stolen Keys:

Lost or stolen keys must be reported to the UCF Police (823-5555) immediately and a report must be filed. The report number and list of keys that were lost/stolen must be forward to Debbie Doyle (debbie.doyle@ucf.edu and Boyd Lindsley (boyd@ucf.edu). Replacement keys cannot be ordered without a police report file number.

Please Note:

The Nicholson School of Communication is charged 25.00 per replacement key. It is the responsibility of the employee to reimburse the school for the replacement key(s).

63. Office Supplies

REQUESTING SUPPLIES:

Nicholson School of Communication staff and faculty may request office supplies via e-mail to Jane Ingalls at Jane.Ingalls@ucf.edu

The e-mail must include the item number from Capital Office Products, item description, quantity, and price. This information can be found at www.cap-office.com

Upon approval from Ms. Susan Morris, the coordinator of accounting, the items will be ordered and delivered to the respective staff or faculty member upon receipt.

The average turnaround time, after requesting items, is one business week.

Note: Personal printers will not be replaced or purchased for faculty offices.

REQUESTING ITEMS OTHER THAN OFFICE SUPPLIES:

A "Request for Purchase" form must be filled out and completed for items not available through Capital Office Products or for items priced above $50.

This form can be found within the white footer box below.

RETURNING ITEMS:

Please return defective, damaged, or unwanted supplies to the Administrative Suite (NSC 238) within 60 days.

64. Senior Scholars Enrollment

The Nicholson School of Communication welcomes exemplary undergraduate students to pursue enrollment in its graduate level courses, space permitting.

For a copy of the policy regarding Senior Scholars, as well as the 6000 Level Course Override and Special Permissions for Undergraduate Students form, click here.

65. Storage

Should you need storage space, please contact Ms. Debbie Doyle (407-823-5570) to see what can be accommodated.

66. Textbooks And Desk Copies

NSC has a central coordinator, Ms. Debbie Doyle (or 407-823-5570), who makes sure all textbooks are ordered. Program coordinators are responsible for ordering their discipline's textbooks for all adjunct faculty. Faculty must order desk copies of unadopted textbooks directly through the publisher. In an effort to reduce costs, most publishers now send electronic instead of printed versions of their textbooks for faculty to examine.

For instructions on how to order textbooks through the bookstore, read the step-by-step guide.

Desk copies are through Ms. Debbie Doyle or 407-823-5570.

67. Volunteer Services Agreement

To see a copy of the Volunteer Services Policy and Agreement form, click here.

Staff Affairs

68. Accessibility

The University of Central Florida is committed to providing all students with equitable access to the best possible opportunities for academic success. This commitment includes adhering to requirements in the Americans with Disabilities Act that course materials be accessible to all students. UCF's Office of Student Accessibility Services works with faculty members on a regular basis to facilitate accommodations, but as more faculty members innovate to incorporate web-based media into their online and face-to-face classes; we must be diligent to ensure that accessibility remains a top priority.

Faculty members are responsible for providing ADA-compliant materials for students in their courses. If you have a question about materials in your course, the following offices are available to help address the matter:

Student Accessibility Services coordinates accommodation efforts and can provide services such as creating a transcript of a recorded lecture, coordinating with the Center for Distributed Learning for captioning, and providing consultation on making audio or video components accessible. Contact SAS by calling 407-823-2371 or by e-mailing or visiting their website at

The Center for Distributed Learning can help caption videos from provided transcripts and develop text based materials that are accessible for students who are visually-impaired. They provide guidelines and support for making online media accessible. They will also consult with faculty members on accessibility strategies during both course development (such as ensuring the use of ALT tags on images) and course delivery (such as methods to allow extra time during assessments for students with learning disabilities). Online faculty members should work directly with their assigned instructional designer or may contact CDL by calling 407-823-4910 or by e-mailing cdl@ucf.edu

The Faculty Center for Teaching and Learning (FCTL) can help faculty members create and design course materials and teaching strategies that will accommodate differences among students and offers workshops and one-on-one consultations for faculty members. Contact FCTL by calling 407-823-3544 or by e-mailing fctl@ucf.edu. Here is a link to the Guide to Teaching at UCF which covers "Getting Started at UCF" for new faculty; http://fctl.ucf.edu/teaching_at_ucf.pdf

If you have any questions, please contact Pamela Rea, director of Student Accessibility Services, by calling 407-823-2371 or by E-mailing Pamela.Rea@ucf.edu.

69. Course Catalog

To view the Undergraduate Catalog, please click here to view the Graduate program, please click here.

70. Dress Code

The way that staff members present themselves should be a positive reflection on the Nicholson School of Communication. Some environments are more relaxed than others; but in general, NSC employees are expected to dress in a professional manner. In addition, as a courtesy to visitors and guests, NSC staff employees are expected, when appropriate, to wear their name badges. Staff members who are unsure of when a name badge is necessary should contact their immediate supervisor.

71. Student Access

The University of Central Florida is committed to providing an educational experience that is equally accessible to all students. This commitment aligns with the university's goal to embrace inclusion and diversity. As more faculty members innovate to incorporate web-based media into their online and face-to-face classes, we must be diligent to ensure that accessibility remains a top priority.

Faculty members are responsible for creating accessible course content with sound pedagogical design for all students in their courses. If you have questions about materials in your course, please work with one or more of the offices below to address the matter:

* Student Accessibility Services. See page 29 for more information.

* Center for Distributed Learning: CDL can assist faculty to design and develop accessible online course materials, including captioning videos from transcripts. Course design information is availableat http://www.fctl.ucf.edu/teachingandlearningresources/coursedesign/. Online faculty members are encouraged to work directly with their assigned instructional designer. General inquiries should be directed to 407-823-4910 or https://online.ucf.edu/about/.

* Faculty Center for Teaching and Learning: FCTL can help faculty members create and design course materials and teaching strategies that will accommodate a wide range of differences among students. The office offers workshops and one-on-one consultations with faculty on best practices. Contact FCTL at 407-823-3544 or ftcl@ucf.edu.

In addition to technology access, UCF's Office of Student Accessibility Services works with faculty on a regular basis to facilitate academic accommodations, including extended time on tests, note taking, and interpreting services. This summer, Dr. Adam Meyer was hired as the Director of Student Accessibility Services. He is responsible for collaborating with faculty members and other key stakeholders, such as CDL and FCTL, to enhance the accessible educational experience of all UCF students. For more information about student accommodations or accessibility within the classroom, questions should be directed to their office by calling 407-823-2371 or by emailing sas@ucf.edu.

72. Student Resources

Office of Student Conduct

Alleged Academic Misconduct Report for cheating, plagiarism, research misconduct, etc.
(See http://osc.sdes.ucf.edu/process/roc 1) or by phone at 407-823-4638

Students and faculty can file Incident Reports for inappropriate behavior, bullying, hazing, etc.
(See: Victim Services at: http://victimservices.ucf.edu/
Ms. Christine Mouton, christine.mouton@ucf.edu, 407-823-1894

> Free, confidential services for anyone who may have been victimized (rape, abuse, identity theft, cyber-stalking, etc.); includes free legal services.
> 407-823-1200 (M-F, 8am-4:30pm)
> 407-823-5555 (24/7, request a victim advocate)

Student Accessibility Services
407-823-2371

> Specific services for students depending on their documented disability. Services can range from assisting those who have had major surgery, to mental health issues, to physical disabilities.
> Services are provided to "level the playing field," not to make course requirements easier.
> Must register with SDS to receive services; accommodations can be refused if not requested by SDS.

UCF Crisis Committee – Student
407-823-4544

> Committee refers students who are viewed as engaging in behavior (suicidal, self-injury, threats, disruptive, disorder, etc.) that poses a risk to self or others.

> Immediate/Emergency – Call OSRR Case Manager,
>> She will want details and will follow-up with the student with services and outreach.
>> If possible, walk with the student to the OSRR office, located in Ferrell Commons, room 142 within Student Legal Services.

> Non-Immediate/Non-Emergency (or after immediate issue has been dealt with) – Call 407-823-4544
>> File OSRR Incident Report (http://osrr.sdes.ucf.edu/titleix) for a Student of Concern.

Counseling Center
407-823-2811or email at http://caps.sdes.ucf.edu/

> Free, confidential services for students. Psychiatric assistance is available and student may be referred to the Health Center.

> Immediate/Emergency – Call Counseling Center 407-823-2811

>> They will provide you with the advice and are immediately available to talk with the student
>> If possible, walk with the student to the Counseling Center, located between the Health Center and the Physical Sciences building. If after hours, call 407-823-2811 to speak with someone via the after-hours crisis hotline.

Legal Counsel

W. Scott Cole, Scott.Cole@ucf.edu 407-823-2482
When the student indicates that have secured legal representation to help them address their complaint, the student and their representation should be directed to the General Counsel's office.

QPR – Suicide Prevention

Teresa Michaelson, mailto:Teresa.Michaelson@ucf.edu/407-823-2811

> Question – Have you been very unhappy lately? Are you thinking about suicide? Any statement (direct, indirect, "coded") should be taken seriously and should be followed-up on
>
>> Asking the suicide question does not increase risk…
>
> Persuade – Are you willing to let someone help you? I'm concerned for you and would like to put you in touch with people who can help you through this… Will you let me help you?
>
>> Focus on solutions and hope.
>
>> Not persuaded and you're worried? Contact Teresa Michael and the Counseling Center. Let someone in the Dean's Office know.
>
> Refer – Give them the Counseling Center's information or (better yet) walk them to the Counseling Center 101.

73. Test Scoring

Test Scoring has a new request form and they will not accept any previous forms. ALL sections must be completed before they will accept tests and it MUST be printed on green paper.

In addition, if you would like Ms. Jane Ingalls to pick up the test results, under the section "Pick Up Authorization" check the box 'Release To' and write in both names. Test Scoring will not release the results without a name on the form. Please send an email to Debbie.Doyle@ucf.edu to let her know that you are requesting pick up of tests before you drop the tests at Test Scoring.