



Nicholson School of Communication and Media

Handbook

**Nicholson School of Communication and Media
University of Central Florida**

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Introduction

This document reflects many of the operational aspects of the Nicholson School of Communication and Media. However, it is not exhaustive, as policies and procedures for our new school are still being developed by our colleagues in the school, many will be department specific. As updates are made, notifications will be sent via the eUpdate, so all are aware. To request an edit/update/addition/clarification, please contact NSCM's Senior Associate Dr. Boyd Lindsley (boyd@ucf.edu / 407-823-6751) and he will help facilitate the update.

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
NSCM	Nicholson School of Communication and Media
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 – 2019

You can access a copy of the 2019 academic and administrative calendar by clicking here:

[NSCM Master Calendar - 2019](#)

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 Award:

- Time Frame for Nomination
 - Academic year (Summer-Fall-Spring)
- Submission of nominations – Sept. 1
 - Letter of nomination (or self-nomination)
 - Current resume, vita, or professional re
 - One letter of support from program coordinator or faculty colleague
- Review by Board and selection of winner – end of fall term
 - Prize: Plaque, +\$1000 to be awarded for any of the following:
 - Additional travel funding for following academic year
 - Books and instructional materials
 - Faculty development
 - Start-up support for projects
- Award issued following academic year

4. 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 HRaccounting@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	

5. Bylaws

1 PREAMBLE

The fundamental premise of this document is that a relationship of mutual respect and trust should exist among: faculty who are serving as Nicholson School of Communication and Media (NSCM) administrators; faculty whose activities are focused primarily on teaching, research and service; and the students who we serve. Therefore, faculty governance should be collegial and reflect diverse points of view. At the same time, the governance process should be efficient and aim to achieve broad faculty participation in a manner consistent with the other responsibilities of the faculty and the mission of the School and University.

The School administration shall represent the interest of the School to the School faculty and staff and to the central administration, as well as oversee and allocate human, financial, and material resources of the School among its various programs and allied units. In the spirit of collegiality, the faculty of the School reserve the prerogative to comment upon, request clarification of, or suggest modifications and alternatives to any administrative action taken by the School. Powers and responsibilities not enumerated in this document are reserved to the departments.

2 MISSION AND VISION STATEMENTS

2.1 University of Central Florida

2.1.1 *Scale and Excellence*

The powerful combination of these values has guided UCF's mission since its founding in 1963, and it will lead us into the next 20 years. Amplifying excellence through scale means that we will have a greater impact on the students and community we serve. We believe in harnessing the strength of our size—our resources, our student body, our technology, our educational pathways and more—with a constant pursuit of excellence to create a positive, lasting benefit that resonates on a global scale. Unified, these values drive our promises to our students and our community, push boundaries to solve big problems and unleash our massive potential to change the world—one degree and one life at a time.

2.1.2 *Impact*

We use the power of scale and the pursuit of excellence to solve tomorrow's greatest challenges and to make a better future for our students and society. Through learning, discovery, and partnerships, we transform lives and livelihoods.

2.1.3 *Our Promises*

We promise to harness the power of scale to transform lives and livelihoods; attract and cultivate exceptional and diverse faculty, students and staff whose collective contributions strengthen us; deploy our distinctive assets to solve society's greatest challenges; create partnerships at every level that amplify our academic, economic, social and cultural impact and reputation; and innovate academic, operational and financial models to transform higher education.

2.2 Nicholson School of Communication and Media

2.2.1 *Vision Statement*

The Nicholson School of Communication and Media (NSCM) is an interdisciplinary inter-college entity providing academically rigorous undergraduate and graduate education. Through a range of professional and academic programs, excellence in creative activity, research, and technical production is fostered, guided by the strategic objective to have impact and become nationally and globally prominent.

2.2.2 Mission Statement

NSCM holds as its mission the promotion of:

- Free inquiry, free speech, and the free flow of information and ideas in a diverse, contemporary society;
- A creative, collaborative, and ethical environment for research and for the production of high-quality games, interactive media, film, and mass communication;
- Rigorous, relevant, and stimulating undergraduate and graduate curricular and co-curricular programs that are research based, preparing students for professional careers or advanced graduate study; and
- Engagement, collaboration, and research with community partners to serve the university, communication and media industries, and our broadly-defined service area in central Florida and beyond.

2.3.3 Diversity & Inclusion Statement

NSCM holds integrity, scholarship, community, creativity, and excellence as the core values that guide all our conduct, performance, and decisions. NSCM does not discriminate based on identity, including, but not limited to, categories of age, color, ethnicity, family status, gender expression or identity, genetic information, immigration status, intellectual or physical ability, national origin, race, religion, sex, sexual orientation, socio- economic class, or veteran status. We value the intersectional experiences of all individuals and we are committed to equity and inclusion. NSCM encourages diversity of ideas and points of view creating an environment for excellence.

3 FACULTY AND ADMINISTRATION

3.1 Faculty

3.1.1 Membership and Rank

Faculty ranks include: Professor, Associate Professor, Assistant Professor, Senior Instructor, Associate Instructor, Instructor, Senior Lecturer, Associate Lecturer, Lecturer, Research Associate, and Emerita/Emeritus. The University of Central Florida may use other ranks (e.g., Distinguished University Professor) to identify members of the faculty.

Regular faculty members hold full-time, tenure-earning, or tenured positions at the rank of assistant, associate, and full professor; or hold full-time appointments as instructor or lecturer, associate instructor or lecturer, or senior instructor or lecturer; research associate; or joint appointments in the School at a minimum of .50 FTE per academic semester; or are retired from positions defined above of the School but now are participating in a retirement program involving appointment in the School at a minimum of .50 FTE per academic semester.

Graduate faculty members include research associates, lecturers, assistant professors, associate professors, and full professors; who are recommended by NSCM and approved by the College of Graduate Studies. The qualification for graduate faculty status is the completion of a terminal degree in an area of instruction offered in NSCM, a related field, or professional qualifications approved by the College of Graduate Studies. Terminal degrees include: Ph.D.; Ed.D; and Master of Fine Arts.

Other guests with relevant business (e.g., visiting scholars, adjuncts, or post-doctoral) are recognized, as are affiliated faculty from other UCF areas without joint appointments. These guests and others may attend and participate in departmental business as needed or requested by faculty or NSCM leadership.

3.1.2 Rights and Privileges

Unless restrictions are written elsewhere in this document, regular faculty members are eligible to participate on all voting matters of the School; may hold leadership positions in the School; and may serve as chair, and/or as a member of standing, select, or ad hoc committees, elected or appointed.

Other guests as identified in 3.1.1 may participate in, but not vote at the general meetings of the NSCM faculty, and be appointed, but not elected, to standing or select committees.

3.1.3 Faculty Senate

The UCF Faculty Senate is the basic legislative body of the University. The Senate is the primary voice of the faculty and serves as the main channel of communication between faculty members and university administration. It is an advisory body to the president and provost and, as such, participates in shared governance. NSCM is apportioned seats based on the procedures described in the Faculty Constitution.

At this time, each of three NSCM departments – Communication, Film and Mass Media, and Games and Interactive Media/Florida Interactive Entertainment Academy – will elect one senator. Eligible full-time faculty members within each department vote to elect each of three departmental Senate representatives. The remaining Senate seat is elected by the NSCM faculty as a whole. Each departmental senator will serve a 2- year term. The at-large NSCM senator elected by the faculty as a whole will serve a 1-year term. Senators are eligible for re-election.

Alternate senators are elected by faculty vote for each Senate seat according to the same processes and terms as described above. Whenever possible, alternate senators should be elected from the initial pool of applicants/nominees.

3.2 NSCM Administrators

3.2.1 Deans of the Colleges of Arts and Humanities, and of Sciences

The Deans of the Colleges of Arts and Humanities, and of Sciences, provide academic leadership for NSCM and report directly to the Provost/Vice President for Academic Affairs at UCF. College Deans have responsibilities including, but not limited to, academic planning, enhancement of programs, curriculum, teaching, scholarship and service, professional and regional accreditation, recruitment of faculty, faculty development and evaluation, student recruitment, advising, budget development, and allocation of resources.

3.2.1.1 Oversight Role of the Deans for Finances

The Deans assign, approve and monitor all public and private funds managed by NSCM, unless otherwise assigned or delegated (e.g., Provost).

3.2.1.2 Evaluative Role of the Deans for Director

The Deans will conduct an annual evaluation for the Director of NSCM that will include the following parts: 1) a self-assessment from the Director responding to items identified by the Deans; 2) solicitation of feedback from NSCM faculty and staff; 3) College of Arts and Humanities and College of Sciences' administrative staffs selected by the CAH and COS Deans; and UCF administrators and staff selected by the CAH and COS Deans. The Deans will complete this evaluation by July 15 of each year and forwarded to the Provost by August 1.

3.2.2 Director

The Director is recommended by the regular faculty using an established recruitment process, and appointed by the Deans of the Colleges of Arts and Humanities, and of Sciences, to serve a five-year term (renewable, with approval of faculty and deans). The Director serves as the lead faculty member and chief educational officer in the School; and is charged with providing direction and vision. The Director serves as the supervisor for all NSCM faculty and delegates authority, as appropriate.

3.1.1 Senior Associate Director of Finance, HR, and Communication

The Senior Associate Director is appointed by the Director to serve for a negotiated period not to exceed 5 years. The position will be a 12-month renewable term (preferably, not concurrent with the Director). The Senior Associate Director serves as the lead point person for all operational aspects of the School, provides strategic direction, and serves in the stead of the Director, when necessary. The Senior Associate Director is charged to serve as the chief of staff for the School and provides direction to faculty while serving as a key resource for all School functions and employees. The Senior Associate Director shall be an out-of-unit faculty member.

3.1.2 Associate Director of Academic Programs and Student Services

An Associate Director will be appointed for a negotiated period not to exceed 5 years. The position will be a 12-month renewable term supervised by the Director following an application process coordinated by the Senior Associate Director. An Associate Director shall oversee different specific initiatives or priorities of NSCM, as determined by the Director; and shall represent the Director and/or Senior Associate Director, when appropriate. An Associate Director shall be an out-of-unit faculty member. The person in this position will normally be a tenured Associate Professor or Full Professor.

3.1.3 Assistant Director of Academic Affairs

An Assistant Director(s) may be appointed for a negotiated period not to exceed 5 years. The position will be a 12-month renewable term supervised by the Director following an application process coordinated by the Senior Associate Director. The assistant(s) will work with the Associate Director of Academic Programs and Student Services and shall oversee different specific initiatives or priorities of NSCM, as determined by the Director and Associate Directors; and shall represent the Director and/or Associate Directors, when appropriate. An Assistant Director receives additional compensation and may receive a reduced teaching assignment, as negotiated at the time of appointment. The person in this position will normally be a tenured Associate Professor or Full Professor.

3.1.4 A Director of Graduate Studies

The Director of Graduate Studies is appointed by the Director for a negotiated period not to exceed 5 years. The position will be a 12-month renewable term supervised by the Director following an application process coordinated by the Senior Associate Director. The Director of Graduate Studies shall oversee all processes associated with the recruitment, retention, instruction, and graduation of students completing advanced graduate study in NSCM. The Director of Graduate Studies receives additional compensation and may receive a reduced teaching assignment, as negotiated at the time of appointment. The person in this position will be a tenured Associate Professor or Full Professor.

3.1.5 Director of Partnerships, Innovation, and Entrepreneurship

The Director of Partnerships, Innovation, and Entrepreneurship is appointed and serves at the direction of the Director. The Director of Partnerships, Innovation, and Entrepreneurship collaborates with NSCM and UCF administrators to identify, cultivate, and establish partnerships with external entities to create opportunities for innovation and entrepreneurship for NSCM students, faculty, and programs.

3.1.6 Director of Advancement and Alumni Affairs

The Director of Advancement serves as the Foundation liaison to the Nicholson School of Communication and Media. Responsibilities of the position include, but are not limited to developing and implementing annual strategic fundraising plans focused on the School's priorities and mission. With dual reporting lines to the Director of NSCM and the Executive Director of Advancement, Colleges and Units, the Director of Advancement oversees the development and implementation of a comprehensive major and principal gifts fundraising program.

3.2 Department Administrators

3.3.1 Assistant Director [Chair]

Assistant Directors [chairs] shall be out-of-unit, 12-month faculty appointed by the Director following an established application process coordinated by the Senior Associate Director. Assistant Directors [chairs] for the academic departments included within NSCM shall represent, advocate, and promote the program's needs and priorities; and serve as the key liaison between program and NSCM leadership. The Assistant Director [chair] receives additional compensation and may receive a reduced teaching assignment, as negotiated at the time of appointment. The Director will collect faculty feedback and conduct annual evaluations of the Assistant Directors [chairs].

3.2.1 Undergraduate Program Coordinators / Assistant or Associate Chairs

With the support of the faculty in their respective department, the Assistant Director [chair] shall appoint undergraduate program coordinators or assistant/associate chairs to serve for a term approved by the faculty in their by-laws. The eligibility of faculty to serve in this role will be determined by each department. Individuals appointed to serve in this position will assist the Assistant Director [chair] with the oversight and management of the department, with specific responsibilities identified by each unit.

3.2.2 Graduate Program Coordinators

With the support of the graduate faculty in their respective department, the Assistant Director [chair] shall appoint graduate coordinators to serve for a term approved by the faculty in their by-laws. Only graduate faculty members may serve in this role. Individuals appointed to serve in this position will assist the Assistant Director [chair] with the oversight and management of the graduate academic programs of the department, with specific responsibilities identified by each unit. Graduate program coordinators also represent their programs on the NSCM Graduate Committee.

3.2.3 Staff

The School shall have staff to support the functions of the School. These staff are organized by function, and include: Academic Programs; Budget & Finance; Clerical Support; Communication, Marketing & Events; Facilities; Human Resources; Student Advising and Support.

The duties and responsibilities of the administrative staff are specified in job descriptions established by the University of Central Florida.

4 SCHOOL STRUCTURE

4.1 School Meetings

Meetings of the faculty shall be held throughout the fall and spring semesters, with at least two meetings held annually. Agenda items will be solicited from the faculty and School administration and sent to the faculty in advance of each meeting.

4.1.1 Special Meetings

Special meetings may be called by the Director, or upon the request of 10% or more of regular members of the School faculty. Special meetings will be scheduled within five days of the request if reasonably possible.

4.1.1 Quorum

For school-wide business, a quorum shall consist of an assembly of fifty percent plus one (50% + 1) of the regular NSCM faculty. For committees, the chair or co-chair shall set the quorum for meetings at the first meeting of the committee each academic year. In general, the preferred standard for school-wide committee quorums will be fifty percent plus one (50% +1) and include at least one representative from each department in the school.

4.1.2 Procedure

The conduct of any NSCM school-wide, committee, or advisory group meeting will be conducted according to Roberts Rules of Order (latest version).

The presiding officer of the faculty meeting shall be the Director of the School or the Director's designee from among the voting members of the School. The NSCM Director's office will provide for record keeping of general meetings. Copies of agenda, minutes and other materials will be archived and made available on the Nicholson Resource website.

4.1.3 Voting

Voting may be by a show of hands, written on a form, or an electronic response of an email or other web based query. Voting by electronic means is permitted at the discretion of the Director or committee chair.

4.2 School Committees

Seven standing committees address specified topics relating to academic and personnel matters of the School. Committees shall bring resolutions for action to the faculty for consideration and subsequent deliberation for approval at faculty meetings. All committees will meet at least once each semester.

4.2.1 Departmental Presentation on School Committees (with the exception of staff)

Department of Communication (Advertising/Public Relations; Communication and Conflict; Human Communication)—two members; Department of Film and Mass Media (Film; Journalism; Radio and Television)—two members; and Department of Games and Interactive Media and FIEA (Games; Web Design; Mixed Reality/FIEA)—two members.

4.2.2 Faculty Eligibility

All faculty are eligible to serve on the Curriculum, Student Progress, and Awards and Recognition Committees. The associate-level rank in any faculty group is needed to serve on the Policy and Planning Committee, and only tenured faculty will be eligible to serve on the Promotion-Tenure-Evaluation Committee. Graduate faculty are eligible to serve on the Graduate Committee. All OPS, USPS, and A&P staff are eligible to serve on the Staff Success Committee.

No tenure-earning faculty member should serve on more than one School committee at any given time during the probationary period. It is preferred that no more than one person from an academic program shall be on any committee (with the exception of staff) at one time.

4.3 Policy and Planning Committee

The duties of this committee consist of reviewing and establishing all policies and procedures associated with NSCM, and proposing modifications or new items for adoption by the faculty and staff. This committee serves as the interface between the faculty of NSCM and the Director, providing advice on any matter of concern that needs to be brought before the school. The committee will consult with the School administration regarding strategic and long-range planning.

4.3.1 Awards and Recognitions

The duties of this committee include identifying appropriate award and recognition opportunities for NSCM faculty and staff; suggesting colleagues for awards and recognitions; coordinating and/or overseeing the nominating process for specified awards and recognition; and generating internal award programs for NSCM faculty and staff. In the event of a conflict of interest in an awards selection, committee members shall recuse themselves; if needed, an alternate will be named.

The nomination, consideration, and selection of the faculty and staff awards will be facilitated by the NSCM Awards and Recognition Committee. The nomination, consideration, and selection of the graduate student awards will be facilitated by the NSCM Graduate Committee. All NSCM faculty are eligible for the Outstanding Research Award, Outstanding Creative Activity Award, Outstanding Teaching Award, and Outstanding Service Award. All NSCM staff are eligible for the Outstanding Staff Award. All NSCM graduate students are eligible for the NSCM Graduate Student Research/Creative Activity Award and Outstanding Graduate Student Teaching Award. The following NSCM awards shall be awarded each academic year:

1. Outstanding Research Award
2. Outstanding Creative Activity Award
3. Outstanding Teaching Award
4. Outstanding Service Award
5. Outstanding Staff Award
6. Outstanding Graduate Student Research/Creative Activity Award
7. Outstanding Graduate Student Teaching Award

4.3.2 Curriculum and Standards

This committee is responsible for reviewing and approving all curricular proposals coming from departments in NSCM that are to be sent to the respective CAH or COS. Additional faculty and members of the academic staff may participate, by invitation or request, as ex officio non-voting members. The committee is chaired by an associate director overseeing academic affairs.

4.3.3 Graduate Studies

Membership on the graduate studies committee is restricted to graduate faculty members in NSCM. The Director of Graduate Studies will serve as the chairperson of this committee. The coordinator for each master's program in NSCM will serve as members of the committee. In addition, two graduate faculty members will be elected at large. Responsibilities of the committee include providing oversight regarding the recruitment, retention, instruction, and graduation of students pursuing advanced graduate study.

4.3.4 Promotion and Tenure Committee

Responsibilities of the tenured faculty in each department and within NSCM, with regard to promotion and tenure recommendations, are defined by the most recent collective bargaining agreement, NSCM policies, and COS and University promotion and tenure guidelines.

4.3.5 Student Success Committee

Responsibilities of the committee address issues of student academic retention; methods and processes to enhance student success at the undergraduate level; all School-related matters associated with probations, suspensions, and other matters related to deficient students; and selection of School-wide scholarships. Representatives from the Nicholson Academic Student Services Center will serve as ex-officio non-voting members of the committee. The committee also oversees the process and recognition of students as part of the NSCM Director's Honor Roll. The Director's Honor Roll is compiled each semester in recognition of scholastic honors.

4.3.6 Staff Committee

Responsibilities of the committee include representing the staff on matters pertaining, but limited to professional development, awards and recognition, work-life balance, work environment, and staff-faculty relations. Other responsibilities will be suggested by staff involved in the process of creating this committee.

4.4 Director's Meetings with Department Chairs and Administrative Staff

The Director will hold monthly meetings with the department chairs and administrative staff, including but not limited to: department chairs; the director of graduate studies; senior staff members representing academic affairs, student advising and services, finance; and the associate and assistant directors. The primary purpose for this meeting is to address issues pertaining to the administration of academic programs and operations of NSCM.

4.5 Select and/or Ad Hoc Committees and Working Groups

Select and/or ad hoc committees may be created as needed by the director or at the written request of ten (10) percent of the regular faculty. Members of select and/or ad hoc committees may be appointed, elected, or a combination of both.

5 DEPARTMENT BY-LAWS

Each department will identify its policies and by-laws. By-laws should include: policy for meetings, committee structures, and succession planning. Departmental by-laws must be consistent with school, college, and UCF policies and be reviewed by NSCM policy and planning committee and approved by NSCM Director.

6 ACADEMIC PROGRAMS

The School shall consist of academic programs that award academic degrees (i.e. academic credit, minors, and certificates). The degrees offered include: Bachelor of Arts, Bachelor of Fine Arts, Master of Arts, Master of Fine Arts, and Doctor of Philosophy.

The faculty creates the curriculum and is responsible for establishing and overseeing common graduation requirements. The sponsoring program controls and is responsible for the major, minor, and certificate programs.

Undergraduate offerings include:

Advertising/Public Relations (B.A.)
 Communication and Conflict (B.A.)
 Digital Media (B.A.)
 Film (B.A.)
 Film (B.F.A.)
 Human Communication (B.A.)
 Journalism (B.A.)
 Radio-Television (B.A.)

Graduate offerings include:

Communication (M.A.)
 Digital Media – Visual Language and Interactive Media (M.A.)
 Entrepreneurial Digital Cinema (M.F.A.)
 Interactive Entertainment (M.S.)
 Strategic Communication (Ph.D.)

7 EXTERNAL RELATIONS

7.1 Advisory Boards

NSCM will maintain an advisory board comprised of individuals who have demonstrated a supportive relationship with NSCM. Members shall be invited by the director with the advice and consent of the

leadership of NSCM; and shall, where possible, reflect each of the disciplines housed in NSCM. Members shall serve three-year staggered terms (renewable). A chairperson and vice-chairperson will be elected by the board members to serve two-year terms. Subsequently, the vice-chairperson will succeed the chairperson and a new vice-chairperson will be elected annually. The advisory board will provide feedback on NSCM initiatives, curriculum, programs, students, and other matters as introduced by NSCM administrative leadership. The NSCM advisory board will establish a meeting schedule, with at least one meeting scheduled annually.

7.2 Department or Program Advisory Boards

An academic department or program may create advisory boards to provide feedback on curriculum and programs-specific initiatives. Program coordinators will advance the names of individuals selected for program advisory boards to the director for approval prior to appointment. The program advisory boards will meet, as necessary, requested by the program coordinator and/or program faculty. The department chairs will collaborate and inform NSCM administrators regarding membership and schedules for meeting.

7.3 UCF Alumni Association

The UCF Alumni Association and NSCM work together to recognize alumni who have excelled in their chosen profession. The activities of the alumni are recognized as a reflection of the School and are highly valued. The deputy director will serve as NSCM liaison, with support staff, to coordinate with the UCF Alumni Association on programs and events according to a mutually approved schedule.

7.4 Other Academic and Administrative Entities

For the betterment of NSCM students, faculty, and/or staff, relationships may be created between other academic and administrative entities at UCF. For example, regular faculty may be assigned to teach courses in the Honors College. Partnerships may be created between NSCM and other administrative entities (e.g., WUCF) to provide opportunities for student and faculty collaboration.

With the approval of the director, academic, co-curricular, and extra-curricular relationships with other units and UCF entities may be negotiated through the memorandum of understanding process.

8 PROCEDURES FOR AMENDING NSCM BYLAWS

To modify these bylaws, proposed amendments must be submitted in writing to the policy and planning committee. Upon approval from the policy and planning committee, the proposed amendment will be placed on the agenda for a regular or special school meeting. The introduction of the proposed amendment and its subsequent approval may not occur at the same meeting. To approve a proposed amendment, a two-thirds (2/3) majority vote of all regular faculty present and voting is required.

9 NSCM BYLAWS HISTORY

The University of Central Florida was opened in the fall of 1968, as Florida Technological University. The Florida legislature changed the name in December, 1978.

The College of Arts and Sciences originally was created in 1980, representing a union of the College of Humanities and Fine Arts, the College of Natural Sciences, and the College of Social Sciences. The first Arts and Sciences bylaws were approved on April 14, 1981; and were last revised on March 24, 1998.

The College of Sciences was created in 2005 from a division of the College of Arts and Sciences into two colleges: one for arts and humanities and another for natural and social sciences. The Nicholson School of Communication was then stationed in the College of Sciences. The College of Sciences bylaws are based on the original Arts and Sciences bylaws document; and the Nicholson School of Communication's bylaws are based on

the College of Sciences' bylaws. These bylaws were drafted in February, recommended by the director's advisory council to the regular faculty, and ratified in April, 2017.

On July 1, 2018, the Nicholson School of Communication and Media was constituted from what had been formerly known as the Nicholson School of Communication along with programs from the College of Arts and Humanities (e.g., Film, Digital Media, and the Florida Interactive Entertainment Academy).

In the case of conflict between NSCM bylaws and any CAH, COS, or UCF policy or procedure, the highest administrative policy or procedure will supersede.

6. Committees

To see a list of committees, please click [here](#).

7. 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. Jane Ingalls (Jane.Ingalls@ucf.edu or 407-823-5570).

8. Confidential Information

The Nicholson School of Communication and Media 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.

9. Email

Email Accounts

As part of your employment as a faculty or staff member for the Nicholson School of Communication and Media, 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.

10. 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 on 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](#).

11. 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](#)

12. Glossary Of Finance & Accounting Terms

Please find the UCF Finance & Accounting acronyms/abbreviations glossary [here](#).

13. Hazardous Materials

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

14. 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 /](http://portal-help.ucf.edu/)

15. Nicholson School of Communication and Media Floor Plan

To view the Nicholson School of Communication and Media's floorplan (Main Campus), [click here](#)

To view the Communication and Media Building floor plan (Downtown Campus), [click here](#).

16. Parking Services

If you are teaching on the main campus or on the downtown 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

17. 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](#).

18. PowerPoint (NSCM)

You can find a copy of the Nicholson School of Communication and Media PowerPoint template by clicking [here](#).

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. Request for Purchase

[Request for Purchase](#)

21. Resource & Supply Room

Each NSCM department has access to a printer. There are two in the NSCM building – one in NSCM 143 and another in NSCM 233B.

22. School Administrative Structure/Organizational Chart

[NSCM Administrative Organizational Chart 2018](#)

[NSCM Administrative Organizational Chart 2019](#)

[NSCM Administrative Organizational Chart 2020](#)

23. Seeking Reimbursement

[Reimbursement](#)

[Reimbursement for Non-Travel Related Expenses](#)

24. Staff & Administrative Responsibilities

To see a list of current staff responsibilities, please click [here](#).

25. Strategic Plan

[NSCM Strategic Plan](#)

26. Tuition Waiver Program

For more information about the Tuition Waiver Program, [click here](#).

27. 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.

28. 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](#).

29. Values

Vision

The Nicholson School of Communication & Media (NSCM) is an interdisciplinary inter-college entity providing academically rigorous undergraduate and graduate education. Through a range of professional and academic programs, excellence in creative activity, research, and technical production is fostered, guided by the strategic objective to have impact and become nationally and globally prominent.

Mission

NSCM holds as its mission the promotion of:

- Free inquiry, free speech, and the free flow of information and ideas in a diverse, contemporary society;
- A creative, collaborative, and ethical environment for research and for the production of high-quality games, interactive media, film, and mass communication;
- Rigorous, relevant, and stimulating undergraduate and graduate curricular and co-curricular programs that are research based, preparing students for professional careers or advanced graduate study; and
- Engagement, collaboration, and research with community partners to serve the university, communication and media industries, and our broadly-defined service area in central Florida and beyond.

Diversity, Equity & Inclusion Statement

NSCM holds integrity, scholarship, community, creativity, and excellence as the core values that guide all our conduct, performance, and decisions. NSCM does not discriminate based on identity, including, but not limited to, categories of age, color, ethnicity, family status, gender expression or identity, genetic information, immigration status, intellectual or physical ability, national origin, race, religion, sex, sexual orientation, socio-economic class, or veteran status. We value the intersectional experiences of all individuals and we are committed to equity and inclusion. NSCM encourages diversity of ideas and points of view creating an environment for excellence.

Faculty Affairs

30. 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 and Media (NSCM); NSCM compensates adjunct faculty on three criteria:

- 1) Substantial professional experience or academic qualifications
- 2) Class size taught
- 3) Length of service to NSCM

Courses with <75 Students Enrolled:

Master's Degree/Substantial Professional Experience:

New hire start rate \$750 per unit/course hour

+ 2 semesters successful NSCM teaching experience \$775 per unit/course hour

+ 4 semesters successful NSCM teaching experience \$800 per unit/course hour

+ 8 semesters successful NSCM teaching experience \$825 per unit/course hour

+ 12 semesters successful NSCM 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 NSCM teaching experience \$975 per unit/course hour

+ 4 semesters successful NSCM teaching experience \$1,000 per unit/course hour

+ 8 semesters successful NSCM teaching experience \$1,050 per unit/course hour

+ 12 semesters successful NSCM 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 NSCM teaching experience \$875 per unit/course hour

+ 4 semesters successful NSCM teaching experience \$900 per unit/course hour

+ 8 semesters successful NSCM teaching experience \$925 per unit/course hour

+ 12 semesters successful NSCM 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 NSCM teaching experience \$1,075 per unit/course hour

+ 4 semesters successful NSCM teaching experience \$1,100 per unit/course hour

+ 8 semesters successful NSCM teaching experience \$1,150 per unit/course hour

+ 12 semesters successful NSCM 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 Instructor

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
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**ePAF system is limited to a two-digit FTE*

FIEA Adjunct Salary Guidelines

31. Annual Evaluation and Standards and Procedures (AESP)

The following have been approved for implementation for the 2018-2019 year for legacy Nicholson (COS) faculty only. Here are the respective forms, based on rank and load:

- [Tenure-Earning](#) – Legacy NSC
- [Tenured and 4-4 Load](#) – Legacy NSC
- [Tenured and 3-3 Load](#) – Legacy NSC
- [Tenured 2-2 Load](#) – Legacy NSC
- [Non-Tenured](#) – Legacy NSC

32. 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/>

33. 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.

34. 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](#).

35. 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](#).

36. Final Exam Requirements

[Here](#) is the Final Exam Policy.

37. Graduate Student Travel Funding

Current and previous Nicholson School of Communication and Media faculty who developed custom textbooks for our General Education Program students have approved the use of these royalties to reinvest in students. This fund will provide \$5,000 in Fall 2018 for Graduate Student travel funding with additional amounts available for Spring 2019 and terms beyond.

With our commitment to providing you an excellent educational experience, we are allotting up to \$500 (of approved expenses) per NSCM graduate student to apply to support his/her/their travel to an appropriate related conference (Florida Communication Association Conference, National Communication Association Conference, etc.).

The Graduate Student completes and sends to the Coordinator of the Master's Program

Graduate Student Travel Request Form

Travel Authorization Request Form found [here](#).

The Coordinator of the Master's Program reviews the submission and present it to the Graduate Committee for approval.

The Committee Chair signs the Travel Request Form sends it to NSCMAccounting@ucf.edu for approval and processing.

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.

38. Honors in the Major Faculty Handbook & Quick Guide

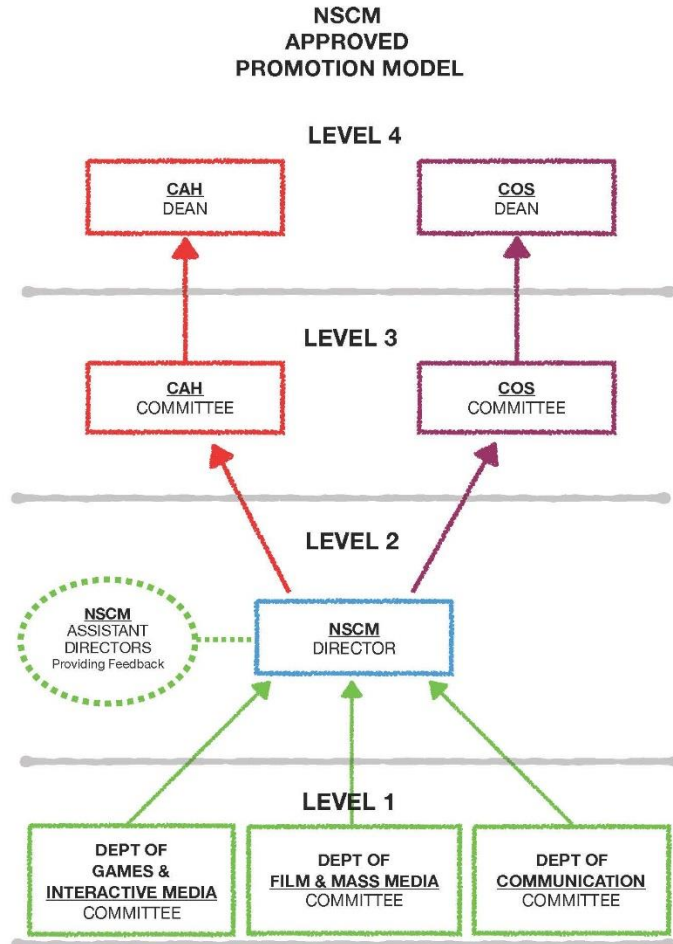
The Thesis Chair Quick Guide can be found [here](#) and at <https://honors.ucf.edu/faculty-resources/>. Thesis Chairs can also access this in the Honors Undergraduate Thesis (formerly known as Honors in the Major) Resources Webcourse.

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39. Library Contact

Richard Harrison (Richard.Harrison@ucf.edu) is the librarian representative for the Nicholson School of Communication and Media. Please contact him for assistance with any library resources.

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



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

[AESP-Tenure-Earning](#)

[AESP-Tenured-4-4](#)

[AESP-Tenured-3-3](#)

[AESP-Tenured-2-2-Proposed-Faculty](#)

[AESP-Non-Tenured](#)

42. Research Space

Research spaces are available for all NSCM faculty and staff. The spaces are located in [Research I](#) and [NSCM 123](#). For access, contact [Jane Ingalls](#).

43. Sedona

The Department of Communication, journalism and R-TV will be using Sedona for the 2018-19 year.

44. Sick Leave Policy

The school 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 school's 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.

45. 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 number, section, and name
- Semester and year
- Prerequisites, co-requisites, and any other enrollment requirements
- Meeting dates, times, and place(s) and/or description of course modality
- Name(s) of instructor(s) and Graduate Teaching Assistant(s) (GTA)
- UCF email addresses or Webcourses@UCF messaging
- Office, department location, and phone number
- Office Hour Times and Locations
- Course Description
- Student learning outcomes
- Course Schedule
- Final Exam Date and Time
- Method of Evaluation
- Grading procedures
- Make-up policies and procedures
- Required and optional texts and other resources
- Core syllabus statements: Academic integrity, Student Accessibility, Campus safety, Active duty military students' accommodations

Optional Syllabi Content

- Grade Dispute
- Controversial Content Disclosure (alternative arrangement if needed)
- Important Dates and Deadlines (Add/Drop, Withdrawal)
- 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

NSCM Syllabus Requirements
[Required Syllabi Content](#)

NSCM Syllabus Template
[Syllabus Template](#)

UCF Syllabus Template
[Syllabus Template](#)

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/ NSCM policies (e.g. requirements for final exams).

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

A: Every NSCM 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 NSCM 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.

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).

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.

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.

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

A: Yes. You should submit an electronic copy of your syllabus to the NSCM 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.

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 semester?

A: Yes.

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 NSCM?

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

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 NSCM. 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.) NSCM 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 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 NSCM.

46. 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.

47. Verifying Student Enrollment

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

Policies

48. Course Override Policy

Course Override Policy

Nicholson School of Communication and Media
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 NSCM 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 met. However, there is a system error that does not recognize that the pre-requisite has been met. If a course has not been reviewed for equivalency, the advisor will forward the syllabus to the program coordinator for review. Once the course is reviewed and approved, NASSC will work with the appropriate college to update the student's degree audit and process a course override.
 - *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 and College of Arts & Humanities have 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 NSCM 130 or Union West Student Success Center.
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 Sciences or College of Arts and Humanities Override Approval Form.
4. The student must take the completed form in person to their respective college advising office, where they will enroll the student in the course. This cannot be done via fax or phone. It is the colleges' policy that it be completed in person in order to verify the student's identity. NASSC does not have the ability to enroll any student directly in a course. The College of Sciences and the College of Arts and Humanities have final approval.

49. Course Substitution Policy

Nicholson School of Communication and Media
Course Substitution Policy and Procedures

The Nicholson Academic Student Services Center (NASSC) processes course substitutions for all NSCM 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:

- The student contacts the Program Coordinator directly and indicates that they wish to have a course evaluated and substituted.
- 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.
- The Program Coordinator sends an email to nassc@ucf.edu indicating who the student is and which specific courses are approved for substitution on the degree audit.
- The NASSC advisor forwards the approval to the College of Sciences or the College of Arts and Humanities to update the degree audit. The student and Program Coordinator are copied on this request.

Student Initiated Course Substitutions:

1. The student contacts NASSC and indicates that they wish to have a course evaluated and 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 or College of Arts and Humanities 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 refer 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 nassc@ucf.edu 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 or the College of Arts and Humanities to update the degree audit. The student and Program Coordinator are copied on this request.

50. Equitable Load Policy

The equitable load policy (ELP) is used to determine the teaching load of tenured faculty based on their research output. The original version from legacy NSCM developed for 2012-2013 of the document can be found [here](#). The version currently in place since January 2016 for legacy NSCM programs, can be found [here](#). The other programs/departments in NSCM are currently developing their own ELPs.

51. 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.
4. Faculty must use UCF Registrar Final Exam Schedule and publish final exam date on Syllabus. Request if needed.

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.

NSCM 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.

52. Hiring Reference (For Faculty and Staff)

Under Development.

53. 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.

Professional experience; where the individual has 10+ years of progressing professional experience (e.g. Assistant Editor -> Associate Editor -> Editor)

If qualifying someone by experience alone, the university requires an updated resume/CV reviewing all related professional experience, award earned, etc. A rationale must be composed that clearly outlines why the individual is qualified to teach the course(s).

54. Summer Teaching Rotation Policy

<https://communication.ucf.edu/resource/games-and-interactive-media/>

55. 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:

Faculty will be asked to submit a plan of travel at the start of each academic year to the NSCM financial officer who will provide a planning form to complete prior to the allocation of funds. This plan will be reviewed by the Assistant Director and used to develop the upcoming travel budget based upon available resources.

When requesting travel, please complete a Travel Authorization Request (TAR) routed to your Assistant Director. The Assistant Director will review and if approved, forward to NSCMAccounting@ucf.edu for final approval and preparation of a purchase order. Once a purchase order is approved, the traveler will be notified and arrangements can be made. Note: no travel funds can be expended prior to this approval. Use Concur to book travel. If Concur is not used you may pay from personal funds and seek reimbursement after travel is complete.

Please submit travel receipts to NSCM's fiscal assistant within three business days of returning from travel.

Director Travel Grants:

The NSCM Director has allocated \$10,000 from the Nicholson Endowment to grant exceptional requests from faculty seeking additional travel funding. Faculty may submit requests to support additional travel funding (e.g. requests for up to \$1,000 additional funding for domestic travel, up to \$1,500 for international travel). Faculty requests must not exceed one typed page and should include faculty name, conference/event dates and location, amount of the request, rationale for the request and a tentative budget of how the funding will be spent. Following an administrative review of funding proposals, individual faculty will be notified in a timely manner if their request will be funded.

Call for requests will be distributed once -> twice a year. An individual applying for the Director Travel Grants must have exhausted all other allocations before applying.

Requests should be sent to Dr. Boyd Lindsley, Senior Associate Director at boyd@ucf.edu. Questions should be directed to the department chairs or NSCM administrators.

Graduate Student Travel

Current and previous Nicholson School of Communication and Media faculty who developed custom textbooks for our General Education Program students have approved the use of these royalties to reinvest in students. This fund will provide \$5,000 in Fall 2018 for Graduate Student travel funding with additional amounts available for Spring 2019 and terms beyond.

With our commitment to providing you an excellent educational experience, we are allotting up to \$500 (of approved expenses) per NSCM graduate student to apply to support his/her/their travel to an appropriate related conference (Florida Communication Association Conference, National Communication Association Conference, etc.).

The Graduate Student completes and sends to the Coordinator of the Master's Program

Graduate Student Travel Request Form

Travel Authorization Request Form found [here](#).

The Coordinator of the Master's Program reviews the submission and present it to the Graduate Committee for approval.

The Committee Chair signs the Travel Request Form sends it to NSCMAccounting@ucf.edu for approval and processing.

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.

56. 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

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 and Media conference rooms (including NSCM 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

Grades must be submitted by posted [University deadlines](#). 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.

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).

Curriculum Process

The Curriculum Process can be accessed [here](#).

Grade Appeal Process

NSCM follows the Academic Appeals procedures set up by UCF Student Development and Enrollment Services.

Please refer to this [page](#) for more information.

Grade Change Process

Originated by faculty – routed to Assistant Director/Chair and Associate Director for Academic Programs and Student Services for Approval – then to College – then to Registrar.

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 or 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 NSCM 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 NSCM 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 NSCM, or found a key you thought was previously lost, contact Debbie Doyle (debbie.doyle@ucf.edu, 823-5570). **If you are leaving NSCM 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, (407) 823-5570).

Keys will only be lent out on a case by case basis. If an event is taking place in NSCM 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 and Media 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:

General office supplies such as copy paper, legal pads, paper clips, staples, pop up notes, etc. will be supplied by the NSCM Admin Office. Please contact the correspondent official for help.

Department of Film and Mass Media	Jane Ingalls
FIEA	Jane Ingalls
Games and Interactive Media	Debbie Doyle

For specialized items such as binders, calendars, desk items, etc. please receive approval for the expense from your Assistant Director prior to expending funds. These items are purchased at the department level.

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

Base computers will be provided for all faculty and staff. Secondary computers, printers, tablets, etc. should be purchased with startup funds, overhead funds, and personal funds or prioritized by your department and purchased through your department Foundation account.

NSCM does not provide personal printers for Faculty use. There are high capacity printers available in each of the locations for your convenience. If you wish to purchase a personal printer for your office, it may come from overhead, balance account, or personal funds. Toner purchases can be requested from the Assistant Director who may prioritize this purchase through your department or Foundation account.

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.

RETURNING ITEMS:

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

64. Senior Scholars Enrollment

The Nicholson School of Communication and Media 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

NSCM 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. 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](#).

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 Adam Meyer , director of Student Accessibility Services, by calling 407-823-2371 or by E-mailing Adam.Meyer@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 and Media. Some environments are more relaxed than others; but in general, NSCM employees are expected to dress in a professional manner. In addition, as a courtesy to visitors and guests, NSCM 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 available at <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

407-823-2811 or website <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, tmichael@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.