



Nicholson School of Communication and Media

Handbook

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

Contents

Introduction	5
General Reference	6
1. Abbreviations and Acronyms	6
2. Advisory Board Outstanding Educator Award	8
3. Benefits	8
4. Bylaws	8
5. Committees	8
6. Faculty & Staff Contact Information	8
7. Employment Verification	8
8. Email	9
9. MyUCF Portal	9
10. Employee Identification Numbers	9
11. UCF ID Card	10
12. Staff Dress Code	10
13. Building Floor Plans	10
14. Parking Services	11
15. Classroom/Conference Room Reservations	11
16. Qualtrics – Survey Tool	11
17. PowerPoint Templates	11
18. Seeking Reimbursement	11
19. Emergency Management	11
20. Strategic Priorities and Goals	12
21. Tuition Waiver Program	12
22. UCF ‘IntegrityLine’	12
23. Values	13
Faculty Affairs	14
24. Adjunct Compensation Rates	14
25. Annual Evaluation and Standards and Procedures (AESP) and COS Faculty Annual Report	16
26. Conflict of Interest/Conflict of Commitment	17
27. Faculty Center for Teaching & Learning (FCTL)	17
28. Faculty Grievances	17

29. Honors in the Major Faculty Handbook & Fact Sheet	17
30. Library Contact.....	17
31. Textbooks and Desk Copies	17
32. Promotion and Tenure Reference (For Tenured/Tenure Earning Faculty).....	18
33. Promotion for Instructors/Lecturers (For Non-Tenured/Non-Tenure Earning Faculty).....	18
34. Research Space	18
35. Syllabus Information	18
36. Test Scoring.....	21
37. Grades and Processes	21
38. Verifying Student Enrollment	22
39. Student Access	22
Policies	24
40. Course Override Policy.....	24
41. Course Substitution Policy	24
42. Equitable Load Policy	25
43. Final Exam Policy.....	25
44. Confidential Information	26
45. Contract Policies and Procedures	26
46. Hiring Reference (For Faculty and Staff)	26
47. SACS – Teaching Qualifications.....	26
48. Travel Policies and Procedures	27
49. University Policies and Regulations	28
50. Sick Leave Policy.....	28
51. Volunteer Services Agreement	29
52. Hazardous Materials	29
Utilities	30
53. Copier/Printer	30
54. Keys and Door Access	30
55. Office Supplies	31
56. Storage	31
Student Affairs	32
57. Accessibility.....	32
58. Dealing With Grade Appeals, Complaints, and Other Student Issues	32

59. Student Resources 33

60. Senior Scholars Enrollment 34

Introduction

This document reflects many of the operational aspects of the Nicholson School of Communication and Media. Should you identify any items/topics that you think should be included/need to be updated, please contact the Nicholson Webmaster at NicholsonWebmaster@ucf.edu and they 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. 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
 - 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

3. Benefits

Faculty/Staff Benefits

Phone: 407-823-2771

Email: Benefits@ucf.edu

www.hr.ucf.edu

4. Bylaws

They bylaws have been approved and can be viewed [here](#).

5. Committees

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

6. 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](#).

7. Employment Verification

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

8. 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: [Electronic Mail Policy](#).

User Name and Passwords

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

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

Student Email Accounts

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

9. 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 [here](#).

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.

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.
 - a. **STUDENTS / ALUMNI:**
Under the myUCF menu, navigate to Student Self Service -> Personal Information -> UCFID Info
 - b. **FACULTY / STAFF / APPOINTMENTS:**
Under the myUCF menu, navigate to Employee Self Service -> Personal Information -> UCFID Info
3. 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.

11. UCF ID Card

Your contract, that is called your employment agreement, is sufficient for you to be issued an ID card at UCF Card Services. A UCF ID card will allow access to many places like NSCM, CMB, the Library and other UCF resources. The UCF ID card is also necessary to manually reset your online passwords.

12. Staff 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.

13. Building Floor Plans

Here you can view the floorplans for the NSCM buildings on [Main Campus](#) and [Downtown Campus](#).

14. Parking Services

If you are teaching on the main campus or downtown, 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

15. 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 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.

16. 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 [here](#) and complete the form.

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

17. PowerPoint Templates

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

18. Seeking Reimbursement

The request for reimbursement form can be found [here](#). If you have any questions or need more assistance reach out to Lisa Myles (Lisa.Myles@ucf.edu).

19. Emergency Management

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.

20. Strategic Priorities and Goals

Strengthen Undergraduate and Graduate Programs

1. Concentrate on building the quality of our program areas (e.g. determine if classes are designed for the right level; curriculum alignment; course caps/appropriate sizing; enrollment management).
2. Explore development of new and innovative academic programs/opportunities and ways to enhance existing programs.
3. Explore use of increased number of staff and GTAs to support program areas and faculty.

Expand External Partnerships

1. Create more engagement opportunities involving college students and high schoolers in neighboring high schools near UCF Downtown and UCF Main Campus.
2. Pursue partnerships with industry and others to enhance educational and research opportunities (e.g. Creative Village, internships, practicums).
3. Increase philanthropic giving to NSCM to support scholarships and development.
4. Track our students and alumni; encourage more alumni engagement in mentorship program.

Build Reputation and Brand of the School

1. Create an environment supporting justice, equality, diversity, inclusion, and appreciation for faculty, staff, and students (scholarships, promotion, CIP code, curriculum, pedagogy, infrastructure, opportunities to enhance cultural interaction).
2. Create opportunities to showcase the scholarly research and creative activity of faculty and students.
3. More intensively marketing NSCM and programs within UCF, Central Florida and beyond.
4. Clarify and distribute service responsibilities equitably across the faculty and staff (institutional level service should be priority).
5. Foster interdisciplinary teaching, research, creativity, and service across NSCM and UCF.

21. Tuition Waiver Program

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

22. 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](#).

23. 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

Nicholson School of Communication and Media Anti-Racism Statement

The Nicholson School of Communication and Media takes seriously the role of education in eradicating hate and discrimination in our communities. We also acknowledge that institutions of higher learning have perpetuated the status quo, supporting systemic inequities and harmful norms for centuries. Scholarship in communication and media studies recognize the power that words and images hold to lift up and also harm. However, rhetoric is never enough in the fight for humane and equitable working and learning spaces. Our commitment to a culture of inclusion and belonging is centered on the belief in human dignity and the recognition that many members of our communities, most notably Indigenous, and Black and African American people, have not been afforded that dignity in the United States and specifically in higher education. We know that our structures, policies, curricula, and culture require deep examination and ongoing evaluation in order to respond to injustices in our sphere. More specifically we commit to:

- Auditing curricula for inclusion of work from scholars of color and providing resources for faculty to increase representation in their courses and research.
- Holding ourselves and others accountable for bigoted, racist, and discriminatory behaviors.
- Creating more opportunities for feedback and to actively listen to the concerns, needs, and calls for action from our minoritized communities.

Nicholson School of Communication and Media Commitment to Inclusive Culture

At the Nicholson School of Communication and Media we are committed to creating and maintaining inclusive learning and working environments. We strive to honor diversity in all its forms and want staff, students, and faculty to feel respected and valued in our school. We aim to apply an equity lens to the many activities that are encapsulated in the work at the Nicholson School. The development of an inclusive culture necessarily centers effort to ensure a sense of belonging for minoritized populations in our school. In order to achieve these goals, a variety of resources are required to support the dynamic and ongoing engagement. By embracing and celebrating differences in NSCM, members of our diverse communities can thrive in larger industry, local, national, and global contexts.

Faculty Affairs

24. Adjunct Compensation Rates

Adjunct Pay Increase

Effective Spring 2022

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 \$830 per unit/course hour

+ 2 semesters successful NSCM teaching experience \$855 per unit/course hour

+ 4 semesters successful NSCM teaching experience \$880 per unit/course hour

+ 8 semesters successful NSCM teaching experience \$905 per unit/course hour

+ 12 semesters successful NSCM teaching experience \$930 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 NSC teaching experience \$875 per unit/course hour

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

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

+ 12 semesters successful NSC teaching experience \$950 per unit/course hour

Courses with >75 Students Enrolled:

Doctoral/Terminal Degree/Substantial Professional Experience

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

+ 2 semesters successful NSC teaching experience \$1,075 per unit/course hour

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

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

+ 12 semesters successful NSC teaching experience \$1,350 per unit/course hour

Standardized FTE for Adjuncts (Instructor of Record)

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

Job Code	Title
9004A	Adjunct Instructor
9005A	Adjunct Lecturer

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

Credit Hours	FTE*	Standard Hours
1	.08	3.20
2	.15	6.00
3	.23	9.20
4	.30	12.00
5	.38	15.20
6	.45	18.00
7	.53	21.20
8	.60	24.00
9	.68	27.20
10	.75	30.00

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

FIEA Adjuncts Salary Guidelines*Effective June 2021*

The FIEA graduate master's program is a unique, market (premium) rate curriculum utilizing specialized instruction to teach in the areas of game production, level design, technical design, 3D art, 3D animation, technical art, game programming and network architecture. In most cases, the curriculum is delivered by UCF faculty. There will be certain areas where it is not feasible to have a full-time faculty to cover a specific topic or a full-time faculty member is not available in the university to deliver the specific instruction during a given semester. In these circumstances, the program may utilize adjunct or contract faculty to deliver the curriculum.

The following guidelines are established to set appropriate compensation rates for specific areas of focus. The rates consider the area of specialization, experience level and required time to be utilized in a specific term. A full semester is considered sixteen (16) weeks. A Partial semester is considered ten (10) weeks or less. No adjuncts will be utilized for any curriculum less than six (6) weeks, unless approved by the school administration.

	Full Semester	Partial Semester
Instruction:		
Production Management	\$6,000	\$3,000
Level Design	\$6,000	\$3,000
Technical Design	\$6,000	\$3,000
2D/3D Art *	\$6,000	\$3,000
Animation *	\$6,000	\$3,000
Technical Art *	\$6,000	\$3,000
Game Programming *	\$6,000	\$3,000
AI/Graphics Programming *	\$6,000	\$3,000
Network Programming *	\$6,000	\$3,000

Denoted asterisk (*) instruction with (10) years or more of industry experience or previous instruction experience can include up to \$2,000 additional compensation full semester; \$1,000 partial semester. This may be needed due to the limited number of highly skilled industry experts in these areas.

25. Annual Evaluation and Standards and Procedures (AESP) and COS Faculty Annual Report

(Note – all forms are to be completed in Sedona, access and training manual can be found [here](#).)

[NSCM Annual Evaluation Standards of Procedures Tenured/Tenure Earning](#) – approved for implementation for the 2022-2023 academic year.

[NSCM Annual Evaluation Standards of Procedures Non-Tenure Earning](#) – approved for implementation for the 2023-2024 academic year.

The Annual Evaluation Standards and Procedures process for the Nicholson School is managed via the Sedona system. More information about that, [can be found here](#).

[COS Annual Report Sample \(to be completed in Sedona\)](#).

Legacy CAH:

- [Legacy SVAD Annual Evaluation Standards and Procedures](#)

FIEA:

- [Annual Evaluation Standards and Procedures](#)

Legacy NSC:

- [NSC Annual Evaluation Standards and Procedures \(AESP\) Tenure Earning](#)
- [NSC Annual Evaluation Standards and Procedures \(AESP\) Non-Tenure Earning*](#)
- [NSC Annual Evaluation Standards and Procedures \(AESP\) Tenured 2-2](#)
- [NSC Annual Evaluation Standards and Procedures \(AESP\) Tenured 3-3 or 3-2](#)
- [NSC Annual Evaluation Standards and Procedures \(AESP\) Tenured 4-4 or 4-3](#)

*Please use for I/L.

26. Conflict of Interest/Conflict of Commitment

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

27. 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](#).

28. 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](#).

For more information about United Faculty of Florida, click [here](#).

29. Honors in the Major Faculty Handbook & Fact Sheet

The Honors Undergraduate Thesis Program (HUT) is designed to encourage the best juniors and seniors to undertake original and independent work in their major field. For any questions or interest in the progress of the document, visit the [HUT](#) program's website.

For faculty who are interested in becoming a thesis chair for Honors Thesis students, please go to the [website](#) of Burnett Honors College to know about the process. If a faculty member decides to move forward, contact the Burnett Honors College liaison at NSCM: Gideon Shbeeb (Gideon@ucf.edu).

30. 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.

31. 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.

The link to order textbooks through the bookstore is [here](#). To check the list of courses and books you need to order, check your course list [here](#).

The step-by-step guide on how to use AIP can be viewed [here](#).

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

To view the COS promotion and tenure guidelines click [here](#).

To view the NSCM promotion and tenure guidelines, click [here](#).

To view the NSCM promotion and tenure guidelines that will be available for first use during the 2024-2025 promotion cycle, click [here](#).

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

To view the COS promotion guidelines for non-tenured/non-tenure earning faculty click [here](#).

To view the NSCM promotion guidelines that will be available for the first use during the 2024-2025 promotion cycle, [click here](#).

34. Research Space

Research space is available for all NSCM faculty and staff. The space is located in NSCM 213. For access, contact Jane Ingalls (Jane.Ingalls@ucf.edu).

35. 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

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

- 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
- 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 learning 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
- In-Class Recording Statement

UCF 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: 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). Documentation or medical evidence should not be submitted to the instructor, the student 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 the 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 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 are 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 the student to submit work early (before the published deadline) or make-up work at a time that is most convenient for the instructor.

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.

36. Office Hours Policy

The current office hours policy can be found [here](#).

37. Test Scoring

All sections must be completed before they will accept tests and it MUST be printed on green paper. You can view the full UCF IT grading information [here](#).

38. 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

End-of-semester grade reporting should be completed through myUCF. Step-by-step online final grade submission can be found at FCTL's [website](#).

Grade Submission

UCF uses an alphabetic, plus/minus system to identify student grades. Based on the university's [grading policy](#), there is no official policy on the relation between the letter grade and the percentage grade (for instance, an A- being equal to a grade of 90-92). It is up to each instructor of record to determine the equivalency and to notify students. Instructors of record must clearly note the grading policy on the course syllabus, as well as whether or not the plus and minus system is used.

Grade Appeal Process

The process of how grade appeals and complaints are processed can be found [here](#).

Grade Change Process

Grade change requests should be submitted through My UCF and will be reviewed by the Associate Director of NSCM, College of Sciences, and the University. Contact the Nicholson Academic Student Services Center if needed.

Incomplete Grades

The "I" (incomplete) grade is usually used in the event of a last-second emergency, such as unexpected hospitalization so that a student had to miss the final exam. If no such unexpected event occurs, the "F" grade is more appropriate. Withdrawals are preprinted as "W" on the grade sheet and cannot be hand-written on. Check [FTCL](#) for additional information.

39. Verifying Student Enrollment

All official university signatures re: student enrollment, or other related inquiries must come from the [UCF registrar's office](#).

40. 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 the [Student Affairs](#) section 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/course设计/>. 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. 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.

Policies

41. 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 emails nassc@ucf.edu from their Knights email account with their UCFID.
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 Override Approval Form.
4. The student will email the completed form to cosas@ucf.edu. COSAS will determine if the excessive hours override is approved and notify the student if the excessive hours can be enrolled.

42. 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 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 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 to update the degree audit. The student and Program Coordinator are copied on this request.

43. 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](#). A

The newest ELP approved in **February 2023** can be found [here](#).

44. Final Exam Policy

UCF Policy 4-400 Final Exams

A final examination or alternative end-of-term assessment should be given in each course that is taught. Regardless of the type of mechanism employed for final assessment, or the course modality, each faculty member must provide continuous instruction for the full length of the semester, including the final examination period.

Faculty members shall provide an explanation of their final assessment in each course syllabus.

For face-to-face courses where faculty intend to use a classroom for the final exam or assessment, faculty must observe the exam time indicated in the university schedule for their class.

For all other modalities, final examinations or other final assessments must occur during the final exam week. Directed research, internship, independent study, thesis, and dissertation courses, as well as performing art performance related assessments, are exempt from this policy.

45. 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. UCF regulations for the university can be found [here](#). Also, please visit the [FERPA reference](#) in this Handbook.

46. Contract Policies and Procedures

It is critically important that any contract be submitted to the UCF office of General Council. The policies and procedures for this can be found [here](#).

47. Hiring Reference (For Faculty and Staff)

The hiring guidelines for the COS can be found [here](#).

48. SACS – Teaching Qualifications

UCF Faculty Teaching Qualifications Guidelines

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).

49. 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, reach out to Wanda Tummons (Wanda.Tummons@ucf.edu) to request the use of a Pcard.

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.

An individual applying for the Director Travel Grants must have exhausted all other allocations before applying.

Requests and/or questions should be sent to Dr. Robert Littlefield (Robert.Littlefield@ucf.edu).

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 for Graduate Student travel funding.

With the school's commitment to providing an excellent graduate educational experience, each student is allotted up to \$500 (of approved expenses) to apply to support his/her/their travel to an appropriate related conference (Florida Communication Association Conference, National Communication Association Conference, etc.).

The procedure for student's to apply is as follows:

1. The Graduate Student completes and sends to the Coordinator of the Master's Program:
 - Graduate Student Travel Request Form
 - Travel Authorization Request Form
2. The coordinator of the program reviews the submission and present it to the Graduate Coordinator of Student Services for approval.
3. The committee chair signs the Travel Request Form sends it to NSCMAccounting@ucf.edu for approval and processing.

All forms related to travel can be found [here](#).

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.

50. 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.

51. Sick Leave Policy

Information about the accrual of sick leave can be found [here](#).

A breakdown of payments for sick leave can be found [here](#).

Information about the Faculty Sick Leave Pool can be found [here](#).

52. Volunteer Services Agreement

To see a copy of the Volunteer Services Policy and Agreement form, [click here](#).

53. Hazardous Materials

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

Utilities

54. Copier/Printer

If you need support or help on Main Campus contact Debbie Doyle (Debbie.Doyle@ucf.edu or 407-823-5570); for Downtown Campus reach out to Jane Ingalls (Jane.Ingalls@ucf.edu or 407-823-5570) or Maria Pichardo (Maria.Pichardo@ucf.edu or 407-823-6100).

55. Keys and Door Access

UCF Main Campus

To get a New Key:

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, 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). 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).

Door Access:

For help with door access contact Dylan Yonts (Dylan.Yonts@ucf.edu) or Jon Bowen (Jonathan.Bowen@ucf.edu).

Downtown Campus

To get a new key:

If you need a new key, reach out to Jane Ingalls (Jane.Ingalls@ucf.edu).

56. Office Supplies

REQUESTING SUPPLIES:

General office supplies such as copy paper, legal pads, paper clips, staples, pop up notes, etc. will be supplied for NSCM faculty and staff. Please contact Debbie Doyle (Debbie.Doyle@ucf.edu) for Main Campus requests; and contact Maria Pichardo (Maria.Pichardo@ucf.edu) or Jane Ingalls (Jane.Ingalls@ucf.edu) for Downtown requests.

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

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

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 program.

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 staff member you purchased with within 60 days of purchase.

57. Storage

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

Student Affairs

58. 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 Student Accessibility Services, by calling 407-823-2371 or by E-mailing Adam.Meyer@ucf.edu.

59. Dealing With Grade Appeals, Complaints, and Other Student Issues

NSCM is a large, dynamic school hosting over 4,000 undergraduate and graduate students. Therefore, it is not uncommon that students will face a challenge or require assistance or intervention. Please keep in mind that there are plenty of internal and external resources that are available to you and your students.

If a student has grade issues, follow the grade-appeal procedure of NSCM (section 55).

If a student has demonstrated unprofessional, unhealthy, or dangerous patterns of behavior, inform the Director/Associate Director of NSCM, and also report the behavior to [Student Care Services](#).

If a student has demonstrated issues relating to academic dishonesty (such as cheating, plagiarism, research misconduct, etc.), contact [Office of Student Conduct and Academic Integrity](#).

If a faculty member encounters a difficult scenario, don't hesitate to contact the program area leader/ NSCM Director/Associate Director so they can provide additional assistance.

60. Student Resources

Office of Student Conduct

Alleged Academic Misconduct Report for cheating, plagiarism, research misconduct, etc. go to <http://osc.sdes.ucf.edu/process/roc> or contact by phone at 407-823-4638

Victim Services

24/7 Advocacy & Support Call **407-823-1200** or Text **407-823-6868**

Main Office Monday-Friday 8am-3:30pm **407-823-2425**

UCF Victim Services provides confidential advocacy and support. If you or someone you know has been impacted by crime, violence, or abuse, call a confidential 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 email at <http://caps.sdes.ucf.edu/>

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

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

They will provide you with the advice and are immediately available to talk with the student

If possible, walk with the student to the Counseling Center, located between the Health Center and the Physical Sciences building. If after hours, call 407-823-2811 to speak with someone via the after-hours crisis hotline.

Legal Counsel

W. Scott Cole, Scott.Cole@ucf.edu 407-823-2482

When the student indicates that have secured legal representation to help them address their complaint, the student and their representation should be directed to the General Counsel's office.

QPR – Suicide Prevention

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

Question – Have you been very unhappy lately? Are you thinking about suicide? Any statement (direct, indirect, “coded”) should be taken seriously and should be followed-up on

Asking the suicide question does not increase risk...

Persuade – Are you willing to let someone help you? I'm concerned for you and would like to put you in touch with people who can help you through this... Will you let me help you?

Focus on solutions and hope.

Not persuaded and you're worried? Contact Teresa Michael and the Counseling Center. Let someone in the Dean's Office know.

Refer – Give them the Counseling Center's information or (better yet) walk them to the Counseling Center 101.

61. Senior Scholars Enrollment

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

Contact the program coordinator of the respective graduate program to start the application process if a student intends to proceed with snior scholar enrollment.