UCF 'Alive and Well': Enrollment Tops 20,000

Donald Malocha, president of electrical engineering, and a current and former student last week accepted the plaudits of one of the nation's foremost high tech associations for co-authoring the "best paper" at the unit's 1986 annual conference and exhibition.

Meeting in Kansas City, the 11th Quartz Devices Conference and Exhibition of the Electronic Industries Association honored Malocha, Hunt Ng, and Michael Fletcher for a technical paper on quartz resonator devices that won the best paper award. The paper was presented during the prior year meeting by the University of Arizona, Hughes Aircraft, Motorola and others.

Malocha accepted the honor on behalf of Ng, who is working towards a UCF M.S. degree in electrical engineering, and Fletcher, who has earned recent B.S. and M.S. degrees in the same field at UCF.

The paper, which arose from research funded by the FAA, predicted how crystals would behave on modeling techniques. Crystals, which are grown under laboratory-like conditions, filter frequencies and are key components in electronic systems ranging from CBs up to highly complex radar applications.

The Electronic Industries Association is the oldest and largest full-service national trade organization representing the full spectrum of companies involved in the manufacture of electronic components, parts, systems and equipment for communications, industrial, government and consumer uses.

"A University of Choice, Not Convenience"

Altman Brings UCF Vision In Focus for Faculty

President Steven Altman last week told the Faculty Assembly that UCF's development into a "major urban institution for Florida and the U.S." will be earned by "being committed to academic excellence, competitive with the best in the country and in harmony with this growing, dynamic region."

Practicing an upbeat brand of optimism he urged his audience honored faculty members to adopt, Altman said UCF "must plan to be the university of choice, not convenience, for our students because they know they will get an outstanding education here." Altman said UCF will continue to grow "with a student body that is more talented and more diverse, where distinguished teaching and important research are valued and rewarded, where our communities see us as a major resource because of the expertise we have and are willing to share."

The fulfilled vision, Altman cautioned, will rest heavily on the accomplishment of six goals: better faculty and staff salaries, improved academic quality and better recognition of faculty contributions, greater emphasis on the scholarly work of the faculty, as well as greater support for that work, improved quality of on-campus student life, closer ties to business and other external constituencies "for the purpose of political, moral and funding support," and greater administrative efficiency.

In the course of his first formal address to the faculty, Altman announced that UCF enrollment had topped 20,000 and that decisions about the rate of future growth would be made this year. The decision, he said was not likely to favor the extremes of unstrained growth or halting enrollment increases until resources catch up. Altman also said he has charged Student Affairs Vice President Lee Tubbs with developing a plan within six months for tripling on-campus student housing. Likewise, he said, a decision about whether UCF will have a graduate school will be made this year.

New academic programs, he said, will be developed under a "cautious strategy" of building on strengths or on areas of need arising from UCF's community setting. He said he envisioned new efforts in the arts, humanities, health and human services disciplines and hospitality management.

Responding to a question about the campus parking crunch, Altman said that officials are looking at possibilities of clearing land for a temporary lot and are preparing to build a 500-car lot later this year. He said UCF again would seek a $1.7-million appropriation for roads and parking that was vetoed by Gov. Martinez this spring.

Altman directed his most passionate words on the desirability of starting "an era of optimism" at UCF. "We don't have time to deal with the antagonistic vestiges of the past, and we don't have the money to solve all problems overnight," he declared.

"We can, though, open our decision processes, build trust, provide for wide participation, and develop a sense of pride about what we do and who we are. Let's start spending..."

Please See FACULTY Page 3
TO: University Community

FROM: A.L. Medin, Executive Director, IST

SUBJECT: IST Move

The Institute For Simulation and Training has completed its move from building 530 on campus to the Research Pavilion Building in the Central Florida Research Park. The new mailing address is:

Institute For Simulation And Training
Research Pavilion, Suite 300
12424 Research Parkway
Orlando, Florida 32823
Phone: (407) 658-5000

All campus mail addressed to IST, building 8102, will be delivered by postal services to the Research Pavilion.

TO: Faculty and Staff
FROM: Recreational Services
SUBJECT: Word Processing Classes

Sign-up dates: August 14 thru August 28

AIDS IN THE WORKPLACE The impact AIDS has had and will have on each employee's role within the workforce; the statistics, policies and legalities will be discussed. Presenter: Dr. John Langdon, Director, Health Services. October 6, Friday 10:00 - 11:30

AUXILIARY LEDGER For employees who know the basics of the Departmental Ledger. Presenter: Randy Foster, Finance & Accounting. October 26, Thursday 9:00 - 10:00

BASIC DEPARTMENT LEDGER The basics of “How to Read a Departmental Ledger.” Presenter: Randy Foster, Finance & Accounting. October 23, Monday 9:00 - 10:00

CONTRACTS & GRANTS LEDGER. For employees who know the basics of the Departmental Ledger. Presenter: Randy Foster, Finance & Accounting. October 25, Wednesday 9:00 - 10:00

DRUG-FREE WORKPLACE ACT OF 1988 A 30-minute program presenting and answering the 20 most frequently asked questions concerning the Act. Guidelines for behavioral observations and the assistance provided by UCF’s Insurance policies will be introduced. Presenter: Shelley Lines, Training Manager. December 19, Tuesday 10:00 - 11:30

EDUCATION & GENERAL LEDGER For employees who know the basics of the Departmental Ledger. Presenter: Randy Foster, Finance & Accounting. October 17, Wednesday 10:00 - 11:30

ENGLISH REVIEW The basics of pluralities, possessives, punctuation, and word agreement. Presenter: Shelley Lines, Training Manager. December 5, Tuesday 9:00 - 10:30

ENVIRONMENTAL HEALTH ISSUES IN THE WORKPLACE Asbestos on Campus, Video Display Terminals, UCF Drinking Water, Noise Levels, Laser Safety and Radon Gas. Presenter: Hugh Ivey, Director, Environmental Health & Safety. October 11, Wednesday 2:00 - 3:30

GIVING EFFECTIVE CRITICISM Understanding why people react negatively to criticism. Building skills in applying effective criticism. A basic supervisory course. Presenter: Shelley Lines, Training Manager. September 15, October 13, November 3, December 8

OFFICE SAFETY A 30-minute presentation of the basics of office safety, First Aid, and OSHA. Presenter: Randy Foster, Finance & Accounting. September 21, Wednesday 2:00 - 3:30

PRESENTATION TECHNIQUES Basic techniques for giving presentations or holding meetings. Presenter: Shelley Lines, Training Manager. December 19, Tuesday 10:00 - 11:30

PROMOTION FROM WITHIN Internal promoting as it is concerned with the it’s and out of completing promotional and lateral forms, and the job application. Appropriate grooming and correct resume writing will be discussed, along with typical interview questions. Presenters: Pati Frame, Employment Interviewer and Shelley Lines, Training Manager. December 19, Tuesday 10:00 - 11:30

PURCHASING FORMS AND PROCEDURES Presenter: Jack Winstead, Director, Purchasing. October 1, Wednesday 9:00 - 11:00 or October 12, Thursday 2:00 - 3:00

SEXUAL HARASSAMENT Employee rights and supervisory responsibilities. Presenter: Al McKenna, Attorney, Garwood & McKenna/ Janet Balanoff, Director, EEO/AA. October 12, Thursday 9:30 - 11:30

STRESS MANAGEMENT Environmental, physiological and psychological aspects. Michelle Saunders, Center for Life Management (OBAC). November 2, Thursday 9:00 - 11:00 or November 16, Thursday 2:00 - 4:00

STUDENT ASSISTANT TRAINING Designed for student assistants. Telephone courtesy, sexual harrassment, interpersonal relating, effective evaluations. September 12, Friday 10:00 - 12:00 or September 12, Friday 2:00 - 4:00

RECEPTIONIST COURSE Techniques for handling phone and mail, computer, the Departmental Ledger. Presenter: Shelley Lines, Training Manager. September 15, October 13, November 3, December 8

RECOGNIZINGempo111y A 30-minute presentation of the basics of employee recognition and motivation as it is concerned with the in's and out of motivating as it is concerned with the in's and out of motivating as it is concerned with the in's and out of motivating as it is concerned with the in's and out of motivating. Presenter: Randy Foster, Finance & Accounting. October 23, Monday 9:00 - 10:00

SAFETY The impact AIDS has had and will have on each employee's role within the workforce; the statistics, policies and legalities will be discussed. Presenter: Dr. John Langdon, Director, Health Services. October 6, Friday 10:00 - 11:30

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SUPERVISOR OF THE STUDENT ASSISTANT Objectives and behavioral patterns of student assistants. The changing role of today’s managers. Presenter: Dr. Robert Harman, Director, Counseling and Testing Center. October 5, Thursday 10:00 - 11:30

TELEPHONE COURTESY Answering calls, taking messages, transferring callers, and handling problem callers. Presenter: Roberta Stallard, United Telephone. October 10, Tuesday 2:00 - 3:00/Presenter: Troy Athur, Southern Bell November 7, Thursday 10:00 - 11:00

TRAVEL PROCEEDURES For individual travelers: forms, per diem, mileage, incidental, credit card, rental car, will not include advance and group travel. Presenter: Mickey Mullen, Travel Clerk, Finance & Accounting. September 20, Wednesday 9:00 - 10:30 or September 20, Tuesday 2:00 - 3:30

A certificate will be given for those who attend our four ledger classes. •••
President Steven Altman last week launched the promised academic audit by assigning department chairs with "homework" that will take the form departmental profiles detailing such information as the number of majors, faculty awards and departmental aspirations.

Speaking at the new academic year's Inaugural meeting of the Council of Chairs last Tuesday, Altman asked the chairs to complete the profiles by October 13 and then to prepare for individual, one hour sessions, where each chair will have the opportunity to "educate the President further" on the data they have collected. The oral presentations elaborating on the written material will be scheduled between October and December, Altman said.

The written profiles are to follow identical formats, responding to questions or data requests contained in 2-1/2 pages of guidelines. The guidelines solicit information, ranging from a generalized description of each department's current goals and purposes to regional or national opportunities that might promote the unit's stature. An assortment of questions collect data on faculty and students within each department and seek answers to questions dealing with departmental assessment.

Describing the audit as "a modified self-study," Altman said the combination of written reports and oral presentations will be used as an information platform for a University-wide strategic plan to be prepared during the second half of the year. The strategic plan, not the audit, Altman explained, "will home in on decisions affecting UCF's future course and direction."

What The President Wants to Know About Departments

(A Sampling of Requested Information)

- Departmental degrees and tracks
- Historical highlights, including curriculum changes
- Accreditation status
- Significant professional service activity by faculty
- External funds received
- Student recruiting processes
- Adequacy of library holdings to support department
- Adequacy of computer support

FACULTY From Page 1

more time telling people how good they are rather than how bad they are."

The faculty, Altman suggested, should take the lead in building a larger sense of university community. "What students take away in a positive sense from our institution may be little more than the spillover of excitement and commitment that they observe in the adult models around them," he said. "If administrators, faculty, and support staffs are made up of contentious cynics and spiritual zombies, students will develop a notion of the life of the mind that is finally expressed as 'who needs it?'"

FIRST FACULTY ASSEMBLY

President Steven Altman delivers his first Faculty Assembly address (above), outlining steps to make UCF a "great" urban university, and afterwards strikes a less formal pose in conversations with two faculty members. Approximately 200 faculty attended the Assembly, in which Altman stressed that UCF "must plan to be the university of choice, not convenience, for our students because they know they will get an outstanding education here."

September 6, 1989
Employee of the Month

Displaced Homemaker Springs 'Back Into Action' At Daytona

Carole Tipton has worked for the Office of Student Services at the Daytona Beach campus for three years, and says she "enjoys every day." She is September's Employee of the Month.

When Carole Tipton goes in to work at UCF's Daytona campus, she doesn't know what she's getting into. Tipton, September's Employee of the Month, is a staff assistant in Student Services and does just about any job her supervisors ask her to do.

"We don't have specialized positions here at the area campuses. Each person is a 'Jack of all trades.' There isn't anything I don't do," said Tipton. As a result, Tipton finds herself working in financial aid, veteran's affairs, admissions, registration, and her own student services.

Almost 95 percent of Carole's time on the job is spent dealing with students. Does she mind? "I love 'em," she said.

As for the variety of "jobs" within her job, Carole loves that, too. She explained, "I enjoy doing different things. Everyday is interesting. I never know what is going to happen when I answer the phone or what questions a student is going to ask." Or what job her supervisor will have for her to do next.

"Things can get pretty hectic in the admissions/registration office, but she's not just busy during the "peak" weeks at the campus. "I stay busy all year 'round. During the off-season when I'm not registering students for classes, I type schedules and other things."

Tipton came to UCF's Daytona campus three years ago after completing Daytona Beach Community College's STENO Program for displaced homemakers. The program is designed to get women who have no "real world" job experience or who formerly worked many years ago back into the work force.

She recalled an incident when she first started working at UCF. "When they [UCF interviewers] hired me, I said that I did because many, many years ago I worked on the kind of computer that used the "punch card." However, she was in for a surprise when she saw the "new" computers. "These computers were a "totally new experience" for me. I'm still learning new things every day," she said.

However, don't let the "novice computer user" image fool you. After taking several computer graphics and desktop publishing courses, Carole has become quite the computer whiz, designing the brochures and curriculum guides for the campus.

Carole was nominated by Bill Wetherell, assistant director of Daytona campus, and Campus Director Sarah Pappas. Wetherell explained that Carole has contributed services "above and beyond" her expected duties. "She is really a team player and an extremely valuable employee.

Pappas was "glad to give her [Tipton] a chance to get back into the work force." Carole has proven to be a very loyal and enthusiastic employee. She volunteered to take those computer classes on her own. She's a unique member of our Daytona campus 'family' who is willing to go the extra mile to do a great job," Pappas said.

In her spare time, Carole enjoys craft woodworking and riding her bicycle. She also serves as treasurer for the Daytona Beach Vasa Club, a Scandinavian organization/lodge, and is a member of the Disabled American Veteran Auxiliary.

She has four children: three girls and one boy, ages 27, 20, and twins 19. Carole was born and raised in Chicago, IL and moved to Florida when she married. Formerly living in Clearwater and working at St. Pete Community College, she has lived in Edgewater for the past 11 years.

Health Students Learn from Involvement

Graduates Raise More Than $300,000 for Health-related Agencies

The community became the classroom this summer for 10 graduate students who worked to raise more than $300,000 for health-related mid-Florida agencies in meeting some of the requirements of UCF's Community Health Education course.

Members of Dr. Jo Edwards' class were thrust into community learning experiences as a supplement to classroom work and put to the task of writing grant applications for different agencies or participating in a silent auction fund-raiser for the Southeast Seminole/East Orange unit of the American Cancer Society.

Four students collaborated in the writing of three grants. The largest, for $300,000, sought funding for a Volusia County geriatric assessment team. The other two requested matching funds to promote citizen awareness of CPR techniques and to step up education among Brevard County minorities about AIDS, sexually transmitted diseases and substance abuse.

Jo Mahaffy, grants developer in the College of Health and Professional Studies, helped the students shape their proposals.

The remaining six Master of Health Sciences students in the class helped the Cancer Society unit raise more than $1,200, which also was aided by UCF'sPhi Omega organization.
Better Copier Service Sought Under New Library Contract

The Library is installing twenty new photocopy machines throughout the building under a contract with a company that has "a good track record at other universities and libraries," according to Anne Marie Allison, library director. The installation by Capital Copy occurs in conjunction with longer copy service room hours that coincide more closely with the Library's hours of operation. The machines, as well as microfiche/film reader printers accept coins or copy cards. The coin price per copy is 10 cents.

Copy cards, which can be purchased for $1 or more at three self-service card dispensers. Thirty cents of the initial purchase price pays for the card. On a $1 purchase, the balance can be used to make 14 copies. The copy card can be reinserted in the dispensers or in devices attached to all photocopy machines. All reinserted cards produce copies at a cost of five cents each.

Library copy cards will only work in photocopy machines there. Cards issued outside of the Library will not operate Library copiers.

USPS SICK POOL

The USPS sick leave pool will have an open enrollment period beginning September 1, 1989 through September 29, 1989. To be eligible to join, you must have been employed continuously by the state for more than one year, and must have a current balance of at least 40 hours of unused sick leave. Please return your completed application form to University Personnel Services no later than September 29, 1989. If you have any questions, please call Linda Browning at extension 2771.

NAME: 
SS#:
NAME: 
DATE OF UCF EMPLOYMENT:
IF TRANSFERRED FROM ANOTHER STATE AGENCY, DATE OF EMPLOYMENT WITH THAT AGENCY: 
I hereby authorize the transfer of 16 hours of sick leave from my sick account to the sick leave pool.
SIGNED: (applicant)
(Signed)

Nature Stars in Arboretum's Latest Attraction

Borrowing a strategy from the region's successful tourist draws, UCF's Arboretum has broadened its appeal. Unlike Disney, Sea World and other man-made attractions, though, Mother Nature takes the largest share of credit for creating the Arboretum's added allure.

As a result of more than 150 hours of labor by volunteers from the Central Florida Chapter of the Florida Trail Association, the Arboretum now offers a one-mile, loop trail that passes through a rich cross-section of natural, native Florida. The trail, which can be covered comfortably in 20 minutes, complements the Arboretum's much shorter, carefully planted walk abounding in mid-Florida flora.

The longer trail — cut wide enough for a class of students to walk two abreast — begins in an oak forest, but quickly moves through palmetto and pine into a sable palm hammock. It continues meandering through woods of varying types, eventually ending either back at the northeast parking lot or at the Arboretum.

Dr. Hank Whittier, Arboretum director, conceived the idea for the loop trail two years ago. The muscle-power to accomplish the job became available once the project became known to the local chapter of the Florida Trail Association at last Fall's Arboretum dedication. The nonprofit association, based in Gainesville, aims to build a 1,300 mile long walking trail from the Florida Panhandle to the Keys. About 800 miles of the trail have been cut. The unit also builds loop trails whenever feasible, such as the one at the Arboretum.

UCF's loop trail, marked with blue blazes, is open to the public.

A WALK IN THE WOODS?

This bridge is yet another added feature to the ever expanding Arboretum. A new, one-mile, loop trail has now been cut through the lush greenery and can be covered in 20 minutes. The trail is open to the public.

Executive Development Programs

The Center for Executive Development will present the following programs in September:

Name: Managing the Software Development Process
Date: September 19-20, 1989
Time: 8:30 a.m. - 4:30 p.m.
Location: Center for Executive Development, College of Business Administration
Cost: $695.00

This course will include topics in solving and avoiding problems by using effective methods and concepts in each phase of the software development process. You learn how to accurately estimate and control a project, how to divide a project into sub-projects, how to evaluate designs, how to select and manage your technical staff, and how to communicate systems requirements between sponsors, users and technical staff at all levels of the organization.

Obtain additional information by calling Judy Ryder at 275-2446.

+++ Name: Introduction to Federal Acquisition Management
Date: September 18, 1989 - November 20, 1989
Time: 6:00 - 9:00 pm (Monday nights)
Location: Center for Exec. Development, Business Administration
Cost: $295.00

This course is the first of six courses for either government employees or employees of industry who have or plan to have government contracts. These courses will aid in the fulfillment of the government acquisition management training program.

Obtain additional information by calling Dave Roberts at 275-2446.
Anne Marie Allison (Director, Library) represented UCF at the twentieth annual meeting of the national Honor Society of Phi Kappa Phi in early August in Salt Lake City, Utah. She was appointed to serve on the Advisory Board of the national Honor Society of Phi Kappa Phi for the upcoming academic year.

Janice W. Bain (Head, Access Services, Lake City, Utah. Campus Network Consortium Partners, July 12 through 14 in Salt Lake City, Utah) attended the Novell Computer Services: Case Studies at the Special Libraries Association's 83rd Annual Conference held June 11-15, in New York City.

Michael Bass (VP for Research) has been unanimously elected as a Fellow of the Laser Institute of America. This announcement will be made at the International Symposium on American Laser Electro-Optics ICLEO on October 16, 1989 during the Scholars Award Session in Orlando.

Bill Branch (Computer Services) made a presentation on UCF's campus technology center program to the HIM's academic information systems (ACIS) division in Atlantic City on August 1.

Bill Branch and Court Clara (Computer Services) attended the Novell Network Consortium Conference for joint development partners and attended the 1989 Faculty Seminar of the Academy of CPA's on July 12, 1989.

Gary Wolp (Professor, Music) was an adjudicator for the 9th Annual Young Keyboard Artists Association (YKAA) Piano Competition held at Rollins College. Over 300 pianists from across the country participated in the event held June 26-July 2. He was also a faculty member at the Institute July 5-15 at Rollins.

Newcomers...

Charles S. Areni (Asst. Professor, Marketing) was formerly a research/teaching assistant at the University of Florida where he earned his B.A. and M.A. He was born in Camden, New Jersey.

Scott Casamento (Electronic Technician, Psychology) is interested in woodcrafts, electronics, programming and travel. He earned his B.S.E.T. from UCF and formerly worked at the University of Central Florida. He was born in New Jersey.

Narayan Chandrasekharan (Asst. Professor, Computer Science) earned his Ph.D. from Clemson University this past December and is now the Indian Institute of Science. He was born in India and his wife is Canadian.

Constance Dawson (Staff Asst., School of Accounting) formerly worked at the University of North Florida. She lives at Oak Hill with her husband and three cats. She was born in Baltimore, MD.

David A. Gay (Asst. Professor, Sociology) is a native of Sharrack, Texas and formerly worked at Louisiana State University. He earned his M.A. from Texas Tech University and the Ph.D. from Duke.

Antonios Grammatikos (Visiting Professor, Electrical Engineering) enjoys theater, music and swimming. He returned to his native Theocharis of Athens, Greece, and is a native of that country. He earned his MSEE and Ph.D. from the University of Pennsylvania. He has a daughter named Eleftra.

Phillip D. Jackson (Visiting Professor, Sociology) lives in Sanford. He earned his B.A. from the University of South Florida, M.S. from Florida State, and the Ph.D. from Kent State. He's interested in studying social systems and was born in Iowa.

Takis Kasparides (Asst. Professor, Electrical Engineering) was born in Limassol, Cyprus. He is now working as a consultant for Continental Airlines, Inc. He earned his B.E. from the National Technical University of Athens, Greece, his M.E.E. and Ph.D. from the City University of New York. His wife's name is Evridiki and he enjoys music.

Shari L. Meyers (Library Technical Asst. I, Library Serials) formerly worked as a student assistant in Circulation. She earned her B.A. in communication studies from UCF. She also lives in the island state of Hawaii where they worked in circulation. The wedding is scheduled in December 1989.

Barbara M. Murray (Asst. Professor, English) is an "Air Force brat" and has been in Kansas, Vermont, Massachusetts, New Hampshire, and Tennessee. She was an Instructor at the University of Northern Colorado and is currently a native of the state of Ohio. She is a native of Ohio.

Zachariah Sinkala (Visiting Asst. Professor, Foreign Languages) was born in Zambia. He earned his M.A. in Mathematics from the University of Michigan and the Ph.D. from the University of South Florida. He is currently employed by the University of South Florida and his wife Mary lives in Orlando with Elyiana Sinkala (3).

David Van Brackle (Visiting Instructor) formerly worked for UCF as a Graduate Teaching Assistant. He earned his B.S. in Computer Science, Pure Math and Statistics from UCF, and the Masters in Computer Science. He is currently employed by the University of Central Florida. He is currently employed by the University of Central Florida.
Music Department Sponsors Pre-College Piano Institute

The University of Central Florida's Music Department will be sponsoring two, 14-week piano sessions at the Pre-College Piano Institute on the UCF campus.

The fall semester session begins September 19 and continues through January 13. The spring semester begins January 23 and runs through May 5. "All new students must be auditioned to determine both readiness and an appropriate course of study," said piano instructor Becki Lee.

The Institute offers instruction for beginning piano and continuing piano. Beginning piano classes include presentation of thorough and comprehensive musical concepts, such as reading, rhythm, technique, theory, ear-training, composition, and performance. As students progress into the semester and the following terms, they will be considered as continuing students. They include presentation of thorough and comprehensive teaching procedures and develop the teaching skills of piano majors in a laboratory program setting.

Tuition is $217 for the 14-week semester. There is also a one-time $10 registration/audition fee. During the semester, students are encouraged to participate in weekly class performances, Parents Day and other recitals. Intermediate and advanced students will participate in performance activities organized by music teacher associations.

For an audition appointment, call Lee at (407) 695-1283 or for a registration form and/or additional information, contact the Music Department at (407) 275-2869.

UCF Women's Club Welcoming Coffee

The UCF Women's Club will hold its Welcoming Coffee in the Board Room of the UCF Administration Building at 10 a.m. on Wednesday, September 13. Wives of new faculty members, women faculty and administrators are invited, as well as past and present members. Judy Altman, wife of the new UCF president, will be introduced and welcomed into the Club.

New officers are Laura Klee, president; Jackie Head, vice president; Cheryl Soileau, secretary; and Judy Kuhn, treasurer. Programs and special projects for the coming year will also be previewed. Numerous club activities will be described and each member will have the opportunity to join the interest group of her choice.

Wolf, distinguished professor of piano, piano literature, and piano pedagogy, and Lee, program coordinator and instructor, will serve as faculty for the sessions. The Pre-College Institute was established in January 1988 as a curriculum component of the Piano Pedagogy major at UCF. The program offers comprehensive music education at the keyboard for students from the community; provides the opportunity to research and implement exemplary teaching procedures; and develop the teaching skills of piano majors in a laboratory program setting. Tuition is $217 for the 14-week semester. There is also a one-time $10 registration/audition fee. During the semester, students are encouraged to participate in weekly class performances, Parents Day and other recitals. Intermediate and advanced students will participate in performance activities organized by music teacher associations. For an audition appointment, call Lee at (407) 695-1283 or for a registration form and/or additional information, contact the Music Department at (407) 275-2869.

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FOR SALE


Trailler, 14' x 64', 3 bedrooms, 2 full baths, split bedroom plan, living room, eat-in kitchen. Comes with refrigerator, dishwasher, washer, dryer. Mortgage assumable with 2,000 equity payment. Payments are $556.68 per month. Call x2842.

FOR RENT

12-speed bicycle, Fuji racing bike, ladies frame, metallic burgundy color, excellent condition. Good for racing or leisurely bike rides. $100. Call 678-3599 and leave message.

STUDENT LOAN BORROWERS

SPECIAL NOTICE:

Student Financial Aid has been notified by the U.S. Department of Education that all first-time borrowers at U.C.F., under the Stafford Loan/SLIS programs, will be required to participate in an entrance interview process before the loan check can be disbursed.

INTERVIEW SCHEDULE

CEBA II Bldg. - Room 107
Wed.-Aug. 30, Wed.-Sept. 6, Mon.-Sept. 11. Each day the session will begin promptly at 1, 3, 4, 5, & 6 p.m. (Please be there on-time.)
TENURE/PROMOTION SCHEDULE

Thu, August 15, 1989:
Deadline date for Department Chairs to meet with candidates regarding tenure reviews.

Fri, September 29, 1989:
Tenure/Promotion reviews requested from outside experts (due September 29).

Fri, September 1, 1989:
Deadline date for Department Chairs to meet with Tenure/Promotion reviews requested from outside experts (due September 29).

Wed, October 4, 1989:
Tenure/Promotion - Department Chair completes "Chair's Comments" in each category of AA-18 up to but not including any of the items on Page 15.

Wed, November 1, 1989:
Deadline for outside reviews.

Thu, November 2, 1989:
Tenure/Promotion - Department Chair sends written notice of Department Evaluation Committee recommendations with copy of report. (Candidate's signature required.) Department Chair sends copy of HL-A-9 of AA-18 to candidate. (Candidate may respond within 5 calendar days.)

Thu, November 29, 1989:
Tenure/Promotion - Department Chair completes VI. A & D of AA-18. Candidate may respond within 5 calendar days.

Fri, December 12, 1989:
Deadline for candidacy statement (page 11, AA-18). Candidate may respond within 5 calendar days.

Wed, December 19, 1989:
Tenure/Promotion - Dean formulates recommendation VII of AA-18. Candidate may respond within 5 calendar days.

Thu, January 3, 1990:
Tenure/Promotion - Dean forwards files to Richard Astro, Provost. (Support documents to be stored by the Dean and made available to authorized reviewers.)

Thu, January 4, 1990:
Tenure/Promotion - To University Personnel Committee to commence review.

Thu, January 25, 1990:
Tenure/Promotion - University Personnel Committee sends notice of recommendation, and provides candidate with copies of Individual Review WorkSheet and an opportunity to respond. (Copy of notification sent to Dean and Department Chair.) Candidate's response due within 7 calendar days.

Wed, January 30, 1990:
Deadline for response from candidate to UTPC.

Mon, February 5, 1990:
UTPC to Provost Astro.

Wed, February 21, 1990:
Tenure/Promotion - Provost Astro to President Altman.

Two, March 13, 1990:
Tenure/Promotion - President Altman to Vice President Astro.

Two, March 22, 1990:
Tenure/Promotion - To Board of Regents for May meeting.

Fri, April 6, 1990:
Promotion notices.

Please pull out this section and retain for your records.

TENURE/PROMOTION FALL SUPPLEMENT FOR UCF FACULTY

September 6, 1989

Given below is this year’s timetable relating to faculty reviews for tenure and/or promotion. Please be advised that if minor adjustments in the timetable are needed, they can be made with the concurrence of the concerned Chairperson and Dean, providing that all substantive requirements are met. However, the January 2 date for submission of all promotion and tenure files to me is firm.

If you have any questions regarding the business of either tenure or promotion, please call Frank Jage at Extension 2302.

Richard Astro, Provost
TENURE

Promotion

Policy

(1) Policy. (a) University of Central Florida adheres to the regulations of the Board of Regents governing promotion (6C5.135). (b) The University's faculty member shall be appointed or promoted as of beginning of the academic year as determined by the Board of Regents. (c) General rules and interpretations included in this policy shall govern promotion. (d) This policy may be interpreted by the Vice President for Academic Affairs and Chief Operating Officer or any administrator within the University. (e) The University of Central Florida shall continue to follow the existing practices and procedures of tenure evaluation established by the Board of Regents.

(2) Tenure...
promotions and related procedures. As noted above, for promotion to the rank of Associate Professor, all candidates must have completed at least five years of full-time teaching or research duties. Candidates for promotion to the rank of Professor must have completed at least ten years of full-time teaching or research duties. The University will review the candidates' performance and accomplishments during these periods and will make its decision based on the evaluations of the candidates' performance and accomplishments. The University reserves the right to make modifications to these requirements as necessary.

2. The criteria and procedures for promotion shall be in accordance with the guidelines established by the University in its promotion and tenure policies. These guidelines shall be updated periodically as necessary to reflect changes in the University's policies and procedures regarding promotion and tenure.

3. The University will provide written notice of the promotion decision to the candidate within ten working days of the completion of the review process. The notice shall include the reasons for the decision and the candidate's right to appeal the decision to the University's promotion and tenure review committee. The candidate may appeal the decision to the University's promotion and tenure review committee within ten working days of the receipt of the notice of the decision. The appeal shall be heard by the promotion and tenure review committee within thirty working days of the receipt of the appeal. The promotion and tenure review committee shall render its decision within thirty working days of the conclusion of its hearing. The decision of the promotion and tenure review committee shall be final.

4. The University will provide the candidate with a copy of the promotion and tenure policies and procedures that are applicable to the promotion decision. The candidate shall be provided with an opportunity to review the relevant policies and procedures and to ask questions of the University about the procedures.

5. The University will provide the candidate with a copy of the promotion and tenure review committee's report and minutes of the hearing. The candidate shall be provided with an opportunity to review the report and minutes and to ask questions of the University about the committee's report and minutes.

6. The University will provide the candidate with a copy of the promotion and tenure review committee's decision. The candidate shall be provided with an opportunity to review the decision and to ask questions of the University about the decision.

7. The University will provide the candidate with a copy of the promotion and tenure review committee's decision and the candidate's right to appeal the decision to the University's promotion and tenure review committee. The candidate may appeal the decision to the University's promotion and tenure review committee within ten working days of the receipt of the notice of the decision. The appeal shall be heard by the promotion and tenure review committee within thirty working days of the receipt of the appeal. The promotion and tenure review committee shall render its decision within thirty working days of the conclusion of its hearing. The decision of the promotion and tenure review committee shall be final.

8. The University will provide the candidate with a copy of the promotion and tenure review committee's report and minutes of the hearing. The candidate shall be provided with an opportunity to review the report and minutes and to ask questions of the University about the procedures.

9. The University will provide the candidate with a copy of the promotion and tenure review committee's decision. The candidate shall be provided with an opportunity to review the decision and to ask questions of the University about the decision.

10. The University will provide the candidate with a copy of the promotion and tenure review committee's decision and the candidate's right to appeal the decision to the University's promotion and tenure review committee. The candidate may appeal the decision to the University's promotion and tenure review committee within ten working days of the receipt of the notice of the decision. The appeal shall be heard by the promotion and tenure review committee within thirty working days of the receipt of the appeal. The promotion and tenure review committee shall render its decision within thirty working days of the conclusion of its hearing. The decision of the promotion and tenure review committee shall be final.
(b) Except for General Faculty members who, by virtue of prior tenure-earning service credited to the time of their appointment, are eligible for consideration earlier, a decision whether to nominate a General Faculty member for tenure shall be made by the president or president's designee with the concurrence of the appropriate administrative officials. During the sixth year of continuous full-time service or equivalent part-time service a General Faculty member hired as a joint appointment or exchange within or between institutions, the benefits, if any, which accrue to the university by virtue of placing the General Faculty member on such leave, shall be considered one-half year of service for purposes of tenure eligibility, unless the General Faculty member and the president shall agree in writing that such leave is not to be credited.

(d) Time spent by a General Faculty member on compensated leave shall be credited for purposes of tenure eligibility. Time spent on uncompensated leave shall not be credited as time earned toward tenure, except by agreement of the General Faculty member and the president or president's designee. In deciding whether to credit uncompensated leave toward tenure eligibility, the president shall consider the relevant of the General Faculty member's professional development, the nature of the leave, and other appropriate factors. Time spent on compensated leave shall be credited as time earned toward tenure, unless the General Faculty member and the president's designee agree in writing that such leave is not to be credited.

(f) Grading of Tenure

(a) By the end of six years of continuous full-time, or equivalent part-time service in a tenure-earning position in a State University System university, a General Faculty member shall be recommended for tenure or given notice that further employment will not be offered. The notice shall be in writing at the time of employment, subject to the concurrence of the appropriate administrative officials. The president's decision to award tenure shall include the General Faculty member's service to public schools.

(b) Upon notification by the president, review by the Chancellor, and approval by the Board, tenure shall be granted. Each notification for tenure shall be acted upon with careful consideration being given to the qualifications of the General Faculty member, including evaluation by colleagues and the immediate supervisor. In making determinations pertaining to the decision to award tenure, evaluation of research and other creative activities by qualified scholars in pertinent disciplines both within and outside the university should be considered. When one of the duties of the General Faculty member being nominated is service to public schools, the decision to award tenure shall include the General Faculty member's service to public schools.

Further, when one of the duties of the General Faculty member who is being sustained in teaching, the quality of the General Faculty member's teaching shall be judged by the procedures outlined in these rules, the UCF/UFF Agreement, and the university policies which govern, faculty evaluation and tenure, in the context of the institution's mission. Time spent by a General Faculty member on compensated leave shall be recommended for tenure or given notice that further employment will not be offered. The notice shall be in writing at the time of employment, subject to the concurrence of the appropriate administrative officials. The president's decision to award tenure shall include the General Faculty member's service to public schools.

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