• Another flock of students will graduate from the University of Central Florida next month. Commencement ceremonies are Friday, Dec. 14, in the gymnasmium. Times are:
  • College of Health and Professional Studies, and Business Administration, 8 a.m.
  • Liberal Studies and College of Arts and Sciences, 11 a.m.
  • Colleges of Education and Engineering, 2:30 p.m.

The procession line-up begins 20 minutes prior to each ceremony in room 174 of the education building.
Faculty and staff attending may enter from the east side of the building or through the lobby. Directional signs will be posted.

• The UCF Environmental Society is sponsoring concerts on Friday, Nov. 30, to draw attention to the tropical rain forest issue. The first concert will be on the green near the library, 10 a.m.-7 p.m. The second will be at the Wild Pizza, 8 p.m.-1 a.m.
The concert is co-sponsored by the Hispanic American Student Association, Campus Action for Animals and Inter-Hall Council.
It is hoped the concerts will raise awareness of the problems related to the rapid deforestation of the rain forests. The forests are being destroyed, and hundreds of species of flora and fauna face extinction. Other problems caused by deforestation are droughts and global warming.

For information, call 277-9374 or 339-2630.

• United Campus Ministry and Outreach are playing Santa Claus this year. The organizations are sponsoring programs to make the Christmas jolly for poor families.
They are asking for volunteers to buy gifts for children through the Santa's Helpers program, or help out entire families through Adopt-a-Family program.

For information on the programs, call 366-7365. If you want to volunteer time, clothing, household items or want to get involved in Outreach in some other way, call 365-2546.

Council
Says Yes
To Plan

University Support Personnel System representatives reluctantly agreed to join a UCF-wide scholarship plan for employees and their families, but only if it is fine-tuned.
The staff council voted on Nov. 15 to scrap its own plan in favor of one that includes faculty and administrative and professional (A&P) members.

It added that the council must have control over who represents it on the five-member committee overseeing the plan. Representatives will administer the staff’s share of funds collected, instead of all scholarships being determined by one committee.

The proposal still must go through several stages before being approved.

The council initially resisted the plan because it had recently started its own, and members felt U.S.P.S. employees may not be treated fairly if grouped with faculty and A&P.

“I don’t see how this is to our advantage,” Linda Vail said. “We should go ahead with our plan. Faculty can go ahead with theirs.”

The council agreed a university-wide plan would be better respected and more funds would be collected.

“If we’re not going to be joining with these people, we’re going to be competing with them,” said Carolyn Brochot.

Student Facility One Step Closer

University Receives Bids On $11 Million Project

Construction on an $11 million student union facility that will have more square footage than the College of Business Administration building and its companion joint-use facility combined is scheduled to begin in mid-December.

Bids for site work on the 90,000 square-foot, three-story structure were received Nov. 19, and are expected to be awarded around Wednesday, Dec. 5, paving the way for site preparation at the end of the fall term, said Judy Baker, facilities planning architect.

The start of that work would coincide with the elimination of parking in unpaved Pegasus Circle, site of the student union, she said.

The loss of Pegasus Circle parking will largely be made up by the construction of a paved, 300-space parking lot directly north of the ROTC trailers. The lot is expected to be completed in late spring.

The student union will feature an atrium and will provide facilities that serve students’ curricular and extra-curricular needs.

Among other features, it will house meeting and banquet rooms, a food court, a pub, a game room, a typing/computer room, a television room, a reading room and student organization offices.

Target for completion is the fall of 1992. Construction is expected to start in April, pending the sale of bonds already approved by the state.
Memorandum

To: Administrators and staff
From: John Rolfe, administration and finance
Subject: Staffing during Christmas holiday period

In accordance with the university’s past practice, a program of minimum staffing during the holiday period from the close of business on Friday, Dec. 14, to Wednesday, Jan. 2, is encouraged.

Employees may use accrued leave or leave without pay. However, employees who do not wish to take leave may continue to work during the holiday period. In order to assist employees who desire to work, the university may temporarily reassign these employees to another location where services are required. If an employee requires supervision in a work unit and the employee’s supervisor is on leave during the period, a temporary supervisor may be assigned.

Please be aware that state rules require employees to be at work or on approved leave with pay for the workday preceding a holiday in order to receive holiday pay. Therefore, normal work schedules dictate that employees must be in an approved pay status on Monday, Dec. 24, and Monday, Dec. 31, or lose pay for the following holidays. Utilities will be available in all buildings during the holiday period.

Call the personnel office, x2271, for information.

To: Deans, directors, chairs, research coordinators and faculty
From: Brian Kugeling, research council
Subject: In-house research grants

The research council and the division of sponsored research have announced the 1991-92 in-house research grants program. The objective of grant programs sponsored by the division of sponsored research is to enhance research activities. All proposals must clearly address this objective to be eligible for consideration. The specific objectives are:

- To develop the research capabilities and reputation of faculty.
- To invest in faculty so as to enhance research efforts and the likelihood of these efforts receiving continuing or new external support.
- To provide funds for special creative and scholarly endeavors, which enhance the stature of the faculty and the university.

The program is separated into four types of projects determined by the principal investigator’s background. These types of projects are categorized as follows.

1. Starter Research Projects
   The intent of Starter Research Projects is to help full-time faculty and research staff who are beginning research careers. Generally such individuals will not have been employed at an academic institution of higher learning for more than three years.

2. Research Award Projects
   The intent of Research Award Projects is to help faculty who are changing their research area or enhancing an existing research activity that might lead to new work. This program is open to all full-time faculty other than those eligible for Type I Starter Research Projects.

3. Collaborative Research Projects
   The intent of Collaborative Research Projects is to combine the talents and interests of full-time faculty who wish to learn with others from their own unit or other areas of the university.

4. Artistic Projects
   The intent of Artistic Projects is to provide support for original activities that will broadly impact the overall academic and cultural environment of UCF. While such projects may serve a developmental function for a particular group of university scholars, it is also expected that the project will generally result in creations and/or programs that benefit the university community at large. Projects in this category will be specific artistic creations which will be funded (and can reasonably expect to be completed) within a set time frame of one year or less.

Examples of such projects are original works of literature, poems, music compositions, visual art works, and plays. This program is open to all full-time faculty members.

Addendum

Additional Guidelines Applicable to All Proposals

Proposals will be grouped accordingly and judged within each grouping. Visiting or temporary faculty are not eligible for the awards. Each faculty member may submit to only one research category.

Any legitimate research area is eligible whether it be business, education, engineering, health, arts or the sciences. However, it must be a creative or scholarly effort or effect which advances human knowledge. Other work such as curriculum development, funding or student research projects, cataloging or compiling of information, self-development through the taking of courses or the attending of workshops and other in-service projects, or studies which only gather descriptive information, although highly meritorious, are not eligible for funding. Further, since the in-house program is not designed to foster the initiative of research, proposals that address only the preparation of reports or manuscripts based on prior research are not eligible. Thus, proposals asking for funds to pursue the publication of research contained in prior works are not eligible for funding under the program. Proposals for work that is related to the applicant’s past research must show how the proposed research differs from — and clearly enhances — the faculty member’s ongoing research agenda.

If faculty members are already funded by an outside agency, they may still request funding from this program as long as the research is not identical to that which is already funded. The research may be related, but this funding should not be used as a "back-on" to a funded project. Either during, or upon completion of the in-house research proposal, all program applicants should consult with DSR, which will provide information and guidance concerning outside funding sources.

All recipients of funding in this program must submit a final report to the division of sponsored research by the end of the funding period. All recipients are also obligated to submit a related proposal to an external agency or foundation within three months of the end of the grant funding period and are strongly encouraged to submit a manuscript or equivalent to a peer-reviewed publication outlet. Recipients of Type IV support must present the completed work to the UCF community and/or other appropriate audiences, within two years from receipt of funding. Failure to meet these requirements will result in ineligibility for future consideration.

To be considered, proposals must be received by your college dean or director by Jan. 31. These proposals must be reviewed and ranked by a peer committee designated by the dean or director. The dean or director or their designee must forward these proposals with comments to DSR by Feb. 8.

The final review and evaluation of the proposals for in-house research awards will be conducted by the research council. Awards will be made and awards notices notified prior to the end of the spring semester. The evaluation of proposals and selection of those to receive awards will be made on the basis of the following general evaluation criteria:

- Intrigue merit of the proposed research.
- Potential impact of the proposed research.
- Clarity of the stated objectives and methodology for the research.
- Inclusion of appropriate identified future funding sources.

To: Faculty and staff
From: Bob Arnold, office of instructional resources, and Ashtun Brown, general counsel
Subject: Duplication of copyrighted material

Educational use alone is not sufficient to allow for unreimbursed duplication of copyrighted material to another form (i.e., pictures in a book/magazine to 35mm slides, overhead transparencies, etc.). Further, the doctrine of "Fair Use" (section 107 of the U.S. Copyright Law) does not allow for copying to be used to create compilations or collective works.

If an individual teacher is "inspired" to use a work and the decision to use it and movement of it for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission, a single chart, graph, diagram, drawing, cartoon or picture might legitimately be allowed provided that no more than one such illustration is copied per book or periodical text.

The university could incur severe penalties for copyright infringement, therefore, copyrighted items brought into instructional resources must be accompanied with a letter of permission from the copyright holder before work will begin. A summary of the pertinent copyright regulations is available by calling the office of instructional resources, x2571.

To: University community
From: Carl Ogden, director of state employees’ insurance
Subject: PPC laboratory program

In order to help control the rising costs of health care for state employees, the department of administration, Division of State Employees’ Insurance and Blue Cross/Blue Shield (BCBS) are introducing the Independent Clinical Laboratories program. Under the program, BCBS has established PPC participation agreements with independent laboratories statewide.

Benefits of this program are:

- Participating laboratories will not bill you, for the difference between the PPC allowance and actual charges. However, you will be responsible for the PPC deductible, co-payments and non-covered services.
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need for a direct tie between merit criteria and annual evaluations. The merit criteria have been developed by department faculty and are not always used by the chairs in the annual evaluation process. UFF regularly receives complaints from faculty when evaluations are not compatible with merit criteria. There was general agreement that merit criteria and related evaluative procedures should be examined by each department to ensure that they are in compliance with Article 23.4 of the UFF/BOG agreement. This will be referred to the college deans for implementation.

4. A response to administration concerns regarding the poor attendance by faculty at summer graduation. Frank Juge suggested a plan for mandating faculty attendance by offering free parking decals for participating. Steven Altman and Juge rejected this idea, and responded that attending graduation was a professional obligation which faculty members desired. They pointed out that they had responded to faculty concerns about their role in graduation ceremonies by moving faculty seating from the side of the center to the auditorium.

5. Hudson asked that UCF return to the practice of funding promotions at the university level. Funding them at the college level, as has occurred the last two years, puts the small colleges at a disadvantage since the allotted discretionary funds could be depleted by the moving faculty, a situation which would leave nothing for discretionary increases for other faculty. Administrators thought the chances of this occurring were slight, but Hudson pointed out that it had already happened. Juge agreed that there should be no problem in returning discretionary funds to the university level when planning for next year's increases. This will be brought to the attention of the deans when planning next year's salary policy. Juge suggested that the promotion increases should come from the across-the-board pool or develop a separate category of mandatory increases.

6. Hudson noted that the 1990-91 data on faculty salary increases should have been supplied by now according to the UFF/BOG agreement. Juge responded that it was delayed to insure accuracy and completeness but that it was to be available by Oct. 22. This copy was to be accepted in lieu of the salary data required by the bargaining contract due Nov. 15, provided the data available on that date was accurate and complete.

7. Dave Tropp noted that there was general agreement at the end of the last consultation that there was wide-spread dissatisfaction last year with the assignment of faculty awards for teaching and advising. Stuart Lile reported that $150,000 will be available to UCF from state lottery dollars. The state limits these to faculty members who teach at least two courses in the academic year and no award is to be less than $2,500 or more than $5,000. Following are the qualifications for eligibility proposed by undergraduate students:

- Candidates for the teaching award must be assigned to undergraduate courses in the current year.
- Candidates must be tenured or tenure-earning (except for the instructor award).
- Candidates must have at least two years of continuous service.
- Candidates for the advising award must be currently advising undergraduates.
- No self nominations are accepted.
- No unit is required to give an award.

8. Tropp presented a written statement regarding the hiring of spouses for faculty and A&P positions. Four areas of potential conflict were noted. The first two concerned spouses as co-workers in the same department or one spouse being in a supervisory relationship to the other. Additional concerns which were covered by BOR rules and regulations. UFF representatives responded that they are not convinced rules are always followed on committees making decisions affecting promotions and tenure or dealing with merit and faculty performance awards.

The last two issues involved the "hiring of 'trailing spouses'" which occurred in the case of two deans last year. Two concerns were noted. One is that department faculty may have felt pressure to approve a candidate fearing that rejection might result in a loss of a candidate that the administration favored. Second, people were hired when there was no existing line in the department. Creating new lines to accommodate a candidate raises questions in the minds of underpaid faculty concerning the administration's commitment to maintaining market equity for salaries. It also creates morale problems since faculty members feel they have no control over resources.

UFF representatives recommended that written policies be established to govern such situations. Such policies would protect the university from outside criticism and let faculty members know the procedures governing the distribution of resources.

Ed Sheldon and Altman assured that this is in the works and UFF was asked to table the issue.

6. A continuation of the discussion of tenure and promotion concerns raised at the last consultation was tabled due to time constraints. Tropp requested that a special consultation on that topic be scheduled later this semester, and Altman readily agreed.
**ClassifiedAds**

_This is a free service to full-time UCF employees. Ads are available in_ The UCF Report _office, The UCF Report_.

A completed form is needed each time the ad runs. Deadline is noon on the Wednesday preceding the Wednesday publication date.

### For Sale

**Assortment,** new brick-red rocker recliner, $125. '87 Honda moped, $200. Four 15" Goldtone Mag wheels, Assortment, $200. Nine drawer dresser, mirror hutch full sheet sets, $1 each. Twin blankets, $2 each. Marilyn, x5492.

**Deadline is noon on the Wednesday preceding the Wednesday publication date.**

**Appliance,** washer, $70. Frig, $60. Dryer, $200. 658-0129.

**Bedroom suite, new.** Must sell. Queen-size cannonball maple twin/bunk bed, with springs $60. 896-3344.

**Car,** '87 Celebrity, white with gray interior. 60,000 mi., $500. 679-1677, leave message, or 365-6086.

**Car,** Cadillac Coupe De Ville, Classic '69. Restorers dream. $2,400. Ron, x2361 or 678-6925.

**Car,** '85 Cavalier wagon, auto, A/C, P/S, P/B, week, scan stereo, cloth, tilt, r/defog, 162K ivory mi. Good shape. Looks and runs like new, $2,400. Ron, x2361 or 678-6925.

**Cedar TV,** Sony 19" with VCR, both with remote, and antique wooden cabinet. Must sell. 9550. 629-4894, 657-7966.

**Condo,** Oviedo, Hunters Reserve, 1 mile north of campus 2/2, washer/dryer, appliances, oak cabinets, 2nd floor, screened balcony overlooking woods, pool, weight room, Jacuzzi, tennis. $62,900. Darlene Balogh, 678-1697, leave message, or 656-8685.

**Condo,** large 1 bdr, Marbeya Club, Casselberry. Excellent condition, new carpet, blinds, paint, lake access. $92,900, 671-4341.

**Condo,** Lake Howell. Furnished efficiency, very nice, many upgrades, access to Lake Howell. Must see to appreciate. $950/no. Dave, 331-3024.

**Depletex,** all or half, 9 percent assumable FHA mortgages. Each side 2/2, washer/dryer. Large lot, 1676 sq. ft. Very close to campus. $89,500. 653-3425.

**Exercise bike,** with speedometer, timer, book rack. Like new. $25. Ginny Muzzy, x3175.

**Fax machine,** Sharp UX-550, 676-1399.

**Lot,** 79 ft. x 150 ft. wooded corner in Chuluota. $13,500. 365-8541, after 6 p.m.

**Magic tickets,** (1) upper box, center. Good seats. $46 each game. Dec. 3, 7, Jan. 3, 9, Feb. 17; March 4, 23, 25; April 19. 671-8434 after 5 p.m.

**Water bed,** full-size, platform base, only 875. Elva, x2345, 678-0281 after 5 p.m.

**Wanted**

**Ski clothes and equipment,** XL for 4'11" Floridian making first trip to Aspen. Chris, 694-0232, or Marilyn, x5492.

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**Calendar**

_**Tuesday, Dec. 4,** the music department presents a Christmas program and sing-along, at noon in the rehearsed hall.**

**Workshops:**

- **Thursday, Nov. 29,** the WESTLAW system will be demonstrated in the library, room 225A, 10 a.m.-noon. Space is limited. For information, call 339-2653.
- **Friday, Dec. 7,** the College of Business Administration is co-sponsoring how to Start Your Central Florida Business seminar at the Winter Park public library, 9 a.m.-4 p.m. Cost is $20. For information, call x5554.
- **Friday, Dec. 14,** the College of Business Administration is co-sponsoring a business planning workshop at the Winter Park public library, 9 a.m.-3:30 p.m. Cost is $20. For information, call x5554.

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**NEWS, continued from Page 3**

**Intiative Internship Program** is in need of applicants. In an attempt to boost the number of applicants, representatives of the program are recruiting from throughout the state. Students do not have to be interested in a career in politics or be political science majors. Susan Koenpier, program assistant, said that the program would like students from a variety of backgrounds. She said those with strong writing skills are especially needed. Students may have already completed four-year degrees or be enrolled in a master's program. There is no required grade point average, though the higher it is, the better chance of being accepted. Those accepted will work on a number of projects. They will work 20 hours a week on an average, and receive $900 a month.

Koenpier asked that faculty members watch for students who may qualify. For information, call Koempier at 404-487-2390.

- **The UCF Computer Store and Micro-sales** has released its holiday hours. It will be open from 10 a.m. to 2 p.m. Monday, Dec. 17-Wednesday, Jan. 2.