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University, Soviets strike deal

Business brings groups together for unique training program

A new University of Central Florida program allows Soviet business executives to learn firsthand how America's free market economy works. In turn UCF and Central Florida businesses have the opportunity to build ties and share information with the USSR.

A unique focus was developed for the first program for the International Linkage Institute hours before a formalized agreement was signed by officials from the College of Business Administration, the Greater Orlando Chamber of Commerce and the USSR. Jan. 17.

The program, which kicks off with classes on May 11, brings Soviet executives to UCF and to train at businesses in the area for a six weeks. Officials decided that a strong emphasis on entrepreneur skills would serve the Soviets, according to Richard Huseman, dean for the College of Business Administration.

"We were discussing how entrepreneurship increases dramatically during a recession in our country and speculated that the people of the USSR might show the same inclination during this time of reorganization of their economy," Huseman said.

Leonid Evanko, dean of the graduate school of International Business at the Academy of National Economy in the USSR, said people from his country need to learn about running businesses.

"Since last summer, more than 20,000 private parties have started the process of applying for business licenses," he said.

The academy provides post-graduate work for Soviet business executives.
To: Department secretaries  
From: Barth Engert, Undergraduate advisor  
Subject: Undergraduate plastic-bound catalogs

There are a few plastic bound 1990-91 undergraduate catalogs available for new faculty or for those desiring additional copies. Standard bound copies are also available. Call Barth Engert, x5907, to arrange to pick up copies in ADM 210.

To: All employees  
From: Joyce Clampitt, administration and finance  
Subject: Building manager list update

Please make the following correction to your current building manager listing:


To: University community  
From: International studies  
Subject: Deadline for submissions for the international studies newsletter

International studies is a university level office which coordinates and serves as a clearinghouse for campus international activities in order to make the university more global in its perspective. The tasks associated with this mission are wide and varied. For instance, in addition to coordinating study abroad, international studies works with faculty on the internationalizing of curriculum, faculty development, and serves as a liaison with the community, the BOR, the state and other SUS institutions.

One important tool in the internationalization of a campus newsletter International studies plans to publish a university-wide newsletter twice a year. It will serve as a resource to those wishing to have information on past and upcoming activities on campus that are related to our international dimension. The next issue will be published in early March. A letter will be sent to all deans and chairs asking to have information submitted to international studies by Feb. 11. Submit items to department chairs by then in order to be included in the next issue.

To: All departments  
From: Tracy Balkham, student center  
Subject: Campus programs

The student center is often called for information regarding activities on campus. Unless the activity is scheduled to take place in student center facilities or is sponsored by the campus activities board, we may not have knowledge of programs occurring elsewhere on campus. For instance, every morning the interlibrary loan department is especially important when advertising in off-campus publications. It is also a good idea to provide a telephone number for callers to obtain additional information to avoid miscommunication both on and off campus.

To: University community  
From: William Johnson, College of Education  
Subject: Tenure track positions

The College of Education announces the following tenure track faculty positions at the assistant/associate professor level (unless otherwise noted) to be available in August. Positions typically require teaching and advising at the undergraduate and graduate levels as well as appropriate commitment to research and professional services. For information, address inquiries to the appropriate department chair.

- College of Education  
  - Department of educational foundations (five positions): curriculum and instruction (two); social/psychological foundations (two); research and measurement. Apply to Lex Wood, chair.
  - Department of educational services (two educational leadership positions): organizational theory/supervisory practices/research methods (Brevard); educational legal/political aspects of education. Apply to Robert Rothberg, interim chair.
  - Department of educational research (two positions): political economy and policy; preschool transition/secondary and supervision (Brevard). Apply to Michael Churton, chair.

- Department of instructional programs (seven positions): early childhood education; secondary English education; social studies/math/language arts positions at the elementary/secondary/middle school levels (Orlando and Brevard campuses). Apply to Don Kirby, chair.

To: University community  
From: William Johnson, College of Education  
Subject: Assistant dean position

The College of Education is accepting applications for assistant dean. The assistant dean reports directly to the dean, and is responsible for administration of all field-based programs, school partnerships and professional development centers to include curriculum, program development, staffing and program evaluation. The assistant dean acts as liaison officer for the college with appropriate school district and community college administrators and coordinates school-based programs and related research with the college. This person also provides overall level of support for collaborative efforts with schools and programs in the UCF service area. The director of the Teacher Education Center, alternative certification and Institute for Professional Development report to the assistant dean.

Candidates should possess an earned doctorate in Education and qualify for a tenure track appointment in one of the academic departments of the college. Candidates should have a record of school service, experience with field-based teacher education, and skills in working collaboratively with public schools, community colleges, state departments of education and other community organizations. Preference will be given to candidates who possess evidence of skills in program development, program evaluation and teacher education research.

This is a 12-month appointment. Expected appointment date in August. Rank is open and salary is competitive and commensurate with experience and qualifications.

Candidates should submit a letter of application, current curriculum vita and at least three letters of reference. To receive full consideration, applications should be postmarked no later than Feb. 15. Applications, nominations and inquiries should be sent to Michael Churton, chair of the assistant dean search committee, ED 214, College of Education.

To: University community  
From: Robert Rothberg, educational services  
Subject: Chair search

The department of educational services is accepting applications for chair. The chair reports to the dean of the College of Education, and is responsible for the administration of all programs, supervision of personnel and allocation of all financial resources in the department. The chair is also responsible for providing leadership for graduate curriculum and for administering collaborative efforts with public schools and related educational agencies.

Candidates should possess a doctorate in education with a specialization in one of the department's programs and an established record of teaching, service and scholarly achievements. Candidates should be professionals and also have the ability to interact effectively with faculty, provide leadership in curriculum development and research and possess administrative skills and experience. Preference will be given to candidates who present a record of experience in developing collaborative efforts with public schools, field-based programs and skills in working with college, university, community and state and other education personnel.

This is a 12-month appointment with expected appointment in August. Salary is competitive and commensurate with experience and qualifications.

Candidates should submit a letter of application, current resume and the names of three references no later than Feb. 15. Applications, nominations and inquiries should be sent to: Robert Rothberg, chair, search committee department of educational services, ED 318.

To: University departments  
From: Wilson Rosario, finance and accounting  
Subject: Individualized training

Effective Thursday, Feb. 14, finance and accounting will offer individualized training sessions that will cover different areas of particular interest to the department. The sessions will be limited to five people and will be offered the second and fourth Thursday of each month in AD 309 at 2 p.m. Don Meza, accounts payable supervisor, will be in charge of coordinating the training sessions. Contact Opalia Dutal, x8264, or send a PRFS note to ED F+A.

To: Faculty and staff  
From: Rob Sheinkopf, admissions  
Subject: Arena chairback seat selection

I have recently returned from a tour of the new, still under construction, UCF Arena. It will be a state-of-the-art facility. I wanted to make you aware of a unique opportunity. At this time, the lower-level cushioned seats are being offered to the Central Florida community.

It is possible to select a seat or seats and have your name (or a loved one's name) attached to the seat. These are permanent seats and the engraved nameplates will be on those seats for the life of the arena.

As captain of the team of faculty and staff who are helping in the sales campaign, I wanted to offer you the opportunity to select your seat while good seats are still available. It won't be long before UCF basketball games are big events, and tickets will be as premium as prize packages. Your seat will enable you to buy tickets at a reduced rate (and lock in your priority for season tickets for years to come). These will become "hot tickets;" the basketball program under Joe Dean is earning credibility in this community and a faculty/staff member, your participation is critical. There are a total of 1,184 cushioned seats available, and 344 have already been sold prior to any major announcement. The appealing aspect of this project is that we can spread the payment over 30 months (for example, if you purchase two $150 seats, you will be billed $30 per month). For information, call Brian Crowes, x5506.

Gold sections (103, 108) = $250 each seat  
Blue sections (80, 81, 101, 102, 194, 195, 109, 110) = $150 each seat  
Green sections (106, 107) = student seating

Seats are sold on a first come, first serve basis. To purchase seats, fill out the application below and return it to Bob Wise, Knight's Booster, UCF, Wayne Densch Sports Center, Orlando, 32816.

UCF Arena Seat Purchase Application

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>City</th>
<th>Phone (Home)</th>
<th>Phone (Office)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name to appear on seat(s)</td>
<td>Seats in gold section #:</td>
<td>Payment enclosed</td>
<td>Bill me immediately</td>
<td>Bill me over 10 mo.</td>
</tr>
<tr>
<td>Seats in blue section #:</td>
<td>Total enclosed =</td>
<td></td>
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Please make checks payable to: Knights Boosters, Inc.
**News To Note**

**Reflection of the '60s**

**Supporters of the war against Iraq demonstrate at a rally at the University of Central Florida, Jan. 23. Demonstrators clashed with war protestors on campus during the rally.**

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**Degree programs among BOR topics**

A new University of Central Florida degree program was approved by the Board of Regents, Jan. 25. The board, meeting in Tallahassee Jan. 24-25, approved a UCF plan to implement an undergraduate program in health services administration. It also agreed to replace UCF's program in radio and TV production and broadcasting technology with a film program.

Those were among several topics concerning UCF on the meeting's thick agenda.

Other items approved were: new limited-credit degree programs next year for UCF, Florida A&M, and West Florida; increases in activity and service, separate athletic and health fees; and increases in fees for educational centers for child development.

The first day of the meeting, T.K. Wetherell, speaker of the state House of Representatives, suggested the State University System close its doors to out-of-state students, noting that by admitting out-of-state students, Floridians are pushed out of the state's already crowded nine universities.

His suggestion was met with disapproval from members of the Board of Regents.

The board approved the establishment of a 10th state university, and said an 11th state university will also be needed to keep up with growth.

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**USSR, continued from page 1**

The UCF program, though similar to ones at Duke University and New York University, differs in its focus and the ages of its participants. According to Yuriy Osipov, the Soviet's coordinator for the institute, the average age of the Soviets will be 30; the other programs cater to older, more established business people. Osipov noted that participants will have command of English, which is essential during the training portion. A group of 20 executives will be selected for the first session.

Participants will spend two weeks in classes studying marketing, business finance, economics, accounting, and organizational management. Simultaneous translations will be provided during the classes to prevent misunderstanding in the studying stage. The following four weeks, the Soviets will receive on-site job training without assistance with the English language — each will work in a business, shadowing a manager's day-to-day activities. Program administrators will attempt to place each Soviet in a business similar to his own specialty.

Huseman noted that the Soviets will be given a chance to gain “a little flavor of U.S. life.” Evenings out will be planned around typical American experiences, such as going out for pizza.

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**GROWTH, continued from page 1**

The College of Business Administration, Engineering and Health and Professional Studies, the College of Arts and Sciences slightly exceeded last spring's schedule of 814 classes.

Leonid Evenko

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**Michael Bass, vice-president for UCF's Research Center, voiced his confidence that the program and the institute would add to UCF's effectiveness and stature.**

"This university is presently a player on the international stage; we have faculty and teaching programs that have developed an international reputation," he said. "If this is to be a great university, it must continue to build its worldwide contacts."

Bass also cited the success of another joint project between UCF's Center for Research in Electro-Optics and Lasers (CREOL) and the General Physics Institute (USSR) since spring 1988.

Businesses providing training anticipate developing business ties in the USSR. According to Hal Small, director of international business for the Greater Orlando Chamber of Commerce and project manager for the linkage institute, the USSR offers tremendous business opportunities, but the Soviet bureaucracy is a great obstacle.

"The visiting Soviet executives will provide these businesses with direct contact with USSR businesses, allowing the Americans to bypass the red tape," he said.

Sumrall said 10 companies have agreed to participate so far, including AT&T, Walt Disney World, General Mills Restaurants, and the Greater Orlando Aviation Authority. Sumrall is working to add 10 more companies.

The Florida/USSR International Linkage Institute was established in July with a state appropriation of $50,000. The institute includes a partnership between UCF, the chamber and Lake-Sumter Community College.
Joanna McCully
Cooking is a family tradition; they've been in the restaurant business since 1962.

At one time, McCully owned more than 50 cookbooks. She had recipes from every nationality, except Eskimo. Nobody wants to eat whale blubber anyway, she reasoned.

For three semesters, while attending Cornell University, McCully and a few other students hosted international dinners for the university community.

"Each week was a different nationality's dish. One week I would work with Chinese students, and the next Scandinavian students. We could feed 100 students for $1 each," McCully said.

While vice president of the international association at Cornell, she made a traditional Thanksgiving dinner for Japanese students.

"I'll never forget that when I told them I wasn't going to put the dressing in the oven with the turkey, one of them wanted to know why you put a naked turkey in the oven," McCully said.

In time, McCully ended up giving up the two restaurant she owned in order to work with international students full-time.

"The students appreciate you more. You don't have to work nights, and you have more serenity," she said.

Last year, during her senior year at Cornell, McCully found out she had breast cancer. She managed to graduate despite chemotherapy treatment.

"I was the oldest member of the 1990 Cornell graduating class," McCully said. "I sent out 30 (job) applications, and UCF was the only one with enough foresight to hire me."

Her plan for the university's international affairs include a Chinese new year's party and a celebration of Black Heritage Month.

"We're working with the Caribbean Club, the Afro-American Student Union and the Hispanic Club to plan some sort of celebration. It's the first time all the groups have worked together," she said.

Eventually, she would like UCF to have an international center — "a place to introduce (international students) to American culture," she said. "These students are the future world leaders. This is my way to make one small step for world peace."

— By Julie Watson

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**People**

**Diving chef makes splash at university**

Nine years ago doctors told Joanna McCully she had a brain tumor. They said that even though it was benign, she would have to give up one of her favorite hobbies: scuba diving.

McCully — dissatisfied with explanations as to why she should quit the sport, and with the blessing of her therapist — ignored her doctors' advice. Two years later, she boarded a plane bound for Australia's Great Barrier Reef.

"I figured, if I was going to scuba dive it should be somewhere I have always wanted to dive," McCully, 51, said.

She had a picture taken of herself floating in the water 60 feet above the ocean floor, and sent it to her brain surgeon. Attached was a note. It said: "You did a great job, doc. No leaks."

McCully, the University of Central Florida's coordinator of international student affairs, learned to scuba dive 30 years ago.

"It's something I always wanted to do," she said. "I grew up on the water. I was in the Caribbean and the opportunity to scuba dive there. It was the absolute ultimate experience."

She has logged more than 200 dives since, and is now a dive master (meaning she is certified to lead other divers, but cannot teach).

Most of her problems diving have not been with marine life, but with people, she said.

Once, while leading a group, a diver disappeared. Twenty minutes later, he resurfaced everywhere but, with air running low, McCully signaled for everyone to return to the boat. The missing diver was on the deck laughing at the prank he had pulled.

"People just don't think," McCully said, still angry about the stunt. "If I have a choice between saving my life or saving another diver, I'm going to save myself first. If we would have stayed down there to look for that diver, I'd be dead right now."

Despite that instance, McCully loves diving.

Her favorite place, she said without hesitation, "is being back in the womb — peaceful but terrifying."

Most people would likely consider sharks to be terrifying. Not McCully.

"Sharks are overrated. I've run into 10 sharks, with two having potential danger," she said. "If you see one, you just go to the surface."

One of her most memorable dives took place when she swam with a pod of 15 dolphins.

"It's euphoric to be underwater," she said. "It's like being back in the womb — peaceful but terrifying."

McCully said. "I'll never forget that when I told them I wasn't going to put the dressing in the oven with the turkey, one of them wanted to know why you put a naked turkey in the oven," McCully said.

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— By Julie Watson
Fiction writer gives fans tips on craft

"Avoid overwriting, never talk about what you write, and never write when you are not at your desk." This was advice on writing from E. L. Doctorow, author of "Ragtime," who lectured at UCF Jan. 22, on "How Writer's Write."

Named after Edgar Allen Poe -- "a sadomasochist... drug-laden necrophiliac" -- Edgar-Doctorow has considered himself a writer since he was in the third grade.

He was "a great reader," constantly reading the classics, mystery and sea novels. As a child, he preferred novelists Jack London, Rapha Sabatini, Will James and Jules Verne. "Les Miserables" was a favorite novel, read on the New York subway which he said, "Put my life in perspective."

Doctorow's interest in writing continued throughout school, despite an "F" grade in journalism class. Doctorow earned the grade for a fictionalized interview with Carl the Carnegie Hall doorman (the assignment had called for an interview with a "living" person), but the stunt aided his evolution as a writer, for he discovered he preferred writing fiction over journalism.

"It was better to make up a stage doorman than to go through the tedious business of interviewing someone," he said.

Inspired by his older brother, also a writer, Doctorow realized his, "dream sense of being a writer was a practical possibility." And from his family's story tellers, who had the ability to "spin something out of nothing, the basis of writing," he realized "...storytelling is a gift within everyone's grasp."

Doctorow continued writing through his undergraduate years at Kenyon College in Ohio. He graduated in 1952, attended Columbia University graduate school, enlisted in the army and worked at Columbia Pictures for three years.

He began writing his first novel while working as a reader for Columbia Pictures, reading "poor-quality scripts." On company time, Doctorow wrote a story satirizing the Western genre, though he had never traveled west of Ohio. He expanded the story into a novel and it became "Welcome to Hard Times," published in 1960. Although the Western is not considered to be serious fiction, it garnered positive reviews. Subsequent novels are "Big as Light," "Book of Daniel," "Loon Lake," "World's Fair" and "Billy Bathgate." Doctorow is most recognized for "Ragtime," the turn-of-the-century novel, winner of the National Book Critic's Circle Award in 1976.

He also wrote a play, "Drinks Before Dinner," and "Lives of the Poets," a collection of short stories. Until "Welcome to Hard Times," Doctorow had planned on writing novels but had only written outlines. "That is how writers write," he said. "You don't possess what you write just as the explorer doesn't own the mountain he or she climbs."

He said, "The author must trust the act of writing... writing is not generally regarded as a trustworthy process. Writing is an elusive thing, a fluid force in intuitive surge, the muse, as it has been described."

To teach students writing, Doctorow suggested that teachers break traditional rules. "Do not correct (students') spelling. Do not correct their grammar. Do not give them structures. Do not tell them to write in whole sentences. That's for starters," he said.

Doctorow summarized his idea of fiction by saying, "Fiction is a great big messy art, not a specialist's discipline... Everything is data for fiction. Even the mad mutterings of people on the street — it's all gold."

E. L. Doctorow signs autographs prior to his lecture, Jan. 22

Following a dream

About 150 people marched in a parade honoring Martin Luther King Jr., at the University of Central Florida on Jan. 23. Below, two people hold hands during a celebration in recognition of the work of the civil rights leader.

Wednesday, Jan. 30, 1990
Grants

• 91.0079 Automatic Target Recognizers, Algorithms for Second Generation Sensors — U.S. Army — This is a broad agency announcement in which research proposals are requested in the area of software engineering. Research will produce ATR algorithms for second generation imagery, FLIR and multispectral data, and methods of evaluating ATR algorithms. Deadline: March 22.

• 91.0103 Advanced Lithography — Defense Advanced Research Projects Agency — It is soliciting abstracts for Innovation Sensors — transfer of advanced lithography processes and equipment which advance improved manufacturing performance — compatible with silicon very large scale integration. The prospective source must show how it will satisfy the requirements of the Air Force in this technology. Deadline: March 3.

• 91.0104 Long Wave Infrared Sensor Arrays — U.S. Air Force — The solid state science directors of Rome Air Development Center are seeking sources which are capable of designing, fabricating and delivering staring infrared focal plane arrays for trimethyl iridium silicide. The arrays must be compatible with silicon very large scale integrated circuit technology. The prospective source must show how it will satisfy the requirements of the Air Force in this technology. Deadline: March 3.

• 91.0096 Dual Band Infrared Detection and Front Line Research Laboratory The purpose of this is to develop the technology for infrared focal plane arrays which can operate in both the 5-15 micron and 8-12 micron bands. Deadline: Feb. 2.

• 91.0041 Research Careers for Minority Scholars — National Science Foundation — The program provides grants to colleges and universities to assist in the implementation of research and academic enrichment programs for minority undergraduate and graduate science and engineering students. Deadline: March 30.

• 91.0047 Advanced Computer Hardware, Advanced Computing Environments, and Digital Physics — U.S. Department of Energy — The goals of the CHAMP climate modeling program is to develop, verify, and apply a new generation of climate models within a coordinated framework that incorporates the best scientific and numerical approaches to represent physical, biogeochemical, and ecological processes, that fully utilizes the hardware and software capabilities of new computer architectures, that probes the limits of climate predictability, and finally that can be used to address the challenging problem of understanding the greenhouse climate changes through the ability of the models to simulate time-dependent climatic changes over extended times and with regional resolution. Deadline: Feb. 2. If interested, contact KPX 080 immediately.

• 91.0048 Environmental Science Education — National Science Foundation — This division of materials development, Research and Information Science Education, is engaged in an effort to improve the quality and quantity of mathematics and science education both in school and through informal learning. The division's activities stress cooperative development of the skills of scientific inquiry and educational experts with real-world interests and implementation skills of school systems, publishers, broadcasters and museums. Deadline: April 4.

• 91.0049 Environmental Monitoring Program — ATR Algorithms — ATR algorithms are transfer of advanced lithography processes and equipment which advance improved manufacturing performance — compatible with silicon very large scale integration. The prospective source must show how it will satisfy the requirements of the Air Force in this technology. Deadline: March 3.

MEMORANDUM, continued from page 2

To: University community
From: Linda Bonta, finance and accounting
Subject: Reporting of Social Security amounts

The comptroller's memorandum number 19 advises that effective July 1, Other Personnel Services (OPS) wages paid which are subject to the 1.45 percent Hospital Insurance Tax will also be subject to the 6.2 percent Old Age, Survivors and Disability Insurance Tax.

University of Central Florida employees should be aware that an additional 6.2 percent will be deducted from their paychecks if they are subject to the 1.45 percent HI Tax.

Departments should be aware that an additional 6.2 percent will be deducted from the departmental budgets to match the employees' contribution.

Employee exempt from payment of the OASDI Tax are students enrolled and regularly attending classes at the university where the services are performed and non-resident aliens with F-1 or J-1 visas who are performing services related to the primary purpose for being in the United States.

Questions should be directed to the payroll department, x2883.

To: Faculty
From: Bruce Whicker, College of Arts and Sciences
Subject: Assistant dean search

The College of Arts and Sciences invites applications and nominations for a new assistant dean position.

The assistant dean will be responsible for college-wide coordination of undergraduate education. This individual will direct, with the college development officer, policy and planning for industrial and community relations and development. Additionally, the assistant dean's responsibilities include scholarships, teaching awards, innovative innovations and technology and special projects.

To qualify, applicants must have an earned doctorate, a term or five or more years of experience or equivalent, government or creative activity. Previous administrative experience is highly desirable. Depending on the successful applicant's qualifications, tenure-track or tenured faculty rank in an arts and sciences department is possible.

Applications or nominations will be accepted if postmarked on or before Feb. 15. Women and minorities are especially encouraged to apply. Applications must include a letter of interest, curriculum vitae, and the names, addresses, and telephone numbers of at least four references.

Applications and nominations should be mailed to: Robert Davis, chair, assistant dean search committee, HFA 511, College of Arts and Sciences.
This And That

UCF involved in pilot program

Guidelines explain 'Appraisal by Exception'

Editor's note: The University of Central Florida has been chosen to participate in a state pilot employee evaluation program. The following guidelines explain the program.

Participants in the pilot program

The pilot program, called 'Appraisal by Exception,' will be implemented at the University of Central Florida, the University of South Florida, and the Board of Regents office. All University Support Personnel System employees at participating institutions will be included, with the exception of law enforcement officials.

Operational guidelines

For purposes of this program, these guidelines will replace USPS rule 6C-5.750. The only exceptions are that USPS rule 6C-5.750(15)(a) and (b) will continue in effect for rater designation, reviews by higher level supervisors, discussion of the appraisal, employer's signature or refusal to sign, and disposition of copies of the appraisal.

Performance standards for USPS employees in the pilot program will continue to be subject to the grievance procedures contained in union contracts and in USPS rule 6C-5.750.

The philosophy behind the pilot program is 'appraisal by exception.' Only changes in an employee's performance result in a change in the overall rating, require a written appraisal. Small changes in the employee's performance, which do not affect the employee's overall rating, may be communicated to the employee.

Annual review

Unless delayed by an extended absence due to illness or personal emergency, there shall be a meeting between supervisor and employee during March of each year. The purpose of this meeting shall be to discuss the employee's performance during the preceding year, to discuss and update the position description (where necessary), and to convey the supervisor's performance expectations for the upcoming year. While expectations expressed during the annual review are not required to be conveyed in writing, supervisors are encouraged to prepare and provide employees with a written plan, 'performance plan,' that could include expectations, unit goals and objectives, and other information deemed important.

Documentation of the annual review

Though not required, supervisors may elect to complete a written statement outlining the issues discussed during the annual review. This statement could be used as a basis for discussion during the upcoming year. The document could include expectations, unit goals and objectives, and other information deemed important.

Other performance reviews

The supervisor may conduct a performance review at any time for reasons such as the following:

• A change in performance in one or more areas of performance or in overall performance.
• Other changes in supervision, job duties, priority of job duties or supervisor's expectations.

Rating levels

There will be five rating levels during the pilot program.

• Unsatisfactory: Performance fails to meet the expected level of performance in most areas, most of the time.

• Marginally effective: Performance meets the expected level of performance in most areas, some of the time.

• Effective: Performance exceeds the expected level of performance in most areas, most of the time.

• Marginal: Performance fails to meet the expected level of performance in some areas.

• Unsatisfactory: Performance fails to meet the expected level of performance in most areas.

None. At the time of the first annual review during March, if the rater determines that the employee's level of overall performance has not changed and does not prepare a written appraisal, the employee will automatically be given a rating level in the pilot program's five level system that equates to a comparable rating in the previous three level system.

Employees whose most recent appraisal rated their overall performance as "below performance standards" and "achieves performance standards" will be rated at the "unsatisfactory" and "effective" level in the next performance cycle.

Employees whose performance was previously rated "exceeds performance standards" and "special achievement modifier" will convert to "commendable."

Employees whose performance was previously rated "marginal" or "unsatisfactory" will be converted to "marginal" or "unsatisfactory," respectively.

Use of "marginal" and "unsatisfactory" performance ratings

Since poor performance should be dealt with as soon as possible, the period covered by a "marginal" or "unsatisfactory" appraisal should normally not exceed two months. However, where successive incidents of poor performance occur over a longer period of time, or where compelling circumstances exist, the rating period may be extended for a reasonable length of time.

There is no requirement to give an employee a "marginal" rating prior to an "unsatisfactory" rating. Each rating stands on its own definition and merits.

When an employee receives a "marginal" or "unsatisfactory" appraisal, the supervisor shall identify and communicate, in writing to the employee, any improvements necessary to correct the deficiencies.

Special performance process

If an employee, who has attained permanent status in the current class, receives an overall rating of "unsatisfactory" or "marginal," the rater, with the cooperation of higher level supervisors, shall be responsible for identifying specific improvements necessary for the employee to receive a rating of at least "effective." If, at the time of receiving such an appraisal, the employee is retained by the university, the employee's performance shall be reevaluated at least each two months thereafter until:

• The employee's performance has improved and is rated at least "effective." or
• The employee's performance has improved and is rated at least "effective."
• Or, upon request by an employee's supervisor, may elect to complete a written statement outlining the issues discussed during the annual review. This statement could be used as a basis for discussion during the upcoming year. The document could include expectations, unit goals and objectives, and other information deemed important.

The director of personnel, upon the recommendation of supervisor, may remove the employee from the class with a concluding performance rating of "less than satisfactory," or "marginal," or "unsatisfactory." The director of personnel may also extend the appraisal period beyond the four months under the following circumstances:

• In the event of the employee's absence due to disability in accordance with Rule 6C-5.750(9)(d), the appraisal period may be extended day-for-day for the period of the employee's absence.
• In the event of the employee's personal illness or injury, the appraisal period may be extended day-for-day after such illness or injury has exceeded 15 consecutive work days or a total of 45 nonconsecutive work days within the 12-month period.

Purposes of performance reviews, appraisals

Performance reviews and appraisals shall be used for the following purposes:

• To appraise the employee's performance of assigned responsibilities.
• To provide an opportunity for supervisor-employee communication.
• To direct an employee's attention to a performance problem.
• To evaluate changes in the employee's performance, which do not affect the employee's overall rating.

Employee's written appraisal

This And That

Wednesday, Jan. 30, 1990
### Classified Ads

**For Sale**

- **Basketball backboard, new, mounting bracket w/ ball set, $60. Ball separate, $15. Carol, x2989.**
- **Car, 94 Bonneville sedan. Auto, A/C. P/S, P/B, radio. Good transportation. $1,900. 671-8434. Owner. Excellent condition. 57,000 mi. $3,000. x5777.**
- **Car, Basketball backboard, bedroom and living room. 3 yrs old. $122,000. 679-8482.**
- **'83 Toyota Tercel. Excellent condition. 45 plus mpg. $800. 671-8434.**
- **'84 Ford Ctr Vic, A/C, cruise cont, new shks/frt cyl, new tires. $1,250. All a/c. 671-8434.**
- **'84 Bonneville sedan. Auto, A/C, P/S, P/B, radio. Paint, Lake access. Asking $2,000. 671-8434.**
- **'85 Toyota SR 5 turbo. Excellent condition. Auto, matching tan cover. Loaded. Black exterior/gray interior. Must see to appreciate. Must sell. Sacrifice for $4,500 or best offer. Judy, x5844 or 339-2043 after 5 p.m.**
- **'85 Toyota SR 5 turbo. Excellent condition. Auto, matching tan cover. Loaded. Black exterior/gray interior. Must see to appreciate. Must sell. Sacrifice for $4,500 or best offer. Judy, x5844 or 339-2043 after 5 p.m.**
- **Travel trailer, 63 Avens. Full booth and kitchen, A/C. Sleeps 4. $3,200. x2193.**
- **Truck, 95 Saturn SL 1 turbo. Excellent condition. Auto, matching tan cover. Loaded. Black exterior/gray interior. Must see to appreciate. Must sell. Sacrifice for $4,500 or best offer. Judy, x5844 or 339-2043 after 5 p.m.**
- **Van, 85 Ford, handicapped equipped, electric lift, raised roof, tie-downs, hand control, etc. 69,000 mi. $3,500. x510, 677-4459.**
- **Waterbed, solid oak king size w/ bookshelf head board, 2 mattresses, new head board, 2 sets sheets. Only $500. Dottie, 677-4459.**
- **Wedding gown, accessories, ivory satin and lace, beaded bodice, low back, long sleeves. Designer label, size 10/12 long to short. Worn once. Paid $1,000. All offers considered. x2190, 339-8323.**

### Calendar

**Courses:**

- **The Center for Executive Development will present the following courses. For information, call x5446.**
  - Tuesdays, Feb. 5-28 at 5:30. Effective Contract Administration (Brevard campus), 6-9 p.m. $950.
  - Thursdays, Feb.7-May 2. Effective Contract Administration (Orlando campus), 6-9 p.m. $950.
- **The Institute of Government is offering the following courses at the Winter Park Center. For information, call 662-1240.**
  - Wed., Feb. 3-4, Grammar Brush-Up, 9 a.m.-noon. $25.
  - Tues., Feb. 5. The Nuts and Bolts of Customer Service, 9 a.m.-4 p.m. $105.
  - Wed., Feb. 6-7, Supervisory Skills, 9 a.m.-4 p.m. $100.
  - Thursday, Feb. 7, Organizing and Developing Effective Presentations, 9 a.m.-4 p.m. $35.
- **User Services is offering the following personal computer instruction short courses free to faculty and staff. For information, call x5117.**
  - Wednesdays, Jan. 30-February 1. Word/Perfect 5.0 Introduction, 9 a.m.-noon. 3 credits.
  - Feb. 13-14. DOS II Advanced, 1-4 p.m. Personnel services is offering the following courses. To register, contact personnel services, ADM 220.
  - Feb. 1. Purify Your Mind in Your Mail, 10 a.m.-noon. 1 credit.
  - Tuesday, Feb. 5. New Employee Orientation, 9:45 a.m.-2 p.m.
  - Tuesday, Feb. 12, Ledger Series (Basic and Education/General), 10 a.m.-noon.
- **Fund-raisers:**
  - Saturday, Feb. 2, the UCF Women’s Club will sponsor Mardi Gras dinner and silent auction in the UCF Dining Room. Postmates start at 2 p.m. Reservations are $17.50. For information, call 365-2285 or 366-1995.
  - Saturday, Feb. 2-Sunday, Feb. 3, análise sale at the Orange County Agricultural Center, corner of Bumby and Michigan, to benefit The Cross Nursery, a center for neglected and abused children. For information, call 298-6309 or 425-6744.
- **Miscellaneous:**
  - Saturday, Feb. 16, the 4th annual SK Run for Your Heart at Creek Park will be held at 9 a.m. There are individual categories for students, faculty and staff, and team and spirit awards for clubs. Proceeds benefit the student wellness scholarship fund. Submit entry forms to the wellness center or register by 8:30 a.m. on race day.
  - **Seminars:**
    - The following courses are offered in the Orlando/Daytona Beach areas by public and private agencies. Information is available in personnel services, administration building, room 210.
    - Feb. 5-6, Time Power for Increasing Your Personal Productivity.
    - Feb. 6. The Secretarial Seminar.
    - The Small Business Development Center is sponsoring "How to Start Your Central Florida Business" seminar on the following days: Feb. 2, 9 a.m.-4 p.m.; Feb. 13 and 14, 8:30 a.m.-5:30 p.m.; March 1, 9 a.m.-4 p.m.; March 12 and 14, 8:30 a.m.-5:30 p.m.; April 5, 9 a.m.-4 p.m.; April 16 and 18, 8:30 a.m.-5:30 p.m. For information, call x5044.
- **Workshops:**
  - The Small Business Development Center is offering the following week-long workshops at various chambers of commerce.
    - Feb. 13, Business Plan Development, Sanford, 9 a.m.-noon.
    - Feb. 14. Marketing Plan Development, Sanford, 1:30 p.m.-4 p.m.
    - Feb. 21. Records, Cash Flow & Taxes, Sanford, 9 a.m.-noon.

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**For Rent**

- Lakeside, old Winter Park, lillyfield, roomy, very private, tastefully furnished 2 bs apt. For one selective nonsmoker. Available Feb. 1, $250 and utilities. 529-1480.
- House to share, 3/2, pool, tennis. Orlando area. Sandy, x506.
- House, 2 mo. old, 3/2. Enclosed patio, blinds, most appliances, dbl. garage. No pets. UCF/MA area. $695/mo. 275-8906, home message.
- Room, female to share w/ same and 2 kids. 3/15, $260 includes all. W/D, micro, A/C, heat. 15 min. from UCF. Peggy, x3984 or 363-2630, evening.

**Wanted**

- Good home, adorable puppy needs home. Half dube. Chocolate-brown male. For information, call Mindy, x3250.
- Roommate, to share duplex. Own bedroom, share bath. Across from UCF. $225/mo., 1/2 utilities. Linda H., x2771.

**Personal**

- Get well cards. I want to thank everyone for the beautiful get-well cards I received during my stay in the hospital. Richard Kelley.
- House and pet sitter. Need someone to walk your dog, feed your cat, pick up your mail while you're out of town? If so, call Kathy, x2208. References available. Reasonable cost.

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**The UCF Report**

The UCF Report is a publication of the University of Central Florida, P.O. Box 164000, Orlando, FL 32816, (407) 823-2504. Publication of announcements and official memoranda about University policy and procedures in the UCF Report constitutes official notice to faculty and staff.

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