The search for UCF's fourth president took a giant-sized leap last week when the advisory committee approved a job advertisement that will be published in national and local publications. The Board of Regents hopes to name a president Dec. 4.

The job is expected to attract a flood of candidates. A dozen nominations had already been made prior to last week's search advisory committee meeting and the formal launching of the search - the advertisement. Chancellor Charles Reed, calling the university a "hot commodity," said 120 people could end up applying for the job. Applications are already stacking up on his desk, Reed said.

The seven-member BOR search committee and the advisory committee, made up of 36 university and community representatives, are being asked to follow a tight schedule. The deadline for nominations is Oct. 1, and two months later the university's president is scheduled to be named. That person could take office by January. In the meantime the committees must weed through applications and interviews, a procedure that will be slowed by the holidays. "This is an awfully tight timetable," Reed told the advisory committee Aug. 15, adding that committee

Please see SEARCH, page 3

The search schedule

- Oct. 1: Deadline for receipt of nominations.
- Oct. 8: Deadline for receipt of acceptance of nomination or application.
- Oct. 10: Chancellor recommends approximately 30 candidates for close consideration for advancement. Committee members may recommend addition of candidates for close consideration by notifying chancellor.
- Oct. 16: Search advisory committee meets to consider candidates recommended for close consideration and assess "fit" of candidates to UCF presidency.
- Oct. 17: BOR selection committee meets to identify approximately 10 candidates for initial interview.
- Oct. 23-25: Search advisory committee interviews candidates.
- Oct. 27: Search advisory committee meets jointly with BOR selection committee to report on interviews. BOR selection committee invites approximately five candidates to return for second round interviews.
- Nov. 4-22: Candidates and spouses invited to visit UCF and Orlando for separate one-day interviews. Chancellor Reed and Executive Vice Chancellor McTarnaghan interview colleagues and associates in home communities.
- Nov. 25-26: BOR selection committee conducts third round of interviews.
- Dec. 4: BOR selection committee meets to evaluate candidates, consider recommendations of chancellor, and recommend a candidate to full board for appointment. Board meets by telephone conference call to appoint president.

Bus service eases road, parking lot problems

If all goes as planned, bicycles and cars will soon take a back seat to shuttle buses on Alafia Trail.

UCF officials are hoping a shuttle service to and from the university along the heavily-traveled road will attract enough commuters to ease congestion and alleviate overcrowded parking lots at UCF.

Dubbed LASER - for Local Area Shuttle Eastern Region - the service was dedicated last week by the University Activity Center Transportation Authority, Tri-County Transit and UCF. The shuttle, which began running Aug. 15, is subsidized by UCF, Orange County, local businesses and the Florida Department of Transportation.

The public transportation project aims to relieve congestion along Alafia Trail, where thousands of students live, and to lessen the need for parking lot.

Please see SHUTTLE, page 3

Next issue of The UCF Report is Sept. 4 • Deadline Aug. 28
To: University community
From: Dan Holzenbeck, office of the president
Subject: Board of Regents meeting

The Board of Regents held a called meeting on July 29 in Palm Beach Gardens, principally to consider public testimony and discussion of branch campuses sites for Florida Atlantic University in northern Palm Beach County. The consequence on the agenda was a discussion of the 1992-93 Legislative Budget requests which was a continuation of the June meetings in Tallahassee.

To All faculty
From: Anndale Dillion, libraries
Subject: Library research study rooms for faculty

One of the nicest features the library offers each semester is the use of reserved study rooms for faculty members conducting research. Guidelines for the use of those rooms follow:

1. Only reserved study rooms should be occupied by faculty for the time scheduled for use.
2. A maximum of two people may be assigned to the same room. If more than two people are permitted in the room, the library will have to be alerted.
3. Keys will be issued to faculty at the librarian circulation/reserve desk.
4. Seven rooms are available on a semester basis. Three additional rooms will be available for short-term projects.
5. Preference will be given to individual faculty members actively involved in research and writing projects in which use of library resources is important. Assignments are not made on a first-come, first-served basis.
6. Faculty must notify the library of the estimated time required to complete a reserved room assignment.
7. Keys will be issued to faculty at the librarian circulation/reserve desk.
8. Keys will be returned to the library at the end of the semester or when no longer required.
9. Rooms will be closed at 8 a.m. from 8 a.m.-2:30 p.m.
10. The last day of the final examination period normally will coincide with the last day for use of the room unless prior arrangements have been made in writing with the circulation librarian.
11. Keys will be returned to the circulation desk.
12. Eating and drinking is permitted only in the staff lounge. Faculty are expected to abide by these policies. Access to the staff lounge is obtained from the circulation librarian.

To: All faculty
From: John Langdon, director of student health services
Subject: Graduate assistant vacancy

The division of student affairs is presently searching for a qualified student to serve in the position of graduate assistant, dean of students office. Please encourage qualified students to apply. Applicants should be enrolled as graduate students for the fall semester.

To: Deans, chairs and directors
From: Pamela Mounce, student affairs
Subject: Graduate assistant vacancy

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Memorandum
To: Campus organizations
From: Victor Collazo, Student Center
Subject: Green

During the last academic year we received numerous complaints about events being held on the health and physics green. The bands and amplified music interfere with classes and studying in both the health and physics buildings and the library. Effective immediately, all bands and amplified music will be limited to the Student Center green. Call x2633 for reservation details.

To: Faculty and instructional staff
From: Terri Langford, Student Health Resource Center
Subject: CHAMP and other Wellness Center programs

Many of you have incorporated our CHAMP (Comprehensive Health Assessment and Nutrition Program) into class activities. If you have any questions or need further information, contact John Simmons at x2506.

To: All faculty
From: Stuart Lilie, undergraduate studies
Subject: Foreign language requirement and faculty travel

Beginning Thursday, Aug. 29, a new state contract for envelopes, White Wove, will be awarded to Westvaco Envelope Division, P.O. Box 45770, Davie, GA 33321.

The printing of letterhead and business cards are purchased from Pride, P.O. Box 215, Lowell 23263. Listed below are the prices. Also recycled letterhead is available and may be ordered for specific faculty. Funding this year will be roughly the same as last year, I assume that guidelines will also be roughly the same as last year, because of the increased demands on the center and limited resources available to the students.

The State of Florida has determined that the printing of letterhead is a type of office supply that is required for the proper functioning of the state government. Therefore, all offices must order their letterhead from Pride.

The UCF Report

To: University community
From: John Flannagan, director of student health services
Subject: Student Health Center programs

The Student Health Center has grown to an organization serving more than 30,000 patients a year, staffed by highly-trained professionals and offering a range of services in traditional medical care and high level wellness and preventive medicine. Because of the increasing demands on the center and limited resources available to support the wide needs of a diverse student population, it is to be hoped that the benefits of regular health care, prevention and early detection, will be realized by students. If you need more information, contact John Simmons at x2633 or me at x2665.

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SHUTTLE, continued from page 1
for UCF to build campus parking lots to accommodate close-in commuting students. It is not clear which to choose, both of which stop at the administration building and apartment complex. It is likely other stops will be added at the university if there is enough interest.

Buses operate every 15 minutes beginning at 7 a.m. Monday through Friday. The one-way fare is 25 cents or $40 for a season pass. Students transfer free to and from all Tri-County Transit bus routes. Passes and route maps are at the bookstore and Kiss. 

SEARCH, continued from page 1
members will have to work hard to meet the deadline.

Reed encouraged committee members to "spread the word" that tenured faculty members are looking for an assistant professor. He said one of the best ways to get good candidates is to call other universities to find out if they have quality people who may be interested. Letters will also be sent to universities throughout the nation in hopes of recruiting candidates.

Carroll said UCF's BOR committee, assured the advisory committee that the search would be a "positive experience." He promised that the intensive selection process would guarantee that "we will have a good president in place." 

Added Reed: "You have to believe in the process, and if you believe in it, it will work." Candidates can either apply or be nominated — in which case they will have to accept that nomination to be considered for the job. Five had applied as of last week, head of the BOR committee, the assistant BOR committee and advisory committee will screen and interview as many as 120 candidates.

**Just the facts**
• What: Presidential search
• When: Now through December
• Who: BOR search committee and advisory committee

Editor's note: The following is the UFF/UCF Chapter Consultation with the President report. Representing UFF were Karen Biraimah, William Byers, Phyllis Hudson, Frank, Kujawa, King Osborne and Bonnie Barker. Representing the administration were Steven Altman, Janet Cavanagh, David Juge, John Byers, Ashman Brown, Frank Juge and Mark Roberts. The consultation took place June 6.

Steven Altman apologized, but said he would be leaving the meeting early because of a last-minute, out-of-town engagement. He stated that the discussion of tenure and promotion criteria be delayed for discussion at a meeting to be set at the earliest possible date. He said he had discussed the other issues on the agenda with Frank Juge, who would represent him in those discussions. Karen Biraimah agreed.

Salary discrimination and merit pay

Biraimah stated UFF's position: Promotion raises for UCF faculty should be for the full academic year and that funds to do this should be taken from large funds if necessary. Also, discriminatory raises should be allotted according to established departmental merit criteria. Juge said that Board of Regents indicated that no variance from legislative or UFF/BOR agreement provisions is permissible, and the Legislature has mandated that no salary rates be effective before Jan. 1. He said that he was not convinced that it would be a good thing to do in any case, considering how little money is available for salary increases overall.

He said that almost half the 5.5 percent (of the 1990-91 salary rate) generated for discretionary rates had to be used to fund mandated increases: promotion, reappointment and increases to bring faculty salaries up to the 80th percentile of comparable individuals on the Oklahoma State University or Association of Research Libraries salary scales. William Byers indicated that 1989-90 salary data is being used for these comparisons.

Juge said UCF deans and directors have been advised to come up with a list of adjuncts that will include a list of the following: the name of the individual, the name of the course they are teaching, the number of hours the individual is teaching, the name of the department they are teaching in and their salary.

Biraimah stated that he was working with the faculty and the budget office to find out what is being charged to the faculty. He said that most of the time that faculty members are paid for on their professional time is for publications, conferences and refereeing. He said that most of the time is not budgeted and that it is not accounted for. He said that the administration is not willing to talk about this issue.

Biraimah stated that if faculty members are to be encouraged to attend graduation ceremonies, they should be allowed to park in areas normally designated as faculty parking.

Byers commented that he would like to see the fee come down, too, but that it was not likely. Part of the money collected from parking stickers is going into the Parking Garage Trust Fund. He explained that parking facilities are not funded by the Legislature.

Some of the parking fee monies ($30,000) will be used to subsidize bus shuttle service to UCF along Aibaya Trail beginning in the fall. This one-year experimental project is also being supported by local businesses, Research Park and Quadrangle tenants and federal grant monies.

Biraimah stated that UFF would like to see the university put out more information regarding the procedure for acquiring loading/unloading permits. He commented that parking facilities are not funded by the Legislature.

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Biraimah commented that the issue had been discussed with all members of the faculty and that they had agreed that the issue would be brought to the attention of the university.

Juge asked what procedures UCF instructors eligible for promotion under Section 6C7-3.017(2)(a) of the UFF Promotion Rules follow. Juge said that he would check on it.

Due to time constraints, it was agreed that all tenure and promotion issues would be dealt with during a later meeting. The administration's tenure and promotion issues would be dealt with during a later meeting.

FTE and summer contracts

Kujawa asked that there be some way of setting additional standards for different courses, with chairs and faculty working out the details where appropriate. Juge said that he had already done some work in this area, but had decided that information on "sidewalk vehicular traffic" should be done first.

• Adjuncts and instructors
• Phyllis Hudson reiterated UFF's position that adjuncts who have been continuously employed for several years at UCF be offered regular part-time faculty appointments.

Juge said that the issue had been discussed with all members of the faculty. He said that the problem seemed to occur primarily in the College of Arts and Sciences and was moving in the direction of trying to hire as many candidates with research qualifications as possible. Moreover, when new positions are made available, they will be tenure-track, full-time appointments.

Biraimah stated that UFF believed that there was a place for both kinds of appointments at the university and one did not necessarily preclude the other. She also reminded Juge of UFF's request for data on adjuncts. She said that he would check on it.

Juge allowed for data on terminal contracts issued to instructors and also for the number of instructors the university intends to replace term-limited instructors. Juge said that he was aware of two instances in both the College of Arts and Sciences — and the objective was to replace with tenure-track appointments, as mentioned above. He said that by-and-large, instructors will continue to be hired, but in departments which rely only on adjuncts.

Hudson asked what procedures UCF instructors eligible for promotion under Section 6C7-3.017(2)(a) of the UFF Promotion Rules follow. Juge said that they would be determined by the normal procedure. Hudson commented that some deans are telling instructors they cannot be promoted, but must apply for a tenure-track opening along with other candidates if they wish to achieve assistant professor status. Juge indicated this was not appropriate and that he would remind the deans of it. He did remind UFF; however, that deans had the right to make negative recommendations on promotion.

In response to a question from Kujawa, Juge stated that the university had the freedom to convert tenure-earning lines to non-tenure-earning lines and vice-versa. He said that deans should not be telling instructors not to apply for promotion and that he hoped all assistant professors at UCF are hired according to the search process or promoted into the rank by the agreed promotion procedure.

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Byers added concerns regarding the 12-hour law, mentioning that some assignments appeared random in application.

Juge suggested getting back to some rational basis.

Byers also brought up the problem of regular faculty having to travel off-campus in order to accept an assignment. Byers commented that if they did not have an overload assignment, Juge responded that the situation came about because of necessity.

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Ceramic tile, security system, fireplace, screened porch, House, 2/2 in Palm Valley, 1.5 mi. from UCF. Lr. ktchn, 53x475

Duplex, 2/1 oil Chickasaw Trail, $46,900. New carpet, beautiful pets. $30 each. Richard, 365-6272.

Cockatiels, grey, hand fed, 3 months old, very lovable, digital loudspeaker w/ 12 in. subwoofer, 2 4 in. S850 for system or best offer. Paul, x5462 or 657-2128.


Car, '81 VW Rabbit, $995. Excel, mechanical cond., has 142K mile., no A/C,. 631-8139 or 633-7061.

Car, '87 Hyundai, 2nd owner. 31K mi., AM/FM cass. Excel, mechanical cond., has like new. 3-door, A/C, $2,900. Jim, x2384 or 281-1627.

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Bike, ladies 10-speed, Bridgeston City/Mountain, burgundy, used no more than a dozen times. 800 or best offer. Donna, x3432.

Book cases, 2, tall w/ cabinet in bottom, wall height style finish, very good condition. $40 each or $70 for both, negotiable. Mindy, x2501 or 366-7790, evening.

Boots, ladies black call height. Never worn, size 11/2. Copper and silver accents (toe tips and detachable buckle/strap around ankle), $25, Dolores, x5554.

Car, '79 Toyota Corolla wagon, 5-speed, reliable. New tires, AM/FM cassette, A/C, perfect engine. $899. Dolores. x5554 or 662-2693, after 4:30 p.m.

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Cockatiels, grey, hand fed, 3 months old, very lovable, digital loudspeaker w/ 12 in. subwoofer, 2 4 in. S850 for system or best offer. Paul, x5462 or 657-2128.

Van, '86 Tropic Scamp, 18 ft., sleeps 4, new scotch vinyl side rails. Excellent condition. $150 or offer. Mindy, x2501, or 366-7780.

Waterbed, queen, headboard, dresser, 1 drawer. Excellent condition. $25. Troy, x2961, or 281-6915.

Swag lamp, 1 white wicker, 1 brown canvas. Good condition. $15 each or offer. Mindy, x2501, or 366-7780.

Steering wheel, 3-1/2 in. Gelatin Beach, ocean close to campus. Chuck, x2472, or 366-3945.

Van, '86 Tropic Scamp, 18 ft., sleeps 4, new scotch vinyl side rails. Excellent condition. $150 or offer. Mindy, x2501, or 366-7780.

Steamer trunk, wooden hangers, drawers, solid wood. Excellent condition, $25. Troy, x2961, or 281-6915.

Waterbed, queen, wavefess mattress, liner, heater, frame. Excellent condition. $100 or best offer. P 62 or 657-2128, evening.

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Supplement

Letter from the provost

Given below is this year’s timetable relating to faculty reviews 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, provided that all substantive requirements are met. However, the Jan. 6 date for submission of all promotion and tenure files to me is firm.

The application format for promotion and tenure is available from either the office of the dean or the office of academic affairs.

If you have any questions, please call Frank Juge at x2496.

Richard Astro, Provost

Please pull out this section and retain for your records.

Tenure/promotion schedule 1991-92

Friday, Aug. 23: Tenure/promotion reviews requested from outside experts (due Sept. 27).

Friday, Sept. 27: Tenure/promotion application file completed.

Friday, Sept. 27: Outside reviews due.

Wednesday, Oct. 2: Tenure/promotion evaluation file (with outside reviews) transmitted by department chair to Department Promotion and Tenure Committee.

Thursday, Oct. 10: Tenure/promotion — Department Promotion and Tenure Committee report (AA-16) submitted to department chair.

Tuesday, Oct. 15: Tenure only — department chair completes Form AA-18-A Revised, A-D.

Wednesday, Oct. 16: Tenure only — department chair sends written notice of Department Promotion and Tenure Committee recommendation with copies of individual reviewer worksheets (Form AA-18-C) and makes candidate available to authorized reviewers. (Copy of notification sent to dean and department chair. Candidate's response is due within five calendar days.)

Thursday, Oct. 24: Promotion only — department chair sends copy of chair's response Form AA-18-A Revised, Section A-F with a letter of transmittal. Candidate's response is due within five calendar days. (Candidate may respond within five calendar days.)

Tenure only — department chair by letter notifies candidate of: • vote of tenured faculty in department/college, • sends candidate copy of chair's recommendation and comments, and obtains signature of candidate. (Candidate may respond within five calendar days.)

Wednesday, Oct. 30: Tenure/promotion — department chair to dean.

Thursday, Oct. 31: Tenure/promotion — dean to college committee.

Monday, Nov. 25: Tenure/promotion — College Promotion and Tenure Committee report (AA-16) to dean.

Tuesday, Nov. 26: Tenure/promotion — dean notifies candidate by letter of College Promotion and Tenure Committee report, providing candidate with a copy. Candidate's signature requested on AA-16. (Candidate may respond within five calendar days.)

Monday, Dec. 2: Deadline for candidate's response to college committee's recommendation.

Friday, Dec. 20: Tenure only — dean formulates recommendation AA-18-B Revised, Section A and B and sends a copy with transmittal to the candidate (copy to department chair), requests candidate's signature. (Candidate may respond within five calendar days.)

Promotion only — dean formulates his recommendation (Form AA-18-B Revised) and sends a copy with transmittal to the candidate and requests candidate's signature. (Candidate may respond within five calendar days.) (Copy of notification sent to department chair.) Candidate's response is due within five calendar days.

Wednesday, Jan. 8: Tenure/promotion — University Promotion and Tenure Committee to commence review.

Friday, Jan. 31: Tenure/promotion — University Promotion and Tenure Committee sends notice of recommendation and provides copies of individual reviewer worksheets (Form AA-18-C) to University Promotion and Tenure Committee.

Monday, Feb. 5: Deadline for response from candidate to University Promotion and Tenure Committee notice.

Monday, Feb. 10: University Promotion and Tenure Committee to Provost Astro.

Wednesday, March 4: Tenure/promotion — provost to president.

Wednesday, March 11: Tenure/promotion — provost to president.

Monday, April 6: Promotion notices.

Wednesday, April 15: Tenure to Board of Regents for June meeting.

Supplement, Page 1
(1) Policy
(a) University of Central Florida adheres to the regulations of the Board of regents governing promotion. (6C5-113).
(b) There should be sufficient discipline flexibility in interpretation of the standards for promotion so that individuals may have reasonable expectation of fulfilling the requirements.
(c) A faculty member should normally be recommended for promotion prior to or at the same time that tenure is recommended. To save time for both faculty members and committees, the necessary papers for both should go forward simultaneously. It is recommended that a positive vote for promotion precede the vote on tenure.

(2) Nomination Eligibility
(a) Promotion to Assistant Professor - The candidate is expected to have demonstrated his/her competency in the area of teaching. Except in unusual cases, the individual should hold the doctorate or terminal degree in his/her field of specialization.
(b) Promotion to Associate Professor - The rank of professor reflects not only an individual's contributions within the institution but also denotes a status and level of significant achievement among one's disciplinary peers on a national or international level. The standards in each of the colleges call for distinction in scholarship or teaching with substantial accomplishments in service or other university duties. Substantial contributions of a continuing nature in each of the areas, beyond that expected of an associate professor, are necessary components for the achievement of the rank of professor.
(c) Promotion to full Professor - The faculty ranks shall also consider service to public schools. Service in public schools shall be included under Service/Research/Creative Activities, as appropriate. Judgments pertaining to the decision to promote a faculty member being considered for the rank of full professor shall be made by the faculty member's activities involving public schools under the following circumstances:
   1. The faculty member has been assigned such activities and has been given a reasonable opportunity to complete the necessary number of contact hours to qualify for the rank.
   2. The faculty member requests that such activities be included.

(3) Procedures for Recommending Faculty Members for Promotion
(a) Recommendations for promotions to full Professor will be initiated by the department chair and evaluated successively by the dean of the college, the Vice President for Academic Affairs, and the President.
   The dean will submit recommendations for promotion of chairs, assistant deans, and persons occupying similar positions.
(b) Recommendations by chairs and endowments by deans should be brief, and cite reasons for recommending promotion.
(c) Outside review - Each faculty member being considered for promotion will have his/her application file submitted to four outside experts for evaluation. The outside experts are to be selected using the following procedures:
   1. A nomination format which will be provided by the Office of Academic Affairs will be sent to the four outside experts for evaluation. The outside experts are to be selected using the following procedures:
      (a) A nomination format which will be provided by the Office of Academic Affairs will be sent to the four outside experts for evaluation. The outside experts are to be selected using the following procedures:
      (b) A summary evaluation by the department chair and the Department Personnel Promotion and Tenure Committee will jointly select a panel of four outside reviewers. The faculty member being considered for promotion will nominate a panel of four outside reviewers. The final panel of outside reviewers will consist of four persons; two selected by the faculty candidate from the panel proposed by the chair of the department promotion and tenure committee, and two selected from the panel proposed by the faculty candidate by the chair and personnel promotion and tenure committee. When a department chair is under consideration for tenure, his/her immediate supervisor will handle the letters and file distributions.
      (c) Outside reviewer's comments shall be based upon a professional resume and selected materials provided jointly by the Chair and candidate to the outside reviewer. In the event that agreement cannot be reached on the selected materials, the Department Personnel Promotion and Tenure Committee will adjudicate the matter.
      (d) Criteria for promotion to all faculty ranks shall also consider service to public schools. Service in public schools shall be included under Service/Research/Creative Activities, as appropriate. Judgments pertaining to the decision to promote a faculty member being considered for the rank of full professor shall be made by the faculty member's activities involving public schools under the following circumstances:
         1. The faculty member has been assigned such activities and has been given a reasonable opportunity to complete the necessary number of contact hours to qualify for the rank.
         2. The faculty member requests that such activities be included.

(4) Outside reviews shall be required for all tenure candidates.

(5) Evaluation of the faculty (candidate) by faculty in a format to be provided by the Office of Academic Affairs.

(6) Outside reviewer's comments shall be based upon a professional resume and selected materials provided jointly by the chair and candidate to the outside reviewer. In the event that agreement cannot be reached on the selected materials, the Department Personnel Promotion and Tenure Committee will adjudicate the matter.

(7) In all instances a standard letter provided by the Office of Academic Affairs will be used for the purpose of submitting a file for outside review. When a Chair is a candidate, his/hers immediate supervisor will handle the letters and file distributions.

(8) The annual review of faculty by the Dean of the College of Engineering will include an evaluation of the faculty member's contributions to the College in the areas of Teaching, Scholarship, and Service.

(9) The promotion and tenure process is time-consuming and requires careful attention to details. The following guidelines should be observed:
   1. A nomination format which will be provided by the Office of Academic Affairs.
   2. A summary evaluation by the department chair in a format to be provided by the Office of Academic Affairs.
   3. An evaluation of the faculty (candidate) by faculty in a format to be provided by the Office of Academic Affairs. This evaluation will be made by committee at department, college and university level, in accordance with the following procedures.

(10) Department Personnel Promotion and Tenure Committee:
   (a) A Department Personnel Promotion and Tenure Committee shall be established within each academic department to serve as an advisory group to the department chair. This committee shall normally not exceed five persons selected by majority vote of the tenured and tenure earning members of the department. Membership shall be selected from either all tenured or tenure earning members of the department. The selection process will ensure that at least one member will be a minority faculty member. The Department Personnel Promotion and Tenure Committee is not eligible for service on the University of Central Florida Personnel Promotion and Tenure Committee. If a faculty member is chosen for the position of chair of the faculty promotion and tenure committee, that individual shall not be eligible to serve on the department.

Department Personnel Promotion and Tenure Committee members must remove themselves from voting and be replaced by alternate in the following cases:
   (a) nepotism

University tenure/promotion rules

6C7-3.017 PROMOTION

(1) Policy
(a) University of Central Florida adheres to the regulations of the Board of regents governing promotion. (6C5-113).

(2) General Policy
(a) University of Central Florida adheres to the Board of Regents governing tenure (6C-5.225 and 6-1.10(2)(b)).
(b) There should be sufficient discipline flexibility in interpretation of the standards for tenure so that individuals may have reasonable expectation of fulfilling the requirements.

(3) Procedure for Granting Tenure
(a) At the time a faculty member becomes eligible for tenure consideration the appropriate department or unit, after consultation with tenured members of the department or unit, see 6C7-3.011(5)(a), and after taking into account other considerations such as student evaluations, public school service and reviews by outside experts in the candidate's related field. In the nomination process, which shall be forwarded with the nomination.

3. Outside reviewer's comments shall be based upon a professional resume and selected materials provided jointly by the Chair and candidate to the outside reviewer. In the event that agreement cannot be reached on the selected materials, the Department Personnel Promotion and Tenure Committee will adjudicate the matter.

4. In all instances a standard letter provided by the Office of Academic Affairs will be used for the purpose of submitting a file for outside review. When a Chair is a candidate, his/hers immediate supervisor will handle the letters and file distributions.

5. Outside reviewer's comments shall be based upon a professional resume and selected materials provided jointly by the chair and candidate to the outside reviewer. In the event that agreement cannot be reached on the selected materials, the Department Personnel Promotion and Tenure Committee will adjudicate the matter.
(iii) if in their judgement personal factors might impair their objectivity regarding an individual applicant.

3. The committee chair shall forward to the department chair the following:

(i) A copy of the session call
(ii) A copy of the transcript
(iii) A copy of each faculty evaluation of faculty (candidate).

The committee shall designate one of its members to orally read the basis for the committee’s evaluation to the faculty member evaluated. Each committee member shall vote on each case considered and the result shall be recorded. Each evaluation must be accompanied by an explanation of the committee’s action.

The committee chair shall forward to the department chair the following:

(i) A copy of the session call
(ii) A copy of the record of attendance
(iii) A copy each faculty evaluation of faculty (candidate).

(i) The college personnel and tenure committee member is non-tenured and is voting on an applicant who serves in an administrative capacity over that voting member.

(ii) The college personnel and tenure committee member is non-tenured and is voting on an applicant who serves in an administrative capacity over that voting member.

1. A College Personnel Promotion and Tenure Committee shall be established within one month of the beginning of each academic year to serve as the college’s faculty change of status. Each College Personnel Promotion and Tenure Committee shall consist of an equal number of faculty members nominated by the department chair and to the College Personnel Promotion and Tenure Committee, if requested by either.

2. The committee shall be elected from the college, and shall be from the floor at the April meeting of the tenured and tenure chairs are not eligible to serve on College Personnel Promotion and Tenure Committees.

3. A copy of the session call

4. A copy of the record of attendance

5. A copy each faculty evaluation of faculty (candidate).

(iii) A copy of each faculty evaluation of faculty (candidate).

6. Evaluated faculty members may review the committee’s evaluation.

(i) If the committee member is a candidate for promotion and/or tenure and, that individual shall be eligible to serve on the committee.

(ii) If the faculty member evaluated is a candidate for promotion and/or tenure and, that individual shall be eligible to serve on the committee.

(iii) A copy of each faculty evaluation of faculty (candidate).

7. The committee chair shall be a member of the committee selected by majority vote of its members, and shall call the committee into session to transact such business as required by the college.

8. The committee chair shall be a member of the committee selected by majority vote of its members, and shall call the committee into session to transact such business as required by the college.

9. The committee chair shall be a member of the committee selected by majority vote of its members, and shall call the committee into session to transact such business as required by the college.

10. The committee chair shall forward to the dean the following:

(i) A copy of the session call
(ii) A copy of the record of attendance
(iii) A copy each faculty evaluation of faculty (candidate).

Evaluation of the faculty candidate by faculty shall be completed for each faculty member evaluated. Each committee member shall vote on each case considered and the result shall be recorded. Each evaluation must be accompanied by an explanation of the committee’s action.

The committee chair shall forward to the dean the following:

(i) A copy of the session call
(ii) A copy of the record of attendance
(iii) A copy each faculty evaluation of faculty (candidate).

Evaluation of the faculty candidate by faculty shall be completed for each faculty member evaluated. Each committee member shall vote on each case considered and the result shall be recorded. Each evaluation must be accompanied by an explanation of the committee’s action.

The committee chair shall forward to the dean the following:

(i) A copy of the session call
(ii) A copy of the record of attendance
(iii) A copy each faculty evaluation of faculty (candidate).
The number of previous tenure-earning service at other institutions of higher education which the president may agree to recommend as credit toward General Faculty member's eligibility for tenure will be determined at the time of employment, subject to the following restrictions for service at other than SUS institutions, the president may approve credit for not more than two years of full-time service for General Faculty members who, as of July 1st, 1985, had been employed for not more than three years for a General Faculty member hired as an associate professor, and not more than four years for a General Faculty member hired as a professor. The amount of prior State University System tenure-earning service creditable toward tenure at another university may, by agreement, be all or part of such service. In the absence of such agreement, all such service shall be counted.

Time spent by a General Faculty member under joint
appointment or exchange within or without the State University System, on a fellowship, or as a part-time employee of a State University, for the benefit of the parent institution, shall be counted toward the fulfillment of eligibility for tenure. In all such cases, the General Faculty member shall be considered by the president and the General Faculty member's employer as full-time for purposes of this section.

Time spent on uncompensated leave shall not be credited as time earned toward tenure, except by agreement of the president and the General Faculty member's employer. In deciding whether to credit uncompensated leave toward tenure eligibility, the president shall consider the relevance of the General Faculty member's activity or position on such leave to the General Faculty member's professional development and fulfillment of tenure eligibility.

Any material transmitted by the president or the General Faculty member's employer to the file shall be considered to have been transmitted to the file no sooner than three days after the material has been transmitted to the filing agency. Any material transmitted by the president or the General Faculty member's employer shall be counted toward the fulfillment of eligibility for tenure. In all such cases, the General Faculty member shall be considered by the president as full-time for purposes of this section.