



Faculty Handbook

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I. INTRODUCTION

A. HANDBOOK USE AND PURPOSE

The primary purpose of the handbook is to provide information concerning policies and procedures which directly affect the faculty at The University of West Florida. In addition, appropriate information of a more general nature is included. This edition of the handbook has been revised by the Office of the Provost for Academic Affairs.

B. MISSION STATEMENT AND STRATEGIC PLAN

MISSION STATEMENT – <http://uwf.edu/president/mission.cfm>

STRATEGIC PLAN – <http://uwf.edu/academic/strategic/strategic.cfm>

C. HISTORY

<http://uwf.edu/president/history.cfm>

D. ACCREDITATION

<http://uwf.edu/accreditation>

E. FINANCIAL RESOURCES

The major portion of the financial resources of The University of West Florida is provided by the State of Florida. Secondary sources of funds are student's fees, donations, contracts, and grants. Local governmental bodies have provided funds for land acquisition and roads.

II. PROFESSIONAL AND ETHICAL RELATIONSHIPS

A. RIGHTS AND RESPONSIBILITIES

As citizens, members of the faculty enjoy the same basic rights and are bound by the same responsibilities to respect the rights of others, as are all citizens. Among the basic rights are freedom of speech, freedom of press, freedom of peaceful assembly and association, freedom of political beliefs, and freedom from personal force and violence, threats of violence, and personal abuse.

Freedom of press implies the right of freedom from censorship in campus newspapers and other media, and the concomitant obligation to adhere to the canons of responsible journalism. It should be made clear in writings or broadcasts that editorial opinions are not necessarily those of the institution or its members.

Each member of the campus has the right to organize his or her own personal life and behavior, so long as it does not violate the law, the rights of others, or the educational process. It is understood that the campus is not a sanctuary from the general law.

All members of the faculty have unique responsibilities and rights based upon the nature of the educational process and the requirements of the search for truth and its free presentation. These rights and responsibilities include the obligation to respect the freedom to teach, to learn, to conduct research, and to publish findings in the spirit of free inquiry. Institutional censorship and individual or group intolerance of the opinions of others are inconsistent with this freedom. Freedom to teach and to learn implies that the teacher has the right to determine the specific content of his/her course, within the established course definition.

Each faculty member has an obligation not to interfere with the freedom of members of the campus to pursue normal academic and administrative activities, including freedom of movement. He/she is obligated not to infringe upon the rights of members of the campus to privacy in offices, laboratories, or dormitory rooms, and in the keeping of personal papers, confidential records, and effects, subject only to the general law and to conditions voluntarily entered into.

In accordance with University regulations, a faculty member has the right to identify himself/herself as a member of the campus and a concurrent obligation not to speak or act on behalf of the institution without authorization, and the right to hold public meetings in which members participate, to post notices, and to engage in peaceful, orderly debate.

*Florida Statutes 1001.02, 1001.705
Florida Administrative Codes 6C-5.900, 6C-5.945(1)*

*UWF History
Employee Ethical Obligations and Conflicts of Interest*

B. ACADEMIC FREEDOM AND RESPONSIBILITY

Article 5, Academic Freedom and Responsibility, Collective Bargaining Agreement
<http://uwf.edu/academic/facultyresources/cba/cba.cfm>

5.1 Policy.

It is the policy of the Board and the UFF to maintain and encourage full academic freedom. Academic freedom and responsibility are essential to the full development of a true university and apply to teaching, research/creative activities, assigned service, and the activities set forth in sections 11.4(f) regarding participation in governance and 11.4(g) regarding other assigned University duties.

5.2 Teaching and Research.

Consistent with the exercise of academic responsibility, faculty will have freedom to present and discuss their own academic subjects, frankly and forthrightly, without fear of censorship, and to select instructional materials and determine grades in accordance with University and Board policies. Objective and skillful exposition of such subject matter, including the acknowledgment of a variety of scholarly opinions, is the duty of every such faculty member. Faculty will also be free to engage in scholarly and creative activity and publish the results in a manner consistent with their professional obligations.

5.3 Academic Responsibility.

Academic freedom is accompanied by the corresponding responsibility to:

- (a) be forthright and honest in the pursuit and communication of scientific and scholarly knowledge;
- (b) respect students, staff, and colleagues as individuals; treat them in a collegial manner; and avoid any exploitation of such persons for private advantage;
- (c) respect the integrity of the evaluation process with regard to students, staff, and colleagues, so that it reflects their true merit;
- (d) indicate when appropriate that one is not an institutional representative unless specifically authorized as such; and
- (e) contribute to the orderly and effective functioning of the faculty member's academic unit (program, department, division, and/or college) and/or the University.

5.4 In addition to their assigned duties, faculty have responsibilities arising from the nature of the educational process. Such responsibilities include, but are not limited to, observing and upholding the ethical standards of their discipline; participating, as appropriate, in the shared system of collegial governance, especially at the department level; respecting the confidential nature of the relationship between professor and student; adhering to one's proper role as teacher, researcher, intellectual mentor, and counselor; and conducting oneself in a collegial manner in all interactions.

C. NON-DISCRIMINATION AND HARASSMENT

Florida Statutes 110.201(2), 1001.74, 1006.60

The following information about non-discrimination and harassment policies can be found on UWF's Human Resources – Employee Relations website: <http://uwf.edu/ohr/EEAA/EEAMain.cfm>

- [Equal Opportunity/Affirmative Action Policy Statement](#)
- [Introduction/General Provisions Governing Personnel Matters](#)
- [Americans with Disabilities Act](#)
- [University's Policy on Harassment and Discrimination](#)
- [Discrimination and Harassment – A Guide for Faculty, Staff and Students](#)
- [Consensual Relations Policy](#)
- [Policy Prohibiting Discrimination, Harassment and Retaliation](#)
- [Faculty and Staff Guide to the ADA](#)
- [Procedure for Investigation and Disposition of Formal Complaints of Discrimination](#)

III. FLORIDA BOARD OF GOVERNORS

<http://www.flbog.org/about/>

Florida's public university system includes eleven universities with an enrollment of more than 294,000 students, approximately 50,000 faculty and staff, and an annual operating budget of \$8 billion.

Article IX, Section 7 of the Florida Constitution was amended in 2002 to establish a statewide system of governance for all Florida public universities. As a result, the Florida Board of Governors was created in

2003 to operate, regulate, control, and be fully responsible for the management of the entire system consisting of eleven public universities. Responsibilities include defining the distinctive mission of each university and ensuring the well-planned coordination and operation of the system.

The Board is comprised of seventeen members, fourteen of whom are appointed by the Florida Governor and confirmed by the Florida Senate for a term of seven years. The remaining members include the President of the Advisory Council of the Faculty Senate, the Commissioner of Education, and the Chair of the Florida Student Association. The Board of Governors appoints a Chancellor who serves as the chief executive and administrative officer of the university system.

IV. ORGANIZATION OF THE UNIVERSITY

UWF Board of Trustees
President's Division
Division of Academic Affairs
Division of Administrative Services
Division of Student Affairs
University Advancement Division

The University of West Florida organizational charts can be found online at:

<http://uwf.edu/ohr/ORGcharts/orgCharts.cfm>

A. UWF BOARD OF TRUSTEES - <http://uwf.edu/trustees/>

The UWF Board of trustees is the 13-member governing body for the institution. The Governor of Florida appoints 6 of the members, who serve four-year terms and the Board of Governors appoints 5 of the members who serve five-year terms. All of these must be approved by the Senate. The president of the Faculty Senate holds one of those places. The final member is the president of the Student Government Association.

B. PRESIDENT'S DIVISION - <http://uwf.edu/president/>

THE PRESIDENT

The President, appointed by the Board of Trustees, has the full authority and responsibility for the operation of the University under policies, rules, and regulations of BOG and within budgets approved by the Board; is expected to take the initiative in shaping and maintaining the educational policies and the character of the University within the framework of the Role and Scope approved by the Board.

C. DIVISION OF ACADEMIC AFFAIRS - <http://uwf.edu/academic/>

The Division of Academic Affairs functions as the primary coordinating unit for academic programs and academic support operations. The division coordinates the allocation of instructional and research funds and other resources, works to improve the quality of instruction, correlates the evaluation of instructions, and establishes policy on faculty appointment, evaluation, promotion, and tenure.

PROVOST and VICE PRESIDENT

The Provost, as chief academic officer of the University, is responsible for the allocation of resources for the academic program, the improvement of instruction, the correlation of instructional activities, the evaluation of University educational activities, the establishment of policy with respect to employment, evaluation, promotion, and tenure consonant with existing BOG/United Faculty of Florida contractual agreements, and the maintenance of personnel records of the academic staff. In the absence of the President, he/she assumes the authority and responsibility of the President.

DEANS

The Deans, under the supervision of the Provost, are the chief administrative officers of their respective colleges and are responsible for administering the academic programs in their colleges. In addition, the Deans are responsible for the nomination of faculty chairpersons and the assignments of their duties, for planning, for the supervision of the use of funds, space, and equipment allocated to their colleges, and for the preparation of their college budgets and administrative reports. The Dean usually holds rank and tenure in one of the departments in the University.

COLLEGE OF ARTS AND SCIENCES - <http://uwf.edu/cas/>

The College of Arts and Social Sciences is the traditional cornerstone of any University. The numerous and diverse offerings prepare students for the world of today and the challenges of tomorrow by fostering enduring and adaptive skills, including critical thinking, communication, and project management. Students develop expertise in a variety of traditional and applied disciplines. Students also have ample opportunities adopt and demonstrate the values of academic integrity and relevant professional ethics.

As the largest college at The University of West Florida, The College of Arts and Sciences is organized into independent departments (e.g., History, Communication Arts, and Psychology) and affiliated departments (e.g., The School of Fine and Performing Arts houses Art, Music, and Theatre). Within this complex structure, each specialized area is headed by a school director, department chair, or program coordinator or director. The wide variety of disciplines represented in the college is reflected in the number of degree programs offered, most of which include more than one area of specialization.

The College of Arts and Sciences also provides critical services to the university, including Student Success, the Advising Center, and the Honors Program.

COLLEGE OF BUSINESS - <http://uwf.edu/cob/>

The mission of the College of Business is to provide a high quality, student-oriented, educational experience to baccalaureate and master's degree business students primarily from the northwest Florida region. With a focused priority on teaching excellence, supported by scholarship and service, the College of Business prepares students for successful careers in business and society and, in doing so, advances the educational and economic development of northwest Florida

With these goals in mind, the College of Business offers the Bachelor of Science in Business Administration (B.S.B.A.) in six major areas: accounting, economics, finance, management, management information systems, and marketing. It also offers the Master of Business Administration (M.B.A.), the Master of Accountancy (M.Acc.), and minors in the various disciplines. While each major is structured around a common business curriculum, students have a number of options open so that individual interests may be accommodated.

Students enrolling in a business degree program should be able to demonstrate proficiency in written English, speech, college algebra, and the fundamentals of accounting, economics and statistics. Courses are available to assist undergraduate and graduate students with deficiencies in any of these foundation subjects.

The College of Business is accredited by the AACSB—International, the Association of Collegiate Schools of Business

COLLEGE OF PROFESSIONAL STUDIES - <http://uwf.edu/cops/>

College of Professional Studies faculty are committed to excellence in teaching, scholarship and service. Our goal is to prepare exceptional professionals for education and human service organizations through outstanding teaching, applied research, and experience in educational and human service agencies. In addition to programs for teachers and school administrators, the College offers a number of professional programs (in health, leisure and exercise science; criminal justice and legal studies; professional and community leadership; engineering and computer technology; and social work) to prepare leaders ready to serve in educational, governmental, technological, military, social service and other organizations.

Accreditation through prestigious professional associations is the mark of distinguished programs. All of our programs are accredited by the Southern Association of Colleges and Schools. Furthermore, the Teacher Education program has been certified by both the National Council for Accreditation of Teacher Education and the Florida Department of Education. Due to reciprocity agreements, graduates from state-approved teacher preparation programs are eligible for certification to teach in 27 states, the District of Columbia, and Department of Defense Schools. The social work program is nationally accredited by the Council on Social Work Education.

At the graduate level, the College of Professional Studies has developed a wide range of master's degrees, including the on-line Master of Science in Administration, and for those seeking the terminal degree, the Ed. D. is offered.

DEAN OF UNIVERSITY LIBRARIES - <http://library.uwf.edu/>

Under the supervision of the Provost, the Dean of University Libraries is responsible for administering and providing direction to all aspects of the services and collections of The University of West Florida Libraries, including the mission, service philosophy, policies, procedures, goals, objectives, accountability standards, and operational activities. The Dean is the public spokesperson for the Libraries and guides public relations and fundraising activities as well.

ASSOCIATE VICE PRESIDENT FOR RESEARCH & DEAN OF GRADUATE STUDIES -

<http://www.research.uwf.edu/> & <http://uwf.edu/graduate/>

The Associate Vice President for Research and Dean of Graduate Studies is responsible for leadership of graduate studies, research, and sponsored grants and contracts, including the advancement and support of masters, specialist, and Ed.D. programs in three Colleges, Arts and Sciences, Business, and Professional Studies, on campuses in Pensacola and Fort Walton Beach, and through online instruction. The AVP/Dean works in collaboration with the College deans, the Dean of Libraries, and other academic officers to provide leadership and administrative support for the areas of responsibility in such areas as academic planning; enhancement of programs and curricula; accreditation; graduate faculty recruitment, development, and appointment; student recruitment, retention, and advising. This academic officer is responsible for all areas of research administration, including strategic and policy planning, fiscal management, grants, development and fund-raising, and supervision of personnel, facilities, and equipment. The AVP/Dean represents UWF in regional, statewide and national initiatives in research and graduate studies.

DEAN UWF Emerald Coast - <http://www.uwf.edu/emeraldcoast/>

The Dean and CEO of UWF Emerald Coast reports to the President and Provost and provides leadership and oversight for academic planning, program quality, faculty development, budget, operations, student services, and personnel associated with the Emerald Coast's nine locations. The Dean serves as the main liaison to the Pensacola campus and coordinates efforts of the Emerald Coast administrative team as it relates to UWF policies and practices, other academic units and accreditation standards.

VICE PROVOST FOR EXTENDED PROGRAMS AND REGIONAL ENGAGEMENT -

The Vice Provost is a member of the President's and Provost's leadership team with the responsibility for the coordination, management and facilitation of all education outreach efforts including: 1) all branch campus operations; 2) the Division of Continuing Education, the Academic Technology Center; 3) all military related education and training programs including serving as the point of contact for UWF in regard to all military education related activities and coordinating the President's Military Policy Advisory Council; 4) promoting lifelong learning and the development, expansion, and delivery of programs for adult, nontraditional students throughout the northwest Florida region and beyond; 5) international education and ESL training. The Vice Provost is responsible for aligning the university's resources and expertise in education, workforce training and development, economic and business development and outreach to effectively serve and mutually benefit the region, state and university.

ASSOCIATE PROVOST FOR ACADEMIC INNOVATION AND CONTINUING EDUCATION -

<http://uwf.edu/atc> // <http://uwf.edu/CDE/>

The Associate Provost for Academic Innovation and Continuing Education is a member of the Deans Council. This individual provides leadership and oversight for the many aspects related to quality online learning and continuing education programs.

ASSOCIATE VICE PRESIDENT, OFFICE OF DIVERSITY & INTERNATIONAL EDUCATION & PROGRAMS -

<http://uwf.edu/intered/>

The Associate Vice President reports to the President and Provost. The Associate Vice President is responsible for providing leadership for all diversity and international education and program initiatives on the University of West Florida campuses. Specifically, the AVP provides strategic direction for all related centers and programs and promotes their roles in enhancing the teaching, learning and research mission of the University, and represents diversity and international programs and outreach in state, national, and international forums. The AVP also collaborates with other units and/or offices in an effort to strengthen service delivery to minority and international undergraduate, graduate, and professional program students.

D. DIVISION OF ADMINISTRATIVE SERVICES - <http://uwf.edu/adminservices/>

The Division of Administrative Services supports the University of West Florida's educational mission by providing facilities and services that promote meaningful learning opportunities for our students. The Division is comprised of eight units that are united in their commitment to deliver a supportive and caring environment of exemplary facilities and support services. The Vice President for Administrative Services oversees the operations of the Division

E. DIVISION OF STUDENT AFFAIRS - <http://uwf.edu/StudentAffairs/>

The Division of Student Affairs provides services and activities which complement formal academic programs and facilitate students' educational experiences. These services and activities include career advisement, child care, cooperative education, international student advisement, disabled services, health center, housing, intercollegiate athletics, orientation, recreational and intramurals, student conduct, student insurance and immunization, Student Government Association, testing, University Commons and student activities and organizations.

F. UNIVERSITY ADVANCEMENT DIVISION - <http://uwf.edu/advancement/>

The Division of University Advancement is comprised of four departments including Alumni Relations, Development, University Marketing Communications and UWF Foundation. These departments work together to advance the overall strategic priorities of the University of West Florida. The mission of the division is to enhance the quality of a UWF education by building understanding, loyalty and support for the university's mission among its alumni and friends, and to encourage charitable gifts in support of university priorities while providing effective stewardship of those gifts.

V. DEFINITION OF FACULTY STATUS

A. RANKED FACULTY/REGULAR STATUS

PROFESSOR

Professors hold the highest degree appropriate to the field or possess professional qualifications in the field which would be equivalent to the highest degree. Normally, professors will have produced significant creative work, professional writing or research, have had successful teaching or professional experience and be a recognized authority or an outstanding teacher in the field of specialization. The appointee engages in teaching, scholarship and creative projects, and/or service and other related

activities. The University is authorized to appoint professionals to titles which are considered equivalent to the rank of "Professor," this would include, for example, an appointment of a professional titled Research Scholar Scientist to the Professor level of qualification.

ASSOCIATE PROFESSOR

Associate Professors hold the highest degree appropriate to the field or possess professional qualifications in the field above those which would be equivalent to the highest degree. Normally, associate professors will have produced creative work, professional writing or research, have had successful teaching or professional experience in the field of specialization. The appointee engages in teaching, scholarship and creative projects, and/or service and other related activities.

The University is authorized to appoint professionals to titles which are considered equivalent to the rank of "Associate Professor." This would include, for example, an appointment of a professional titled Associate Entomologist to the Associate Professor level of qualification.

ASSISTANT PROFESSOR

Assistant Professors hold the highest degree appropriate to the field or possess equivalent qualifications based on professional experience, or shall have completed a substantial portion of the work required for the highest degree appropriate to the field, and be otherwise qualified to perform assigned duties. The appointee engages in teaching, scholarship and creative projects, and/or service and other related activities.

The University is authorized to appoint professionals to titles which are considered equivalent to the rank of "Assistant Professor." This would include, for example, an appointment of a professional titled Assistant Entomologist to the Assistant Professor level of qualification.

INSTRUCTOR

Instructors hold at least the master's degree in an appropriate specialization or the equivalent qualifications based on professional experience and are otherwise qualified to perform assigned duties. The appointee may engage in teaching, scholarship and creative projects, and/or service and other related activities, but is not eligible for tenure.

LECTURER

Lecturers hold at least the master's degree in an appropriate field of specialization or the equivalent qualifications based on professional experience and are otherwise qualified to perform assigned duties. The appointee engages in teaching, service, and other related activities, but is not eligible for tenure.

PROFESSOR EMERITUS

After consultation with departmental faculty, the department chair recommends to the Dean those retiring faculty who are eligible for emeritus status. If the Dean endorses the nomination, the application will be forwarded to the Provost. The Provost will submit the nomination to a university-

wide faculty committee for review and recommendation. If the Provost endorses the committee's recommendation, the nomination will be forwarded to the President who will make the final decision.

Individuals retiring from the rank of associate professor or professor, with tenure status, are eligible for emeritus status. Exceptions have been made to confer the honor to certain administrative personnel.

More information regarding emeritus status can be found at <http://uwf.edu/academic/awards/emeritus/emeritus.cfm>

B. VISITING FACULTY

This modifier applies to an appointment extended to a person having appropriate professional qualifications, but who is not expected to be available for more than a limited period of time, or to an appointment to a position at the University which is not expected to be available for more than a limited period of time. The appointment may not be held for more than three years, except that such appointments may be extended due to special circumstances as determined by the University, and the appointment time may or may not be counted as tenure-earning service. The University shall notify the appointee in writing of the tenure-earning status of the position at the time of appointment. Upon written request by the UFF Chapter, the University shall report those exceptions that have been made during that academic year, including the employee's name, class code, number of years service in a visiting appointment, and the special circumstances justifying the exception.

C. ADJUNCT

This modifier applies to temporary appointments extended to persons of satisfactory professional qualifications who perform temporary teaching, research, or extension functions in connection with established programs. Such persons are appointed for one academic term at a time, are normally compensated on a per-course basis, and are compensated from Other Personal Services funds. Persons with adjunct appointments may not be employed for more than 50% of the time throughout an academic year or full-time for more than twenty-six weeks of a fiscal year, unless approved by the President or President's designee on an individual basis due to special circumstances. Time spent in such an appointment shall not be counted as tenure-earning service.

D. FACULTY ASSOCIATE

This modifier applies to those appointments to a department which do not include compensation, but which may include special privileges such as voting in departmental affairs, and are made in accordance with normal General Faculty qualifications. Persons appointed with this status may or may not be otherwise affiliated with the University.

E. OTHER FACULTY PAY PLAN EMPLOYEES (LIBRARIANS/RESEARCH SCHOLARS/SCIENTISTS)

UNIVERSITY LIBRARIAN

The University Librarian holds a minimum of a master's degree in library science from an American Library Association-accredited institution, and performs technical processes and/or public service library work requiring full professional training in library science.

Years of experience shall be only one of the criteria for classification as a University Librarian. A Librarian holding this title shall have made outstanding achievements in bibliographical activities, in research, or in other professional endeavors. The Librarian should have a documented record of effective performance which shows an increasing responsibility and continuing growth. The Librarian should have demonstrated exceptional service to the library profession and to the academic institution where employed through successful committee work, offices held, projects completed, or other evidence of exceptional commitment to the concerns of the institution and the profession.

ASSOCIATE UNIVERSITY LIBRARIAN

The Associate University Librarian holds a minimum of a master's degree in library science from an American Library Association-accredited institution and performs technical processes and/or public service library work requiring full professional training in library science.

Years of experience shall be only one of the criteria for classification as an Associate University Librarian. A librarian holding this title shall have made substantial contributions to library professional organizations and/or to the institution or library where employed, and achieved a high level of competence in bibliographical activities, in research, or in other professional endeavors. The Associate Librarian should have a documented record of effective performance which shows an increasing responsibility and continuing growth.

ASSISTANT UNIVERSITY LIBRARIAN

The Assistant University Librarian holds a minimum of a master's degree in library science from an American Library Association-accredited institution and performs technical processes and/or public service library work requiring full professional training in library science.

An Assistant University Librarian holding this title shall have made significant professional contributions to the library and/or the institution where employed. The librarian should have a documented record of effective performance which shows an increasing responsibility and continuing growth. There should be evidence of strong commitment to the library profession and potential for making scholarly contributions to the field.

INSTRUCTOR LIBRARIAN

The Instructor Librarian holds a minimum of a master's degree in library science from an American Library Association-accredited institution.

A librarian appointed at this rank shall have an academic record and recommendations that indicate a potential for successful performance as an academic librarian.

This rank will be an initial rank to which a person will not be assigned permanently.

RESEARCH SCHOLAR/SCIENTIST

The appointee shall hold the qualifications for the rank of "Professor" and shall not be eligible to accrue tenure. This title shall be limited to qualified research persons who have no regular teaching duties. However, teaching on an incidental, occasional basis, if voluntary, is not precluded.

ASSOCIATE RESEARCH SCHOLAR/SCIENTIST

The appointee shall hold the qualifications for the rank of "Associate Professor" and shall not be eligible to accrue tenure. This title shall be limited to qualified research persons, whose positions are funded from external or temporary sources. Persons holding this title shall have no regular teaching duties. However, teaching on an incidental, occasional basis, if voluntary, is not precluded.

ASSISTANT RESEARCH SCHOLAR/SCIENTIST

The appointee shall hold the qualifications for the rank of "Assistant Professor" and shall not be eligible to accrue tenure. This title shall be limited to qualified research persons, whose positions are funded from external or temporary sources. Persons holding this title shall have no regular teaching duties. However, teaching on an incidental, occasional basis, if voluntary, is not precluded.

RESEARCH ASSOCIATE

The appointee shall possess a Doctoral Degree or an equivalent combination of training and experience. Research Associates shall normally be responsible for defining problem areas within a University or the University System; outlining and participating in research programs; compiling and analyzing statistical data for studies of various types; and making cost projections as required.

VI. EMPLOYMENT INFORMATION

A. HIRING, SEARCH, AND SCREENING GUIDELINES

Policy URL: <https://nautical.uwf.edu/UnitApp/Publication/Pub.cfm?PubFormatID=949>

UNIVERSITY POLICY: HR-20.00-2004/07

Policy/Purpose: All recruitment activities shall be planned and carried out in accordance with State and Federal laws, applicable rules, and the University of West Florida's commitment to equal opportunity.

POLICY AND PROCEDURES FOR INTERNAL SEARCHES

Policy URL: <http://uwf.edu/ohr/hrrpp/HRPRO201InternalSearches.pdf>

Policy Number: HR 20.00 Recruitment, Selection, and Appointment

Procedure Number/Name: HR PRO 20.1, Internal Searches

Effective Date: September 1, 2007

Purpose Statement: A key part of our Making Way for Excellence effort is providing our staff the opportunity to build a career ladder and advance at UWF.

- (1) to provide promotional opportunities for existing employees,
- (2) to make appointments or reassignments necessary to conduct vital functions,
- (3) to make appointments designed to achieve a specific EEO/AA objective.

1. The position vacancy must be advertised in the on-line recruitment system and designated as "internal search."
2. An appropriate announcement of the availability of the position and details of the application/nomination process must be distributed to the campus community. This must include Argus, and maybe also include The News, The Fountain, Memorandum, etc.
3. Positions must be advertised for a minimum of two (2) weeks.
4. If there are no qualified applicants, then an external search may be authorized, but only with the approval of the appropriate Vice President and President. All requests must be directed to the VP and President with a written certification of the reason for the external search.

Screening Procedures:

1. The duties and responsibilities of the position must be documented.
2. The selection criteria (including minimum training and experience) must be documented and outlined in the announcement.
3. All candidates/applicants must meet at least the minimum training and experience criteria as outlined in the selection criteria.
4. All internal searches must have a search and screening committee. Membership of the search and screen committee must reflect diversity with appropriate representation outside the hiring unit.

Notifications:

1. Appropriate notification should be sent to all internal applicants informing them of their status relative to the hiring decision.
2. Offers of appointment must be consistent with collective bargaining agreements and applicable University policies.

*Florida Statute 1001.02, 1001.705
Florida Administrative Code 6C-5.910
Specific Authority 240.209(1), (3)(f) FS*

ACADEMIC AND PROFESSIONAL PREPARATION OF FACULTY--REGULAR, VISITING, AND ADJUNCTS

The following policy statement identifies the minimum academic preparation requirements and required documentation for personnel who teach University of West Florida credit courses and noncredit degree program components. The policy statement was endorsed by the Faculty Senate in June 2003 and pertains to all instructional personnel including, but not limited to, regular line full- and part-time faculty, visiting faculty, adjuncts, and nonacademic staff assigned to occasional teaching. The policy also identifies the minimum academic preparation for graduate teaching assistants.

Policy
Competence and Qualifications of Instructional Personnel

Purpose: This policy is created to ensure that personnel who teach credit courses and noncredit degree program components at the University of West Florida are fully competent and well qualified in their teaching fields.

Competence and Qualifications: Individuals hired to teach credit courses and other components of degree programs must, under ordinary circumstances, hold, as a minimum, the following academic credentials.

For undergraduate courses and other bachelor's degree components: A master's degree in the teaching field or a master's degree with 18 graduate semester hour credits in the teaching field.

For graduate courses and other graduate program degree components: The terminal degree, usually the doctorate, in the teaching field or a doctorate in a highly related field with at least 18 graduate semester hours credit in the teaching field.

It is recognized that occasions may arise when individuals may qualify for instructional duties on a basis other than standard academic credentials. In such cases it is the responsibility of the recommending body and the hiring authority to demonstrate and document that the individual being assigned instructional duties has the knowledge, creative/scholarly activity, service, and instructional capabilities expected of an individual who holds the standard academic credentials. Documentation of credentials used in lieu of standard academic credentials must be maintained in the individual's official personnel file.

Applicability: This policy pertains to all individuals assigned instructional duties and who are officially responsible for assigning student grades. This includes, but is not limited to, regular line full- and part-time faculty, visiting faculty, adjuncts, and nonacademic staff assigned to occasional teaching.

In the event courses and/or activities are designed for a mixture of credit and noncredit students, the academic credential requirement pertaining to the credit course prevails.

In the event an instructional assignment includes both undergraduate and graduate credit courses, the academic credential requirement for graduate courses prevails.

Graduate Teaching Assistants: Graduate teaching assistants must hold a bachelor's degree and have successfully completed at least 18 graduate semester hour credits in the teaching field. Graduate teaching assistants may not teach graduate courses unless they hold the terminal or a highly-related degree in the teaching field.

Source of Degrees: Degrees used to satisfy academic credential requirements must be from a U. S. regionally accredited institution or from a non-U. S. institution deemed to be equivalent to a U. S. regionally accredited institution.

Official Documentation of Degrees Held and Credits Earned: The official personnel files of individuals who teach credit courses and other components of degree programs must include official copies of transcripts documenting degrees earned and other credits used to demonstrate competence and qualification in the teaching field.

Non-credit Courses and Activities: Individuals who teach noncredit courses and other nondegree-related activities must hold academic credentials and/or have a record of successful experience in the field(s) about which they are assigned to teach.

Limitations: This policy on competence and qualifications of instructional personnel relates only to the instructional duties of such personnel. The minimum qualifications for hiring and promotion of personnel with faculty rank (e.g., lecturer, instructor, assistant professor, associate professor, professor, etc.) are set forth elsewhere.

Endorsed by Faculty Senate June 2003

Policy Background Information

This policy is based in part on the accreditation standards and credentials guidelines of the Southern Association of Colleges and Schools, Commission on Colleges-*Principles of Accreditation, Foundations for Quality Enhancement* (2008 edition), Section III Comprehensive Standards: Programs: Faculty: Standard #3.7.1: <http://www.sacscoc.org/pdf/2008PrinciplesofAccreditation.pdf>

The institution employs competent faculty members qualified to accomplish the mission and goals of the institution. When determining acceptable qualifications of its faculty, an institution gives primary consideration to the highest earned degree in the discipline. The institution also considers competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. For all cases, the institution is responsible for justifying and documenting the qualifications of its faculty.

Credential Guidelines: <http://www.sacscoc.org/pdf/081705/faculty%20credentials.pdf>

- a. Faculty teaching general education courses at the undergraduate level: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
- b. Faculty teaching associate degree courses designed for transfer to a baccalaureate degree: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
- c. Faculty teaching associate degree courses not designed for transfer to the baccalaureate degree: bachelor's degree in the teaching discipline, or associate's degree and demonstrated competencies in the teaching discipline.
- d. Faculty teaching baccalaureate degree courses: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (minimum of 18 graduate semester hours in the teaching discipline).
- e. Faculty teaching graduate and post-baccalaureate course work: earned doctorate/terminal degree in the teaching discipline or a related discipline.

- f. Graduate teaching assistants: master's in the teaching discipline or 18 graduate semester hours in the teaching discipline, direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations.

Graduate Teaching Assistants

The following is based on the University of West Florida Policy on Faculty Competence and Qualifications, guidelines of the Commission on Colleges of the Southern Association of Colleges and Schools as found in *Principles of Accreditation: Foundation for Quality Enhancement* (2008 edition) and the predecessor accreditation-related document *Criteria for Accreditation* (1998).

The employment of graduate teaching assistants is a well-established practice in higher education, but should be carefully monitored. Heavy dependence on graduate teaching assistants to conduct classroom instruction is to be avoided. Employment of graduate teaching assistants is to be based on published guidelines for institution-wide graduate assistantship administration, including appointment criteria, remuneration, rights and responsibilities, evaluation and reappointment.

Graduate teaching assistants who have primary responsibility for teaching an undergraduate course for credit and/or for assigning final grades for such a course must have earned at least 18 graduate semester hours in their teaching discipline, be under the direct supervision of a faculty member experienced in the teaching discipline, receive regular in-service training, and be evaluated regularly. Graduate teaching assistants may not teach graduate courses unless they hold the terminal degree in their teaching field or in a highly related field.

The above requirements do not apply to graduate teaching assistants engaged in assignments such as assisting in laboratory sessions, teaching physical education activities, attending or helping prepare lectures, grading papers, keeping class records, and conducting discussion groups.

Graduate students for whom English is a second language should be appointed as graduate teaching assistants only when a test of spoken English, or other reliable evidence of the applicant's proficiency in oral and written communication, indicates that the appointment is appropriate.

B. APPOINTMENTS

Policy URL: <https://nautical.uwf.edu/UnitApp/Publication/Pub.cfm?PubFormatID=949>

UNIVERSITY POLICY: HR-20.00-2004/07

Policy/Purpose: All recruitment activities shall be planned and carried out in accordance with State and Federal laws, applicable rules, and the University of West Florida's commitment to equal opportunity.

C. RECLASSIFICATION OF AN EMPLOYEE TO A NON-UNIT CLASSIFICATION

Policy URL: <https://nautical.uwf.edu/UnitApp/Publication/Pub.cfm?PubFormatID=942>

UNIVERSITY POLICY: HR-13.00-2004/07

Policy/Purpose: The University, at its discretion, may change the duties, reassign, demote, or transfer employees according to the needs to the University.

D. SEPARATIONS FROM EMPLOYMENT/ NON-REAPPOINTMENT

Policy URL: <https://nautical.uwf.edu/UnitApp/Publication/Pub.cfm?PubFormatID=950>

UNIVERSITY POLICY: HR-21.00-2004/07

Policy/Purpose: To specify the methods for implementing separations from employment at the University of West Florida including the return of all University property. The University encourages employees to complete Exit Interviews.

E. TERMS OF EMPLOYMENT

While teaching is the primary responsibility of regular faculty, involvement in advising, research, and University service are important commitments. A faculty member's overall contribution to the University is taken into consideration when viewing his/her workload. As a result, teaching loads may vary within departments and from term to term.

A. Teaching Loads for Regular Faculty

1. (a) "State funds" means those funds appropriated annually from the General Revenue Fund and Incidental Trust Fund for institutional and research functions and, in the case of a health center, those funds appropriated from the General Revenue Fund and Operations and Maintenance Trust Fund for the same purposes.

(b) "Classroom contact hour" means a regularly scheduled 1-hour period of classroom activity in a course of instruction which has been approved by the University.
2. Each full-time equivalent teaching faculty member at a university who is paid wholly from state funds shall teach a minimum of 12 classroom contact hours per week at such university. However, any faculty member who is assigned by his or her departmental chair or other appropriate university administrator professional responsibilities and duties in furtherance of the mission of the university shall teach a minimum number of classroom contact hours in proportion to 12 classroom hours per week as such especially assigned aforementioned duties and responsibilities bear to 12 classroom contact hours per week. Any full-time faculty member who is paid partly from state funds and partly from other funds or appropriations shall teach a minimum number of classroom contact hours in such proportion to 12 classroom contact hours per week as his or her salary paid from state funds bears to his or her total salary. In determining the appropriate hourly weighting of assigned duties other than classroom contact hours, the universities shall develop and apply a formula designed to equate the time required for non-classroom duties with classroom contact hours. "Full-time equivalent teaching faculty member" shall be interpreted to mean all faculty personnel budgeted in the instruction and research portion of the budget, exclusive of those full-time equivalent positions assigned to research, public service, administrative duties, and academic advising. Full-time administrators, librarians, and counselors shall be exempt from the provisions of this section; and colleges of

medicine and law and others which are required for purposes of accreditation to meet national standards prescribed by the American Medical Association, the American Bar Association, or other professional associations shall be exempt from the provisions of this section to the extent that the requirements of this section differ from the requirements of accreditation.

Florida Statute 1012.945

- B. Teaching Loads for Faculty Chairs: The teaching loads of faculty chairs are reduced in relation to their non-teaching responsibilities. As faculty members, chairs are eligible for selective reduction of the teaching load for research or writing projects. As chairs, a normal reduction of one-half load is allowed for administrative duties.
- C. Extra State Compensation: Extra State Compensation (including work activities previously designated as overload) is defined as state compensation for any duties in excess of the 1.00 FTE assignment for the position. Extra state compensation must be compensated from Other Personal Services (OPS) funds. The total annual extra state compensation for an individual should not exceed 25% (33% for faculty/staff compensated for Continuing Education activities) of a full-time twelve-month annual salary excluding any administrative supplement

F. CONFLICT OF INTEREST/OUTSIDE EMPLOYMENT

Also see Article 21, Conflict of Interest/Outside Activity, of the Collective Bargaining Agreement
<http://uwf.edu/academic/facultyresources/cba/cba.cfm>

<http://uwf.edu/academic/policies/conflict/conflict.cfm>

The central mission of the University of West Florida is education with excellence in teaching, research and service. University employees are committed to this mission and recognize their primary professional responsibility is to the University. The knowledge and skills of those individuals make outside employment and service attractive and beneficial to industry, the government and the community. The University encourages employees to engage in appropriate outside relationships in order to provide for professional and personal development. However, prior to engaging in such activities, members of the University community are required to disclose any real or potential conflicts of interest. The University will review the disclosure to determine whether a conflict exists and endeavor to manage it whenever possible.

[University Policy AC -11.00 – 11/09](#)

CONFLICT OF INTEREST IN GRANT AND CONTRACT ACTIVITY

Principal Investigators shall be aware of the regulations concerning Conflict of Interest with regard to grant and contract activity. These regulations are contained in Florida Statutes, Chapter 112, Part III. For this policy, "Conflict of Interest" shall mean any conflict between the private interests of the employee and the public interest of the University, BOT, or the State of Florida, including conflicts of interest specified under Florida Statutes, and BOT and University policies, or any activity which interferes with the full performance of the employee's professional or institutional responsibilities or obligations.

The University shall not accept any grant or contract where a principal investigator may have a relationship with a funding agency which might create a conflict of interest. It is incumbent upon the principal investigator to make the University aware of any relationships he/she might have with an external agency or company which might create a conflict of interest before a contract or grant award is made to the University.

*Florida Statute 1001.02, 1001.705
Florida Administrative Code 6C-5.945*

POLITICAL ACTIVITIES

HR-15.00-2004/07, Employee Code of Ethics, Section 5, Political Activity.

Policy URL: <https://nautical.uwf.edu/UnitApp/Publication/Pub.cfm?PubFormatID=944>

UNIVERSITY POLICY: HR-15.00-2004/07

G. ADDITIONAL STATE COMPENSATION (DUAL EMPLOYMENT AND OVERLOAD COMPENSATION)

No employee may fill more than a total of one full-time equivalent (FTE) position or receive compensation simultaneously from more than one state agency without prior approval of both employers and, in some instances, by the Secretary of Administration. Under certain conditions, the President (or his designee) has the authority to approve additional state compensation payments for employees who perform specific additional services for The University of West Florida. The University of West Florida does not permit the payment of compensation simultaneously from salary and OPS appropriations. Additional state compensation which results in a conflict of interest as specified by Chapter 112, Part III, FS, is prohibited.

Additional state compensation requests must be approved (on a "Request for Approval of Dual Employment and Compensation" form, available from University Personnel Relations) at least 30 days before the beginning of the secondary employment. All requests must be approved by the Vice President for Administrative Affairs and, in some cases, by the Secretary of Administration. Since additional state compensation requests must be approved each fiscal year, approvals automatically terminate on June 30 of each year.

*Florida Statutes 1001.02, 1001.705
Florida Administrative Code 6C-5.915(g)*

H. LAYOFF AND RECALL

See Article 14, Layoff and Recall, of the Collective Bargaining Agreement.

<http://uwf.edu/academic/facultyresources/cba/cba.cfm>

*Florida Statutes 1001.02, 1001.705
Florida Administrative Code 6C-5.955*

I. DISCIPLINARY ACTION AND JOB ABANDONMENT

See Articles 17, Disciplinary Action, and 18, Job Abandonment, of the Collective Bargaining Agreement.

<http://uwf.edu/academic/facultyresources/cba/cba.cfm>

*Florida Statutes 1001.02, 1001.705, 1001.74
Florida Administrative Codes 6C-5.950(3) (d), 6C-5.955(1)(b)(c)*

VII. LEAVES

Article 19 of the Collective Bargaining Agreement identifies the following types of leave:

Administrative Leave	Section 19.11
Athletic Competition Leave	Section 19.11(d)(3)
Annual Leave	Section 19.10
Civil Disorder/Disaster Leave	Section 19.11(d)(2)
Compulsory Leave	Section 19.9(c)
Court Appearances	Section 19.11(a)
Emergency Closings	Section 19.11(e)
Family and Medical Leave (under the Family and Medical Leave Act)	Section 19.7
Florida Disaster Volunteer Leave	Section 19.11(d)(1)
Holidays	Section 19.6
Job Related Illness/Injury, Workers' Compensation	Section 19.9(b)
Jury Duty	Section 19.11(a)
Leave Pending Investigation	Section 19.11(c)
Leave without Pay	Section 19.12
Military Leave	Section 19.11(b)
Parental Leave	Section 19.8
Service Connected Disability Leave	Section 19.11(d)(4)
Sick Leave	Section 19.9(a)
Workers' Compensation, Job Related Illness/Injury	Section 19.9(b)

For further information, see <http://uwf.edu/academic/facultyresources/cba/cba.cfm>

Also see HR-18.00-2004/07, Hours of Work and Benefits, Section 5, Leaves:

Policy URL: <https://nautical.uwf.edu/UnitApp/Publication/Pub.cfm?PubFormatID=947>

UNIVERSITY POLICY: HR-18.00-2004/07

Policy/Purpose: The University of West Florida provides information on benefits available to all employees and shall implement and communicate the general hours of work and procedures for the utilization, accrual, and access of leave for all employees. The University complies with the Fair Labor Standards Act (FLSA) for hours of work and benefits purposes.

VIII. FACULTY ASSIGNMENTS

A. ASSIGNMENT OF RESPONSIBILITIES

See Article 10, Assignment of Responsibilities, of the Collective Bargaining Agreement.
<http://uwf.edu/academic/facultyresources/cba/cba.cfm>

Florida Statute 1012.94

B. OFFICE HOURS

The University of West Florida was established as an institution of higher education for the purposes of preserving, projecting, and enhancing the cultural heritage of mankind, while producing and disseminating knowledge and information. To accomplish these ends, the University faculty engages in the traditional four-fold set of activities: instruction, advising, research, and service. Each of these activities is accomplished through the interaction of University personnel (faculty and staff) with those whom the University serves (students and residents of its service area). So that these interactions may occur, time must be protected for these individuals to meet. Classes are arranged for group instructional purposes; public performances are scheduled; meeting times are arranged for service activities; and laboratory or preparation time is set aside for research.

Faculty are expected to provide opportunities for students to discuss course matters, academic progress and programming, career goals, research interests and activities, and other academic and professional concerns. To protect time for these out-of-class interactions, The University of West Florida has adopted a policy that all instructional faculty and academic advisors will have scheduled office hours each week and will also make themselves available for scheduled appointments to accommodate students who cannot meet during regularly scheduled office hours. Students are encouraged to use these opportunities to meet with faculty to secure needed assistance.

The following guidelines apply to office hours for instructional faculty and academic advisors:

- A. Each instructional faculty member and academic advisor will be responsible for designating office hours when he or she will be available to confer with students. These office hours will be on regularly scheduled class days and will be of adequate number and length to assure that students will have reasonable access to their instructors and academic advisors. Faculty office hours should be consistent with established departmental guidelines and referred to in faculty work assignments.
- B. Each instructional faculty member and academic advisor will be responsible for providing information on his or her office hours by:
 1. notifying the students in his or her classes;
 2. posting the class schedule and schedule of office hours on his or her office door; and
 3. notifying, via the department secretary, the chairperson (or unit head) to whom the instructor reports.

Office hour schedules should be established no later than the end of the first week of classes of each term. If an instructional faculty member or academic advisor must be absent during regularly scheduled office hours, the department chairperson (via the department secretary) must be notified, the absence must be announced in advance in the instructor's classes when possible, and a notice must be posted on the faculty member's office door.

- C. Upon request by a student when it is not possible for the student to confer with the instructor during the designated office periods, instructional faculty members and academic advisors are expected to accommodate the student's needs by scheduling appointments outside of their designated office hours at a mutually satisfactory time.

C. FACULTY ACTIVITY REPORTING

The [Combined Activity/Effort Reporting System \(CAERS\)](#) is an online system that combines the state mandated Faculty Activity Reporting System (FARS) and the federally mandated Personnel Activity Reporting System (PARS). The FARS collects faculty activity for the purpose of certifying compliance with Florida's 12-Contact Hour Law* for faculty paid from General Revenue Funds. The PARS collects faculty and staff activity data for the purpose of certifying compliance with OMB Circular A-21 and other various requirements of the federal government. The web-based ARS collects all of the activity data ingredients to satisfy the needs of both the FARS and PARS system.

IX. PROMOTION, TENURE, AND EVALUATIONS

For UWF criteria and procedures, see the Promotion, Tenure, Annual Evaluation, and Sustained Performance Evaluation packet at: <http://uwf.edu/academic/facultyresources/pte/pte.cfm>

Also see Article 15, Promotion Procedure, of the Collective Bargaining Agreement

Also see Article 16, Tenure, of the Collective Bargaining Agreement

Also see Articles 11, Faculty Performance Evaluations, and 12, Evaluation File, of the Collective Bargaining Agreement.

<http://uwf.edu/academic/facultyresources/cba/cba.cfm>

X. SALARIES/BENEFITS/RETIREMENT

A. SALARIES

See Collective Bargaining Agreement, Article 25, Salaries.

<http://uwf.edu/academic/facultyresources/cba/cba.cfm>

DRS SALARY INCREASES

Salary increases and other compensation for DRS employees shall be determined after the Legislature provides the schools and funds through the Appropriation Act, and shall be described in a printed supplement of the UFF Collective Bargaining Agreement.

B. DEPARTMENTAL MERIT SALARY INCREASES

See the Promotion, Tenure, Annual Evaluation, Sustained Performance Evaluation, and Merit Increases: Criteria and Procedures Packet, Section VII at: <http://uwf.edu/academic/facultyresources/pte/pte.cfm>

A copy of the Departmental Merit Criteria/Procedure for your department is available in your chairperson's office.

C. BENEFITS

Collective Bargaining Agreement

Article 26 of the CBA identifies the following benefits:

- Retirement Credit/Special Circumstances
- Benefits for Retired Faculty
- Optional Retirement Program (ORP)
- Phased Retirement Program (PRP)
- Deferred Retirement Option Program (DROP)
- Free University Courses for Faculty and/or Dependents
- Employee Assistance Program
- Pre-tax Benefits Program

See Collective Bargaining Agreement, Article 26, Benefits, (CBA, p.73).

<http://uwf.edu/academic/facultyresources/cba/cba.cfm>

University Policies

- HR-18.00-2004/07 Hours of Work and Benefits
- HR-19.00-2004/07 Learning Opportunities

Policy URL: <https://nautical.uwf.edu/UnitApp/Publication/Pub.cfm?PubFormatID=947>

UNIVERSITY POLICY: HR-18.00-2004/07

Policy/Purpose: The University of West Florida provides information on benefits available to all employees and shall implement and communicate the general hours of work and procedures for the utilization, accrual, and access of leave for all employees. The University complies with the Fair Labor Standards Act (FLSA) for hours of work and benefits purposes.

Policy URL: <https://nautical.uwf.edu/UnitApp/Publication/Pub.cfm?PubFormatID=948>

UNIVERSITY POLICY: HR-19.00-2004/07

Policy/Purpose: The University supports and encourages employee development and provides a variety of learning opportunities for career growth and professional development.

HEALTH, LIFE, AND SUPPLEMENT INSURANCE

Policy URL: <https://nautical.uwf.edu/UnitApp/Publication/Pub.cfm?PubFormatID=947>

UNIVERSITY POLICY: HR-18.00-2004/07

Policy/Purpose: The University of West Florida provides information on benefits available to all employees and shall implement and communicate the general hours of work and procedures for the utilization, accrual, and access of leave for all employees. The University complies with the Fair Labor Standards Act (FLSA) for hours of work and benefits purposes.

PART-TIME EMPLOYEES

Part-time faculty, except those in positions funded from Other Personal Services funds, are entitled to employer-funded benefits, in accordance with State law, the rules of the Department of Management Services and the Division of Retirement, and University rules and policies. Part-time faculty should contact the Human Resources Office to determine the nature and extent of the benefits for which they are eligible.

STATE EMPLOYEE TUITION FEE WAIVER INFORMATION

<http://uwf.edu/registrar/stateemployee.cfm>

FREE UNIVERSITY COURSES FOR FACULTY AND/OR DEPENDENTS

<http://uwf.edu/academic/facultyresources/cba/cba.cfm> (Article 26.8)

MISCELLANEOUS BENEFITS

- A. The following programs are offered to employees with the convenience of payroll deduction: Savings Bond, Pre-Paid College, Nautilus Card, and Credit Union. Forms and applications may be obtained from OHR benefits staff.
- B. Recreational and Cultural Opportunities
 - 1. The University sponsors social clubs, public lectures, art exhibits, movies, plays, concerts, and sports events that are available to its employees. The facilities of the University are also available to employees; these include the library, student union, bookstore, food service facilities, golf course, tennis courts, and the swimming pool.
 - 2. Discount cards and information brochures are available in the Office of Human Resources for many Florida attractions.

D. RETIREMENT

See Article 26, Benefits, of the Collective Bargaining Agreement.

<http://uwf.edu/academic/facultyresources/cba/cba.cfm>

Policy URL: <https://nautical.uwf.edu/UnitApp/Publication/Pub.cfm?PubFormatID=947>

UNIVERSITY POLICY: HR-18.00-2004/07

Policy/Purpose: The University of West Florida provides information on benefits available to all employees and shall implement and communicate the general hours of work and procedures for the utilization, accrual, and access of leave for all employees. The University complies with the Fair Labor Standards Act (FLSA) for hours of work and benefits purposes.

XI. GRIEVANCE PROCEDURES AND ARBITRATION

Florida Statute 447.401

See Article 22, Grievance Procedure and Arbitration, of the Collective Bargaining Agreement.

<http://uwf.edu/academic/facultyresources/cba/cba.cfm>

XII. FACULTY ADVISING

Each degree-seeking student is assigned to a faculty member to assist in planning academic programs; to provide guidance in personal, academic, and professional development; and to foster interaction among students and faculty.

The University Advising Center provides advising for General Studies requirements for freshman and sophomore students. The Center also provides a system which alerts new freshmen and sophomores to potential academic problems. Students are notified by letter of unacceptable progress and urged to meet with their advisors to discuss possible remedies.

All degree-seeking junior and senior students are assigned faculty advisors by the department housing the program in which the student is majoring. Junior and senior students should contact the chairperson of their major department to obtain the name of their academic advisor.

Advising for College of Business students is available in the College of Business Advising Center; for College of Professional Studies students, advising is available through the College of Professional Studies Advising Center.

Teacher Education Student Services (TESS) is the central campus office for all student information relating to teacher education. This office admits students into teacher education programs and into student teaching, distributes certification applications, and makes recommendations for certification.

Florida Statute 1007.28

FACULTY ADVISORS TO STUDENT ORGANIZATIONS

Faculty members may be requested by student organizations to serve as advisors. Faculty advisors to clubs and other student groups should demonstrate an interest in and willingness to contribute to the development and implementation of the goals and purposes of the organization. Specifically, the faculty advisor may contribute by:

1. assisting the group in the development of their organizational structure;
2. providing opportunities for students to develop leadership skills; and
3. acting as a facilitator and an advisor in the development of organizational activities.

XIII. FACULTY DEVELOPMENT

*Florida Statute 1001.02, 1001.705
Florida Administrative Code 6C-5.930
Specific Authority 240.209(1), (3)(r) FS.
Law Implemented 115.09, 240.209(1), (3) (f), (7), (11) FS.
History-New 1-24-96*

*UWF History
HR 500 VI, New - January 1, 2000*

A. SABBATICALS

Sabbaticals are “granted to increase a faculty member’s value to the University through enhanced opportunities for professional renewal, planned travel, study, formal education, research, writing, or other experience of professional value, not as a reward for service.”

Full-time, tenured employees with a minimum rank of Assistant Professor or equivalent who are included as unit faculty and who have at least six years of full-time service, shall be eligible for sabbaticals if the terms of a contract or grant through which such an employee may be compensated allow for such sabbaticals. (A person who has had a sabbatical or faculty service and development award may be considered for a subsequent award after six years has elapsed since the initial award).

Contract and grant employees in this category who wish to apply for sabbaticals must provide written documentation that the funding agency will permit compensation for such leave through the contract or grant. If such documentation is not provided, the University will not consider the application for sabbatical.

Length of Award/Salary Benefits

Two semesters at half pay (i.e., one academic year), or one semester at full pay.

Further information about the application process can be found at <http://uwf.edu/academic/awards/sabbatical/sabbatical.cfm>.

Also see Article 24.1, Sabbaticals and Professional Development Leaves, of the Collective Bargaining Agreement <http://uwf.edu/academic/facultyresources/cba/cba.cfm>.

B. FACULTY SERVICE AND DEVELOPMENT LEAVES

Faculty Service and Development awards make available to eligible non-unit faculty members a period of time to be devoted to scholarly activities, research, and intellectual refreshment and updating.

Full-time, non-unit faculty members with the minimum rank of assistant professor, or equivalent, with at least six years of full-time service are eligible for faculty service and development if the terms of a contract or grant through which such an employee may be compensated allow for the leave. (A person who has had a sabbatical or faculty service and development award may be considered for a subsequent award after six years has elapsed since the initial award).

Contract and grant employees in this category who wish to apply for faculty service and development awards must provide written documentation that the funding agency will permit compensation for such leave through the contract or grant. If such documentation is not provided, the University will not consider the application for faculty service and development award.

Length of Award/Salary Benefits

Two semesters at half pay (i.e., one academic year), or one semester at full pay.

Further information about the application process can be found at <http://uwf.edu/academic/awards/fsd/fsd.cfm>.

C. PROFESSIONAL DEVELOPMENT LEAVE

Professional development leaves are granted to increase an employee's value to the University through enhanced opportunity for professional renewal, educational travel, study, formal education, research, writing, or other experience of professional value, not as a reward for service.

Unit and non-unit, full-time, permanent employees within the faculty pay plan with three or more years of service, except those who are serving in tenure-earning or tenured positions, shall be eligible for professional development leaves.

Contract and grant employees who wish to apply for professional development leave must provide written documentation that the funding agency will permit compensation for such leave through the contract or grant. If such documentation is not provided, the University will not consider the application for professional development.

An employee who has previously been granted a professional development leave shall not be eligible for a second professional development leave until three years of continuous service are completed following the previous leave.

Length of Award/Salary Benefits

One semester at full pay, or its equivalent (for example, two semesters at half pay).

Further information about the application process can be found at <http://uwf.edu/academic/awards/pdl/pdl.cfm>.

Also see Article 24.1, Sabbaticals and Professional Development Leaves, of the Collective Bargaining Agreement <http://uwf.edu/academic/facultyresources/cba/cba.cfm>.

XIV. RESPONSIBILITIES AS INSTRUCTORS

A. CLASS HOURS

Florida Statute 1012.945: Required number of classroom teaching hours for University faculty members.

(1) As used in this section:

- (a) "State funds" means those funds appropriated annually in the General Appropriations Act.
- (b) "Classroom contact hour" means a regularly scheduled 1-hour period of classroom activity in a course of instruction which has been approved by the university.

(2) Each full-time equivalent teaching faculty member at a university who is paid wholly from state funds shall teach a minimum of 12 classroom contact hours per week at such university. However, any faculty member who is assigned by his or her departmental chair or other appropriate university administrator professional responsibilities and duties in furtherance of the mission of the university shall teach a minimum number of classroom contact hours in proportion to 12 classroom hours per week as such especially assigned aforementioned duties and responsibilities bear to 12 classroom contact hours per week. Any full-time faculty member who is paid partly from state funds and partly from other funds or appropriations shall teach a minimum number of classroom contact hours in such proportion to 12 classroom contact hours per week as his or her salary paid from state funds bears to his or her total salary. In determining the appropriate hourly weighting of assigned duties other than classroom contact hours, the universities shall develop and apply a formula designed to equate the time required for non-classroom duties with classroom contact hours. "Full-time equivalent teaching faculty member" shall be interpreted to mean all faculty personnel budgeted in the instruction and research portion of the budget, exclusive of those full-time equivalent positions assigned to research, public service, administrative duties, and academic advising. Full-time administrators, librarians, and counselors shall be exempt from the provisions of this section; and colleges of medicine and law and others which are required for purposes of accreditation to meet national standards prescribed by the American Medical Association, the American Bar Association, or other professional associations shall be exempt from the provisions of this section to the extent that the requirements of this section differ from the requirements of accreditation.

B. CLASS ROSTERS

The Registrar's Office updates the Class Roster for each class every semester on the University's mainframe. It is done through UWF's Administrative Systems program ARGUS or PMEN under the verb

RGRC, Class Roster Display/Print. If assistance is needed to access ARGUS or PMEN or the RGRC Screen, please contact the Work Station Manager for your department.

C. GRADING

UWF's Administrative Systems provides faculty the ability to review/print current grade rolls and electronically transmit grades to the Registrar's Office.

The Grade Roll Browse (RGRB) can be reviewed to see what grades have been transmitted and to display specific grade rolls. The grade roll browse displays all the courses, including reference number, course number, department, instructor, and whether the grades have been updated, transmitted, reviewed, locked, and loaded.

The Grade Roll Browse (RGRD) is used to enter grades for a class. Instructors or other employees authorized by the departmental chair may view only their own grade rolls. You may also enter a short comment (e.g., never attended). If the student is receiving veteran's assistance, it will be noted. You may add students if they are not on the grade roll. Grade rolls will be available for update until the grades due deadline. Grades can be viewed, but not changed by the individual user, throughout the following semester (contact the Registrar's Office for information on changing grades).

To transmit grades, a faculty member must have a valid personal identification number (PIN).

D. STUDENT ACADEMIC/NON-ACADEMIC MISCONDUCT

A. Academic Misconduct

*Specific Authority 1006.60(4), 1006.62 F.S.
New UWF/REG 3.030 Effective 8/27/07*

<http://uwf.edu/academic/policies/misconduct/misconduct.cfm>

The University of West Florida is dedicated to the highest principles and standards of academic integrity. An academic violation by a student can negatively impact a class, program and/or college in ways that are unique to each discipline. Therefore, the University believes that the severity of an academic infraction is best evaluated by the faculty of the institution. The University seeks to offer students an opportunity to respond to allegations of academic misconduct before a decision is rendered. This regulation/rule seeks to provide faculty and students with a fair process for adjudicating allegations of academic misconduct.

Academic integrity is closely related to professional ethics and requires that students honestly acknowledge their use of the ideas, words, and written work produced by any other individual, institution or source. Failure to acknowledge properly the use of another's intellectual output constitutes a form of academic misconduct.

I. Academic Misconduct ([UWF/REG 3.030, p. 39, UWF Student Planner and Handbook 2010/2011](#))

Academic misconduct includes all acts of dishonesty in any academically related matter and any knowing or intentional assistance, attempt to assist, or conspiracy to assist another student to commit

an act of academic dishonesty. Academic dishonesty includes, but is not limited to, each of the following acts when performed in any type of academic or academically related matter, exercise or activity:

1. **Cheating** – Using or attempting to use or providing another’s exam or quiz answers or using or attempting to use another’s material or information where such use is not expressly permitted by the instructor.
2. **Academic theft** – Obtaining examinations, quizzes, or other academic materials without authorization.
3. **Plagiarism** – Representing the words, data, works, ideas, computer program or output, or anything not self generated as one’s own. Some examples of plagiarism include:
 - a. Copying phrases, sentences, sections, paragraphs or graphics from a source and not giving credit by citing the source.
 - b. Having another person write an assignment (for pay or for free) and submitting it as one’s own.
 - c. Modifying or paraphrasing another's ideas or writings and submitting them as one’s own.

For further clarification of plagiarism, see the UWF library tutorial at <http://library.uwf.edu/Research/OnlineTutorials/Plagiarism>

4. **Resubmission of Work** – Resubmitting a paper, assignment, or portion thereof that was originally created for another course constitutes academic misconduct unless:
 - a. Both instructors in concurrent courses expressly agree to accept the same work, or
 - b. An instructor expressly agrees to accept work completed during a previous semester.
5. **Fabrication** – Presenting, as genuine, any invented or falsified citation or material.
6. **Bribery** – The offering, giving, receiving or soliciting of anything of value to influence a grade or other academic evaluation.
7. **Misrepresentation** – Any act or omission taken with intent to deceive an instructor or the University so as to affect a grade or gain admission to a program or course.
8. **Facilitating Academic Dishonesty** – Knowingly contributing to another's violation of the University's regulation/rule on academic misconduct or planning with others to commit academic misconduct.
9. **Violation of professional standards or ethics as defined by the academic program.**

II. Resolution by the Instructor

Once an instructor suspects a violation, the instructor shall conduct a preliminary investigation and determine whether a violation is likely to have been committed. If the instructor concludes that there is not sufficient evidence that a violation has likely been committed, there shall be no record of the event in the student’s file. If the instructor concludes that a violation has likely been committed, the instructor must contact the Dean of Students Office to ascertain whether the student has a history of previous academic violations.

If the student has a history of previous violations, or if the instructor believes the offense may warrant suspension or dismissal from the University, the instructor must forward the applicable Academic Misconduct Procedure Form, including charges and suggested sanction(s), if any, to the Academic Misconduct Panel through the Dean of Students Office. The Dean of Students Office shall notify the student of the charges and schedule a hearing. The hearing shall be scheduled at least five business days after the notice of charges is received by the student. The student's department chair and academic advisor shall be notified of the charges by the Dean of Students Office.

If the student has no record of previous academic misconduct and the instructor is not recommending suspension or dismissal from the University, the instructor shall meet with the student expeditiously to review the following:

1. a description of the charges against the student;
2. the materials and information that led the instructor to conclude that a violation(s) has likely been committed; and
3. an explanation of any sanctions proposed by the instructor as a result of the likely violation(s).

The instructor shall advise the student in writing that the student has five business days to review the information, and either accept the sanction(s) and waive the right to a hearing, or request a hearing by the Academic Misconduct Panel.

III. Student Response

If the student accepts responsibility for the misconduct and accepts the instructor's sanction(s), the process is completed and the instructor must give a copy of the signed and completed Academic Misconduct Procedure Form to the student and send the original form to the Dean of Students Office for filing and for distribution to the appropriate dean(s).

If the student does not accept responsibility for the misconduct or the instructor's sanction(s), the instructor must give a copy of the signed and completed Academic Misconduct Procedure Form to the student and send the original to the Academic Misconduct Panel through the Dean of Students Office, which shall schedule a hearing by the panel.

If the student fails to complete or sign the Academic Misconduct Procedure form and return it to the instructor within five business days, the instructor shall notify the Dean of Students Office. The Dean of Students Office shall schedule a hearing by the Academic Misconduct Panel.

IV. Constitution of Academic Misconduct Panel

The panel shall consist of 15 members. From each of the University's three colleges there shall be: two undergraduate students, one graduate student, a faculty member and a representative of the dean. Student members shall be appointed by the Student Government Association. Faculty members shall be appointed by the Faculty Council in each College. The Deans' representatives shall be appointed by the dean of each college.

A hearing panel of four members, by rotation, will hear each case. Two of the four members must be students. Any decision or sanction(s) applied must be supported by at least three members. Panel members shall serve for one year, except for the faculty members of the initial panel appointed, who shall serve for three years.

V. Academic Misconduct Panel Hearing

The charged student shall personally respond to the charges before the hearing panel. If the student fails to appear for the hearing, the panel will proceed to a conclusion. The charged student has the right to have an advisor attend, but the advisor may not speak to the panel. The student may hear and, through the Academic Misconduct Panel, question witnesses.

The student and his or her advisor, if any, have the right to inspect all of the information that will be presented against the student at least 3 business days before the Academic Misconduct Panel hearing. The University also has the right to review any information the student intends to use at least 3 business days before the hearing.

The student will not be compelled to make self-incriminating statements. Note however: The University is not required to postpone judicial proceedings pending the outcome of any criminal proceeding.

The instructor in the course in which the alleged misconduct took place will have an opportunity to appear before the panel. In addition, the panel shall seek a recommendation from the chair of the department in which the alleged misconduct took place. The panel may conduct further investigations, as necessary.

The hearing panel shall either:

1. find that no violation has occurred, or
2. find that a violation has occurred and impose a sanction(s).

The written decision of the panel shall be forwarded to the student and the Dean of Students Office.

The student may appeal by filing a written appeal with the Provost within five business days of the date the student received the panel's decision. If the student fails to appeal, the hearing panel's decision will be final.

VI. Appeal to the Provost

The Provost or designee will review the appeal. Grounds for appeal are limited to the following: (a) the student's rights were violated in the hearing process; (b) new information is discovered that was not available at the time of the hearing; (c) the information presented does not support the decision; or (d) the sanction(s) imposed were not appropriate for the violation. If an appeal is decided in favor of the student, the matter may be returned to the Academic Misconduct Panel. If an appeal is not decided in favor of the student, the matter is considered final and binding.

A copy of the Provost's decision shall be forwarded to the student and to the Dean of Students Office for filing and for distribution to the appropriate dean(s).

VII. Course Withdrawal and Forgiveness Policy

A student shall not be permitted to drop or withdraw from a class in which there is an unresolved allegation. Nor shall the UWF grade forgiveness policy be applied to a course in which a student is found to have committed academic misconduct.

VIII. Sanctions

The range of sanctions for any student found to have committed academic misconduct includes reprimand, reduction of grade, disciplinary warning, educational requirements, probation, loss of university privileges, dismissal from a program, suspension, expulsion, denial of admission or further registration and/or credits, invalidation or revocation of academic credit, invalidation or revocation of academic degree, and any other sanctions permitted by law.

IX. Records

Records of academic misconduct will be maintained by the Dean of Students Office.

Student files involving cases of academic misconduct that do not result in suspensions or expulsions shall be expunged seven years after the final decision. Records of cases that result in suspensions or expulsions are kept permanently. Statistical and database information may be kept permanently at the University.

Students found “not responsible” or cases in which charges are dropped are considered not to have a judicial record. However, the records will be maintained by the University in accordance with 1002.22, F.S. and with applicable State record retention laws.

X. Transcript Notations

A temporary notation will be placed on the student’s transcript during any period of suspension. If a student is expelled, a permanent notation to that effect will be placed on the student’s transcript.

XI. Review of the Academic Misconduct Policy

The University Academic Misconduct regulation/rule shall be reviewed every three years under the direction of the Provost, beginning in 2009 or sooner if necessary, by a committee composed of at least 50 percent students appointed by the Student Government Association.

B. Non-Academic Misconduct (Excerpts from the 2010/2011 Student Handbook)

The University of West Florida is dedicated to the advancement of knowledge and learning and to the development of ethically responsible individuals. University students and student organizations are expected to uphold appropriate standards of behavior and to respect the rights and privileges of others. All students and student organizations are expected to conduct themselves in accordance with all federal, state and local laws, and Board of Governors and University rules, regulations, and policies.

The University affirms its desire to maintain a learning and living environment for all students that is free from all forms of unlawful discrimination, harassment and retaliation. The University is committed to ensuring that all students, faculty and staff are treated with dignity and respect. An environment of mutual respect must prevail if the University is to fulfill its goals; therefore, discrimination, harassment and retaliation will not be tolerated.. All members of the University community are responsible for ensuring that their conduct does not discriminate, harass or retaliate against others and are to cooperate in maintaining a climate where discrimination, harassment and retaliation are not tolerated.

In keeping with the University of West Florida’s values, any sanctions imposed are for the purposes of restoring the standards of the University community, educating students and student organizations about the seriousness of their action(s), promoting civility and positive growth, while maintaining the safety and integrity of the University community.

The Student Code of Conduct applies to all UWF campuses, UWF international and exchange programs and off-campus conduct. This code applies to individual students as well as student organizations.

Faculty members who wish to report an incident of non-academic misconduct should contact the Dean of Students Office. Disruptive and/or threatening behavior should be reported to the University Police immediately.

For more information related to the Student Code of Conduct and the judicial process for non-academic misconduct, please visit the Judicial Affairs website at www.uwf.edu/JudicialAffairs and select the link for the Student Code of Conduct.

E. UNIVERSITY-WIDE ATTENDANCE POLICY

CLASS ATTENDANCE

The University expects each student to take full responsibility for his or her academic work and academic progress. The student, to progress satisfactorily, must meet the requirements of each course for which he or she is registered. Successful work depends to a large extent on regular class attendance, and absence from a class meeting is a loss to both the student and to classmates.

Class attendance is regarded as an academic matter. The use of attendance records in grading and handling of any excuses for absences is left to the discretion of the faculty member responsible for the course, subject to the guidelines given below. Each faculty member shall provide his or her attendance policy in writing to each class within the first week of classes.

1. Students will be excused from class to observe religious holy days of their faith. No major test, major class event, or major University activity will be scheduled on a major religious holy day.
2. Absences due to imposed legal responsibilities (examples: jury duty, court appearance) shall be recognized as excused absences.
3. Absences due to the participation in extracurricular activities in which students are official representatives of the University shall be recognized as excused absences.
4. Absences due to serious illness, death, or serious illness within the student's immediate family, military obligations, or other sound reasons offered by the student may be accepted as excused absences.

It is the responsibility of students to know the attendance policy of each course they are taking. Students must inform their instructor(s) of absences from classes prior to, or as soon as possible, after the absence. Instructors have the right to request verification for all excused absences. Students are held accountable for all assignments in each course, whether or not the assignments were announced during an absence. Faculty are encouraged to provide opportunities for students to make up examinations and other work missed because of an excused absence.

*UWF History
Approved by the Faculty Senate 6/10/94.*

F. SYLLABI

The syllabus provides basic information about the course content, activities and assignments planned for the term, and information about how to contact the instructor. The syllabus establishes your expectations, policies, and procedures for the course. It identifies what will be taught and when it will be

taught, what assignments and exams the students must complete, how assignments and exams are used to compute grades, your personal rules for handling attendance and participation in class, late assignments, missed exams, cheating and other forms of academic misconduct, and any other matters relevant to the conduct of your class.

A well-organized syllabus sends students the message that the instructor is organized, cares about student learning, and will create effective learning experiences. Faculty also benefit from a well-constructed syllabus. If students are given clear and explicit information about expectations for the course and the consequences of failing to adhere to your course procedures, faculty will be spared the problems with student grievances that can arise when faculty alter their courses mid-term to solve problems “on the fly” and appear arbitrary and capricious to students.

The following elements are typically included in a well-documented syllabus:

- Course Number and Course Title
- Class Meeting Time and Location
- Instructor Name(s)
- Contact information for instructor(s)
- List of Required Textbooks
- Course Description
- Student Learning Outcomes
- State of the University Policy on Academic Conduct
- State about assistance for students with special needs
- Description of evaluation of student work in the course (exams and grading)
- Attendance Policy
- Expectations for classroom decorum/behavior
- Schedule of required readings, assignments, exams, etc.
- Other useful syllabus elements

More detailed information, including a Sample Syllabus, can be found at <http://uwf.edu/cutla/frs-syllabus.cfm>.

XV. INTELLECTUAL PROPERTY POLICY

The University of West Florida Intellectual Property Policy is meant to encourage and enable technology development and transfer for the benefit of the public. Adequate recognition of and incentive to potential inventors through the sharing of the financial benefits resulting from the transfer and development of patentable inventions and other marketable forms of intellectual property encourages the creation of such intellectual property. At the same time, the University’s share in the financial benefits provides funds for further research at the University. In order to have successful technology transfer, a team effort on the part of the Creator of the intellectual property, the staff of the University’s Research Foundation and Office of Research, the administrative staff of the Creator’s department and college, and others involved in the Creator’s research enterprise is necessary. Many factors must come together to make technology transfer successful. There must be: appropriate intellectual property; an effort on the part of the Creator to assist in protecting and marketing the intellectual property; an effort on the part of the Research Foundation to protect, market, and license the intellectual property; a corporate licensee that is willing to invest the money, time, and effort to turn the intellectual property

into a marketable product; and a market that is ready to buy the product when it has been fully developed and is ready to be sold. The University's policy is intended to further that result.

http://research.uwf.edu/internal/ip/ip_policy.cfm

Also see Article 20, Inventions and Works, of the Collective Bargaining Agreement.

<http://uwf.edu/academic/facultyresources/cba/cba.cfm>

XVI. FACULTY CONDUCT IN RESEARCH

Policy URL: <https://nautical.uwf.edu/UnitApp/Publication/Pub.cfm?PubFormatID=1052>

UNIVERSITY POLICY: SR-1.00-12/07

TO: University of West Florida Community

FROM: Dr. John Cavanaugh, President

SUBJECT: Policy for Responding to Allegations of Misconduct in Research & Scholarly Activity

Responsible Office/Executive: Research and Sponsored Programs

Policy/Purpose: To respond in a fitting manner to resolve issues arising from alleged misconduct in research and scholarly activity

A. INSTITUTIONAL POLICY

It is the policy of the University that all faculty members and researchers shall maintain the highest standards in the conduct and reporting of their research and scholarly activities. All faculty members and researchers are bound to observe the highest standards of ethics, consistent with the code of ethics of the State of Florida, Chapter 112, Part II, Florida Statutes. Reporting of possible violations of this policy is a shared responsibility; it is the duty of the faculty and administration to respond in a fitting manner to resolve issues arising from such alleged misconduct.

XVII. GENERAL INFORMATION

A. NEPOTISM

Policy URL: <https://nautical.uwf.edu/UnitApp/Publication/Pub.cfm?PubFormatID=944>

UNIVERSITY POLICY: HR-15.00-2004/07

Policy/Purpose: It is the policy of the University that employees shall adhere to the standards of this University in their legal and ethical obligations. Employees shall not engage in conduct that is dishonest

or fraudulent nor shall they accept duties, obligations, gifts or favors of monetary value or engage in private business or professional activities which conflict with the interests and policies of the University of West Florida or the State of Florida.

B. FINANCIAL DISCLOSURE LAW

Policy URL: <https://nautical.uwf.edu/UnitApp/Publication/Pub.cfm?PubFormatID=944>

UNIVERSITY POLICY: HR-15.00-2004/07

Policy/Purpose: It is the policy of the University that employees shall adhere to the standards of this University in their legal and ethical obligations. Employees shall not engage in conduct that is dishonest or fraudulent nor shall they accept duties, obligations, gifts or favors of monetary value or engage in private business or professional activities which conflict with the interests and policies of the University of West Florida or the State of Florida.

C. PAYROLL

<http://uwf.edu/financial/Payroll.cfm>

Salary warrants are issued at bi-weekly intervals commencing approximately two weeks after the beginning of the contract period.

D. INSURANCE

<http://uwf.edu/ohr/benefits/Insurance/insuranceMain.cfm>

Group term life insurance, disability income insurance, state health and state life insurance (partially funded by the State), hospitalization, income protection, cancer and intensive care insurance, paid whole life insurance for the employee and his/her dependents, and tax-sheltered annuity plans are available on a voluntary basis to faculty and staff members. At the time of appointment, all members of the faculty and staff are given an opportunity to enroll in these programs through the Office of Human Resources.

*UWF History
Employment Policy HR 300.VI
Approved January 2000*

E. WORKMEN'S COMPENSATION

Workers' Compensation

General

The University of West Florida is committed to providing a safe and healthy environment for all of its employees. The Office of Human Resources administers the Workers' Compensation Program for the University.

Reporting

It is the employee's responsibility to report all work-related injuries/illnesses immediately to an immediate supervisor. An Employee [Report of Injury Form](#) must be completed by the employee, the supervisor, and then submitted to the Office of Human Resources. If the immediate supervisor is not available, the report should be completed by the employee and the department head. Failure to report the injury/illness may result in forfeiture of all rights available under Workers' Compensation.

Life Threatening

If immediate medical assistance is required, call the campus police at 911. If required, the police will have an ambulance or "life flight" respond. The employee's immediate supervisor should notify the Office of Human Resources regarding the details of the injury as soon as possible and submit a written report to Human Resources.

After Hours/Holidays/Weekend -- Non-Emergency

Call campus police at 2415 to report injuries which occur after normal work hours. The police will assist in providing medical treatment as necessary. Follow-up should be accomplished by reporting the injury to the immediate supervisor and completing an injury form the first workday following the injury. The supervisor should submit a written report to Human Resources.

All Other Injuries - Non-Emergency

Employees should report any on-the-job injury immediately to their supervisors (department head if supervisor is not available). A completed Injury Report should be taken/forwarded to Human Resources where the UWF Workers' Compensation Coordinator will assist in providing requested medical care through CorVel. If injured employees are unable to transport themselves for medical assistance, an ambulance should be called.

Medical Authorization

To receive treatment authorization, contact the Workers' Compensation Coordinator in Human Resources who will then contact CorVel. Employees must submit documentation from a CorVel authorized physician if they are unable to work as a result of a work-related injury/illness. All documentation (return-to-work slips, doctors' notes, etc.) must be submitted to the immediate supervisor following medical treatment and each time that an employee returns for authorized treatment.

If you have any questions regarding the Workers' Compensation process, please call the Workers' Compensation Section in Human Resources at extension 2605. CorVel has medical case managers to assist with questions concerning medical treatment and can be reached at 1-866-352-7915.

For more information, visit <http://uwf.edu/ohr/Employment/workersComp/main.cfm>.

The law provides that all employees shall be protected by workmen's compensation. All institutions and agencies under the Board of Education are required to provide such coverage as self-insurer. ([Chapter 440, Florida Statutes](#).)

Florida Statute 240.209(1), (3)(f)

1Note.--Repealed by s. 27, ch. 96-320. Section 287.0945(9), created by s. 1, ch. 96-412, was redesignated by the reviser as s. 373.607.

*Florida Administrative Code 6C-5.920(16)
Specific Authority 240.209(1), (3)(f) FS.
Law Implemented 110.117-110.122, 115.14, 216.011(1)(x), 240.209(1),
(3)(f), 250.48, Chapters 121 and 440 FS.
History-New 1-24-96, Amended 8-17-99.*

F. CAMPUS BANK TELLER MACHINE

An Automatic Teller Machine (ATM) is located in the University Commons, Building 22.

G. NAUTILUS IDENTIFICATION CARDS

<http://uwf.edu/idcard/>

Nautilus (I.D.) cards are prepared at no charge to the faculty member, upon beginning his/her appointment at the University.

H. AUTOMOBILE REGULATIONS

<http://uwf.edu/parking/>

All persons in the State of Florida who have children in Florida public schools, and who carry Florida driver's licenses, are required by law to have Florida license plates on their automobiles. New faculty members from out of the state must obtain Florida license plates at once. All persons who intend to park an automobile on campus will be required to register their vehicle(s) with the Parking Services. If you choose to use the payroll deduction method of payment, the Payroll Deduction Authorization form must be completed, dated, signed, and forwarded to the University Cashier's Office of processing. Decals are color coded for faculty, university workforces, students, and guests. There will be signs in each parking lot telling you where to park or unrestricted parking. You will receive a copy of the traffic regulations at the time of registration, and any questions arising should be directed to the Office of the Parking Services, located in building 95, or at extension 6023.

I. HOLIDAYS

The University will be closed on the following official holidays:

New Year's Day	Labor Day
Martin Luther King Day	Veteran's Day
Memorial Day	Thanksgiving Day and the following day
Independence Day	Christmas Day

The University is also closed for the period between Christmas and New Year's Day

J. LEARNED SOCIETIES

The University encourages membership and participation in learned societies. It will be left to the judgment of the faculty to ensure that such activities are performed in reasonable amounts. The

University cannot reimburse a faculty member for dues in professional societies when he/she joins as an individual, although the institution recognizes and encourages such membership.

K. RESEARCH

The advancement of knowledge is a legitimate and necessary function of a University. To be successful in his/her teaching role, the faculty member should be involved in research and creative activities.

The office of [Research and Sponsored Programs](#) is headed by the Associate Vice President. This office collects information on scholarship, fellowship, and grant opportunities, and interested faculty members may consult this information for available opportunities. This office will also provide assistance in proposal writing, editing, typing, and copying, as well as information concerning the University procedures to be followed in preparing applications and proposals.

The University provides special support for research in a number of ways. Several research positions for summer sessions are awarded each year by the [Scholarly and Creative Activities Committee](#). When available, the Committee also awards "seed funds" to faculty members for their research. Released time for research may be authorized by the department chairperson with the approval of the dean.

L. TRAVEL

<http://uwf.edu/financial/Internal/travel.cfm>

Florida Statute 112.061

M. COMMITTEES AND COUNCILS

Committees/Councils affecting virtually every aspect of University's life function to assist the President and other responsible University officials to make informed decisions.

To review committee/council charters, memberships, minutes, reports, etc., please visit <https://nautical.uwf.edu/org/index.cfm>.

N. ELECTRONIC MAIL

Policy URL: <http://nautical.uwf.edu/UnitApp/Publication/Pub.cfm?PubFormatID=35>

Policy/Purpose: To articulate UWF policy concerning mail

O. COMPUTER RESOURCES USAGE AGREEMENT

(<https://nautical.uwf.edu/people/usageagreement.htm>)

Access to computing resources is available to University faculty, staff, and students. Certain responsibilities accompany that privilege, and understanding these responsibilities is important for all computer users. Computer resources can be defined as all University computing and telecommunications resources, including facilities, networks, services, hardware, and software. Users of these resources agree to the following:

- Computing resources shall be used in pursuit of the University's mission, goals, policies, and procedures. Computing resources shall not be used for personal financial gain or for commercial purposes not under the auspices of the University.
- Computing users shall respect the computing environment provided for them. Computing resources shall not be intentionally altered, damaged, removed, or used to purposely impede the computing activities of other users.
- Use of the University's computing and network services shall be in accordance with state and federal laws, Board of Regents Rules, and University of West Florida Policies and Procedures. Violations may result in revocation of privileges, sanctions, charges of misconduct, or legal action.
- Computing users shall take responsibility for all computing resources assigned to them and shall not share access to these resources (such as passwords, Nautilus cards, or printing privileges). The University regards abuse of any computing resources at other sites, accessed from the University's computing services, as abuse of the computing services at the University.
- Computing resources shall not be used to harass, intimidate, threaten, or discriminate against others.
- Computing users shall adhere to established security procedures and shall not access resources to which they are not entitled, including but not limited to representing themselves as someone else and altering or fabricating of records.
- Computing users shall adhere to rules of copyright regarding software ownership and licensing.

System Administrators reserve the right to access user processes and/or files in order to maintain proper operation of the systems or to investigate illegal or inappropriate use of the computing resources.

XVIII. LIBRARY AND INFORMATION TECHNOLOGY SERVICES

A. LIBRARY (<http://library.uwf.edu/>)

Mission Statement

The UWF Libraries' purpose is to provide information-related resources and services to support the University of West Florida's learning, teaching, research, and community service missions. It intends to inspire the individual and the intellect, encouraging personal and social growth through the acquisition of information and knowledge.

Goals

- Library as Place: *Create a physical environment that supports all forms of learning, discovery, exchange, design, experimentation, and instruction*
- Services: *Provide high quality, relevant, courteous, efficient, and knowledgeable learning and information services*
- Staff Development: *Build a well trained, efficient, and effective staff; and foster a staff culture that encourages and supports continuous learning*
- Collections: *Acquire and manage relevant intellectual content, balanced across appropriate information formats, to support teaching, research, and service.*
- Information Infrastructure / Digital: *Provide the technology (e.g., hardware, systems, software), program support, and human resources required to make the identification, acquisition,*

organization, teaching, access, creation, and delivery of (analog and digital) intellectual content convenient and effective

- Administration: *Provide administrative structure and support to pursue the vision and achieve the strategic goals of UWF and the UWF Libraries.*

Locations

The University of West Florida Libraries includes three physical locations: John C. Pace Library (Building 32) and the Curriculum Materials Library (Building 86/Room 105) on the Pensacola Campus; and the Emerald Coast Campus Library located on the campus in Fort Walton Beach that serves other Emerald Coast sites.

Access

The UWF Libraries website (<http://library.uwf.edu/>) has the most current information on library collections, hours, resources, and services for faculty.

Quick Link to Online Library Forms: <http://library.uwf.edu/OnlineForms.htm>

Services for Faculty

The Libraries website has a specific page that outline services for faculty, including information on the following topics and more: <http://library.uwf.edu/Services/LibraryInformation/LibraryInformation.htm>

- Book Renewal (online) : renew books online at your convenience
<http://library.uwf.edu/Services/Requests/Renewal.cfm>
- Borrowing Privileges (Faculty): up to 100 books for 6 months; also current and bound journals and media materials <http://library.uwf.edu/Services/LoanPolicies/index.cfm>
- Course Reserves: place supplemental readings and other material on print and/or electronic reserves or embed them within Desire2Learn (D2L)
<http://library.uwf.edu/Services/OnlineForms/CourseReserveRequestForm/ReserveForm.php>
- Faculty Carrels: apply for semester study carrel privileges
<http://library.uwf.edu/Services/OnlineForms/StudyCarrelRequest/index.php>
- Interlibrary Loan: request books and/or journal articles UWF does not own
<https://uwf.illiad.oclc.org/illiad/ill.html>
- Intercampus Loan: request books and/or journal articles from another of the UWF library locations <http://library.uwf.edu/Services/OnlineForms/IntercampusArticleRequest/index.php>
- Library Instruction: in-library or in-class instruction on effective use of library resources (also see Research Guides and Tutorials)
<http://library.uwf.edu/Research/LibraryInstruction/Instruction/index.cfm>
- Research Guides: discipline-specific subject guides that identify the most relevant print and electronic reference/research tools available at UWF as well as authoritative internet websites
<http://library.uwf.edu/eli2/index2.shtml>
- Tutorials: a variety of online tutorials to help students learn how to effectively use library resources; librarians are available to work with faculty on creating additional research-related tutorials to meet specific needs <http://library.uwf.edu/Research/OnlineTutorials/>
- Ordering books or journals: request the purchase of books, journals and media
<http://library.uwf.edu/About/Acquisitions/index.cfm>
- Priority Cataloging Requests: request “rush” cataloging and processing for materials designated as “in process” or “on order” <http://library.uwf.edu/Services/Requests/Priority.cfm>

- Reference Assistance: Subject librarians serve as department liaisons to provide reference assistance or library instruction and to collaborate with faculty on research assignments or information literacy projects
<http://library.uwf.edu/Research/LibraryInstruction/Instruction.htm#SPECIALISTS>
- Remote Access: information on how to access online services and research resources from off-campus <http://library.uwf.edu/Services/AccessOffCampus/OffCampus.htm>

Collections

The goal of library collection development is to build balanced collections which support the teaching, research and service missions of The University of West Florida. In recognition of the extended campuses serving UWF students, the library provides print-based resources as well as access to electronic books, journals and journal articles, and databases, including those providing abstracting/indexing access and those providing discipline-based information and data.

Specialized collections include:

- **Curriculum Materials:** Educational materials such as textbooks, games, models, multi-media kits, math and science manipulatives, and other types of print and non-print teaching aids for K-12 are available in the Curriculum Materials Library.
<http://library.uwf.edu/About/Curriculum/Curriculum.htm>
- **Digitized Collections:** Numerous rare and specialized materials are available through the PALMM database (<http://palm.fcla.edu/>), a cooperative initiative of the public universities of Florida to provide digital access to important source materials for research and scholarship. Included are rare books, photographs (West Florida Photohistory), archives, graphic documents, herbarium species and more.
- **Electronic Books (E-books):** Full-text (and fully searchable) electronic books are available via the Libraries website. Most are accessible through the library catalog, though some are accessible as database collections. Examples of collections include:
 - ebrary (multiple disciplines): available through library catalog
 - netLibrary (multiple disciplines): available through library catalog
 - ACLS Humanities E-Books: available through library catalog
 - PsycBooks: available through PsycBooks database only
- **Music Library Collection:** Music scores are available in the John C. Pace Library and online via ebrary; audio recordings are available in the Music Library in Bldg. 82; online classical music is available through the Classical Music Library from Alexander Street Press.
- **Government Documents (Federal and State):** UWF is a depository library for both U.S. and Florida documents.
- **Special Collections:** the largest West Florida research collection in existence and a major repository dealing with Florida and the Gulf Coast region; also the University Archives and the repository for the library's rare and unique books.
- **UWF Theses and Dissertations:** complete collection of theses and dissertations completed by UWF graduates; online versions available from 2006 – current.

Access to all resources, regardless of format or location, is accessible through the UWF Libraries online catalog (<http://wf.catalog.fcla.edu/wf.jsp>)

B. INFORMATION TECHNOLOGY SERVICES (ITS) (<http://uwf.edu/its/>)

Information Technology Services (ITS) is the University's central resource for technology-based services. It is their mission to enable UWF to enhance its overall quality, extend access to its programs and services, and improve its operational effectiveness and efficiency. The UWF Information Technology Strategic Plan established six strategic goals for the use of information technology at UWF:

1. Use information technology to enrich the educational experience of students by enhancing the quality of learning, access to learning, student services, and student engagement in the University community.
2. Use information technology to provide an environment that enables leading-edge scholarship and research by faculty and students.
3. Use information technology to enable the University to provide high-quality information and services to its clients and partners, and to conduct University operations effectively and efficiently.
4. Provide a quality, reliable, sustainable, consistent, and secure information technology infrastructure that enables contemporary teaching, learning, research, service, and administrative operations to flourish.
5. Ensure that all staff are skilled to be able to productively use information technology appropriately and effectively.
6. Ensure the effective governance, design, deployment, and management of information technology resources, guided by institutional priorities and stakeholder needs.

C. WUWF (<http://wuwf.org/>)

WUWF FM is your source for the credible, quality NPR news and information programming you rely on. Our local news team also keeps you connected with all you need to know about your own gulf coast back yard. And of course, we offer you the finest entertainment programs available anywhere on the radio dial. Our HD channel, WUWF2 features the BBC World Service, the Diane Rehm Show, and Folk Alley, to name a few of the offerings available on our HD2 channel.

WUWF TV creates over 20 hours of local programming each week, by and about our community. Our TV channel also keeps you informed on state events via our carriage of The Florida Channel, and brings you international news, classic arts, and much more.

88.1 FM is your official emergency alert system broadcaster. Partnered with WEAR –TV Channel 3, WUWF keeps you informed of dangerous situations and evacuation routes.

WUWF is active in both educational and community outreach, partnering with multiple schools each year for enrichment and enhancement projects such as visiting artists and reading, writing and recording projects.

D. eLearning (<https://elearning.uwf.edu/>)

eLearning is an online course management system utilized by the University of West Florida to enhance traditional classes and offer courses via the Internet in a secure environment. To login, use your ArgoNet Username/Password.

Please refer to ITS Online for important eLearning usage and privacy information. Call the ITS Help Desk at 474-2075 or email helpdesk@uwf.edu for assistance, questions or comments about eLearning.

XIX. EXTENSION CREDIT INSTRUCTION

A. COURSE COORDINATION

In sharing the general academic responsibilities of the University, the branch campuses of The University of West Florida cooperates with the colleges in administering all credit courses offered off-campus. This responsibility includes serving the off-campus educational needs of Escambia, Santa Rosa, Okaloosa, Walton, Washington, and Bay counties. To assist in this charge, the Center at Eglin Air Force Base and the Fort Walton Beach campus, which function under policies set forth by the Board of Education, have been established. To meet the four-year degree needs of place-bound students, an interinstitutional agreement has been established between the University and Okaloosa-Walton Community College, allowing students to fulfill degree requirements in certain programs off campus. Campus information may be obtained from the Center at Eglin AFB and the Fort Walton Beach campus through the offices located on Eglin AFB [(904) 678-3727] and the joint OWCC/UWF campus [(850) 863-6566 or SC 687-1566] in Fort Walton Beach.

A schedule of courses offered off campus is made available each semester prior to registration. In addition, an annual off-campus program/student handbook is published, which includes important information relating to the needs and concerns of both the student and off-campus instructor. Copies of this student handbook, as well as specific information relating to the policies and procedures for off-campus teaching, may be obtained from the campus' Director.

B. PROCEDURES FOR THE ASSIGNMENT OF FACULTY

In accord with Board of Education' policy, the appropriate college dean and department chairman approve off-campus course requests. After review of these requests, eligible faculty members are appointed by the respective department chairman and college dean to teach on either a regular or overload basis. In short, faculty appointment to Extension Credit Instruction courses is a mutual responsibility shared by the appropriate college administrators, who ensure academic quality, and who monitor budgetary outlay and administer the policies and procedures governing off-campus credit programs.

When a request is made that cannot be staffed from the regular University teaching faculty, the services of qualified adjuncts may be considered, subject to approval or disapproval by the appropriate college administrators.

C. RESPONSIBILITIES OF INSTRUCTORS

As soon as an instructor is assigned an off-campus course, he/she should submit to the bookstore manager at The University of West Florida the appropriate order form which includes the title of the course text to be used, essential book order information, the expected class enrollment, and the location of the course.

Library resources at The University of West Florida are available for use by all students regardless of the location of their classes. When possible and as fiscal resources permit, the library purchases online books, journals and reference resources, electronically accessible by UWF students and faculty. Faculty teaching primarily at the Emerald Coast Campus may work with the ECC librarian to place items on print or electronic reserve and may request that books and other library resources be purchased for the Emerald Coast campus as well as the Pensacola campus. Faculty teaching online courses should inform students about the UWF Library website where students may find the many library resources and services available to them.

Off-campus classes meet once or twice weekly. Classes are subject to the same time constraints governing meetings and examination periods as on campus. Students in off-campus classes who are pursuing degrees at UWF are accorded the same advising procedures as on-campus students. The Eglin Center and the Fort Walton Beach campus offer full-time advising services, and regular faculty members from the University, as well as resident faculty, are available at off-campus sites on announced dates to advise students.

Students should be advised that they must abide by the rules and regulations of the host agencies concerning parking, smoking, dress, etc. Such regulations may apply particularly at military installations.

Instructors who are unable to meet classes due to emergencies should contact their Chairperson, Dean, and the administrative offices of the Eglin Center and Fort Walton Beach campus for assistance in providing emergency measures. Instructors teaching at off-campus locations should also report any changes in scheduling to the appropriate administrators immediately. All missed classes must be made up during the semester.

To help conserve travel funds, instructors assigned to teach at the Eglin Center and the Fort Walton Beach campus are expected to ride in state vehicles provided by the University for this purpose. Prior to the beginning of a semester, the instructor will be sent a Travel Authorization Request and the travel schedule time by the Director. If the instructor expects to deviate in any way from this schedule, he/she must obtain permission and approval in writing from the appropriate dean prior to the fact and notify the Fort Walton Beach Campus Director. If for some reason instructors must vary their travel schedule during the semester, they should inform the College Dean and Fort Walton Beach Campus Director in sufficient time of their plans. Travel expenses for eligible faculty, including per diem, beyond the vicinity limit will be paid according to State regulations.

D. CONTINUING EDUCATION AND DISTANCE LEARNING

The [Office of Continuing Education and Distance Learning](#) will require a minimum three-month advanced notice to review a conference or special workshop proposal prior to approval or funding recommendation. More complex conferences may require a much longer lead time.

No conference or special workshop activity related to or sponsored by a unit within the Academic Division will be approved for budget consideration or implementation until the proposed budget and conference prospectus have been reviewed and approved by the Office Continuing Education and Distance Learning. No commitments to conference presenters may be made until a budget has been approved. The only exception to this review/approval process will be for [UWF's Small Business Development Center](#).