

Critical University Regulations, Policies and Procedures, and Faculty Responsibilities

The following information is covered at New Faculty Orientation as well as adjunct and GTA orientations.

Florida Legal Requirements

- [FERPA](#): The Family Educational Rights and Privacy Act of 1974, as amended, protects the privacy of student educational records.
- [Florida Sunshine Law](#): This law provides that any records made or received by any public agency in the course of its official business are available for inspection, unless specifically exempted by the Florida Legislature.
- Florida Code of Ethics for Public Officers and Employees: The policies and requirements of Chapter 112, Part III, Florida Statutes, "Code of Ethics for Public Officers and Employees," shall apply to all UCF employees whether or not they are members of a bargaining unit, and includes the following prohibited actions or conduct:
 - a) Solicitation and Acceptance of Gifts. Public employees may not solicit or accept anything of value, such as a gift, loan, promise of future employment, favor or service, that is based on an understanding that their vote, official action, or judgment will be influenced by such gift.
 - b) Unauthorized compensation. Public employees, their spouses and minor children may not accept any compensation, payment, or thing of value when they know, or should know, that it is given to influence a vote or other official action.
 - c) Misuse of Public Position. Public employees may not use or attempt to use their official position to obtain special privilege for themselves or others. Disclosure or Use of Information. Public employees may not disclose or use information not available to the public and obtained by the reason of their position for their personal benefit.
 - d) Doing Business with One's Agency. Public employees are prohibited from purchasing, renting, or leasing any realty, goods, or services for their agency from a business entity in which the employees or their spouses or children own more than a 5% interest.
 - e) Conflicting Employment or Contractual Relationship. Public employees may not work for or contract with a business entity or agency regulated by or doing business with their agency. Public employees also may not work for or have a contractual arrangement which will impede the full and faithful discharge of public duties.
 - f) Contractual Services: Prohibited Employment. Public employees who participate in the decision-making process involving a purchase request, who influence the content of any specification or procurement standard, or who render advice, investigation, or auditing regarding their agency's contract for services, may not be employed by a person holding such a contract with their agency.
- [General Records Schedule GS5 for Public Universities and Colleges](#): Florida's General Records Schedule GS5 specifies retention requirements for records commonly created and/or maintained by public universities and colleges. In the case of assignments leading to a course grade, including non-standardized tests and class projects, GS5 mandates retaining such items for one semester following the grade appeal deadline. At UCF, this deadline is one semester following assignment of the course grade, meaning items should be retained for two full semesters following completion of the course.

General Campus Regulations and Policies

- [UCF Regulations](#): Regulations are statements of general applicability to guide the conduct or action of constituents or the public. Regulations must be consistent with law and the resolutions and strategic plan of the Board of Governors.
- [UCF Policies](#): The University of Central Florida is governed by state and federal statutes, rules of the Florida Board of Governors, and university regulations. The university must adopt policies and related procedures to dictate and guide the operations of the university when statutes, rules, and regulations do not provide specific guidance or do not offer procedures or implementation directives necessary for efficient university operations. The University of Central Florida Policies and Procedures Manual is the official repository of university policies and related procedures.
- [Guide to Teaching at UCF](#): Published annually by the Faculty Center, *Teaching at UCF* provides a single, convenient location to find tips and strategies to support faculty throughout the semester.
- [Faculty Handbook](#): The online Faculty Handbook, maintained by the Office of Faculty Excellence, contains links to many important regulations, policies, procedures, and guidelines of UCF employment (including the collective bargaining agreement). There are also sections on evaluations, tenure, awards, and sabbaticals
- [Promoting a Culture of Academic Integrity](#): UCF is committed to promoting a culture of academic integrity, and it is expected that faculty, administrators, staff, and students will work together to meet our personal, professional, and social responsibilities.
- [Copyright Regulations and Course Materials](#): Faculty members at UCF are to render their own judgment on whether their course materials violate U.S. copyright law or fall under the Fair Use doctrine. For more information on Fair Use in the classroom, see the Libraries' [guide on copyright](#).
- [Use of Information Technologies and Resources \(Policy 4-002.1\)](#): The University of Central Florida's computing and telecommunications resources provide a wide range of capabilities for students and employees to communicate, store, and process information that is essential to the academic, research, and administrative functions of the university. It is the policy of the University of Central Florida that all students and employees use these resources ethically, responsibly, and in compliance with all applicable federal and state laws, university policies, and as prescribed by this policy's procedures.
- [Data Classification and Protection \(Policy 4-008.1\)](#): Data are critical assets of the university. All members of the university community have a responsibility to protect the confidentiality, integrity, and availability of data generated, accessed, modified, transmitted, stored, or used by the university, irrespective of the medium on which the data resides, such as electronic, paper, or other physical form, or the means by which the data may be transmitted such as email, text message, facsimile or other means. It is the policy of the University of Central Florida to classify types of data in use at the university and to provide the appropriate levels of information security and protection.
- [Security of Mobile Computing, Data Storage, and Communication Devices \(Policy 4-007.1\)](#): It is the policy of the University of Central Florida to protect university owned assets, such as mobile computing devices, storage devices, and communication devices, from loss or theft and to protect restricted data that may reside in such devices from unauthorized access or disclosure. Highly restricted data must not be stored on mobile devices or personally owned Internet cloud storage services. Restricted data (e.g., student grades identified by emplIDs) can be saved on

university-owned mobile devices or in a university-sanctioned Internet cloud data storage service only if encrypted and protected by a strong password.

- [Sensitive Information Disclosure \(Regulation 3.045\)](#): University employees, student workers, and affiliates have a duty to protect all sensitive information acquired during the course of employment or service to the University of Central Florida.
- [Retention Requirements for Electronic Mail \(Policy 4-001.1\)](#): All documents and other written materials that are made or received pursuant to law or that are made or received in the transaction of official university business are public records, which, regardless of form, must be retained and made available for public inspection upon request, unless an exemption applies.
- [Collection and Use of Social Security Numbers \(Policy 4-012\)](#): The University of Central Florida is committed to ensuring the privacy of confidential information it collects and maintains on students, employees, and others. Social Security Numbers are sensitive data that are required by many university business processes but whose misuse or inadvertent disclosure can pose privacy risks to individuals as well as compliance or reputational risks to the university. It is the policy of UCF to request and use SSNs only as required for the performance of the university's duties and responsibilities and to secure this information from inappropriate release or disclosure.
- [Faculty Conduct and Responsibilities—Academic Freedom](#): UCF recognizes “academic freedom” as it is defined by the American Association of University Professors:
 - a) Teachers are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.
 - b) Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.
 - c) College and university teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.
- [Faculty-Student Relationships](#): Faculty shall not have amorous relationships with students who are in their classes, or when academic work is supervised by a faculty member over a student, or when a faculty member has or is likely to have academic responsibility over a student.
- [Conflict of Interest and Commitment Disclosures \(Regulation 3.018\)](#): UCF Regulation 3.018—Conflict of Interest or Commitment; Outside Activity or Employment—is a longstanding university regulation that outlines the conflict of interest and commitment disclosure process at UCF, which complies with state law, as well as federal laws as they pertain to research. This process of disclosing all outside activities for review and approval protects all of us from unknowingly violating a state or federal law, and protects our credibility and reputations by providing a transparent system of disclosure, approval, and documentation of outside activities that might otherwise raise concerns of a conflict of interest or commitment. Each academic year

a potential conflict of interest and commitment disclosure is required of all faculty, executive staff, post-doctoral employees, and select individuals in university positions of trust, or other employee types engaged in the design, conduct, and reporting of research at UCF.

- [Exclusive and Non-Exclusive Contracts](#): The university engages in business contracts and relationships that benefit the university community in many ways. Employees have a responsibility to uphold the university's obligations and to act in the interest of the institution. "Across the Board" is a website that provides employees information about exclusive and non-exclusive contracts. The site provides additional resources and links to help employees learn information about the university's business services partners. The goal is to ensure that everyone does their part to maintain these beneficial relationships.
- [Non-Discrimination; Affirmative Action Programs \(Regulation 3.001\)](#): The University shall actively promote equal opportunity policies and practices conforming to federal and state laws against discrimination, harassment, and retaliation.
- [Human Research Protections \(Policy 4-202.1\)](#): All research conducted by the university's faculty members, staff members, and students that meets the federal definition of human subjects research must be reviewed and approved by the UCF Institutional Review Board, or its designated reviewing authority, prior to any research engagement with human participants.
- [Inclusion, Safety, and Disability Accommodation](#): The University of Central Florida provides reasonable accommodation in its programs offerings, employment, and academic settings in accordance with the Americans with Disabilities Act.
- [Title IX](#) prohibits sex discrimination, including sexual misconduct, sexual violence, sexual harassment, and retaliation.
- [Internationalization Policies](#): Refer to the International Affairs and Global Strategies faculty policies website for resources about restricted destinations, developing international partnerships, and more.
- [Religious Observances \(Regulation 5.020\)](#): It is UCF's practice to reasonably accommodate the religious observances, practices, and beliefs of individuals in regard to admissions, class attendance, and the scheduling of examinations and work assignments. A student who desires to observe a religious holy day of his or her religious faith must notify all of his/her instructors at the beginning of the term to be excused from classes to observe the religious holy day.

Working with Students

- [UCF Golden Rule](#): The Golden Rule is a compilation of various policies and procedures from different UCF departments and was specifically created to provide the answers to many questions students have regarding University rules and regulations. This publication attempts to define student rights and responsibilities and give them a better understanding of their role as a member of the UCF community.
- [ADA-Compliant Course Materials](#): Faculty members are responsible for providing ADA-compliant material for students in their courses.
- [Attendance Reporting](#): As of Fall 2014, all faculty members must follow a new process to support UCF's compliance with a federal financial aid regulation.
- [Course Syllabi \(Policy 4-403\)](#): Syllabi inform students about what is expected of them to meet course requirements and must be disseminated to students in all courses in an appropriate written form e.g., hard copy or Web version. Syllabi may be among the materials used to evaluate a faculty member's teaching effectiveness. In addition, the Southern Association of Colleges and Schools Criteria for Accreditation require that a syllabus be placed on file in the department for each course taught and that students must be provided written information

about the goals and requirements of each course, the nature of the course content, and the methods of evaluation to be employed.

- [Course Packs \(Policy 4-405.1\)](#): The university will make all coursepack materials available for purchase in the UCF Bookstore for the benefit of students.
- [Textbook Adoption \(Regulation 2.032\)](#): Florida law dictates that information about textbook orders must be available to students at least 35 days before the start of a term. Further, if you plan to require students to purchase a textbook or other instructional material or coursepack for a course you are teaching that was written or co-written by you, or your relative, where you anticipate receiving royalties from the purchase, you will be required to report this in the online Report of Potential Outside Activity, Employment, and Conflict of Interest and Commitment Disclosure (AA-21) and explain the action you took to mitigate the conflict of interest created. Mitigation actions include offering the materials to UCF students at reduced or no cost, or donating the royalties to a non-profit organization.
- [Final Exam Policy \(Policy 4-400.2\)](#): A final examination should be given in each course that is taught.
- [Make-Up Assignments \(Policy 4-401.1\)](#) for Authorized University Events or Co-curricular Activities.
- [Grading Policy \(Policy 4-402\)](#): It is the policy of the University of Central Florida to allow faculty members to award plus and minus grades in undergraduate and graduate classes.
- [Recording and Communicating Grades to Students During the Semester](#): For posting grades for assignments, quizzes, exams, and so forth during the semester, instructors are encouraged to use the [Webcourses@UCF Gradebook](#).
- [Final Grade Posting](#): UCF uses an online system for submission of all end-of-term grades to the registrar. Instructors enter grades online through myUCF portal.
- [Z Designation for Academic Dishonesty](#): The University Undergraduate Policy and Curriculum Committee of the Faculty Senate has approved the use of the Z designation policy. Adopting the Z designation reaffirms the importance of civic responsibility by faculty and students to ensure that degrees earned at UCF are of high quality and subject to clear and high standards. Student and faculty focus groups consulted indicated strong support for this policy.
- [Student Academic Behavior Standards \(Regulation 5.015\)](#): Academic misconduct includes but is not limited to cheating, plagiarism, assisting another in cheating or plagiarism, and commercial use of academic materials. The violations of student academic behavior standards on the undergraduate and graduate level are listed and defined in the Rules of Conduct (UCF-5.008)
- [Referring Students for Counseling and Psychological Assistance](#)
- [Student of Concern Reporting](#): The Student of Concern Form allows members of the UCF Community (students, staff, faculty, etc.) to report concerns that they have about UCF students.
- [Student Academic Appeals \(Regulation 5.016\)](#): UCF Regulation 5.016 outlines the academic appeals process for students, of which faculty should be aware.

Faculty Support

- [Promotion and Tenure of Tenured and Tenure-earning Faculty \(Regulation 3.015\)](#)
- [Promotion of Full-time Non-tenure-earning, Research, and Clinical Assistant and Associate Professors \(Regulation 3.0175\)](#): UCF adheres to the provisions of any applicable collective bargaining agreement, regulations, policies, and procedures regarding the promotion procedures of non-tenure-earning research and clinical faculty.
- [Faculty Evaluation and Improvement \(Regulation 3.010\)](#): All faculty, full-time and part-time, shall be evaluated annually by their supervisor.

- [Non-Unit Faculty Evaluation \(Policy 4-500\)](#): Non-unit faculty members in full-time, benefits-accruing positions shall be evaluated by their supervisor at least annually on their overall performance in fulfilling their assigned responsibilities. Evaluations shall be considered in decisions relating to salary, retention, assignment, and promotion.

Campus Security and Safety

- [Alcoholic Beverages on Campus \(Regulation 4.035\)](#)
- [Bomb Threat or Suspicious Package \(Policy 3-401\)](#): UCF is committed to providing and maintaining a safe campus environment for faculty, staff, students, and the community. Members of the university community are expected to report suspicious activities immediately to the UCF Police Department (911), and must understand and follow basic emergency procedures when confronted with suspicious substances or packages, such as Improvised Explosive Devices (IED), or bomb threats. All personnel must be familiar with the UCF Bomb Threat Plan and the UCF Building Evacuation Policy and Procedure.
- [Classroom Security and Emergency Management](#): Emergency Management and the University Police Department work very closely to ensure that the University has a safe environment that allows for higher education and a positive lifelong memory of the university lifestyle.
- [UCF Alert](#): UCF Alert is a multi-media communications system that provides timely and accurate information about emergency situations that could impact the university.