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DATES AND TIMES FOR SA+AH FACULTY MEETINGS 2012 -2013*

August 17
9:00-12:00, All faculty, staff meeting

August 31
9:00-4:00, futures in service meeting (tenured)

September 7
9:00-10:30, All faculty meeting
10:45-12:30, Area meetings (meetings may be shortened due to limited area business)

October 5
9:00-10:30, All faculty meeting
10:30-11:30, Continuance meeting (lunch served, tenured faculty only)
12:00-2:00, Area meetings (Studio meeting will be partially fall portfolio review)

November 16
9:00-10:30, All faculty meeting
10:45-12:30, Area meetings (meetings may be shortened due to limited area business)

December 7
9:00-10:30, All faculty meeting
10:45-12:45, Area meetings (meetings may be shortened due to limited area business)

January 11
9:00-10:30, All faculty meeting
10:45-12:30, Area meetings (meetings may be shortened due to limited area business)

February 15
9:00am-10:30, All faculty meeting
10:30-12:30, Continuance meeting (lunch served)
1:00-3:00, Area meetings (meetings may be shortened due to limited area business)

February 22
Studio Area fellowship meeting, 10:00-12:00 (one rep from each area to present)

March 15
9:00am-10:30am, All faculty meeting
10:45-1:45, Continuance Meeting (lunch served, tenured faculty only)

March 22
8:30-11:00, Studio Portfolio Review
11:00-2:00, Area meetings (meetings may be shortened due to limited area business)

April 19
9:00-10:30, All faculty meeting
10:45-12:30, Area meetings (meetings may be shortened due to limited area business)

*Meeting dates and times are subject to change with notice.
FACULTY COMMITTEES

The following guidelines are meant to assist faculty in understanding the committee structure and in discharging their committee responsibilities. As such, these guidelines are dynamic, and subject to revision on a periodic basis as the faculty see the need to do so.

INTRODUCTION

1. All functions and activities of the School of Art and Art History will be governed by University regulations and guidelines. Committee action may not be substituted for, or conflict with, policies of the University, the College of Fine Arts, or federal or state laws.

2. The process for staffing committees includes a mechanism for allowing faculty to express their interests. Members are both elected and appointed.

3. Normally, a faculty member should be expected to serve on no more than two standing committees in the SA+AH at one time.

4. Committee Chairs are expected to meet with their committees as stipulated in these committee guidelines and/or as directed by the Director of the School of Art and Art History. All committees are expected to report on committee actions at appropriate Faculty Meetings. Minutes should be taken and submitted to the Director to archive in the appropriate notebook. Minutes are not expected to provide detailed reports of discussions, but to summarize important points and points of general interest.

5. Committee staffing normally takes place at the beginning of the fall term for the upcoming academic year. The following procedure is followed:
   Faculty receive forms for indicating preferences for committee participation.
   Faculty submit preference forms to the SA+AH office by the announced deadline.
   The Director, with the advice of the SA+AH Advisory Committee, makes the committee assignments.
   Committee membership is announced at the beginning of each year via email/memo or at a faculty meeting.

   In the case of elected committee membership, ballots for elections are developed by the Director (or designee) and distributed to the faculty.

   Faculty return ballots to the SA+AH office by the announced deadline. Ballots are tabulated by the Assistant Director and a member of the office staff or a faculty member appointed by the Director. The Director then makes committee appointments as appropriate.

POLICY FOR GRADUATE STUDENT REPRESENTATION AT FACULTY AND COMMITTEE MEETINGS

At the April 19, 2002 SA+AH faculty meeting, it was agreed that two elected graduate student representatives, one representing the academic disciplines (art history, art education, and museum studies) and one representing the performance disciplines (studio art, graphic design, printmaking, photography, etc.) of the SA+AH, be invited to attend faculty meetings. While not having voting power, these student representatives will ensure that the SA+AH graduate student body maintains a voice in faculty decisions. Individual committees may wish to appoint interested graduate students to serve on the committee.
STANDING COMMITTEES

ADVISORY COMMITTEE

Membership:
New Composition of the Committee (Fall 2010)
SA+AH Director
One representative from:
Art Education/WARP
Art History/Museum Studies
Graphic Design
Photography/Digital Media
One appointed at-large member (recommended by the committee to the Director to obtain a balance between senior and junior faculty, specific specialization or expertise).

Term of Service: The elected members serve three-year terms. These terms shall be staggered and rotating. No member shall serve two consecutive terms. A temporary vacancy - of one semester or more – shall be filled by election. The replacement shall serve for the duration of the vacancy period. Appointed member(s) serve one-year or one-semester terms, designated at the beginning of the term.

Leadership: The Director convenes the committee at least monthly. Items for the meeting agendas are established by the Director, the committee Chair or committee members themselves. SA+AH faculty may place items on the agenda by contacting a member of the committee in advance.

Responsibilities: The main purpose of the committee is to discuss SA+AH issues. The committee is conceived as a forum for interaction and the discussion of concerns from the entire faculty. The committee is not a decision making body but a sounding board for new ideas as well as for matters that need to be resolved. Committee members are responsible for meeting with the area faculty they represent on a regular basis in order to facilitate communication. Items that need faculty action are brought to the relevant SA+AH committee or to the full faculty for discussion and action at the appropriate time. Through this process, the Director and the faculty are accountable to each other for dealing with current issues as well as for setting goals and making plans for the future.

Meeting Schedule: Monthly, usually on a Friday. The meeting is open to all faculty and other interested parties.
Approved by SA+AH: Revised April 2010

FACULTY PERFORMANCE ADVISORY COMMITTEE (FPAC)

(Approved by College of Fine Arts Executive Committee, Spring 1999)

Membership: The committee will be composed of four members of the tenured faculty. The faculty will elect two members and the director will appoint two members. The committee will reflect the diversity of the School of Art and Art History in terms of gender, rank and disciplines.

Term of Service: The two elected members will serve three-year staggered terms. The two appointed members will serve two-year staggered terms.

Leadership: The committee Chair is appointed by the Director for a renewable two-year term.

Responsibilities: The committee has two purposes: (1) To serve as a forum for tenure-accruing faculty to communicate issues of general concern; (2) To gather information about the performance and accomplishments of tenure-accruing faculty in the area of teaching, research, service and to report this information to the tenured faculty and the Director during the annual continuance meetings.

Meeting Schedule: This committee meets as necessary in order to perform its required duties and in accordance with the school's annual review timeline.
**Information Gathering Process:** The following process will be observed by the committee in gathering the necessary information on faculty performance. Committee members will observe classroom/studio teaching in the fall and/or early spring and submit a report of that observation to the Chair of the FPAC. The committee may recruit additional tenured faculty members to observe tenure-accruing faculty teaching. In late January or early February each year, committee members will review Cumulative Faculty Records (CFRs), resumes, two-page Annual Reports, semester Faculty Assignment Reports and other support materials that document each faculty member’s accomplishments for the review period.

The committee will conduct interviews with each tenure-accruing faculty member scheduled to be reviewed for the purpose of (1) becoming more informed about the faculty member’s activities in the areas of teaching, creative achievements/scholarship, and service; and (2) reviewing and discussing accomplishments and/or areas in need of improvement.

<table>
<thead>
<tr>
<th>YEAR</th>
<th>COURSE OBSERVATIONS</th>
<th>2-PAGE REPORT and CFR</th>
<th>INTERVIEW WITH FPAC</th>
<th>DISCUSSION AT CONTINUANCE MEETING</th>
<th>FINAL REPORT</th>
</tr>
</thead>
<tbody>
<tr>
<td>ONE</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>TWO</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>THREE</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
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<tr>
<td>FOUR</td>
<td>Optional</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<td>Yes</td>
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<tr>
<td>SEVEN</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

The committee will then meet with the tenured faculty as a group (Continuance Meeting) for the purpose of discussion regarding the performance of the tenure-accruing faculty. This meeting, which includes the Director, will be conducted by the chair of the Faculty Performance Advisory Committee. The Director participates in this meeting as an observer and to clarify issues of concern.

The chair of the FPAC committee will prepare for the Director a written advisory report that summarizes accomplishments and areas of improvement regarding each tenure-accruing faculty member. The FPAC chair or committee representatives will then meet with the Director to discuss the report. The written report, which will be signed by all the members of the committee, does not become part of the faculty member's official file.

The Director will use the information provided in this report as a resource in the annual review process when addressing the tenure-accruing faculty member's progress toward tenure and/or promotion. Statements regarding this progress will be included in the annual review letters written by the director. These letters from the Director become part of the faculty member's application packet for tenure and promotion.

Approved by SA+AH: Revised April 2010
UNDERGRADUATE COMMITTEE

Membership: This committee is composed of 5-6 faculty members, one from each major academic area. The Director appoints all members. The Undergraduate Advisor serves as needed and other faculty members may be called on for advice.

Leadership: The committee Chair is elected by the committee members. The Chair is responsible for: a) keeping current on university and college guidelines concerning addition, deletion, and revision of courses and programs; b) working with faculty and the School Director to ensure that all curriculum proposals are complete and thorough and ready for committee consideration and action; and c) guiding the committee as it considers curriculum issues related to the future. The committee Chair also serves as a member of the College of Fine Arts Curriculum Committee.

Term of Service: Members serve three-year, staggered terms. The Chair serves a three-year renewable term.

Responsibilities: Where matters of curriculum are concerned, the Undergraduate Committee serves as the SA+AH Undergraduate Curriculum Committee. The primary responsibility of this committee is two-fold: a) review all proposals pertaining to changes and/or additions to the undergraduate curriculum prior to action by the full faculty; and b) provide input to the Director and the faculty at large relative to current and future courses and programs of study. All curriculum proposals must follow the CFA Curriculum Proposal Guidelines: (See ATTACHMENT 1). If you have questions, please see Dana Myers for undergraduate curriculum questions and the Graduate Coordinator for graduate curriculum questions. Forms for submitting curriculum requests and changes are now online at https://approval.ufl.edu

In 2005, the Task Force on WARP Committee recommended that the Undergraduate Committee be charged with reviewing the WARP and Foundations areas at no more than 5 but no less than 3 year intervals.

Meeting Schedule: This committee meets as necessary, according to a schedule determined by the committee Chair in consultation with the Director. Areas may request the Chair to call a meeting to discuss proposed action.

GRADUATE COMMITTEE

Membership: The committee is composed of the Graduate Coordinator, Directors of Graduate Studies for Art Education, Art History, Museum Studies and Studio.

Leadership: The Graduate Coordinator shall serve as Chair. In the event that there is no graduate coordinator, the Director of the SA+AH will name the chair of the graduate committee.

Term of Service: Length of service is dependent upon service as advisers, coordinator and assistant director.

Responsibilities: The Graduate Committee is responsible for the graduate curriculum and acts in an advisory capacity to the Graduate Coordinator and the Director on all matters relating to the graduate program. Where matters of curriculum are concerned, the Graduate Committee serves as the SA+AH Graduate Curriculum Committee. The Chair is responsible for: a) keeping current on university and college guidelines concerning addition, deletion, and revision of courses and programs; b) working with faculty and the School Director to assure that all curriculum proposals are complete and thorough and ready for committee consideration and action; and c) guiding the committee as it considers curriculum issues related to the future. All curriculum proposals must follow the current CFA Curriculum Proposal Guidelines. (See ATTACHMENT 1) The committee will consult with area coordinators when need arises for input from specific areas.

Meeting Schedule: This committee meets as necessary according to a schedule determined by the committee Chair in consultation with the Director.
VISITING ARTISTS/SCHOLARS COMMITTEE

Membership: The School of Art and Art History Visiting Artists/Scholars Committee is comprised of faculty from the School. Ideally, each area of the School will have a representative on the Committee.

Leadership: Each year, the committee members will elect a Chair. In this capacity, the Chair is responsible for: a) coordinating with the faculty from all disciplines to ensure a diverse program of guests/speakers for the School; b) working with staff, the School Director and the Director of the University Galleries to ensure that all guests have completed all necessary paperwork for timely payment of honoraria; and c) guiding the committee as it considers future guests and related programs.

Term of Service: Members of the committee are appointed annually.

Responsibilities: The committee is actively involved in the selection and scheduling of visiting artists and scholars to the SA+AH and the UF campus. The committee coordinates its various activities with the Harn Museum of Art and the Director of the University Galleries, as well as with other units on campus. All requests for guest artists/scholars must follow guidelines and a request form must be submitted in a timely manner.

Meeting Schedule: The Chair will schedule meetings throughout the academic year. All matters concerning the committee should be presented at these meetings and, if necessary, voted on.

Approved by SA+AH: Revised April 2010

HARN EMINENT SCHOLAR COORDINATING COMMITTEE

Membership: The committee is composed of two elected art history faculty members, two appointed senior staff members from the Harn Museum of Art and the Director of the SA+AH, Museum Studies Program, or his designee.

Leadership: The committee elects the Chair. The committee is responsible to the Director of the School of Art and Art History and the Dean of the College of Fine Arts.

Term of Service: All members serve a three-year term. (Initially one art history faculty member and one Harn Museum staff member served for only two years to establish a staggered balance in term of service.)

Responsibilities: The Harn Eminent Scholar Committee is responsible for: a) Developing a calendar or action timeline for activities such as lectures, initiating a search for the visiting scholar, exhibitions, etc., b) Developing lecture series, symposia, or other activities in consultation with Art History Faculty, c) Clarifying and defining objectives for the Eminent Scholar Program, d) Making recommendations for search committee members, e) Clarifying the role of graduate assistants relative to the committee’s work, f) In consultation with the SA+AH Art History faculty, developing a graduate seminar for MA and PhD students to interact with the visiting scholar, g) Identifying supplemental funding sources for catalogs, symposia and/or exhibitions. The committee reports to the Director of the SA+AH and the Dean of the CFA.

Meeting Schedule: This committee meets as necessary, according to a schedule determined by the committee Chair.
UNIVERSITY GALLERIES ADVISORY COMMITTEE

Name change and revision in 2005

Membership: The University Galleries Advisory Committee is comprised of the Director of the University Galleries and faculty members appointed by the SA+AH Director in consultation with the Galleries Director.

Leadership: University Galleries Director

Term of Service: Members of the committee are appointed for two years, with staggering appointments.

Responsibilities: The committee functions as a forum for discussion of the University Galleries, acting as a sounding board and support mechanism for the Galleries Director in issues such as exhibitions, programming, scheduling, staffing, physical plant and fundraising initiatives.

Meeting Schedule: Committee meets once per semester or as needed.
Approved by SA+AH: Revised April 2010

INTERNATIONAL COMMITTEE

Membership: The International Committee is comprised of faculty from the SA+AH. Because the committee represents the entire School, ideally, each area of the School will have a representative on the Committee.

Leadership: The Committee elects the chair.

Term of Service: Members of the committee are appointed annually.

Responsibilities: The main purpose of the committee is to guide the SA+AH in matters related to international programs, which may include curricular offerings, exhibitions, exchanges, study abroad programs as well as any other matters that involve international issues. The committee is conceived as a forum for the interaction and discussion of international programs and initiatives throughout the SA+AH. Committee members are responsible for initiating events and activities that pertain to international events, cultures, etc. In response to issues raised and discussed in the committee forum, the committee is responsible for setting goals and making plans for the future.

Meeting Schedule: This committee meets as necessary in order to perform its required duties.
To initiate an international program for students, see ATTACHMENT 2

WARP ADVISORY COMMITTEE

Name change and revised 2005
Established Summer 2003

Membership: The WARP Advisory Committee is comprised of the WARP Faculty, the Foundations Coordinator and representatives from the 2-D, 3-D, digital-based media faculty.

Leadership: Appointed by the Director

Term of Service: Members of the committee are appointed annually.

Responsibilities: The main purpose of the committee is to aid in the guidance of the WARP Program by discussing issues that are pertinent to the program’s objectives as well as any other matters that involve the general structure of the program. These may include but are not limited to issues related to
curriculum, facilities, and gallery matters. The committee is charged with making connections with, and functions as a bridge between, WARP, the Studio, and Art Education areas. The committee is a faculty body that facilitates program continuity and strengthens the continued inclusion of WARP into the SA+AH programs.

Meeting Schedule: This committee meets as necessary in order to perform its required duties.

HEALTH AND SAFETY COMMITTEE

New committee as of 8/2009

Membership: two full time faculty members from the studio art areas (at least one senior), all SA+AH teaching lab specialists, SA+AH Director of Operations.

Leadership: The Chair will be appointed by the Director of SA+AH. Items for the meeting agendas are established by the committee chair or committee members themselves.

Terms of Service: The faculty members are appointed with staggering terms of two years. The teaching lab specialists and Director of Operations will remain on the committee indefinitely.

Responsibilities: The SA+AH Health and Safety Committee (H&S) was established in the fall of 2009 to assist and communicate the health and safety challenges and needs, and to create policy for the department and to enforce the Health and Safety Program mission. The goal of the SA+AH Health and Safety Committee is to protect the health and welfare of all faculty, staff and students and also to cooperate with the University of Florida's Department of Environmental Health and Safety (EH&S).

The committee monitors the Health and Safety Program by setting and reviewing policy, identifying challenges and opportunities within the program, organizing Health and Safety yearly graduate orientations, establishing & maintaining the H&S website, improving communication for Health and Safety matters in the SA+AH.

Meeting Schedule: Monthly or as needed.
Approved by SA+AH: Revised April 2010

OTHER COMMITTEES

SEARCH AND SCREEN COMMITTEES

Revised July, 2006

Search and screen committees for faculty vacancies will be appointed by the Director, with one member appointed as committee Chair. The committee will consist of at least three faculty members of any rank, from within the area of the vacancy as well as from without. The Director, in order to ensure mutual understanding and open communication, will attend important meetings, e.g., the first meeting and at the times during which the number of candidates under consideration is being reduced. It is understood that search and screen committees make recommendations to the Director, and that University guidelines and procedures, relative to Faculty Searches, will be followed.

AD HOC COMMITTEES

Ad hoc committees shall be appointed or elected whenever appropriate.
We currently have a VRC Advisory Committee
ART BASH/SCHOOL OF ART AND ART HISTORY JURIED EXHIBITION (SAAHJE)

**Membership:** Three full time faculty members, two from studio, one from Art History based on faculty interest.

**Leadership:** Voted by members of the committee. Items for the meeting agendas are established by the committee’s chair or the committee members themselves.

**Terms of Service:** The faculty members serve yearly and may be asked to continue on. Membership shall overlap to ensure history.

**Responsibilities:** The Art Bash faculty committee was established in the fall of 2008 to organize one of the largest SA+AH annual events which support the goals and mission of the SA+AH. The committee works to maintain the events with all financial support from the SA+AH office.

**Art Bash:** Art Bash is the University of Florida School of Art and Art History’s yearly open house event. This is an opportunity for students to share projects, recruit for areas, and encourage discussion between students and the community.

**Meeting Schedule:** Monthly or as needed. Dates of the events are set by the SA+AH Director.

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LIBRARY LIAISON

**Membership:** The Library Liaison is appointed by the Director.

**Term of Service:** The faculty member serves a term of three years.

**Responsibilities:** The Library Liaison represents all areas and disciplines of the School of Art and Art History. The primary responsibility of the Library Liaison is twofold: a) to serve as a liaison between the SA+AH and the Art and Architecture Library and other libraries on campus; and b) to recommend expenditures for library materials based on an annual review of school library needs.
EVALUATION OF FACULTY PERFORMANCE IN THE SCHOOL OF ART AND ART HISTORY

Updated Dec. 2010

School of Art and Art History (SA+AH) procedures for the evaluation of faculty performance are subject to University of Florida policies and procedures.

ANNUAL REVIEW AND EVALUATION

INTRODUCTION

Formal evaluation of faculty performance in the School of Art and Art History occurs each year through self-reporting, end-of-semester student evaluations, and the annual review by the School Director (herein referred to as the Director). The process of evaluation is predicated upon the individual faculty member's responsibility for involvement in his/her own progress. In this regard, therefore, it is the responsibility of each faculty member to document those activities to be considered by the Director and colleagues in the evaluation process.

The annual evaluation process includes consideration of:
- Cumulative Faculty Record (CFR) at http://www.arts.ufl.edu/facultystaff/
- Two page Annual Report
- Faculty peer-evaluation form (for director's notes only)
- Student evaluations

COLLEGE OF FINE ARTS CUMULATIVE FACULTY RECORD (CFR)

In the spring of 1992, the Dean introduced the Cumulative Faculty Record for the annual documentation of all faculty activity. The topics included in the CFR should be used as the guideline for preparing material for the two page Annual Report for the Annual Peer Review. The CFR is designed to provide the Dean and Director (and appropriate others) with a comprehensive view of the professional activity of a faculty member, which is an essential resource for information for the annual review process, the annual appraisal of progress toward promotion and tenure, the final review for promotion and tenure, and the awarding of merit pay increases. The CFR also serves as the most useful reference for the Director to consult in summarizing the accomplishments of the faculty and in promoting the quality of the school both regionally and nationally.

The CFR can be found online at http://www.arts.ufl.edu/faculty/cfr_tp/login.asp
In addition, please refer to the following as necessary to clarify the CFR.

Teaching:
- Initiative and creativity in preparation and effectiveness in presentation of material.
- Course load: number of courses taught, individual projects (for credit), contact hours, work demands made on the individual faculty member.
- Degree of success in developing new programs and/or courses.
- Related activities: consulting, counseling, and advising.
- Maintenance of currency in the field, and teaching improvement activities, which may include post-graduate work, and participation in workshops.
- Teaching awards or grants. Student teaching supervision. Continued professional and personal growth.

In thesis and dissertation direction:
- Number of graduate committee memberships.
• Direction of theses, dissertations, and graduate individual projects (for credit).

**Research and other Creative Activity:**

• Publications: A listing by category of publications: books (sole author, co-author, editor); monographs; articles (refereed journals, non-refereed journals, bulletins and newsletters); reviews; other miscellaneous publications.

• Exhibitions, Performances, Installations: A listing by category of activity, e.g., solo or group exhibitions, juried or invited exhibitions, including the specific venue and the significance of the activity.

• Commissions, Acquisitions for Collections: A listing by category indicating location, institution or collection.

• Lectures, Panels, Clinics, Workshops: A listing by category showing degree of participation, scope of activity, and importance.

• Grants and Awards: A listing by category indicating grant activity to be carried out or awards received.

**Service:**

• To the Institution: School, college, university, duties, directorships, or offices held. To the Profession: A listing by category (school, college, university, state, regional, or national) of memberships, administrative duties, directors or offices held, and activities undertaken.

• To the Community: A listing of activities, detailing the manner in which the aims of the School are furthered, the visibility of the professional service, and the impact on the community.

• To the Public Schools: A listing of specific contacts with the personnel and programs of the public schools, commenting on the instructional significance and curricular importance of the activity, including workshops, classes, consultations, and lectures.

**SCHOOL OF ART AND ART HISTORY CRITERIA FOR ANNUAL PERFORMANCE EVALUATIONS**

Approved by SA+AH February 2010: Revised April 2010

In compliance with Article 18 of the UFF-BOR agreement, the faculty of the School of Art and Art History have drafted the following criteria to assist the Director in evaluating a faculty member’s annual performance.

**I. Procedures:**

**A. Preparation of the Annual Report:**

Each faculty member will prepare an end-of-year summary, in an approved format, and submit it to the School office by the announced due date before faculty evaluations are scheduled.

**B. Evaluation Method:**

The Director will be responsible for evaluating all pertinent information, including, but not limited to, the individual Annual Reports, Cumulative Faculty Report (CFR), Peer Evaluations, Faculty Performance Advisory Committee Report, and student evaluations.

**II. Criteria For Evaluating Annual Performance.**

Each faculty member’s performance shall be evaluated in the areas of teaching, research, and service/governance. The following criteria in the areas of teaching, research, and service/governance are examples of some of the ways faculty may demonstrate their performance.
Annual Performance in teaching may be demonstrated by involvement and integrity in the following:

- Effectiveness in presenting knowledge and skills
- Effectiveness in stimulating students’ critical thinking and/or creative abilities
- Evidence of superior knowledge in the field and of staying well informed on current issues, debates and trends in the discipline.
- Student evaluations considered in relation to the type of course.
- Evidence of excellent, effective, and innovative pedagogy in reaching curriculum goals.
- Development of new courses, teaching program, and/or implementation of a degree program and ongoing revision of existing courses to reflect the changing state of the discipline.
- Achievement of significant awards or other recognition for teaching.
- Evidence of professional attitude and conduct (e.g., maintaining open and responsible communication with students and faculty through regularly scheduled classes and office hours).
- Directing, or serving on Graduate Committees, supervising independent studies, internships and practica.
- Evidence of additional teaching practices beyond contractual responsibility (e.g., initiation of, or participation in workshops, seminars, lectures, exhibits, conferences, field trips, etc.)

Performance in research may be demonstrated by participation and integrity in the following:

- Contribution to the discovery of new knowledge, development of new educational techniques and other forms of research/scholarship/creativity.
- Evidence of creative activity, professional development, and contribution to the related field(s) of your practice.
- Media and Performance Art exhibitions of your individual work (or collaborative projects in which your contribution is integral to the identity of the exhibited artist group).
- Publication of creative work (online and off).
- Publication of, and representation in, exhibition catalogues and publications
- Presentation/Leadership of professional conferences, symposia, seminars and workshops (online and off).
- Invited lectures as artist, consultant, or academic.
- Presentation of papers before professional societies.
- Juried (peer reviewed) selection as guest speaker, panelist, or plenary.
- Curating exhibitions for exhibition institutions or other/alternative spaces.
- Acquisition of research grants.
- Selection for service as an officer of a professional organization in a field related to your practice and scholarship.
- Election and participation as a board member for a professional organization in a field related to your practice and scholarship.
- Invited to serve on review panels of granting agencies, and editorial boards.

Performance in service/governance may be demonstrated by involvement and integrity in the following:

1. Participation in the governance processes of the institution:
   - Serving as faculty advisor to student clubs or for student events.
   - Active participation in discipline, area, school, college, and university committees and meetings.
   - Committee leadership.
   - Serving as an area head, undergraduate or graduate coordinator, or Director of Graduate Studies.
   - Formally or informally mentoring junior faculty.
2. Activities that extend professional or discipline-related contributions to the community; the State, including public schools; and the national and international community:

- Serving as an officer or committee/board member in a state, regional, national or international professional organization or publication.
- Organizing conferences, symposia, workshops, exhibitions, judging or jurying exhibitions or papers, and visiting artists that benefit the community or profession.
- Membership on local, regional, and national art commissions.
- Maintaining relationships with local and regional cultural institutions.

Tenured Faculty
Each year a timetable will be established for the annual review process, and will include time periods for preparation of the CFR, two page Annual Report, evaluation conferences, and preparation and distribution of annual evaluation letters. Faculty will be evaluated based on their performance and accomplishments as these relate to the individual faculty member’s normal assignment as well as to any special goals that faculty may have set for themselves. The annual review will be the primary driving force behind the goal-setting process for the following year as well as for decisions concerning merit salary increases.

Non-Tenured Faculty
Non-tenured faculty are evaluated each year by the Director during the same general time period as tenured faculty, but the process is somewhat more detailed, and includes, but is not limited to, a review of organized and systematically gathered data by the Director concerning a faculty member’s achievements. Sources for this data are the Faculty Performance Advisory Committee Report, Peer Evaluations, Student Evaluations, the CFR, two page Annual Report and others.

In addition to the formal, on-going guidance provided by the Director through the annual review process and other means, tenured faculty are encouraged to assist with a new faculty member’s adjustment during the probationary period by helping them understand routine school procedures, policies, and the like, and by serving as role models with respect to the level of quality and performance that will be expected. Assisting non-tenured faculty in this manner, however, does not minimize or substitute for the responsibility of new faculty to monitor the quality of their performance as well as their own growth toward meeting the expectations of the position to which they were appointed.

Approved by SA+AH: Revised April 2010

MENTORING POLICY

UF Policy on Mentoring (effective May 2004)
The chair of the department will initially select a mentor or mentors for an untenured faculty member. At the end of the untenured faculty member’s first year, the faculty member and the chair should discuss the relationship with the mentor(s) and whether a new mentor or mentors might be more appropriate. Where appropriate, the chair should give strong consideration to the preference of the untenured faculty member. The mentor(s) will write an annual assessment to the untenured faculty member describing his/her progress toward tenure and that letter will be shared with the chair. This assessment should be provided orally to the untenured faculty member initially, and he/she should be given opportunity to respond and for the assessment to be modified as a result of this meeting if appropriate. The chair and the mentor (or mentoring committee) should also meet to discuss the progress of the untenured faculty member on an annual basis.

SA+AH Mentoring Policy

The general purpose of the mentoring system in the SA+AH is to promote the retention of new faculty members by creating a collegial atmosphere, a supportive working environment, and a well-informed faculty.
The charge of the mentor is to assist the new faculty member in understanding the policies, procedures and programs of the SA+AH. The mentor shall meet with the new faculty member at the beginning of the academic year and regularly thereafter as needed.

As a supportive, constructive and trusting relationship, all communication between the mentor and mentee is regarded as personal and confidential. The SA+AH mentor will not formally assess the mentee’s progress nor will she/he submit any written reports related to the mentoring relationship to the mentee, the SA+AH Director, or other faculty.

Upon the appointment of a new, tenure-accruing faculty member, the Director of the SA+AH in consultation with the Faculty Advisory Committee shall assign a senior faculty member to serve as a mentor to that new faculty member during his/her first tenure accruing year. In the second and subsequent years, up to and including the year of application for tenure a different senior faculty member may be assigned. If desired, the non-tenured faculty member may choose his/her mentor in consultation with that faculty member.

Members shall be assigned/selected from a pool of mentors who have already indicated their willingness to serve. The Director shall poll tenured faculty at the beginning of each academic year regarding willingness to serve. Mentors may be assigned/selected from any area in the SA+AH.

Approved by SA+AH: revised April 2010

MERIT PAY INCREASES

Merit pay increases are dependent upon the resources available to the Director. In awarding merit pay increases, the School of Art and Art History seeks to reward faculty who excel in their work of teaching, research and creative activity, and service. It is expected that all faculty will address assigned duties at an appropriate and successful level of performance – that classes will be taught, students graded, and committees met. Merit pay increases are awarded to those who make contributions of greater distinction, by doing more than merely fulfilling their written contractual assignment. Criteria for merit increases are the same as those stipulated for criteria for annual performance articulated above.

CRITERIA FOR PERSONAL DECISIONS

It is most important that confidentiality be maintained by all faculty in matters related to personnel decisions in the School of Art and Art History. Confidentiality is essential in order to protect the rights of our colleagues.

Earning tenure and/or promotion in the School of Art and Art History:

- Is dependent on a faculty member’s ability to demonstrate the quality of what he/she has done rather than on the need for other faculty and administrators to establish what the candidate has not done. Candidates must master their own growth by accepting the responsibility for the quality of their performance and the achievement of their goals.

- Relies on an evaluation process, which reflects congruence between the assignment and the types, and quality of the activities upon which the promotion/tenure decision is ultimately based.

- Is not based on popularity among colleagues or students.

THE TENURE REVIEW PROCESS

The Annual Appraisal of Progress Toward Tenure

Each year, as part of the annual review, non-tenured faculty members will prepare all appropriate supporting materials and submit them to the Faculty Performance Advisory Committee. The Director may
also seek input from Area Coordinators, faculty who are serving in a mentoring capacity and others as appropriate. The Faculty Performance Advisory Committee will review the faculty member’s materials in accordance with established guidelines and make a written report to the Director. The Director will counsel the faculty member with respect to his/her progress toward tenure (and promotion, if requested) and, in accordance with the provisions of University regulations, will provide the faculty member with a written statement of evaluation.

**Mid-Career Review for Tenure-Accruing Faculty**

The SA+AH implemented a Mid-Career Review Process for Tenure-acccruing faculty in the spring of 2003. This process follows the structure described below.

**UF POLICY ON MID-CAREER REVIEW FOR TENURE-ACCRUING FACULTY**

(Effective May 2004)
The department would initiate this process toward the end of the faculty member’s third or fourth year. The chair and the faculty would decide which timeframe is appropriate for their discipline. The chair and the faculty would define the review process in the department as well, but it would include at a minimum a substantive assessment of an updated curriculum vita and the teaching evaluations of the faculty member.

The department and the tenured faculty should express itself in a formal manner on the progress of the faculty member toward tenure, and that information should be shared with the faculty member by the chair. The dean should also review this information on an annual basis, and any response to the candidate should reflect both the department’s and the dean’s assessment of the faculty member’s record.

The Provost’s office will review this process, not the cases, in its initial years. After three years, the Provost’s office will review this process every two years to make sure it is achieving the goals that were initially set for it.

**Application and Final Review for Tenure**

Revised 2005

During the summer prior to the year during which the decision regarding tenure (and promotion, if appropriate) will be made, the faculty member under consideration will prepare all appropriate supporting materials and submit them to the Director in accordance with the established timetable. The Director will send the material to a minimum of five external evaluators to review and comment on the faculty member’s tenure/promotion candidacy. Tenured faculty members will be given an opportunity to examine the non-tenured faculty member’s materials and external evaluation letters, and following a formal presentation to them by the Director, they will be polled by secret ballot concerning the faculty member. The Director will counsel with the faculty member with respect to his/her standing and, in accordance with the provisions of University regulations will provide the faculty member with a copy of the Director’s letter, which is required to be included in the tenure application packet. The Director will inform the faculty eligible to vote as to the outcome of the vote.

**Review of Non-Tenure Accruing Faculty**

If requested, the performance of non-tenure accruing faculty will be reviewed by an ad hoc committee composed of faculty who have served on the Faculty Performance Advisory Committee. As requested, the Director will then counsel the faculty member with respect to his/her performance and, in accordance with University guidelines, will provide the faculty member with a written statement of evaluation.

**Evaluation for Promotion in Rank**

Candidates for promotion are assessed in the light of meritorious performance of assigned duties and initiative, as well as in fulfillment of such other duties as may be considered appropriate to the effectiveness of the School of Art and Art History and the University. Candidates shall also be evaluated based on their dedication to maintain currency and personal growth in their particular fields. Normally, promotion to Associate Professor occurs at the same time as the awarding of tenure. Time in rank,
however, is variable, in accordance with the “Tenure and Promotion when ready” policy followed by the University.

The faculty member under consideration for promotion will prepare all appropriate supporting materials and submit them to the Director, in accordance with the established timetable. Faculty members, holding the rank above that of the faculty member seeking promotion, will be given an opportunity to examine the faculty member’s materials, and following a formal presentation to them by the Director; they will be polled by secret ballot concerning the faculty member’s application for promotion. The Director will counsel with the faculty member with respect to his/her standing and, in accordance with the provisions of University regulations, will provide the faculty member with a copy of the Director’s letter, which is required to be included in the promotion application packet. The school Director will inform the faculty eligible to vote as to the outcome of the vote.

THE UNIVERSITY OF FLORIDA GUIDELINES AND INFORMATION REGARDING THE TENURE, PERMANENT STATUS AND PROMOTION PROCESS FOR 2011-2012
http://www.aa.ufl.edu/tenure

The following is only partial text from the above document. For further clarification please see the entire document at the URL listed above.

Deadline for University Level Review: January 9, 2012

1. The governing regulations and collective bargaining provisions on tenure, promotion and permanent status can be found in:
   a. Faculty not in bargaining unit: University of Florida Regulations (Regulations) 6C1-7.003, 7.010, 7.013, 7.019, for faculty; and 6C1-7.025 and 6C1-6.009 for County Extension Faculty (http://regulations.ufl.edu/chapter6/ and http://regulations.ufl.edu/chapter7/); and
   b. Faculty in bargaining unit: Collective bargaining agreement at http://www.hr.ufl.edu/labor-relations/union.asp, and relevant Regulations above.

Please reference these documents for more complete information on the evaluation process. Each year eligible faculty should receive a copy of these “Guidelines,” including the related “Promotion, Tenure, and Permanent Status Template,” as well as departmental and college clarifications of the University criteria, and any other relevant materials. Departmental clarifications of university criteria must be posted on department and college websites, made available in department and college offices, and provided to the Office of Academic Affairs. The only materials that can be considered in the evaluation process are those contained or referenced in the packet. The absence of information or materials that are not required in the packet will not be held against the candidate.

It is the responsibility of the faculty member to see that her/his packet is complete and contains all the information pertinent to his or her case. The department chair should provide advice on the preparation of the packet, and the candidate is also encouraged to seek advice from her/his faculty mentor or other individuals knowledgeable about the process.

References to “days” in these “Guidelines” means calendar days.

2. The university’s criteria for granting tenure, promotion, or permanent status shall be relevant to the performance of the work that the faculty member has been employed to do and to his/her performance of the duties and responsibilities expected of a member of the university community. These criteria recognize three broad categories of academic engagement:

   (A) Teaching – Instruction, including regular classroom teaching and distance/executive/continuing education, direction of theses and dissertations, academic advisement, extension education programs, and all preparation for this work, including study
to keep abreast of one’s field.

(B) Research – Research or other creative activity including peer-reviewed publications.

(C) Service – Public and professional.

All tenure track faculty will have some portion of their time assigned to research unless alternative assignments are approved in advance by the appropriate dean and senior vice president. Each faculty member shall be given assignments that provide equitable opportunities, in relation to other faculty members in the same department, to meet the required criteria for promotion, tenure, and permanent status. Extension contributions in academic service may be inclusive of the three broad categories described above. (Refer to Regulation 6C1-7.010(2)(b) for a detailed description of these activities for extension faculty.)

3. In most cases, tenure and promotion require distinction in at least two areas, one of which shall be that of the faculty member’s primary responsibility, and those areas should be teaching and research unless the faculty member has an assignment that primarily reflects other responsibilities, such as the Cooperative Extension Service. Merit should be regarded as more important than variety of activity. “Distinction” in the categories is defined by the University and clarified by each college and department in terms tailored to the college and to department disciplines and consistent with University standards.

4. A faculty member in an eligible position must request to be nominated for tenure by the beginning of the last year of the tenure probationary period (July 1st), although consideration is normally given when the candidate’s record is ready (a determination made by the faculty member in consultation with the chair). A faculty member who is considered for tenure but not supported by the president must be given a letter of non-renewal.

The tenure or permanent status probationary periods in each unit are as follows:

College of Fine Arts – 7 years

6. Tenure awarded to a candidate in this cycle will be effective July 1, 2012 for 12-month faculty and at the beginning of the 2012-13 academic year for 9-month faculty. Promotions will be effective at the beginning of the 2012-13 academic year for 9 and 10 month faculty and on July 1, 2012 for 12 month faculty.

7. An eligible faculty member may initiate the application for promotion whenever s/he believes s/he has met the criteria for promotion by notifying the department chair before the evaluation cycle begins on July 1st.

8. Separate guidelines for the Distinguished Professor award are issued each year by the Provost.

COLLEGE OF FINE ARTS PROMOTION AND TENURE CRITERIA

2010-2011

In addition to the standards specified in University policies, the College of Fine Arts uses the criteria below when considering faculty for promotion and/or tenure. These criteria are not exclusive but are provided as examples of how the Fine Arts faculty’s professional involvements might differ from their colleagues in other disciplines.

A. Teaching: No significant differences from criteria as specified in University policies.

B. Research or Other Creative Activity: In addition to those activities cited in University policies, consideration will be given to the
1. Frequency and quality of professional public performances, compositions, or other works of art produced,
2. Frequency and importance of inclusion or participation in exhibitions, e.g., one-person shows, juried exhibitions, solo recitals, etc.
3. Number and kind of awards received for artistic accomplishments,
4. Works included in museums, permanent exhibitions, recordings and other significant collections,
5. Frequency and level of participation as critic, juror or adjudicator of artistic productions, works of art, exhibitions, music performances, etc.

C. Service: In addition to those activities cited in University policies consideration will be given to the
1. Frequency and effectiveness in the school/department, campus and/or community activities, e.g., as accompanying a guest performer, assisting in student sponsored productions, advising community officials regarding the technical problems in lighting or sound for a public event, etc.
2. Contributions to or aiding in the development of high artistic standards by participation in community workshops, lectures, reviews, exhibits, productions and performances.

It is expected that all continuing faculty will have earned the appropriate terminal degree. Traditionally these are the M.F.A. and Ph.D. Equivalent degrees and/or professional experience will be considered.

SCHOOL OF ART AND ART HISTORY CRITERIA FOR PROMOTION AND TENURE
Approved February 2010, Adopted February 2011

1. The School of Art and Art History requires outstanding performance in two areas, and those areas should be teaching and research, unless the faculty member has an assignment that primarily reflects other responsibilities.

A. Teaching Effectiveness may be demonstrated by these and possibly by other means:
1. Evidence of knowledge in teaching subject field
2. Evidence of being abreast of current issues and trends in subject field
3. Evidence of teaching skills
4. Evidence of innovativeness in reaching curriculum goals
5. Evidence of significant contributions to the development of new or improved programs of study
6. Evidence of professional attitude and conduct (i.e., maintaining open and responsible communication with students and faculty through regularly scheduled classes and office hours.)
7. Evidence of additional teaching practices beyond contractual responsibility (i.e., initiation of, or participation in workshops, seminars, lectures, exhibits, conferences, field trips, etc.)

B. Research and Professional Development may be demonstrated by some of these means:
1. Participation in invitational and juried shows
2. Authorship of books or monographs
3. Evidence of creative production
4. Professional public performances
5. Authorship of articles published in professional journals
6. Authorship of creative publications
7. Editorship of books or special collections
8. Presentation of papers before professional societies
9. Appearances on programs of professional organizations
10. Presentation of professional seminars
11. Acquisitions of research grants
12. Offices in professional organizations
Qualifications on the above items (A, B):

1. Normally, activities that are a part of an individual's university assignment are not considered evidence of professional development in this category.
2. Quality, not quantity of publications, exhibits or performances, shall be considered in evaluating professional development.
3. Professional growth should be continuous in order to merit continuing advancement.

C. Service may be demonstrated through some of these means:
   1. Serving actively as a member of school, college, and university committees
   2. Active participation in state, regional or national professional or governmental organizations
   3. Contribution to knowledge or aiding in the development of standards of high artistic production, by extending individual expertise into the community through workshops, lectures, reviews, exhibits, productions and performances
   4. Service to the Public Schools.

2. It is expected that all continuing faculty will possess the appropriate terminal degree. Traditionally these are the MFA and Ph D. Equivalent degrees will also be considered.

3. The recognition of high quality in the Fine Arts is measurable both subjectively and, to a certain extent, objectively. In considering performance quality, there is bound to be some disagreement. Personnel committees will develop a consensus, indicating that the performance of the faculty member concerned is at least as high in quality as the level expected of those holding the same degree, and/or comparable to the current faculty level of performance. Included in such evaluations shall be determination that artistic production represents continued scholarly research in the literature, techniques, and new developments in the field.

4. The School of Art and Art History is nationally recognized for the achievements of its faculty. It is important that faculty being considered for promotion or tenure, have obtained a certain degree of recognition at the national level as a creative artist or scholar. This is particularly true for faculty being considered for promotion to professor.

(See ATTACHMENT 3)

SCHOOL OF ART AND ART HISTORY DISCIPLINE-SPECIFIC GUIDELINES FOR PROMOTION AND TENURE

PROMOTION TO THE RANK OF ASSOCIATE PROFESSOR AND/OR TENURE

General Requirements

1. Research shall be understood to mean Scholarly Research and Creative Activity as appropriate to a specific discipline and area of expertise.

2. Promotion to the rank of Associate Professor requires a record of “distinction” in teaching and research. It is expected that the candidate has achieved a national reputation based on research contributions in one’s field.

3. A candidate for the rank of Associate Professor and/or Tenure must also demonstrate a commitment to service.

4. For promotion to Associate Professor and/or Tenure, “distinction” is measured in comparison to assistant professors in the candidate’s area of specialization at AAU institutions comparable to the University of Florida.
5. Tenure should be based on clear evidence of the potential for sustained contribution and leadership in the program over a candidate’s whole teaching career.

Specific Requirements

The School of Art and Art History is composed of several disciplines, each of which has distinctive criteria for tenure and promotion. While the guidelines that appear below are the same for teaching and service, it is acknowledged that certain items may not apply to all disciplines. The diversity in research is sufficient to warrant separate, discipline-specific criteria for that activity. The following guidelines are based on those of peer institutions and of the appropriate professional organizations. They assume a comparable level of support in teaching, research, and service to that provided by peer institutions.

Teaching

Teaching is considered an essential function of faculty at the University of Florida, and consequently all faculty members are expected to demonstrate excellence and effectiveness in this important area. There is, however, great variability in the approach to teaching among the various disciplines within the School. Teaching ranges from broad survey courses involving large numbers of students to intensive studio instruction to a small number of students. Such variability should be considered in establishing expectations for performance, and differences in the manner in which teaching is conducted should be taken into account in evaluation of faculty performance. Distinction in teaching shall be evidenced by a consistent pattern of excellence and effectiveness among multiple indicators, including the following:

a. Student evaluations considered in relation to the type of course.

b. Peer ratings showing excellence and effectiveness in teaching content in classroom performance based on direct observations

c. Serving on graduate supervisory committees

d. Supervising independent studies, internships, and practica

e. Achievement of significant awards or other recognition for teaching

f. Development of new courses, teaching program, and/or implementation of a degree program and ongoing revision of existing courses to reflect the changing state of the discipline. Other activities may include the development and implementation of continuing education courses or online courses, international course development, the creative use of technology in teaching, assuming a leadership role in curriculum redesign or development, etc.

g. Accomplishments of students directly supervised and/or mentored by the faculty while a student.

Service

It is expected that all faculty members will demonstrate good citizenship in their schools and in the college by actively serving on school, college, and/or university committees consistent with their rank and experience. This description of service relates to activities that are performed without additional compensation or course release. The Director will work to balance each faculty’s committees equitably. Because the amount of work required of faculty varies by committee, it is expected that the Director’s letter will provide substantive information about the quality of the candidate’s service. Some activities that may fall under this category include:

a. Active participation in discipline, area, school, college, and university committees and meetings
b. Serving as an undergraduate or graduate coordinator or area head

c. Serving as a committee member in a state, regional, national or international professional organization

d. Serving as an officer or board member in a state, regional, national, or international professional organization

e. Organizing workshops, exhibitions, judging or jurying exhibitions or papers, and visiting artists that benefit the community or profession

f. Serving on committees or boards of local, regional, national, and international professional organizations and publications

g. Membership on local, regional, and national art commissions

h. Responding to community and campus requests for collaboration.

i. Maintaining relationships with local and regional cultural institutions.

j. Serving as faculty advisor to student clubs or for student events

Research – by discipline

Creative Research and Scholarship in Studio Art

The products of creative research are highly varied. The output and documentation of these activities must be considered in relation to each individual candidate’s specific area of expertise and stated research direction. One judgment of distinction in research shall be based on the written opinions of external reviewers who themselves are recognized as outstanding researchers in the candidate’s area of specialization and research focus. (Note: The external reviewers will be asked to submit copies of their curriculum vitae, which will be included in the candidate’s packet.) Distinction in research ordinarily entails (a) the development of a significant line of research and (b) documented progress toward the establishment of a national reputation based on research contributions in one’s field. The quality of research shall be judged as more important than quantity when evaluating the candidate’s research contributions.

Creative Research and Scholarship is not limited to and may be demonstrated by the following (the priority and weight of individual items may be different depending on the researcher’s area of focus or discipline):

a. Creative Activity

In the visual arts, evidence of creative activity may include, but is not limited to juried, invited, solo, and group exhibitions. Forms of work include the full range of practices that constitute the field of art in its broadest sense. Presentation and exhibition of creative activity may include, but is not limited to commercial and non-profit galleries, art centers, museums, web-sites, institutes of contemporary art, virtual environments, alternative spaces, public spaces, publications, and other appropriate venues, both real and virtual. The products of creative research may be multiple, allowing for wide distribution to presentation and exhibition venues. In other instances, projects may evolve over long periods of time and may be exhibited only once.

Modes of creative research practice may be individual, collaborative, interactive, performance based, site-specific (both real and virtual), web-based, and other modes. The recognition and validation by on-going productivity and quality are the primary standard. The value of a peer reviewed publication is based on its esteem within the field, irrespective of whether it is published online or off.
b. Authored Publications

i. Books/Monographs: Traditional publication methodologies as well as networked, rich-media publications such as extended blogs, DVD's or CD-ROMS should be included if they constitute a sustained investigation of a particular topic.

ii. Refereed Journal Articles: Authorship of articles published in professional journals (online or off). The format of these contributions may go beyond the form of a written essay to include podcasts, video blogs or other forms of archival media. These include contributions to self-policing networks with professional community debate and evaluation.

iii. Chapters of books and Monographs: Invited or juried. Essays or chapters in edited volumes (online or off), which establish standards for discourse in disciplines.

iv. Editorship: Traditional forms of editorship as well as coordinating or managing a multi-user discussion list whether accessible via e-mail or web.

This category also includes the conception, design, engineering, curation and /or editing of organized media collections including media festivals, networked data bases, and publications.

v. Authorship of creative publications (online and off)

vi. Presentation of papers before professional societies

vii. Technical Reports/ Book Reviews/Exhibition Reviews (online and off)

viii. Other Publications (e.g. editorials, working papers, etc...) This category includes essays published to e-mail lists including all contributions to discussion sparked by the essay.

c. Publication of creative work

i. Appearance of images of creative work in books, magazines related to the field, online professional archives and compilations.

ii. Inclusion of editioned works in creative portfolios published by institutions, archives, etc.

d. Presentation of professional seminars and workshops (online and off)

e. Invited lectures

f. Acquisition of research grants: Success in attracting external support for research, as evidenced by serving as a principal investigator or a significant contributor on peer-reviewed, research-based (rather than service based) grants or contracts, represents a significant indication of progress toward establishing a national research reputation.

g. Other indicators of progress toward establishment of a national research reputation include:

i. Selection for service as an officer or on the board of a professional organization.

ii. Invited to serve on review panels of grant agencies.

Research and Professional Development in Art History

1. Authorship of a book or monograph is expected. A book is defined as being already published or in press (that is, with peer reviews, a final acceptance, and a confirmed date of publication).

2. In limited cases, a series of peer-reviewed articles may be considered equivalent to a book, as urged by the College Art Association. These articles must be substantive and important
contributions to the field, such that an independent reviewer would consider the impact of the total to be equivalent to that of a sole-authored book.

3. A peer-reviewed book or monograph published by a major commercial press that is also known for publishing scholarly works will be considered equivalent to a book or monograph published by a university press.

4. The value of a peer-reviewed publication is based on its esteem within the field, irrespective of whether it is published online or off.

5. In addition to the book or equivalent articles, the SAAH considers the following activities as significant indicators of a faculty member's impact on the field of art history: edited books; book length manuscripts; articles and reviews, including those that are not peer-reviewed; the receipt of grants and fellowships for research and other activities; exhibitions curated; papers presented before professional societies; appearance on programs of professional organizations; lectures delivered at other institutions or to various organizations; and offices held in professional societies.

Research and Professional Development in Art Education

Research and Professional Development should demonstrate a pattern of distinction in the field of art education at a regional, national, and/or international level that consists of the following:

1. Authorship of a book or monograph is expected. A book is defined as being already published or in press (that is, with peer reviews, a final acceptance, and a confirmed date of publication).

2. A series of peer-reviewed articles or book chapters may be considered equivalent to a book if these articles are judged to make substantive and important contributions to the field, such that an independent reviewer would consider the impact of the total to be equivalent to that of a sole authored book.

3. The value of a peer-reviewed publication is based on its esteem within the field, irrespective of whether it is published online or off.

4. In addition to a book or equivalent articles, the SA+AH considers the following activities as significant indicators of a faculty member's impact on the field of art education: edited books; book-length manuscripts; articles and reviews, including those that are not peer-reviewed; the receipt of grants and fellowships for research and other activities; participation in juried exhibitions; papers presented before professional societies; appearance on programs of professional organizations; articles in online publications that are peer-reviewed; lectures delivered at other institutions or to various organizations; and offices or appointed positions held in professional organizations.

Research and Professional Development in Museum Studies

The Museum Studies Program requires its faculty to have an on-going relationship with museums and with organizations that represent the museum field. In recognition of the interdisciplinary nature of the Museum Studies Program and of museum studies as an academic field, candidates for tenure and promotion may publish in either the field of museum studies or in a disciplinary field.

1. Authorship of a book or monograph is preferred, although a series of peer reviewed articles and creative work would be considered equivalent to a single-authored book by the College Art Association and the Modern Language Association and is accepted as such by the School. A book is defined as being already published or in press (that is, with peer reviews, a final acceptance, and a date of publication).
2. A peer-reviewed book or monograph published by a major commercial press that is also known for publishing scholarly works will be considered equivalent to a book or monograph published by a university press.

3. A substantial exhibition catalogue will be considered equivalent to a single-authored book if it is fully the work of one person and receives outside peer-review.

4. The value of a peer-reviewed publication is based on its esteem within the field, irrespective of whether it is published online or off.

5. In addition to publication, creative work for museum studies faculty would include specific projects within a museum context—e.g. curating exhibitions, developing educational programming, evaluation of audience, etc. These should be carefully examined to determine their importance and value in the tenure process and this should be noted in the director’s yearly review of the faculty.

6. Success in attracting external support for research, as evidenced by serving as a principal investigator or a significant contributor on peer-reviewed, research-based (rather than service-based) grants or contracts, represents a significant indication of progress toward establishing a national research reputation.

7. In addition to the book or equivalent articles, the SA+AH considers the following activities as significant indicators of a faculty member’s impact on the field of museum studies or the faculty member’s particular discipline: edited books; book-length manuscripts; articles and reviews, including those that are not peer-reviewed; the receipt of grants and fellowships for research and other activities; papers presented before professional societies; the production of instructional media; appearance on programs of professional organizations; lectures delivered at other institutions or to various organizations; and offices held in professional societies.

PROMOTION TO THE RANK OF PROFESSOR

General Requirements

1. Research shall be understood to mean Scholarly Research and Creative Activity as appropriate to a specific discipline and area of expertise.

2. Promotion to the rank of Professor requires a record of “distinction” in teaching and research. It is expected that the candidate has achieved a national or international reputation based on research contributions in one’s field.

3. A candidate for the rank of Professor must also demonstrate a commitment to service and to leadership at the school, college, university and/or professional level.

4. Promotion to the rank of professor carries an expectation of continued effective teaching and, clear evidence of significant impact on the development of programs in the School in areas such as curriculum, administration and/or external relations.

5. For promotion to Professor, “distinction” is measured in comparison to associate professors in the candidate’s area of specialization at AAU institutions comparable to the University of Florida.

Specific Requirements

The School of Art and Art History is composed of several disciplines, each of which has distinctive criteria for tenure and promotion. While the guidelines that appear below are the same for teaching and service, it is acknowledged that certain items may not apply to all disciplines. The diversity in research is sufficient to warrant separate, discipline-specific criteria for that activity. The following guidelines are based on those of peer institutions and of the appropriate professional organizations. They assume a comparable level of support in teaching, research, and service to that provided by peer institutions.
Teaching

Teaching is considered an essential function of faculty at the University of Florida, and consequently all faculty members are expected to demonstrate excellence and effectiveness in this important area. There is, however, great variability in the approach to teaching among the various disciplines within the School. Teaching ranges from broad survey courses involving large numbers of students to intensive studio instruction to a small number of students. Such variability should be considered in establishing expectations for performance, and differences in the manner in which teaching is conducted should be taken into account in evaluation of faculty performance. Distinction in teaching shall be evidenced by a consistent pattern of excellence and effectiveness among multiple indicators, including the following:

a. Student evaluations considered in relation to the type of course.

b. Peer ratings showing excellence and effectiveness in teaching content in classroom performance based on direct observations

c. Serving on graduate supervisory committees

d. Supervising independent studies, internships, and practica

e. Achievement of significant awards or other recognition for teaching

f. Development of new courses, teaching program, and/or implementation of a degree program and ongoing revision of existing courses to reflect the hanging state of the discipline. Other activities may include the development and implementation of continuing education courses or online courses, international course development, the creative use of technology in teaching, assuming a leadership role in curriculum redesign or development, etc.

g. Accomplishments of students directly supervised and/or mentored by the faculty while a student

Service

It is expected that all faculty members will demonstrate good citizenship in their schools and in the college by actively serving on school, college, and/or university committees consistent with their rank and experience. This description of service relates to activities that are performed without additional compensation or course release. The Director will work to balance each faculty’s committees equitably. Because the amount of work required of faculty varies by committee, it is expected that the Director’s letter will provide substantive information about the quality of the candidate's service. Some activities that may fall under this category include:

a. Active participation in discipline, area, school, college, and university committees and meetings

b. Committee leadership

c. Serving as an undergraduate or graduate coordinator or area head

d. Serving as a committee member in a state, regional, national or international professional organization

e. Serving as an officer or board member in a state, regional, national, or international professional organization

f. Organizing workshops, exhibitions, judging or jurying exhibitions or papers, and visiting artists that benefit the community or profession
g. Serving on committees or boards of local, regional, national, and international professional organizations and publications

h. Membership on local, regional, and national art commissions

i. Formally or informally mentoring junior faculty

j. Responding to community and campus requests for collaboration.

k. Maintaining relationships with local and regional cultural institutions.

l. Serving as faculty advisor to student clubs or for student events

Research – by discipline

Creative Research and Scholarship in Studio Art

The products of creative research are highly varied. The output and documentation of these activities must be considered in relation to each individual candidate’s specific area of expertise and stated research direction. One judgment of distinction in research shall be based on the written opinions of external reviewers who themselves are recognized as outstanding researchers in the candidate’s area of specialization and research focus. (Note: The external reviewers will be asked to submit copies of their curriculum vitae, which will be included in the candidate’s packet.) Distinction in research ordinarily entails (a) the development of a significant line of research and (b) an established national or international reputation based on research contributions in one’s field. The quality of research shall be judged as more important than quantity when evaluating the candidate’s research contributions. Creative Research and Scholarship is not limited to and may be demonstrated by the following (the priority and weight of individual items may be different depending on the researcher’s area of focus or discipline):

a. Creative Activity: In the visual arts, evidence of creative activity may include, but is not limited to juried, invited, solo, and group exhibitions. Forms of work include the full range of practices that constitute the field of art in its broadest sense. Presentation and exhibition of creative activity may include, but is not limited to commercial and non-profit galleries, art centers, museums, web-sites, institutes of contemporary art, virtual environments, alternative spaces, public spaces, publications, and other appropriate venues, both real and virtual. The products of creative research may be multiple, allowing for wide distribution to presentation and exhibition venues. In other instances, projects may evolve over long periods of time and may be exhibited only once. Modes of creative research practice may be individual, collaborative, interactive, performance-based, site-specific (both real and virtual), web-based, and other modes. The recognition and validation by on-going productivity and quality are the primary standard. The value of a peer-reviewed publication is based on its esteem within the field, irrespective of whether it is published online or off.

b. Authored Publications

i. Books/Monographs: Traditional publication methodologies as well as networked, rich-media publications such as extended blogs, DVD’s or CD-ROMS should be included if they constitute a sustained investigation of a particular topic.

ii. Refereed Journal Articles: Authorship of articles published in professional journals (online or off). The format of these contributions may go beyond the form of a written essay to include pod-casts, video blogs or other forms of archival media. These include contributions to self-policing networks with professional community debate and evaluation.
iii. Chapters of books and Monographs: Invited or juried. Essays or chapters in edited volumes (online or off), which establish standards for discourse in disciplines.

iv. Editorship: Traditional forms of editorship as well as coordinating or managing multi-user discussions list whether accessible via e-mail or web. This category also includes the conception, design, engineering, curation and/or editing of organized media collections including media festivals, networked databases, and publications.

v. Authorship of creative publications (online and off)

vi. Presentation of papers before professional societies

vii. Technical Reports/Book Reviews (online and off)

viii. Other Publications (e.g. editorials, working papers, etc...) This category includes essays published to e-mail lists including all contributions to discussion sparked by the essay.

c. Publication of creative work
   i. Appearance of images of creative work in books, magazines related to the field, online professional archives and compilations.
   ii. Inclusion of editioned works in creative portfolios published by institutions, archives, etc.

d. Presentation of professional seminars and workshops (online and off)

e. Acquisition of research grants: Success in attracting external support for research, as evidenced by serving as a principal investigator or a significant contributor on peer-reviewed, research-based (rather than service based) grants or contracts, represents a significant indication of a national research reputation.

f. Other indicators of an established national research reputation include:
   i. Selection for service as an officer or on the board of a professional organization.
   ii. Invited to serve on review panels of grant agencies.
   iii. Achievement of significant awards or honors for research.

Research and Professional Development in Art History

1. Authorship of a book or monograph is expected. A book is defined as being already published or in press (that is, with peer reviews, a final acceptance, and a confirmed date of publication).

2. In limited cases, a series of peer-reviewed articles may be considered equivalent to a book, as urged by the College Art Association. These articles must be substantive and important contributions to the field, such that an independent reviewer would consider the impact of the total to be equivalent to that of a sole-authored book.

3. A peer-reviewed book or monograph published by a major commercial press that is also known for publishing scholarly works will be considered equivalent to a book or monograph published by a university press.

4. The value of a peer-reviewed publication is based on its esteem within the field, irrespective of whether it is published online or off.
5. In addition to the book or equivalent articles, the SAAH considers the following activities as significant indicators of a faculty member’s impact on the field of art history: edited books; book length manuscripts; articles and reviews, including those that are not peer-reviewed; the receipt of grants and fellowships for research and other activities; exhibitions curated; papers presented before professional societies; appearance on programs of professional organizations; lectures delivered at other institutions or to various organizations; and offices held in professional societies.

**Research and Professional Development in Art Education**

Research and Professional Development should demonstrate a pattern of distinction in the field of art education at a regional, national, and/or international level that consists of the following:

1. Authorship of a book or monograph is expected. A book is defined as being already published or in press (that is, with peer reviews, a final acceptance, and a confirmed date of publication).

2. A series of peer-reviewed articles or book chapters may be considered equivalent to a book if these articles are judged to make substantive and important contributions to the field, such that an independent reviewer would consider the impact of the total to be equivalent to that of a sole authored book.

3. The value of a peer-reviewed publication is based on its esteem within the field, irrespective of whether it is published online or off.

4. In addition to a book or equivalent articles, the SAAH considers the following activities as significant indicators of a faculty member’s impact on the field of art education: edited books; book-length manuscripts; articles and reviews, including those that are not peer-reviewed; the receipt of grants and fellowships for research and other activities; participation in juried exhibitions; papers presented before professional societies; appearance on programs of professional organizations; articles in online publications that are peer-reviewed; lectures delivered at other institutions or to various organizations; and offices or appointed positions held in professional organizations.

**Research and Professional Development in Museum Studies**

The Museum Studies Program requires its faculty to have an on-going relationship with museums and with organizations that represent the museum field. In recognition of the interdisciplinary nature of the Museum Studies Program and of museum studies as an academic field, candidates for tenure and promotion may publish either in the field of museum studies or in a disciplinary field, or both.

1. Authorship of a book or monograph is preferred, although a series of peer reviewed articles and creative work would be considered equivalent to a single-authored book by the College Art Association and the Modern Language Association and is accepted as such by the School. A book is defined as being already published or in press (that is, with peer reviews, a final acceptance, and a date of publication).

2. A peer-reviewed book or monograph published by a major commercial press that is also known for publishing scholarly works will be considered equivalent to a book or monograph published by a university press.

3. A substantial exhibition catalogue will be considered equivalent to a single-authored book if it is fully the work of one person and receives outside peer-review.

4. The value of a peer-reviewed publication is based on its esteem within the field, irrespective of whether it is published online or off.

5. In addition to publication, creative work for museum studies faculty would include specific projects within a museum context—e.g. curating exhibitions, developing educational programming, evaluation of audience, etc. These should be carefully examined to determine their importance and value in the tenure process and this should be noted in the director’s yearly review of the faculty.
6. Success in attracting external support for research, as evidenced by serving as a principal investigator or a significant contributor on peer-reviewed, research-based (rather than service-based) grants or contracts, represents a significant indication of progress toward establishing a national research reputation.

7. In addition to the book or equivalent articles, the SA+AH considers the following activities as significant indicators of a faculty member’s impact on the field of museum studies or the faculty member’s particular discipline: edited books; book-length manuscripts; articles and reviews, including those that are not peer-reviewed; the receipt of grants and fellowships for research and other activities; papers presented before professional societies; the production of instructional media; appearance on programs of professional organizations; lectures delivered at other institutions or to various organizations; and offices held in professional societies.

PROMOTION TO THE RANK OF DISTINGUISHED PROFESSOR

General Requirements

1. The distinguished professor is chosen from the ranks of full professors within the School.

2. Recommendations are made on the basis of significant contributions to teaching, research, or creative endeavors that have been made by the faculty member during his/her career at the University of Florida.

3. To be eligible for this award, the faculty member must be a full professor, have been at the University at least 5 years and, above all, have achieved true distinction in his/her discipline or profession. Although scholarly distinction is the primary qualification, evidence of quality teaching, especially at the graduate level, and significant service that entails leadership within the University and the profession should be emphasized.

PROMOTION TO THE RANK OF LECTURER, SENIOR LECTURER, MASTER LECTURER

General Requirements

1. Promotion to the rank of Associate/Senior Lecturer requires records of “distinction” primarily in teaching and also demonstrates evidence of “distinction” in professional development and practice as it relates to the support and development of teaching. It is expected that the candidate has achieved a national reputation based on teaching and professional development and practice. Merit raises will also use these criteria.

2. Candidates for the rank of Senior Lecturer/Master Lecturer must also demonstrate a commitment to service.

3. For promotion to Senior Lecturer/Master Lecturer, “distinction” is measured in comparison to Lecturers at AAU institutions comparable to the University of Florida.

4. Promotion should be based on clear evidence of the potential for sustained contribution and leadership in the SA+AH over a candidate’s career.

Specific Requirements

The School of Art + Art History is composed of several disciplines, each of which has distinctive criteria for promotion. The guidelines that appear below are comprised of those for teaching and service in tenure track positions, and it is acknowledged that certain items may not apply regularly in the case of Lecturer. The following guidelines are based on those of peer institutions and appropriate professional organizations and assume a comparable level of competence.
Teaching

Teaching is considered an essential function of faculty at the University of Florida, and consequently all faculty members are expected to demonstrate excellence and effectiveness in this important area. There is, however, great variability in the approach to teaching among the various disciplines within the School. Teaching ranges from broad survey courses involving large numbers of students to intensive studio instruction or gallery mentoring for a small number of students. Such variability should be considered in establishing expectations for performance, and differences in the manner in which teaching is conducted should be taken into account in evaluation of faculty performance.

Distinction in teaching shall be evidenced by a consistent pattern of excellence and effectiveness among multiple indicators that may include but are not necessarily limited to the following:

a. Student evaluations considered in relation to the type of course
b. Supervising independent studies and graduate teaching assistants
c. Supervising independent studies and graduate teaching assistants
d. Achievement of significant awards or other recognition for teaching
e. Development of new courses, teaching program, and/or proposal and implementation of a degree program
f. Ongoing revision of existing courses to reflect the changing state of the discipline
g. Development and implementation of continuing education courses or on-line courses
h. Assuming a leadership role in curriculum redesign or development
i. International course development, the creative use of technology in teaching
j. Accomplishments of students directly supervised and/or mentored by the faculty member

Service

It is expected that all faculty members will demonstrate good citizenship in their schools and in the college by actively serving on school, college, and/or university committees consistent with their rank and experience. This description of service relates to activities that are performed without additional compensation or course release. The Director will work to balance each faculty's committees equitably. Because the amount of work required of faculty varies by committee, it is expected that the Director’s letter will provide substantive information about the quality of the candidate’s service.

Some activities that may fall under this category include:

a. Active participation in discipline
b. Active participation in area, school, college, and university committees
c. Serving on committees of local, regional, national, and international professional
d. organizations and/or publications in editorial capacity
e. Serving as an officer or board member in a local, state, regional, national, or international professional organizations
f. Organizing workshops, exhibitions, judging or jurying exhibitions or papers
g. Membership on local, regional, and national art commissions
h. Responding to community and campus requests for collaboration
i. Maintaining relationships with local and regional cultural institutions
j. Serving as faculty advisor to student clubs or for student events

Professional Development and Practice

The position of Lecturer is not as weighted toward Research but Professional Development and Practice includes scholarly or creative activity that support the teaching mission of the lecturer position. The Lecturer position does still require a clear level of research or scholarly activity in one or more of the four areas of SA+AH that may include.

a. Professional Development and Practice in Studio Art
b. Professional Development and Practice in Art History and Art Theory
c. Professional Development and Practice in Art Education
d. Professional Development and Practice in Museum Studies

PROMOTION TO THE RANK OF ASSOCIATE IN AND SENIOR ASSOCIATE IN PROGRAM DIRECTOR, UNIVERSITY GALLERIES

General Requirements

The Program Director for the University Galleries is an “in-unit” discipline based faculty position requiring professional art knowledge and experience. Many different art disciplines can serve as appropriate background for this position. The position primarily involves arts administration; coordinating three art gallery programs, curating art exhibitions, supervising graduate assistants and staff and overseeing the Art in State Buildings program for the University of Florida. Evidence of distinction must be demonstrated as an arts administrator and budget manager of the University Galleries programs including an ongoing relationship with museums, galleries and professional organizations in the field as well as maintaining an on-going involvement in professional development and practice. Involvement in teaching, and utilizing the gallery as a teaching vehicle is integral to the galleries programs and mission.

DISCIPLINE-SPECIFIC GUIDELINES for promotion to Associate In/Senior Associate In rely upon “distinction” as measured by comparison to Gallery Directors at AAU institutions comparable to the University of Florida. Promotion is based on clear evidence of sustained contribution and leadership in the University Galleries program over the candidate’s career. These contributions can be demonstrated through professional development and practice in arts administration, scholarship in art history, art theory, art criticism, professional gallery and or museum practice, creative research and teaching through traditional and/or alternative educational practices.

A multi-disciplined approach to professional development and practice is most appropriate. The Program Director for the University Galleries requires a multifaceted approach to professional development and practice in the areas that are integral to SA+AH. Candidates for promotion should excel in several discipline-based areas of art knowledge.

Specific Requirements

The School of Art and Art History is composed of several disciplines, each of which has distinctive criteria for promotion. Diversity in professional development and practice is most desirable for the Program Director position; a combination of achievements among art areas is ideal. The Director will be expected to demonstrate progress in several factors in multiple categories.
Service

It is expected that faculty members will demonstrate good citizenship in the college by actively serving on school, college, and/or university committees consistent with rank and experience that may include but are not necessarily limited to the following:

a. Active participation in discipline, area, school, college, and university committees
b. Serving on committees or boards of local, regional, national, and international professional art organizations
c. Organizing workshops, exhibitions, judging or jurying exhibitions or papers
d. Hosting visiting artists that benefit the university community or profession
e. Membership in local, regional and national art associations
f. Initiating/implementing community and campus collaborations
g. Maintaining relationships with local and regional cultural institutions
h. Developing monetary support through grants, sponsorships, partnerships
i. Serving on review panels of granting agencies

Professional Development and Practice

Distinction in professional development and practice for the Program Director of University Galleries shall be evidenced by a consistent pattern of excellence and effectiveness among multiple indicators, which may include but are not necessarily limited to the following:

a. Exhibition/publication of scholarly work in art history, art theory or museum studies
b. Exhibition/publication of creative work as curator
c. Exhibition/publication of creative work as artist
d. Presentation at professional seminars and workshops (online and off)
e. Offices or appointed positions held in arts administration organizations
f. Authorship of creative publications, exhibition catalogs (online and off)
g. Presentation of papers before arts/arts administration/or museum associations
h. Investigator or a significant contributor on peer-reviewed grants

Teaching

Distinction in teaching shall be evidenced by a consistent pattern of excellence and effectiveness among multiple indicators that may include but are not necessarily limited to the following:

a. Development of art exhibitions that educate the greater UF/regional community
b. Development of art exhibition programming such as lectures, panel discussions

c. Supervising independent studies, internships, and practicums

d. Development of new courses, and/or implementation of a degree program

e. Ongoing revision of existing courses to reflect the changing state of the discipline

f. Development and implementation of continuing education courses or on-line courses

g. Accomplishments of students directly mentored by the faculty member

PROMOTION TO THE RANK OF ASSOCIATE IN AND SENIOR ASSOCIATE IN UNDERGRADUATE ADVISOR

General Requirements

1. Promotion to the ranks of Associate/Senior Associate In requires records of “distinction” in advising and overall improvements in functioning for the School’s undergraduate academic and student affairs. Merit raises will also use this criteria.

2. Candidate for the rank of Associate/Senior Associate In must also demonstrate a commitment to service.

3. For promotion to Associate/Senior Associate In or merit raises, “distinction” is measured in comparison to undergraduate advisors within the College of Fine Arts and the University of Florida. It may also be measured separately by the school directors for work assignments that are unique to a given individual.

4. Promotion should be based on clear evidence of the potential for sustained contribution and leadership within the School’s Undergraduate Academic and Student Affairs.

5. Promotion requires five additional years of established excellence in academic advising in at least two of the three major areas: advising, service and professional development and practice, as outlined below.

Advising

Advising is considered an essential function in the College of Fine Arts at the University of Florida, and consequently all advisors are expected to demonstrate excellence and effectiveness in this important area. There is, however, great variability in the approach to advising among the various disciplines within the College. Such variability should be considered in establishing expectations for performance, and differences in the manner in which advising is conducted should be taken into account in evaluation of performance.

Distinction in advising shall be evidenced by a consistent pattern of excellence and effectiveness among multiple indicators, which may include but are not necessarily limited to the following:

a. Assisting students through the process of admission, retention, and graduation

b. Facilitates student support services related functions

c. Student evaluations considered in relation to advising

d. Coordination of independent studies, internships, and practica

e. Achievement of significant awards or other recognition for advising

f. Development of advising related curricular initiatives
g. Assuming a leadership role in curriculum redesign or development
h. Internationalization initiatives and/or support
i. Accomplishments of students directly supervised and/or mentored by the advisor

Service
It is expected that all advisors will demonstrate good citizenship in their schools and in the college by actively serving on school, college, and/or university committees, and assuming administrative responsibilities within the schools, consistent with their rank and experience. Because the amount of work required of advisors varies by committee and administrative responsibility, it is expected that the Director’s and Dean's letters will provide substantive information about the quality of the candidate's service.

Some activities that may fall under this category include:
   a. Active participation in discipline, area, school, college, and university committees
   b. Serving on committees of local, regional, national, and international professional
   c. Organizations and/or publications in editorial capacity
   d. Serving as an officer or board member in a local, state, regional, national, or international professional organizations
   e. Responding to community and campus requests for collaboration
   f. Maintaining relationships with local and regional secondary and higher education institutions
   g. Serving as faculty advisor to student clubs or for student events
   h. School specific administrative responsibilities

Professional Development and Practice
   a. Presentation of professional seminars and workshops (on-line and off)
   b. Invited lectures
   c. Offices or appointed positions held in professional organizations
   d. On-going relationship with discipline-specific organizations in the field
   e. Related credentials and certifications

Approved by SA+AH: February 2010
In Effect February 2011
COLLEGE OF FINE ARTS SUSTAINED PERFORMANCE EVALUATION PROGRAM (SPEP)

General Information

The Board of Regents and the United Faculty of Florida approved a Sustained Performance Evaluation Program (SPEP) to become effective at the beginning of the 1997-98 academic year. The SPEP requires that tenured faculty members receive a sustained performance evaluation once every seven years following the award of tenure or their most recent promotion. The purpose of this evaluation is to document sustained performance during the previous six years of assigned duties and to encourage continued professional growth and development. Tenured faculty with administrative appointments of chairperson/director and above shall not be eligible for this review until they resume faculty duties for the required six year period. Specifically, the evaluation is designed to determine if a tenured faculty member’s performance is satisfactory or below satisfactory.

Review Schedule

His or her school shall notify each eligible faculty member of the scheduled SPEP review date.

All faculty members will be scheduled for review every seven years after their first review, or after they have served seven years after being tenured or promoted.

Sources and Methods of Evaluation

The Director shall prepare the information for the assessment. The information (SPEP file) shall include a faculty member’s last six annual letters of evaluation and Cumulative Faculty Record, and related evaluative information (e.g., data from student evaluations of teaching program) contained in the faculty member’s personnel file for this period of review.

The Director shall provide an opportunity for the faculty member to review the SPEP file before it is submitted to the College SPEP Committee.

Appointment and Responsibility of Sustained Performance Evaluation Program Committee (SPEPC)

The SPEPC shall be comprised of three full professors (one from Art and Art History, one from Music, one from Theatre and Dance), who are not being evaluated under the SPEP. Faculty holding a tenure-track appointment will elect their school representative to the SPEPC. The Committee members will elect a chairperson.

It shall be the responsibility of the SPEPC to review the faculty member’s SPEP file and to prepare an evaluation report. The report shall rate the faculty member's performance according to the following:
- Sustained performance is satisfactory.
- Sustained performance is below satisfactory in one or more areas of assigned duties and responsibilities.

The SPEPC’s evaluation report and recommendations for improvement, if applicable, shall be advisory to the school Director and will be considered in the Director’s review and assessment of the faculty member’s SPEP file. A copy of the SPEPC’s evaluation report and any recommendations for improvement will be provided to the faculty member.

Responsibility of School Director

Following the director’s/chair’s review of the SPEP file including the SPEPC’s report, the Director shall prepare the evaluation of the faculty member’s sustained performance. The results of the sustained performance review may be incorporated in the annual letter of evaluation, as appropriate. The Director will rate the faculty member according to one of the two evaluation categories mentioned above and provide a statement explaining his/her decision. The faculty member may attach a concise response to the evaluation and that statement will be attached to the evaluation and become part of the faculty member’s personnel record. The Director will schedule a meeting with the faculty member to review the evaluation. In addition to discussing the faculty member’s SPEP report, this meeting may also serve as the end-of-the-year evaluation performance conference.
**Performance Improvement Plan**
Faculty members whose performance is identified through the SPEP as being below satisfactory shall develop, in concert with the school Director, a Performance Improvement Plan with specific performance targets and a time period for achieving the targets. The University shall provide specific resources identified in the plan. It shall be the responsibility of the school Director to meet periodically with the faculty member to monitor the required Performance Improvement Plan. The faculty member shall be responsible for providing evidence that his or her prescribed performance targets are met.

Failure to meet these performance targets in the specified time frame could result in those actions described in Article 16 of the Collective Bargaining Agreement for in-unit faculty or the University’s Rule 6C1-7.048 of the Florida Administrative Code for faculty who are not covered by the Collective Bargaining Agreement.

**Appeal Process**
If the faculty member and his or her Director fail to agree upon the elements to be included in the Performance Improvement Plan, the faculty member may appeal to the Dean, whose decision shall be final.

**Report to the Provost**
On or before July 30th, the listing of those tenured faculty identified by the college or unit as needing improvement shall be submitted to the Provost with a brief statement of the identified faculty member’s required improvement plan.
FACULTY LOADS

The following guidelines are tentative, working, rules-of-thumb. These are flexible and are not intended to cover every situation.

BACKGROUND INFORMATION

These guidelines may not violate policies of the Board of Trustees of the University of Florida. These are intended only as interpretations within established policy. These guidelines cover two principal purposes: a) Completion of the University of Florida semester Faculty Assignment Report, and b) internal computation of loads.

Every faculty member in the School of Art and Art History is expected to teach. In addition, each is expected to produce the appropriate scholarly research and publications and/or creative activity (such as exhibitions, commissions, installations, performances) and to provide service to the School, College, and University at some reasonable level, appropriate for each person and his/her assignment.

Faculty in the School of Art and Art History are evaluated by University of Florida standards and measures of academic performance. A research university is distinguished from other institutions of higher learning by its advancement of a discipline or profession through the contribution of new knowledge. The teaching load and research resources are justified by the steady, regular expenditure of time and effort in research and creative work. Accomplishment in the discipline over the course of each year is a primary basis for establishing teaching loads.

Percentages and other numbers will always be rough approximations at best. Professional productivity cannot be adequately quantified. Further, different people will have different opinions about the value of any particular activity.

University regulation requires that every full-time faculty member’s Faculty Assignment Report totals 100%. This is true whether the load is light or heavy for any particular semester.

Authority to make assignments rests solely with the school Director. Assignments will be reasonable and appropriate. In this regard, faculty are advised not to augment or diminish their teaching responsibilities without first discussing the matter with the school Director.

INTERNAL COMPUTATION OF LOADS

These are guidelines only. Any one teacher in any semester may have assignments, which total more or less than a “normal” load.

The figures used for internal purposes in calculating loads allow reasonable time for class preparation, paper grading, record-keeping, and counseling, etc.

Faculty members may not refuse a reasonable and appropriate assignment. From time to time, faculty members may be asked to take on an extra student or extra course in order to meet the teaching needs of the school, even if doing so puts the faculty member above the norm. We must be able to provide instruction to students we accept. On the other hand, the School Director will seek to maintain equitable assignments whenever possible. Sometimes faculty will be assigned exactly what they would like; sometimes that may not be possible.

Consideration may be given for special research or performance projects, or for administrative duties, if approved in advance by the School Director.
INSTRUCTIONAL RESPONSIBILITIES

CRITICAL DATES

Critical dates on the university calendar may be viewed at:
http://www.registrar.ufl.edu

Critical dates for graduate students may be viewed at:
http://gradschool.ufl.edu/students/critical-dates-and-deadlines.html

SCHEDULING CLASSES

The scheduling of classes is curriculum and resources driven. Schedule recommendations begin one year prior to the semester in which they are offered, although fine-tuning of the schedule will sometimes have to be done right up to the beginning of the semester. The area coordinators should have a sense of the area’s needs well in advance. It is recommended that each area develop one-year and two-year cycles that will be repeated for each “class” of students.

1. Each semester, the undergraduate and graduate advisors, in consultation with the director and assistant director, will assess the previous year’s schedule in light of curriculum and student needs. Those courses that are essential for SACS tracking, for the curricular requirements of the various areas and for degree requirements for graduating students will be considered priorities in scheduling. We must also attempt to stay in line with the rotation of fall and spring classes as outlined in the university catalog.

2. After these factors have been taken into account, the mock schedule will be sent to the area coordinators for fine-tuning and for making recommendations necessary for teaching rotations, for faculty on leave, for adjunct recommendations, and for recommendations for graduate assistant teaching assignments.

3. If all such curriculum requirements are met, areas may recommend topical courses that enhance the program.

ADJUNCT FACULTY

It will sometimes be necessary to hire adjuncts to teach courses that we are obligated to offer; however, it is necessary to cover the teaching needs of the School with fulltime faculty and graduate teaching assistants before adjuncts are hired. Resources determine the number of adjuncts the School will be able to hire. Priority must be given to classes required by the various degree programs, classes not covered by faculty who are on leave, and special classes that may be needed for other reasons. Justification of the need for adjuncts must be made reasonably in advance of the semester they are to be used.

SYLLABUS

Each faculty member is required by the university to prepare a syllabus for each class. In preparing to teach the class, the instructor should be aware of the course description in the University Undergraduate and Graduate Catalogs and not veer from the description. Such content should be obvious in the course objectives and outline. The syllabus shall be distributed during the first class meeting, and a copy of the syllabus for each class must be placed on file in the School of Art and Art History office each semester. (This is required by SACS and by our accreditation agency, NASAD.)

The University of Florida also expects instructional faculty to post their course syllabi at least 3 days prior to the first day of classes on the CFA website. http://www.arts.ufl.edu/faculty/syllabi/syllabi_upload.aspx

There are College of Fine Arts “required” and “recommended” elements for all syllabi (ATTACHMENT 4).
IRB
Faculty members are reminded that any use of humans as subjects in research projects MUST receive clearance from the Institutional Review Board (IRB-02) PRIOR to beginning the project. This policy also includes any survey research. It does not, however, include the use of humans as models for studio art classes. Use of humans as models is covered under the university's Other Personnel Services doctrine. http://irb.ufl.edu/irb02/index.html

TEXTBOOK POLICY
You must enter your textbook needs at:
http://www.textadoption.ufl.edu/

HOMEWORK STANDARDS FOR STUDIO CLASSES
Undergraduate students can expect at least 3 hours of homework for every three hours of studio class time.

ART SUPPLIES
Work with your Area Coordinator to discuss the purchase of supplies for your classes.

FACULTY OFFICE HOURS
University of Florida Policy (August, 1987) requires that faculty members designate office hours by:

1. Notifying students in classes, preferably in writing on the course syllabus, at the beginning of the term.
2. Posting on or near office door.
3. Notifying School Director and SA+AH Office staff, in writing at the beginning of each semester.

The SA+AH Office staff will provide each faculty member a blank "Office Hours Form." The faculty member will post one copy of the completed form outside of his/her office, in compliance with UF policy, and submit one copy to the SA+AH Office. (ATTACHMENT 5)

COURSE EVALUATIONS
All courses with individual section numbers and individual faculty listed for the course will be evaluated if there are 5 or more students enrolled- undergraduate and graduate.

“Official” and “Unofficial” Linked courses will be combined no matter the number enrolled. Linked courses with 5 or more students may request not to be combined (requests due at time of schedule requests).

Example from Spring 2012:
ART 6849/Sect. 08HC- Installation Using Digital Process- (4)
ART 4848/ Sect. 3068- Installation Using Digital Process- (12)
NOTE: Courses which would like a temporary linked number/section for graduates shall turn in a section request with your area schedule request (Fall for Spring/ Spring for Summer/Fall). The course will then be combined with the undergraduate section (See #2). Course name and meeting times must match UG course.

Studio would use ART 5930 (A rotating topics course)
AH would use an additional section of Independent Study 69XX (Modern, Non-Western, etc....)

Example from Spring 2012:

ART 5930/ Sect-. 1B45- Bookmaking & Design (2)
ART 3807/ Sect.011F- Bookmaking & Design (14)

ARH 4710/ Sect. 07ED - History of Photography (35)
ARH 6917/Sect. 1E15- History of Photography (12)

Thesis/Thesis Research/Ind. Studies & Research/Cognates using Ind. Study course numbers that are not linked will not be evaluated.

Notes:
All direct supervisors of graduate students will have written portion of evaluations printed by Undergraduate Program Assistant the semester following term evaluated (i.e. Fall 2011 will be available early Jan 2012). This includes Foundation Coordinator, DGS – Art History, DGS-Art Education. If you need access, contact the aforementioned.

The SAAH director will have access to written evaluations.

A Fall 2012 committee will review and make recommendations to updating school questions that can be managed in a sustainable way.

**** 1-5 must be submitted each semester by the Assistant Director/Grad Coordinator or designee in the SAAH to the CFA course evaluations coordinator.

UNIVERSITY EXAMINATION AND ASSIGNMENT POLICY RULES OF DEPARTMENT OF EDUCATION, DIVISION OF UNIVERSITIES, UNIVERSITY OF FLORIDA

6C1-7.055 Academic Affairs; Last Week of Class Examination and Assignment Policy.

http://regulations.ufl.edu/chapter7

(1) Policy – In the fall and spring semesters, faculty members or instructors shall not schedule final or comprehensive examinations or assign projects or term papers during the period comprising the last three days of classes and the reading days scheduled after classes end and before final examinations begin. Take home final or comprehensive examinations shall not be due prior to the regularly scheduled examination period. Written papers and/or oral presentations and periodic testing announced in the course syllabus distributed at the first class meeting may be collected or presented during the last three days of classes provided they do not serve as a final examination. The intent of this policy is to ensure that students be free to concentrate on classroom work for all courses taken and begin to review for final examinations in the week prior to final examinations. It is the responsibility of chairmen and deans to ensure that this policy is followed in their college, department and/or unit.

(2) Changes in Examination Schedule - All changes in the published Examination Schedule must be approved by the University Curriculum Committee via the Office of Academic Affairs. Requests for time changes must be justified, and include a specific statement of the effects on the students of such a change. The rescheduled date must fall within the designated examination schedule.
(3) Laboratory sections of courses are exempt from the above policy upon notification by the instructor or chairmen to the Office of Academic Affairs provided that:
   (a) the laboratory final examination requires the use of laboratory equipment;
   (b) the laboratory final examination has traditionally been given at the last meeting of the laboratory; and
   (c) the laboratory final examination is not a substitute for the final examination in the course.

READING DAYS

The two days prior to the start of examinations in the fall and spring semesters, generally a Thursday and Friday, are designated reading days. No classes or exams are held on these days. Instead, students are encouraged to use these days for study and review. There are no reading days in the summer terms because examinations are given during regular class periods.

TWELVE-DAY RULE

Students who participate in athletic or extracurricular activities are permitted twelve (12) scholastic day absences per semester without penalty. (A scholastic day is any day on which regular class work is scheduled.) Instructors must be flexible when scheduling exams or other class assignments. The 12-day rule applies to individual students participating on an athletic or scholastic team. Consequently, a group’s schedule that requires absence of more than 12 days should be adjusted so that no student is absent from campus more than 12 scholastic days. Students who previously have been warned for absences or unsatisfactory work should not incur additional absences, even if they have not been absent 12 scholastic days. It is the student’s responsibility to maintain satisfactory academic performance and attendance.

ABSENCES FOR RELIGIOUS HOLIDAYS

Students, upon prior notification of their instructors, shall be excused from class or other scheduled academic activity to observe a religious holy day of their faith. Students shall be permitted a reasonable amount of time to make up the material or activities covered in their absence. Students shall not be penalized due to absence from class or other scheduled academic activity because of religious observances. If a faculty member is informed of or is aware that a significant number of students are likely to be absent from his/her class because of a religious observance, a major exam or other academic event should not be scheduled at that time. Further, a student who is to be excused from class for a religious holy day is not required to provide a second party certification of the reasons for the absence. Finally, a student who believes that he/she has been unreasonably denied an education benefit due to religious beliefs or practices may seek redress through the student grievance procedure.

HONOR CODE AND GUIDELINES

The University of Florida Honor Code was voted on and passed by the Student Body in the fall 1995 semester. The Honor Code reads as follows:

Preamble: In adopting this Honor Code, the students of the University of Florida recognize that academic honesty and integrity are fundamental values of the University community. Students who enroll at the University commit to holding themselves and their peers to the high standard of honor required by the Honor Code. Any individual who becomes aware of a violation of the Honor Code is bound by honor to take corrective action. A student-run Honor Court and faculty support are crucial to the success of the Honor Code. The quality of a University of Florida education is dependent upon the community acceptance and enforcement of the Honor Code.
The Honor Code: We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied:

"On my honor, I have neither given nor received unauthorized aid in doing this assignment."

For more information about academic honesty, contact, the Office for Student Judicial Affairs, P202 Peabody Hall, 392-2171x1-0141, or the Student Honor Court, 364 JWRU, 392-1665, ext. 364.

For a complete copy of UF’s Academic Honesty Guidelines, please access at: www.dso.ufl.edu/judicial/

If you suspect a student of academic dishonesty, please advise the Student Honor Court at 392-1665 x364, or the Student Judicial Affairs, at 392-2171. The Student Honor Court will fairly and equitably administer each case, and instructors will be treated with deference during hearings that follow the filing of charges.

POLICIES REGARDING BEHAVIOR IN LECTURES, CLASSROOMS, STUDIOS, AND OTHER INSTRUCTIONAL SPACES

The University of Florida’s Student Rights and Responsibilities is continued in the Student Guide and may be found at www.dso.ufl.edu/studenthandbook/studentrights.php

The University of Florida is an institution, which encourages the intellectual and personal growth of its students as scholars and citizens. As an educational institution, the University recognizes that the transmission of knowledge, the pursuit of truth, and the development of individuals require the free exchange of ideas, self-expression, and the challenging of beliefs and customs.

In order to maintain an environment where these goals can be achieved safely and equitably, the university promotes civility, respect, and integrity among all members of the community. As stated in the Standard of Ethical Conduct, students are expected to exhibit high standards of behavior and concern for others.

Disruptive Behavior

Faculty, students, administrative, and professional staff members, and other employees (hereinafter referred to as “member(s)” of the University), who intentionally act to impair, interfere with, or obstruct the mission, purposes, order, operations, processes, and functions of the University shall be subject to appropriate disciplinary action by University authorities for misconduct, as set forth in the applicable rules of the University of Florida and state law governing such actions (6C1-3.046, 6C1-3.047, 6C1-4.016 and 6C1-7.048). Be advised that a student can and will be dismissed from class if he/she engages in disruptive behavior. A detailed list of disruptive conduct may be found at http://regulations.ufl.edu

Additional Policies for Students in the School of Art and Art History

Students in the School of Art and Art History will not be permitted to have beepers (pagers) and cell phones turned on in class. If such a device beeps, chimes, rings, or makes any type of noise, it must be turned off before entering the classroom.

COUNSELING SERVICES

Resources are available on campus for students having personal problems or lacking clear career and academic goals, which interfere with their academic performance:

1. University Counseling and Wellness Center, 3190 Radio Rd, 392-1575, individual and couples counseling services;

2. Student Health Care Center, 392-1161;
3. Center for Sexual Assault/Abuse Recovery and Education (CARE), Student Health Care Center, 392-1161 x 4231, sexual assault counseling;

4. Career Resources Center, Reitz Union, 392-1601, career development assistance and counseling.

UF GRADE POSTING POLICY

Student academic information is, by law, confidential; an academic record that is individualized with a student’s name or social security number must be protected. A student’s right to privacy is protected by Florida Statutes and the Federal Family Educational Rights and Privacy Act of 1974, as amended (FERPA), commonly referred to as the Buckley Amendment. Even with names obscured, numeric student numbers are considered personally identifiable information. Therefore, the practice of posting grades by social security number or student identification number is a violation of the law.

In accordance with the guideline above, student papers or projects with the grade showing cannot be left in a public place such as the SA+AH Office, in the hallway outside faculty offices, or in envelopes taped to doors where students can see any other student’s grade.

Instructors who chose to post grades should use a method that ensures FERPA requirements are met. Two acceptable options are: Ask each student to provide a code, known only to the student and the instructor. Post grades using a scrambled list of these codes.

Ask each student to complete a self-addressed, stamped postcard or envelope, including course name and number on the message side. The instructor can then write the student’s grade on the message side of insert and mail it to the student.

It is also a violation of the FERPA to discuss a student’s grade with his/her parents without the consent of the student. In order to comply with FERPA, student information should not be transmitted to any third party outside the university without the student’s written consent. This confidentiality has been established as UF policy, which is on the web. Requests for student information can take many forms, including requests from potential employers. Should written permission be obtained from students to release confidential information, the original authorization should be retained in the student’s file as support for any future release of information. www.dso.ufl.edu/judicial/FERPA.php

Grades submitted on time are available to students the Monday evening after 6:00PM on the date grades are due. Students may access ISIS or call TeleGator at 37GATOR (374-2867) to receive their official grades. Grades not submitted in a timely manner, or grades requiring a change (such as from an “Incomplete” to a letter grade), must be submitted in writing on the appropriate Grade Change Form to either the Undergraduate Secretary in the case of undergraduate grades, or to the Director of the school/department in the case of graduate grades. http://www.isis.ufl.edu

REQUIREMENTS FOR HONORS, HIGH HONORS, AND HIGHEST HONORS IN THE SCHOOL OF ART AND ART HISTORY

Approved by SA+AH Faculty December 2010

A. Eligibility:

- All students with a minimum GPA of 3.5 in their upper division work will graduate with “Honors.”
- All students with a minimum GPA of 3.75 in their upper division work will have the opportunity to graduate with “High Honors.”
- All students with a GPA of 3.9 in their upper division work will have the opportunity to graduate with “Highest Honors.”
In order to be eligible for High or Highest Honors, a student with a 3.75 GPA or 3.9 GPA must submit a scholarly/creative research project. The faculty decides whether this body of work warrants a high or highest designation, or in some cases, the faculty may choose to designate "Honors" on this scholarly/creative research project if they do not feel the work meets their criteria for the High or Highest Honors designation.

If a student with a 3.75 GPA or 3.9 GPA does not submit an application for High or Highest Honors, he/she will receive an "Honors" designation.

GPA 3.5 = Honors (cum laude)
GPA 3.75 = High Honors (magna cum laude)
GPA 3.9 = Highest Honors (summa cum laude)


1. All candidates will be required to submit a body of creative work. A student whose thesis involves creative work (original fine art) should describe the process and production, indicating the forms of documentation on file as thesis material and should include:
   - The completed Honors Thesis Submission form;
   - An artistic statement – this should explain the student’s creative voice and the process of the production of their art. The student should not forget to describe the art.
   - 8-10 images of your recent work. Each image should be labeled with your name, material, size, and date created. Students must see the Undergraduate Advisor for detailed instructions regarding how and when to submit. Typically, students include an Image ID Sheet similar to what’s used when applying for admission into an upper division program.

2. Students may use the work they undertake in ART 4955C (Senior Project) as the foundation of the Honors Thesis. However, the submissions for Senior Project and the Honors Thesis may not be identical.

3. The student will choose a single faculty sponsor for the scholarly/creative research project. The student will submit forms and statements to the sponsor who will interact with the student’s response. When the faculty sponsor is satisfied with the student’s work, the student will submit the final thesis packet to the Undergraduate Advisor by the required deadline. Students must see the Undergraduate Advisor for detailed instructions on how and when to submit Honors Thesis Projects. The faculty sponsor will nominate the student for High or Highest Honors, discuss the merits of the honor to be bestowed on the student with the area faculty and vote on this designation. The vote can be for high or highest honors. The determination of these votes will be presented to the entire faculty and only if there is disagreement with any student’s project will any be discussed in detail. If the faculty does not recommend either High or Highest Honors, the student automatically receives Honors. A copy of the submitted material will be returned to the student, while the other copy will be submitted to the Honors Office in 140 Tigert Hall. (See ATTACHMENT 6)

C. B.A. Candidates in Art History:

1. All candidates will be required to submit a scholarly paper of 12-15 pages that will demonstrate capability in research and in conceptual, creative, or analytical thinking. This paper may be based on one that has been previously submitted for a course, but it should be rewritten in light of criticism and should include:
   - The research paper; and
   - Completed Honors Thesis Submission form.
2. The student will choose a single faculty sponsor for the scholarly/creative research project. The student will submit forms and statements to the sponsor who will interact with the student’s response. When the faculty sponsor is satisfied with the student’s work, the student will submit the final thesis packet to the Undergraduate Advisor by the required deadline. Students must see the Undergraduate Advisor for detailed instructions on how and when to submit Honors thesis projects. The faculty sponsor will nominate the student for High or Highest Honors, discuss the merits of the honor to be bestowed on the student with the area faculty and vote on this designation. The vote can be for high or highest honors. The determination of these votes will be presented to the entire faculty and only if there is disagreement with any student’s project will any be discussed in detail. If the faculty does not recommend either High or Highest Honors, the student automatically receives Honors. A copy of the submitted material will be returned to the student, while the other copy will be submitted to the Honors Office in 140 Tigert Hall. (See ATTACHMENT 6)

D. B.A. Candidate in Art Education:
1. All candidates will be required to submit a body of creative work or paper. Students whose thesis involves creative work (original fine art) should describe the process and production, indicating the forms of documentation on file as thesis material and should include:
   - The completed Honors Thesis Submission form;
   - An artistic statement/teaching philosophy – this should explain the student’s creative voice and the process of the production of their art as well as their teaching philosophy. The student should not forget to describe the art;
   - 8-10 images that convey the core components of teaching portfolio as well as artistic productions. Students may wish to use an Image ID sheet similar to what is used when applying to gain admission into an upper division program. Students must see the Undergraduate Advisor regarding how and when to submit.
2. Each candidate will be required to submit a teaching portfolio of the work done at his/her student teaching site.
3. The student will choose a single faculty sponsor for the scholarly/creative research project. The student will submit forms and statements to the sponsor who will interact with the student’s response. When the faculty sponsor is satisfied with the student’s work, the student will submit the final thesis packet to the Undergraduate Advisor by the required deadline. Students must see the Undergraduate Advisor for detailed instructions on how and when to submit Honors thesis projects. The faculty sponsor will nominate the student for High or Highest Honors, discuss the merits of the honor to be bestowed on the student with the area faculty and vote on this designation. The vote can be for high or highest honors. The determination of these votes will be presented to the entire faculty and only if there is disagreement with any student’s project will any be discussed in detail. If the faculty does not recommend either High or Highest Honors, the student automatically receives Honors. A copy of the submitted material will be returned to the student, while the other copy will be submitted to the Honors Office in 140 Tigert Hall. (See ATTACHMENT 6)

UNDERGRADUATE STUDENT INDEPENDENT STUDY, INTERNSHIPS AND SENIOR PROJECTS

Independent Studies are very popular with the SA+AH undergraduate students. However, students are expected to enroll in regularly scheduled courses and the approved curriculum for their discipline. It is important that we direct students to take regularly scheduled courses instead of Independent Study.
Should a faculty member agree to supervise a student in an Independent Study, an Internship, or a Senior Project, the appropriate forms must be completed prior to the commencement of the study, internship, or project. These forms must be signed by the instructor of record and then approved by the undergraduate adviser before the last day of Drop/Add each semester. Independent studies and internships are subject to approval by the SA+AH Director in consultation with the appropriate faculty adviser. Also, before a faculty member agrees to supervise a student, the following should be considered:

INDEPENDENT STUDY: (ARH 4905 and ART 4905C)
Open to senior level art or art history majors only. Arrangements and approval by the faculty instructor, undergraduate advisor and Director are required.

With consent of faculty, students should be granted permission to take this option only under special circumstances, e.g., 1) a special case in which a student needs a specific course for the degree and the class is not offered; 2) a student (senior) wishes to explore an area of inquiry in greater depth after they have completed all of the 3000 level courses in their major.

The faculty member must have the time to deal with an independent study student, as well as his/her assigned responsibilities. No faculty member should agree to supervise a student if he/she is not able to devote the time necessary to assist the student in producing a well-structured body of work or research. This includes ensuring the student's academic experience and work product is equivalent to a 16-week semester class.

INTERNSHIPS:
An appropriate internship site must be selected carefully. Some of the things that should be considered are: 1) are the specific activities the student is planning to accomplish to earn the credit realistic in this placement; 2) is the stated activity appropriate for the student’s degree program; and 3) does the activity warrant college undergraduate level credit?

The structure of the internship should be a collaborative effort among the student, the supervising faculty member, and the student’s on-site supervisor. For example, the student and his/her supervisors together should delineate the activities of the internship thoroughly on the appropriate forms. The supervising faculty member is required to be in contact with the student’s on-site supervisor at the time of evaluation. To ensure an accurate evaluation for the student, the criteria for assessment must be clear to everyone involved. Internships are graded S/U.

ARH 4940 Internship – Art History
Credits: 3; Prereq: Arrangements with art advisor and faculty. Senior level status.
Supervised practical experience in art history or in a museum, based on a pre-approved proposal. Special seminar and evaluation sessions with the faculty instructor, an art historian and/or museum manager will be conducted.

ART 4940 Internship – Art
Credits: 3; Prereq: Arrangements with art advisor and faculty. Senior level status.
Supervised practical experience in an art or design facility based on a pre-approved proposal. Special seminar and evaluation sessions with the faculty instructor and the internship manager will be conducted.

SENIOR PROJECT: (ART 4955C)
A one credit “course” required of all graduating studio majors. All faculty supervise these projects.
Credits: 1; Prereq: Senior level art major. Visual verification of artistic qualifications for BFA degree. Preparations and activities (exhibition, portfolio, installation, etc.) to be determined in consultation with faculty adviser.

INCOMPLETE GRADES

The UF policy regarding “I” grades can be found here:
https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx
CFA Incomplete Grade Policy Contract

The CFA Directors, Chairs and Student Affairs Staff have developed an Incomplete Grade Contract for faculty use, which is modeled on the contract that the College of Liberal Arts and Sciences uses. It is designed to assist faculty and students by ensuring that the Incomplete Grade option is used only under appropriate circumstances and that students take responsibility for incomplete grades by finishing coursework in a timely fashion. Incomplete Grade Contracts are available at www.arts.ufl.edu/resources/forms/I%20grade%20contract.doc

The contract helps faculty avoid last minute pressure from students who may ask for an “I” because their academic work appears to be unsatisfactory as finals and the end of a term near. It also helps alleviate the problem of students coming back to complete an “I” several semesters (or even years) after the fact, when the original faculty member or teaching assistant is no longer at UF and is not available to reconstruct the work necessary to complete the class.

After the agreement is signed by all required parties, a copy should be placed in the student’s file in the adviser’s office and an additional copy should be sent to the Dean’s Office for inclusion in the student file. (Faculty members or chairs and directors may also wish to keep a copy for their own Incompletes Pending file.)

(ATTACHMENT 7)
INSTRUCTIONAL RESOURCES

OFFICE OF ACADEMIC TECHNOLOGY (AT)

1012 Turlington Hall, 1st floor
(352) 392-0371 web address: www.at.ufl.edu

The Office of Academic Technology (AT) provides resources, technical assistance, and equipment to assist the University of Florida faculty, staff and students. The three general divisions of AT include support for media services, instructional technology and teaching/learning. The photography department offers complete photo services to the University community including onsite photography, color slides from artwork, duplicate slide, digital slide output, and more. Visit website for more detailed information and pricing.

EQUIPMENT CHECK-OUT AND RENTAL

Equipment check-out and rental services are provided at the Classroom Support Media Center, 1215 Turlington Hall. To preserve equipment availability for all instructors, equipment may only be checked out for the duration of the class session. Reservations are not required. For rentals, or if a piece of equipment will leave campus or stay out overnight, an Equipment Loan Agreement Form must be completed and signed by a Dean, Director, or Department Chair, taking financial responsibility for the equipment, before the equipment can be released. Equipment Check-out for use in instruction of UF Credit Courses http://classrooms.at.ufl.edu/mobile.php

Portable equipment, including data projectors, laptop computers, DVD/VHS players, document cameras, audio tape and CD players, video cameras, and tripods, is available for checkout. Instructors must pick up equipment not more than one hour before class, and return it not more than one hour after class each day. Reservations are not required, but can be taken up to one week in advance. A UF ID card must be presented when picking up equipment.

Instructors are advised that if they are not physically able to transport the needed equipment to their place of instruction or simply for convenience, they may, by prior arrangement, have a student from their course or under their supervision, or staff member from their department pick up and/or return the equipment on their behalf. Instructors and their departments are financially responsible for equipment checked out in their name at all times. Supervising faculty members may arrange for equipment check-out for thesis/dissertation defenses. Only a single piece of each type of equipment may be checked out, to insure equipment availability for all instructors. Equipment Rental

Portable equipment, including data projectors, laptop computers, DVD/VHS players, document cameras, audio tape and CD players, video cameras, and tripods is available for rental for UF activities such as participation in conferences, seminars, professional presentations, service events, research and other meetings. Equipment rental is not available for individuals or for events not associated with the University. Equipment delivery, setup, tear-down, and on-site support by professional staff and/or student assistants is available for a fee.

An Equipment Loan Agreement Form signed by a Dean, Director, or Department Chair accepting financial responsibility for the equipment must be received before any rental equipment can be checked out. A rental fee schedule and billing information are available.

For computer technology training you may call the Center for Instruction Technology and Training at (352) 392.7249 x233 or www.citt.ufl.edu/training
E-LEARNING – ONLINE COURSEWARE

E-Learning at UF: An Introduction For Faculty and Students
http://lss.at.ufl.edu

What is E-Learning?
Briefly, E-Learning is an online course management software product, like a class website but password protected and secure. You don’t need to write code. Documents are posted as Word documents, pdfs, jpgs; whatever you need. You can post your course syllabus, reading assignments, project assignments, manage your class grade book and more. Students can then log on, download lost handout sheets, check the course calendar and verify their grades, at their convenience.

It’s fairly straightforward to use and Academic Technology has great workshops to get you started.

Here’s the official version:

For Faculty

Administration: E-Learning provides a variety of tools to increase efficiency of course administration:

- Posting documents and files, e.g. syllabus, readings, lecture notes (including PowerPoint), etc.
- Scheduling and time management, e.g., calendar, announcements
- Machine scoring of objective, online tests
- Online submission of files and documents
- Online, customizable grade book
- Securely posting grades

Pedagogy: E-Learning’s customizable interface allows instructors to build courses to support their teaching style and methods. Instructors are not required to adapt instruction to the tool, but can adapt the tools to meet their needs.

E-Learning tools support:

- Reflective response to readings, content questions
- Submission of written assignments with both formative and summative instructor feedback
- Interaction (learner-content, learner-learner, learner-instructor)
- Individual and group assignments
- Constant feedback
- Controlled release of course components

For Students

E-Learning supports student learning by providing to students tools to facilitate:

- Student-to-student communication
- Group work and collaboration
- Online note-taking
- Practice quizzes with immediate feedback
- Reflective writing
- Progress tracking
- Constant access to grade information at the instructor’s discretion

What do I need to use E-Learning?

Gatorlink ID
Vista is connected to Gatorlink; so you will login to E-Learning using your Gatorlink username and password. For example, if your email address is jdoe@ufl.edu, your Gatorlink username is jdoe. Also, students will login using their Gatorlink username and password.
**Course Account in E-Learning**

If you are faculty or staff, or a graduate student teaching a class at UF, complete the form by:

Faculty: Request an Account link on the left. Learning Support Systems (LSS) will create your account within three business days of receiving the form and notify you by email when your account is ready and how to access it. Important: Please enter your section number(s) in this form. Also, tell LSS if you want one E-Learning section for ALL Registrar sections you’ve been assigned to teach. This will populate your class with both your studio majors and other students. Student rosters are loaded a few days prior to the beginning of the term and updated throughout the drop-add period.

**How do my students get help using E-Learning?**

As the instructor, you are responsible for showing students how to access your E-Learning course, find the materials you post in your course, and how to use the tools you add to your course. Online demos of how to use common tools in E-Learning are also provided for students. These demos are available via the Student Demos link on the left. For students needing assistance with the computer and technical requirements for using E-Learning, refer them to the UF Helpdesk (CSE Building, Room 520), 352-392-4357, helpdesk@ufl.edu

The Helpdesk can also assist students who are having trouble logging into E-Learning.

**ONLINE WEBSPACE**

Online web space can be used to create class websites of your students’ work or exchange class information. Remember websites are not password protected. No personal information about students or grades should be posted.

**About Grove**

Grove is operated by the Center for Instructional and Research Computing Activities (CIRCA) at the University of Florida in Gainesville, Florida.

Accounts on this computer are available to all University of Florida students and faculty. You can apply for a grove account at the CIRCA office in E520 CSE.

The Internet address for grove is http://grove.ufl.edu

**Web Page Options**

If you have a grove account, you may make your own Homepage that will be available to web users all over the world. For further information see: http://grove.ufl.edu

**Email Policies**

Faculty, Staff and Students are required to maintain a Gator-Link account. All communication from SA+AH is delivered to this account, it must be checked frequently.

**ARCHITECTURE AND FINE ARTS LIBRARY, FAA 2ND FLOOR**

As an instructor, you may put materials on reserve for your students to read or view either in the library or for a restricted period of time. This enables you to make a timely essay or pertinent video available to all your students outside of class. Course Reserve Guidelines are available at the circulation counter in the Fine Arts Library. Material for reserve can be property of the library, university or your own personal material. Online material can also be placed on course reserve. Go to this website for instructions: https://ares.uflib.ufl.edu/

Library tours are available by advance registration. All students who have completed WARP have received an introduction to library research. However, if you feel your students might benefit by a research tour specific to your area the librarians are happy to facilitate the workshop.
THE VISUAL RESOURCES CENTER
Fine Arts Building C, Room 118
P.O. Box 115800
Gainesville, Florida 32611
Phone: 352-392-0247
Fax: 352-392-3802

Website: http://www.arts.ufl.edu/VRC/

Monday: Noon - 5:00PM
Tuesday: 10:00AM - 5:00PM
Wednesday: Noon - 5:00 PM
Thursday: Noon 5:00 PM
Friday: 1:00 - 5:00 PM
Sat. & Sun. CLOSED

STAFF:
Scott Horsley, Coordinator

ABOUT THE COLLECTIONS:

Digital Collection
The Visual Resources Center currently uses LUNA Insight, a powerful digital asset management program that will be used to manage the growing digital image collection. For quality purposes, additions to this collection by scanning images from original sources such as books and photographs rather than scanning existing slides is preferred.

The digital image collection is currently used by the art history and art faculty of the School of Art + Art History and in the 2009-2010 year, it will be open to SAAH students on a semester bases. The users have access to the VRC’s licensed collection of 6,000 digital images as well as access to over 200,000 digital images of art, architecture, photography, maps, and cultural history related materials from an image consortium hosted through LUNA Imaging. To receive access to LUNA, please contact the VRC to acquire a username and password.

As of July 2009, the VRC has cataloged and scanned 9,711 images. The digital collection currently consists of Stokstad images, a photography survey book, ceramics, drawing, modern and contemporary images, Roman, Greek, non-Western books, as well as images purchased by Saskia.

The VRC also highly encourages its patrons to take advantage of the University's subscription to the Catalog of Art Images Online (CAMIO), an online image collection of approximately 90,000 works of art from around the world. This database subscription not only supports art history, studio art, & design departments, it also provides rich context for history, religion, and other humanities programs. CAMIO can be accessed from the Architecture and Fine Arts Library homepage.

http://www.uflib.ufl.edu/afa/

Requesting Digital Images:
When requesting slides from the VRC, the patron must first ask to be on the VRC’s priority list. As of Fall 2008, the VRC is working from a priority list each semester. Once the patron has reviewed the priority list, the VRC will be able to take orders and create a workflow according to the patron’s needs.

Typically, 15-20 slides are scanned an hour and the number of slides cleaned in an hour is between 5-10 slides. The number of slides scanned in a week or a week and half is in between 180-200. Depending on the size of the images from books, smaller images are scanned 20-30 images an hour and larger images between 15-20 images an hour. If requesting images to be straightened, cropped and/or cleaned, please allow extra time.

All scan requests must be filled out by patrons. From the image request form, digital images will be properly processed by the VRC and properly accessioned for cataloging later.
Emergency Scans
The patron may request emergency scans. These cannot exceed 20 images from slides or books. These scans must be given three days to be processed.

The Analog Collection

The Visual Resources Center houses a comprehensive collection of over 325,000 fine art and architecture slides. The slide collection covers a broad range of mediums, periods, and geographic areas.

Slides are arranged by country, the artists are then listed alphabetically according to their medium: sculpture, painting, textiles, graphic design, photography, installation, video, performance, etc.

Architecture slides are arranged by period: ancient, medieval, renaissance and modern, etc. and then arranged alphabetically by country, city and by location of the site.

Locating Analog Slides

The fine art slides are primarily organized by country of artist’s origin. Within the country, the artists are then listed alphabetically by last name according to the medium of their artwork (sculpture, painting, textiles, graphic design, photography, installation, video, performance, etc.). Many of the slides are further organized under the artist’s name by the creation date of the artwork.

So, if you were looking for an image of a photograph by American photographer, Barbara Ess, you would:
1. Go to the United States section
2. Find the photography section within the USA section
3. Look for slides listed under her last name, "Ess."

It is important to know the artist’s country of origin. The majority of our slides are organized by where the artist was born, regardless of whether or not he or she works primarily in a different country. The Getty’s Union List of Artist Names is a very useful resource to help determine the artist’s country of origin as well as to find proper/preferred spellings of the artist’s name.

The Architecture slides are arranged by period (ancient, medieval, renaissance, modern, etc.). The slides are then alphabetically arranged by country, city and then by location of the site. Architecture slides are kept in the large gray cabinets that line the perimeter of the room.

There are exceptions to all of the above guidelines and the collection has many various organizational quirks, so if you cannot locate a slide or simply have questions and/or need help, please, please, please do not hesitate to ask any of the VRC staff. We are here to help you and will do our best to do so.

Checking Out Analog Slides

If you are using the VRC’s resources for the first time, please see one of the VRC staff members when you stop in. We will give you a quick tour of the collection and will assign numbered checkout cards for you to use when checking out slides.

Faculty may check out slides for a reasonable amount of time. Please be considerate of your colleagues and return your slides as soon as you are finished using them. All slides checked out must be returned at the end of each semester or a $7.50 charge per unreturned slide will be assessed.

There is a short form that must be filled out each time you check out slides. Please ensure the completed form is given to a library staff member.

It is very important to make sure a library staff member checks in your slides and/or equipment when you return them. Fees for damaged or unreturned slides are $7.50 per slide. Please note that in addition to the aforementioned fines, failure to return slides or equipment could result in the loss of your library privileges so please return everything on time.

Analog Slide Processing

The VRC is no longer processing analog slides. They are currently scanning digital images from books and slides.
GRADUATE PROGRAM

Most SA+AH Faculty are graduate faculty and they must be familiar with all policies involving graduate students. Faculty can interact with graduate students by teaching graduate courses, serving on supervisory committees, serving on 1st year review committees or as GA (graduate assistant) or GTA (graduate teaching assistant) supervisors.

ADMISSION

All admission of graduate students must be coordinated through the Graduate Coordinator.

The annual quota is based on need, budget and graduation rates which determine the base number of incoming students. In early February each area is assigned its quota of assistantships. Each area may however, admit a student without an assistantship, based on availability of studio space, number of faculty, etc.

The SA+AH Graduate Coordinator will work with the DGS (AH, MS, Studio, AE) in consultation with Laura Robertson, the CFA Sr. Associate in Graduate Admissions + Academic Programs, to coordinate admissions based on recommendations from areas.

Each graduate faculty member must be familiar with the SA+AH graduate handbook available on the CFA website.

GRADUATE ASSISTANTS AND GRADUATE TEACHING ASSISTANTS

Assistantships are offered as a means of recruiting, supporting our College and the programmatic needs of the School. Assistantships are not "owned" by areas, but are used by both the College and the SA+AH. SA+AH assistantships, whether they are for graduate assistants or graduate teaching assistants, are assigned at either .33 FTE (1/3 time) or .50 FTE (½ time) if a Fellow. In other words, each GA or TA will be assigned 13.20 hours or 20 hours, if a Fellow, per week to fulfill his or her specific assistantship requirements.

The Graduate Coordinator and/or the Assistant Director review files of incoming and returning graduate students and recommends, based on area recommendations, to the College appropriate GA and TA assignments. All Studio students who receive TA assignments, and any student interested in teaching studio art will be required to successfully complete ARE 6933: Teaching Art in Higher Education prior to being assigned a course to teach.

Assignments may include leading discussion sections, overseeing studio sections, providing technical assistance in studios, assisting faculty, or other assignments in the College, the SA+AH or in other units. Teaching assignments take priority.

All Studio students with teaching responsibilities will be jointly supervised by the Foundations Coordinator and the assigned area faculty member. Both supervisors will observe the student’s teaching and complete a final evaluation.

In addition, the Foundation Coordinator will require the TA to:

- Develop a course syllabus, a draft of which must be submitted to the Foundations Supervisor for approval in a timely manner.
- Schedule one office hour per week.
- Attend Friday TA meetings.
- Periodically display student classroom work in designated areas of the Fine Arts buildings.

All international graduate students whose first language is not English (official first language of home country) and who may be appointed as teaching assistants with lecturing/lab responsibilities, need to
have a passing score (45 or higher) on either a TSE (Test of Spoken English – administered by Educational Testing Service) or a SPEAK test (administered on the UF campus.) In addition, any international graduate teaching assistant whose first language is not English who scores a 45 or 50 on a SPEAK or TSE test and who is appointed to teach (with lecturing/lab responsibilities) must enroll, during their first semester teaching, in a 3-credit EAP 5836 course.

GRADUATE ASSISTANT/GRADUATE TEACHING ASSISTANT EVALUATION PROCESS

The Collective Bargaining Agreement states that each graduate assistant shall be evaluated in writing for each contract offered of one semester or longer. The evaluation is to cover the assigned duties and responsibilities appropriate to the assignment. Supervisors should make sure that graduate assistants are fully aware of the performance standards and expectations that apply to the assignment.

In general, all performance standards should be observable, measurable, achievable, reasonable, and related to the assignment. More importantly, performance standards should be consistent for similar assignments so that all graduate assistants are evaluated fairly. The Collective Bargaining Agreement provides specific guidelines for observation and visitations, as well as for evaluating the nature of the assignment. (See ATTACHMENT 8)

Although a written document is required for the student file, nothing on that form or letter should come as a surprise to the graduate assistant. To be in the best position of relaying information in writing that has already been addressed in a timely, personal, verbal manner, the following questions are provided for your consideration:

- Does the graduate assistant know what is expected of him/her?
- Has the graduate assistant been properly trained or have the support to complete the assignment?
- Has any unsatisfactory performance been immediately addressed and has the assistant been provided with the means to improve?
- Has exemplary performance been noticed and noted?

The effort put forth in a well-planned and thoughtful evaluation can accomplish many goals. In addition to documenting the hard work our graduate assistants perform in the classrooms, studios, labs, and performances, it can:

- Give valuable insights to work done so that the graduate assistant can improve and grow;
- Reinforce good performance by recognizing positive contributions;
- Enhance two-way communication that is important in all careers; and
- Clarify goals of the school and college.

Procedure

To streamline the evaluation process, a text copy of a Graduate Assistant Evaluation/Graduate Teaching Assistant Evaluation form can be found in ATTACHMENT 9 and 10.

Each supervisor must list the responsibilities and expectations for each Graduate Student he/she is supervising. A copy of these lists should be given to the student and a copy submitted to the Graduate Program Assistant. Performing this exercise prior to the deadline for submitting the actual forms will assist you in becoming familiar with the procedure and help to ensure an efficient evaluation process.

You are encouraged to evaluate your assistants prior to the final week of the semester. Graduate assistants must have the opportunity to sign the document and may attach a concise comment to the evaluation, if desired.

Signed evaluations are to be submitted to the Graduate Program Assistant in the SA+AH Office, who makes copies and files with the CFA HR Office. A copy of the evaluation is given to the student, and the
original is submitted to the CFA Dean's Office for filing. If an evaluation cannot be completed or if questions related to this procedure arise, please contact the Graduate Program Assistant immediately.

Information about graduate assistant and graduate teaching assistant responsibilities as well as those of their faculty supervisors can be found in both the SA+AH GTA handbook and the SA+AH graduate handbook. Faculty serving as GA or GTA supervisors must be familiar with the SA+AH GTA handbook.
UNIVERSITY AND SA+AH PROCEDURES

SCHOOL OF ART AND ART HISTORY OFFICE PROCEDURES

PHOTOCOPYING PROCEDURES AT SA+AH AND TARGET COPY

The copier for faculty and graduate assistant use is located outside of FAC 101. Please check with the Office Assistant for your personal copy code.

This copier is for class-related material only. In case of malfunction, do not attempt to repair the machine yourself. Please ask one of the office staff in FAC 101 for assistance.

Faculty and graduate assistants who have large copying jobs (over 70 pages) should:

- Communicate with your area head regarding copy needs for semester and upcoming semester (i.e. Copies you may need to make at the very end of semester, over breaks and between semesters) so they can budget accordingly. (Failure to do so puts area at risk for losing fees).
- Fill out top of purple TARGET COPY Requisition Form (please contact Target for costs for special copy needs (color paper, oversized prints, binding, etc.). *ask for the UF price
- Obtain SA+AH Director’s signature, once signed, forms will be returned to faculty/grad/adjunct/staff mailbox
- Have copies made.
- Turn in the PINK Target Copy receipt clipped under the PURPLE Target request form to CFA purchasing agent (Jessica Ward), FAA room 101 within 3 days of making transaction.
- Turn in the bottom area receipt to the area head/area budget person so he/she may balance budget.

NOTES:

- In the case where you have a special unplanned emergency need for copies, please be certain you follow through with all of the paperwork immediately so purchases can be requisitioned properly.
- Do not ask the office staff to complete paperwork.
- Communicate the Target Copy procedures with all graduates who you are supervising & coordinating.
- Target Copy is only to be used for official SA+AH business.
- You must provide the SA+AH pass code (changed yearly) to Target Copy unless you present this form signed by the director. The SA+AH Target Copy code is distributed each year at the faculty meeting.

TARGET COPY Requisition Form (ATTACHMENT 11)

Copiers for personal use may be found in all UF libraries, including the Fine Arts Library on the second floor of FAC. These copiers take copy cards, which may be purchased in any library on campus.

Target Copy’s University Avenue location at 1412 W. University Ave. may be reached at (352) 376-3826; FAX 375-2552. The Target Copy center located at 3422 SW Archer Road, Gainesville, FL 32608, may be reached at (352) 372-1171, FAX 372-2491.

ELECTRONIC RESERVE

https://ares.uflib.ufl.edu/

The UF Libraries provide hard copy and electronic reserve services to instructors and students. To save on copying costs, the SA+AH encourages all instructors to utilize these valuable services.

This is a free service, and a wonderful way to make the libraries’ materials even more accessible to your students and help you meet your teaching and learning objectives.
E-MAIL PROCEDURES
Faculty, Staff and Students are required to maintain a Gatorlink account (www.gatorlink.ufl.edu). All communication from SA+AH is delivered to this account, it must be checked frequently.

TELEPHONES
The use of long-distance telephone calls is restricted to University personnel and for University business only. Long distance callers are reminded that the system is expensive. Conversations should be as brief as possible.

How to dial local and on-campus phone numbers:

To dial a phone number that is on-campus (numbers with prefixes 273, 294 or 846) you only need to dial the last 5 digits of the phone number. For example, if the phone number on campus you are trying to dial is 273-1234 – you would dial 31234. If the phone number is 846-0201 – you dial 60201.

To dial a local phone number that is not a campus phone number you need to select an outside line. Dial 9 to get an outside dial tone and then dial the number.

To dial long distance select an outside line by dialing 9, then press 1 and the area code (even if calling within your same area code), and then the telephone number.

When calling an “800” (toll free) number, always dial “9” then 1-800. DO NOT MAKE “900” calls on university telephones.

MAIL
The use of the university mail service, school stationery, envelopes, labels, etc., is restricted to official university related business.

University business includes a reasonable amount of correspondence by the faculty related to professional research, professional development and creative activities as required by the university as a part of a faculty member’s professional expectations. School of Art and Art History stationery is made available for faculty members only.

FED EX PROCEDURES
The SA+AH Fed Ex account is for official university related business only.

1. Request a FedEx mailing slip and or FedEx Express envelope/box from Office Assistant Ebony Harrington. Be certain to note funding source and if shipping internationally include necessary international shipping documents. If the purpose is related to your teaching or governance, SA+AH will pay for it. If the purpose is related to your research, your SEF (Scholarship Enhancement Funds), if you have any, will be charged. If you do not have SEF, the Director will determine if other funds are available to cover the costs.

2. After completing the FedEx mailing slip, give the mailing slip and package to SAAH Office Assistant, Ebony Harrington for processing. Write on the mailing slip contents of your package, e.g. research related to your Scholarship Enhancement Funds or School Business. This is a VERY IMPORTANT step.

3. Please remember to note tracking number for your shipment.

4. SA+AH staff will arrange for the package to be shipped and will forward the Sender’s Copy of the mailing slip to the CFA Business Office for payment.
Please note: After filling out a mailing slip from Ebony Harrington, if you choose to drop off your packages at a FedEx location instead of arranging a pick up, you must obtain the receipt and turn it into Jessica Ward in the CFA Business Office.

DATE STAMP
Please stamp all documents submitted to the SA+AH Office with the date. The date stamp is located in FAC 101, in the supply room next to the printer.

RESERVING CONFERENCE ROOM (FAC 102) AND SEMINAR ROOM (FAC 16A)
To reserve either of these rooms, you may contact any SA+AH staff member.

SA+AH OFFICE HOURS
8:00 AM – 5:00 PM Weekdays
Closed from Noon – 1:00PM for lunch

KEYS
Faculty and Graduate Students will be issued keys to the appropriate SA+AH facilities.

Director of Operations, Oaklianna Brown, issues all key for student and faculty needs including keys to Graduate Student desks in FAC114.

Faculty must come in to the office to sign out and return keys.

You must return all keys to the SA+AH Office when you leave UF. DO NOT give your keys to someone else, trade keys or ask someone to turn in a key in for you.

Additional Guidelines for Graduate Students:
Graduate students eligible to receive keys are:
- MFA studio graduate students
- Graduate teaching assistants
- Graduate assistants

All university keys must be returned to the SA+AH Office when students change assignments or graduate. Keys to high volume classrooms must be returned at the end of the semester unless the student is teaching in the same room the following term.

MFA Students who wish to switch studios must come to the SA+AH Office to exchange keys.

NEITHER KEYS NOR STUDIOS MAY BE SWITCHED WITHOUT OFFICE APPROVAL.

Do not accept or give keys to other students. Students are responsible for all keys checked out to them. If students attempt to turn in a key that was not checked out to them, it will not be accepted.

If a student does not turn in a key that was checked out to him/her, a hold will be placed on his/her record until the key is returned.

Doors with Key Pads
The faculty coordinator for that room will distribute access codes for rooms with keypad entry.
SA+AH OFFICE STAFF

Please direct your questions to the appropriate person

DIRECTOR
Richard Heipp, Acting Director, FAC 101B, heipp@ufl.edu, 352.392-0201
Duties include, but are not limited to:
- Directs the School
- Budget
- Personnel – Faculty and Staff
- Evaluations
- Oversees curriculum and scheduling
- Facilitates future plans
- School and faculty advocate to the Dean

ASSISTANT DIRECTOR
Lauren Garber Lake, FAC 104, lglake@arts.ufl.edu, 352.273.3032
See Graduate Coordinator and DGS responsibilities and duties
(SA+AH Graduate Office Information)
- Assist Director with school operations and projects
- Stand in for the Director in his/her absence
- Oversees the SA+AH calendar
- Weekly e-mails
- Course schedules
- Assists with Assessments (NASAD, SACS, etc.)
- Orient new faculty (adjuncts and visiting)
- CFA Health and Safety/facilities liaison

OFFICE ASSISTANT
*to be determined, FAC 101,
- General office duties
- Processes OPS (including models) and Student Assistant new hire paper work
- Maintains records/files/directories and admin office Listservs
- Orders SA+AH office supplies
- Assists the Director of SA+AH
- Supervises review of syllabi for compliance
- Collects Target Copy Req. & Purchase Req's for Director signature
- Phone assignments
- Receives notification of instructor unscheduled absence (copy D. Myers and R. Heipp)

SA+AH OFFICE GRADUATE ASSISTANT & WORK STUDY
- Manage FAC hallway bulletin board postings
- Clerical support to SAAH main office (no student records)
- Assists Director of Operations as needed
- Assist Office Assistant, Director, Assistant Director as needed
- Mail distribution
- Special events
- Special Projects
- Plasma screen, Display case, Facebook, SAAH G-mail account
- Stocks copy machines, staplers, front desk brochures
- Answers phones, redirects to appropriate party
- Archives
DIRECTOR OF OPERATIONS
Oaklianna Brown, FAC 103, obrown@arts.ufl.edu, 352-273-3038
- Reports Directly to the Director of SA+AH
- Facilities Management: Orders and Oversees general maintenance, renovations, and space allocation for all buildings/rooms/grounds occupied by SA+AH
- Asset Management: Acquires, removes, and manages SA+AH valuable property inventories
- Manages and Maintains distribution of keys, keypad codes, and card swipe access
- Assists with Planning and Managing SA+AH events and meetings
- Processes Faculty Assignment Reports each semester
- Inputs Instructor Workload Data each semester
- Updates and Maintains Space Inventory and Allocation Data each year
- Assists with Tenure & Promotion activities, including FPAC
- Records minutes for Faculty and Staff meetings and updates agendas
- Hires and Supervises graduate personnel for various projects
- Responds to Health and Safety issues/violations
- Coordinates and attends Health and Safety meetings

UNDERGRADUATE ADVISING OFFICE
Dana Myers, Undergraduate Advisor, FAC 108, dmyers@arts.ufl.edu 352-273-3056
- General go-to person for any undergraduate student concerns
  (student petitions, withdrawals, crisis situations, etc.)
- Undergraduate recruiting
- Undergraduate admissions (freshmen and transfer)
- Undergraduate schedule coordination
- Undergraduate enrollment management
- Undergraduate Curriculum Committee standing member (available for consultation)
- Liaison with Dean’s Office and other University offices regarding all undergraduate student matters
- Authorized approver for all undergraduate academic forms requiring “dean’s” signature
- Undergraduate listserv postings
- Recruiting

UNDERGRADUATE OFFICE ASSISTANT
Bonnie Rutledge, FAC 108, brutledge@arts.ufl.edu, 352-273-3055,
- Instructor evaluation forms
- Undergraduate advising general guidance
- Course schedule input
- Room reservations for specialized events and meetings
- Display case reservations
- Grade change forms
- Coordinate textbook adoptions
- Key check out for FAD 111/113

UNDERGRADUATE OFFICE GRADUATE ASSISTANT
- Manage FAC hallway bulletin board postings
- Coordinate Friday afternoon information sessions and tours for prospective undergrad students
- Clerical support to Undergrad Advising office
- Schedules for doors (beginning F ’10)
PURCHASING PROCEDURES INCLUDING STUDENT LAB FEES AND EQUIPMENT FEES

Policies and Procedures:
Please be aware that there is a period of time, usually about three weeks, between the beginning of each semester and the time student lab fees are made available to the SA+AH. Instructors need to keep this in mind when planning course projects and activities.

To purchase items, please use a SA+AH Purchase Requisition Form (Attachment 12)
1. Communicate with your Area Head/person in charge of area budget (if funding from area) to identify funding source and area needs. **If the Area Head/person in charge of area budget will use their P-card make sure to put their name in the Requisitioner field.**
2. Obtain signature of Area Head/person in charge of budget
3. Turn in form for Director signature
4. If the form has P-card checked: form will be routed to requisitioner’s mailbox; order is made; within 3 days of purchase, tape receipt to an 8.5 x 11 paper, clip it to this form and turn into CFA Purchasing Agent.
5. If the form has CFA Purchasing Agent checked: form will be routed to CFA Purchasing Agent, order is made, and a copy of this form will be returned to the requisitioner with date order was made.
6. All items that are delivered to the SA+AH Office can be picked up in the Director of Operations office (a notification email will be sent).

PROCEDURES CONCERNING SA+AH FACILITIES AND EQUIPMENT

Faculty and staff who wish to have repairs or maintenance work (beyond the daily cleaning) performed on equipment or the facilities in their area shall make a request to the Director of Operations, Oaklianna Brown. Please send an email or memo outlining the specific work that needs to be accomplished.

Faculty must not call or submit work requests directly to the Physical Plant Division (PPD).

University and School of Art and Art History equipment, classrooms, and any other university property are for employees and current students. Friends and former students are not permitted to borrow or otherwise use university property. Students are not allowed to take home any university and SA+AH property. (Keys checked out of SA+AH Office, library books and specific equipment from the Digital Photography and Digital Media areas are exceptions to this policy.)

The use of faculty and staff offices, telephones and other equipment is restricted to faculty and staff and should not be used by students.

Requests for purchase of equipment or property not eligible under the lab or equipment fee guidelines must be made to the director via email or memo.

The College of Fine Arts provides each full-time tenure track faculty member with a computer to accomplish the duties and responsibilities of teaching and service to the university and the school. This equipment is to be located in individual faculty offices and is not to be taken off campus.

Florida Law stipulates that equipment and property purchased with University funds of all types, donated to the University or leased by the University is the property of the University of Florida unless specified otherwise in the acquisition agreement. Property costing more than $5,000 will have a University decal and will be included in regular inventory. This equipment may be used at home or in studios with the Director’s written approval in writing (Off Campus Certification procedure must also be completed), but it belongs to UF and must be returned if the faculty member leaves the university.
IN CASE OF EMERGENCY

If you have notice of any type of crime: All crimes must be officially reported to the Director and the University Police, 392-5447 (non-emergency) and 392-1111 (emergency).

If an employee of the university is injured on the job and it is an emergency (generally defined as severe bleeding or head injuries) proceed directly to the nearest hospital or clinic and contact the workers’ compensation office (392-4940) as soon as you or a friend, relative or co-worker is able. http://www.hr.ufl.edu/emp_relations/workers_comp/default.asp

If an employee of the university is injured on the job and it is not an emergency, call the workers’ compensation office immediately (392-4940). They will complete a First Report of Injury with you over the phone. IMPORTANT NOTE: Workers’ compensation benefits cover only services performed by certain doctors. Call the workers’ compensation office to find out which doctors to visit regarding a work related injury. DO NOT go to your local doctor without calling the workers’ compensation office first.

If a student is injured on university property the student should seek assistance through his/her own health care plan. All students taking classes have access to the Student Infirmary on campus. Please fill out a SA+AH Incident Report Form and turn into the Art Office. (ATTACHMENT 13)

If a visitor is injured on university property call the Environmental Health and Safety office as soon as possible at 392-1591.

Important Emergency Phone Numbers and Addresses

University Police EMERGENCY………392-1111
University Police Non-Emergency……392-5447
Worker’s Compensation Office:…………392-4940
Environmental Health and Safety………392-1591

Hospitals
N. Florida Regional Medical Center ……333-4000
State Rd. 26 at I-75

Shands at UF……………………………265-0111
1600 SW Archer Road

Emergency Clinics
UF Infirmary……………………………392-1161
Located on Fletcher Drive east of the Florida Gym

Immediate Care Center………………333-4700
Newberry Rd. & 57th Street

First Care of Gainesville……………373-2340
4881 NW 8th Avenue

(Revised 2011)

SCHOOL OF ART AND ART HISTORY GUIDELINES FOR STUDENTS USING UNIVERSITY FACILITIES AND GROUNDS, AND RULES GOVERNING THE MAKING AND EXHIBITION OF ARTWORK FOR ACADEMIC CREDIT.

Please become familiar with this document. All studio faculty are required to overview this document with students in their classes. Student health and safety signatures sheets, verifying this document was reviewed, should be turned into the Director of Operations no later than the third course meeting.

FACILITIES
There is a NO SMOKING policy in all University of Florida facilities.

Please make every effort to maintain the facilities and grounds of the School of Art and Art History, the College of Fine Arts, and The University of Florida. Specifically, we ask that you follow these guidelines: Do not mark, paint on or deface any interior or exterior surface in the SA+AH or College facilities.

To install a work of art outside of the Fine Arts Courtyard, permission from the appropriate University officials must be requested in advance of installing art projects on the UF campus. Any project regardless of permanence, must receive permission from the instructor, Director of SA+AH, Physical Plant Division and possibly UF campus committees prior to undertaking the project. The site must be returned to its original condition immediately following the project unless prior written permission has been obtained. A Fine Arts Courtyard Outdoor Installation Application must be completed if it is a student project. No art project may interfere with, or impede access to, classrooms, hallways or other public spaces. All site-specific art projects must be installed and engineered with the safety of the general public and the natural environment in mind.

Grades will not be issued for the project or course until the project has been completely removed, and the site has been restored to its original condition.

Failure to comply with these rules will result in disciplinary action, withholding grades, the possible lowering of a grade or failure of the course.

GENERAL CLASSROOM MAINTENANCE
When using classrooms and studios that are not dedicated classrooms, such as Advanced or Senior Studios, make certain that the facility is restored to a suitable condition for the next class. Dispose of trash and put away projects and props so the class following can easily and efficiently make use of the classroom.

Faculty will make every effort to see that student materials are secure in the classrooms. However, faculty assumes NO LIABILITY for materials, supplies, projects or personal items left in the classroom. Neither the SA+AH nor the faculty assumes responsibility for any material left in the classroom after a course has officially ended. It is each student’s responsibility to remove all materials from the classrooms after the semester has concluded. If the student wishes to make individual arrangements with the instructor to keep any material after the class has ended, it is the student’s responsibility to make these arrangements, with the instructor’s approval. Any artwork, supplies or other material left in the classroom after the semester has concluded, without prior specific arrangements, will be disposed of.

ISSUES RELATED TO THE MAKING OF ART FOR ACADEMIC CREDIT
Making and exhibiting art works involves many issues in addition to those of aesthetics. Sometimes the creation of art works may involve issues regarding the use of human subjects and animals, health and safety concerns, environmental impact, inappropriate or illegal use of property (including copyright violations) and other ethical or legal issues. It is always the artist’s responsibility to consider carefully the ways in which making, performing, or exhibiting art involves such matters.

In making art for academic credit the student is responsible for identifying any such issues that pertain to his/her art making process. It is the student’s responsibility to do the necessary research in order to clearly understand health and safety considerations and ethical and legal questions such as those listed
above. It is also the student’s responsibility to identify and consider areas of conflict as an integral and natural part of conceptualizing and planning any project. The course instructor will help identify sources for information about any of these issues: for example the SA+AH has specific rules that can guide students in the use of live animals in art projects; the SA+AH also provides workshops for the safe operation of power tools and large equipment such as kilns.

SPECIFIC RULES GOVERNING THE USE OF LIVE ANIMALS

All students using live animals in any art project, sculpture, installation or exhibition* taking place on University property, making use of University facilities, or in response to any assignment given in any University class or program will be required to:

2. Fill out a “Animal Use for Teaching Purposes” approval request form which is available at http://iacuc.ufl.edu/forms.htm
3. In this proposal the student must address a significant number of issues, some of which include:
   - Description of animal project including species of animal(s) to be used, numbers of animals involved, duration, and any other information which will give an accurate characterization of the proposed activity.
   - Justification for project – what is the intended significance of this work? Why is the inclusion of live animals important?
   - Name of veterinarian responsible for veterinary services to animal(s) if necessary.
   - How will animals(s) be housed, cared for, watered and fed? Will animal(s) be subjected to any non-standard housing, care and/or will animal(s) undergo any food or water restrictions?
   - Will animal(s) be subjected to excessive restraint?
   - What will happen to the animal(s) at the end of this project?
   - Will you be performing any activity that might cause the animal to die?**

*This is not intended to apply to students who plan merely to represent animals, as, for example, when a student wants to photograph, draw, paint or sculpt animals. In this same example, however, if the student, in the course of his/her art making activity, plans to bring an animal into the classroom or studio to use as a model, then permission must be obtained via the above-explained guidelines. The spirit of these guidelines is that, generally speaking, the School of Art and Art History policies support respect for life. The SA+AH does not support the making of art that causes animal suffering.

**It is highly unlikely that any project involving animal euthanasia will be approved at the School level. However, in the unlikely event that approval is obtained at this and all other levels, students will be required to follow the specific rules and methods of humane animal euthanasia listed in the 2000 Report of the American Veterinary Medical Association’s Panel on Euthanasia, which can be obtained at www.iacuc.ufl.edu/links.htm

UNIVERSITY OF FLORIDA POLICY STATEMENT ON ALCOHOL AND OTHER DRUGS

The University of Florida is committed to providing on and off-campus environments free of the abuse of alcohol and illegal use of alcohol and other drugs. The following summary of the University's policies concerning the use of alcohol and other drugs is provided to you in response to the Drug-Free Schools and Communities Act and Amendments of 1989.

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or the unlawful possession and use of alcohol is prohibited in and on property owned or controlled by the University of Florida or any other UF facility. No employee or student is to report to work, class, or any University activities (on or off-campus) while under the influence of illegal drugs or alcohol.
The use of alcoholic beverages by members of the University of Florida community is at all times subject to the alcoholic beverage laws of the state of Florida, city of Gainesville, County of Alachua, or other applicable local regulations and the University Alcohol Policy, Rule 6C1-2.019, Florida Administrative Code.

The possession and use of controlled drugs by members of the University of Florida community must at all times be in accordance with the provisions of Florida law, the rules of the Board of Governors, and the rules of the University of Florida. Under Florida law, no person may possess substances regulated under the provisions of Chapter 893, Florida Statutes (controlled substances and “designer drugs”), unless dispensed and used pursuant to prescription or otherwise authorized by law. Sale and delivery of such substances are prohibited unless authorized by law.

Under Statute 562.11, selling, giving, or serving alcoholic beverages to persons under age 21 or to permit a person under 21 years of age to consume said beverages is unlawful. It is also unlawful to misrepresent or misstate his or her age or any other person for the purpose of inducing any licensee or his agents or employees to sell, give, serve, or deliver any alcoholic beverages to a person less than 21 years of age.

Violation of the policies and laws described above is grounds for disciplinary action up to and including termination or expulsion in accordance with applicable University of Florida and Board of Governors rules. Disciplinary action against a student or employee by the University does not preclude the possibility of criminal charges against that individual. The filing of criminal charges similarly does not preclude action by the University of Florida. See http://www.ufsa.ufl.edu/students/dfs.shtml for the Drug-Free School & Workplace Statement.

Revised: 2006

FACULTY TRAVEL POLICIES

The following guidelines are intended to assist all CFA faculty in the furtherance of their professional development in the areas of teaching, research and other creative activity, as well as to enhance service opportunities and the academic programs of the University of Florida.

These guidelines are provided to assist faculty in understanding the various criteria considered by the director in making decisions in regard to funding for faculty travel. It is the responsibility of the Director to award allocated travel funds. It is the responsibility of the CFA Business Office to manage the budgets of awarded funding. Note: It is the responsibility of the staff in the CFA Business Office, working with UF core offices, to ensure proper interpretation and implementation of all UF policies that govern fiscal and human resources in the College.

FUNDING GUIDELINES AND PROCEDURES

STEP ONE: Requesting Travel Funds from your School Director

All faculty who request funding in a given year must submit a request to your School Director no later than the posted date. Note: School Directors have discretion in determining the appropriateness of maintaining a reserve of travel funding for out-of-cycle requests. Requests for the academic year will be reviewed and allocated by the Director.

Requests will be funded, as far as budget permits, based on the categories defined above using the following guidelines. Expenses will be covered based on actual expenditures, reconciled after the travel and following current UF policies. Funding limits may be adjusted according to budget available in any particular year.

Level I: Tenure and Tenure Accruing Faculty: Faculty will be reimbursed for eligible travel for one trip to make a presentation of invited paper, participation as an officer, presentation of art works, participation as a member of a panel at a national or international conference, or travel to install a major exhibition of art works. Toll receipts, airline ticket passenger receipt and conference
program (if applicable) must be submitted for any reimbursement. Research trips are the highest priority.

Level II: Full-time Faculty (but not tenure accruing): Faculty will be reimbursed for eligible travel for one trip to make a presentation of invited paper, participation as an officer, presentation of art works, participation as a member of a panel at a national or international conference, or travel to install a major exhibition of art works. Toll receipts, airline ticket passenger receipt and conference program (if applicable) must be submitted for any reimbursement.

Level III: Full-time Tenure, Tenure Accruing and Visiting Faculty: Faculty will be reimbursed for airfare or automobile expenses for one trip to attend a conference or attend an opening reception of their art work or curated exhibition. Toll receipts, airline ticket passenger receipt, and conference program (if applicable) must be submitted for any reimbursement.

Level IV: Full time Faculty: If requests for travel funds are not submitted by the deadline, but subsequently submitted, faculty may be funded if funds are still available after all previous commitments are honored. Tenure and Tenure Accruing faculty’s requests will be given priority when possible. Toll receipts, airline ticket passenger receipt, and conference program (if applicable) must be submitted for any reimbursement.

Note: Funding for second trips will be considered only after full-time faculty’s initial requests have been allocated.

All faculty who request funding in a given year must submit the completed “SA+AH Travel Funding Request Form” to the Art and Art History Office no later than the end of the first week in September. Forms are available in the SA+AH Office. Funds are limited and so travel should be requested by priority.

Requests for the academic year will be reviewed and allocated by the Director. Decisions on funding will normally be made in the beginning of the fall semester.

Faculty members who do not receive full funding may seek assistance from other sources. This must be coordinated with the School Director, and Assistant Dean for Research (if applicable). It is recommended that faculty members keep all records, as non-funded travel expenses may be eligible as tax deductions. Some travel funds expire on June 30, while other funds expire December 31. Be very vigilant about when your funds expire. You will need to work with the CFA Business Office to process your travel expenses BEFORE your funding expires.

STEP TWO:
Authorization to Travel
A CFA Travel Authorization Request Worksheet must be completed and filed with the CFA Business Office at least four weeks (4) prior to traveling. In addition to facilitating payment, these forms are required for insurance purposes, and may also be helpful to faculty with respect to tax deductions. The College will not be responsible for payment of any travel that occurs outside of these guidelines. School Directors will submit detail travel budgets, including funding sources, to the CFA Business Office in mid-October. Note: If the travel requested is not on the approved Director’s budget, an email will be sent to the respective Director asking for an adjusted travel budget.

If airfare is included in your funding allocation please contact World Class Travel to purchase your ticket prior to the trip. This will reduce your “out-of-pocket” expenses. Hotel and per diem expenses will be filed after completion of the trip.

TRAVEL ARRANGEMENTS
Staff in the business office is not authorized to make travel arrangements on behalf of a traveler.

Are you paying with a UF-issued P-card?
If you are using the UF P-card to pay for your travel arrangements, please make sure you have a CFA Travel Authorization Request Worksheet submitted. This is needed to reconcile the actual p-card transactions in PeopleSoft.
If you have a p-card: please make your own arrangements and just use your p-card to pay. Make sure you turn in a signed receipt within three days as required by UF P-card policy.

If your department's Director of Operations (or any other departmental staff member) will be paying for your travel expense you should make arrangements with them (or use your department's policies) and then the cardholder will need to turn in a signed p-card receipt within three days to the business office. If you need June (or another fiscal business officer staff member if she is unavailable) to pay for your arrangements you can either:

Call World Class Travel at 352-371-3100 (they are the authorized University travel agent). Have World Class hold the reservations for as long as they will and then include the name of the person you spoke with on the travel form at [http://www.arts.ufl.edu/business/travelpolicies/Travel.aspx] June will call them and place the charge on her P-card.

Use an online booking website (priceline.com etc.) and SAVE the itinerary. Then call June and give her your account name, password, and itinerary number. She will then be able to book the itinerary using her p-card.

**Are you paying out of pocket and then waiting for reimbursement?**

If you are paying out of pocket and waiting for reimbursement, you are free to make any travel arrangements you wish. UF currently does not allow for personal reimbursement for "trip insurance" (for example, paying $75 to make your trip refundable if you cancel it) so make sure you ask for an itemized receipt to turn in.

**REIMBURSEMENT**

All original receipts should be submitted to the CFA Business Office within 5 days after returning to Gainesville. University regulations do not allow reimbursements without ORIGINAL receipts and actual Boarding Passes (for airfare). KEEP EVERYTHING!!

REMINDER: Travel taken without following these guidelines is considered unauthorized travel and will not be reimbursable. It is for your own protection that these forms be signed and submitted well in advance of the trip to properly activate insurance coverage and to ensure the travel is justified to the satisfaction of the comptroller for audit purposes.

**Sharing Rides and Rooms**

When feasible and appropriate, it is expected that faculty will share rides and rooms.

**CASH ADVANCES** (Important policy change effective July 2006)

There will be NO CASH ADVANCES given to SA+AH faculty, staff or students on SA+AH funds.

We understand that this presents considerable inconvenience to some who have depended on cash advances in the past, especially with regard to foreign travel. Please know that we are unable to make exceptions to this policy, and plan accordingly.

If you are traveling on International Center funds, you MUST let the Dean's Business Office know as soon as you are aware that you may need a cash advance.

Statement of Preferred Travel Agency Services and Travel Services Contract Policy and Procedures (Revised 07/28/09)

Travel Procedures and Policies have now changed. Please refer to the College of Fine Arts Business Office website, [http://www.arts.ufl.edu/business/default.aspx](http://www.arts.ufl.edu/business/default.aspx)
FACULTY TIME AWAY FROM CAMPUS

Professional Development
Faculty who will miss class(es) or work due to professional development opportunities shall notify the director or assistant director. Please indicate the nature of the absence, dates, the classes that will be missed and the preparations made for covering these classes. Possible ways to cover one class include:

- Volunteer visiting lecturer: faculty member or person outside of the SAAH
- Assignment of outside research/studio time for students
- Student guest artist lecture

If multiple classes will be missed:

- GTA substitute to teach lesson plan: paid position

All requests for time away from campus and the ways in which classes will be covered must be approved by the director in advance. The instruction of our students is the first priority in all considerations of professional time and energy when school is in session.

Illness
In the event of an absence due to illness, contact the SAAH Office via email (saahoffice@arts.ufl.edu) or telephone (352-392-0201) so that the Director can be notified of your absence as soon as is possible. It is also the responsibility of the faculty member to report all absences due to illness in the my.ufl.edu time reporting system.

STUDENT TRAVEL

1. All formal school trips must be approved in advance through the School Director and in accordance with the College of Fine Arts guidelines. Preferably two (2) weeks in advance by email.

2. University guidelines require that students MUST complete Travel Authorization forms (available on the CFA Business website at www.arts.ufl.edu/business) prior to any travel. In Spring of 1997, the College of Fine Arts revised its requirements for student travel. A copy of these requirements can be found in the section below.

3. Faculty members supervising student travel must submit a list of the student travelers to the SA+AH office staff and Director, no later than one week in advance of the trip. An on-site emergency contact number must be listed on the “Next of Kin” form.

4. Trips involving students cannot be scheduled during the last week of classes of any semester, or during the week of final exams.

College of Fine Arts, University of Florida Student Travel to University Sponsored Events

All trips to related academic courses and/or UF student organizations involving faculty and students will be considered University sponsored. Therefore, there are policies, rules and regulations that govern all travel and the participation by students in these events. These policies are located online at http://www.arts.ufl.edu/startup/CFAstudenttravelpolicy.doc
TO SCHOOL DIRECTORS, FACULTY MEMBERS, AND OTHERS IN CHARGE OF PLANNING OFF-CAMPUS TRIPS:

A. PLANNING AN OFF-CAMPUS INDIVIDUAL OR CLASS TRIP(S)

The School Director must approve all travel plans for trips involving students before travel plans are made.

1. Notify the School Director as soon as you begin planning a trip, giving the
   a. name of the event(s)
   b. place (city, state, country)
   c. inclusive dates of the travel to and from, plus number of days at the event
   d. class, organization, or group that will travel
   e. a complete list of travelers' names, social security numbers, local addresses and phone numbers

2. The Director should have this information at least four weeks before the planned trip. (If all information on all travelers [including students, faculty, chaperones] is not complete at this time, list the approximate number that will attend, and present the information in number 1.e. above to Director as soon as total number is known, but not later than three working days before the scheduled departure time).

3. All those who plan to go on the trip(s) must follow CFA guidelines posted on the CFA Business website (www.ars.ufl.edu/business) before the departure date, but no later than three working days before the scheduled departure.

4. Those planning College of Fine Arts sponsored trips will include the following safety precautions: provide appropriate supervision; use well-maintained vehicles; provide competent drivers; and prohibit consumption of alcoholic beverages and use of illegal drugs and provide an on-site phone number or cell phone in case of emergency.

*Field Trip: a group excursion sponsored by a University chartered organization, or academic college, school or course for the purpose of firsthand observation, presentation or participation, as to a museum, historical place, and other institutions and sites.

B. MODE OF TRANSPORTATION

The School Director must approve the mode of transportation for all approved trips. The UF General Counsel has provided the following guidelines for travel when students are included. Please make sure these instructions are followed.

1. If the University (College, School, chartered organization) either provides transportation or undertakes the supervision or approval of the student's transportation arrangement, it may be liable for injuries sustained while in route. In all travel arrangements the "Waiver of Liability and Hold Harmless Agreement" must be signed by each traveler before the departure date. (Forms available in the SA+AH Office)

2. The University is not liable for the safety of students while in independent transit to and from College events. Thus, when students drive their own vehicles and the University exercises no control or supervision over the actual transportation, no liability arises. However, a Waiver of Liability and Hold Harmless Agreement" must be signed by each traveler before the departure date.

3. Although the University (College) is not required to transport students to and from College sponsored events, when it does so, it assumes a duty to act with reasonable care in providing safe transportation for those students. This is not to say that the University would be liable for any injury sustained while students are traveling in vehicles owned or rented by the University (College), but the University will be liable for injuries occasioned by the negligence of the University or its agents.
4. All transportation for large groups and long distance travel (out-of-state) should be provided by chartered bus or large vans (15 passengers, including the driver), and commercial airlines. All individuals who drive a “passenger vehicle,” defined as a vehicle designed to transport more than 15 persons, must have a passenger endorsement. To obtain a passenger endorsement, an individual must have a valid commercial driver's license. The scope of this rule includes an individual who transports postsecondary students in connection with school activities.

5. If traveling long distances in non-chartered vans or other passenger vehicles, be sure that frequent rest stops are planned, and that one driver does not drive the entire trip without breaks.

6. If a trip, as part of an academic course, is absolutely required for every student in the class, that is, no other option is available, extra special precautions must be taken. Please inform the Director in these cases. Depending on the mode of transportation and distance in travel, we may need to involve the UF General Counsel for guidance on liability issues and other concerns relevant to a proposed trip.

C. DEPARTURE AND TRAVEL
Be sure the following guidelines are addressed before and during the travel event(s).

1. Before departure, at least several working days before the scheduled departure date, call a meeting of all travelers, talk about safety precautions and acceptable behavior, present copies of UF Student Conduct Code, have them sign the "Waiver of Liability and Hold Harmless Agreement" and that they have read and received a copy of the UF Student Conduct Code. Talk about procedures that will be followed by everyone while traveling to and from the event(s) and during the event(s).

2. If supervisor (director) will not see the total group of students together within a 24 hour period, he/she must schedule a meeting with the total group within each 24-hour period or a check may be done by team leaders, with team leaders notifying the trip supervisor (director) in charge.

3. If when traveling by bus and a rest stop or meal break is given, be sure students know what time the bus will depart. Do not leave students stranded. In order to avoid this possible situation, it is recommended that the group be assigned to teams and a responsible team leader (either chaperone, GA, or older student) be assigned to each team to check if the students are back to the bus at the appointed time. A roll call must be conducted for each break.

4. Before departure, a list of everyone (students, faculty members, chaperones) going on the trip must be given to the director of the school (if director is going, the list should be given to the Dean). The list must include the name(s) and telephone number of the next of kin in case of an accident or other emergencies so notification may be made in a timely way. Use the official form provided for this information. These forms are available on the CFA Business Office website (www.arts.ufl.edu/business).

The Florida Legislature recently passed CS for SB 1754. Section 15.182, Florida Statutes is created to read: 15.182 International travel by state-funded SA+AH, cultural, or artistic organizations; notification to Department of State.

1. If an organization that receives state funding is traveling internationally for a presentation, performance, or other significant public viewing, including an organization associated with a college or university, such organization shall notify the Department of State of its intention to travel, together with the date, time, and location of each appearance. It is the desire of the Legislature that such cultural exchange be coordinated with the state's economic development goals. The Secretary of State shall notify Enterprise Florida, Inc., of the intended travel schedule of all such organizations, including, but not limited to, symphonies, orchestras, dance troops, bands, choirs, choral groups, drama troops, SA+AH performing groups, traveling exhibitions sponsored by museums, and performance artists.
2. The Department of State, in conjunction with Enterprise Florida, Inc., shall act as an intermediary between performing SA+AH cultural, and artistic organizations and Florida businesses to encourage and coordinate joint undertakings. Such coordination may include, but is not limited to, encouraging business and industry to sponsor cultural events, assistance with travel of such organizations, and coordinates travel schedules of cultural performance groups and international trade missions.

3. An organization shall provide the notification to the Department of State required by this section at least 30 days prior to the date the international travel is to commence or, when an intention to travel internationally is not formed at least 30 days in advance of the date the travel is to commence, as soon as feasible after forming such travel intention. The Department of State shall take an active role in informing such groups of the responsibility to notify the school of travel intentions.
RESEARCH POLICIES AND OPPORTUNITIES

Overview: Outside Activities, Financial Interests and Conflict of Interest
2/7/2001

Dr. Joseph Glover, Provost and Vice President for Academic Affairs:

The following is a brief overview of outside activities and conflict of interest responsibilities. For further information and all applicable forms, please refer to the guidelines available at http://www.research.ufl.edu/index.html or http://research.ufl.edu/research/handbook/researcher_handbook/index.html

UF DISCLOSURE OF OUTSIDE ACTIVITIES AND CONFLICT OF INTEREST POLICY

Members of the University community may engage in outside employment, consulting, and other similar activities in addition to their duties and responsibilities to the University and are allowed under state law and University policies. It is recognized that these activities may further the dissemination and use of the knowledge and expertise developed at the University and may also advance the professional competence and reputation of employees. Thus, participation in non-university activities often serves the mission of the University in addition to benefiting the individuals involved. On the other hand, such activities and financial interests of the employees are of concern to the University and may be disallowed if they result in conflicts with the employee's duties, responsibilities, and obligations to the institution. All members of the University community should be familiar with and adhere to the laws and rules concerning these activities. Faculty, A&P, USPS, and OPS employees may accept additional employment/activities outside of the University of Florida as long as the activity is allowed under applicable law and rules and appropriate supervisory approval is secured before accepting the employment. This requirement of approval is not meant to be intrusive, but rather it is designed to identify potential and actual conflicts of interest. Responsibilities of Employees - Employees wishing to engage in activities outside the University have an obligation to disclose and receive approval prior to engaging in these activities and to assure that such activities do not infringe upon responsibilities and obligations to the University. It is each employee's responsibility to comply with the rules and laws concerning outside activities and financial interests. * An employee is responsible for notifying the University administration of all relevant information concerning the proposed activity (or financial interest) prior to engaging in the activity and for following the applicable law and policies relating to such activities. If the employee has any questions about a potential conflict or interference with his or her duties or obligations, the activity (or financial interest) should be discussed with the employee's chair or immediate supervisor prior to being forwarded to the dean or director for final action.

* An employee is responsible for reporting an honorarium or fees in excess of the actual expenses required for attendance if the activity is part of the employee's assigned duties. Generally, such fees or honoraria cannot be accepted from non-governmental entities. * An employee engaging in outside activities must take reasonable precautions to ensure that the outside employer or other recipient of services understands that he or she is engaging in the activities as an individual and not on behalf of the University. An employee may not use the University's resources, including its name or addresses, without express written approval from an administrator designated by the President to approve such use. * If an employee plans to use University equipment, facilities, or the services of other personnel in connection with the activity, the request for permission must be submitted in writing to the administrator responsible for the academic unit or facility on the Request to Use University Equipment, Facilities and Services in Conjunction with Non-University Outside Activity. The administrator is responsible for establishing the charges for use of the equipment, facilities, or services if such use is allowed. In general, the use of personnel shall be disallowed. Responsibilities of Administrators - Deans, directors, department chairs, and other supervisors are responsible for: 1) informing and educating employees in the unit about the University's policy on disclosure of outside activities and financial interests, and 2) ascertaining that an employee's University responsibilities are not being abrogated by the activity after it has been disclosed. The President has delegated to the deans and directors overall responsibility for implementing the policies on outside activities and financial interests. * The hiring administrator is responsible for providing
new employees with the information regarding outside activities and conflict of interest. For faculty it should be included in the letter of offer of employment and is stated on the annual contract with a sign-off requirement. * The dean or director and the department chair or other supervisor are responsible for reviewing the disclosure and notifying the employee whether or not the activity may be conducted. If not, the reasons for not allowing the activity must be provided. If the activity is allowed with conditions, the administrator shall state the conditions under which the activity may be pursued. * The dean or director and the department chair or other supervisor should advise the employee that authorization by Research and Graduate Education is necessary if the activity involves waiving any rights to intellectual property. * The department chair or other supervisor is responsible for establishing and advising the employee of the charges he or she must pay if using University equipment, facilities, and/or services. The department chair or other supervisor assures that such use is appropriate. * The department chair or other supervisor is responsible for informing the employee that the University requires that an approved Disclosure of Outside Activities and Financial Interests form be attached to each applicable Requisition to Purchase from an enterprise in which an employee has material financial or managerial interest. If there is a requisition prepared to purchase from an enterprise in which an employee has a material interest, the employee with the interest cannot approve the requisition. If the purchase is allowed under state law, the approval of the employee's supervisor will be required when an outside interest exists regardless of whether the proposed purchases fall under the sole source, emergency, or special purchasing categories. * Deans and directors are responsible for the distribution of all completed Disclosure of Outside Activities and Financial Interests forms. Notification and Disclosure Procedures - The disclosure of outside activities and financial interests are to be reported on the University's form titled Disclosure of Outside Activities and Financial Interests, which is to be reviewed by the chair or supervisor and then forwarded to the dean or director as necessary for authorization. This form should be completed and filed prior to such time as the outside activity or financial interest begins and at the beginning of each contractual year of employment. If a material change in the information presented occurs during the contractual year, a new form must be submitted. * The approval process for faculty (including OPS faculty) and A&P employees begins with their completion of the disclosure forms. * USPS and other OPS employees need verbal approval from their supervisors before accepting outside employment. The outside activity forms are required of USPS employees only if the activities or financial interests concern an entity which does business with the university, the employee wishes to be a candidate for public office, or the disclosure is required pursuant to federal grant requirements. As to any activities and financial interests of USPS and non-faculty OPS employees, departments should keep documentation as to the disclosures of the outside activities and their allowance or disallowance. * Before using University equipment, facilities, or services in connection with outside employment/activity, an employee must complete the Request to Use University Equipment, Facilities and Services in Conjunction with Non-University Outside Activity form and secure all required approvals. * All paperwork associated with continuing outside employment/activity must be renewed on a fiscal-year basis. Federal Grant Requirements - Federal regulations require reporting of certain outside activities and financial interests by faculty members and other employees when engaged in certain federally-sponsored projects. For further information, please refer to Federal Reporting Requirements relating to Sponsored Projects in the "University of Florida Guidelines, Policies, and Procedures on Conflict of Interest." ADDITIONAL STATE COMPENSATION An employee who wishes to engage in additional or outside employment by the University or another agency of the State of Florida, including another institution in the State University System, must submit a Request for Approval of Additional State Compensation to the appropriate administrative officials and obtain approval prior to engaging in such activity. This form also must be completed and approved when combined employment exceeds 1.0 FTE or when an employee receives payment from "salaries" and "OPS" funds simultaneously. No Disclosure of Outside Activities and Financial Interests need be filed for the activity as the completion of the Request for Approval of Additional State Compensation form fulfills the employee's obligation to report. An exception to this procedure is employment by the University Press of Florida (UPF). Approval of UPF employment is granted by the President or the President's designee, and such approval, which is submitted by the UPF to the Office of Academic Affairs, fulfills the employee's obligation to report such activity. For faculty, policy questions should be directed to Academic Personnel at 352.392.2477. For A&P, USPS & non-faculty OPS employees, questions should be directed to any University Personnel Services satellite office. Questions regarding Extra State Compensation may be directed to Classification and Compensation at 392-1213.
SPONSORED RESEARCH:

http://www.research.ufl.edu/research/

Internal Support Programs
Research and Graduate Programs (RGP) distributes all indirect costs back to the colleges after the allocation of certain central costs and the cost for supporting sponsored research. This return also includes the annual formula returns to investigators and units. In addition, RGP uses a combination of carry-forward funds and earnings from the UF Research Foundation to fund the following internal support programs:

Special Matching Requests
Funds are available for: (1) Matching contributions required on large instrumentation and facilities grants and (2) other matching required by the sponsor in their policy. Requests must be made through the department chairs and the college deans. The college and/or department forwarding such requests are expected to cost share with RGP in the funding.

Research Opportunity Fund Incentive Seed (SUBJECT TO CHANGE)
The Research Opportunity Seed Fund targets interdisciplinary, faculty-initiated research initiatives with potential for extramural support. The program focuses on new projects and/or new collaborative partnerships.

Projects should be innovative, support institutional mission goals, have strong potential for garnering future funding from external sources, OR have outstanding commercial potential. Opportunity Fund awards are not intended to support on-going projects -- they should support new projects (not a supplement to current research) and/or new collaborative partnerships. The proposal must emphasize novel research. To be competitive, proposals must be multi-/interdisciplinary and must involve faculty from at least two departments/units/colleges (see Review Criteria for more information on this criterion). Single-investigator proposals are not eligible. Proposals involving hypothesis-driven research should clearly and explicitly state the hypothesis. Proposals for equipment are allowed if the funds will be used for instrument development; opportunity fund awards are not to be used for the purchase of standard pieces of equipment.

Proposals may be submitted by any UF faculty member (PI) eligible to submit a proposal to an external funding agency (see Policy on Eligibility to Submit Proposals: http://research.ufl.edu/research/handbook/researcher_handbook/index.html).

Courtsey, Adjunct, Visiting and OPS faculty; Assistant In, Associate In, Senior Associate In; Research Associates; and Postdoctoral Associates are not eligible to be PIs on Opportunity Fund awards; they may participate as co-PIs or co-investigators. To avoid potential conflicts of interest in the selection process, Deans at all levels (Assistant, Associate, etc.) are not eligible to participate.

The deadline for submission of each college’s Opportunity Fund proposals to the Office of Research is January 10, 2011

Support for Meetings, Workshops and Conferences
Matching support generally up to a maximum of $3,000 is available to assist with the organizational expenses of national meetings sponsored by the University of Florida. In order to qualify for support, the meeting must be widely publicized and open to faculty, students and other UF personnel who would like to attend one or more sessions. There are special guidelines and forms. Requests may be submitted at any time.

Fine Arts and Humanities Scholarship Enhancement Fund
This fund was established by RGP in 1997 to stimulate new or existing creative/research activity in the humanities and fine arts at the University of Florida. Approximately 40 awards will be supported annually. The maximum award request is $10,000, with the average award expected to be less. Eligible applicants are UF ranked faculty working on projects in the humanities or fine arts. The humanities awards process is handled by the College of Liberal Arts and Sciences. The fine arts competition is managed by the
College of Fine Arts. Faculty in those areas should contact the appropriate Dean's Office for application information. The deadline for proposals is generally in mid-November annually. (See ATTACHMENT 15)

**Graduate Student Travel Funds**
Highest priority will be given to doctoral level students and students in other terminal degree programs, who are invited to give major talks, are in their final year of their programs and are presenting work at a national meeting, or have a unique research or collaborative opportunity at an off-site location. These one-time awards are limited to $300 per trip and require a dollar for dollar match from the college and/or department. There are special guidelines and forms. Requests should be submitted a minimum of one month in advance of the desired travel date.

**Grinner Fellowships**
These prestigious fellowships which honor Dr. Linton E. Grinner - long-time dean of the UF Graduate School and champion of quality graduate programs, faculty and students - are used by UF colleges to recruit the highest quality graduate students to the University of Florida. RGP provides $630,000 annually to fund Grinner Fellows in the College of Liberal Arts and Sciences, the Health Science Center colleges and the Colleges of Architecture, Business Administration, Education, Fine Arts, Health and Human Performance, and Journalism and Communications.

**Named Presidential Fellows**
The Graduate School awards fellowships named in honor of former University of Florida presidents; the candidates are expected to be among the strongest prospective students in their respective colleges. The fellowship represents a four-year commitment to the student (assuming satisfactory progress toward the degree). First and fourth years are funded by the Graduate School (including tuition waiver); second and third years are funded by the department/college. Recipients are selected by their colleges.

**UF Research Foundation Awards**
Five percent of the unrestricted funds in the University of Florida Research Foundation will be used annually to stimulate and reward research efforts. Two programs are available:
1. Research Foundation Professorships
   Thirty new awards annually will recognize faculty research contributions and provide incentives for continued excellence in research. Each Professorship will be awarded for a three-year period and includes a $5,000 annual salary supplement and a $3,000 research grant. Associate and Full Professors who are tenured and who have been on the UF faculty for at least five years are eligible to be nominated by their department chairs. Recipients of the Professorship will be selected by their colleges.
2. Matching Funds for New Training Grants
   To aid faculty in their efforts to secure more training grants for graduate education, RGP will provide an institutional match (usually in the form of an additional stipend and tuition payment) and a letter of support for all NEW training grants that are submitted to external agencies. Matches from colleges will be considered in determining the level of support from RGP.

**COPYRIGHT POLICY**
All faculty, staff, and students of the University of Florida are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against University policies and rules, disciplinary action will be taken as appropriate.

http://www.it.ufl.edu/policies/copyright.html
ATTACHMENTS

ATTACHMENT 1 - CFA GUIDELINES FOR SUBMITTING COURSE PROPOSALS AND CURRICULUM CHANGES
(Amended July 2009)

I. Deadlines
Any curriculum changes planned for the next academic year should be submitted to the College curriculum committee by October 1. Any submissions after that will be treated as expeditiously as possible, but there is no guarantee that they will get through the approval process (especially graduate courses) in time for the following academic year.

II. Proposal Format and Submission Procedures
1. All instructions can be found on the CFA faculty resources website: http://www.arts.ufl.edu/startup/courseforms.asp

2. These instructions include a submission check list, instructions for creating a syllabus that will pass the university curriculum committee scrutiny, and all the forms/instructions needed. There is also a flow chart that will demonstrate graphically the proposal-to-approval process.
INTERNATIONAL PROGRAM APPROVAL FORMS

**International Project/Study Abroad Proposal**
This form must be completed and reviewed with the CFA and then submitted to UF International Center. All students and faculty traveling should purchase Med-Ex insurance through UFIC and have emergency contact information on file with UFIC. All programs should confer with UFIC to ensure that an orientation session has been held presenting travel and programmatic guidelines.

As indicated by the signatures below, the chair of my department and the dean of my college have approved the following UF study abroad or Fine Arts Touring program:

**Name of program:** ________________________________________

**Location (city and country):** ________________________________________
(Use additional sheet, if necessary.)

**Program Director:** ________________________________________

**Dates:** ________________________________________

**Approx. number of students:** ______  **Cost per Student:** $___________

**Courses offered or touring description:**
(Use additional sheet, if necessary.)
1. ___________________________________
2. ___________________________________

**Dean:** ____________________________  **Director:** _________________________
(Signature and Date)                   (Signature and Date)

**College:** ____________________________  **School:** _________________________

**Attachment 2B**
International Project/Study Abroad Report

This form must be submitted to the Assistant Director of CFA International Programs within 30 days of project completion. Please submit the UFIC student evaluations of the program with this report. Please submit some photos with your report.

1. How did the program meet its objectives?

2. Was the Assistant Director of CFA International Programs helpful?

3. Suggestions for improvement?

4. Was the UF International Center office helpful?

5. Suggestions for improvement?
### ATTACHMENT 3 - TENURE AND PROMOTION TIMELINE 2011-2012

**TENTATIVE**

*(Fall Dates Could Change)*

Tenure and Promotion Timeline 2012-2013

#### 2012

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<tr>
<th>Date</th>
<th>Event</th>
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<tr>
<td>March 23, 2012</td>
<td>Tenure &amp; Promotion Workshop, 3:00-4:30, Deans office conference room</td>
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<tr>
<td>May</td>
<td>Directors discuss external reviewers list with Dean.</td>
</tr>
<tr>
<td>During Summer</td>
<td>Candidate must make apt w/Janet Malphurs, 273-1737, <a href="mailto:jmmalph@ufl.edu">jmmalph@ufl.edu</a> to review paper copy of packet</td>
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<tr>
<td>During Summer</td>
<td>Candidate must make apt w/Assoc Dean Schaefer to review paper copy of packet</td>
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<tr>
<td>August 1</td>
<td>T&amp;P portfolios for external reviewers due in School office. School sends T&amp;P portfolios and 'criteria' from College and School to external reviewers. (paper copies will be sent to external reviewers)</td>
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<tr>
<td>September 18</td>
<td>Deadline for letters from external reviewers—due in School office.</td>
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<tr>
<td>September 18</td>
<td>T&amp;P online packets (33 Sections) and any additional material (books, CDs, reviews, etc.) must be ready today for school faculty review.</td>
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<tr>
<td>Sept 18-Oct 5</td>
<td>School faculty review packets online, meet to discuss &amp; vote on T&amp;P candidates.</td>
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<tr>
<td>October 12</td>
<td>T&amp;P online packets, with director’s letter uploaded by the director, due today by 4:30 pm.</td>
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<td>Oct 12-Nov 2</td>
<td>College T&amp;P Committee reviews packets</td>
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<tr>
<td>November 2</td>
<td>College T&amp;P Review Committee meets to vote (Friday 2:00-4:00).</td>
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<tr>
<td>Nov 3 - Dec 3</td>
<td>Dean’s letters written, sent to candidate for 10-day approval.</td>
</tr>
<tr>
<td>January 7, 2013</td>
<td>Candidate’s FINAL online packet is due to Academic Affairs.</td>
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</table>
SYLLABUS REQUIREMENTS & SUGGESTIONS

Each course instructor (full-time and visiting faculty, adjunct, GTA) is required by the university to prepare a syllabus for each class. Copies must be provided to the University in the following formats:
1.) A hardcopy is due to the SAAH office prior to the end of the first week of classes (required by SACS and NASAD)
2.) The College of Fine Arts requires all course syllabus to be uploaded a minimum of three days prior to the day the course begins to the College syllabus site to comply with University syllabus policy. Faculty and adjuncts may upload syllabus (PDF only) through the CFA website by following the directions below:
   a. Go to http://www.arts.ufl.edu/faculty/syllabi/syllabi_upload.aspx
   b. Go to www.arts.ufl.edu
   • click on FACULTY & STAFF tab
   • click on FACULTY & STAFF RESOURCES from the pull down menu
   • under TOOLS on the right hand column, click on SYLLABUS UPLOAD and follow the instructions

NOTES:
Only CFA faculty and adjuncts have access to this site.
GTA’s will need their supervisors to upload the syllabus on their behalf within the University time-frame.
You must use the state approved course title for your class—only special topics courses may rotate topics.
If you experience challenges with the site, contact the College of Fine Arts Webmaster: webmaster@arts.ufl.edu.

Minimum Course Syllabus Requirements
In accordance with University of Florida and NASAD policies, the following (1-12) must be included in each syllabus:

1. General Course Information
   o Course title
   o Semester and Year of course
   o Credit Hours
   o Instructor’s contact information including office location and telephone number
   o TA contact information if applicable
2. Office hours for the instructor (and TA if applicable) during which students may meet with the professor.
3. Course description including course objectives and/or goals
4. A topical outline (at least tentative) of subjects to be covered
5. Methods by which students will be evaluated and their grade determined
6. Policy related to class attendance – (you may use link)
   https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx#absences
7. Policy related to make-up exams or other work
8. A statement related to accommodations for students with disabilities such as:
   • "Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation."
9. Required and recommended textbooks (http://www.aa.ufl.edu/adoption), materials, equipment
10. Information on current UF grading policies for assigning grade points. This may be achieved
by including a link to the appropriate undergraduate catalog web page
https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx

Letter Grade % Equivalency
A  4.0
A-  3.67
B+  3.33
B   3.00
B-  2.67
C+  2.33
C   2.00
C-  1.67
D+  1.33
D   1.00
D-  .67

*Please Note: A grade of C- or below will not count toward major requirements.
1. Health and Safety  (FOR STUDIO COURSES ONLY)
   Each syllabus must include a link and information regarding the SA+AH H&S policy and handbook.
   (http://www.arts.ufl.edu/art/healthandsafety)

2. Each student must complete a H&S STUDENT WAIVER FORM (available next to the copier in the
   SAAH office) and on-line (see address above). Waivers must be turned into the SAAH Director of
   Operations before the end of the 2nd week of classes. Please staple the course sheets together.

3. Each syllabus must include the appendix section appropriate for the course section #1 rules
   (note: section 2-4 are optional but should be reviewed with students)

General Education/Gordon Rule Designation
In order for a course to receive a General Education/Gordon Rule designation, the University of
Florida has very strict requirements regarding verbiage.

Please see the following guidelines
(http://www.registrar.ufl.edu/catalog/policies/advisinggened.html) and contact Dana Myers
should you wish to receive a General Education or Gordon Rule designation for your course.

Suggested Additional Information
The following information is suggested by the Office of the Provost and the Dean of Students:
   1. Critical dates for exams or other work
   2. Class Demeanor Policy
   3. Class demeanor policies may include reference to excused/unexcused absences, late
      arrivals, cell phones, late assignments, food/drink. The following is an example you may
      use as a guide for creating your own demeanor policy:

      “Students are expected to assist in maintaining a classroom environment that is conducive to
      learning. In order to assure that all students have the opportunity to gain from time spent in
      class, unless otherwise approved by the instructor, students are prohibited from engaging in any
      form of distraction. Inappropriate behavior in the classroom shall result, minimally, in a request
      to leave class.”

   4. Academic Honesty Policy
      The University’s policies regarding academic honesty, the honor code, and student
      conduct related to the honor code will be strictly enforced. Full information regarding
      these policies is available at the following links:
Academic Honesty: [http://www.registrar.ufl.edu/catalog/policies/students.html#honesty](http://www.registrar.ufl.edu/catalog/policies/students.html#honesty)

5. Information about the UF counseling and wellness services:
   University Counseling & Wellness Center
   P.O. Box 112662, University of Florida
   Gainesville, FL 32611-4100
   Phone: 352-392-1575
   Web: [http://www.counseling.ufl.edu/cwc/](http://www.counseling.ufl.edu/cwc/)

**Useful References / Links**

GENED Syllabus: [http://gened.aa.ufl.edu/syllabus.aspx](http://gened.aa.ufl.edu/syllabus.aspx)
Teaching Policies for Faculty: [http://www.registrar.ufl.edu/staff/policies.html](http://www.registrar.ufl.edu/staff/policies.html)

**Human Subjects**

Faculty are reminded that any use of students as subjects in research projects MUST receive clearance from the "human subjects" board PRIOR to beginning the project. This policy also includes any survey research. For information on the IRB process, please see [http://irb.ufl.edu/](http://irb.ufl.edu/).
### ATTACHMENT 5 – OFFICE HOURS FORM

**NAME:**  
**E-MAIL:**  
**OFFICE PHONE:**  
**OFFICE LOCATION (bldg/rm):**

#### FALL/SPRING TEACHING & OFFICE HOURS

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#### SUMMER A/B/C TEACHING & OFFICE HOURS

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ATTACHMENT 6 - GUIDELINES FOR HIGH, HIGHEST HONORS DESIGNATION IN THE COLLEGE OF FINE ARTS, SCHOOL OF ART + ART HISTORY

Revised and Adopted 2010

Read all enclosed materials carefully!!! (Note: Eligibility Requirements on last page)

For the Spring 2010 semester and beyond, some of the ways/format of what you submit has changed slightly. Nothing has changed in terms of the content of what you submit.

**Studio Majors and Art Ed Majors**

Students whose thesis involves “creative” work (original fine art or teaching portfolio) should describe process and production.

**What to Submit:**

- An Honors Thesis submission form (otherwise known as the Journal of Thesis Abstracts form) [http://www.honors.ufl.edu/](http://www.honors.ufl.edu/) must be completed (typed), signed by the thesis advisor, and attached to the thesis. This form requires an “abstract” or a synopsis that explains your creative voice and the process of the production of your art. Don’t forget to describe your art (and for Art Ed – teaching philosophy/portfolio).

  *This information will be included in a new searchable database which can be accessed by going to [http://www.honors.ufl.edu/webapps/thesis/](http://www.honors.ufl.edu/webapps/thesis/). The only information that will be publicly available is the student’s name, thesis advisor, and thesis title. No contact information will appear, nor will the thesis be accessible.*

- PDF file is the ONLY acceptable format. Include 8-10 images and an image ID sheet similar to the image ID sheet used when submitting your portfolio to gain admission into the upper division art programs. Included all documentation in a single pdf file.

**Art History Majors**

**What to Submit:**

- A research paper. This paper may be one that was previously submitted for a course.
- PDF (preferred) or Microsoft Word are the only acceptable formats.

  *This information will be included in a new searchable database which can be accessed by going to [http://www.honors.ufl.edu/webapps/thesis/](http://www.honors.ufl.edu/webapps/thesis/). The only information that will be publicly available is the student’s name, thesis advisor, and thesis title. No contact information will appear, nor will the thesis be accessible.*

Faculty Sponsor Signature:__________________________________  Date:____________________

**Guidelines for How and When to Submit are on the following page.**

**HOW and WHEN to SUBMIT**

Honors theses (in PDF ONLY for studio/Art Ed majors OR PDF or Microsoft Word for art history majors) must be turned into the Undergraduate Advisor’s Office, 108 FAC, no later than 4:00 p.m. on Monday, April 4, 2011.

You must submit two hard copies of your signed (by faculty and student) Honors thesis submission form, but your actual thesis (pdf of images, or pdf/Microsoft Word of your research paper) must be submitted via e-mail to the Undergraduate Advisor, Dana Myers, at [dmyers@arts.ufl.edu](mailto:dmyers@arts.ufl.edu).
A faculty review will be completed, and the decision of high or highest honors will be made by end of the day Friday, April 15.

!!!!IMPORTANT LAST STEP!!!!!
Once notified of your honors’ designation, you must submit the title and abstract of your thesis electronically to the Honors Program at the site http://www.honors.ufl.edu. At this site, you will also upload an electronic copy of your thesis. Acceptable formats are PDF (preferred) or Microsoft Word. This must be done by April 21.

Submission Checklist

1. 2 hard copies of signed (by faculty and student) Honors Thesis submission form to advising office by 4:00 p.m. Monday, April 4, 2011.
2. e-mail copy of Honors Thesis (PDF for studio and art ed majors; PDF or Microsoft Word for art history majors) to Dana by 4:00 p.m. Monday, April 4, 2011.

Eligibility Requirements

- All students with a minimum GPA of 3.5 in their upper division work will graduate with “Honors.”
- All students with a minimum GPA of 3.75 in their upper division work will have the opportunity to graduate with “High Honors.” All students with a GPA of 3.9 in their upper division work will have the opportunity to graduate with “Highest Honors.”
- In order to be eligible for High or Highest Honors, a student with a 3.75 GPA or 3.9 GPA must submit a scholarly/creative research project. The faculty decides whether this body of work warrants a high or highest designation, or in some cases, the faculty may choose to designate “Honors” on this scholarly/creative research project if they do not feel the work meets their criteria for the High or Highest Honors designation.
- If a student with a 3.75 GPA or 3.9 GPA does not submit an application for High or Highest Honors, he/she will receive an "Honors" designation.

GPA 3.5 = Honors (cum laude)
GPA 3.75 = Eligible for High Honors (magna cum laude)
GPA 3.9 = Eligible for Highest Honors (summa cum laude)
ATTACHMENT 7 - INCOMPLETE GRADES

An "I" grade should be assigned only after the instructor and the student have explicitly arranged, before the final exam for the course, to have the student complete exams or other required course work after the semester is over.

The "I" arrangement should be used only when the student is doing passing work ("C" or better) in the course at the time of the arrangement.

The "I" arrangement should stipulate all conditions for completing the course and earning a letter grade, including a specific expiration date for the arrangement and designation of the grade to be assigned if all the work is not completed by that expiration date. This must occur within one semester of the "I" grade.

The deadline for making an "I" arrangement may be extended, at the instructor’s discretion, only if there is a valid, documented reason why it was not possible for the student to meet the initial deadline.

Coursework must still be completed as soon as possible after the deadline. Poor performance on the final exam is not, in itself, a valid reason for an "I" arrangement.

Further, the instructor should make sure that he or she changes the "I" grade to the appropriate grade after the arrangement has been fulfilled or has expired. "I" arrangements should be recorded on a standard form, kept in a file in the department’s central office, and monitored by the faculty member and staff, so that the appropriate grade changes will be made in a timely fashion. This practice will be particularly useful if the instructor is on leave or has left UF permanently.

The only time a letter grade should be changed to an “I” is when the instructor has made an error in recording the grade – for example, when he or she has an “I” arrangement on file for the student but has forgotten and has recorded an "E" instead. The College will approve such grade changes only when a clear instructor error has occurred and when the grade change is submitted with a copy of the “I” arrangement dated prior to the final exam period for the course.

College of Fine Arts Incomplete Grade Contract

To be completed by student:
- Student UFID#
- Instructor
- Course # Course Title Section # Term

To be completed by instructor:
All of the following must be true for the student to be eligible to receive a grade of "I"
- The student has completed a major portion of the course with a passing grade ("C" or better)
- The student is unable to complete course requirements because of documented circumstances beyond his or her control
- The student and instructor have discussed the situation prior to the final exam (except under emergency conditions)
- The instructor will submit a final grade for the student on the date due (indicated below) whether or not all work is completed

List all work to be completed:
1. If the above is to be done under the supervision of the current instructor, indicate after each item the date work is due.
2. If work is to be evaluated by a different instructor, indicate:
   A) New instructor work will be completed under:
   B) Date by which it will be completed:
3. Final grade to be assigned if work not completed by above date: (Remember to submit a change of grade form on that date)

Student signature:__________________Date   Instructor signature:______________________Date
Chair/Director signature:______________________Date

Additional notes, comments, or conditions:
ARTICLE 3 EMPLOYMENT PERFORMANCE EVALUATION

3.1 Policy. The job performance of each employee, whose term of appointment is one (1) semester or longer, shall be evaluated in writing once during each such appointment. The employment evaluation shall include evaluation of assigned duties and such other responsibilities as are appropriate to the assignment. Personnel decisions shall take such employment evaluations into account, provided that personnel decision need not be based solely on written employment performance evaluations.

3.2 Procedures. The employment evaluation shall be discussed with the employee, at which time any deficiencies shall be specifically noted and suggestions for their improvement made. A reasonable schedule shall be given to accomplish the necessary improvements. Such evaluation shall be placed in the employee’s evaluation file. The employment evaluation shall be signed by the person who performed the evaluation and shall be shown to the employee, who shall be given the opportunity to sign it. The notice shall include a statement which mentions the University Board of Trustee/Graduate Assistant United Collective Bargaining Agreement and have a reference to the UFF-GAU website. A copy of the employment evaluation shall be given to the employee. The employee may attach a concise comment to the evaluation. Written student comments or evaluations need not be signed to be used for evaluation purposes.

3.3 Observations and Visitations. Observations or visitations for the purpose of evaluating employee performance may be either announced or unannounced.

(a) Within two (2) weeks after an observation or visitation, the employee shall have an opportunity to meet and discuss the observation or visitation with the observer. UFBOT and UFF-GAU agree that it is beneficial for the employee and the observer to meet as soon as possible after the observation.

(b) If a written comment by the observer regarding the observation or visitation is prepared, it shall be placed in the evaluation file. A copy of such comment shall be given to the employee no later than two (2) weeks following the observation, if practicable. Such comment shall not be grievable; however, the employee shall have the right to respond in writing and shall have such response attached. The employee shall have the right, to be exercised within three (3) working days after the meeting with the observer, to request in writing an additional observation or visitation by a different observer. Such additional observation or visitation shall be accomplished prior to the end of the semester, and shall be placed in the evaluation file. The employee shall have the right to respond to this observation also and have the response attached.

3.4 Criteria.

(a) Performance evaluations pursuant to Article 3.1 shall be based upon assigned duties, and shall consider the nature of the assignment, and, where applicable, in terms of:

1. Teaching effectiveness, including effectiveness in presenting knowledge, information, and ideas by means or methods such as lecture, discussion, assignment and recitation, demonstration, laboratory exercise, practical experience, and direct consultation with students. The evaluation shall include consideration of effectiveness in imparting knowledge and skills, and effectiveness in stimulating students' critical thinking and/or creative abilities, and adherence to accepted standards of professional behavior in meeting responsibilities to students.

2. Contribution to the discovery of new knowledge, development of new educational techniques, and other forms of creative activity. The evaluation shall include consideration of the employee’s productivity, including the quality and quantity of what has been done during the year and of the employee’s research and other creative programs and contributions; and recognition by the academic or professional community of what is done.

Source: Graduate Assistant United contract:
http://www.hr.ufl.edu/labor-relations/forms/GAU_contract09-11.pdf
ATTACHMENT 9 – CFA GRADUATE ASSISTANT EVALUATION

College of Fine Arts

Graduate Assistant Evaluation

Identify the most important responsibilities and duties assigned during the evaluation period. Provide comments regarding the employee’s performance, strengths, and/or areas that need improvement. List each duty separately and state how the GA performed the responsibility well and areas for improvement in performing the responsibility.

1)

2)

3)

4)

Supervisors, please provide a signed copy to the graduate assistant. Please turn into the SA+AH Graduate Program Assistant who will file. The evaluation shall be placed in the employee's CFA HR evaluation file and SAAH student file.

__________________________   ___________________________   ____________
Graduate Assistant’s Name   Graduate Assistant’s Signature   Date

__________________________   ___________________________
Faculty Supervisor’s Name   Faculty Supervisor’s Signature   Date
ATTACHMENT 10 – CFA GRADUATE TEACHING EVALUATION

College of Fine Arts

Graduate Teaching Assistant Evaluation

Instructions: Please rate the TA on the following criteria by circling the number which best describes his/her teaching performance. The rating scale ranges from 1 (strongly disagree) to 7 (strongly agree).

<table>
<thead>
<tr>
<th>The TA:</th>
<th>Strongly disagree</th>
<th>Agree</th>
<th>Strongly Agree</th>
</tr>
</thead>
<tbody>
<tr>
<td>was well organized</td>
<td>1 2 3 4 5 6 7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>communicated expectations/ideas clearly</td>
<td>1 2 3 4 5 6 7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>stimulated class discussions and student participation</td>
<td>1 2 3 4 5 6 7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>expressed concern for students</td>
<td>1 2 3 4 5 6 7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>used appropriate learning examples</td>
<td>1 2 3 4 5 6 7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>demonstrated enthusiasm for teaching</td>
<td>1 2 3 4 5 6 7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>was an effective teacher</td>
<td>1 2 3 4 5 6 7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>followed supervisor’s instructions</td>
<td>1 2 3 4 5 6 7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>stimulated students’ critical thinking/creative abilities</td>
<td>1 2 3 4 5 6 7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>adhered to accepted standards of professional behavior</td>
<td>1 2 3 4 5 6 7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>taught required learning objectives</td>
<td>1 2 3 4 5 6 7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>graded fairly and accurately; submitted grades on time</td>
<td>1 2 3 4 5 6 7</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Provide additional comments regarding the employee’s performance, strengths, and/or areas that need improvement.

Supervisors, please provide a signed copy to the graduate assistant. Please turn into the SA+AH Graduate Program Assistant who will file. The evaluation shall be placed in the employee's CFA HR evaluation file and SAAH student file.

_________________________  __________________________  ______________
Graduate Assistant’s Name  Graduate Assistant’s Signature  Date

_________________________  __________________________  ______________
Faculty Supervisor’s Name  Faculty Supervisor’s Signature  Date
**ATTACHMENT 11 – TARGET COPY REQUISITION FORM**

**SHIP TO:**
University of Florida  
School of Art and Art History  
Box 115801 / 101 FAC  
Gainesville, FL 32611-5801  
P: (352) 392-0201  
F: (352) 392-8453 fax

**TARGET COPY CAMPUS**
Open 24 Hours / 1412 West University Avenue  
Phone (352) 376-3826

**PURCHASE REQUISITION**

**PROCEDURES:**
1. **Communicate** with your area head regarding copy needs for semester and upcoming semester (i.e. Copies you may need to make at the very end of semester, over breaks and between semesters) so they can budget accordingly. (Failure to do so puts area at risk for losing fees)
2. Fill out top of purple TARGET COPY purchase request (please contact Target for costs for special copy needs (color paper, oversized prints, binding, etc.)). *ask for the UF price*
3. Obtain SA+AH Director’s signature, once signed, forms will be returned to faculty/grad/adjunct/staff mailbox
4. Have copies made
5. Turn in the PINK Target Copy receipt clipped under the PURPLE Target request form to CFA purchasing agent (Jessica Ward), FAA room 101 within 3 days of making transaction.
6. Turn in the bottom area receipt to the area head/area budget person so he/she may balance budget.

**NOTES:**
- In the case where you have a special unplanned emergency need for copies, please be certain you follow through with all of the paperwork immediately so purchases can be requisitioned properly.
- Do not ask the office staff to complete paperwork.
- Communicate the Target Copy procedures with all graduates who you are supervising & coordinating.
- Target Copy is only to be used for official SA+AH business.
- You must provide the current SA+AH passcode (changed yearly) to Target Copy unless you present this form signed by the Director.

<table>
<thead>
<tr>
<th>Date</th>
<th>Requisitioner</th>
<th>Course #</th>
<th>Area</th>
<th>Account</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

AREA HEAD:  OTHER: (committee or admin)  GTA: YES [    ]

<table>
<thead>
<tr>
<th>QTY</th>
<th>ITEM DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>b/w copy (per side), 50lb stock</td>
<td>.03</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Additional services (color paper, binding, folding, paper weight, color printing, laminating, larger format, etc…)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Authorized by Richard Heipp, SA+AH Acting Director

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RETURN BOTTOM PORTION TO AREA HEAD / PERSON WHO IS IN CHARGE OF AREA BUDGET

REQUISITIONER ________________________  AREA HEAD _______________________

TOTAL TARGET COPY RECEIPT $ ____________________________

DATE ON RECEIPT

SA+AH Faculty Handbook  2011-2012  Page 89
**ATTACHMENT 12 – SA+AH PURCHASE REQUISITION FORM**

University of Florida
School of Art and Art History
Box 11801 / 101 FAC
Gainesville, FL 32611-5801
P: (352) 392-0201
F: (352) 392-8463

**PROCEDURES:**
1. Communicate with your Area Head/person in charge of area budget (if funding from area) to identify funding source and area needs.
2. If the Area Head/person in charge of area budget will use their P-card make sure to put their name in the Requisitioner field.
3. Obtain signatures of Area Head/person in charge of budget.
4. Turn in form for Director signature.
5. If the form has P-card checked: form will be routed to requisitioner’s mailbox; order is made, within 3 days of purchase, tape receipt to an 8.5 x 11 paper, clip it to this form and turn into CFA Purchasing Agent.
6. If the form has CFA Purchasing Agent checked: form will be routed to CFA Purchasing Agent, order is made, a copy of this form will be returned to the requisitioner with date order was made.
7. All items that are delivered to the SA+AH Office can be picked up in the Director of Operations office (a notification email will be sent).

**VENDOR NAME:**
**VENDOR ADDRESS:**
UNIVERSITY OF FLORIDA
SCHOOL OF ART & ART HISTORY
Fine Arts Building C, Room 101
Gainesville, Florida, 32611-5801

**SHIP TO:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Requisitioner</th>
<th>Course # (include prefix)</th>
<th>Purchase made by (check one)</th>
<th>Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>P-CARD</td>
<td>CFA Purchasing Agent</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>QTY</th>
<th>CATALOG #</th>
<th>ITEM DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
</table>

**IMPORTANT for CFA Purchasing agent purchases:** If the approval procedure is not followed, forms will be returned to them without order being placed.

Authorized by Area Head

Authorized by Richard Helpp, SA+AH Acting Director

If entire order is $100 or greater, please attach 2 additional quotes.
ATTACHMENT 13 – SA+AH INCIDENT REPORT FORM

Incident Report: School of Art and Art History (8/9/11)
Please fill out this form and turn into SA+AH Director of Operations office FAC 103
Procedures are listed on the back of this page

Name of Injured Party: _______________________________ UFID: _______-__________

Person Filling Out Report:
name: ______________________________
contact: _____________________________________________

Date: __________________ Time: __________________ Location: _______________

Course: __________________________________________________________________________

Supervisor: __________________________________________________________________________

Witnesses (name, contact):
_________________________________________________________________________________

Briefly describe injury:
_________________________________________________________________________________
_________________________________________________________________________________

Please Explain Accident in Full Detail (Use Additional Pages if Necessary)
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

Action taken:
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

Signature: ___________________________ Signature: ___________________________
Supervisor/GTA/Faculty Witness (if applicable)
Incident Report Procedures: School of Art and Art History

Injuries or Medical Emergencies: If you discover a medical emergency:

1. If necessary, call 911. Make a note of your location (listed below).
2. If the injured person is stable and does not require a 911 call, immediately notify your Supervisor, GTA and/or Faculty.
3. If the injured is an employee of the University and incident while performing work duties, contact workers compensation at (352) 392-4940 immediately.
4. The Supervisor, GTA, or Faculty will bring the first aid kit to the site or instruct someone else to do so.
5. If necessary, and you are properly certified, administer First Aid/CPR using all personal safety equipment available as outlined in First Aid training.
6. Keep the person as comfortable as possible. Disperse any crowd that may have gathered.
7. Take a moment to look around, making a mental note of the scene and those around you.
8. Locate any witnesses. Make sure they know to stay in a specified location so that you can talk to them after the injured person has been attended to.
9. The Supervisor should be introduced to the injured person and then to any witnesses.
10. The Supervisor should fill out the SAAH Incident Report including any information witnesses may have. Any witnesses will be asked to sign this form.
11. Turn in this form to the SA+AH Director of Operations office FAC 103
12. For non-emergencies, strongly encourage the student to seek medical attention at the UF Infirmary or student’s doctor immediately after the incident.

<table>
<thead>
<tr>
<th>UF BUILDING</th>
<th>UF BUILDING NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fine Arts Building A (Library, Office of the Dean)</td>
<td>597</td>
</tr>
<tr>
<td>Fine Arts Building B (Gallery)</td>
<td>598</td>
</tr>
<tr>
<td>Fine Arts Building C (Main Office, AH, Studios)</td>
<td>599</td>
</tr>
<tr>
<td>Fine Arts Building D (Studios, Offices)</td>
<td>269</td>
</tr>
<tr>
<td>Old Norman (Art Ed)</td>
<td>101</td>
</tr>
<tr>
<td>Old Norman Gym (Studios)</td>
<td>102</td>
</tr>
<tr>
<td>Yon (Studios, Stadium)</td>
<td>158</td>
</tr>
<tr>
<td>WARPhaus (Off campus- 534 SW 4th Ave)</td>
<td>3451</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CONTACT</th>
<th>PHONE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Emergency</td>
<td>911</td>
</tr>
<tr>
<td>UF Police</td>
<td>352-392-1111</td>
</tr>
<tr>
<td>UF Infirmary (afterhours medical concern)</td>
<td>352-392-1161</td>
</tr>
<tr>
<td>UF Infirmary (afterhours mental health concern)</td>
<td>352-392-1575</td>
</tr>
<tr>
<td>SAAH Main Office</td>
<td>352-392-0201</td>
</tr>
</tbody>
</table>