CAH Dean’s Office Website Links:
http://www.cah.ucf.edu/

About the College

Mission & Vision:
http://www.cah.ucf.edu/about/mission.php

CAH Dean’s Office Administration and Staff:
http://www.cah.ucf.edu/about/staff.php

College of Arts and Humanities Student Advising, CAHSA:
http://www.cahsa.ucf.edu

CAH Technology:
http://technology.cah.ucf.edu/

Faculty/Staff Resources

Faculty and Staff Directory:
http://www.cah.ucf.edu/fs/directory.php

Faculty Development:
http://www.cah.ucf.edu/fs/

Assemblies:
http://www.cah.ucf.edu/fs/index.php#assemblies

Sabbaticals:
http://www.cah.ucf.edu/fs/index.php#sabbaticals

Awards:
http://www.cah.ucf.edu/fs/index.php#awards

Graduate Program Support:
http://graduate.cah.ucf.edu/

Undergraduate Program Support:
http://undergraduate.cah.ucf.edu/

College of Graduate Studies:
http://www.admin.graduate.ucf.edu/

FCTL’s “Semester Essentials” (including info on Syllabus Requirements, Accessing Class Rosters, UCF Policies & Procedures):
http://www.fctl.ucf.edu/FacultySuccess/SemesterEssentials/

FCTL’s “New Faculty” Resources:
http://fctl.ucf.edu/FacultySuccess/NewFaculty/
Files and Forms

Human Resources:  
http://www.cah.ucf.edu/fs/files.php

Budget:  
http://www.cah.ucf.edu/fs/budget.php

Policies and Procedures:  
http://www.cah.ucf.edu/fs/policy.php

Personnel Information Forms

Faculty Assignment of Duties Form:  

Chairperson’s Evaluation Summary Form:  
http://facultyrelations.ucf.edu/files/2013/05/AA17.pdf

Faculty Annual Report (FAR):  Each faculty member is required to complete a Faculty Annual Report (FAR). FAR’s are distributed by department chairs in the spring.

Faculty Activity Report (FAS):  Each faculty, adjunct, gta, gra, or instructor of record is required to report their semester fte. This process is handled through your department main office support person and the department chair. – online process  

Potential Conflict of Interest Form:  online process  
Electronic; more information to be announced.

Sick Leave Pool Open Enrollment Process & Form:  

Student information Forms

Change of Grade Request Form  
Available only from department, CAHSA or CAH Graduate Office

Incomplete Grade Form  
Generates when “I” is entered into online grade system

Independent Study Form  
Available only from department, CAHSA or CAH Graduate Office

Override Approval Form  
Available only from department, CAHSA or CAH Graduate Office

Student Evaluation Form  
Electronic; information found at:  
http://fctl.ucf.edu/FacultySuccess/SemesterEssentials/studentperceptions.php
Professional Development

http://facultyrelations.ucf.edu/development.asp

UCF is proud to offer our faculty several popular award and leave programs to encourage faculty excellence in both research and teaching.

**AWARD PROGRAMS**

~ Scholarship of Teaching and Learning Awards (SoTL)
~ UCF Teaching Incentive Program (TIP)
~ Research Incentive Award Program (RIA)
~ Previous Faculty Award Recipients
~ Faculty Excellence Awards

**LEAVE PROGRAMS - UCF - 3.014 Regulation**

~ Request for Administrative Professional Development Leave (AA-10)
~ In-Unit Request for Professional Development Leave (AA-9(a))
~ Non-Unit Request for Professional Development Leave (AA-9(b))
~ Non-Unit Sabbatical Awardee Memorandum of Understanding (AA-11)
~ Sabbatical Awardee MOU (AA-13)
~ Request for Leave of Absence
~ A&P and Faculty Sick Leave Pool Open Enrollment (AA-5)

NOTE: All leave approvals must be communicated to the appropriate regional campus, if faculty is a regional hire.

**Promotion and Tenure**

http://facultyrelations.ucf.edu/promotion.asp

Beginning with the second year of employment, assistant professors eligible for consideration for promotion to associate professor shall be apprised of their progress toward promotion. A faculty member shall normally be recommended for promotion to associate professor prior to or at the same time that tenure is recommended. Promotion decisions shall be a result of meritorious performance and shall be based upon established criteria specified in writing by the University. Recommendations for promotion shall begin with the employee's supervisor and shall be submitted to the appropriate officials for review. Promotions will normally become effective at the beginning of the succeeding academic year. Tenure is an employment classification achieved by the faculty member and shall be based on demonstrated ability and performance in the areas of teaching, research, other scholarly activities, and service. For tenure, performance over the entire term of appointment at UCF shall be considered. For candidates with prior credit towards tenure, performance before appointment at UCF shall also be considered.

**Promotion and Tenure Process for Tenured and Tenure-earning Faculty**

- Promotion Process for Instructors and Lectures
- Electronic Promotion and Tenure for Faculty - online
The College of Arts and Humanities (CAH) Research Office is dedicated to serving arts and humanities faculty and staff in their research activities. CAH encourages collaborative and interdisciplinary endeavors that expand knowledge, promote cultural literacy, and provide access to the arts and humanities. Our research projects and creative ventures include publications, performances, and conferences that enhance the UCF community, the central Florida region, and the national and international communities.

The CAH Research Office assists with finding grant opportunities, proposal editing, and budget creation for pre-award activities. For post award, the office manages the financial aspects in conjunction with the PI and assists with administrative and closeout issues. Workshops and individual training for proposal and grant activity are available.

CAH Technology

CAH Technology:
Technology web site: http://technology.cah.ucf.edu/

CAH Research:
Research web site: http://www.research.cah.ucf.edu/

Texts and Technology:
T&T web site: http://tandt.cah.ucf.edu/

Promotion and Tenure
Guidelines and overview of P&T and I/L Promotion: http://facultyrelations.ucf.edu/promotion-tenure/

Awards & Leaves:
Awards overview: http://facultyrelations.ucf.edu/awards-leaves/