Welcome New Faculty to the College of Arts and Humanities

August 15, 2013
Introductions

- **Dean’s Office**
  - José B. Fernández, Dean
  - Lynn Hepner, Associate Dean
  - Rudy McDaniel, Assistant Dean
  - Cathy Radzai, Assistant to the Dean & Budget Director
  - Nancy Stanlick, Assistant Dean
Each of the administrative members of the CAH Dean’s Office has distinct areas of responsibility
- For questions and assistance with any of these areas, contact the dean’s office.
- On the next page is a general listing of some areas associated with each of the dean’s office administrative members.

The reason for this new faculty orientation session is to be sure you have essential information that you’ll need specific to CAH.
José B. Fernández, Ph.D.
Dean, College Management at all levels

- General CAH Information
- Promotion and Tenure
- Mentorship
- Additional Information and links
  - Dean's Office Administration & Staff
  - Mission and Vision of CAH
Promotion and Tenure

- Promotion and Tenure Information for tenure-earning faculty and Instructor/Lecturer promotion
Lynn Hepner

- Associate Dean of Academic Programs
  - Curriculum management & course development
  - New program development and university-mandated academic program review
  - Scheduling & Enrollment management
  - Oversight of graduate and undergraduate programs
  - Liaison to regional campuses and area colleges
  - Excellence Awards
  - Conflict of Interest
Rudy McDaniel, Ph.D.

- Assistant Dean, Associate Professor of Digital Media
  - Technology
  - Public Relations – marketing, publicity, and information outreach
  - Director, Texts and Technology Ph.D. Program
  - P&T and I/L Promotion
  - Director of Research
  - RIA, SoTL and Excellence in Research Awards
  - Sabbatical Leave Requests
Promotion and Tenure

Promotion and Tenure Information for tenure-earning faculty and Instructor/Lecturer promotion

See http://facultyrelations.ucf.edu/promotion-tenure/
Research Essentials

Director of Research: Rudy McDaniel
Associate Director of Research Programs and Services: Kristin Wetherbee
Research Assistant: Jillian Stafford
Research Essentials

- See [http://research.cah.ucf.edu/](http://research.cah.ucf.edu/)
- E-mail: [cahresearch@ucf.edu](mailto:cahresearch@ucf.edu)
- Call: 407-823-0908
- Office: CAH 190Y
- ORC Link: [http://www.research.ucf.edu](http://www.research.ucf.edu)
  - Do NOT sign up for the paid service. First time users should submit a request to [rcr-ucf@ucf.edu](mailto:rcr-ucf@ucf.edu) for login credentials.
Research Essentials Continued

- Diversity in scholarship
  - Wide range of research/creative endeavors
- Sample research areas
- Pre-Award Services
  - Identifying grant opportunities
  - Proposal editing and preparation
  - Budget creation
Research Essentials Continued

- Post-Award Services
  - Financial
  - Closeout
  - Technology Implementation
- More Information
  - Workshops
  - Contact Rudy or Kristin for proposal ideas and potential funding opportunities.
CAH Technology

- **Technology Support** (John Lazar, Tech Support Manager) – including setups for new workstations, troubleshooting, classroom and lab support, required contact point prior to new hardware and software purchases
- **Web, Development and Communication** (Bryce Jackson, Web Manager and CAH IT Manager) – Web design, hosting, maintenance; custom Web programming and databases; graphic design

Technology Assistance - 407-823-2719
Network and Server Support (Darryl Tucker, server issues and account requests) – user accounts and setup for file shares, server configuration, network configuration, server backups, security camera systems. Account requests: cahserver@mail.cah.ucf.edu

CAH Technology – http://technology.cah.ucf.edu
Technology Assistance - 407-823-2719
CAH Technology Continued

- Using Mr./Ms. Manager
  - Log in
  - Updating Information
  - Syllabi for your courses
Cathy Radzai (Facilitated by Suzanne Lin for NFO 8/15/13)

- Assistant to the Dean and Budget Director
  - Budget
  - Personnel Administration (Budget-Related)
  - Salaries
  - Operational Expenditures
  - Employment Agreements
  - Travel
  - PCards
  - Payroll
Nancy A. Stanlick, Ph.D.

- Assistant Dean, Associate Professor of Philosophy
  - Faculty Relations/Personnel Administration (non-Budget)
  - Student Affairs
  - Property and Inventory
  - TIP Award Process Management
  - CAH and Program Assessment
  - Student Awards and Scholarships
  - Faculty Qualifications Management & SACS Accreditation Compliance
  - CAH Personnel Security
Faculty/Staff Resources

- Faculty and Staff Directory
- Human Resources
- Policies and Procedures
Teaching Essentials

- **FCTL's “Semester Essentials”** (syllabi, rosters, policies & procedures)
- **FCTL's New Faculty Resources**
- **Student Information Forms** such as:
  - Change of grade
  - Incomplete grade (online grading system)
  - Independent study
  - Override approval

are available from department, CAHSA, or CAH Graduate Office
Other Essentials

- Faculty Development
  - See [http://www.cah.ucf.edu/fs/](http://www.cah.ucf.edu/fs/)
  - Sabbatical: [http://www.cah.ucf.edu/fs/index.php#sabbaticals](http://www.cah.ucf.edu/fs/index.php#sabbaticals)

- Professional Development

- Award Programs:
  - Scholarship of Teaching and Learning
  - Research Incentive Award
  - Teaching Incentive Program
Other Essentials

- Faculty Development
  - See http://www.cah.ucf.edu/fs/
  - Sabbaticals:
    http://www.cah.ucf.edu/fs/index.php#sabbaticals

- Professional Development
  - See http://facultyrelations.ucf.edu/development.asp

- Award Programs:
  - Scholarship of Teaching and Learning
  - Research Incentive Award
  - Teaching Incentive Program
Faculty Forms

- Chairperson's evaluation: [http://facultyrelations.ucf.edu/files/2013/05/AA17.pdf](http://facultyrelations.ucf.edu/files/2013/05/AA17.pdf)
- FAR (Faculty Annual Report): Distributed by department chairs in spring term
- FAS (Faculty Activity Report): Online process, handled by department chair
Wish-lists from Chairs and the Dean’s Office

The following “wish list” pages are suggestions only. Practices in your department may vary.
A “Wish List” from Chairs and Directors

- Syllabus-Related
  - Include office hours
  - Include date, place and time of final exam
  - At least one graded assignment by drop date
  - Require student acknowledgement of understanding and acceptance of syllabus and course requirements
A “Wish List” from Chairs and Directors Continued

- Meet with your chair at least twice a year to discuss tenure/promotion progress.
- Find mentors, at least one in your department and one outside.
- Take advantage of FCTL sessions and opportunity to network with others.
- Read and know the policy on “Students of Concern” – http://concern.sdes.ucf.edu
- If students need your signature and you are not going to be on campus, let someone in your office know how to reach you.
- Be part of the solution, not part of the problem.
A “Wish List” from the Dean's Office

- Do not offer an assignment or opportunity for a grade to one student that is not available to all of them.
- Don't assign an incomplete outside the policy of CAH and your department.
- Know the UCF Golden Rule, especially the sections on academic dishonesty and student appeals processes.
- Be aware of students of concern.
A “Wish List” from the Dean's Office
Continued

- Follow proper procedures for resolving personnel problems or student-related grade disputes.
- Consult with your chair or director for your department’s procedures.
- Definitely do NOT put sensitive, protected, and grade-related information in e-mails to students.
- When using e-community, use BCC for all even when students do not choose the privacy option for e-mail.