

University of Central Florida  
Office of Academic Affairs



# **Faculty Hiring Guide**

**This document was prepared and is maintained by the  
Office of Academic Affairs Administration  
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## ***Introduction***

This document serves as a reference guide regarding procedures and other requirements to hire full-time faculty following state and federal law, university regulations and policies, and other rules. It is updated routinely as new changes are implemented. In that regard, please download the most recent version of the guide, as noted by the effective date on the title page, from the Provost's Office Web site at [www.provost.ucf.edu/forms-policies-and-procedures//](http://www.provost.ucf.edu/forms-policies-and-procedures//) prior to beginning a new search.

For information regarding additional procedures, processes, and requirements specific to your area vice president (VP) or college, or for assistance regarding hiring procedures for part-time (adjunct) faculty, please contact your area VP or college personnel representative for assistance.

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# Getting Started

## **Budget authority**

Education & General (E&G) positions: The first step in faculty recruitment and hiring for E&G positions is to obtain budget authorization from your area VP or college dean's office. Please note that budget authorization must be obtained for all E&G searches, including those that are simply replacements for recently vacated positions. Please contact your area VP or college dean's office directly for assistance in this regard.

Contract & Grant (C&G) positions: To confirm budget availability for C&G positions, contact the Office of Sponsored Research.

## **Position number assignment**

This is a 5-digit number associated with the specific job or position vacancy that will be used throughout the process and ultimately assigned to the selected candidate. Position numbers for all budget entities (E&G, C&G, or auxiliary) can be obtained by contacting your area VP or college dean's office.

# Search and Screening Procedures

## **What is a search and when is one required?**

A search is defined as the process of filling a job or position vacancy via public announcement ("posting") and recruitment followed by consideration of all qualified applicants. **A search is required for all UCF faculty positions unless specifically exempted.** For a description of search exemption categories, please refer to the "Request for Exemption from Posting" form at <http://www.oie.ucf.edu/documents/RequestExemptionPosting.pdf>. For assistance with completing and using this form, please contact the Office of Institutional Equity.

Note that one of the search exemption categories ("In the best interest of the University") includes a provision for current UCF employees that have received notice of layoff, or former UCF employees that have been terminated from the university due to layoff. Specifically, if a UCF employee that has received notice of layoff (or has already been terminated by the university due to layoff) applies for a position and meets the required qualifications as described in the posting, he or she may have alternate employment or recall rights, and a search may no longer be required. Please refer to Appendix A of this guide for information regarding the hiring process if a candidate with UCF alternate employment or recall rights has been identified.

## **What is a search committee and when is one required?**

A search committee is a group appointed by the hiring official to assist with the search process by screening the applicant pool and recommending potential candidates to the hiring official. **A search committee is required for all faculty positions that require a search.**

## **Search and screening guidelines**

Information regarding the university's search process is available through the OIE Programs office. Specifically, the university publishes Search and Screening Guidelines for faculty searches which includes information for the hiring official, the search committee chair, and the search manager preparing the documents. Topics include advertising, the composition of the search committee, screening rounds, and preparation of documents for administrative review. The guidelines are available at [www.oie.ucf.edu/](http://www.oie.ucf.edu/). Hiring officials, committee chairs, and search managers are also encouraged to contact the OIE office for information prior to the start of the search, or at any time during the process.

### ***Procedures for posting on the UCF Employment Opportunities Web site ([www.jobswithucf.com](http://www.jobswithucf.com))***

Posting on UCF's employment opportunities Web site is required for all positions that require a search. In other words, only positions in one of the categories defined in the previously-mentioned "Request for Exemption from Posting" form are exempt from posting. All faculty E&G positions, except for visiting non-renewable positions, must be posted for a minimum of 4 weeks. All other faculty positions may be posted for a minimum of 1 week. For more information regarding the UCF position vacancy listing and the search process, please refer to the Search and Screening Guidelines section. For information regarding how to get a position listed on the UCF Web site, please refer to the Online Employment System Tutorial available at <http://www.hr.ucf.edu/web/recruitment/index.shtml>.

## ***Selection and Employment Agreement***

### ***Making an offer of employment***

Official faculty offers can be made only by the Provost and Executive Vice President or direct designee. Specifically, all such offers shall be made via the Employment Agreement form and related attachments signed by the Provost and Executive Vice President or direct designee.

"Unofficial" offers of employment create liability for the university and the college/unit. As such, unofficial offers of employment are prohibited and will not be honored by the university. On the other hand, the university recognizes that there may be circumstances in which a candidate may need written documentation of the search status at UCF, such as where the candidate is entertaining an offer from another institution. In these limited circumstances, the college/unit may provide a written letter summarizing the search status and indicating that an Employment Agreement will be given once all the conditions of the process are satisfied and the hire is approved by the provost or designee. In those limited circumstances, where such a letter is provided by the college/unit, the language outlined in Appendix B of this guide must be included.

Prior to any offer of appointment being made, the following should be considered and preapproved:

1. **Individuals Holding Public Office**: a candidate that holds or formerly held a political office at the local, state, or national level must be approved for hire by the provost and executive vice president *prior to making an offer of employment*. Specifically in such cases, the respective college dean or administrative area vice president must consult with the vice president for university relations and then seek hire approval from the provost and executive vice president. Dean/VP offices may contact the Office of the Provost. For additional information, please refer to the UCF Guideline on the Appointment of Individuals Holding Public Office at: <http://provost.ucf.edu/files/2011/04/Guideline-Appt-Public-Office.pdf>
2. **Employment of Relatives**: UCF policy 3-008.1 permits employment of relatives, provided that it does not create a conflict of interest. In this regard, appointments of faculty who have indicated on the Applicant Affirmation that they have a "relative (as specifically defined by the policy)," employed by the university must be reviewed and approved by the provost or designee. Additional information on the policy and process can be found at <http://www.facultyaffairs.ucf.edu/conflicts/relatives/relatives.asp>.

### ***When can the hiring official request an Employment Agreement?***

Departments may request an Employment Agreement from their area VP or college dean's office personnel representative as soon as a search has been completed following all university rules and regulations outlined in this guide and the Search and Screening Guidelines. Note that this assumes the job posting on the UCF employment opportunities Web site has been officially closed (meaning the posting deadline as listed on the Web site is not currently "open," or the listed application deadline has passed and all timely applicants have been considered).

## ***Procedures for requesting an Employment Agreement***

Employment Agreement requests to the provost via the Academic Affairs Administration office must be made directly by the area VP, college dean, or designated personnel representative, as follows:

1. Complete the on-line Employment Agreement form available at [www.provost.ucf.edu/forms-policies-and-procedures/](http://www.provost.ucf.edu/forms-policies-and-procedures/) (under the “Recruitment and Employment” section).
2. For E&G hires, complete the online E&G Salary Commitment form available at [www.provost.ucf.edu/forms-policies-and-procedures/](http://www.provost.ucf.edu/forms-policies-and-procedures/) (under the “Budget-Related” section). This form is not required for contract & grant (C&G) or auxiliary employees.
3. For E&G hires, forward the completed Employment Agreement and E&G Salary Commitment forms electronically via e-mail to the Academic Affairs Administration office at [acadadm@ucf.edu](mailto:acadadm@ucf.edu). To facilitate tracking and processing, the e-mail subject line must include the employee’s last name and position number (For example, Jones, 31234).

***Note that the E&G Salary Commitment form must be approved by the area VP or college dean’s office responsible fiscal officer, and thus it is required that he or she be copied on the e-mail submission to the Academic Affairs Administration office.***

4. For C&G hires, the request to Academic Affairs Administration must come directly from the Office of Research & Commercialization (ORC). Therefore, all C&G requests from the area VP or college dean’s office must first be forwarded to ORC, following their established procedures. Please contact the ORC personnel representative directly for assistance in this regard.
5. For hires with tenure, tenure credit, tenure-earning assistant professors, salaries equal to or greater than \$150,000, area VP or college dean direct reports (i.e. associate deans, chairs, etc.), diversity enhancement program hires and PREP hires, attach an electronic copy of the selected candidate’s curriculum vitae and an email/memo from the Dean indicating that he or she has approved this hire. For hires with tenure, also include a “Tenure with Hire” form (AA-12) which is available on the Faculty Affairs Web site at <http://facultyaffairs.ucf.edu/promotion.asp>. For hires with tenure credit, include a brief statement supporting the decision to grant the candidate credit towards tenure.

For diversity enhancement program hires please also attach a copy of the approved “Request for Consideration of Prospective Faculty Member” form (see guidelines in Appendix C of this guide).

For a chart of forms to submit for different requests, please see Appendix D of this guide.

6. Reviewed and approved Employment Agreements will be signed by the provost or designee and forwarded to the area VP or college dean’s office personnel representative (along with the associated Conditions of Employment and Applicant Affirmation forms, if applicable) for transmittal to the selected candidate.
7. The selected candidate must sign and date the Employment Agreement, Conditions of Employment, and Applicant Affirmation and return the originals to the hiring official as soon as possible for transmittal to the Office of Human Resources (HR) Records section, as indicated in the “Signing Up for Payroll and Benefits” section of this guide. In addition, copies of all the forms must be provided to the candidate, and the area VP or college dean’s office.

Incomplete or inaccurately completed or submitted Employment Agreements or E&G Salary Commitment forms (including requests submitted to the incorrect e-mail address, or requests not submitted by or copied to the required parties) will be returned to the area VP or college dean’s office personnel representative and will cause delays in processing. Therefore, please be sure to follow the instructions on the forms and contact the Academic Affairs Administration office for assistance as needed ***prior to completing and submitting the forms.***

### ***Criminal history background checks***

UCF requires a criminal history background check for all new faculty hires, as well as rehires that have been off the university payroll for one year or more. Employees for whom a criminal history background check has not been completed may not be placed on the university's payroll. In order to request the required background check, the hiring official must forward a completed and signed Faculty Disclosure and Release of Information Authorization Form and Applicant Affirmation directly to HR's Recruitment section. To obtain the disclosure form and more specific information regarding the criminal history background check process (including a "Frequently Asked Questions" list), please visit HR's Recruitment Section Web site at [http://www.hr.ucf.edu/web/recruitment/Background\\_Checks.shtml](http://www.hr.ucf.edu/web/recruitment/Background_Checks.shtml).

Note that the purpose of any criminal background history check is to determine whether criminal history is job-related. A criminal history is not a bar to employment. The criminal history of a finalist should be carefully considered against his/her qualifications for the position, taking into consideration the needs of the university and the requirements of the position.

## ***Submitting Documentation for Administrative Review***

### ***Search documentation***

All search documents should be submitted to the OIE Office for review promptly when the search has been completed, but no later than 30 days prior to the end of the candidate's initial hiring semester. This includes all search materials and the selected candidate's credentials gathered during the search process as described in Search and Screening Guidelines. **Failure to submit the required materials by the deadline will result in automatic issuance of a letter of non-reappointment to the employee. If you have any questions, call your area VP or college dean's office personnel representative.**

To ensure that all the required materials have been secured, please complete the Faculty Hiring Package Checklist, available on the Provost's Office Web site at [www.provost.ucf.edu/](http://www.provost.ucf.edu/) (select Forms, Policies, Procedures, and Other Documents), and submit it to the OIE office along with the completed hiring package.

### ***Teaching qualifications documentation***

As indicated in the Faculty Hiring Package Checklist, certification of teaching qualifications is required for all new faculty expected to serve as an instructor of record for UCF credit bearing courses (including thesis and dissertation hours, directed research, and independent studies). Certification is now completed online through the Faculty Qualifications Management System (FQMS). For instructions or questions about the FQMS please contact the Office of Faculty Relations or visit, <http://facultyrelations.ucf.edu/qualifications/index.asp>.

### ***Graduate Faculty Appointments***

Before engaging in any graduate level activities (i.e. teaching graduate courses and/or serving as a member, advisor, chair or co-chair of a thesis or dissertation committee, a faculty advisor for a thesis or dissertation student) an individual must be appointed as a member of the UCF Graduate Faculty or as a Graduate Faculty Scholar. Appointments to the Graduate Faculty may be at the level of Associate Graduate Faculty or Full Graduate Faculty, depending on the candidate's qualifications. In order to nominate a candidate for such an appointment, the hiring department must complete and submit (electronically) an approved Nomination and Appointment of Graduate Faculty & Graduate Faculty Scholars form along with a copy of the nominee's curriculum vitae to the College of Graduate Studies.

The nomination form and additional information regarding this process can be found at <http://www.admin.graduate.ucf.edu/formsnfiles/>.

# ***Signing Up for Payroll and Benefits***

## ***Payroll guidelines and deadlines***

Once the new employee has signed the Employment Agreement, Conditions of Employment, and Applicant Affirmation, the original forms must be forwarded to the Office of Human Resources (HR) Records section along with an electronic Personnel Action Form (ePAF). For more specific information regarding Payroll Services procedures and deadlines, please refer to HR's Payroll Services Web site at [www.hr.ucf.edu/web/payroll/index.shtml](http://www.hr.ucf.edu/web/payroll/index.shtml) (see Payroll Calendar and Payroll Guidelines), or contact the Payroll Services section directly for assistance.

***As indicated previously, employees for whom the required criminal history background check has not been completed may not be placed on the university's payroll. In order to expedite the required background check, the hiring official should request one as soon as a candidate has been selected by forwarding a completed and signed Faculty Disclosure and Release of Information Authorization Form and Applicant Affirmation directly to HR's Recruitment section. For more information in this regard, please review the "criminal history background checks" section of this guide.***

## ***New employee sign-in and orientation sessions***

In order to place an employee on the university's payroll and comply with federal immigration law, all new employees are required to complete sign-in paperwork in their hiring department no later than three business days after the Employment Start Date according to the Employment Agreement. New employees must also attend an orientation session, which covers university policies, procedures and benefits. The orientation sessions are hosted by the Office of Human Resources but must be coordinated by the hiring department at the time the sign-in paperwork is completed. For more specific information regarding new employee sign-in procedures and orientation sessions, documentation required from the employee, etc., please refer to HR's Records Web site at [www.hr.ucf.edu/web/records/index.shtml](http://www.hr.ucf.edu/web/records/index.shtml) (see New Employee Sign-in General Information), or contact the Records section directly for assistance.

***Note that failure to complete sign-in and provide Payroll Services with the necessary documentation required for compliance with federal immigration law and withholding requirements within three business days after the Employment Start Date as indicated on the Employment Agreement will nullify the Employment Agreement. In the event that a new employee is unable to complete sign-in within the three-day period, a new Employment Agreement with a new Employment Start Date will need to be issued.***

## ***Benefit enrollment sessions***

A "New Employee Benefits Summary" will be provided to all new faculty during the New Employee Orientation, at which time the employee can either turn in already completed benefit forms or opt to attend a later Benefit Enrollment Session. For more specific information regarding benefits, please contact HR's Benefits section directly for assistance or visit the Web site at [www.hr.ucf.edu/web/benefits/index.shtml](http://www.hr.ucf.edu/web/benefits/index.shtml)



## ***Signing Up for New Faculty Academic Orientation***

New faculty are strongly encouraged to attend the annual Faculty Academic Orientation, hosted by the Faculty Center for Teaching & Learning (FCTL). This orientation session is entirely different from the required New Employee Orientation Session hosted by the Office of Human Resources (described previously). Specifically, this two-and-a-half-day event is an introduction to faculty life at UCF covering topics such as tenure and promotion, research funding, teaching pedagogy, and exposure to the wide range of support systems and resources available to promote faculty success at UCF.

For more specific information and to sign-up for Faculty Academic Orientation, please contact the FCTL by calling their office directly or visiting their Web site at [www.fctl.ucf.edu/](http://www.fctl.ucf.edu/).

## ***Obtaining a Personal ID and MS Outlook E-mail Account***

New employees may obtain an employee identification number (EmplID) before completing the hiring process. The EmplID assignments will enable the employee to begin the process of securing a parking decal from the University Parking and Transportation Services office, access to University Library services, as well as ability to order course books and other information to support their transition to the university.

The EmplID number can be obtained by the college/area by partially completing the “Hire an Employee” form via the Electronic Personnel Action Form system (ePAF).

Please note that it is the department’s responsibility to ensure that EmplID’s are created only for those employees who have received a formal offer of employment.

For more information, regarding how to obtain an employee identification number, please refer to Human Resources’ “How to Create an EmplID for an employee through ePAF” mini-guide available at <http://www.hr.ucf.edu/web/records/ePAF%20Mini-Guides.shtml>.

Once an Empl ID is assigned, a UCF Exchange email account may be requested by the hiring college/area. For further information on this process, please refer to Computer Services & Telecommunications Web site, [www.publishing.ucf.edu/sites/itr/cst/Documents/service%20desk/Exchange\\_Request.pdf](http://www.publishing.ucf.edu/sites/itr/cst/Documents/service%20desk/Exchange_Request.pdf)

# ***Appendix A-Hiring Process for Candidates with Alternate Employment or Recall Rights***

As stated in the “Search and Screening Procedures” section of this guide (see “What is a search and when is one required?”), current UCF employees who have been given a notice of layoff, or former UCF employees who have been terminated from the university due to layoff, may have alternate employment or recall rights to an available position and thus a search may not be required.

## **Difference between Alternate Employment and Recall Rights**

Alternate employment is shorthand for positions that represent appropriate alternate or equivalent employment.

Recall rights are for positions that are the same or similar to the position from which an employee is laid off.

In either case, candidates must be qualified for the available position. The rights vary for employees in different categories (USPS, in-unit faculty and A&P, and out-of-unit faculty and A&P).

## **Eligibility Guidelines for Faculty and A&P Employees**

The alternate employment period occurs after notice of layoff but before termination.

For in-unit faculty and A&P, recall rights commence when employees are notified of layoff and extend, for those not otherwise employed in an equivalent full-time position, for two years after termination for layoff. For out-of-unit faculty and A&P, and for USPS employees, recall rights commence at termination for layoff and extend for one year.

Employees in the following categories do not have alternate employment or recall rights:

1. OPS
2. Visiting
3. Appointed for less than one academic year
4. Non-E&G appointments (C&G, AUX, Local Funds, etc.)

## **Identifying Candidates with Alternate Employment or Recall Rights**

As with any E&G hire request, a candidate may be identified in consultation with Faculty Relations before a hiring unit posts a position, otherwise, the unit should proceed as usual and post the position via the online system. All E&G regular as well as visiting renewable vacancies should be advertised for a minimum of four weeks (C&G and AUX vacancies can be posted as usual for a minimum of one week).

After posting, candidates with possible rights may be identified by Faculty Relations, or they may self-identify via the online hiring application system. In either case, Faculty Relations will consult with the hiring unit to determine whether an identified candidate has alternate employment or recall rights for the position at hand. This decision may require an interview. If a candidate in a faculty search who has applied online is confirmed by Faculty Relations to have alternate employment or recall rights, this will be flagged in the online hiring system, much like the veteran’s preference extended to USPS candidates.

## **Selection Process for Candidates with Alternate Employment or Recall Rights**

Qualified in-unit faculty and A&P candidates who have been verified by Faculty Relations to have alternate employment rights must be hired. Out-of-unit faculty and A&P candidates who have been verified to have

alternate employment rights receive a hiring preference (they must be advanced to the final round of candidates and interviewed).

Candidates who have been verified by Faculty Relations to have recall rights for the position at hand must be hired, whether in-unit or out-of-unit.

If several candidates meet these criteria, those with recall rights take precedence over those with alternate employment rights. If several candidates have equivalent rights, then the candidate best suited for the position should be selected.

If a unit does not select any of the candidates with alternate employment or recall rights in its applicant pool, the decision must be countersigned by the Office of Faculty Relations.

### **Hiring a Candidate with Alternate Employment or Recall Rights**

If, upon consultation with Faculty Relations, a unit identifies and selects a candidate with alternate employment or recall rights, the unit should immediately cancel the search by preparing a Position Vacancy Announcement (PVA) Form and submitting it to Academic Affairs Administration, as usual. On the PVA change form, please state clearly the reason for the cancellation. (Note that cancelling the search may shorten the posting to less than four weeks.)

In the hiring packet, include the OIE “Request for Exemption from Search” form. Choose reason #8, and specify whether the candidate has alternate employment or recall rights. For additional information, please refer to the “Office Institutional Equity Programs Guidelines for Exemptions from Posting” ([http://oie.ucf.edu/documents/Exemptions\\_info\\_form.pdf](http://oie.ucf.edu/documents/Exemptions_info_form.pdf)).

Include all items in the hiring package with the exception of the telephone reference checks. A copy of the transcript may be submitted in place of the original. For candidates hired with tenure under alternate employment rights, a tenure vote is required and reported on the AA-12 form as usual. For candidates hired with tenure under recall rights, a tenure vote is not required; however, the AA-12 form must be included and, in place of the tenure vote, the college/unit should note the following: “Tenure restored under recall/re-employment rights.”

### **Additional Questions about Alternate Employment Preference and Recall Rights**

Alternate employment and recall rights are governed by the UCF Layoff Regulation (for most USPS and out-of-unit faculty and A&P employees) or Article 13 of the BOT-UFF Collective Bargaining Agreement (for in-unit faculty and A&P employees).

UCF Layoff Regulation:

[http://www.regulations.ucf.edu/~regs/pdf/notices/UCF-3.0123Layoff\\_finalJun09\\_000.pdf](http://www.regulations.ucf.edu/~regs/pdf/notices/UCF-3.0123Layoff_finalJun09_000.pdf)

BOT-UFF Collective Bargaining Agreement:

[http://www.collectivebargaining.ucf.edu/CBA/2010-12\\_FINAL.pdf](http://www.collectivebargaining.ucf.edu/CBA/2010-12_FINAL.pdf)

## ***Appendix B-Unofficial Letter of Offer***

As stated in the “Selection and Employment Agreement” section of this guide (see “What is an Employment Agreement?”), a college/unit may provide a written letter summarizing the search status and indicating that an Employment Agreement will be given once all the conditions of the process are satisfied and the hire is approved by the provost or designee. In those limited circumstances, where such a letter is provided by the college/unit, the following language must be included. Note that the candidate may be eligible for reimbursement for moving expenses up to 15,000 lbs., in which case such statement should be added to the letter (see paragraph 4). For additional information please refer to UCF policy 3-505.1 (<http://policies.ucf.edu/documents/3-505.1PaymentOfMovingExpensesFINAL9-15-2010.pdf>) and the Purchasing manual (<http://www.purchasing.ucf.edu/Procurement%20Forms/Index/Purchasing%20Manual.pdf>).

[DATE]

Dear {NAME},

I am pleased to recommend to the Provost your appointment as {TITLE} in the {AREA/COLLEGE NAME} at the University of Central Florida, with an anticipated start date of {DATE}. This appointment is contingent upon successful completion and final approval of all hiring documents, at which point a faculty employment agreement can be issued to you.

Your direct reporting relationship will be to {NAME}. You will hold the academic rank or administrative position of {TITLE} in the {AREA/COLLEGE NAME}. Your starting salary will be {SALARY} per year, plus all benefits for which you are eligible.

Additionally, I recommend that you be approved for hire with the following support: {e.g. summer support, laboratory equipment, etc.}.

Information regarding UCF healthcare, retirement, and other benefit programs, as well as the “New Faculty Orientation” sessions held regularly by UCF benefits representatives, can be found on the Office of Human Resources Web site at <http://www.hr.ucf.edu/web/benefits/index.shtml>, or by calling them directly at (407) 823-2771. {INSERT IF APPLICABLE: Moving expenses will be covered up to 15,000 lbs. of your household goods}.

I look forward to working with you and having you as a key member of the UCF {AREA/COLLEGE NAME} team. Please call if you have any questions. You may indicate your preliminary agreement and acceptance of these terms by signing below and faxing or e-mailing this letter back to me at {FAX/EMAIL}.

Sincerely,

Name

Title

# ***Appendix C-Provost's Diversity Enhancement Program***

## **PROVOST'S POLICY STATEMENT**

The Office of Academic Affairs will provide funding to hire tenured or tenure-track faculty members, as well as university librarians. The goal of this program is to increase diversity at UCF and to attract underrepresented faculty in certain academic disciplines.

**Procedure:** Each Diversity Enhancement line is funded for three (3) years to cover salary up to a maximum of \$70,000. At the end of the initial three-year period, responsibility for funding a position must be assumed by the unit involved. The number of positions provided in a given year is ten, with a maximum of 30 for a three-year period. The distribution of these positions among eligible units is made by the provost based on requests for funding received by March 1 for the following year.

To assist with this program, the Office of Institutional Equity will prepare, using standard accepted techniques, a Utilization Analysis. The faculty representation in each discipline at senior/tenured and non-tenured levels will be compared with appropriate national availability factors. Disciplines with documented underrepresentation of protected classes will be identified as disciplines meriting special attention for corrective action under the program. Other disciplines may be recognized as eligible for a Diversity Enhancement line based on individual circumstances. In particular, while university library faculty members do not hold tenure-earning positions, they work closely with students and other faculty and thus are integral to the educational process.

Hires that address documented underrepresentation are exempt from posting in the UCF Position Vacancies system. National advertising may be effectively replaced by systematic, personal contact with colleagues or other search techniques. In some cases, national advertising for a particular position will produce candidates who may not be selected for that vacancy but who may enhance the department through selection on a Diversity Enhancement line.

**Criteria for hires:** Those persons are eligible who are U.S. citizens or permanent residents and seek a tenured or tenure track faculty appointment in an academic discipline or a faculty appointment in the UCF Libraries and address a defined area of underrepresentation.

It is required that all faculty members hired under this policy will have strong credentials and meet criteria for promotion and tenure on the normal schedule for faculty advancement. Thus, appropriate faculty review procedures must be followed during the appointment process. Final approval for hire will rest with the provost based upon all factors mentioned above.

**Authority:** BOG Regulation #2.003 Equity and Access

## **GENERAL GUIDELINES**

The Provost and Vice President for Academic Affairs supports effective strategies to increase faculty diversity at the University of Central Florida. The Provost's Diversity Enhancement Program policy statement issued January 11, 2011 encourages colleges and the university library to seek scholars and librarians whose credentials enhance the department and who add diversity as well.

Completion and submission of the PDEP's Request for Consideration of Prospective Faculty Member form (available at <http://provost.ucf.edu/forms-policies-and-procedures/>) is the first step of the established process for colleges/areas to seek authorization from the provost to engage in detailed consideration of candidates for Diversity Enhancement Program positions. The screening process may include reference checking, phone interviews, and/or campus interviews, as examples. Campus interviews will include meeting with the provost.

Final authorization to extend an offer of employment to the selected candidate via this program will occur after the provost has reviewed the candidate's credentials curriculum vitae and three documented external telephone reference checks (one of which, can be a reference letter) and interviewed the candidate. Once the provost has approved the candidate, an employment agreement may be requested from Academic Affairs in accordance with the university's faculty hiring process (please refer to the Faculty Hiring Guide in this regard).

Approved Diversity Enhancement Program hires are exempt for the university's posting process. However, as with any other faculty hires, a hiring package must still be submitted to the Office of Institutional Equity (OIE) in accordance with the established faculty hiring process. Again, please refer to the Faculty Hiring Guide for further information.

Finally, note that a three-year and six-year progress update must be submitted to the provost for all program participants. Please contact the Office of Academic Affairs for more information in this regard.

## *Appendix D–Provost and Presidential Approval Chart*

### **Provost and Presidential Approval Requirements Chart**

<b>Request Type</b>	<b>Additional Documents</b>			<b>Approval Required</b>	
	CV	Tenure with Hire form (AA-12)	Provost's Diversity Enhancement Program Request for Consideration of Prospective Faculty Member form	Provost Approval	President Approval
Hire w/ Tenure	x	x		x	
Hire w/ Tenure Credit	x			x	
Tenure-Earning Assistant Professor Hires	x			x	
Hire w/ Salary > \$150,000	x			x	x
Salary > \$150,000 for Continuing Employees				x	x
Salary Increase of 15% or more				x	x
Direct Reports* - New Appointments	x			x	
Direct Reports* - Appointment Changes				x	
PREP Hires	x			x	
Diversity Hires	x		x	x	

\*Refers to candidates that will report directly to a Dean, VP, or to any other employee who reports to the Provost.

**Reminders:** E&G Salary Commitment Forms should be submitted for all E&G faculty appointments. In addition, the college should also provide documentation of the Dean's (or Direct Designee's) approval.