

**UNIVERSITY OF FLORIDA
SCHOOL OF THEATRE AND DANCE**

**FACULTY POLICY MANUAL
SPRING 2021**

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I. COLLEGE AND UNIVERSITY RESOURCES FOR FACULTY

College of the Arts (COTA)	www.arts.ufl.edu
COTA Processwire	arts.ufl.edu/login
ONE.UF	https://one.ufl.edu
My UFL	https://my.ufl.edu
Undergraduate Catalog	https://catalog.ufl.edu/UGRD/
Graduate Catalog	https://catalog.ufl.edu/graduate/
Approved Calendars	https://catalog.ufl.edu/UGRD/dates-deadlines/2020-2021/
Textbook Adoption	www.textadoption.ufl.edu
Office of the Registrar	https://registrar.ufl.edu
Title IX Office	https://titleix.ufl.edu/
ADA Compliance Office	https://ada.ufl.edu
Libraries	www.ufl.edu/academics/libraries
Human Resources	https://hr.ufl.edu/
Employee Relations	https://hr.ufl.edu/manager-resources/employee-relations/
Employee Assistance Program	https://eap.ufl.edu/
Athletic Association	www.uaa.ufl.edu

II. CLASSROOM, CURRICULUM, and COMMUNICATION

SYLLABUS POLICY

Faculty are responsible for ensuring their syllabi are updated with current syllabi requirements. UF's syllabus policy can be found here: <http://syllabus.ufl.edu/syllabus-policy/>

Syllabi must be posted online at least three calendar days prior to the first day of classes. Syllabi can be uploaded here: <http://arts.ufl.edu/processwire/syllabi/>

Faculty are required to post their syllabi on their course Canvas page. A quick guide to Canvas can be found here: <https://elearning.ufl.edu/keep-teaching/canvas-quick-start-guide/>

ATTENDANCE POLICIES

Students are responsible for satisfying all academic objectives as defined by the instructor. Absences count from the first class meeting.

In general, acceptable reasons for absence from or failure to participate in class include illness, serious family emergencies, special curricular requirements (e.g. judging trips, field trips, professional conferences), military obligation, severe weather conditions, religious holidays, and participation in official university activities such as music performances, athletic competition or debate. Absences from class for court-imposed legal obligations (e.g. jury duty or subpoena) must be excused. Other reasons may also be approved.

The full university attendance policy relating to [absences, religious holidays, illness, and the twelve-day rule can be found in the undergraduate catalog.](#)

The following attendance statement is proposed for use in Dance syllabi during COVID:

If you are experiencing COVID-19 symptoms (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>), please use the UF Health screening system (<https://coronavirus.ufhealth.org/screen-test-protect/covid-19-exposure-and-symptoms-who-do-i-call-if/>) and follow the instructions on whether you are able to attend class. Course materials will be provided to you with an excused absence, and you will be given a reasonable amount of time to make up work (<https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/>).

Students who elect to enroll in a primarily face-to-face or hybrid course are expected to participate in in-person instruction. If a student is uncomfortable attending in-person, the student should elect courses that are delivered online only and plan to take the hybrid or face-to-face course in a future semester. In the case that the student does not have the option to take the class at a later time (i.e. a graduating senior), the student must make

arrangements with the instructor to “attend” all class meetings synchronously, when available, or asynchronously if approved by the instructor.

Barring the above circumstances, students are expected to be in attendance (either remotely or in-person, as assigned) daily and to be on time.

For classes that meet two times a week:

Students can take 2 absences with no penalty; no documentation is required for the first 2 absences as they are automatically excused. If the third absence is unexcused, it will result in 5% deduction from the final grade. Excused or unexcused, on the third absence, a meeting is required with the instructor and/or area faculty to assess the student’s continued participation in the course. If the fourth absence and all subsequent absences are unexcused, each will result in an additional 5% deduction from the final grade. Opportunities to make up missed material for unexcused absences is up to the instructor’s discretion and will be made available through virtual classes or online assignments.

For classes that meet three times a week:

Students can take 3 absences with no penalty; no documentation is required for the first 3 absences as they are automatically excused. If the third absence is unexcused, it will result in 5% deduction from the final grade. Excused or unexcused, on the third absence, a meeting is required with the instructor and/or area faculty to assess the student’s continued participation in the course. If the fourth absence and all subsequent absences are unexcused, each will result in an additional 5% deduction from the final grade. Opportunities to make up missed material for unexcused absences is up to the instructor’s discretion and will be made available through virtual classes or online assignments.

Any absence from class for the following reasons must be supported by official acceptable documentation to avoid a grade penalty:

- Illness—doctor’s note must be on official letterhead with address and phone number, noting the date and time of visit and diagnosis verifying that an absence from class is warranted, doctor name and signature
- Serious family emergencies
- Special curricular requirements (e.g., judging trips, field trips, professional conferences)
- Military obligation
- Severe weather conditions
- Participation in official university activities such as music performances, athletic competition or debate
- Court-imposed legal obligations (e.g., jury duty or subpoena)

To help organize accommodations, students should inform the instructor by the end of the second week of classes of religious observances of their faith that will conflict with class attendance this semester.

The following attendance statement is proposed for use in Design and Production syllabi:

The success of this course is based on discussion and class participation. Attendance is vital. Only one (1) unexcused absences from class will be permitted without penalty. Each

additional unexcused absence will lower your final grade by 5%. Two (2) late arrivals and/or early departures to/from class will count as one (1) absence. Three unexcused absences will result in a failing grade in this class.

Excused absences are consistent with university policies in the undergraduate catalog (<https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/>) and require appropriate documentation.

The following attendance statement is proposed for use in Performance syllabi during COVID:

If you are experiencing COVID-19 symptoms (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>), please use the UF Health screening system (<https://coronavirus.ufhealth.org/screen-test-protect/covid-19-exposure-and-symptoms-who-do-i-call-if/>) and follow the instructions on whether you are able to attend class. Course materials will be provided to you with an excused absence, and you will be given a reasonable amount of time to make up work (<https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/>).

Students who elect to enroll in a primarily face-to-face or hybrid course are expected to participate in in-person instruction. If a student is uncomfortable attending in-person, the student should elect courses that are delivered online only and plan to take the hybrid or face-to-face course in a future semester. In the case that the student does not have the option to take the class at a later time (i.e. a graduating senior), the student must make arrangements with the instructor to “attend” all class meetings synchronously, when available, or asynchronously if approved by the instructor.

For classes that meet three times a week:

Barring the above circumstances, students are expected to be in attendance (either remotely or in-person, as assigned) daily and to be on time. Students are allowed 1 “unexcused” absence that does not require documentation and does not conform to the UF “acceptable reasons for absence.” Any other “unexcused” absence will result in a penalty of a full letter grade (10%) from the final grade per “unexcused” absence. To be considered “excused” an absence must be accompanied by appropriate official documentation. Religious observances do not require documentation.

For classes that meet two times a week:

Barring the above circumstances, students are expected to be in attendance (either remotely or in-person, as assigned) daily and to be on time. The first “unexcused” absence will result in a half letter grade (5%) from the final grade. All additional “unexcused” absences will result in a penalty of a full letter grade (10%) from the final grade. To be considered “excused” an absence must be accompanied by appropriate official documentation. Religious observances do not require documentation.

Any absence from class for the following reasons must be supported by official acceptable documentation to avoid a grade penalty:

- Illness—doctor's note must be on official letterhead with address and phone number, noting the date and time of visit and diagnosis verifying that an absence from class is warranted, doctor name and signature
- Serious family emergencies

- Special curricular requirements (e.g., judging trips, field trips, professional conferences)
- Military obligation
- Severe weather conditions
- Participation in official university activities such as music performances, athletic competition or debate
- Court-imposed legal obligations (e.g., jury duty or subpoena)

To help organize accommodations, students should inform the instructor by the end of the second week of classes of religious observances of their faith that will conflict with class attendance this semester.

Any student that acquires 3 absences (either excused or unexcused) will be required to meet with this course's instructor and/or area faculty to discuss the student's continued participation in the course.

For Majors: Failure to attend this meeting will result in Artistic Probation.

Due to the participatory nature of the course that includes in-class collaboration along with partner and ensemble work, if a student acquires more than 2 unexcused absences, the student may be prohibited from participation in partner/group exercises which will affect the student's final grade.

DROPPING COURSES and WITHDRAWALS

Dropping is defined as dropping an individual course or courses but not all courses in a term. Withdrawal is defined as dropping all courses, not individual courses, in a term.

More information can be found in the [UF Catalog](#).

OFFICE HOURS

Faculty are required to designate office hours by:

- Notifying students in classes (including lessons, productions, and ensembles) through inclusion on the syllabus and/or the Canvas course page.
- Posting on office door.
- Notifying the School via an email to the Assistant to the Director (Jeni Higgins) no later than the second week of classes.

READING DAYS and EXAMINATION POLICIES

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.

Graduate student juries may be held on reading days. This does not constitute a violation of the policy.

Final exams are determined by course meeting times and listed in the exam column in the schedule of courses.

More information can be found in the [UF Catalog](#).

GRADE ENTRY

Grades can be entered manually via [ONE.UF](#), exported directly from Canvas, or uploaded from a spreadsheet. A one-page instruction sheet can be found [here](#). A full toolkit including instructional videos can be found [here](#).

Emails will be sent with information about grading deadlines, grade change information, and other helpful details by the COTA Academic Support Services (Jennifer Hodges) near the end of every semester.

INCOMPLETE GRADES

No grade of incomplete should be assigned without a completed, signed contract. (The contract can be found on the documents section of Processwire.) This prevents any confusion or difference of opinion as to what is due and when.

A grade of incomplete may be assigned under the following conditions:

- 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 whether or not all work is completed.

UF’s current expectation for undergraduates is that incomplete grades will be completed within 150 days following when the grade of “I” is assigned (note that this is the new policy). While a student may take longer to complete with the permission of the instructor, the “I” grade will begin to count as a failing grade in the student’s GPA once that subsequent semester has ended. This will continue until the student is assigned a letter grade. For graduate students, the catalog still lists the old policy where the grade of “I” should be removed as soon as possible, and becomes punitive after one term.

For graduating students who have a grade of “I” on their transcript:

- Undergraduate students: may graduate with a grade of incomplete on their transcript, provided that “I” is not preventing them from completing their degree requirements (all courses required for a degree, even electives, must have passing letter grades), and provided that it is not lowering their overall GPA below a 2.0.
- Graduate students: all grades of “I” must be changed before a graduate degree can be awarded.

If you have questions are unsure as to whether or not a grade of incomplete is appropriate, please feel free to contact the SoTD Academic Advisor (Kevin Austin) or the Associate Dean for Academic and Student Affairs (Jennifer Setlow).

ACADEMIC HONESTY

The University’s guidelines on academic honesty and the Student Conduct Code can be found here: <https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/>. All incidents of academic honesty should be reported to the Office for Student Conduct and Conflict Resolution using this [form](#).

The sanctions for those students who are found in violation of these policies can be found here: <http://regulations.ufl.edu/wp-content/uploads/2013/03/4047.pdf>.

There are a number of e-learning support services to aid instructors in enforcing academic honesty, including [Turnitin](#) and [Honorlock](#). Additional e-learning support services can be located at elearning.ufl.edu.

CONFIDENTIALITY OF STUDENT RECORDS

The university assures the confidentiality of student educational records in accordance with State University System rules, state statutes and the Family Educational Rights and Privacy Act of 1974 (FERPA), also known as the Buckley Amendment. <https://registrar.ufl.edu/ferpa/>

All university employees are considered school officials and are required by law to maintain the confidentiality of student records.

The use of Canvas as an online learning management complies with FERPA guidelines for maintaining confidential, course-related, student information.

STUDENT EVALUATION OF FACULTY

Courses at UF are evaluated by students using GatorEvals, which is managed through the Canvas learning management system. <https://gatorevals.aa.ufl.edu/>

EVALUATIONS OF GRADUATE ASSISTANTS/TEACHING ASSISTANTS

Evaluation forms can be found here:

<https://arts.ufl.edu/processwire/documents/grades-evaluations>

UNAUTHORIZED COMMERCIAL SALES OF NOTES FROM FACULTY LECTURES

From the [Student Honor Code](#):

A Student must not submit as their own work any academic work in any form that the Student purchased or otherwise obtained from an outside source, including but not limited to: academic materials in any form prepared by a commercial or individual vendor of academic materials; a collection of research papers, tests, or academic materials maintained by a Student Organization or other entity or person, or any other sources of academic work.

A Student must not, without express authorization from Faculty, make or receive any Recording, through any means over any medium, of any academic activity, including but not limited to a Recording of any class or of any meeting with Faculty. Students registered with the Disability Resource Center who are provided reasonable accommodations that include allowing such Recordings must inform Faculty before making such Recordings. (p. 14)

CURRICULUM CHANGE GUIDELINES

All proposals for curriculum changes or for new curricula need to be submitted electronically through UF's Academic Approval Tracking System: <https://approval.ufl.edu/>.

Proposals should also be reviewed by the area faculty before moving to the SoTD Curriculum Committee. Once approved by the Curriculum Committee, the proposal must be approved by a vote of the School's faculty. The proposal is then submitted to the Director for approval and sent to the College of the Arts Curriculum Committee via the Academic Approval Tracking System.

The timeline for approval is ultimately dependent on the [University Curriculum Committee](#). Based on the UCC's schedule, COTA will distribute a schedule of internal deadlines at the beginning of each academic year.

Best practices for curriculum revision include:

- When a new degree proposal or change to degree requirements involves new course proposals, courses should be approved first and then new or modified degree requirements submitted in time for the next COTA Curriculum Committee.

- New course proposals must comply with the UF syllabus policy. Many courses don't move through the process smoothly because grading or attendance policies don't align with university policies.
- The UCC looks very closely at participation grades and will want to know details about how participation is being assessed and evaluated.
- Read the required documents section of each request carefully before entering the approval portal, as the portal doesn't offer a prompt to add the required documents.
- Check that the information being entered into the approval system is current. Many proposals get held up because the proposer enters outdated prerequisites, requirements, etc.

COURSE SCHEDULING

In order to create a new course schedule for an upcoming semester, Area Coordinators will be provided with the course schedule for the corresponding semester of the previous year. Based on this previous schedule, Area Coordinators will work with area faculty to make appropriate course additions or deletions or change when or where a section will meet for the future semester. Be aware that all updates to the schedule prioritize the inter-connected nature of our degree programs and the efficient delivery of the curriculum for the students. The Area Coordinators will submit a list of schedule adjustments as requested on deadline to the Academic Advisor (Kevin Austin).

COMMUNICATIONS

The following guidelines are intended to promote thoughtful, thorough communication. Whenever possible, include all persons involved with any concern in communications pertaining to that concern. Examples include:

- When faculty members or students have concerns regarding classes, productions, policies, or other matters that relate to theatre and dance programs, these concerns should be addressed directly to those responsible. This may be the instructor of a course, the director of a production, the advisor or president of an organization, or the chair of a committee, or the Director of the School (Peter Carpenter).
- The Director should be copied on emails pertaining to school-level initiatives. When in doubt, copy the relevant Area Coordinator as well. This applies to communications internal to the School as well as things going to other university offices or to the public. Formal memos from faculty requesting special support/funding from other university units or officials must first be approved in writing by the Director. (Most funding applications require a signature from the School Director.)
- The Director should be informed in advance when an appointment has been made with someone outside the School to discuss school-level initiatives. Faculty

taking part in such discussions should submit a brief written summary to the Director within the week following the appointment.

ALCOHOL, DRUG, AND TOBACCO USE

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. See relevant policies in the [Student Handbook](#) maintained by the Dean of Students Office and in the [Alcoholic Beverages Section](#) of the UF Regulations

Smoking and tobacco use are prohibited in all facilities and areas of the University of Florida campus with no exception. See the [No Smoking and Tobacco Use](#) Section of the UF Regulations.

III. COMMITTEES

COMMITTEE GUIDELINES

The guidelines that follow are meant to be of assistance to faculty in understanding the committee structure and in discharging their committee responsibilities.

All functions and activities of the School of Theatre and Dance 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 the Arts, federal or state laws.

The process for staffing committees should include a mechanism for allowing faculty to express their interest in serving on specific committees. Nominations for committee membership should come from the faculty at large. Committee members are both elected and appointed. The Director is a member ex-officio of all School committees.

Committee Chairs are expected to meet with their committees as stipulated in these committee guidelines and/or as directed by the Director. Minutes should be kept and regularly distributed to all committee members, with access given to the Director and Associate Director. Minutes are not expected to provide detailed reports of discussion, but to summarize important points of general interest and communicate votes and action items.

Committee service is part of the assignment made by the School Director. However, as a general rule, no faculty member should be required to serve on more than two standing committees.

STANDING and REGULARLY APPOINTED COMMITTEES

Executive Committee

Appointed by the Director. Composition includes Associate Director and Area Coordinators. The Executive Committee serves in an advisory role to the School Director on operational matters that includes but is not limited to: policy development, course scheduling, accreditation compliance, and scholarship awards.

Curriculum Committee

Appointed by the Director with representatives from each area. The SoTD Curriculum Committee approves curriculum proposals and makes recommendations on curriculum proposals to the School's faculty. The Chair of the School Curriculum Committee serves as a representative to the College Curriculum Committee.

Faculty Performance Advisory Committee

All tenured faculty members are eligible for election/appointment. The Faculty Performance Advisory Committee coordinates annual teaching evaluations for non-tenured faculty,

prepares advisory reports for the Director to be used in the annual evaluation process, and meets with non-tenured faculty to make recommendations on their trajectory toward tenure and/or promotion.

Season Planning Committee

Faculty and student members appointed by the Director. This committee solicits script titles from the SoTD Community and makes recommendations to the Director and Production Manager.

Health and Safety Committee

Faculty appointed by the Director in consultation with the Production Manager, who serves as Chair. Committee develops guidelines and protocols to ensure the health and safety of all faculty, staff, and students in SoTD spaces. Representatives from the Performance and Dance Areas meet with the committee once per semester.

Student Advisory Committee

Students appointed by the Director in consultation with the Associate Director, who serves as Chair. Committee brings concerns and requests to the Associate Director for consideration and review and representatives may be called on as consultants to the School's faculty and administration.

ADMINISTRATIVE APPOINTMENTS AND MAJOR COMMITTEES, 2020-21

Administrative Appointments

Director:	Peter Carpenter
Associate Director:	Tiza Garland
Area Coordinators:	Augusto Soledade (Dance) Ralf Remshardt (Performance), Mihai Ciupe (Design/Production)
Undergraduate Advisor BA Theatre:	Kevin Austin
BFA Acting Coordinator:	Susan Schuld
BFA Dance Coordinator:	Elizabeth Johnson
BFA Design/Production Coordinator:	Jen Dasher
BFA Musical Theatre Coordinator:	Tony Mata
BA Theatre:	Charlie Mitchell
BA Dance:	Rachel Carrico
MFA Graduate Coordinators:	Tim Altmeyer (Performance) Stan Kaye (Design/Production)

Committees Appointed by Director (unless otherwise noted) on Annual Basis

SoTD Executive Committee:	Peter Carpenter Tiza Garland Jeni Lomnick Higgins
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	Kevin Austin Austin Gresham Mihai Ciupe Ralf Remshardt Augusto Soledade
Curriculum Committee 2020-21:	Stan Kaye (Chair, Design/Production) Elizabeth Johnson (Dance) Monika Gossmann (Performance) Kevin Austin (<i>ex officio</i>) Matt Guernier (UG) Meaghan Carpentier (GRAD)
Season Planning Committee:	Colleen Rua (Chair, Performance) Augusto Soledade (Dance) Jen Dasher (Design/Production) Ryan Hope Travis (At-large Faculty) Jenny Goelz (<i>ex officio</i>) Peter Carpenter (<i>ex officio</i>) Zack Gropper (UG) Sloane Kolesar (UG) Jacob Titus (GRAD) Leo Urbina (GRAD)
Health and Safety Committee:	Jenny Goelz (Chair) Jing Zhao Todd Bedell Andrew Cao (Performance) Trent Williams, Jr. (Dance) Gina Barzaga (UG) Zoe Wilde (GRAD)
Faculty Performance Advisory Committee:	Tim Altmeyer (Chair), Elected 2019-21 Charlie Mitchell, Elected 2019-21 Joan Frosch, Elected 2019-21 Tiza Garland, Replacement 2020-21 Mihai Ciupe, Appointed 2019-22
Student Advisory Committee:	Tiza Garland (Chair) Bree Turner (BA-TH) Alyssa VanTine (BFA-Perf) Zoe Larson (BFA-MT) Christina Denny (BFA Design/Production) Kristen Louder (BFA-Dance)

Caitlin Belland (BFA Dance alt.)
Amanda Gonzalea (BA-Dance)
Haley Johnson (MFA-Perf)
Jordan Watson (MFA-Design/Pro)

College of the Arts Committee Representatives:

Research Committee: Augusto Soledade
Will Smyack (UG)
Lillie Kahkonen (GRAD)

Sabbaticals Committee: Tim Altmeyer
Colleen Rua

Faculty and Student Awards Committee: Kevin Austin
Trent Williams, Jr.
Rachel Farmer (UG)
Ar'Darius Stewart (GRAD)

Faculty Senate: Trent Williams, Jr.

Faculty Council: Stan Kaye (2020-22)
Elizabeth Johnson (2019-21)

COTA Curriculum Committee: Stan Kaye

Promotion and Tenure Committee: Jerry Dickey (appointed)
Ralf Remshardt (elected)

AD-HOC COMMITTEES and WORKING GROUPS

Whenever appropriate, ad-hoc committees and/or working groups shall be appointed by the Director or nominated/elected by the faculty. The Director will provide a clear charge and timeline to the committee/working group at the first meeting.

SEARCH COMMITTEES

Search committees for faculty vacancies will be appointed by the Director of the School, with one member appointed as committee chair. The committee will consist of the appropriate number of faculty members of any rank, from within the area of the vacancy as well as from without. It is understood that search committees make recommendations to the Director of the School, and that University guidelines and

procedures will be followed. If you are appointed to a search committee, you will be assigned to required trainings and provided with guidelines to inform the search.

Search committee activities are subject to [Article 12](#) of the United Faculty of Florida [Collective Bargaining Agreement](#).

IV. EVALUATION OF FACULTY PERFORMANCE IN THE SCHOOL OF THEATRE AND DANCE

FACULTY ASSIGNMENT

The assignment of responsibilities to faculty members is one of the mechanisms by which the University establishes its priorities, carries out its mission, and creates opportunities to increase the quality and integrity of its academic programs. Faculty assignments are made in compliance with [Article 14](#) of the United Faculty of Florida [Collective Bargaining Agreement](#).

OUTSIDE ACTIVITY/CONFLICTS OF INTEREST

Outside employment, consulting, and other activities may further the dissemination and use of the faculty member's knowledge and expertise and may also advance the professional competence and reputation of the faculty member. Thus, participation in outside activities often serves the mission of the University in addition to benefiting individual faculty members, and faculty members may participate in outside activities and hold financial interests as long as the activities and interests do not conflict with their duties and responsibilities. [Article 26](#) of the United Faculty of Florida [Collective Bargaining Agreement](#) has more information.

UF's Conflicts of Interest Program uses UFOLIO to track disclosures of faculty, adjuncts, and postdoctoral associates holding a .26 FTE or higher appointment. See coi.ufl.edu for more information and/or to make a disclosure.

MENTORSHIP GUIDELINES

Upon the appointment of a new faculty member, the Director of the School, in consultation with the School's Executive Committee, shall assign a senior faculty member to serve as a mentor to the new faculty member during his/her first year. In the second and subsequent years, up to and including the year of application for tenure and/or promotion, the same mentor may serve or a different senior faculty member may be assigned. If desired, the mentee may choose his/her mentor in consultation with the Director, or as agreed upon by the academic unit. The Director shall keep a list of current mentors and mentees, and provide this list to the Dean's Office each fall.

The mentor and the mentee should meet regularly or as needed during the academic year. The mentor should always respond to the mentee in a timely manner.

A healthy mentoring relationship allows the mentee to grow and chart their own career path. The goal is for the mentee to become independent. This is particularly true for junior faculty mentees, who must demonstrate an independent contribution to their

scholarly field to earn tenure and/or promotion. The charge of the mentor is to assist the new faculty member in understanding the policies, procedures and programs of the School/Institute/Center, College, and University. The mentor should meet with the new faculty member a minimum of three prescribed times; at the beginning of the academic year, at midsemester, early in the spring semester and thereafter as necessary.

Mentors shall be assigned/selected from a pool of faculty who have already indicated a 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 School.

The School of Theatre and Dance Mentorship Guidelines are based on COTA Protocols which can be found here: <https://arts.ufl.edu/login> > Documents > Onboarding Resources.

AAU Member Institutions

The School's tenure and promotion criteria (found in the SoTD Bylaws, Article III) make repeated references to distinction being made in comparison to peers in a comparable line and rank at Association of American Universities member institutions comparable to the University of Florida. A full list of AAU member institutions can be found [here](#).

V. TRAVEL, RESEARCH, AND PROFESSIONAL DEVELOPMENT

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

These policies are provided to assist the faculty in understanding the various criteria considered by the Director in making decisions in regard to funding for faculty travel, research and professional development. As it is the responsibility of the Director to manage the faculty travel budget, and as travel needs may change during any given year, the guidelines suggested are not binding on the Director, and may be modified by him/her at any time.

FACULTY TRAVEL

It is in the mutual interest of the individual and the School for faculty members to take part in scholarly and other professional activities. Faculty are expected to be entrepreneurial in seeking funds from College, University, and external sources.

College travel guidelines and authorization forms can be found at <https://arts.ufl.edu/login> > Travel.

Faculty should follow the procedures below:

- All faculty who plan to travel must submit a request via Processwire. Requests made by the end of September will be given first funding priority. Whether seeking funding or not, travel should be entered in Processwire so that the faculty member has a record of the travel being approved.
- All appropriate requests for funding must be made in advance of travel. Appropriate documentation, such as a scan of the letter of invitation to present a paper or perform should be provided with the request.
- Requests for the academic year will be reviewed together insofar as reasonable. Travel awards are announced by the SoTD Director in early Fall, with decisions on later funding requests made on a continuing basis throughout the academic year, or as funds become available.
- Requests for travel related to special creative/research activities must be submitted along with the required proposals, and in accordance with guidelines announced each year by the College of the Arts.
- It is suggested that faculty members keep all records, as unfunded travel expenses may be eligible as tax deductions.

- College of the Arts Travel Authorization form that is available online must be completed and submitted in advance of any travel, funded and any non-funded. Completing the authorization form via Processwire fulfills university requirements for travel being reported.
- Faculty cannot be reimbursed without completed travel paperwork being submitted in advance of travel.

Requests will be funded, as far as budget permits. 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. Requests will be prioritized as follows:

Level I: Travel funding that will provide crucial support to the iterative development of a sustained research project trajectory. Examples include:

- Attending a conference as a means toward receiving feedback for eventual publication
- Performing in a festival as a means toward developing an evening length performance
- Funding attendance at a staged reading/rehearsal process as a means toward developing a fully-realized script

Within this funding priority, delineations will be made according to the scope and geographic scale consistent with priorities described in levels II through VI.

Level II: Presentation of a major invited paper or performance or participation as an officer, at a national or international conference or similar event.

Level III: Presentation of an invited paper or performance, or participation as an officer, or at a regional conference.

Level IV: Participation on a panel or performance at a national or regional conference.

Level V: Presentation of an invited paper or performance, at a state conference.

Level VI: Attendance and/or professional development training.

The funding guidelines do not relate to travel for recruitment of students, student teacher supervision, or to represent the University in other similar ways.

Expense reports will be handled in accordance with current UF policy. Reports, with all required receipts will be filled out by the faculty member in pencil using a blank form available in the School office. All required receipts (i.e. tolls, plane tickets, etc.) **must** be attached in order for reimbursements to be processed. A completed Travel Expense Report Form and receipts will be turned in not later than five (5) working days after return.

WAIVER OF LIABILITY

The Waiver of Liability and Hold Harmless Agreement must be completed prior to the beginning of any optional University-related travel. A waiver of liability form cannot be submitted or requested for required University-related travel. The Participant Consent, Release and Waiver of Liability Form can be obtained from the Assistant to the Director.

If a student(s) under the age of 18 will participate in the trip, both parents or if divorced, the legal guardian, of the minor student participating in the trip must sign (as well as the minor student) the Participant Consent, Release and Waiver of Liability Form.

FACULTY TIME AWAY FROM CAMPUS

The instruction of our students is the first priority in all considerations of professional time and energy when school is in session. However, reasonable amounts of time away from campus may be approved under the following guidelines:

1. All requests to be away from campus during regular instructional time should be made in writing to the Director with a copy to the Assistant to the Director and Area Coordinator at least ten working days in advance.
2. Requests should specify if any class, lesson, or rehearsal time will be missed and, if so, what arrangements for class coverage have been made.

RESEARCH FUNDING

The Associate Dean for Research and Strategic Initiatives is the college liaison to the UF Office of Research (<http://research.ufl.edu/>) and is responsible for managing the research efforts of the college.

Institutional grants: The Associate Dean for Research coordinates collaborative efforts among the schools and colleges to develop grant proposals that meet strategic goals for COTA as a whole.

Faculty and Student Support: The Associate Dean for Research is available for advice and consultation for COTA faculty and students writing individual grants to pursue their own creative research.

Standards: The Associate Dean for Research and Strategic Initiatives facilitates the work of the COTA Research Committee, which advises the Deans on matters related to the support and advancement of artistic inquiry, creative and academic research across COTA.

SABBATICAL and PROFESSIONAL DEVELOPMENT PROGRAMS

Sabbatical and Professional Development leave is governed by [Article 20](#) of the United Faculty of Florida Collective Bargaining Agreement. Additional information can be found through the [Office of the Provost](#). The COTA Sabbatical Application can be found on Processwire: <https://arts.ufl.edu/login> > Documents > Faculty Opportunities.

VI. INFORMATION TECHNOLOGY POLICIES

Hardware and software support can be requested through the COTA Helpdesk on Processwire: <http://arts.ufl.edu/help>. Phone support: 392-6793.

COTA Technology policies and procedures comply with those of UF: <http://it.ufl.edu/policies>

Web Services (Design, Development, Maintenance of all web resources), contact Director of Web Services 392-6792 or webmaster@arts.ufl.edu

All public facing web presence is subject to UF policies and procedures, which can be found at <http://it.ufl.edu/policies/web-related>. Much of the web page content is controlled at the unit level. Contact the Assistant to the Director first, before connecting with COTA IT.