

REVISED  
University of Central Florida  
Board of Trustees Teleconference  
July 26, 2012  
Agenda  
9:00 a.m. — 12:00 p.m.  
800-442-5794, passcode, 463796

COMMITTEE MEETINGS

9:00 — 9:15 a.m.	Educational Programs, Ida Cook, Chair
9:15 — 9:45 a.m.	Audit, Operations Review, Compliance, and Ethics, Jim Atchison, Chair
9:45 — 10:15 a.m.	Finance and Facilities, Olga Calvet, Chair

BOARD MEETING: 10:15 a.m. — 12:00 p.m.

1. Welcome and Call to Order Michael J. Grindstaff, Chair
  2. Roll Call Rick Schell, Vice President and Chief of Staff and  
Associate Corporate Secretary
  3. Minutes of May 24 and June 25 Chair Grindstaff  
meetings
  4. Remarks and introductions John C. Hitt, President
  5. Consent agenda Chair Grindstaff
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- |             |              |  |
|-------------|--------------|--|
| <b>CL-1</b> | Ratification | Memorandum of Understanding for Instructor and<br>Lecturer Promotion Path between the University of<br>Central Florida Board of Trustees and the United<br>Faculty of Florida (Roberts)      |
| <b>CL-2</b> | Ratification | Memorandum of Understanding on Article 14:<br>Promotion and Article 15: Tenure between the<br>University of Central Florida Board of Trustees and<br>the United Faculty of Florida (Roberts) |
| <b>EP-1</b> | Concurrence  | Conferral of Degrees (Hitt)  |

	<b>FF-1</b>	Approval	Amended Payment Schedule for UCFAA Loans to the University (Merck)
	<b>FF-2</b>	Approval	Increased Line of Credit for UCFAA Operations (Merck)
	<b>FF-3</b>	Approval	2012-13 Direct Support Organizations' Budgets (Merck)
	<b>FF-4</b>	Approval	Renaming of Math and Physics Building (Merck)
6.	Information		
	<b>INFO-1</b>		2013-14 UCF Board of Trustees Meeting Dates (Schell)
7.	Advancement Committee report		Rich Crotty, Chair
8.	Audit, Operations Review, Compliance, and Ethics Committee report		Jim Atchison, Chair
9.	Compensation and Labor Ad Hoc Committee		John Sprouls, Chair
	<b>CL-3</b>	Approval	Memorandum of Understanding for a Domestic Partner Health Care Stipend Benefit between the University of Central Florida Board of Trustees and the United Faculty of Florida (Roberts)
10.	Educational Programs Committee report		Ida Cook, Chair
11.	Finance and Facilities Committee Report		Olga Calvet, Chair
	<b>FF-5</b>	Approval	Five-year Capital Improvement Plan (Merck)
12.	Nominating and Governance Committee report		Ray Gilley, Chair
13.	Strategic Planning Committee report		Alan Florez, Chair
14.	New business		Chair Grindstaff

15. Announcements and adjournment  
Upcoming meetings:

Chair Grindstaff

Board of Governors meeting

September 12-13, 2012  
(Florida Gulf Coast University)

Board of Trustees meeting

September 27, 2012  
(Live Oak Center)

**Minutes  
Board of Trustees Meeting  
University of Central Florida  
May 24, 2012**

Vice Chair Olga Calvet called the meeting of the board of trustees to order at 1:07 p.m. in the Live Oak Center on the UCF Orlando campus.

The following trustees attended the meeting: Trustees Jim Atchison, Ida Cook, Richard Crotty, Ray Gilley, Marcos Marchena, Harris Rosen, and Cortez Whatley. Trustee Richard Garvy attended the meeting by telephone.

**WELCOME**

Calvet welcomed the board members and asked for the roll to be called. A quorum was present.

Calvet called for approval of the March 15, 2012, board meeting minutes, which were approved as written.

Calvet reminded the board that the meeting was covered by the Florida Sunshine Law and that the public and press were invited to attend.

Calvet called upon Trustee Ray Gilley, Chair of the Nominating and Governance Committee, who presented the following item for board approval.

- **NG-1 President Sanford C. Shugart Honorary Doctorate** – Approval of a doctorate in Humane Letters for President Sanford C. Shugart.

President John C. Hitt congratulated President Shugart and invited him to address the board.

**REMARKS**

Hitt welcomed new board member, **Cortez Whatley**, the UCF Student Government Association president. Hitt announced that Trustee Whatley has also been elected to a seat on the Board of Governors as chair of the Florida Student Association.

Hitt announced that **Ida Cook** was elected to a fourth one-year term as chair of the Faculty Senate and retains her seat on the board of trustees.

Hitt announced that **Manoj Chopra**, former chair of the Faculty Senate and former trustee of the board, has been elected chair of the Advisory Council of Faculty Senates of Florida. In this capacity, he also serves on the Florida Board of Governors.

Hitt reported that UCF reached a milestone during commencement ceremonies held earlier this month when the 200,000th alumnus received his degree.

Hitt announced that the university has earned five research grants worth approximately \$1.2 million from the Defense University Research Instrumentation Program, placing UCF among the top 10 award recipients in the country.

Hitt announced that the 50<sup>th</sup> anniversary of the founding of UCF is June 10, 2013. The celebration of this milestone will begin on July 1, 2012, and run through December 31, 2013.

In athletics news, Hitt reported that outdoor women's track won its third-straight Conference USA championship, and the Knights finished baseball league play with a program record of 16 wins. The team topped out at No. 16 in the National Collegiate Baseball Writers Association poll.

In NCAA news, Hitt reported that UCF softball advanced to the NCAA tournament for the fourth time in program history, women's golf competed in the NCAA East Regional in Pennsylvania, and men's golf finished fifth at the NCAA Regionals and advanced to the NCAA championships.

## **INTRODUCTIONS**

Hitt recognized the following faculty and staff members for their accomplishments.

The Pegasus Professor award, UCF's most prestigious faculty honor, distinguishes extraordinary contributions to the UCF community through teaching, research, and service. Hitt recognized this year's six faculty member awardees.

**Dr. Sudipta Seal** joined the Department of Mechanical, Materials, and Aerospace Engineering in 1997. Since then he has pioneered innovative research in materials sciences and nanotechnology. He has received more than \$12 million in grant funding for his work.

**Dr. Stella Sung**, director of the Center for Research and Education in Arts, Technology, and Entertainment, joined the university's music department in 1987. Sung also is an international award-winning composer and composer-in-residence for the Orlando Philharmonic Orchestra and Dance Alive National Ballet in Gainesville.

**Dr. Linda Walters** joined UCF in 1997 and has received UCF, state, and national awards for teaching and research excellence. She has received more than \$10 million in grant funding and runs the Biology Field Station at Canaveral National Seashore.

Hitt announced three other Pegasus Professor awardees not present at the board meeting: **Dr. Donald C. Malocha**, of the College of Engineering and Computer Science, **Dr. Talat Rahman**, of the College of Sciences, and **Dr. Martin Richardson**, of the College of Optics and Photonics.

Hitt explained that the **Leadership Enhancement Program** is a very successful leadership program for minorities. Coordinated by the Office of Diversity Initiatives, it was established in 1996 as a consortium among UCF, Brevard Community College, and Daytona Beach Community College.

Hitt recognized the members of this year's class:

**Dr. Rufus L. Barfield**  
**LaShanda D. Brown-Neal**  
**Michelle Fuentes**  
**Dr. Shiva Jaganathan**  
**Shara M. Lee**  
**Dr. John N. Malala**  
**Diane Maldonado**  
**Dr. Caroline D. Pratt Marrett**  
**Pamela K. Rea**  
**Gregory Saunders**  
**Kirsten E. Seitz**  
**Dr. Elizabeth Wardle**  
**Jacqueline West-Lee**

Hitt recognized student team members **Brandon Lojewski, Johan Rodriguez, Cheng Li, and Thomas Yang** from the College of Engineering and Computer Science, who won the top prize of \$100,000 in a competition sponsored by the U.S. Department of Energy. The team will compete in the National Clean Energy Business Plan Finals in Washington, D.C., in June.

Hitt congratulated four UCF spring graduates of the Burnett Honors College who received prestigious national recognitions.

**Jennifer Bencivenga** received a Fulbright English Teaching Assistantship in Germany.

**Ashley Ewh** received an NSF Graduate Fellowship, along with a National Defense Science and Engineering Graduate Fellowship.

**Christopher Frye** received the Barry M. Goldwater Scholarship.

**Gabriel Willman** received the David L. Boren Scholarship for Undergraduate Students to study in Israel.

Hitt recognized **Al Davis**, the office manager for Business Services, as the Employee of the Month for April.

Hitt asked the audience to please join him in congratulating these members of the UCF family.

## **REPORTS**

**Captain William H. Reuter, IV**, Commanding Officer, Naval Air Warfare Center Training Systems Division and Naval Support Activity, Orlando, presented an overview of *Team Orlando*.

## **CONSENT AGENDA**

A motion was made to accept the consent agenda, and members of the board unanimously approved the following actions.

- **CL-1 Article 7: Wages, Article 8: Hours of Work, and Article 13: Change in Assignment of the Collective Bargaining Agreement with the American Federation of State, County, and Municipal Employees** – Ratification of the reopened articles of the collective bargaining agreement between the University of Central Florida Board of Trustees and the American Federation of State, County, and Municipal Employees.
- **CL-2 Article 8: Grievance and Arbitration, Article 13: Workday, Work Period, and Overtime, and Article 29: Wages of the Collective Bargaining Agreement with the Central Florida Police Benevolent Association** – Ratification of the reopened articles of collective bargaining agreement between the University of Central Florida Board of Trustees and Central Florida Police Benevolent Association.
- **EP-1 Equity Accountability Program** – Approval of the Florida Equity Reports for 2012.
- **EP-2 Tenure Recommendations** – Approval of 2012 tenure recommendations.
- **EP-3 2012-13 University Work Plan** – Approval of the University of Central Florida 2012-13 Work Plan.
- **FF-1 Neutral Host Distributed Antenna System Project** – Approval of entering into a contract with AT&T Wireless, whereby AT&T Wireless will fund, install, and manage a Neutral Host Distributed Antenna System on the University of Central Florida campus and the northern portion of the Central Florida Research Park.
- **FF-2 2012-13 College of Medicine Faculty Practice Plan Budget** – Approval of the 2012-13 College of Medicine Faculty Practice Plan budget presented by the College of Medicine.
- **FF-3 Minor Amendment to the 2010 Campus Master Plan** – Approval of a minor amendment to the University of Central Florida campus master plan to add 5,526 gross square feet of academic and research space to the Center for Multilingual Multicultural Studies building.
- **FF-4 2012-13 Tuition and Fee Amendments to University Regulation UCF-9.001**– Approval of amendments to University Regulation UCF-9.001 to establish tuition and fees for the 2012-13 academic year.
- **FF-5 Amendment to University Regulation UCF-9.006 Miscellaneous Fees** – Approval of an amendment to University Regulation UCF-9.006 Miscellaneous Fees to change the convenience fee to a variable fee. One minor correction will be made to Attachment A, page 4, item 29 that will read, Convenience fee–variable.

- **FF-6 2012-13 College of Medicine Self-insurance Program Budget** – Approval of the 2012-13 Self-insurance Program budget presented by the College of Medicine.

### **ADVANCEMENT COMMITTEE REPORT**

Rich Crotty, Chair of the Advancement Committee, reported the highlights from the committee meeting earlier in the day.

- Crotty welcomed Trustee Cortez Whatley to the committee.
- **Robert Holmes**, Vice President for Alumni Relations and Development and Foundation CEO, reported that
  - the *I Believe* faculty and staff campaign effort had raised approximately \$600,000
  - the capital campaign effort has raised \$38.6 million
  - a student fund-raising effort will soon be launched
- **Dr. Dan Holsenbeck**, Vice President for University Relations, gave a report on upcoming university and government relations activities.
- **Al Harms**, Vice President for Strategy, Marketing, Communications, and Admissions and Special Assistant to the President, reported that
  - the strategy team has been working on the university Strategic Plan and Work Plan
  - the launch of the new *Pegasus* magazine that will be available in print, on the Web, and via iPad application
  - progress is being made on the university's 50<sup>th</sup> anniversary celebration
  - an enrollment of 60,000 students is expected this fall semester
  - UCF News and Information is upgrading technical and operational pieces of WUCF TV

### **AUDIT, OPERATIONS REVIEW, COMPLIANCE, AND ETHICS COMMITTEE REPORT**

Jim Atchison, Chair of the Audit, Operations Review, Compliance, and Ethics Committee, announced that there was no report for the committee.

### **COMPENSATION AND LABOR AD HOC COMMITTEE REPORT**

Olga Calvet, Vice Chair of the Compensation and Labor Ad Hoc Committee, announced that there was no report for the committee.

### **EDUCATIONAL PROGRAMS COMMITTEE REPORT**

Ida Cook, Chair of the Educational Programs Committee, referenced the items approved in the consent agenda, and reported the highlights from the committee meeting earlier in the day.

- **Dr. Tony Waldrop**, Provost and Executive Vice President, reported on the Equity Accountability Program.
- Waldrop presented the 2012 tenure recommendations.
- Waldrop and **Dr. Paige Borden**, Assistant Vice President for Institutional Knowledge Management, presented the 2012-13 University Work Plan.
- Waldrop, **William Merck**, Vice President for Administration and Finance and Chief Financial Officer, and Borden led a joint committee discussion on tuition differential between the Educational Programs Committee and the Finance and Facilities Committee.



## **FINANCE AND FACILITIES COMMITTEE REPORT**

Olga Calvet, Chair of the Finance and Facilities Committee, referenced the items approved in the consent agenda and presented the following items for board approval.

- **FF-7 Administrative Fee for Study Abroad Programs** – A motion was made and passed by the board approving an administrative fee increase for study abroad programs from \$250 to \$350 per participating student.
- **FF-8 2012-13 Creative School for Children Tuition Increases** – A motion was made and passed by the board approving tuition increases for the Creative School for Children beginning Fall 2012.
- **FF-9 2012-13 Tuition, Tuition Differential, Out-of-state Fees, Financial Aid Fees, and Technology Fees** – A motion was made and passed by the board by an 8-1 vote, approving tuition, tuition differential, out-of-state fees, financial-aid fees, and technology fees for undergraduate and graduate students for Fall 2012.
- **FF-10 Capital Improvement Trust Funds** – A motion was made and passed by the board approving an increase in the Capital Improvement Trust Fund fee.
- **FF-11 2012-13 University Operating Budget** – A motion was made and passed by the board approving the university's 2012-13 operating budget.
- **FF-12 Increased Line of Credit for UCFAA Operations** – This item was pulled from the agenda.
- **FF-13 2012-13 Capital Outlay Budget** – A motion was made and passed by the board 1) approving the university's 2012-13 capital outlay budget, and 2) authorizing the president to make necessary adjustments to the 2012-13 capital outlay budget.
- **FF-14 University Smoke-free Policy** – A motion was made and passed by the board approving the University Smoke-free Policy beginning Fall 2012. Trustee Marcos Marchena commented that if the policy needs to be reinforced, it should be revisited by the board next year.

## **STRATEGIC PLANNING COMMITTEE REPORT**

Ida Cook, Vice Chair of the Strategic Planning Committee, reported the highlights from the committee meeting of May 7, 2012, which included a discussion of the university Strategic Plan and Strategic Plan measures.

## **ANNOUNCEMENTS AND ADJOURNMENT**

Vice Chair Calvet announced the following upcoming meetings:

Board of Governors meeting

June 19-21, 2012  
(Live Oak Center)

Board of Trustees meeting

July 26, 2012  
(Live Oak Center)

Calvet adjourned the board meeting at 2:10 p.m.

Respectfully submitted: \_\_\_\_\_ Date: \_\_\_\_\_

John C. Hitt  
Corporate Secretary

**Minutes**  
**Board of Trustees Teleconference Meeting**  
**University of Central Florida**  
**June 25, 2012**

Chair Michael J. Grindstaff called the teleconference meeting of the UCF Board of Trustees to order at 11:05 a.m.

In addition to the chair, the following board members attended the meeting via teleconferencing: Trustees Olga Calvet, Ida Cook, Richard Crotty, Alan Florez, Ray Gilley, Marcos Marchena, Harris Rosen, John Sprouls, and Cortez Whatley.

**WELCOME**

Grindstaff welcomed the board members and called on Dr. Rick Schell, Associate Corporate Secretary, to call roll. Schell announced that a quorum was present.

Grindstaff reminded the board that the meeting was covered by the Florida Sunshine Law and that the public and press were invited to attend.

**REMARKS**

Grindstaff called on William Merck, Vice President for Administration and Finance and Chief Financial Officer, to present the following items for board approval.

- **FF-1 – WMFE-TV** – A motion was made and passed by the board by a roll-call vote of 8-1 approving UCF's purchase of WMFE TV's public broadcasting license and broadcast equipment.
- **FF-2 – Northview Project** – A motion was made and passed by the board by a roll-call vote of 8-0 authorizing the university to enter into a long-term agreement to provide student housing management and marketing services for the Northview Project. Trustee Alan Florez, because of a potential conflict of interest, abstained.

**ADJOURNMENT**

Grindstaff adjourned the board meeting at 12:06 p.m.

Respectfully submitted: \_\_\_\_\_ Date: \_\_\_\_\_

John C. Hitt  
Corporate Secretary

**University of Central Florida  
BOARD OF TRUSTEES**

**SUBJECT:** Memorandum of Understanding for Instructor and Lecturer Promotion  
Path between the University of Central Florida Board of Trustees and the  
United Faculty of Florida

**DATE:** July 26, 2012

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**PROPOSED BOARD ACTION**

Ratification of the memorandum of understanding between the University of Central  
Florida Board of Trustees and the United Faculty of Florida.

**BACKGROUND INFORMATION**

A collective bargaining agreement between the Board of Trustees and United Faculty of  
Florida is being negotiated for the period 2012-15. The parties agreed to new or revised  
language relating to a promotional path for instructors and lecturers that would be in  
effect during the 2012-13 cycle while the remainder of the collective bargaining  
agreement is negotiated. The United Faculty of Florida voted for ratification of this  
memorandum of understanding on April 4, 2012. The Collective Bargaining Team  
appointed to represent the University of Central Florida Board of Trustees recommends  
the approval of the Memorandum of Understanding for Instructor and Lecturer  
Promotion Path between the University of Central Florida Board of Trustees and the  
United Faculty of Florida.

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**Supporting documentation:**

Memorandum of Understanding for Instructor and Lecturer Promotion Path

**Prepared by:** Sherry Andrews, Associate General Counsel

Mark Roberts, Assistant Vice President and Chief Human Resources Officer

**Submitted by:** John Sprouls, Chair of the Compensation and Labor Committee

**Memorandum of Understanding**  
**Instructor and Lecturer Promotion Path**  
**between the**  
**University of Central Florida Board of Trustees and the United Faculty of Florida**

**MEMORANDUM OF UNDERSTANDING  
INSTRUCTOR/LECTURER PROMOTION PATH**

This Memorandum of Understanding is entered into this 16<sup>th</sup> day of March, 2012, between the University of Central Florida Board of Trustees ("Board") and the United Faculty of Florida ("UFF").

WHEREAS, the UFF is the certified bargaining agent for a unit of employees of the University of Central Florida;

WHEREAS, the parties are currently engaged in collective bargaining negotiations on a full Collective Bargaining Agreement ("CBA") that will address many other issues;

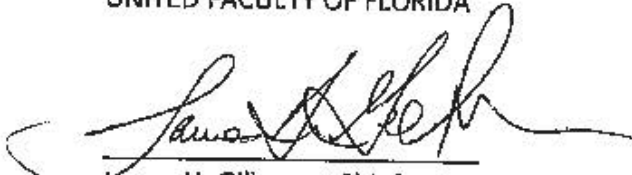
WHEREAS, both the Board and the UFF believe that it would be in the best interest of UCF and the UCF faculty to implement a program for a promotion path for Instructors/Lecturers in 2012-2013;

NOW, THEREFORE, the parties agree as follows:

1. During the 2012-2013 promotion cycle, the University will implement a process for promoting Instructors/Lecturers. This process will follow the procedures provided in the Instructor/Lecturer Promotion and Rank Guidelines dated March 16, 2012, attached to this document, and labeled as Exhibit A.
2. The parties agree to use the grievance and arbitration procedures established in Article 20 of the CBA in the case of any dispute over implementation of this MOU.
3. Neither party shall interpret this Memorandum of Understanding as waiving, nor shall this Memorandum of Understanding be in any way deemed to waive, any rights either party may have to bargain with respect to promotion criteria or processes.

UNITED FACULTY OF FLORIDA

UCF BOARD OF TRUSTEES

  
James H. Gilkeson, Chief Negotiator

  
Michael Mattimore, Chief Negotiator

Date: 03/16/12

Date: 3/16/2012

## **Exhibit A: Instructor/Lecturer Promotion and Rank Guidelines**

**Approved for use with MOU dated March 16, 2012**

Instructors and Lecturers are an important and growing segment of the faculty at the University of Central Florida. They are called upon to perform a wide variety of duties across all disciplines and on every campus. To recognize and reward their contributions, as well as to encourage continued professional development, the University has created a promotion path for Instructors and Lecturers that is outlined in these Guidelines.

### **Rank Titles**

- Titles for the three levels of Instructor/Lecturer positions shall be Instructor/Lecturer, Associate Instructor/ Lecturer, and Senior Instructor/Lecturer.

### **Definitions**

- Instructors must possess a master's degree from an accredited institution in an appropriate field of specialization or equivalent qualifications based on professional experience. Instructors are responsible for teaching, service, and related activities. They may be responsible for research, and/or academic advising and related activities. They may represent the university, college/school, or department/unit on university and/or Statewide committees.
- Lecturers must possess a terminal degree from an accredited institution in an appropriate field of specialization or equivalent qualifications based on professional experience. Lecturers are responsible for teaching, service, and related activities. They may be responsible for research and/or academic advising and service activities. They may represent the university, college/school, or department/unit on university and/or Statewide committees.
- In conjunction with the creation of this promotion path for Instructors/Lecturers, employees who are currently misclassified according to the above definitions will be re-classified to the appropriate position of either Instructor or Lecturer. This re-classification

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will have no affect on any re-classified employee's ability to participate in the promotion process provided for in this document.

- If an employee in an Instructor position earns a terminal degree from an accredited institution in an appropriate field of specialization, the employee's position will be reclassified as a Lecturer position. The employee's rank shall remain the same (e.g., an Associate Instructor shall become an Associate Lecturer) and the employee's years of service needed to apply for promotion to the next rank shall not be affected.

### **General Guidelines**

- Instructors/Lecturers are hired to perform a wide array of duties across the University of Central Florida. The creation of a promotion path for Instructors/Lecturers is intended to provide a practical and equitable process to validate the significant work of Instructors/Lecturers, reward excellence, and encourage professional development.
- Instructors/Lecturers are not required to seek promotion. No penalty exists for an Instructor's/Lecturer's unsuccessful bid for promotion.
- The salary increase from Instructor/Lecturer to Associate Instructor/Lecturer and from Associate Instructor/Lecturer to Senior Instructor/Lecturer is 9% per step.

### *Years of Service*

- Instructors/Lecturers must be on regular appointments to be considered for promotion. Instructors/Lecturers are normally eligible to apply for promotion to Associate Instructor/Lecturer at the beginning of their 6th year of full time service at the Instructor/Lecturer level. Prior years of service at other institutions or as a Visiting Instructor/Lecturer at UCF may count toward eligibility, but 3 years of full time service as an Instructor/Lecturer must be obtained at UCF. Associate Instructors/Lecturers are normally eligible to apply for promotion to Senior Instructor/Lecturer at the beginning of their 6th year of full time service as an Associate Instructor/Lecturer.
- An individual may be hired at a rank higher than the entry-level Instructor/Lecturer rank. Individuals hired in at the Associate Instructor/Lecturer rank cannot receive credit for prior years of service toward the Senior Instructor/Lecturer rank. Such a hire requires the prior approval of the department head and dean.

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### *Transition Process*

- Once these criteria are approved, a transitional period of Instructor/Lecturer promotions will take effect in order to ease the promotion process of current Instructors/Lecturers. The recommended transitional period will roll out promotion eligibility according to hire date until a five year window is created. Specifically, in the first year of Instructor/Lecturer promotion, only those Instructors/Lecturers hired in or before 2000 will be eligible for promotion. During the second year, only those Instructors/Lecturers hired in or before 2003 will be eligible for promotion. During the third year, only those Instructors/Lecturers hired in or before 2006 will be eligible for promotion, etc.

### *Departmental Guidelines*

- Department/units may adopt the university criteria as their own, or they may supplement those criteria with their own requirements. Departmental/unit criteria must be compatible with the university criteria.
- For Instructors/Lecturers who have a joint appointment, the Instructor/Lecturer follows the guidelines of his or her liability department/unit. The liability departmental/unit committee shall seek performance input from the other department/unit.

### *Committees*

- The departmental/unit committee will consist of three (3) Instructors/Lecturers and three (3) tenured or tenure-track faculty members. The members of the committee shall be elected by a vote of all regular faculty members in the department/unit. If a department/unit has fewer than the required number of Instructors/Lecturers and/or tenured or tenure-track faculty, faculty having the appropriate designation from similar department/units, normally within the respective college, can serve on the committee for the purpose of evaluating and voting on the candidate's file. Faculty members serving on the college or division promotion committee and the department chair or unit head may not serve on the departmental/unit promotion committee, participate in discussions related to candidates, or vote on candidate files.

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- The college or division committee will consist of five (5) Instructors/Lecturers and five (5) tenured or tenure-track faculty members. The members of the committee shall be elected by a vote of all regular faculty members in the college or division. No more than two members may be from the same department/unit. In colleges with fewer than five department/units, an exception may be made as long as equitable representation across units is assured. Faculty members serving on the departmental/unit promotion committee and the dean may not serve on the college promotion committee, participate in committee discussions related to candidates, or vote on candidate files.

#### *General Process*

- An Instructor/Lecturer considering promotion should meet with his/her department chair or unit head to discuss candidacy. This person should provide a thorough and objective assessment of the Instructor/Lecturer's promotion readiness.
- Once an eligible Instructor/Lecturer decides to pursue promotion, he/she must submit a completed dossier to the department office by the published annual deadline. (See Below: Promotion Dossier Format)
- The departmental/unit committee reviews the candidate's dossier and creates a narrative assessing the candidate's qualifications for promotion and makes a recommendation on promotion. (See Below: Section XII.A of Promotion Dossier Format)
- The department chair or unit head creates a separate review, narrative, and recommendation. (See Below: Section XII.B of Promotion Dossier Format)
- The college or division committee reviews the candidate's dossier and makes a recommendation on promotion. A narrative need only be provided in cases where the Committee's decision conflicts with one of the previous assessments. (See Below: Section XII.C of Promotion Dossier Format)
- The dean/vice-provost creates a separate review and recommendation. (See Below: Section XII.D of Promotion Dossier Format)
- All dossiers, complete with all recommendations and narratives, are forwarded to the Provost for a final decision.

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### **Broad Promotion Criteria**

**Note:** Assessment for promotion will be based on the candidate's annual assignments. The following criteria assume a standard instructional-teaching role. Exceptions require an explanation and should be noted in the dossier.

#### *Eligibility for Promotion*

- Instructors/Lecturers are normally eligible to apply for promotion to Associate Instructor/Lecturer at the beginning of their 6th year of full time service at the Instructor/Lecturer level. Prior years of service at other institutions or as a Visiting Instructor/Lecturer at UCF may count toward eligibility but 3 years of full time service as an Instructor/Lecturer must be obtained at UCF. Associate Instructors/Lecturers are normally eligible to apply for promotion to Senior Instructor/Lecturer at the beginning of their 6th year of full time service as an Associate Instructor/Lecturer.

#### *Promotion General Criteria*

- Department/units may adopt the university criteria as their own, or they may supplement those criteria with their own requirements. Departmental/unit criteria must be compatible with the university criteria.
- Promotion to Associate Instructor/Lecturer requires a consistent record of excellence in assigned duties. Evidence of excellence may include departmental annual evaluations of teaching, student evaluations of teaching, peer evaluations of teaching, teaching awards, examples of successful student learning outcomes, and demonstration of leadership and rigor in teaching. Additionally, contributions to student advising and other departmental, college or university service should be included in the promotion application. Pedagogical publications or professional presentations, discipline publications and/or creative activities, classroom and laboratory innovations, or performance in other areas of assigned duties may also be included. The application template and required/suggested materials may be found in the Promotion Dossier Format section below.
- Promotion to Senior Instructor/Lecturer is based on the same criteria as promotion to Associate Instructor/Lecturer. It carries an additional expectation of leadership in the

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university and profession. The application template and required/suggested materials may be found in the Promotion Dossier Format section below.

- **Instructors/Lecturers** at any applicable rank are not required to apply for promotion. Instructors/Lecturers who apply for but do not achieve promotion will continue at their current rank and retain the right to reapply in a future promotion cycle.

### **Promotion Dossier Format**

All candidate dossiers are submitted to the Instructor Promotion Committee according to the guidelines below.

#### *Formatting requirements*

- Font size of 12
- Margins of 1-inch left/right and top/bottom

#### *Table of Contents*

**Required sections are in bold.**

- I. Table of Contents**
- II. Candidate Information Form (available on the Provost's website)**
- III. Annual Assignments**

Include the past five years or since employment at UCF if less than five years.

**IV. Candidate's Statement**

The candidate's statement is no more than two pages in length. The statement enables members of the promotion committee to understand clearly the candidate's contributions to department program(s) and how he/she meets the stated criteria. (A current curriculum vita is attached as Appendix A)

**V. Philosophy of Teaching**

If appropriate, the candidate should include a one to two page statement of his or her philosophy of teaching.

**VI. Evidence of Instruction (or other Assigned Activities)**

Instructors' assignments are multifaceted. In any assessment of a candidate for promotion both the quality and the quantity of the individual's achievements are presented in the dossier.

mm 3/16/2012

JG 3/16/12

A. A table showing course numbers and titles taught for the last five years. Indicate the number of times each course was taught, with average enrollment, during the period. Provide a brief narrative that highlights any special aspects, such as on-line, writing intensive, honors, or service-learning, etc. Table and narrative combined should not exceed two pages.

B. Complete annual end-of-year departmental evaluations for the last five years or since employment at UCF, if fewer than five years.

C. Additional evidence of instructional effectiveness if applicable, not to exceed five pages, may be included:

1. A maximum of three peer evaluations of instruction or teaching observation reports completed within the last five years.

2. A list of awards or other recognitions for teaching effectiveness.

3. Other evidence, as appropriate.

**VII. Evidence of Professional Development**

A list, not to exceed one page, of workshops and other training attended during the past five years.

**VIII. Curricular Development**

A description, not to exceed one page, of program, curriculum, or assessment efforts completed during the past five years.

**IX. Advising or Mentoring**

A description, not to exceed one page, of mentoring and advising activities during the past five years.

**X. Administration and Service**

A description, not to exceed one page, of administration and service activities during the past five years.

**XI. Scholarly or Creative Work**

A description, in discipline-specific citation format, not to exceed one page, of relevant scholarly or creative work presented, published, or performed during the past five years.

**XII. Evaluation Summaries**

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- A. Departmental Review Committee's Assessment: The assessment is an informative, individualized description of the candidate's activities and contributions, and provides the committee's evaluation. The assessment includes the division of the vote.
- B. Department Chair's Assessment: The department chair's assessment is a brief statement supporting his or her recommendation.
- C. College Review Committee's Assessment: The assessment by the College Review Committee includes the division of the vote and additional explanation in cases where the Committee's decision conflicts with one of the previous assessments.
- D. Dean's Assessment: The dean's assessment is a brief statement supporting his or her recommendation.

mm 3/16/2012

Page 8 of 8

VB 3/16/12

**University of Central Florida  
BOARD OF TRUSTEES**

**SUBJECT:** Memorandum of Understanding on Article 14: Promotion and Article 15: Tenure between the University of Central Florida Board of Trustees and the United Faculty of Florida

**DATE:** July 26, 2012

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**PROPOSED BOARD ACTION**

Ratification of the memorandum of understanding between the University of Central Florida Board of Trustees and the United Faculty of Florida.

**BACKGROUND INFORMATION**

A collective bargaining agreement between the Board of Trustees and United Faculty of Florida is being negotiated for the period 2012-15. The parties agreed to new or revised language permitting an electronic promotion and tenure process for one college that would be in effect during the 2012-13 cycle while the remainder of the collective bargaining agreement is negotiated. The United Faculty of Florida voted for ratification of this memorandum of understanding on April 4, 2012. The Collective Bargaining Team appointed to represent the University of Central Florida Board of Trustees recommends the approval of the Memorandum of Understanding for adjustments to permit electronic promotion and tenure process affecting Article 14: Promotion and Article 15: Tenure between the University of Central Florida Board of Trustees and the United Faculty of Florida.

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**Supporting documentation:**

Memorandum of Understanding on Article 14: Promotion and Article 15: Tenure

**Prepared by:** Sherry Andrews, Associate General Counsel  
Mark Roberts, Assistant Vice President and Chief Human Resources Officer

**Submitted by:** John Sprouls, Chair of the Compensation and Labor Committee

**Memorandum of Understanding**

**Article 14: Promotion and Article 15: Tenure  
between the**

**University of Central Florida Board of Trustees and the United Faculty of Florida**



**MEMORANDUM OF UNDERSTANDING  
ARTICLES 14/15  
PROMOTION AND TENURE**

This Memorandum of Understanding is entered into this \_\_\_\_\_ day of February, 2012, between the University of Central Florida Board of Trustees ("Board of Trustees") and the United Faculty of Florida ("UFF").

WHEREAS, the UFF is the certified bargaining agent for a unit of employees of the University of Central Florida;

WHEREAS, the parties are currently engaged in collective bargaining negotiations;

WHEREAS, the parties desire to implement a trial program of moving the promotion and tenure process to an electronic format without waiving future rights to bargain with respect to the promotion and tenure process;

NOW THEREFORE, the parties agree to as follows:

1. During the 2012-2013 promotion and tenure cycle, The College of Sciences and possibly one additional college will participate in a trial of the Electronic Promotion and Tenure ("eP&T") process. This trial shall follow the Electronic Promotion and Tenure Guidelines dated 02\_\_/13\_\_/2012 and attached to this memorandum and labeled Exhibit A. All other colleges will follow the existing paper-based process for the 2012-2013 promotion and tenure cycle.

2. To avoid conflicts with the Collective Bargaining Agreement ("CBA"), the parties agree that for faculty members in colleges participating in the eP&T trial, the provisions in Article 14.3(a) and Article 15.5(b) requiring copies of documents added to the promotion or tenure file be provided personally or sent by mail, return receipt requested, shall be replaced with otherwise equivalent provisions for email notification, as described in Exhibit A.

3. The parties also agree that all references to documents being filed, processed, forwarded, responded to, etc., personally or in paper format, including mail, return receipt requested, in UCF Regulations 3.011—Tenure, or 3.017—Promotion of Tenured and Tenure-earning Faculty, shall be replaced with electronic equivalents as described in Exhibit A for faculty members participating the eP&T trial.

4. The parties shall review the results of this trial and engage in future collective bargaining negotiations regarding any further trials or permanent changes to the Collective Bargaining Agreement.

5. Neither party will interpret this Memorandum of Understanding as waiving, nor will this Memorandum of Understanding be in any way deemed to waive, any rights either party may have to bargain with respect to promotion and tenure criteria or processes.

UNITED FACULTY OF FLORIDA

UCF BOARD OF TRUSTEES

\_\_\_\_\_  
By:

\_\_\_\_\_  
By:

Date:\_\_\_\_\_

Date:\_\_\_\_\_

UNITED FACULTY OF FLORIDA

James H. Helf  
By:

Date: 02-13-2012

UCF BOARD OF TRUSTEES

Sherry Andrews  
By:

Date: 02/13/2012

UNIVERSITY OF CENTRAL FLORIDA

## **ELECTRONIC PROMOTION AND TENURE PROCESS**

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### **EXHIBIT "A"**

**2/13/2012**

## **PROMOTION PROCEDURE**

### **14.1 Policy.**

(a) Promotion decisions are not merely a totaling of an employee's annual performance evaluations. Rather, the University, through its faculty, professional employees, and administrators, assesses the employee's potential for growth and scholarly contribution as well as past meritorious performance.

(b) 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. For example, employees hired Fall 2006 or Spring 2007 will receive their first cumulative progress evaluation in Spring 2008. The appraisal shall be included as a separate component of the annual evaluation and is intended to provide assistance and counseling to candidates to help them to qualify themselves for promotion. The employee may request, in writing, a meeting with an administrator at the next higher level to discuss concerns regarding the promotion appraisal, which were not resolved in previous discussions with the evaluator. Associate professors eligible for promotion to full professor may, at their option and upon written request, be similarly apprised of their progress toward promotion.

### **14.2 Criteria.**

(a) Promotion decisions shall be a result of meritorious performance and shall be based upon established criteria specified in writing by the University. All affected employees shall be given a copy of the criteria. The University may modify these criteria so long as the local UFF Chapter has been notified of the proposed changes and offered an opportunity to discuss such changes in consultation with the



president or representative. Changes in criteria shall not become effective until one (1) year following adoption of the changes, unless mutually agreed to in writing by the local UFF Chapter President and the president. The date of adoption shall be the date on which the changes are approved by the administrator at the highest level required under applicable University policies and procedures. Any proposal to develop or modify promotion criteria shall be available for discussion by members of the affected departments/units before adoption.

(b) The University is encouraged to review its promotion criteria, which may exist at the University, college/school, or department/unit level to ensure that such criteria are consistent with each other and that they comport with the mission of the University and its various academic units.

(c) Promotion criteria shall be available in the department/unit office and/or at the college/unit level.

#### **14.3 Procedures.**

(a) The only documents which may be considered in making promotion recommendations are those contained or referenced in the promotion file. The provisions of Article 11 of this Agreement shall apply to the contents of the promotion file. It shall be the responsibility of the employee to see that the file is complete. Prior to the consideration of the employee's promotion, the employee shall have the right to review the contents of the promotion file and may respond to any material therein. If new material is added to the file after the commencement of consideration, the employee shall be notified within five (5) calendar days. The employee may

electronically submit a brief response within five (5) calendar days of his/her notification of the added material. The file shall not move forward for review until either the employee submits a response or until the second five (5) day period expires, whichever occurs first. (b) Recommendations for promotion shall include a copy of applicable promotion criteria, the employee's annual assignments and annual evaluations, and, the employee's promotion appraisal(s). Cumulative progress evaluations for an employee seeking promotion to Professor or equivalent rank are not required to be included in the promotion file.

**14.4 Notice of Denial.** If any employee is denied promotion, the employee shall be notified in writing by the appropriate administrative official, within ten (10) days or as soon as possible thereafter, of that decision. Upon written request by an employee within twenty (20) days of the employee's receipt of such decision, the University shall provide the employee with a written statement of the reasons why the promotion was denied.

## **Promotion of Tenured and Tenure-earning Faculty**

### **1) Policy.**

- a) UCF adheres to the provisions of any applicable collective bargaining agreement, regulations, policies, and procedures regarding the promotion procedures of tenured and tenure-earning faculty.
- b) There shall be sufficient discipline flexibility in interpretation of the standards for promotion so that individuals may have a reasonable expectation of fulfilling the requirements.
- c) A faculty member shall normally become a candidate for promotion to associate professor prior to or at the same time that tenure is recommended. It is advised that the vote for promotion precede the vote on tenure at the department, or unit, college, and university levels.
- d) A candidate may withdraw his or her electronic application at any time prior to the provost's final action by submitting the electronic promotion and tenure withdrawal form located on the Faculty Affairs website. The form must be delivered by the candidate to the Office of Faculty Affairs, located in Millican Hall, Suite 351.

### **2) Nomination eligibility and criteria.**

- a) As a doctoral granting, research university, UCF places significant emphasis on research, scholarly, and creative activities of faculty members seeking promotion. Consideration shall be given to all evidence related to these activities including, but not limited to, publications, grants, research presentations, and awards.
- b) Promotion to associate professor calls for substantial contributions in teaching and research, as well as appropriate service contributions or other university duties. The record must



demonstrate professional accomplishments beyond the terminal degree level of the specific discipline.

- c) Promotion to professor reflects not only an individual's contributions within the institution, but also denotes a status and level of significant achievement among one's disciplinary peers on a national or international level. Substantial contributions of a continuing nature beyond that expected of an associate professor are necessary for the achievement of the rank of professor.
- d) A department or unit may designate criteria for evaluation in addition to those in this subsection if approved by a majority of the tenured full-time faculty members in the department or unit, the department chair or unit head, the dean, and the provost.
- e) A college may designate criteria for evaluation in addition to those in this subsection above if approved by a majority of the tenured full-time faculty members in the college, the dean, and the provost.

### **3) Promotion procedures.**

- a) Recommendations for promotion will be initiated by the department chair or unit head and evaluated successively by the department or unit promotion and tenure committee, the department chair or unit head, the college promotion and tenure committee, the dean of the college, the university promotion and tenure committee, the provost, and the president. The dean of the college will initiate recommendations for promotion of department chairs or unit heads, assistant deans, and persons occupying similar positions. It is the responsibility of the candidate to ensure that the promotion file is accurate, complete, and meets established deadlines for submission.



*b) Outside review.*

- 1) Each faculty member being considered for promotion will have all relevant material from the application submitted to outside reviewers for evaluation. The outside reviewers, who under most circumstances will not have served as the candidate's dissertation advisor, post-doctoral mentor, or close collaborative colleague, are selected using the following procedures.
- 2) The department chair or unit head and the department promotion and tenure committee shall jointly nominate a panel of an even number of at least four outside reviewers; and the faculty candidate shall nominate a panel of an even number of at least four persons with the goal of having half selected by the faculty candidate from the panel proposed by the department chair or unit head and promotion and tenure committee, and half selected by the department or unit head and the promotion and tenure committee from the panel proposed by the faculty candidate. It is advised that additional names from each list are ranked by the department chair or unit head and promotion and tenure committee and the faculty candidate, respectively, and designated as alternates in the event that a proposed reviewer cannot complete the evaluation. When a department chair or unit head is under consideration for promotion, the dean shall appoint a person to participate in the promotion process in their supervisory role.
- 3) Outside reviewer's comments shall be based upon the candidate's professional curriculum vitae and selected material selected jointly by the department chair or unit head and the candidate to the outside reviewers. In the event that an agreement cannot

be reached as to the selected material, the department promotion and tenure committee shall adjudicate the matter.

- 4) In all instances, a standard letter provided by Faculty Affairs shall be used by the department chair or unit head for the purpose of submitting a file to outside reviewers. When a department chair or unit head is a candidate, the immediate supervisor shall handle the letters and application file distributions.
  - 5) Outside reviewers primarily provide comments about the significance of the candidate's research, scholarly, and creative activity within their common discipline or area of study.
- c) When complete, recommendations for promotion will be accompanied by supporting materials, various evaluative forms as listed below, and other documentation, as requested.
- 1) The faculty candidate's assignments and annual performance evaluations for the period under consideration and all cumulative progress evaluations (CPEs) completed by the department or unit tenured faculty, the department chair or unit head, and the dean, where applicable, in formats provided by Faculty Affairs. Candidates applying for associate professor are required to include all CPEs completed during the tenure-earning period at UCF, while those applying for professor do not need to have CPEs completed, and if completed, do not need to include them in the file.
  - 2) Evaluations and recommendations are completed in the electronic promotion and tenure system by the department or unit tenured faculty ranked at or above the level sought by the candidate, chair or unit head, college promotion and tenure committee, dean, and university promotion and tenure committee.



- 3) Verification of publications and external funding provided electronically by the candidate are certified by the department chair or unit head.

*d) Department or unit promotion and tenure committee procedures.*

- 1) Department promotion and tenure committees shall be established within each academic department or unit to function as advisory groups to the department chair or unit head. Faculty members serving on the college or university promotion and tenure committee and the department chair or unit head may not serve on the department promotion and tenure committee, participate in discussions related to candidates, or vote on candidate files. Each committee shall consist of all tenured department or unit faculty ranked at or above the level sought by the candidate. If a department or unit has fewer than three tenured faculty at the appropriate rank, faculty having the appropriate rank from similar departments or units, normally within the respective college, can serve on the committee for the purpose of evaluating and voting on the candidate's file. Department promotion and tenure committee members must not participate in the voting on an application if there is a conflict of interest or if personal factors might impair objectivity regarding an individual applicant.
- 2) The committee chair shall be a member of the committee elected by majority vote of its members and shall call the committee into session to transact such business as required. A quorum shall consist of the attendance of all committee members, when practicable, but not less than the majority of the committee members or fewer than three persons. The committee shall, at the request of the department chair or unit head, review the evaluation materials of faculty under consideration for a change of

status. The committee will be professional and discriminating in its decision-making and will make its review based on consideration of the facts and supportive evidence contained in the candidate's application.

- 3) A written evaluation and recommendation of the candidate by the appropriate faculty shall be completed for each faculty member reviewed. Each committee member shall vote on each case considered, with exception of those determined to have a conflict of interest or personal factors that may lead to lack of objectivity, and the result shall be recorded. A committee member does not need to be present to vote, but may only vote on files s/he has personally reviewed. Each evaluation and recommendation must be accompanied by an explanation for all votes, including split votes and abstentions.
- 4) The committee chair shall upload into the electronic promotion and tenure system, the record of attendance, the committee's written evaluation and recommendation, and the promotion application, and forward the electronic form to the department chair or unit head. The committee shall also designate one of its members to orally report the basis for the committee's recommendation to the department chair or unit head and to the college promotion and tenure committee, if requested by either.
- 5) Within five calendar days, the department chair or unit head shall forward the committee's evaluation and recommendation to the candidate. Evaluated faculty members will review, certify, and, if desired, upload a response to the committee's evaluation and recommendation within five calendar days after notification of the committee's decision. Any such comments become part of the candidate's electronic file.



*e) College promotion and tenure committee procedures.*

- 1) A college promotion and tenure committee consisting of one tenured faculty member at the rank of professor, where available, from each department or unit shall be established within each college to function as an advisory group to the dean. Faculty members serving on the department or university promotion and tenure committee and the dean may not serve on the college promotion and tenure committee; participate in committee discussions related to candidates, or vote on candidate files. Also exempted from service are faculty who served on the committee within the last two years, unless the department or unit has only one eligible professor.
- 2) Each department or unit shall elect a representative to the college promotion and tenure committee. Terms shall be staggered to provide for continuity and uniformity of committee action. A college with fewer than three departments or units shall elect a minimum of three tenured professors to serve as the college promotion and tenure committee. Small departments or units, i.e., those with fewer than three tenured faculty members, may choose to elect a representative to the college promotion and tenure committee only when a member of the respective unit is applying for promotion and/or tenure, contingent upon approval from the college dean. Representatives shall be tenured professors, where available, elected by a majority vote of tenured and tenure-earning faculty in each department or unit. A representative who is a tenured associate professor may not vote on candidates seeking promotion to professor. College promotion and tenure committee members must not participate in the voting on an

application if there is a conflict of interest or if personal factors might impair objectivity regarding an individual applicant.

- 3) The committee chair shall be a member of the committee elected by majority vote of its members and shall call the committee into session to transact such business as required. A quorum shall consist of the attendance of all committee members, when practicable, but not less than the majority of the committee members or less than three persons. In cases of prolonged illness, an alternate member will serve.
- 4) The committee shall, at the request of the dean or designee, review those credentials submitted by the faculty under consideration for a change of status. The committee will be professional and discriminating in its decision-making and will make its review based on consideration of the facts and supportive evidence contained in the candidate's application.
- 5) A written evaluation and recommendation of the candidate by the appropriate faculty shall be completed for each faculty member reviewed, and uploaded into the candidate's electronic promotion and tenure file. Each eligible committee member shall vote on each case considered, with exception of those determined to have a conflict of interest or personal factors that may lead to lack of objectivity, and the result shall be recorded. A committee member does not need to be present to vote, but may only vote on files s/he has personally reviewed. Each evaluation and recommendation must be accompanied by an explanation for all votes, including split votes and abstentions.



- 6) The committee chair shall upload, into the electronic promotion and tenure system of the record of attendance, the committee's written evaluation and recommendation, and forward electronically to the dean.
- 7) Within five calendar days, the dean or designee shall notify the faculty candidate of the committee's evaluation and recommendation. Evaluated candidates choosing to provide comments on the committee's evaluation and recommendation may do so electronically within five calendar days after receipt of notice of the committee's decision, and this response shall become part of the candidate's application.

*f) University promotion and tenure committee procedures.*

- 1) The university promotion and tenure committee, a reporting committee of the Faculty Senate, shall consist of one tenured faculty member at the rank of professor from each college and function as an advisory group to the provost. Faculty members serving on a department or college promotion and tenure committee may not serve on the university promotion and tenure committee; participate in committee discussions related to candidates, or vote on candidate files. Also exempted from service are faculty who served on the committee within the last two years, unless a college has only one eligible professor, and those who are candidates for promotion and/or tenure.
- 2) One representative to the university promotion and tenure committee shall be elected by the tenured and tenure-earning faculty from each college. Two-year terms shall be staggered to provide for continuity and uniformity of committee action. Vacancies are filled during the term in which they occur from the area of the vacating member for the remainder of that person's term. The committee membership will be a matter of public

record. University promotion and tenure committee members must not participate in the voting on a candidate if there is a conflict of interest or if personal factors might impair their objectivity regarding an individual applicant.

- 3) The committee shall, upon request of the provost, review the evaluation materials of faculty under consideration for change of status. In this review, the committee will rely upon the same criteria used by the department and college promotion and tenure committees. It will be professional and discriminating in its decision making and will make its review based on consideration of the facts and supporting evidence in the application, including the evaluations and recommendations contained therein.
- 4) The committee chair shall be a member of the committee elected by majority vote of its members and shall call the committee into session to transact such business as required. A quorum shall consist of the attendance of all committee members, when practicable, but not less than the majority of the committee members. In cases of prolonged illness, an alternate member will serve.
- 5) A written evaluation and recommendation by the appropriate faculty shall be completed for each faculty member reviewed, and uploaded into the candidate's electronic promotion and tenure file. Each eligible committee member shall vote on each case considered, with exception of those determined to have a conflict of interest or personal factors that may lead to lack of objectivity, and the result shall be recorded. A committee member does not need to be present to vote, but may only vote on files s/he has personally reviewed. Each evaluation and recommendation must be accompanied by an explanation for all votes, including split votes and abstentions.



- 6) The committee chair shall upload, into the electronic promotion and tenure system, a copy of the record of attendance, the committee's written evaluation and recommendation, and forward the electronic file to the Provost. Within five calendar days, the candidate shall be notified of the committee's evaluation and recommendation. Evaluated candidates choosing to provide comments on the committee's evaluation and recommendation may do so electronically within five calendar days after receipt of notice of the committee's decision, and this response shall become part of the candidate's application.

*g) Promotion decision and notification.*

- 1) All candidates, whose applications are not withdrawn, will be reviewed by the provost and president. Final decisions shall be made by the president and rendered in writing.
- 2) Promotions normally become effective at the beginning of the succeeding academic year.

*h) Grievability.*

- 1) An in-unit employee who receives written notice of denial of promotion may, in accordance with the provisions and requirements of the then-current collectively bargained grievance procedure, contest the decision because of an alleged violation of a specific provision of the collective bargaining agreement. A non-unit employee who receives written notice of denial of promotion may, in accordance with the provisions and requirements of the University's non-unit grievance procedures, Regulation UCF-3.036, contest the decision because of an alleged violation of University regulation,

policy, or procedure. In either case, time limits for filing such grievances shall be as set forth in the applicable procedure.

## **TENURE**

**15.1 Eligibility.** Employees with the rank of Associate Professor and Professor shall be eligible for tenure. Tenure shall be in a department/unit or other appropriate administrative unit. Tenure shall not extend to administrative appointments in the General Faculty or Administrative and Professional classification plans.

**15.2 Tenure Decision.**

(a) An employee shall normally be considered for tenure during the sixth year of continuous service in a tenure-earning position, including any prior service credit granted at the time of initial employment. An employee's written request for early tenure consideration is subject to the University's written agreement.

(b) By the end of six (6) years of service at the University, an employee eligible for tenure shall either be awarded tenure by the Board or given notice that further employment will not be offered. Upon written request by an employee within twenty (20) days of the employee's receipt of such notice, the University shall provide the employee with a written statement of reasons by the president or representative why tenure was not granted.

(c) Decision by the Board. The Board shall award tenure. This decision shall normally be made at the May Board Meeting but no later than the following meeting. The employee shall be notified in writing by the president or representative within five (5) days of the decision of the Board.

(d) An employee being considered for tenure prior to the sixth (6) year may withdraw from consideration before the Provost issues a final written recommendation without prejudice.



### **15.3 Criteria for Tenure.**

(a) The decision to award tenure to an employee shall be a result of meritorious performance and shall be based on established criteria specified in writing by the University. The decision shall take into account the following:

- (1) annual performance evaluations;
- (2) the needs of the department/unit, college/unit, and University;
- (3) the contributions of the employee to the employee's academic unit (program, department/unit, college/unit); and
- (4) the contributions the employee is expected to make to the institution.

(b) The University shall give a copy of the criteria for tenure to employees eligible for tenure, and, beginning with the second year of employment, each such employee shall be appraised in writing once each year of the employee's progress toward tenure. For example, employees hired Fall 2006 or Spring 2007 will receive their first cumulative progress evaluation in Spring 2008. The appraisal shall be included as a separate component of the annual evaluation and is intended to provide assistance and counseling to candidates to help them to qualify themselves for tenure. The employee may request, in writing, a meeting with an administrator at the next higher level to discuss concerns regarding the tenure appraisal which were not resolved in previous discussions with the evaluator.

(c) Tenure criteria shall be available in the department/unit office and/or at the college/unit level.

### **15.4 Modification of Criteria.**

(a) Modifying Criteria. The University may modify the criteria for tenure so long as the local UFF Chapter has been notified of the proposed changes and offered an opportunity to discuss such

changes in consultation with the University president or representative. Changes in criteria shall not become effective until one (1) year following adoption of the changes, unless mutually agreed to in writing by the local UFF president and the University president or representative. The date of adoption shall be the date on which the changes are approved by the administrator at the highest level required under applicable university policies and procedures. Any proposal to develop or modify tenure criteria shall be available for discussion by members of the affected departments/units before adoption.

(b) Effect on Employees. The equitable opportunity provisions of Article 9 are applicable to the modified criteria. Further, if an employee has at least four (4) years of tenure-earning credit as of the date on which the tenure criteria are adopted under Section 15.4(a), above, the employee shall be evaluated for tenure under the criteria as they existed prior to modification unless the employee notified the university at least thirty (30) days prior to commencement of the tenure consideration that he/she chooses to be evaluated under the newly adopted criteria.

#### **15.5 Recommendations and Procedures.**

(a) Recommendations for the awarding of tenure shall be made by the employee's supervisor and shall include a poll by secret ballot of the tenured members of the employee's department/unit. The performance of an employee during the entire term of employment at the institution shall be considered in determining whether to grant tenure. Recommendations regarding tenure shall include a copy of applicable tenure criteria, the employee's annual assignments and annual evaluations, and the employee's tenure appraisals. Prior to the consideration of the employee's candidacy, the employee shall have the right to review the contents of the tenure file and may attach a brief and concise response to any materials therein. It shall be the responsibility of the employee to



see that the file is complete. The provisions of Article 11 of this Agreement shall apply to the contents of the tenure file.

(b) If any material is added to the file after the commencement of consideration, the employee will be notified electronically within five (5) days. The employee may attach a brief electronic response within five (5) days of his/her receipt of notification of the added material. The file shall not be forwarded until either the employee submits a response or until the second five (5)-day period expires, whichever occurs first. The only documents which may be considered in making a tenure recommendation are those contained or referenced in the tenure file. If a document that is not part of the tenure file is considered, then, prior to the committee's decision, it shall be added to the tenure file and the procedures for notifying the employee described in this section shall be followed.

#### **15.6 Other Considerations.**

(a) During the period of tenure-earning service, the employee's employment shall be governed by the provisions of Article 12.

(b) Part-time service of an employee employed at least one semester in any twelve (12)-month period shall be accumulated. For example, two (2) semesters of half-time service shall be considered one-half year of service toward the period of tenure-earning service.

(c) An employee who is credited with tenure-earning service at the time of initial appointment may request, in writing, that the president or president's representative withdraw all or a portion of such credit. An employee may make such a request only one time, and the request must be received before the end of the spring semester prior to the fall semester of the employee's final year of eligibility.

**15.7 Transfer of Tenure.** When a tenured employee is transferred as a result of a reorganization or program curtailment within the University and is employed in the same or similar discipline in which tenure was granted, the employee's tenure shall be transferred to the new department.

**15.8 Tenure upon Appointment.** Tenure may be granted to an employee by the Board at the time of initial appointment, upon recommendation of the appropriate administrator. The administrator shall consider the recommendation of the department or equivalent unit prior to making his/her final tenure recommendation.

**15.9 Leave.** Authorized leaves of absence shall be credited or not credited toward the period of tenure-earning service according to the provisions of Section 17.4.

**15.10 Termination/Layoff.** Tenure/permanent status guarantees annual reappointment for the academic year until voluntary resignation, retirement, removal for just cause, or layoff.

## Tenure

### 1) Definition.

- a) *Tenure* is an employment classification achieved by the faculty member, which shall be based on the individual's performance over the person's entire tenure-earning appointment at UCF, as well as any time accepted toward tenure by UCF from another institution upon hire.

### 2) Policy.

- a) The award of tenure shall provide annual reappointment until voluntary resignation, retirement, removal for just cause, or layoff.
- b) UCF adheres to the provisions of any applicable collective bargaining agreement, regulations, policies, and procedures regarding the tenure procedures of tenured and tenure-earning faculty.
- c) There shall be sufficient discipline flexibility in the interpretation of the standards for tenure so that individuals have a reasonable expectation of fulfilling the requirements.
- d) A faculty member shall be recommended for promotion to associate professor prior to or at the same time tenure is recommended. It is advised that the vote for promotion precede the vote on tenure at department or unit, college, and university levels.
- e) If an employee has at least four (4) years of tenure-earning credit as of the effective date of a modification to the tenure criteria, the employee shall be evaluated for tenure under the criteria as it existed prior to modification unless the employee notifies the university at least thirty (30) days prior to the commencement of the tenure consideration that he/she chooses to be evaluated under the newly adopted criteria.



- f) Tenure may be transferred from one unit to another.
- g) A candidate may withdraw his or her electronic application at any time prior to the provost's final action by submitting the electronic promotion and tenure withdrawal form located on the Faculty Affairs website. The form must be delivered by the candidate to the Office of Faculty Affairs, located in Millican Hall, Suite 351. If the application is for early tenure, the withdrawal is without prejudice; otherwise, the withdrawal is with prejudice.

### **3) Eligibility.**

- a) A faculty member will normally apply for tenure during the sixth year of continuous service. Exceptions include, but are not limited to faculty electing to go up early, that is prior to the sixth year; using credit toward tenure given upon hiring, unless voluntarily rescinded; or faculty who were employed in a tenure-earning position starting with a spring semester, in which case they may count tenure-earning time beginning with the following academic year.
- b) Faculty may be hired with tenure (see Hire with Tenure, below).

### **4) Tenure criteria.**

- a) The recommendation of a faculty member for tenure shall signify that the president and the Board of Trustees are satisfied that the employee will continue to make significant professional contributions to the university and the academic community.
- b) The standards of performance expected for tenure in teaching, research, scholarship, creative activity, and service shall be the same as for the rank the candidate shall hold for the year in which tenure shall be awarded.
- c) Tenure is awarded upon the demonstration of highly competent performance. Tenure criteria shall take into account the mission and needs of the university and shall address the areas of

teaching; research, scholarly, and creative activities; and service to the public, the discipline, and the university including those professional responsibilities consistent with faculty status.

- d) The university shall ensure that teaching is evaluated broadly, including assessments by peers, students, administrators, and the candidates themselves and that teaching performance is prominently considered in the award of tenure. Development of innovative course materials and teaching methodology, curriculum development, special teaching responsibilities, awards or other public recognition of teaching, and other teaching related activities shall also be considered in assessing competency in teaching and teaching effectiveness.
- e) As a doctoral granting, research university, UCF places significant emphasis on research, scholarly, and creative activities of faculty members seeking tenure. Consideration shall be given to all evidence related to these activities including, but not limited to, publications, grants, research presentations, and awards.
- f) A department or unit may designate criteria for evaluation in addition to those in this subsection if approved by a majority of the tenured full-time faculty members in the department or unit, the department chair or unit head, the dean, and the provost.
- g) A college may designate criteria for evaluation in addition to those in this subsection if approved by a majority of the tenured full-time faculty members in the college, the dean, and the provost.

#### **5) Procedures for granting tenure.**

- a) At the time a faculty member becomes eligible for tenure consideration, he/she shall submit an application file in accordance with the application format that is available from Faculty Affairs. It is the responsibility of the candidate to ensure that the tenure file is accurate and complete.



*b) Outside review.*

- i. Each faculty member being considered for tenure will have all relevant material from the application submitted to outside reviewers for evaluation. The outside reviewers, who under most circumstances will not have served as the candidate's dissertation advisor, post-doctoral mentor, or close collaborative colleague, are selected using the following procedures.
- ii. The department chair or unit head and the department promotion and tenure committee shall jointly nominate a panel of an even number of at least four outside reviewers; and the faculty candidate shall nominate a panel of an even number of at least four persons with the goal of having half selected by the faculty candidate from the panel proposed by the department chair or unit head and promotion and tenure committee, and half selected by the department or unit head and the promotion and tenure committee from the panel proposed by the faculty candidate. It is advised that additional names from each list are ranked by the department chair or unit head and promotion and tenure committee and the faculty candidate, respectively, and designated as alternates in the event that a proposed reviewer cannot complete the evaluation. When a department chair or unit head is under consideration for tenure, the dean shall appoint a person to participate in the tenure process in their supervisory role.
- iii. Outside reviewer's comments shall be based upon the candidate's professional curriculum vitae and materials selected jointly by the department chair or unit head and the candidate to the outside reviewers. In the event that an agreement cannot be reached as to the

selected material, the department promotion and tenure committee shall adjudicate the matter.

- iv. In all instances, a standard letter provided by Faculty Affairs shall be used by the department chair or unit head for the purpose of submitting a file to outside reviewers. When a department chair or unit head is a candidate, the immediate supervisor shall handle the letters and application file distributions.
  - v. Outside reviewers primarily provide comments about the significance of the candidate's research, scholarly, and creative activity within their common discipline or area of study.
- c) When complete, recommendations for tenure will be accompanied by supporting materials, various evaluative forms as listed below, and other documentation, as requested:
- i. The faculty candidate's assignments and annual performance evaluations for the period under consideration and all cumulative progress evaluations completed by the department or unit tenured faculty, the department chair or unit head, and the dean.
  - ii. The evaluations and recommendations are completed online by the department or unit tenured faculty ranked at or above the level sought by the candidate, chair or unit head, college promotion and tenure committee, dean, and university promotion and tenure committee.
  - iii. Verification of publications and external funding provided by the faculty candidate and electronically signed off by the chair or unit head.



*d) Department or unit promotion and tenure committee procedures.*

- i. Department promotion and tenure committees shall be established within each academic department or unit to function as advisory groups to the department chair or unit head. Faculty members serving on the college or university promotion and tenure committee and the department chair or unit head may not serve on the department promotion and tenure committee, participate in discussions related to candidates, or vote on candidate files. Each committee shall consist of all tenured department or unit faculty. If a department or unit has fewer than three tenured faculty, tenured faculty from a similar department or unit, normally within the respective college, can serve on the committee for the purpose of evaluating and voting on the candidate's file. Department promotion and tenure committee members must not participate in the voting on an application if there is a conflict of interest or if personal factors might impair objectivity regarding an individual applicant.
- ii. The committee chair shall be a member of the committee elected by majority vote of its members and shall call the committee into session to transact such business as required. A quorum shall consist of the attendance of all committee members, when practicable, but not less than the majority of the committee members or fewer than three persons. The committee shall, at the request of the department chair or unit head, review the evaluation materials of faculty under consideration. The committee will be professional and discriminating in its decision-making and will make its review based on consideration of the facts and supportive evidence contained in the candidate's application.
- iii. A written evaluation and recommendation of the candidate by the appropriate faculty shall be completed for each faculty member reviewed, and uploaded into the candidate's

electronic tenure file. Each committee member shall vote on each case considered, with exception of those determined to have a conflict of interest or personal factors that may lead to lack of objectivity, and the result shall be recorded. A committee member does not need to be present to vote, but may only vote on files s/he has personally reviewed. Each evaluation and recommendation must be accompanied by an explanation for all votes, including split votes and abstentions.

- iv. The committee chair shall upload an electronic copy of the record of attendance, the committee's written evaluation and recommendation, and the tenure application and forward the electronic forms to the department chair or unit head. The committee shall also designate one of its members to orally report the basis for the committee's recommendation to the department chair or unit head and to the college promotion and tenure committee, if requested by either.
- v. Within five calendar days, the department chair or unit head shall notify the faculty candidate of the committee's evaluation and recommendation. Evaluated faculty members will review, and if desired, upload a response to the committee's evaluation and recommendation within five calendar days after receipt of notice of the committee's decision. Any such comments become part of the candidate's electronic file.

*e) College promotion and tenure committee procedures.*

- i. A college promotion and tenure committee consisting of one tenured faculty member at the rank of professor, where available, from each department or unit shall be established within each college to function as an advisory group to the dean. Faculty members serving on the department or university promotion and tenure committee and the dean may not



serve on the college promotion and tenure committee; participate in committee discussions related to candidates, or vote on candidate files. Also exempted from service are faculty who served on the committee within the last two years, unless the department or unit has only one eligible professor.

- ii. Each department or unit shall elect a representative to the college promotion and tenure committee. Terms shall be staggered to provide for continuity and uniformity of committee action. A college with fewer than three departments or units shall elect a minimum of three tenured professors to serve as the college promotion and tenure committee. Small departments or units, i.e., those with fewer than three tenured faculty members, may choose to elect a representative to the college promotion and tenure committee only when a member of the respective unit is applying for tenure and/or promotion, contingent upon approval from the college dean. Representatives shall be tenured professors, where available, elected by a majority vote of tenured and tenure-earning faculty in each department or unit. College promotion and tenure committee members must not participate in the voting on an application if there is a conflict of interest or if personal factors might impair objectivity regarding an individual applicant.
- iii. The committee chair shall be a member of the committee elected by majority vote of its members and shall call the committee into session to transact such business as required. A quorum shall consist of the attendance of all committee members, when practicable, but not less than the majority of the committee members or less than three persons. In cases of prolonged illness, an alternate member will serve.



- iv. The committee shall, at the request of the dean or designee, review those credentials submitted by the faculty under consideration. The committee will be professional and discriminating in its decision-making and will make its review based on consideration of the facts and supportive evidence contained in the candidate's application.
- v. A written evaluation and recommendation of the candidate by the appropriate faculty shall be completed for each faculty member reviewed, and uploaded into the electronic promotion and tenure system. Each eligible committee member shall vote on each case considered, with exception of those determined to have a conflict of interest or personal factors that may lead to lack of objectivity, and the result shall be recorded. A committee member does not need to be present to vote, but may only vote on files s/he has personally reviewed. Each evaluation and recommendation must be accompanied by an explanation for all votes, including split votes and abstentions.
- vi. The committee chair shall upload a copy of the record of attendance, the committee's written evaluation and recommendation, and forward the electronic forms to the dean.
- vii. Within five calendar days, the dean or designee shall notify the faculty candidate of the committee's evaluation and recommendation. Evaluated candidates choosing to provide comments on the committee's evaluation and recommendation may do so electronically within five calendar days after receipt of notice of the committee's decision, and this response shall become part of the candidate's electronic application.

*f) University promotion and tenure committee procedures.*

- i. The university promotion and tenure committee, a reporting committee of the Faculty Senate, shall consist of one tenured faculty member at the rank of professor from each

college and function as an advisory group to the provost. Faculty members serving on a department or college promotion and tenure committee may not serve on the university promotion and tenure committee; participate in committee discussions related to candidates, or vote on candidate files. Also exempted from service are faculty who served on the committee within the last two years, unless a college has only one eligible professor, and those who are candidates for tenure and/or promotion.

- ii. One representative to the university promotion and tenure committee shall be elected by the tenured and tenure-earning faculty from each college. Two-year terms shall be staggered to provide for continuity and uniformity of committee action. Vacancies are filled during the term in which they occur from the area of the vacating member for the remainder of that person's term. The committee membership will be a matter of public record. University promotion and tenure committee members must not participate in the voting on a candidate if there is a conflict of interest or if personal factors might impair their objectivity regarding an individual applicant.
- iii. The committee shall, upon request of the provost, review the evaluation materials of faculty under consideration for change of status. In this review, the committee will rely upon the same criteria used by the department and college promotion and tenure committees. It will be professional and discriminating in its decision making and will make its review based on consideration of the facts and supporting evidence in the application, including the evaluations and recommendations contained therein.
- iv. The committee chair shall be a member of the committee elected by majority vote of its members and shall call the committee into session to transact such business as required. A



quorum shall consist of the attendance of all committee members, when practicable, but not less than the majority of the committee members. In cases of prolonged illness, an alternate member will serve.

- v. A written evaluation and recommendation by the appropriate faculty shall be completed in the electronic promotion and tenure system for each faculty member reviewed. Each eligible committee member shall vote on each case considered, with exception of those determined to have a conflict of interest or personal factors that may lead to lack of objectivity, and the result shall be recorded. A committee member does not need to be present to vote, but may only vote on files s/he has personally reviewed. Each evaluation and recommendation must be accompanied by an explanation for all votes, including split votes and abstentions.
- vi. The committee chair shall upload a copy of the record of attendance, and enter the committee's written evaluation and recommendation into the electronic promotion and tenure system.
- vii. Within five calendar days, the candidate shall be notified of the committee's evaluation and recommendation. Evaluated candidates choosing to provide comments on the committee's evaluation may do so electronically within five calendar days after notification of the committee's decision, with this response shall become part of the candidate's application.

*g) Hire with tenure.*

- i. Faculty hires with tenure usually occur when the person has held tenure at another institution of higher education and has an extraordinary record of achievement.

- ii. The process to hire a faculty member with tenure begins with submission of the applicant's dossier to the department or unit followed by an interview and a vote of the tenured faculty in the department or unit. The department chair or unit head shall submit his/her recommendation, the applicant's dossier, and the faculty vote to the dean. The dean shall forward his/her recommendation, the applicant's dossier, and the faculty vote, and a completed "Hire with Tenure" form available on the Faculty Affairs web site to the provost for review. Tenure shall be awarded upon recommendation by the president and approval by the Board of Trustees.

*h) Transfer of tenure.*

- i. To transfer tenure from one unit to another, the applicant submits an up-to-date curriculum vitae and supporting documentation to the new department or unit. Interviews with the applicant and reviews the applicant's dossier are then conducted by the new department or unit faculty, as well as by the chair or unit head and the dean or dean's representative. Tenured faculty from the new and originating department or unit vote on the transfer. The votes, along with recommendation from the new and originating chair or unit head, are submitted to the dean(s) of the new and originating college(s). A Memorandum of Understanding (MOU) shall be completed and approved by the dean(s) and provost or provost's designee that outlines the rights and responsibilities of the faculty member, if any, in the originating and new units, as well as the financial obligations, if any, of the originating and new units.



*i) Tenure decision and notification.*

- i. All candidates, whose applications are not withdrawn, will be reviewed by the provost and president. Final decisions shall be made by the Board of Trustees and rendered in writing. Tenure normally becomes effective at the beginning of the succeeding academic year.
- ii. If an employee is denied tenure, the employee shall be notified in writing by the university within ten (10) days or as soon as possible thereafter, of that decision. Upon written request by an employee within twenty (20) days of the employee's receipt of notice of denial of tenure, the university shall provide the employee with a written statement of the reasons why tenure was denied.

*j) Grievability.*

- i. An in-unit employee who receives written notice of denial of tenure may, in accordance with the provisions and requirements of the then-current collectively bargained grievance procedure, contest the decision because of an alleged violation of a specific provision of the collective bargaining agreement. A non-unit employee who receives written notice of denial of tenure may, in accordance with the provisions and requirements of the University's non-unit grievance procedure, Regulation UCF-3.036, contest the decision because of an alleged violation of University regulation, policy, or procedure. In either case, time limits for filing such grievances shall be as set forth in the applicable procedure.

**University of Central Florida  
BOARD OF TRUSTEES**

**SUBJECT:** Conferral of Degrees

**DATE:** July 26, 2012

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**PROPOSED BOARD ACTION**

Concurrence: Conferral of degrees at the Summer 2012 commencement ceremonies.

**BACKGROUND INFORMATION**

UCF expects to award the following degrees at the Summer 2012 commencement ceremonies on August 4, 2012:

2,950	baccalaureate degrees
534	master's degrees
<u>104</u>	doctoral and specialist degrees
<b>3,588</b>	<b>total</b>

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**Supporting documentation:** Registrar's Graduation Count

**Prepared by:** Amy Swinford, Senior Administrative Assistant to the Vice President and  
Chief of Staff

**Submitted by:** John C. Hitt, President



# UCF Summer 2012 Commencement

Note: Procession of graduates begins 20 minutes prior to each ceremony.

\*Projected Attending (Baccalaureate only) is an estimate based on 70% attending rate

College	Baccalaureate				Master's				Doctorate				
	Intent to graduate	Projected* attending	Pre-Order cap/gown	Head-count	Degree award	Intent to graduate	Indicated attending	Pre-Order cap/gown	Head-count	Intent to graduate	Indicated attending	Pre-Order cap/gown	Head-count
Saturday, 8/4, 9:00 a.m.													
College of Arts and Humanities	247	173				22	22			1	1		
College of Business Administration	579	405				69	69			5	5		
College of Education	107	75				137	137			28	28		
College of Graduate Studies	0	0				1	1			0	0		
Office of Undergraduate Studies	210	147				0	0			0	0		
Rosen College of Hospitality Management	200	140				22	22			0	0		
College Totals:	1,343	940				251	251			34	34		
Total Students Anticipated in Attendance:	1,225												
Saturday, 9/4, 2:30 p.m.													
College of Engineering and Computer Science	151	106				54	54			31	31		
College of Health and Public Affairs	501	351				126	126			3	3		
College of Medicine	57	40				10	10			3	3		
Office of Nursing	231	162				28	28			3	3		
College of Optics and Photonics	0	0				3	3			9	9		
College of Sciences	667	467				62	62			21	21		
College Totals:	1,607	1,125				283	283			70	70		
Total Students Anticipated in Attendance:	1,478												
Degree level ITG totals:	2,950					534				104			
Combined ITG submissions:	3,588												
All ceremony projected* attending:	2,703												
Anticipated attendance - cap/gown pickup:													
Headcount totals:													
Undergraduate degrees awarded:													

**University of Central Florida  
Board of Trustees**

**SUBJECT:** Amended Payment Schedule for UCFAA Loans to the University

**DATE:** July 26, 2012

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**PROPOSED BOARD ACTION**

Approval of amended payment schedule for UCFAA loans to the university.

**BACKGROUND INFORMATION**

UCFAA received several loans from the university between 2004 and 2007. In 2009, those loans were consolidated into one loan. With the move to the BIG EAST conference, the UCFAA is expecting a significant increase in its operating expenses and is requesting permission to amend the current loan payment schedule. The amended schedule suspends loan payments for fiscal years 2012 and 2013, with accelerated payments thereafter.

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**Supporting documentation:**

Comparison of UCF Loan Payment Schedules (Attachment A)  
Five-year Budget Projection (Attachment B)  
Five-year Budget Projection - Version #2 (Attachment C)

**Prepared by:** Brad Stricklin, Senior Associate Athletics Director and CFO for UCFAA

**Submitted by:** William F. Merck II, Vice President for Administration and Finance  
and Chief Financial Officer

**UCF Athletics Association, Inc**  
**Comparison of UCF Loan Repayment Schedules**

<b>Fiscal Year</b>		<b>Current Schedule</b>	<b>Proposed Schedule- Minimum</b>	<b>Proposed Schedule Maximum</b>
2010	•	\$ 300,000		\$ 300,000
2011	•	500,000		500,000
2012	•			
2013		1,000,000		
2014		800,000	750,000	1,250,000
2015		800,000	750,000	1,350,000
2016		800,000	1,000,000	1,450,000
2017		800,000	1,000,000	1,500,000
2018		800,000	1,100,000	1,500,000
2019		800,000	1,100,000	1,550,000
2020		800,000	1,100,000	
2021		800,000	1,100,000	
2022		800,000	1,100,000	
2023		371,478		

\* -does not include "credits" from the GKC Restricted Surplus.

## Attachment B

UCF Athletics Association, Inc.  
Five-Year Budget Projection  
June 7, 2012

## Sources of Funds:

## Athletics Revenues

	Projected Budget	Projected Budget	Projected Budget	Projected Budget	Projected Budget	Projected Budget
Ticket sales	\$ 4,575,500	\$ 6,205,500	\$ 6,330,500	\$ 5,630,500	\$ 5,730,500	\$ 5,730,500
Guarantees	1,069,900	220,000	320,000	620,000	520,000	1,220,000
Sponsorships	3,039,736	3,178,678	3,593,039	3,707,830	3,823,065	3,838,757
Contributions	2,466,241	2,623,806	2,827,823	2,966,976	3,113,019	3,266,295
NCAA and Conference distributions	2,603,351	7,742,753	8,288,463	8,736,002	9,035,442	9,336,860
Other athletics revenues	496,033	514,286	446,974	424,945	428,938	431,703
<b>Total Athletics Revenues</b>	<b>\$ 14,250,761</b>	<b>\$ 20,485,024</b>	<b>\$ 21,806,799</b>	<b>\$ 22,086,252</b>	<b>\$ 22,650,963</b>	<b>\$ 23,824,114</b>
<b>University Allocation</b>						
Student athletic fee	20,661,816	20,914,389	21,560,660	22,398,363	23,268,614	24,172,677
University contribution	166,080	166,080	166,080	166,080	166,080	166,080
Non-resident tuition waivers	2,146,995	2,337,224	2,454,085	2,576,789	2,705,629	2,840,910
E&G appropriations-gender equity	268,359	268,359	268,359	268,359	268,359	268,359
<b>Total University Allocation</b>	<b>23,243,250</b>	<b>23,686,052</b>	<b>24,449,184</b>	<b>25,409,592</b>	<b>26,408,682</b>	<b>27,448,026</b>
<b>Total Sources of Funds</b>	<b>\$ 37,494,011</b>	<b>\$ 44,171,075</b>	<b>\$ 46,255,983</b>	<b>\$ 47,495,844</b>	<b>\$ 49,059,645</b>	<b>\$ 51,272,141</b>

## Uses of Funds:

Scholarships	\$ 7,372,181	\$ 7,738,740	\$ 8,125,677	\$ 8,531,961	\$ 8,958,559	\$ 9,406,487
Employee Compensation -Sports Units	8,594,156	9,331,332	10,208,702	10,704,647	11,313,817	11,864,713
Employee Compensation-Support Units	6,047,385	6,220,888	6,390,813	6,560,912	6,644,623	6,673,901
Sport operations	6,284,760	7,843,488	8,800,664	8,721,495	9,147,639	9,351,584
Support operations	6,469,699	6,915,277	7,175,605	7,365,818	7,626,129	7,893,460
Non-recurring operations	644,167	1,815,000	1,040,000	890,000	850,000	1,555,000
Debt service	751,454	2,151,454	2,251,454	2,351,454	2,350,000	2,350,000
Net transfers - Football Stadium	1,330,207	2,154,897	2,263,068	2,369,557	2,168,878	2,176,997
<b>Total Uses of Funds</b>	<b>\$ 37,494,011</b>	<b>\$ 44,171,075</b>	<b>\$ 46,255,983</b>	<b>\$ 47,495,844</b>	<b>\$ 49,059,645</b>	<b>\$ 51,272,141</b>

Net Surplus(Deficit)

\$	0	\$	0	\$	0	\$	0
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## ASSUMPTIONS

### **Ticket Sales:**

- **Football:** UCFAA is scheduled to host seven home football games in 2013-14 and 2014-15 fiscal years, and six home games from 2015-16 through 2017-18. For the purposes of this analysis, football season tickets remain relatively flat with the increase in revenue based on single game sales.
- **Men's Basketball:** Tickets sales are projected to increase by twenty-five percent in 2013-14 (first year in BIG EAST) and approximately five percent moving forward.
- **Other sports:** For the purpose of this analysis, tickets sales would remain relatively flat.

**Guarantees:** Non-conference away-game guarantees (primarily football) fluctuate annually based on contractual obligations and the number of non-conference away games played.

**Sponsorships:** The increase to sponsorships is based on the current contractual relationship with IMG College and a projected increase to UCFAA's apparel provider.

**Contributions:** Projections include a ten percent increase in the first year, a seven-and-a-half percent increase in the second year, and a five percent increase in subsequent years.

**NCAA and conference distributions:** The increase in 2013-14 is based on the first year as a member of the BIG EAST Conference. Although we have not received revenue estimates as of the report date, \$6.6 million is the estimated initial distribution used for this report. In each subsequent year through year six of membership, the distribution should increase as the estimated television payments should be higher, but also UCF will be receiving an increasingly greater share in the NCAA basketball tournament revenue distribution.

**Student athletic fees:** For this projection, there is no increase to the per-credit-hour rate. The only increase is based on enrollment projections given by Department of University Analysis and Planning Support as of March 27, 2012.

**Scholarships:** projected increase of five percent per year (based on current historical increases). **Employee**

**compensation:** With the move into the new conference, it will be critical to increase our compensation budget in order to attract or retain coaches at an increased market level.

**Sport operations:** In the first year of the BIG EAST, a 7.5 percent increase is projected for all sports other than football and basketball programs. For the football and basketball programs, a 20 percent increase is projected in order to assist the programs to compete with more well established national programs. In subsequent years, a five percent increase is projected for the football and basketball programs, and a three percent increase is projected for the other sports.

**Support operations:** With the exception of marketing, an increase of approximately three percent is projected in administrative and support units each year. For the first year of the BIG EAST, a 25 percent increase is projected for marketing with annual increases of three percent.

**Non-recurring operations:** UCFAA has deferred several maintenance projects that need to be addressed in the 2013-14 year. The budget is based, in part, on maintenance schedules provided by our facilities staff. In addition, a contingency in the \$250,000 to \$500,000 is included.

**Debt Service:** Includes the revised UCF loan payment schedule and the payments to Fifth Third Bank for the repayment of the construction line of credit.

**Net Transfers- Football Stadium:** This dollar figure represents the difference in the amount of UCFAA revenue transferred for the stadium bond obligations and the amount transferred back to UCFAA once those obligations have been met. The Increase from 2012-13 to future years is due to a lower naming rights payments, as well as additional maintenance and replacement expenses.

June 7, 2012

**Sources of Funds:****Athletics Revenues**

<b>Ticket sales</b>	\$	4,575,500	\$	6,205,500	\$	6,330,500	\$	5,630,500	\$	5,730,500	\$	5,730,500
<b>Guarantees</b>		1,069,900		220,000		320,000		620,000		520,000		1,220,000
<b>Sponsorships</b>		3,039,736		3,178,678		3,593,039		3,707,830		3,823,065		3,838,757
<b>Contributions</b>		2,466,241		2,623,806		2,827,823		2,966,976		3,113,019		3,266,295
<b>NCAA and Conference distributions</b>		2,603,351		6,742,753		7,288,463		7,736,002		8,035,442		8,336,860
<b>Other athletics revenues</b>		496,033		514,286		446,974		424,945		428,938		431,703
<b>Total Athletics Revenues</b>	\$	14,250,761	\$	19,485,024	\$	20,806,799	\$	21,086,252	\$	21,650,963	\$	22,824,114
<b>Total University Allocation</b>		23,243,250		23,686,052		24,449,184		25,409,592		26,408,682		27,448,026
<b>Total Sources of Funds</b>	\$	37,494,011	\$	43,171,075	\$	45,255,983	\$	46,495,844	\$	48,059,645	\$	50,272,141

**Uses of Funds:**

<b>Scholarships</b>	\$	7,372,181	\$	7,738,740	\$	8,125,677	\$	8,531,961	\$	8,958,559	\$	9,406,487
<b>Employee Compensation- Sports Units</b>		8,594,156		9,258,695		10,055,209		10,464,650		10,977,444		11,512,749
<b>Employee Compensation- Support Units</b>		6,047,385		6,172,463		6,294,724		6,413,818		6,447,070		6,475,921
<b>Sport operations</b>		6,284,760		7,740,859		8,693,060		8,608,672		9,029,341		9,227,542
<b>Support operations</b>		6,469,699		6,820,239		7,041,799		7,257,053		7,479,012		7,707,891
<b>Non-recurring operations</b>		644,167		1,633,728		1,130,992		1,048,679		1,149,341		1,714,555
<b>Debt service</b>		751,454		1,651,454		1,651,454		1,901,454		1,850,000		2,050,000
<b>Net transfers- Football Stadium</b>		1,330,207		2,154,897		2,263,068		2,269,557		2,168,878		2,176,997
<b>Total Uses of Funds</b>	\$	37,494,011	\$	43,171,075	\$	45,255,983	\$	46,495,844	\$	48,059,645	\$	50,272,141

Net Surplus{Deficit)

\$	0	\$	0	\$	0	\$	0	\$	0	\$
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## **ASSUMPTIONS- Version #2 (Lower BIG EAST**

### **payment) Ticket Sales:**

- **Football:** UCFAA is scheduled to host seven home football games in 2013-14 and 2014-15 fiscal years, and six home games from 2015-16 through 2017-18. For the purposes of this analysis, football season tickets remain relatively flat with the increase in revenue based on single game sales.
- **Men's Basketball:** Tickets sales are projected to increase by twenty-five percent in 2013-14 (first year in BIG EAST) and approximately five percent moving forward.
- **Other sports:** For the purpose of this analysis, tickets sales would remain relatively flat.

**Guarantees:** Non-conference away-game guarantees (primarily football) fluctuate annually based on contractual obligations and the number of non-conference away games played.

**Sponsorships:** The increase to sponsorships is based on the current contractual relationship with IMG College and a projected increase to UCFAA's apparel provider.

**Contributions:** Projections include a ten percent increase in the first year, a seven-and-a-half percent increase in the second year, and a five percent increase in subsequent years.

**NCAA and conference distributions:** The increase in 2013-14 is based on the first year as a member of the BIG EAST Conference. Although we have not received revenue estimates as of the report date, \$5.6 million is the estimated initial distribution used for this report. In each subsequent year through year six of membership, the distribution should increase as the estimated television payments should be higher, but also UCF will be receiving an increasingly greater share in the NCAA basketball tournament revenue distribution.

**Student athletic fees:** For this projection, there is no increase to the per-credit-hour rate. The only increase is based on enrollment projections given by Department of University Analysis and Planning Support as of March 27, 2012.

**Scholarships:** projected increase of five percent per year (based on current historical increases).

**Employee compensation:** With the move into the new conference, it will be critical to increase our compensation budget in order to attract or retain coaches at an increased market level.

**Sport operations:** in the first year of the BIG EAST, a 7.5 percent increase is projected for all sports other than football and basketball programs. For the football and basketball programs, a 15 percent increase is projected in order to assist the programs to compete with more well established national programs. In subsequent years, a five percent increase is projected for the football and basketball programs, and a three percent increase is projected for the other sports.



**Support operations:** With the exception of marketing, an Increase of approximately three percent is projected in administrative and support units each year. For the first year of the BIG EAST, a 25 percent increase is projected for marketing with annual increases of three percent.

**Non-recurring operations:** UCFAA has deferred several maintenance projects that need to be addressed in the 2013-14 year. The budget is based, In part, on maintenance schedules provided by our facilities staff. In addition, a contingency in the \$350,000 to \$650,000 is included.

**Debt Service:** Includes the revised UCF loan (minimum) payment schedule and the payments to Fifth Third Bank for the repayment of the construction line of credit.

**Net Transfers-Football Stadium:** This dollar figure represents the difference in the amount of UCFAA revenue transferred for the stadium bond obligations and the amount transferred back to UCFAA once those obligations have been met. The increase from 2012-13 to future years is due to a lower naming rights payments, as well as additional maintenance and replacement expenses.

**University of Central Florida  
Board of Trustees**

**SUBJECT:** Increased Line of Credit for UCFAA Operations

**DATE:** July 26, 2012

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**PROPOSED BOARD ACTION**

Approval to increase the operating line of credit for UCFAA from \$1.2 million to \$2.0 million.

**BACKGROUND INFORMATION**

UCFAA currently has a \$1.2 million line of credit to assist with operational expenses; however, due to the timing of the receipt of different revenues, the current line is not sufficient to allow the organization to meet its obligations when due. It is anticipated that the need for the line of credit will be reduced after the first year of receiving revenues from the BIG EAST Conference. The increased revenues will allow the UCFAA to manage operating expenses based on annual revenues to be received.

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**Supporting documentation:** None

**Prepared by:** Brad Stricklin, Senior Associate Athletics Director and CFO for UCFAA

**Submitted by:** William F. Merck II, Vice President for Administration and Finance  
and Chief Financial Officer

**University of Central Florida  
Board of Trustees**

**SUBJECT:** 2012-13 Direct Support Organizations' Budgets

**DATE:** June 27, 2012

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**PROPOSED BOARD ACTION**

Approval of the 2012-13 operating budgets for the following DSOs: Golden Knights Corporation, UCF Athletics Association, UCF Convocation Corporation, UCF Finance Corporation, UCF Foundation, and UCF Research Foundation.

**BACKGROUND INFORMATION**

In 2009 the Florida Board of Governors passed a rule requiring the local Boards of Trustees for the state universities to approve the operating budgets of the DSOs certified by each university.

Each DSO has either approved the attached budget or is presenting a draft copy expected to be approved. We recommend approval of budgets presented.

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**Supporting documentation:** 2012-13 operating budgets of the DSOs

**Prepared by:** John C. Pittman, Director for Financial Services

**Submitted by:** William F. Merck II, Vice President for Administration and Finance  
and Chief Financial Officer

**Golden Knights Corporation**  
**Annual Budget**  
**Fiscal Year 2012-13**

	2013 Proposed Budget	2012 Approved Budget	Variance	2013 Proposed Budget	2012 Projected Actual	Variance
<b>Revenues</b>						
Premium seating	\$ 1,610,750	\$ 1,662,000	\$ (51,250) -3.1%	\$ 1,610,750	\$ 1,580,000	\$ 30,750 1.9%
Naming rights	1,250,000	500,000	750,000 150.0%	1,250,000	500,000	750,000 150.0%
Athletic transfers	7,508,832	7,344,110	164,722 2.2%	7,508,832	7,217,075	291,757 4.0%
Other	1,335,001	1,429,180	(94,179) -6.6%	1,335,001	1,302,687	32,314 2.5%
<b>Total revenues</b>	<b>11,704,583</b>	<b>10,935,290</b>	<b>769,293 7.0%</b>	<b>11,704,583</b>	<b>10,599,762</b>	<b>1,104,821 10.4%</b>
<b>Expenses</b>						
<b>Total operating expenses</b>	<b>889,272</b>	<b>818,447</b>	<b>70,825 8.7%</b>	<b>889,272</b>	<b>671,026</b>	<b>218,246 32.5%</b>
<b>Net Increase from total operations</b>	<b>\$ 10,815,311</b>	<b>\$ 10,116,843</b>	<b>\$ 698,468 6.9%</b>	<b>\$ 10,815,311</b>	<b>\$ 9,928,736</b>	<b>\$ 886,575 8.9%</b>
<b>Debt Service</b>						
Total principal and interest payments	4,436,686				4,395,457	



**UCF Athletic Association  
Annual Budget  
Fiscal Year 2012-13**

	2013 Proposed Budget	2012 Approved Budget	Variance	2013 Proposed Budget	2012 Projected Actual	Variance
<b>Revenues</b>						
Athletic events	\$ 11,288,487	\$ 11,169,248	\$ 119,239	\$ 11,288,487	\$ 11,104,997	\$ 183,490
Contributions	2,466,241	2,348,573	117,668	2,466,241	2,139,186	327,055
University sources	23,243,250	22,454,582	788,668	23,243,250	22,068,705	1,174,545
Other	496,033	441,100	54,933	496,033	1,225,040	(729,007)
<b>Total revenues</b>	<b>37,494,011</b>	<b>36,413,503</b>	<b>1,080,508</b>	<b>37,494,011</b>	<b>36,537,928</b>	<b>956,083</b>
<b>Expenses</b>						
Scholarships	7,372,681	6,628,938	743,743	7,372,681	6,554,761	817,920
Employee compensation	14,641,542	14,280,696	360,846	14,641,542	13,985,037	656,505
Sport operations	7,614,968	8,079,703	(464,735)	7,614,968	8,481,074	(866,106)
Support operations	6,469,199	6,243,169	226,030	6,469,199	6,222,704	246,495
Other	644,167	429,543	214,624	644,167	767,544	(123,377)
<b>Total expenses</b>	<b>36,742,557</b>	<b>35,662,049</b>	<b>1,080,508</b>	<b>36,742,557</b>	<b>36,011,120</b>	<b>731,437</b>
<b>Net increase from total operations</b>	<b>\$ 751,454</b>	<b>\$ 751,454</b>	<b>\$ -</b>	<b>\$ 751,454</b>	<b>\$ 526,808</b>	<b>\$ 224,646</b>
<b>Debt Service</b>						
Total principal and interest payments	\$ 751,454			\$ 751,454		\$ 751,454

**UCF Convocation Corporation**  
**Annual Budget**  
**Fiscal Year 2012-13**

	2013 Proposed Budget	2012 Approved Budget	Variance	2013 Proposed Budget	2012 Projected Actual	Variance
<b>Arena Operations</b>						
<b>Revenues</b>						
Event related	\$ 6,545,108	\$ 7,201,264	\$ (656,156)	\$ 6,545,108	\$ 7,242,960	\$ (697,852)
Premium seating and sponsorship	863,210	869,000	(5,790)	863,210	830,388	32,822
Other	2,515,509	2,500,509	15,000	2,515,509	2,511,454	4,055
<b>Total revenue</b>	<b>9,923,827</b>	<b>10,570,773</b>	<b>(646,946)</b>	<b>9,923,827</b>	<b>10,584,802</b>	<b>(660,975)</b>
						<b>-6.2%</b>
<b>Expenses</b>						
Direct event	4,584,622	5,253,110	(668,488)	4,584,622	5,083,784	(499,162)
Operating and indirect event	3,273,172	3,100,654	172,518	3,273,172	3,189,550	83,622
Direct premium seating	198,156	267,058	(68,902)	198,156	262,320	(64,164)
<b>Total expenses</b>	<b>8,055,950</b>	<b>8,620,822</b>	<b>(564,872)</b>	<b>8,055,950</b>	<b>8,535,654</b>	<b>(479,704)</b>
						<b>-5.6%</b>
<b>Net increase from arena operations</b>	<b>1,867,877</b>	<b>1,949,951</b>	<b>(82,074)</b>	<b>1,867,877</b>	<b>2,049,148</b>	<b>(181,271)</b>
						<b>-8.8%</b>
<b>Housing Operations</b>						
<b>Revenues</b>						
Apartment rentals	17,990,975	17,606,362	384,613	17,990,975	17,529,419	461,556
Parking	1,036,388	829,110	207,278	1,036,388	829,579	206,809
Other	152,000	92,000	60,000	152,000	151,081	919
<b>Total revenues</b>	<b>19,179,363</b>	<b>18,527,472</b>	<b>651,891</b>	<b>19,179,363</b>	<b>18,510,079</b>	<b>669,284</b>
						<b>3.6%</b>
<b>Expenses</b>						
<b>Total operating expenses</b>	<b>5,975,755</b>	<b>5,923,849</b>	<b>51,906</b>	<b>5,975,755</b>	<b>5,392,410</b>	<b>583,345</b>
						<b>10.8%</b>
<b>Net increase from Housing operations</b>	<b>13,203,608</b>	<b>12,603,623</b>	<b>599,985</b>	<b>13,203,608</b>	<b>13,117,669</b>	<b>85,939</b>
						<b>0.7%</b>
<b>Retail Operations</b>						
<b>Revenues</b>						
<b>Total revenue</b>	<b>1,883,997</b>	<b>1,787,546</b>	<b>96,451</b>	<b>1,883,997</b>	<b>1,872,505</b>	<b>11,492</b>
						<b>0.6%</b>
<b>Expenses</b>						
<b>Total operating expenses</b>	<b>682,308</b>	<b>543,308</b>	<b>139,000</b>	<b>682,308</b>	<b>461,987</b>	<b>220,321</b>
						<b>47.7%</b>
<b>Net increase from retail operations</b>	<b>1,201,689</b>	<b>1,244,238</b>	<b>(42,549)</b>	<b>1,201,689</b>	<b>1,410,518</b>	<b>(208,829)</b>
						<b>-14.8%</b>
<b>Net Increase from total operations</b>	<b>\$ 16,273,173</b>	<b>\$ 15,797,812</b>	<b>\$ 475,361</b>	<b>\$ 16,273,173</b>	<b>\$ 16,577,335</b>	<b>\$ (304,162)</b>
						<b>-1.8%</b>
<b>Debt Service</b>						
Total principal and interest payments	\$ 16,202,295			\$ 16,202,295		

**UCF FINANCE CORPORATION**  
**Annual Budget**  
**Fiscal Year 2012-13**

	2013	2012		2013	2012	
	Proposed	Approved	Difference	Proposed	Projected	Variance
	Budget	Budget		Budget	Actual	
<b>Revenues</b>						
Operating <sup>1</sup>	\$ 10,000	\$ 10,000	\$ 0	\$ 10,000	\$ 10,000	0 0.0%
University transfers	2,758,656	2,931,679	(173,022)	2,758,656	2,864,283	(105,626) -3.7%
<b>Total revenues</b>	<b>2,768,656</b>	<b>2,941,679</b>	<b>(173,022)</b>	<b>2,768,656</b>	<b>2,874,283</b>	<b>(105,626) -3.7%</b>
<b>Expenses</b>						
Operating <sup>2</sup>	22,603	40,740	(18,137)	22,603	22,757	(154) -0.7%
Interest	2,556,959	2,723,930	(166,971)	2,556,959	2,665,695	(108,736) -4.1%
Debt related	199,197	203,314	(4,116)	199,197	195,934	3,263 1.7%
<b>Total expenses</b>	<b>2,778,760</b>	<b>2,967,983</b>	<b>(189,224)</b>	<b>2,778,760</b>	<b>2,884,386</b>	<b>(105,626) -3.7%</b>
<b>Net decrease from total operations</b>	<b>\$ (10,103)</b>	<b>\$ (26,305)</b>	<b>\$ 16,202</b>	<b>\$ (10,103)</b>	<b>\$ (10,103)</b>	<b>\$ 0 0.0%</b>
<b>Debt Service</b>						
Total principal and interest payments	3,731,959				3,795,695	

<sup>1</sup> Projected actual operating income is negative due to the timing of cash transfers between the Corporation and the University.

<sup>2</sup> Ninety-nine percent of the cost of issuance for Letters of Credit related to construction has been fully amortized as of 2012. Only the COI related to the bonds remain.

**UCF Foundation**  
**Annual Budget**  
**Fiscal Year 2012-13**

	2013 Proposed Budget	2012 Approved Budget	Difference	Variance	2013 Proposed Budget	2012 Projected Actual	Difference	Variance
<b>Revenues</b>								
Unrestricted gifts, fees, and investment earnings	\$ 4,899,805	\$ 4,841,181	\$ 58,624	1.2%	\$ 4,899,805	\$ 4,437,826	\$ 461,979	10.4%
Real estate	2,023,658	1,704,182	319,476	18.7%	\$ 2,023,658	1,806,883	216,775	12.0%
Other	8,276,687	7,602,219	674,468	8.9%	\$ 8,276,687	7,008,320	1,268,367	18.1%
<b>Total revenue</b>	<b>15,200,150</b>	<b>14,147,582</b>	<b>1,052,568</b>	<b>7.4%</b>	<b>15,200,150</b>	<b>13,253,029</b>	<b>1,947,121</b>	<b>14.7%</b>
<b>Expenses</b>								
Academic and university support	1,681,096	1,703,805	(22,709)	-1.3%	\$ 1,681,096	1,422,523	258,573	18.2%
Development, alumni relations, and operations	13,519,054	12,443,777	1,075,277	8.6%	13,519,054	11,647,943	1,871,111	16.1%
<b>Total expenses</b>	<b>15,200,150</b>	<b>14,147,582</b>	<b>1,052,568</b>	<b>7.4%</b>	<b>15,200,150</b>	<b>13,070,466</b>	<b>2,129,684</b>	<b>16.3%</b>
<b>Net increase(decrease) from total operations</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>	<b>\$ -</b>	<b>\$ 182,563</b>	<b>\$ (182,563)</b>	<b>-100.0%</b>
<b>Debt Service</b>								
Total principal and interest payments	\$ 5,049,694							

\*This budget includes the division of alumni relations and development.



Budget approved by Board June 6th, 2012

UCF Research Foundation  
Annual Budget  
Fiscal Year 2012-13

	2013 Approved Budget	2012 Approved Budget	Variance	2013 Approved Budget	2012 Projected Actual	Variance
<b>Revenues</b>						
Royalties, contracts, contributions, rents, conferences, unit residuals, consortiums	\$ 5,516,000	\$ 4,679,500	\$ 836,500 17.9%	\$ 5,516,000	\$ 5,305,801	\$ 210,199 4.0%
Management fees, other	276,600	200,400	76,200 38.0%	276,600	251,908	24,692 9.8%
<b>Total revenues</b>	<u>5,792,600</u>	<u>4,879,900</u>	<u>912,700 18.7%</u>	<u>5,792,600</u>	<u>5,557,709</u>	<u>234,891 4.2%</u>
<b>Expenses</b>						
<b>Total operating expenses</b>	<u>5,461,600</u>	<u>4,643,150</u>	<u>818,450 17.6%</u>	<u>5,461,600</u>	<u>5,236,944</u>	<u>224,656 4.3%</u>
<b>Net increase from operations</b>	<u>\$ 331,000</u>	<u>\$ 236,750</u>	<u>\$ 94,250 39.8%</u>	<u>\$ 331,000</u>	<u>\$ 320,765</u>	<u>\$ 10,235 3.2%</u>

**University of Central Florida  
Board of Trustees**

**SUBJECT:** Renaming of Math and Physics Building

**DATE:** July 26, 2012

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**PROPOSED BOARD ACTION**

Approve changing the name of the Math and Physics Building to the Mathematical Sciences Building.

**BACKGROUND INFORMATION**

The departments and faculty that occupy the Math and Physics building longer include Physics. To better identify the building and reflect its actual use, we request changing the name of the building to the Mathematical Sciences Building.

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**Supporting documentation:** None

**Prepared by:** William F. Merck II, Vice President for Administration and Finance  
and Chief Financial Officer

**Submitted by:** William F. Merck II, Vice President for Administration and Finance  
and Chief Financial Officer

University of Central Florida  
BOARD OF TRUSTEES

**SUBJECT:** 2013-14 UCF Board of Trustees Meeting Dates

**DATE:** July 26, 2012

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**PROPOSED BOARD ACTION**

Information only.

**BACKGROUND INFORMATION**

The 2013-14 UCF Board of Trustees' meetings are scheduled as follows, but these dates are subject to change:

January 24, 2013—Thursday	January 23, 2014—Thursday
March 21, 2013—Thursday	March 27, 2014—Thursday
May 23, 2013—Thursday	May 22, 2014—Thursday
July 25, 2013—Thursday	July 24, 2014—Thursday
September 26, 2013—Thursday	September 25, 2014—Thursday
November 14, 2013—Thursday	November 20, 2014—Thursday

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**Supporting documentation:** Florida Board of Governors Meeting Dates and Locations  
2013-14

**Prepared by:** Rick Schell, Vice President and Chief of Staff, and  
Associate Corporate Secretary to the Board of Trustees

**Submitted by:** Rick Schell, Vice President and Chief of Staff, and  
Associate Corporate Secretary to the Board of Trustees



STATE  
UNIVERSITY  
SYSTEM  
*of* FLORIDA  
Board of Governors

## MEETING DATES AND LOCATIONS

### 2013

**January 16-17**  
*University of Florida*  
*Gainesville*

**February 21**  
*(Conference Call)*  
*or*  
*University of North Florida*  
*Jacksonville*

**March 27-28**  
*Florida A&M University*  
*Tallahassee*

**May 9**  
*(Conference call)*

**June 18-20**  
*University of South Florida*  
*Tampa*

**September 11-12**  
*Florida Gulf Coast University*  
*Ft. Myers (?)*

**November 20-21**  
*Florida International University*  
*Miami*

### 2014

**January 15-16**  
*University of West Florida*  
*Pensacola*

**February 20**  
*(Conference Call)*  
*or*  
*University of South Florida*  
*Tampa*

**March 19-20**  
*Florida State University*  
*Tallahassee*

**May 8**  
*(Conference Call)*

**June 17-19**  
*University of Central Florida*  
*Orlando*

**September 17-18**  
*New College of Florida*  
*Sarasota*

**November 5-6**  
*Florida Atlantic University*  
*Boca Raton*



**University of Central Florida  
BOARD OF TRUSTEES**

**SUBJECT:** Memorandum of Understanding for a Domestic Partner Health Care Stipend Benefit between the University of Central Florida Board of Trustees and the United Faculty of Florida

**DATE:** July 26, 2012

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**PROPOSED BOARD ACTION**

Recommend not to ratify the Memorandum of Understanding between the University of Central Florida Board of Trustees and the United Faculty of Florida, which provides a domestic partner health care stipend for faculty represented by the United Faculty of Florida similar to the program approved by the UCF Board of Trustees on November 17, 2011, for University of Central Florida employees. However, if ratification is approved by the UCF Board of Trustees, the ratification approval would also authorize the Chief Human Resources Officer to revise the previously approved University of Central Florida Domestic Partner Health Insurance Stipend Program so that all employees are processed consistently.

**BACKGROUND INFORMATION**

A collective bargaining agreement between the Board of Trustees and United Faculty of Florida is being negotiated for the period 2012-15. The parties agreed to new language permitting a domestic partner health care stipend similar to the Domestic Partner Health Insurance Stipend that was approved by the UCF Board of Trustees on November 17, 2011, for UCF employees. The Memorandum of Understanding expands the current program slightly. Under the Memorandum of Understanding, employees that are already receiving family coverage because they have a dependent child currently on UCF's health insurance would still be able to receive a stipend for their domestic partner, whereas the current program does not allow a stipend for employees who already receive family coverage. Another difference allows an employee to receive a stipend where the employee's domestic partner is not insurable (which must be documented), where currently a stipend is paid only when the domestic partner proves she or he has health insurance in force. The Memorandum of Understanding also requires that 90 days' notice be provided if the stipend amount is changed, whereas the existing program requires no notice.

The United Faculty of Florida voted for ratification of this memorandum of understanding on June 15, 2012.

The Collective Bargaining Team appointed to represent the University of Central Florida Board of Trustees recommends the approval of the Memorandum of Understanding for establishing a health care stipend for faculty represented by the United Faculty of Florida.

At the Compensation and Labor Committee meeting held on June 27, 2012, trustees expressed concern about extending the program beyond what was approved in November 2011, a move they

felt could have unintended consequences. The committee was concerned that extending the stipend to include employees in domestic partner relationships already receiving family plan health insurance coverage through the state health plan would result in greater costs to the university for such individuals than what is offered to the remainder of employees. In addition, concern was expressed that the enhancements to the program would result in unknown costs, especially since the current plan costs are estimates only and, for those employees not within the faculty bargaining unit, the nascent plan has been in operation for only a few months.

The committee did express specific support for the Domestic Partnership Health Insurance Stipend (DPHIS) program as approved by the University of Central Florida Board of Trustees in November 2011 and did not want their concerns over this Memorandum of Agreement to be misconstrued. The board has already approved the DPHIS for all eligible employees, including those subject to collective bargaining. UCF had previously offered the availability of the DPHIS to the United Faculty of Florida. Subsequently, the parties began negotiations that ultimately resulted in CL-3.

The Compensation and Labor Committee recommends that the University of Central Florida Board of Trustees vote not to ratify the Memorandum of Understanding enclosed in CL-3.

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**Supporting documentation:**

Memorandum of Understanding for a Domestic Partner Health Care Stipend Benefit

**Prepared by:** Sherry Andrews, Associate General Counsel

Mark Roberts, Assistant Vice President and Chief Human Resources Officer

**Submitted by:** John Sprouls, Chair of the Compensation and Labor Committee

**Memorandum of Understanding**

**Domestic Partner Health Care Stipend Benefit  
between the**

**University of Central Florida Board of Trustees and the United Faculty of Florida**

**Memorandum of Understanding  
Between the UCF Board of Trustees  
and the United Faculty of Florida**

This Memorandum of Understanding is entered into this 22nd day of May, 2012, between the University of Central Florida Board of Trustees ("Board of Trustees") and the United Faculty of Florida ("UFF").

WHEREAS, the UFF is the certified bargaining agent for a unit of faculty and certain non-faculty employees of the University of Central Florida;

WHEREAS, the parties are currently engaged in collective bargaining negotiations on a full Collective Bargaining Agreement ("CBA") that will address many issues other than benefits;

WHEREAS, the parties are committed to working toward the common goals of the University of Central Florida;

WHEREAS, both the Board of Trustees and the UFF believe that it would be in the best interest of UCF and its faculty to implement a same-sex domestic partner health care stipend benefit as soon as possible;

NOW, THEREFORE, the parties agree as follows:

1. **Policy.** The parties of this Agreement recognize the importance of providing a stipend to university employees who are in committed same-sex domestic partner relationships to help defray the cost of health care for same-sex domestic partners. All provisions of the Domestic Partnership Health Insurance Stipend Program Procedures approved by the Board of Trustees on November 17, 2011, are approved by the parties unless contradicted by the terms of this MOU. In addition to promoting the university's goals of equity and diversity, this program will assist the university in retaining and attracting excellent faculty. The parties agree to use the grievance and arbitration procedures established in Article 20 of the CBA in the case of any dispute over implementation of this MOU.

2. **Stipend Amount.** The amount of the stipend shall be the lesser of: (1) the difference between the university's contribution for "individual only" health insurance coverage in the plan selected by the employee and the university contribution for "family" coverage for that plan, or, (2) if the domestic partner is insurable, the actual cost of the domestic partner's own health insurance coverage.

The stipend shall be adjusted when changes are made in the employee's coverage selection or to the amount of university contribution to the state's health insurance. The stipend shall be paid to a participating, eligible employee on a bi-weekly basis, regardless of contract term, except in months where there are three pay periods (only two payments per month will be made). The stipend will be funded solely through the UCF Foundation without use of public funds. The stipend amount may be adjusted at the sole discretion of the university based on availability of

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program funding, in which case the university will provide ninety (90) days public notice. UCF will provide one year's public notice if this program is ever terminated, unless state or federal law precipitates such termination.

3. **Eligibility.** For the purposes of this program, a domestic partner is defined as an individual who shares a committed, mutually dependent relationship with a benefits-eligible UCF employee of the same sex. In order to be eligible for the stipend, the employee must be on an established benefits-eligible position, have elected individual or family health insurance coverage with UCF, and both the employee and the domestic partner must complete a UCF Domestic Partnership Declaration and Partnership Certification form issued by Human Resources on which they attest that:

- They are at least 18 years of age and are mentally competent to consent to a contract.
- They are not legally married to anyone else and are not related.
- They have shared financial responsibilities for at least the past six months.
- The non-employee domestic partner is not employed or is not eligible to receive health insurance benefits through his or her employer.
- Health insurance coverage is in effect for the same-sex domestic partner and coverage shall be maintained during any period for which the domestic partner health care stipend is paid or the same-sex domestic partner has been denied individual health insurance coverage within the preceding twelve (12) months and the stipend shall be used to help pay for the domestic partner's health care.

4. **Enrollment Procedures.**

In addition to the Domestic Partnership Declaration and Partnership Certification form noted in the previous section, an employee who wishes to participate shall submit to UCF Human Resources-Benefits documentation from the employee and his or her domestic partner in accordance with the UCF Domestic Partnership Health Insurance Stipend Program Procedures identified under the Required Documentation section. The employee and his or her domestic partner shall submit evidence the domestic partner is not receiving health insurance benefits and is not eligible for such benefits from the domestic partner's employer, if the domestic partner is employed. The employee and his or her domestic partner shall submit evidence of the domestic partner's individual health insurance coverage and premium payment or evidence the domestic partner is presently un-insurable for standard care health insurance coverage. Evidence of such un-insurability is required to be provided from at least three reputable health insurance providers at standard care coverage levels (i.e. not high end coverage levels) or low end coverage levels within the previous twelve (12) months. Determination of evidence sufficiency, satisfactory health insurance coverage, and appropriate health insurance providers is reserved to the university.

5. **Stipend Effective Date.** Employees who enroll and are approved by

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Human Resources-Benefits by December 15, 2011, will receive the stipend retroactive to January 13, 2012. Employees who enroll and are subsequently approved by Human Resources-Benefits by the 15<sup>th</sup> of any subsequent month shall receive the stipend effective the first pay date in the month following approval.

6. **Other Benefits.** Where permitted under statute, the university shall apply Family Medical Leaves, Family Sick Leave, Bereavement Leave and similar policies and procedures to same-sex domestic partnership relationships as defined herein.

Neither party will interpret this Memorandum of Understanding as waiving, nor will this Memorandum of Understanding be in any way deemed to waive, any right either party may have to bargain with respect to benefits and other terms and conditions of employment.

This Memorandum of Understanding shall take effect upon ratification by the Board of Trustees and the United Faculty of Florida.

UNITED FACULTY OF FLORIDA

  
By

UCF BOARD OF TRUSTEES

 5/22/2012  
By



**University of Central Florida  
Board of Trustees**

**SUBJECT:** Five-year capital improvement plan

**DATE:** July 26, 2012

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**PROPOSED BOARD ACTION**

Approval of the capital improvement plan for 2013-2014 through 2017-2018.

**BACKGROUND INFORMATION**

Each year, the university must submit an updated capital improvement plan to the Board of Governors. This plan identifies projects that will be included in the three-year Public Education Capital Outlay (PECO) list, and provides information to the State Board of Education for its request for capital project funding for 2013-2014.

The capital improvement plan must be submitted to the Board of Governors' staff by August 1, 2012. The attached schedules include the following:

- projects that are proposed for inclusion in the five-year capital improvement plan
- items to be included in the 2013-2014 Appropriations Authorization Bill, including projects funded by bonds, direct support organization projects, and projects requiring general revenue to operate

We request approval to submit the 2013-2014 Capital Improvement Plan with the projects listed in the attached schedules.

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**Supporting documentation:**

2013 Five-Year Plan List (DCU) (Attachment A)

2013-2014 Fixed Capital Outlay Projects Requiring Legislative Approval to be Constructed, Acquired and Financed by a University or a University Direct Support Organization with Approved Debt (Attachment B)

2013-2014 Fixed Capital Outlay Projects Requiring Legislative Authorization and General Revenue Funds to Operate and Maintain (Attachment C)

**Prepared by:** Lee Kernek, Associate Vice President, Administration and Finance

**Submitted by:** William F. Merck II, Vice President, Administration and Finance  
And Chief Financial Officer

UNIVERSITY OF CENTRAL FLORIDA FUTURE PROJECT PROJECTIONS FOR 2013-2018  
DRAFT 2013 FIVE YEAR FIXED CAPITAL IMPROVEMENTS PLAN

PECO PROJECTS	REVISED 05-29-2012	2013-14 YR #1	2014-15 YR #2	2015-16 YR #3	2016-17 YR #4	2017-18 YR #5	TOTALS	RANK
CLASSROOM BUILDING II (E)		\$1,317,262					\$1,317,262	1
ENGINEERING BUILDING I RENOVATION (C,E)		\$13,954,277	\$925,000				\$14,879,277	2
MATH AND PHYSICS BUILDING REMODELING AND RENOVATION (C,E)		\$9,422,105	\$700,000				\$10,122,105	3
UTILITIES, INFRASTRUCTURE, CAPITAL RENEWAL AND ROOFS (P,C)		\$11,994,197	\$14,000,000	\$14,000,000	\$14,000,000	\$14,000,000	\$67,994,197	4
LIBRARY RENOVATION PHASE II (P,C,E)		\$3,500,000	\$29,500,000	\$3,500,000			\$36,500,000	5
INTERDISCIPLINARY RESEARCH AND INCUBATOR FACILITY (C,E)		\$5,924,183	\$33,852,470	\$5,924,183			\$39,776,653	6
UCF VC CLASSROOM BUILDING (C,E)		\$7,500,000					\$7,500,000	7
ARTS COMPLEX PHASE II (PERFORMANCE) (P,C,E)		\$5,000,000	\$40,000,000	\$5,000,000			\$50,000,000	8
MILLICAN HALL RENOVATION (P,C,E)			\$349,418	\$6,363,058	\$349,418		\$7,061,894	9
BUSINESS ADMINISTRATION RENOVATION (P,C,E)			\$9,475,843	\$494,001			\$9,969,844	10
CHEMISTRY RENOVATION (P,C,E)			\$539,843	\$9,815,338	\$539,843		\$10,895,024	11
FACILITIES & SAFETY COMPLEX RENOVATION (P,C,E)				\$4,856,238			\$4,856,238	12
VISUAL ARTS RENOVATION AND EXPANSION (P,C,E)				\$3,000,000	\$24,000,000	\$3,000,000	\$30,000,000	13
MULTI-PURPOSE RESEARCH AND EDUCATION BUILDING (P,C,E)			\$2,779,189	\$22,233,512	\$2,779,189		\$27,791,890	14
TOTAL		\$33,918,380	\$130,496,763	\$75,186,330	\$41,668,450	\$17,000,000	\$298,269,923	
CITF PROJECT REQUESTS		2013-14 YR #1	2014-15 YR #2	2015-16 YR #3	2016-17 YR #4	2017-18 YR #5	TOTALS	RANK
UCF LIBRARY PHASE I (P,C,E)		\$23,968,850					\$23,968,850	1
RECREATION AND WELLNESS CENTER - OUTDOOR IMPROVEMENTS (P,C)		\$5,000,000					\$5,000,000	2
CREATIVE SCHOOL FOR CHILDREN (P,C,E)		\$6,000,000					\$6,000,000	3
STUDENT UNION II (P,C,E)		\$14,000,000					\$14,000,000	4
TOTAL		\$48,968,850	\$0	\$0	\$0	\$0	\$48,968,850	
REQUESTS FROM OTHER STATE SOURCES		2013-14 YR #1	2014-15 YR #2	2015-16 YR #3	2016-17 YR #4	2017-18 YR #5	TOTALS	RANK
COLLEGE OF NURSING (P,C,E)			\$4,464,964	\$35,719,710	\$4,464,964		\$44,649,638	1
HOWARD PHILLIPS HALL RENOVATION (P,C,E)				\$6,564,966	\$642,249		\$7,207,215	2
COLBOURN HALL RENOVATION (P,C,E)				\$7,865,978	\$410,075		\$8,276,053	3
FERRELL COMMONS (E AND G SPACE) RENOVATION (P,C,E)				\$5,704,054			\$5,704,054	4
TECHNOLOGY COMMONS I RENOVATION (P,C,E)				\$739,968			\$739,968	5
TECHNOLOGY COMMONS II RENOVATION (P,C,E)				\$147,348	\$2,679,049	\$147,348	\$2,973,745	6
COLLEGE OF SCIENCES BUILDING RENOVATION (P,C,E)				\$151,897	\$2,913,663	\$151,897	\$3,217,457	7
REHEARSAL HALL RENOVATION (P,C,E)				\$61,650	\$1,120,910	\$61,650	\$1,244,210	8
THEATER BUILDING RENOVATION (P, C,E)				\$169,037	\$3,073,406	\$169,037	\$3,411,480	9
SOUTH CAMPUS RENOVATION (P,C,E)				\$1,476,648			\$1,476,648	12
CLASSROOM BUILDING III (P,C,E)				\$2,400,000	\$19,200,000	\$2,400,000	\$24,000,000	11
FACILITIES BUILDING AT LAKE NONA (P,C,E)				\$600,000	\$4,800,000	\$600,000	\$6,000,000	10
RECYCLING CENTER (P,C)				\$2,300,000	\$18,400,000	\$2,300,000	\$23,000,000	13
HUMANITIES AND FINE ARTS II (P,C,E)				\$2,772,353	\$17,060,631	\$2,772,353	\$22,605,337	14
SIMULATION AND TRAINING BUILDING (P,C,E)					\$2,370,336	\$18,410,374	\$20,780,710	16
BUSINESS ADMINISTRATION III BUILDING (P,C,E)					\$1,584,527	\$12,307,012	\$13,891,539	17
EDUCATION BUILDING II (P,C,E)					\$2,062,348	\$15,594,083	\$17,656,431	18
BAND BUILDING (P,C,E)					\$455,045	\$2,800,279	\$3,255,324	19
ARTS COMPLEX III (P,C,E)					\$1,210,857	\$7,627,447	\$8,838,304	20
PARTERSHIP IV (P,C,E)					\$2,450,000	\$19,600,000	\$22,050,000	21
INTERDISCIPLINARY RESEARCH BUILDING II (P,C,E)					\$2,370,336	\$17,330,596	\$19,700,932	22
SUSTAINABILITY CENTER					\$5,000,000		\$5,000,000	23
CENTER FOR EMERGING MEDIA BUILD-OUT (P,C,E)					\$6,360,339		\$6,360,339	24
TOTAL		\$0	\$0	\$30,953,899	\$94,163,771	\$102,272,076	\$227,389,746	
REQUESTS FROM NON-STATE SOURCES, INCLUDING DEBT		2013-14 YR #1	2014-15 YR #2	2015-16 YR #3	2016-17 YR #4	2017-18 YR #5	TOTALS	RANK
ATHLETIC ACADEMIC PERFORMANCE CENTER (P,C,E)		\$14,000,000					\$14,000,000	
CREATIVE VILLAGE GARAGE (P,C,E)		\$15,000,000					\$15,000,000	
CIVIL AND ENVIRONMENTAL ENGINEERING (P,C,E)			\$1,160,667	\$14,508,333	\$1,741,000		\$17,410,000	
CREATIVE SCHOOL (P,C,E)				\$1,500,000			\$1,500,000	
PARKING GARAGE VII (P,C,E)				\$20,000,000			\$20,000,000	
SUSTAINABILITY CENTER (P,C,E)				\$250,000	\$2,000,000	\$250,000	\$2,500,000	
SPECIAL PURPOSE HOUSING AND PARKING GARAGE I (P,C,E)		\$25,000,000					\$25,000,000	
SPECIAL PURPOSE HOUSING II (P,C,E)		\$8,000,000					\$8,000,000	
PARKING GARAGE VII (P,C,E)		\$20,000,000					\$20,000,000	
PARKING DECKS (P,C,E)		\$17,000,000					\$17,000,000	
GRADUATE HOUSING (P,C,E)		\$50,000,000					\$50,000,000	
REFINANCE UCF FOUNDATION PROPERTIES		\$37,410,000					\$37,410,000	
STUDENT HOUSING (P,C,E)		\$50,000,000					\$50,000,000	
GARAGE EXPANSION (P,C,E)		\$5,000,000					\$5,000,000	
CLASSROOM AND LAB BUILDING, LAKE NONA (P,C,E)		\$23,475,601					\$23,475,601	
FACILITIES BUILDING, LAKE NONA (P,C,E)		\$6,000,000					\$6,000,000	
EXPO CENTER HOUSING (P,C,E)		\$16,000,000					\$16,000,000	
REGIONAL CAMPUSES MULTI-PURPOSE BUIDLINGS (P,C,E)		\$28,000,000					\$28,000,000	
PARTNERSHIP GARAGE (P,C,E)		\$7,000,000					\$7,000,000	
PARKING DECK (ATHLETIC COMPLEX)		\$5,000,000					\$5,000,000	
BASEBALL STADIUM EXPANSION PHASE II (P,C,E)		\$1,700,000					\$1,700,000	
BASEBALL CLUBHOUSE EXPANSION/RENOVATION		\$1,000,000					\$1,000,000	
BRIGHT HOUSE NETWORKS STADIUM EXPANSION PHASE I (P,C,E)		\$11,000,000					\$11,000,000	
WAYNE DENSCH SPORTS CENTER EXPANSION/RENOVATION (P,C,E)		\$1,000,000					\$1,000,000	
TENNIS COMPLEX - PHASE I (P,C,E)		\$1,400,000					\$1,400,000	
TENNIS COMPLEX - PHASE II (P,C,E)		\$1,000,000					\$1,000,000	
TENNIS COMPLEX - PHASE III (P,C,E)		\$2,000,000					\$2,000,000	
MULTI-PURPOSE MEDICAL RESEARCH AND INCUBATOR FACILITY (P,C,E)		\$112,863,923					\$112,863,923	
HEALTH SCIENCES CAMPUS PARKING GARAGE I (P,C,E)		\$15,000,000					\$15,000,000	
BIO-MEDICAL ANNEX RENOVATION AND EXPANSION (P,C,E)		\$12,800,000					\$12,800,000	
OUTPATIENT CENTER (P,C,E)		\$75,000,000					\$75,000,000	
DENTAL SCHOOL (P,C,E)			\$73,000,000				\$73,000,000	
UTILITY INFRASTRUCTURE AND SITE WORK LAKE NONA CLINICAL FACILITIES (P,C)				\$10,000,000			\$10,000,000	
PEGASUS HEALTH EXPANSION (P,C,E)				\$10,000,000			\$10,000,000	
TOTAL		\$561,649,524	\$74,160,667	\$56,258,333	\$3,741,000	\$250,000	\$696,059,524	
GRAND TOTAL		\$644,536,754	\$204,657,430	\$162,398,562	\$139,573,221	\$119,522,076	\$1,270,688,043	

Projects to be programmed  
Projects with approved building programs

Remodeling denotes change in space usage.  
Renovation denotes no change space usage.

Attachment A



**STATE UNIVERSITY SYSTEM**  
**Fixed Capital Outlay Projects Requiring Board of Governors Approval**  
**to be Constructed, Acquired and Financed by a University or**  
**a University Direct Support Organization with Approved Debt**  
**BOB-1**

Univ.	Project Title	GSF	Brief Description of Project	Project Location	Project Amount	Funding Source	Estimated Month Of Board Approval Request	Estimated Annual Amount For Operational & Maintenance Costs	Source
UCF	Special Purpose Housing and Parking Garage I	160,000	425 beds and 500 parking spaces	UCF, Orlando	\$ 25,000,000	Rental income	July	\$2,400,000	General Revenue
UCF	Special Purpose Housing II	32,000	Fraternity, sorority, and organization housing	UCF, Orlando	\$ 8,000,000	Rental income	July	\$480,000	General Revenue
UCF	Parking Garage VII	447,000	1,600 spaces	UCF, Orlando	\$ 20,000,000	Decal fees, traffic fines, and Transportation Access Fee	July	\$6,705,000	General Revenue
UCF	Parking decks	168,000	1,800 spaces	UCF, Orlando	\$ 17,000,000	Decal fees, traffic fines, and Transportation Access Fee	July	\$2,520,000	General Revenue
UCF	Graduate housing	150,000	Land and 600 beds	UCF, Orlando	\$ 50,000,000	Rental and retail income	July	\$2,250,000	General Revenue
UCF	Refinance UCF Foundation properties	432,250	Consolidation and refinancing of existing UCF foundation properties	UCF, Orlando	\$ 37,410,000	Rental and retail income	July	\$6,483,750	General Revenue
UCF	Student housing	224,000	800 beds	UCF, Orlando	\$ 50,000,000	Rental income	July	\$3,360,000	General Revenue
UCF	Garage expansion	50,837	400 additional spaces	UCF, Orlando	\$ 5,000,000	Decal fees, traffic fines, and Transportation Access Fee	July	\$762,555	General Revenue
UCF	Classroom and lab building, Lake Nona	91,464	Classrooms, labs, and offices	UCF, Orlando	\$ 23,475,601	Rental and retail income	July	\$1,371,960	General Revenue
UCF	Facilities Building, Lake Nona	20,799	Offices, storage, and support space	UCF, Orlando	\$ 6,000,000	Rental and retail income	July	\$311,985	General Revenue
UCF	Expo Center housing	103,000	400 Beds	UCF, Orlando	\$ 16,000,000	Rental and retail income	July	\$1,545,000	General Revenue
UCF	Regional Campuses multi-purpose buildings	60,000	Classrooms, labs, and offices	UCF, Orlando	\$ 28,000,000	Rental and retail income	July	\$900,000	General Revenue
UCF	Partnership Garage	60,000	600 Spaces	UCF, Orlando	\$ 7,000,000	Rental and retail income	July	\$900,000	General Revenue
UCF	Parking deck (Athletic Complex)	168,000	600 parking spaces	UCF, Orlando	\$ 5,000,000	Decal and traffic fines	July	\$2,520,000	General Revenue
UCF	Creative Village Garage	402,000	1300 spaces	UCF, Orlando	\$ 15,000,000	Decal and traffic fines	July	\$6,030,000	General Revenue
UCF	Baseball Stadium Expansion/Renovation	5,700	200 Seats, new press box	UCF, Orlando	\$ 1,700,000	Donations and debt	July	\$85,500	General Revenue
UCF	Baseball Clubhouse Expansion/Renovation		New playing field, chair backs, audio and lighting upgrade	UCF, Orlando	\$ 1,000,000	Donations and debt	July	\$0	General Revenue
UCF	Bright House Networks Stadium Expansion Phase I	21,337	Additional club seating, suites and operational booths	UCF, Orlando	\$ 11,000,000	Donations and debt	July	\$320,055	General Revenue
UCF	Wayne Densch Sports Center Expansion/Renovation	18,000	Renovate and expand football facilities, larger locker room, weight room, equipment room	UCF, Orlando	\$ 1,000,000	Donations and debt	July	\$270,000	General Revenue
UCF	Tennis Complex - Phase I	7,470	12 championship caliber outdoor courts, 864 grand stand seats	UCF, Orlando	\$ 1,400,000	Donations and debt	July	\$112,050	General Revenue
UCF	Tennis Complex - Phase III	2,500	Club house with locker room for men and women's programs, offices, conference room	UCF, Orlando	\$ 1,000,000	Donations and debt	July	\$37,500	General Revenue
UCF	Tennis Complex - Phase III		6 covered courts	UCF, Orlando	\$ 2,000,000	Donations and debt	July	\$0	General Revenue
UCF	Multi-Purpose Medical Research and Incubator Facility	200,000	Classrooms, labs, and offices	UCF, Orlando	\$ 112,863,923	Donations, debt, Partnerships	July	\$3,000,000	General Revenue
UCF	Health Sciences Campus Parking Garage	402,000	1300 Spaces	UCF, Orlando	\$ 15,000,000	Decal and traffic fines	July	\$6,030,000	General Revenue
UCF	Bio-Medical Annex Renovation and Expansion	32,000	Classrooms, labs, and offices	UCF, Orlando	\$ 12,800,000	Donations, debt, Partnerships	July	\$480,000	General Revenue
UCF	Outpatient Center	119,750	Health care facilities, offices, 38 beds	UCF, Orlando	\$ 75,000,000	Donations, debt, Partnerships	July	\$1,796,250	General Revenue
UCF	Dental School	166,750	Classrooms, labs, auditorium, health care facilities, offices	UCF, Orlando	\$ 73,000,000	Donations, debt, Partnerships	July	\$2,501,250	General Revenue
UCF	Utility Infrastructure and Site Work Lake Nona Clinical Facilities		3080 Spaces	UCF, Orlando	\$ 10,000,000	Decal and traffic fines	July		General Revenue
UCF	Pegasus Health Expansion	20,000	Labs, offices	UCF, Orlando	\$ 10,000,000	Donations, debt, Partnerships	July	\$300,000	General Revenue

**STATE UNIVERSITY SYSTEM**  
**Fixed Capital Outlay Projects that may Require Legislative Authorization**  
**and General Revenue Funds to Operate and Maintain**  
**BOB-2**

Univ.	Project Title	GSF	Brief Description of Project	Project Location	Project Amount	Funding Source	Estimated Annual Amount For	
							Operational & Maintenance Costs Amount	Source
UCF	Classroom Building II	91,464	Classroom, office	UCF	\$23,475,601	PECO	\$1,371,960	General Revenue
UCF	Morgridge International Reading Center	16,726	Classroom, office, auditorium	UCF	\$5,200,000	Match and private	\$250,890	General Revenue
UCF	Innovative Center	13,896	Offices	UCF		E&G	\$208,440	General Revenue
UCF	University Tech Center	(24,416)	Offices	UCF		E&G	(\$366,240)	General Revenue
UCF	University Tower	(2,924)	Offices	UCF	\$7,550,000	E&G	(\$43,860)	General Revenue
UCF	Research Pavillion	1,164	Offices	UCF	\$7,450,000	E&G	\$17,460	General Revenue
UCF	Orlando Tech Center	25,925	Offices	UCF	\$16,830,000	E&G	\$388,875	General Revenue