

UF

New Faculty Orientation







UF

Welcome Message

**KENT FUCHS,
UNIVERSITY OF FLORIDA PRESIDENT**





UF

Orientation Overview

DR. BOB PARKS

DIRECTOR, TRAINING & ORGANIZATIONAL DEVELOPMENT



Orientation Overview

Our Agenda for this morning

- Orientation approach and resources
- Associate Provost for Academic and Faculty Affairs
- Student Affairs
- General Counsel,
Privacy Office,
and IT Risk Management



Orientation Overview

Our Agenda for this afternoon

- Research, CDO, and HR Benefits
- Concurrent Sessions—two rounds
 - Undergraduate and Graduate Experience
 - Faculty Development & Teaching Excellence
 - Libraries
 - UFIT

Orientation Overview

Beyond Today

- Session Booklet—Key Takeaways
- New Faculty Field Guide—Begin building your own resource network
- PowerPoints and NFO resources online for future reference

Welcome to UF!

UF is ...

**Big, Comprehensive,
and Making a Difference!**

50,000+
Students

5,000+
Faculty

400,000+
Alumni
Worldwide

UNIVERSITY OF FLORIDA

Breadth & Scope

16
Colleges

150+
Centers &
Institutes

\$1.65b
Endowment

College of Agricultural and Life Sciences

College of the Arts

Warrington College of Business Administration

College of Design, Construction and Planning

College of Dentistry

College of Education

Herbert Wertheim College of Engineering

College of Health and Human Performance

College of Journalism and Communications

Levin College of Law

College of Liberal Arts and Sciences

College of Medicine

College of Nursing

College of Pharmacy

College of Public Health and Health Professions

College of Veterinary Medicine

UF's Mission

The University of Florida is a comprehensive learning institution built on a land grant foundation

We are The Gator Nation, a diverse community dedicated to excellence in education and research and shaping a better future for Florida, the nation and the world

Our mission is to enable our students to lead and influence the next generation and beyond for economic, cultural and societal benefit

The UF Aspiration

The University of Florida will be a premier university that the state, nation, and world look to for leadership.

***Preeminence isn't about rankings—
It's about our shared purpose to create
a better world.***

Welcome to UF

We are Glad You are Here!



UF

Advice For New Faculty

Sujata Krishna, Ph.D
New Faculty Orientation, Fall 2019

Advice For New Faculty

Advice for New Faculty

The Plan

- A Bit About Me
- The First Year of Teaching at UF
- Integration
- Innovation
- Concluding Remarks



Advice for New Faculty

Sujata Krishna

- Lecturer in Physics since Fall 2018
- Teach: Large enrollment courses,
Face-to-Face and Online Courses, Team teaching
- What surprised me the most at UF?



Advice for New Faculty

Tips For Your First Year of Teaching

- My Courses & Roster
- Familiarity with the Classroom
 - Layout, Technology, Recording Lectures
- Syllabus & Course Design
- eLearning
- Assembly Exams



Comm-
unicate!

Advice for New Faculty

Tips For Your First Year of Teaching

- Policies
 - Grades, Accommodations, Attendance
- Getting Around Campus
- Support Services For You
 - See Links in the last slide of the Handout.



Comm-
unicate!

Advice for New Faculty

Integration

- Your Students
- Your Group
- Your Department
- Your UF



Advice for New Faculty

Innovation – Looking Beyond The First Year

- Your Research
- Your Teaching
 - Active Learning, Experiential Learning, Internationalization, Team-Based Learning, Learning Analytics etc.
- Join a Faculty Learning Community



Advice for New Faculty

Concluding Remarks

- Annual Report & Evaluation
- Information Overload
- Good Luck!



Links for Services Useful for First Year of Teaching at UF

(Note: This slide for Handout ONLY, not for Presentation)

- My Courses/Students: <https://one.uf.edu/>
- Classroom – view, technology: Lecture Recording:
<https://at.ufl.edu/service-teams/classrooms/>
<https://video.ufl.edu/streaming/coursecapture/>
- Syllabus & Course Design: <http://teach.ufl.edu/>
- eLearning: <https://elearning.ufl.edu/instructor-help/>
- Important Dates: <https://catalog.ufl.edu/UGRD/dates-deadlines/2019-2020/#falltext>
- Final exam schedule & location:
<https://registrar.ufl.edu/soc/201908/finalexamsched>
<https://at.ufl.edu/service-teams/classrooms/pictures-and-information/>
- Grading Policy:
<https://catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/>
- Excused Absences:
<https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/>

Links for Services Useful for First Year of Teaching at UF

(Note: This slide for Handout ONLY, not for Presentation)

- Accommodations: <https://disability.ufl.edu/>
- Instructor Guide: <https://ufl.pb.unizin.org/instructorguide/>
- Getting Around Campus – map, parking, campus cab:
<https://campusmap.ufl.edu/#/index>
<http://parking.ufl.edu>
<http://parking.ufl.edu/transit-commuting/campus-cab/>
- Services/Workshops for Faculty:
 - <http://teach.ufl.edu/> <https://my.ufl.edu>
 - <http://citt.ufl.edu/> <https://cms.uflib.ufl.edu/>

Leisure Time in Gainesville:

<https://drive.google.com/open?id=1uYAM49J4vU1mGeBDE5qH64U1oVkv22KH&usp=sharing>

<http://gainesvillescene.com/gainesville-coffee/>



UF

Tenure & Promotion

Chris J. Hass, Ph.D.
Associate Provost

The background of the slide features a photograph of the University of Florida campus. On the right side, the prominent red brick clock tower stands tall against a clear sky. To its left, the large, ornate Gothic-style building of the University Chapel is visible, with its intricate architecture and a central spire. The foreground is filled with lush green trees, and the overall scene is bathed in a warm, golden light, suggesting a sunset or sunrise. The image is overlaid with a semi-transparent blue geometric pattern of interconnected nodes and lines, particularly visible on the left and right sides.

Welcome to you forever home



50,000+
Students

5,000+
Faculty

400,000+
Alumni
Worldwide

UNIVERSITY OF FLORIDA

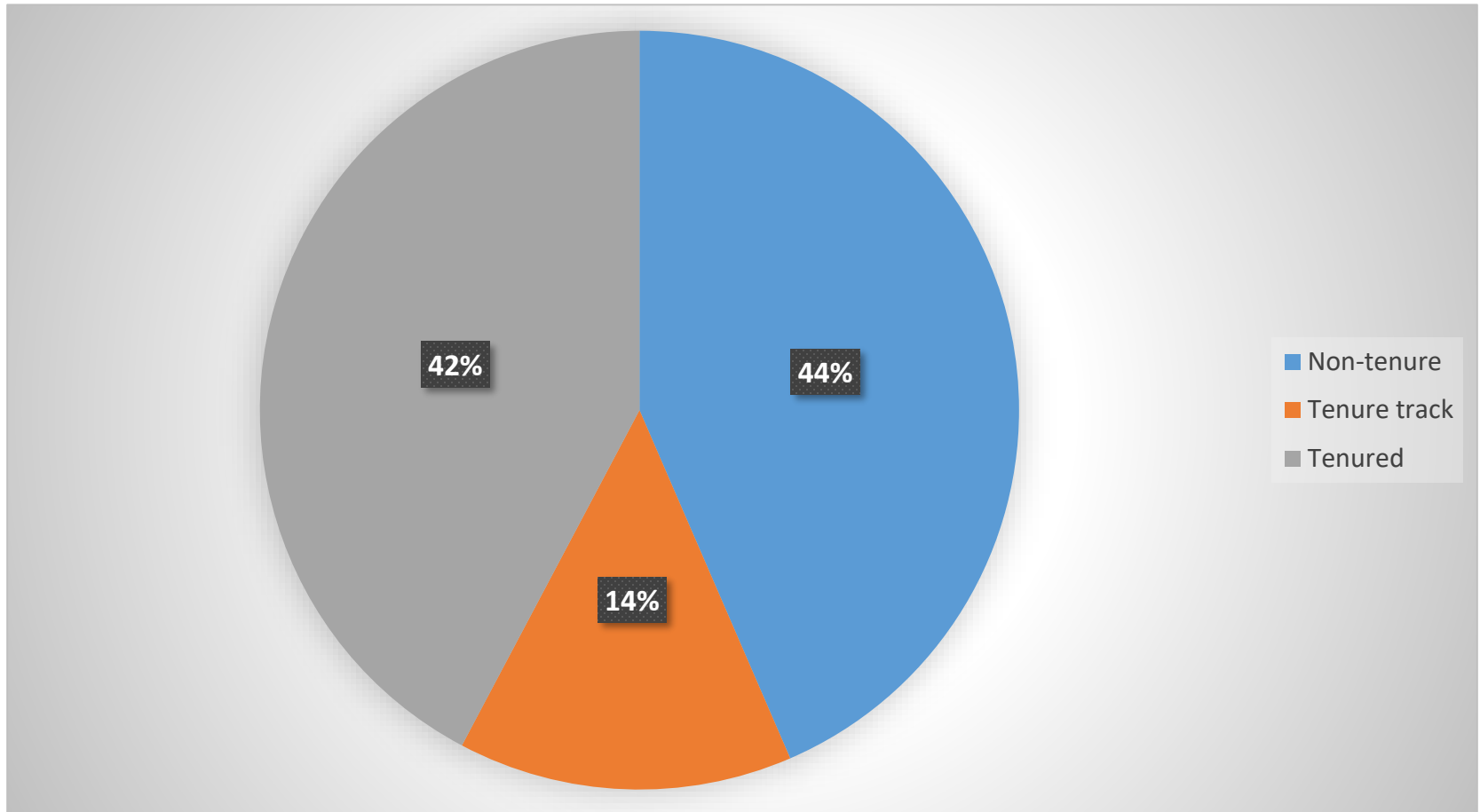
Breadth & Scope

16
Colleges

150+
Centers &
Institutes

\$1.65b
Endowment

Faculty Distributions



Faculty Titles

- Distinguished Professor (Award, not promotion)*
- Eminent Scholar*
- Assistant, Associate, and Professor*
- Assistant, Associate, and Curator* (FLMNH)
- Professor of Practice
- Clinical Assistant, Associate, and Professor
- Assistant, Associate and University Librarian*
- Extension Agent I-, II, III, IV (PS)
- Lecturer, Senior, and Master Lecturer
- PKY Instructor, Assistant, Associate, and Professor
- Assistant, Associate and Scientist
- Assistant, Associate and Scholar
- Assistant, Associate and Engineer
- Assistant, and Associate, and Senior Associate In
- Numerous modifiers (provisional, research, program, visiting, etc.)

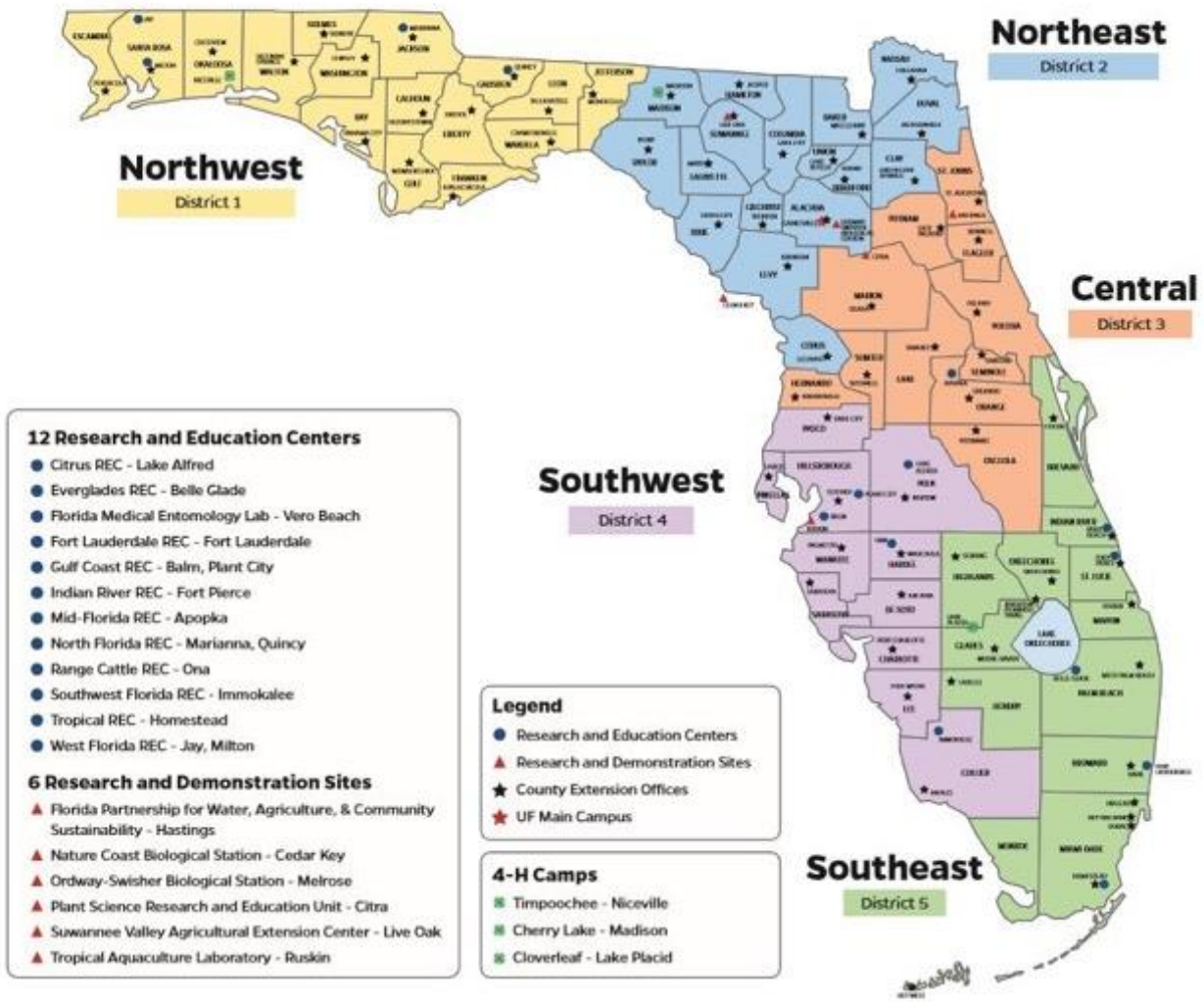
*Tenure-track titles

UF

The Gator Nation is Everywhere



UF/IFAS Statewide Facilities



Jack M. Payne, Senior Vice President, UF/IFAS
1008 McCarty Hall, P.O. Box 110180, Gainesville, FL 32611-0180

International Travel – Research, Conferences, Teaching & Study Abroad





Faculty execute the mission of the university



The logo for the University of Florida, consisting of the letters 'UF' in white on an orange square background.

UF

A photograph of a university campus scene. In the foreground, several students with backpacks are walking away from the camera on a path covered with fallen leaves. The path is flanked by green bushes and trees. In the background, there are large, multi-story brick buildings with many windows. The entire image has a blue color overlay and a faint blue geometric pattern in the bottom left corner.

Tenure and Promotion are part of your
academic journey not your destination

There is a team to help

- Your Chair or College Associate Dean and College and Department Contacts: <http://www.aa.ufl.edu/tenure/>
- Chris J. Hass, Associate Provost and Secretary to the APB cjhass@aa.ufl.edu
- Deanna Nelson, Faculty Relations Coordinator, Employee Relations deanna.nelson@ufl.edu
- Hamleen Gregoire, Coordinator, Faculty Academic Programs, College of Medicine, hamleen@ufl.edu
- Denise Bogart, Director, Human Resources, IFAS, dbogart@ufl.edu



Resources

- <http://www.aa.ufl.edu/tenure/> for “Guidelines and Information Regarding the Tenure, Permanent Status and Promotion Process for 2019-2020 including links to CBA
- <http://regulations.ufl.edu/> for UF Regulations on tenure and promotion process, and permanent status
- Your College/Unit website
- <http://hr.ufl.edu/learnandgrow/toolkits-resource-center/human-resources-toolkits/online-promotion-tenure/> for the OPT Toolkit (simulations, instructional guides, FAQs and more)

Promotion and Tenure



- **Tenure requires distinction:**
 - Typically two areas: Normally teaching & research
 - College & department guidelines clarify expectations and “distinction”
 - Health Science colleges often have different tracks for NTT – single mission, etc.
- **Timing:**
 - Mid-point review for tenure-accruing
 - You must be nominated for tenure by beginning of last year of tenure probationary period, although you may elect earlier consideration.

Promotion



- Every faculty role is eligible for promotion
- Guidelines cover promotion and tenure
- Everybody goes through the same process

Faculty Home Page

MyUfl>main menu> self service> UF Faculty Promotion and Tenure



Favorites ▾

Main Menu ▾

> My Self Service ▾

> UF Faculty Promotion & Tenure

UF Online Promotion & Tenure Home

Welcome to UF's system for promotion, tenure and permanent status. If you have any questions contact Academic Personnel at opt@admin.ufl.edu.

Your Name

Empl ID

Your ID

Promotion & Tenure Packet Actions

View the Promotion & Tenure template packet. Upload documents and view the status of reviews tracked in Online Promotion & Tenure.

[Promotion & Tenure Packet](#)

Identify Designee Editor

Identify a designee editor to enter data or upload packet documents on your behalf.

Designee Editor Janet Malphurs

[Add/Update a Designee Editor](#)

Track Ongoing Activity

Enter and view data on activities and events including honors and awards, presentations, and publications. This data can be extracted for use in your packet.

[Faculty Activity](#)

Template Access

MyUfl>main menu> self service> UF Faculty Promotion and Tenure> Promotion and Tenure packet



Favorites ▾ | Main Menu ▾ > My Self Service ▾ > UF Faculty Promotion & Tenure

UF Online Promotion & Tenure Packet

The P&T packet must be prepared according to University Guidelines.

Your Name

Your ID

Current Review

Upload/View Documents for Current Review

Use this link to upload documents and view the status of a review for the current year in Online Promotion and Tenure. (The link is not active if there is no current review.)

Promotion and Tenure Document

[Packet Template with Activity](#)

Open the packet template document populated with available data such as your professional education, tenure date, teaching evaluations and graduate committees.

Promotion and Tenure Review History

Use this link to view prior year reviews that were tracked in Online Promotion and Tenure. (The link is not active if no history is available.)

Office of the Provost - Promotion and Tenure Information

Link to the Provost's site. (Opens in a new window.)

Annual Report Pilot - College of Pharmacy

Type

[Annual Report Template](#)

[Return to Main Page](#)

Self Service Modules

MyUfl>main menu> self service> UF Faculty Promotion and Tenure> Track on going activity

[Favorites](#) | [Main Menu](#) > [My Self Service](#) > [UF Faculty Promotion & Tenure](#)

UF Online Promotion & Tenure Activity

Your Name

Empl ID

Your ID

Track Ongoing Activity

Use these links to view or update your activities. The data will be available to include in your packet, if you choose to do so, for your next Promotion & Tenure Review.

[Professional Education](#)

Packet section 5 (read only)

[Patents/Software Copyrights](#)

Packet Section 15

[Publications](#)

Packet Section 16

[Presentations](#)

Packet Section 17

[Honors](#)

Packet Section 27

[Return to Main Page](#)

The Big Picture

Packet is evaluated:

- Department committee-Vote
- Chair
- College committee-Vote
- Dean
- University Academic Personnel Board

APB

- Advisory to Provost; recommends via consensus
 - Each case called is discussed at least once
- 10 members, 5 elected by Faculty Senate, 5 appointed + Vice President for Research, Associate Provost as Secretary
 - All senior faculty or Distinguished Professors
 - 2 = IFAS, 2 = HSC, 6 = E&G (disciplinary representation)
 - Orange and Blue teams
- Meets January – May, 2 hours/week
 - ~250 cases/year including Distinguished Professor award; average packet 60 pages

Write your story and own it

Developing you



- Center for Teaching Excellence
 - Work shops, FYTA, Instructors Handbook
 - Teaching awards
- Division of Research Program Development and Division of Sponsored Programs
- Pathways to Success New Faculty Program

Developing you



- Leadership programs <https://leadership.hr.ufl.edu>
 - Supervisory Challenge, HERS, SECU ALDP, UF's Advanced Leadership, UF Academy, Florida Institute for Academic Leadership



National Center for Faculty
Development & Diversity

Thank You





UF

STUDENT AFFAIRS

CREATING UF'S SIGNATURE STUDENT EXPERIENCE THROUGH
SUCCESS PROGRAMS, CARE, HEALTH AND WELLNESS

DR. MARY KAY CARODINE | STUDENT SUCCESS

DR. HEATHER WHITE | DEAN OF STUDENTS

DR. ERNESTO ESCOTO | COUNSELING & WELLNESS CENTER



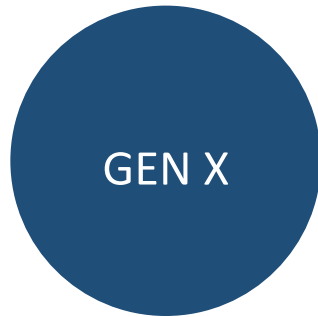
**CREATING A SIGNATURE STUDENT EXPERIENCE
THAT DIFFERENTIATES THE UF DEGREE.**

WHAT WE DO

STUDENT AFFAIRS IS THE LEAD CONTACT FOR:

- Career counseling and employer connections
- Student organizations including sororities and fraternities
- Orientation for new students
- Parents and families of students
- Student emergencies and deaths
- Multicultural and Diversity Affairs
- Counseling and behavioral issues
- Student conduct
- Healthy behavior, including alcohol policies
- Student Government
- Student leadership and community service
- Housing
- Intramurals, fitness, and sport clubs

GENERATIONS & EVENTS THAT DEFINE THEM



1925-1945

1946-1964

1965-1978

1979-1995

1996-2010 (15/16)

The Great Depression

Vietnam

The fall of the Berlin Wall

9/11

The Great Recession

Woodstock

Columbine

The Dust Bowl

AIDS

ISIS

WWII

Civil Rights Movement

Challenger Disaster

Google

Sandy Hook

McCarthyism

President Kennedy's Assassination

MTV

Social Media

Marriage Equality

Video Games

First Black President

Desert Storm

Y2K

Watergate

3 THINGS YOU NEED TO KNOW ABOUT GEN Z

- 1 Gen Z wants to earn their success, not be discovered.
- 2 They believe that equality is a non-negotiable.
- 3 They care about:
 - Family
 - Finances
 - Privacy
 - Technology
 - Education
 - Identity
 - Social Issues
 - Entertainment
 - Outlook
 - Health

A blue-tinted photograph of a forested hillside. In the foreground, a paved walkway with a metal railing curves across the frame. A tall flagpole stands on the left side, with an American flag flying. The background is a dense forest of trees, including some with Spanish moss hanging from their branches. The sky is a clear, light blue.

Gen Z will be the last white-majority generation.

SUCCESS PROGRAMS

SUCCESS PROGRAMS

FIRST-GENERATION STUDENT SUCCESS

First-Generation

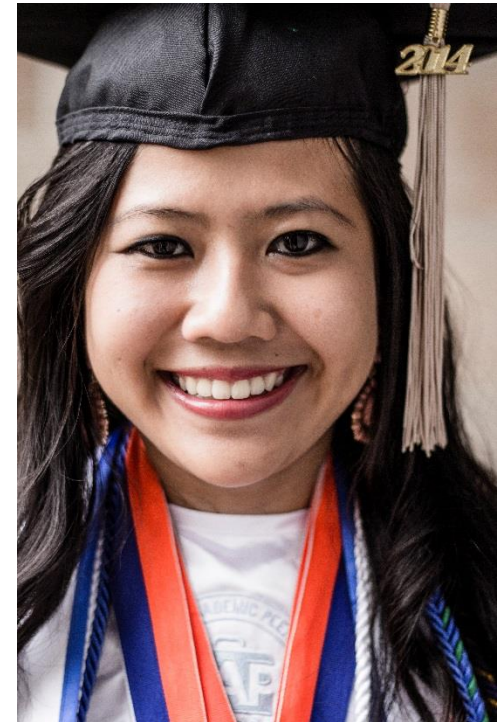
- Students whose parents have not earned a bachelor's degree
 - Often from a low-income family

Potential Struggles:

- Lack of college knowledge/belonging
- Varying levels of home support
- Pressure to make it
- Underprepared - National Merit - AP & IB

Opportunities:

- Self-directed & independent
- Motivated & resilient
- Trailblazers



SUCCESS PROGRAMS

MACHEN FLORIDA OPPORTUNITY SCHOLARS PROGRAM

Scholarship: Financial support for eight semesters to meet the full cost of attendance (last-dollar scholarship).

Program: Comprehensive program designed to support scholars while at UF.

- Welcome orientation
- One-on-one advising with program staff
- Peer mentoring
- Academic tracking
- Professional development seminars & workshops
- Leadership development academy
- Featured alumni talks
- Celebratory events



SUCCESS PROGRAMS

MACHEN FLORIDA OPPORTUNITY SCHOLARS PROGRAM

1,200 current students.

2,969 Opportunity Scholars who are now proud UF Graduates

65 of Florida's 67 counties that are home to Opportunity Scholars.

3.36 average GPA of a Scholars, which is equal compared with UF peers.

\$19,689 average family income for MFOS compared to the average family income of \$105K for other UF students.

\$8,933 the average cost for each scholarship.

SUCCESS PROGRAMS

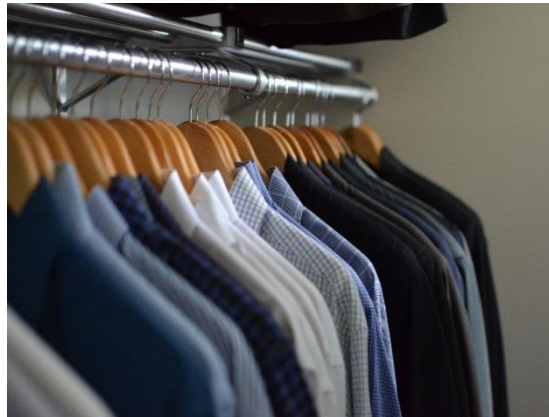
GATOR CAREER CLOSET

Many students do not own professional attire (suits, etc.) and don't have access to them. Gator Career Closet is a donation and sponsorship-based program to allow students to borrow professional attire for interviews. Program is free to students.

IMPACT:

- Access to the appropriate attire for job and internship interviews will make UF students more competitive and feel more confident.
- Since opening in July 2016, we've lent more than **7,548** items and have had 3,708 visits from students for job, internship, leadership position, and student organization interviews

**LOCATED IN THE
CAREER CONNECTIONS
CENTER IN THE
REITZ UNION**



SUCCESS PROGRAMS

COLLEGIATE VETERANS SUCCESS CENTER

Located in Yon Hall 418

On campus space to study, meet with on- and off-campus resources, and to spend time with and support each other in a relaxing space

www.dso.ufl.edu/veteran

(352) 294-7233



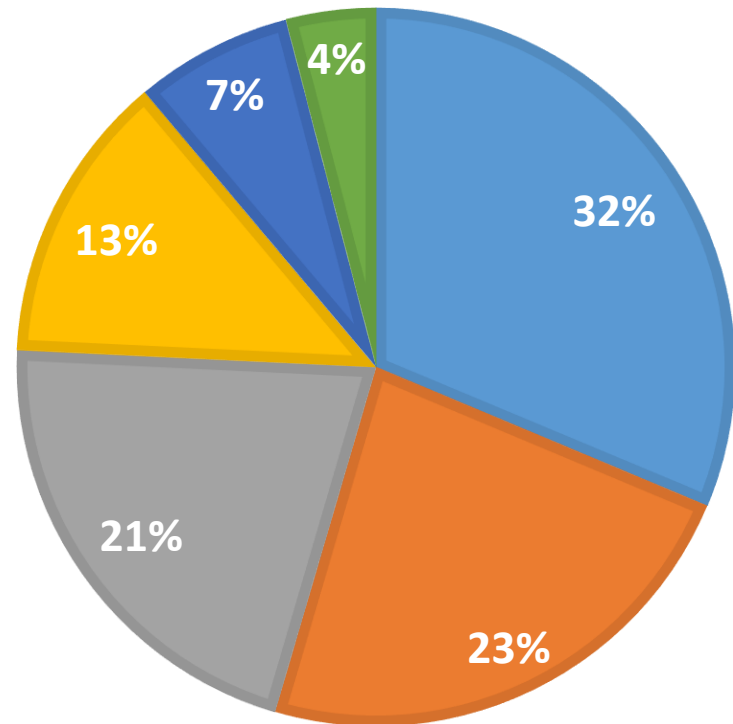
SUCCESS PROGRAMS

DISABILITY RESOURCE CENTER

More than 3,000 students registered with the Disability Resource Center.

CATEGORIES OF DISABILITY, BY PRIMARY DISABILITY

- Students with AD/HD
- Learning Disabilities
- Psychiatric Impairments
- Medical/Chronic Health Conditions



SUCCESS PROGRAMS

DISABILITY RESOURCE CENTER

The DRC provides:

- Accommodated testing – more than 11,000 exams administered annually
- One-to-one counseling
- Technology training
- Sign language interpreters
- Learning Specialists
- Textbooks in alternative formats
- Note-takers Services
- Educational/Lab Assistants
- Large print / CCTV / Braille presentation for students with visual disabilities
- Support to faculty in providing academic accommodations
- Access to course materials in an alternative format
- Reduced Course Load
- Services for students with Hearing Impairments

SUCCESS PROGRAMS

DISABILITY RESOURCE CENTER

ACCOMMODATION PROCESS

- A student self-identifies to the DRC and provides documentation of disability
- The DRC reviews a student's documentation
- The DRC conducts a collaborative interview with the student regarding accommodations
- The DRC prepares accommodation letters for the student to provide to his/her instructor(s)

DOCUMENTATION REQUIREMENTS

- Statement of diagnosis
- Summary of information gathered from clinical interview, rating scales, and/or test instruments
- Description of symptoms
- Description of current severity
- Medications or other treatments
- Description of accommodations
- Signed by licensed professional

SUCCESS PROGRAMS

FACULTY RESPONSIBILITIES

- Inform students of procedures for accessing accommodations (e.g. syllabus statement)
- Provide and arrange for accommodations specified in the accommodation letter
- Consult with the student to ensure there is a clear understanding of requested accommodations
- Ensure all disability-related information regarding a student is kept confidential
- Ensure instructional materials (e.g. syllabus, handouts) are available in alternative format, if required

CARE

BUILDING A CULTURE OF CARE

U MATTER, WE CARE

Each UF community member should notice signs of distress and either reach out to the person in distress or get the person or information about the person to a helping resource.

Faculty may contact umatter@ufl.edu seven days a week for assistance with a student about whom you are concerned

- Struggling students referred receive direct outreach
- Team provides support and connection to campus resources and community
- Responsible for notifying instructors for student absences for documented reasons
- Medical Withdrawal Petitions

CARE TEAM

- Support for students in distress
- Medical Withdrawal Process
- Consultation for faculty, families



Help a fellow Gator in distress.
umatter@ufl.edu

BUILDING A CULTURE OF CARE

CARE SERVICES

Early alert notifications

- Served more than 6,000 students in each academic year

Alan & Cathy Hitchcock Field & Fork Pantry

- As part of the collaboration between many campus partners to create awareness about food insecurity and sustainable food practices, the Pantry provides free, non-perishable foods, toiletries and fresh produce to students.
- Approximately, 10% of UF students will face food insecurity at some point during the academic year.
 - Hunger can cause added stress and hurt academic performance.
 - 290,907 lbs. of food distributed since July 2018
 - 259,5111 lbs. of food distributed since July 2015

U Matter Ambassadors

- 19 peer presentations made to groups in the 2018-2019 academic year.

BUILDING A CULTURE OF CARE

EMERGENCY ASSISTANCE

Students add their Emergency Contact Information to the UF Directory System online (OneUF)

- Official Source of UF Emergency Information www.ufl.edu
 - ufalert.ufl.edu
 - emergency.ufl.edu
- UF Emergency Hotline
 - 1-866-UF FACTS

Student Emergencies

- For imminent emergencies, call UFPD
- 24/7/365 at 352-392-1111
- For Family Emergencies, reach out to the Care Team at UMatter@ufl.edu

BUILDING A CULTURE OF CARE

STUDENT CONDUCT AND CONFLICT RESOLUTION

Student Conduct and Conflict Resolution (SCCR) coordinates the Student Code of Conduct and Honor Code adjudication processes.

New code now in effect

- The revised code focuses on education, and simplification of language.
 - To further enhance clarity for students, clear presumption of innocence is expressly stated.
 - Provides mediation, restorative justice and other conflict resolution

Student Conduct Cases

- Last year, committee hearings completed went up to 208 from 74 the previous year.
- 114 Honor Code cases completed

BUILDING A CULTURE OF CARE

HONOR CODE – FACULTY RESPONSIBILITY

Faculty/Instructors

- Gather information supporting the Honor Code violation
- Decide what sanctions you would like to propose
- Submit online Honor Code Incident Report at sccr.dso.ufl.edu
- If hearing is required, participate in that proceeding
- Submit final grade at conclusion of process

BUILDING A CULTURE OF CARE

HONOR CODE – FACULTY RESPONSIBILITY

SCCR

- Sends official notice to students, changes grade to an “N”, prevents student withdrawal from course
- Meets with students and informs them of rights, the process, and options to resolve incident
 - Student can accept responsibility and agree with faculty sanctions or:
 - Have a hearing to determine sanctions only
 - Have a hearing to determine responsibility and any associated sanctions
- Sends official outcome to students
- Track sanctions
- Maintains the record
- Place holds as needed

HEALTH & WELLNESS

WAYS TO HEALTH AND WELLNESS AT UF

CARE TEAM

RECREATIONAL
SPORTS

GATORWELL
HEALTH
PROMOTIONS

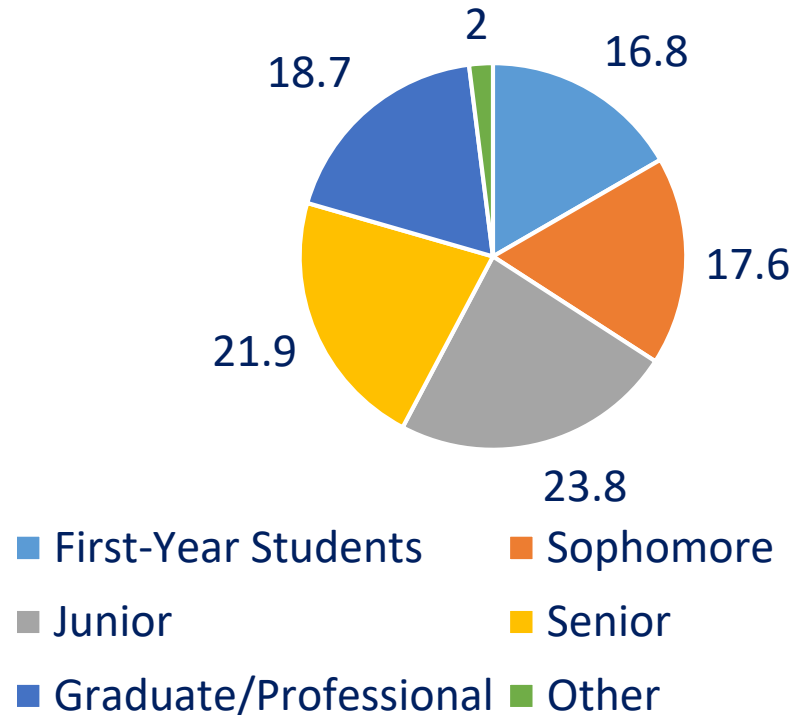
COUNSELING
& WELLNESS
CENTER

- All these areas of Student Affairs work together to provide support
 - Recreational Sports
 - More than 75% of the entire student body participates with RecSports
 - Students who participate in RecSports have higher GPAs
 - GatorWell Health Promotion Services
 - Wellness coaching for academic success
 - Topics include relaxation, time management, and alcohol and other drugs
 - Counseling & Wellness Center
 - Two locations on campus – Radio Rd. and Peabody Hall

MENTAL HEALTH

In 2018-2019 academic year, the UF Counseling and Wellness Center saw **5,800** students.

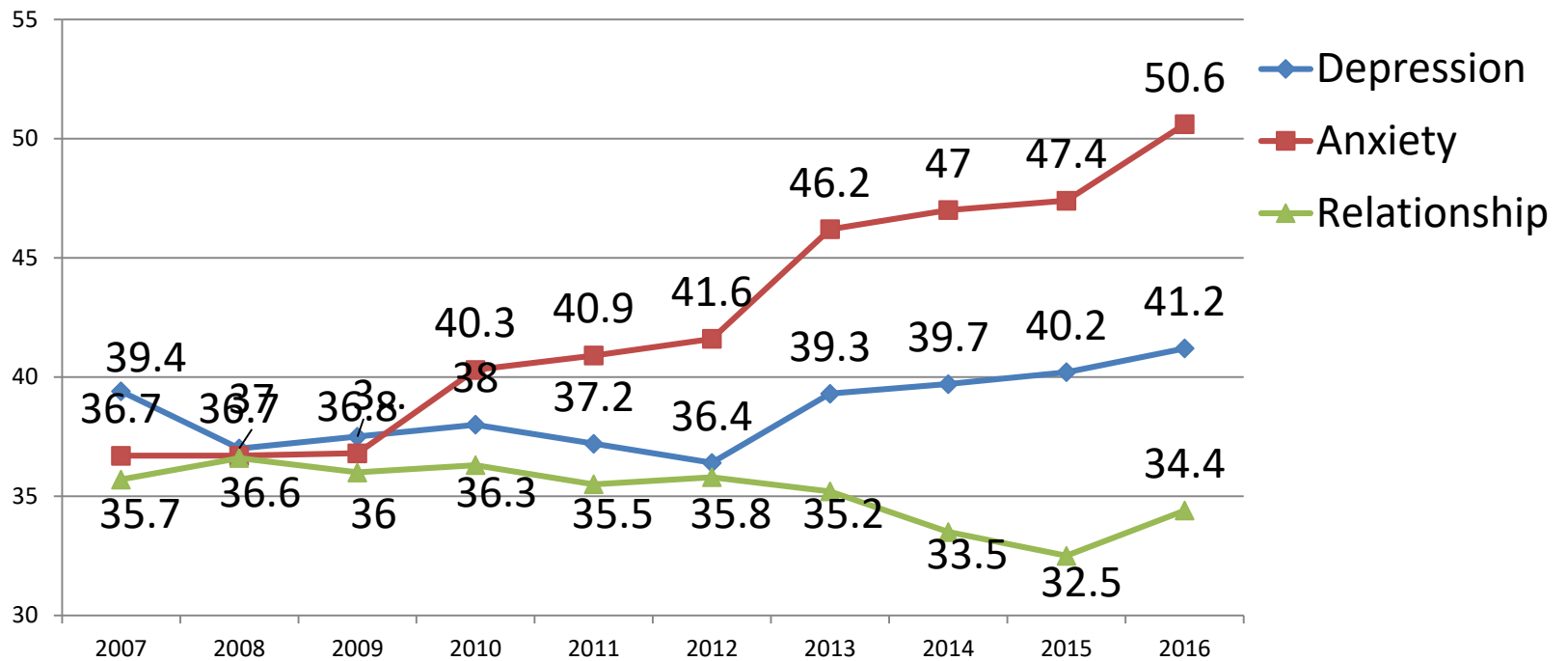
Demographics of Students Using CWC
2018-2019



International Students: 6.9%

MOST FREQUENT PRESENTING CONCERNS

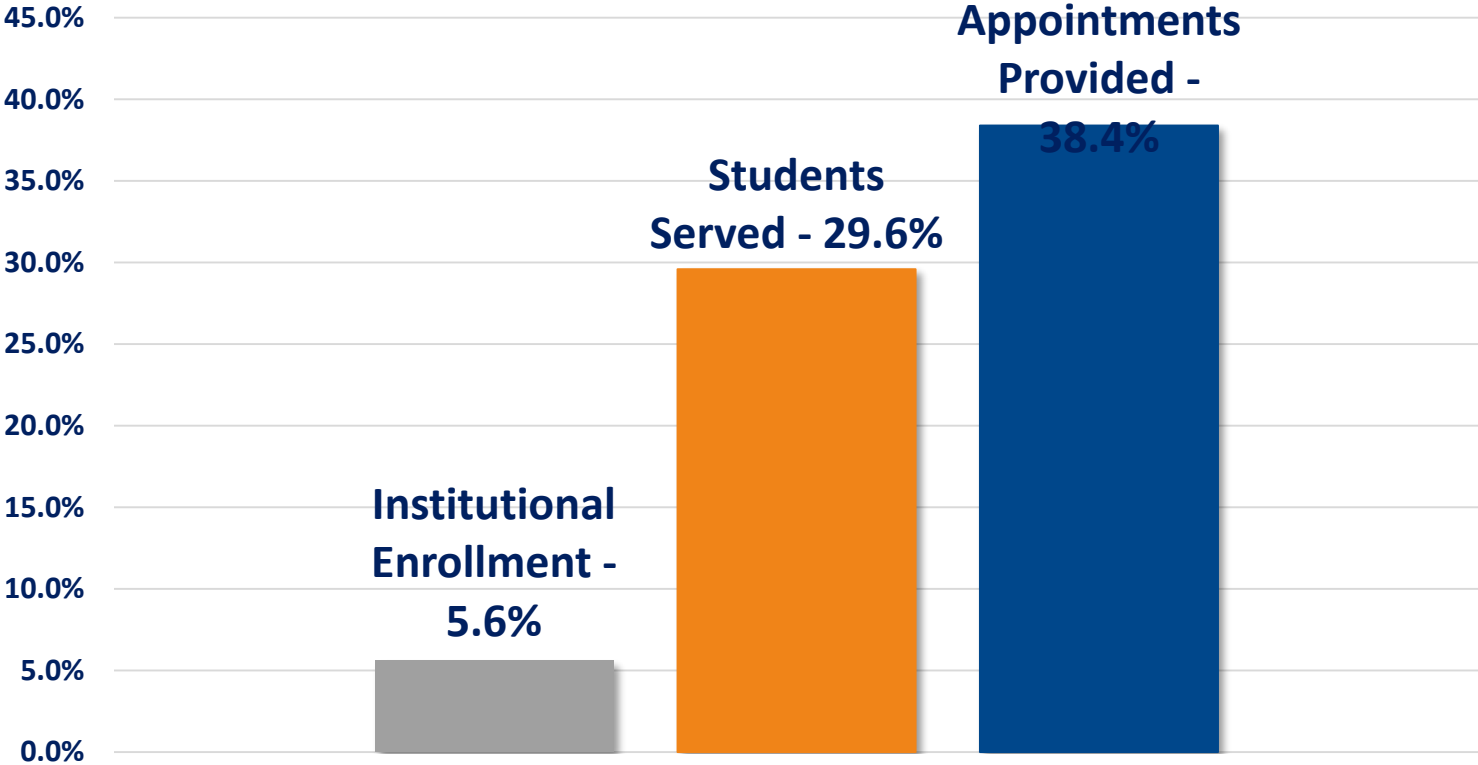
(AUCCCD 2016 ANNUAL SURVEY)



Reetz, D.R., Bershad, C., LeViness, P., & Whitlock, M. (2017). *The 2016 Association for University and College Counseling Center Directors Annual Survey*. CO: AUCCCD

INSTITUTIONAL VS. COUNSELING CENTER GROWTH

Average growth rate over 5 years



HELPING STUDENTS IN DISTRESS

KNOW THE SIGNS

MODERATE DISTRESS

- **Marked changes** in academic performance
- **Tardiness and excessive absences** inconsistent with their prior history
- **Withdrawal and/or avoidance** from participation, increased anxiety around exams or deadlines, difficulty working in teams
- **Changes in emotional states**, e.g., sadness, crying, lethargy, irritability, rapid speech, preoccupied, increased and more intense disagreement with peers and instructor, sense of confusion
- **Changes in physical well-being**, swollen eyes from crying, increased sicknesses, poor self-hygiene, rapid weight loss/gain, sleeping in class
- **Repeated requests for special consideration**, e.g., deadline extensions, changes in requirements, grade changes

HELPING STUDENTS IN DISTRESS

KNOW THE SIGNS

SEVERE DISTRESS

- **Highly disruptive behavior** (e.g. verbal hostility, aggression, disregard for classroom decorum etc.)
- **Inability to communicate clearly** (garbled, disorganized, or rambling thoughts)
- **Loss of contact with reality** (seeing or hearing things which others cannot see or hear)
- **Stalking behaviors** and/or inappropriate communications (including threatening letters, e-mail messages, harassment)
- **Suicidal thoughts** and/or threats to harm others (may be communicated orally or in written formats through e-mail, assignments, on social network or academic sites)

HELPING STUDENTS IN DISTRESS

KNOW THE STEPS TO HELP

MODERATE DISTRESS

- Address the situation on an individual level;
- Consult with the Counseling and Wellness Center and/or the Dean of Students Office
- Avoid offering confidentiality to the student should the student wish to talk
- Deal directly with the behavior according to classroom protocol; provide corrective feedback and offer to help
- Encourage the student to use campus and community helping resources; offer to walk the student to assistance
- **Follow up with the student, update your supervisor and notify the Dean of Students Office through umatter@ufl.edu**

HELPING STUDENTS IN DISTRESS

KNOW THE STEPS TO HELP

SEVERE DISTRESS

- Rule out the possibility of harm to self or others.
- When **physical safety of student or others is immediate concern** or the student acts in a highly irrational or disruptive way, call:
 - University Police Department: (352) 392-1111 if the student is on-campus
 - Alachua County Sheriff or Gainesville Police at 911 if student is off-campus.
- If safety is not a concern, offer to find someone to assist in problem-solving such as the Counseling and Wellness Center and/or the Dean of Students Office.
- **Follow up with the student, update your supervisor and notify the Dean of Students Office through umatter@ufl.edu**

HELPING STUDENTS IN DISTRESS

CONFIDENTIALITY & SUPPORT

Seeking counseling or help is **NOT** part of students' educational records.

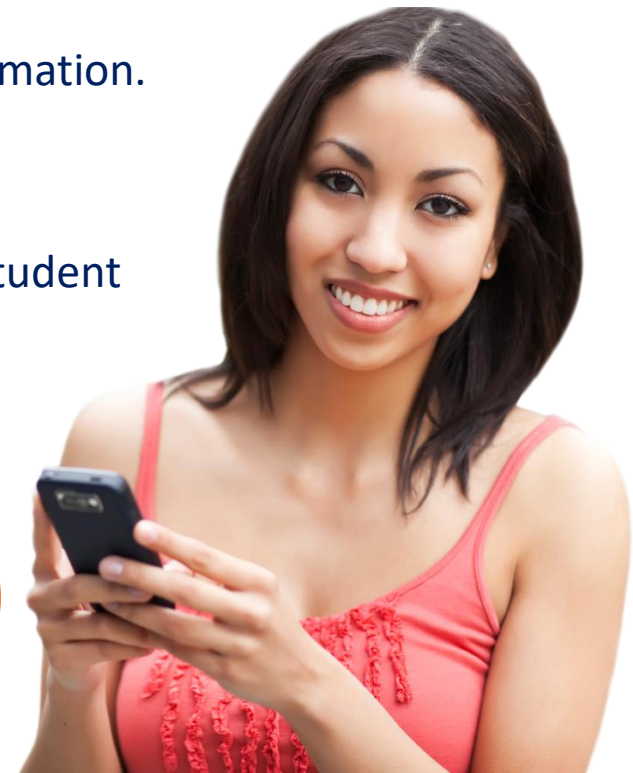
- Any information students provide and their counseling records are strictly confidential, except in life threatening situations or in cases of suspected child or elder abuse or when required by law.
- Only the students can give consent for release of information.

Minimal wait times at the Counseling & Wellness Center

- If a student is a serious threat or having trouble, the student will get immediate support.

Services available to ALL registered UF Students

24/7



NEW FACULTY TAKEAWAYS

YOU CAN MAKE A DIFFERENCE

KNOW YOUR ROLE

In your role as faculty or staff, students may perceive you as someone who can lend a helping hand or be a good listener.

- Your expression of interest and concern may play an important role in helping a struggling student find appropriate assistance.
 - Provide networking & mentoring opportunities
 - Internships, connections to others, research
 - Help students see what they do have and not what they're missing

Training and support is available

- At-Risk: Kognito
- Question, Persuade, Refer (QPR)
 - Available through www.counseling.ufl.edu



UF

New Faculty Orientation 2019

General Counsel, Privacy & IT Risk Management

Amy Hass – UF General Counsel

David Wilkens – UF Privacy

Chad Young – UF Integrated Risk Management

Cheryl Lyn Grant – UF IT Risk Management



Important Legal Issues Impacting Faculty

Presenter:

Amy Hass

Vice President and General Counsel

Role of the GC's Office

➤ Who are we and what do we do?

➤ Areas of Focus Impacting Faculty

- Student Affairs Administration
- Academic Affairs
- Intellectual Property
- Research Transactions and Compliance
- International Endeavors
- Personnel

Collaborating and Doing Business with Others

- Contracting at UF
 - Who can sign agreements?
 - Personal liability
 - Understanding the terms of the deal
 - International agreements
 - Outside activities

Public Records Law

- WHAT IS A PUBLIC RECORD?
- If a public records request is received, contact the Office of Strategic Communications & Marketing (Steve Orlando) or forward to John Hines jkhines@ufl.edu
- Trends in public records requests

Records Retention

- Records Management:
<http://cms.uflib.ufl.edu/records/Records>
- Records Retention Schedules:
<http://cms.uflib.ufl.edu/records/Schedules>
- Emails, texts, and new modes of communication
- Research-related documents



Thank You!



www.generalcounsel.ufl.edu

Privacy and Security Partnership

Privacy Office works to ensure University compliance with federal and state privacy regulations and industry standards for University data and personal information, and provides centralized resources, oversight and enforcement for privacy-related activities.

Information Security Office protects University data and personal information from threats, both internal and external to the University.

E-mail

Acceptable use

- UF business conducted using assigned ufl.edu account.
- Sending to/from “ufl.edu” accounts considered secure.
- May not auto-forward to an outside account.
- Correct use of email depends on:
 - Data Type
 - Purpose
 - Recipients

Social Security numbers at UF

- Florida law restricts use, unless:
 - UF unit is authorized by law to do so *or*
 - Necessary for UF to perform its duties as prescribed by law
- UF maintains compliance with the Florida law by:
 - Using SSNs as authorized by law or as necessary for the performance of the University's duties.
 - Informing individuals of the use of SSN in the "SSN Matrix."
- SSN Matrix lists departments /units authorized to collect SSNs, describes the reason for its collection, and provides the authority to do so.

Reporting Incidents

If you see something, say something

- What?
- When?
- To whom?
 - ISO
 - Privacy
 - Your director or department head
- See handout for contact information

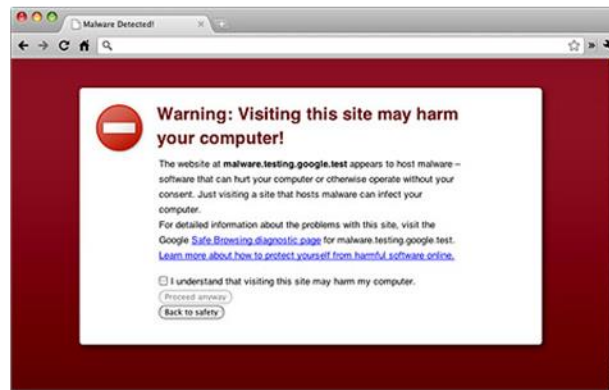
Hacking A University Is An Easy And Lucrative Business

Alexander Polyakov

The Reality

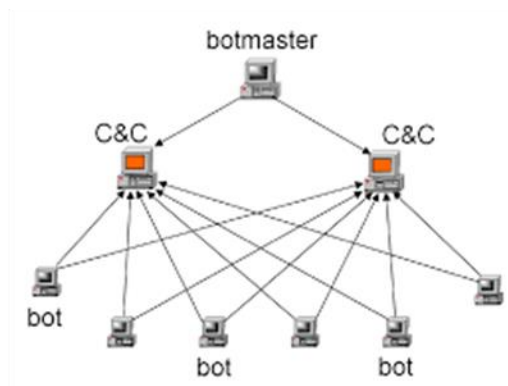
Significant Number of Intrusions Blocked August 6, 2018- August 6, 2019

Blocked Access to 28,281,754 Malicious Websites



Blocked 58,766,985 Malicious Software

Blocked 116,944,621 Attacks



Blocked 2,569,813 Command and Control (CnC) Connections

Beware of Phishing

Check: <https://alerts.it.ufl.edu/>
...to see if a phishing scam is making its way around UF.



Email Warning Banner

Introduction.

Isaac Griffin <isaac.griffin@nubeva.co>
 To: Granto, Cheryl L.

Retention Policy: Inbox UF (3 years) Expires: 7/31/2022

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

EXTERNAL EMAIL: Exercise caution with links and attachments.

Hi Cheryl,

I saw on LinkedIn that you're the Information Security Manager at University of Florida.

We are a cloud security software company that helps organizations like you protect their data.

As the industry's only solution for universal TLS decrypted visibility, our NuMail is currently unavailable.

This allows you to adopt aggressive encryption of your cloud without sacrificing performance.

Open to a brief demo with one of our cloud architects?

Thanks,

Isaac Griffin
 Business Development Executive
 e: isaac.griffin@nubeva.co

webmail upgrade - Message (HTML)

File Message

If there are problems with how this message is displayed, click here to view it in a web browser.

From: owner-uf-abuse-l@LISTS.UFL.EDU on behalf of University of Florida system administrator <webmaster81_4@libero.it> Sent: Mon 10/29/2012 10:36 AM

To: owner-uf-abuse-l@LISTS.UFL.EDU

Cc:

Subject: webmail upgrade

Your mailbox has exceeded the limit of 20 GB, which is set by your manager. You are currently 20.9GB, you <http://tidomana.com/account-update/> mail to send or receive again until you re-validate your [Click to follow link](#) x, you can click [University of Florida/upgrade](#) Thank you,

University of Florida system administrator

University of Florida system administrator

Two-Factor Authentication

TWO-FACTOR AUTHENTICATION

TWO-FACTOR AUTHENTICATION

GET STARTED

USING TWO-FACTOR

ENROLL NOW

MY TWO-FACTOR

FAQS

[What Is Two-Factor Authentication?](#)

+

[Why is UF using Two-Factor Authentication?](#)

+

[Who is expected/eligible to use Two-Factor Authentication?](#)

+

[Get Started](#)

+

[Back to Top](#)

<https://it.ufl.edu/2fa>

UF's Mobile Computing and Storage Devices Policy

Compliance:

All mobile computing and storage devices that access the UF Intranet and/or store UF Restricted data must be compliant with University of Florida Information Security Policies and Standards.

Encryption of Data:

1. Laptops and portable personal computers must utilize whole disk encryption.
2. Smartphones and PDAs must utilize encryption.
3. All portable storage devices must include built-in encryption.

**PROTECTING UF
IS OUR SHARED
RESPONSIBILITY**

UF UNIVERSITY *of*
FLORIDA
Information Technology

[HTTPS://SECURITY.UFL.EDU/](https://security.ufl.edu/)

Integrated Risk Management

The Process...

How, What, Where and When do you need to have an IT Risk Assessment

- It depends on the Data Classification.
- It depends on the product or application you want/need to use, create, download or purchase.
- It depends on if the technology has already been assessed.

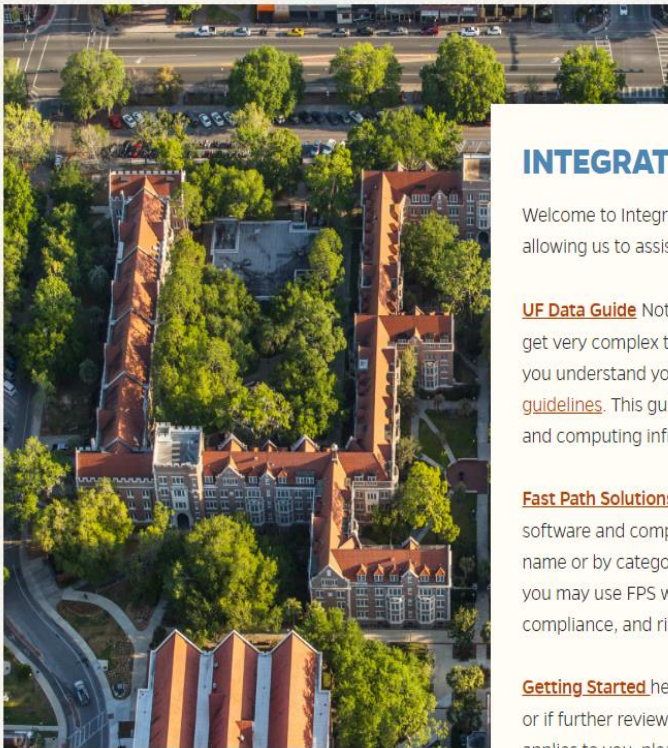


Risk Assessment It Takes a Village



Integrated Risk Management





INTEGRATED RISK MANAGEMENT

Welcome to Integrated Risk Management (IRM). Thank you for allowing us to assist you in your digital business needs.

UF Data Guide Not all data classifications are created equal, so it can get very complex to appropriately classify data. This guide will help you understand your data type within [UF's data classification guidelines](#). This guide can also be used to find approved software and computing infrastructure for use with various data types.

Fast Path Solutions (FPS) is a comprehensive list of pre-assessed software and computing environments. Use this page to search by name or by category. If you are working with non-restricted data, you may use FPS without additional review by UF administrative, compliance, and risk management offices.

Getting Started helps you determine if there are available solutions or if further review is required. If you are unsure which category applies to you, please do not hesitate to [email UFIT](#) or call (352) 294-3589. We are happy to assist you in this process.



UF Data Guide

UF DATA GUIDE

HOW TO SAFELY WORK WITH MY DATA AT UF

Use this tool to make informed decisions where to safely store, analyze and share data at UF.

Scroll down to browse [Data Types](#) and [Restricted Data Solutions](#).

NEED TO DETERMINE YOUR DATA TYPE?

Answer the questions to name your data type.

Which of these does your data include?

- | | |
|---|---|
| <input type="checkbox"/> Individual Financial Account Information, Including Credit/Debit Cards | <input type="checkbox"/> Mental Health, HIV, Minor Patients, Other Protected Status |
| <input type="checkbox"/> Export Controlled Information (ITAR, EAR) | <input type="checkbox"/> Social Security Numbers |
| <input type="checkbox"/> National Institutes of Health, NASA, Department of Veterans Affairs Data | <input type="checkbox"/> Student Records |
| <input type="checkbox"/> ID Information, Address, Phone, Passport, Email or Participant | <input type="checkbox"/> Student Financial Aid and Loan Application Information |
| <input type="checkbox"/> Human Subjects, Health Information | <input type="checkbox"/> Receiving/Providing Federal Government Information |
| <input type="checkbox"/> Human Subjects, Non-health Information | <input type="checkbox"/> Criminal Justice Information System (CJIS) |
| | <input type="checkbox"/> None of These Apply |
| | <input type="checkbox"/> I Don't Know |

FIND OUT

ALREADY KNOW YOUR DATA TYPE AND/OR INTENDED SOLUTION?

Data Type ▾

with

Restricted Data Solution ▾

FIND OUT

Tip: Select "All" to view a full list of data permissions.

NEED HELP?

Contact UFIT:
IRM-UF@ufl.edu
 (352) 294-3589

Data Classifications

Restricted

Data protected by law, rule, regulation, or contract.

Medical records, education records, Social Security numbers, credit card numbers, export controlled technical data.

Sensitive

Data whose disclosure would impair the function of the university, cause significant financial or reputational loss or likely legal liability.

Research work in progress, animal research protocols, certain financial information, UF security plans.

Open

Data made generally available without specific approval.

Advertisements, job opening announcements, university catalogs.

Fast Path Solutions

IRM's foundation is
Fast Path Solutions (FPS),
A comprehensive list of **pre-assessed**
software and computing
environments.



Not as Fast Path Solutions

Begin Request for Risk Assessment
Start Here: riskmanagement.ufl.edu



Security



Privacy



Alignment
with UF
Technology
Goals



UF

New Faculty Orientation

LUNCH & INFORMATION FAIR

