

# New Faculty Orientation



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2023 New Faculty Orientation

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# Want to learn more about Canvas & teaching online?

UF Information Technology hosts numerous online workshops for faculty to learn about Canvas and other instructional tools available at UF. Facilitated by eLearning Support & UFIT Training specialists, these offerings focus on a variety of topics, including:

- $\cdot$  how to set up your course
- how to use Canvas (publish content, create assignments, manage the Gradebook)
- $\cdot$  how to design engaging online course content
- $\cdot$  how to incorporate other centrally-supported tools intended to increase student engagement.

A short list of workshops designed specifically to introduce faculty to the e-Learning (Canvas) platform and related technologies is located below. For more information, including dates for these workshops and other training opportunities, review the <u>UFIT Training calendar</u>.

E-Learning @UF: Build & Design E-Learning @UF: Facilitate & Engage Zoom

UF faculty can also explore the Faculty Self-Service Resources course, an open, self-paced resource that guides faculty through the process of developing an online or blended course in Canvas, including course templates. Faculty can also request consultations with an instructional designer from the UF Center for Instructional Technology and Training.



# **UF New Faculty Field Guide**

Check out the New Faculty Field Guide for insights on how to start building your team at UF. To amplify your success, start by building relationships with key colleagues who can serve as advisors, mentors, thought partners, collaborators, and supporters of your endeavors. While you will certainly build a large network of colleagues during your career at UF, here is a recommended list of several professionals to make part of your team early in your career:

- Dean, Director, or Department Chair
- Mentor(s)
- Research collaborator
- Instructional designer
- Great teacher
- Graduate assistant, teaching assistant, or independent
  study student
- Librarian
- Business administrator/HR liaison
- Research administrator
- UFIT professional

See the New Faculty Field Guide for a quick overview of how these professionals can support your work. To provide feedback on this guide, please send an email to <u>training@ufl.edu</u> with the subject line "UF Field Guide."



# **Faculty Tenure & Promotion**

Chris Flowers Hass, Associate Provost for Academic and Faculty Affairs

### **Key Takeaways**

- · Tenure and Promotion are a journey not a destination
- Department, College, and University resources are available to aid in your professional and scholarly development
- Department, College, and University resources are available to aid in your progression through the online promotion and tenure process

### Important URLs

- <u>http://www.aa.ufl.edu/tenure</u> for Guidelines and Information Regarding the Tenure, Permanent Status and Promotion Process for 2022-2023 including links to CBA
- <u>http://regulations.ufl.edu</u> for UF Regulations on tenure and promotion process, and permanent status
- <u>https://learn-and-grow.hr.ufl.edu/toolkits-resource-center/</u> <u>human-resources-toolkits/online-promotion-tenure</u> for the OPT Toolkit (simulations, instructional guides, FAQs and more)

### **Contact Information**

- Your Chair or College Associate Dean and College and Department Contacts: <u>http://www.aa.ufl.edu/tenure</u>
- Chris Flowers Hass, Associate Provost and Secretary to the APB cjhass@aa.ufl.edu
- University Administrator, opt@admin.ufl.edu

# **Supporting Students**

### Key Takeaways

In your role as faculty or staff, students may perceive you as someone who can lend a helping hand or be a good listener. You are also uniquely positioned to be the first to notice if a student presents any concerning behavior. Your expression of interest and concern may play an important role in helping a struggling student find appropriate assistance.

### You Can:

- Provide networking & mentoring opportunities
- Support internships, connections to others, research
- · Help students see what they do have and not what they are missing
- Inform the Campus Assistance & Resources for Empowerment (CARE) in Student Life if you are concerned for a student by emailing <u>umatter@ufl.edu</u>
- Complete training to identify warning signs
- Learn to identify at-risk students: Take Kognito Training
- Take the Question, Persuade, Refer (QPR) Training if available

### Important URLs

- The Division of Student Life: <u>https://studentlife.ufl.edu/</u>
- CARE Area: <u>https://care.dso.ufl.edu/</u>
- Counseling & Wellness Center: <u>https://counseling.ufl.edu/</u>
- GatorWell Health Promotion Services: <u>https://gatorwell.ufsa.ufl.edu/</u>

### **Contact Information**

- Dr. Heather White, Vice President for Student Life <u>hbwhite@ufl.edu</u>
- Dr. Ernesto Escoto, Director, Counseling & Wellness Center, Student Life - <u>eescoto@ufl.edu</u>

## **General Counsel**

Amy Meyers Hass, Vice President and General Counsel

### **Key Takeaways**

The General Counsel's Office is responsible for all legal affairs for the UF enterprise including all of its affiliates and direct service organizations (DSOs). All requests for legal representation for or on behalf of the University, its affiliates and DSOs should be directed to our office.

**Contact Information & URL** 

General Counsel's Office:

- Website: <u>https://generalcounsel.ufl.edu</u>
- Email: general-counsel@ufl.edu
- · Phone: (352) 392-1358

# **Privacy**

Carol McMahon, Director of Privacy

Key Takeaways

### **1. Privacy Awareness**

- UF is committed to safeguarding individuals' privacy and protecting the data entrusted to us. We are dedicated to preventing unauthorized access to information, maintaining the accuracy of information, and ensuring the appropriate use of information.
- All faculty and staff must take the required precautions when creating, accessing, and storing restricted and sensitive data. UF's Privacy policies are located at:

https://privacy.ufl.edu/privacy-policies-and-procedures/

- Data privacy/data protection laws that are widely applicable at UF include:
- Family Educational Rights and Privacy Act (FERPA). FERPA establishes certain privacy rights applicable to students' education records.
- The Health Insurance Portability and Accountability Act of 1996 (HIPAA). HIPAA addresses the use and disclosure of individuals' health information (known as protected health information or "PHI").
- The Florida Information Protection Act (FIPA). FIPA establishes certain requirements for the protection of personal data in electronic form.

There are several training courses that are required for faculty

- All faculty must take FERPA for Faculty (PRV803) to learn how UF safeguards protected student information.

- If you will have access to personal health information as part of your teaching, research, or clinical role, you must take UF's HIPAA/Privacy General Awareness training (course PRV800).

- Additionally, we recommend that faculty gain a general awareness of rules for the protection of personally identifiable information (e.g., social security numbers, financial data, etc.) by taking Protecting SSNs & Identity Theft Prevention (PRV804). Many of these rules fall under FIPA.

### 2. How to Categorize Data

Restricted Data. This is data subject to specific protections under federal or state laws or regulations, or under UF contracts. Examples include:

- Personally Identifiable Information
- Medical Information
- $\cdot$  Education records
- Social Security numbers

Sensitive Data. This is data that, if disclosed without authorization, may create potential liability for the University or may lead to significant financial or reputational loss. Examples include:

- Research in progress
- UF contracts under negotiation
- Educational materials that are time sensitive
- (e.g., exam questions and answers)
- Financial information
- IT security information

Open Data. This is information that is generally available without the specific consent of the holder of that data. Examples include:

- · University regulations and policies
- Websites
- Course catalogs
- Published research
- · De-identified personal data

See the <u>UF Data Guide</u> and the <u>UF data classification chart</u> to determine appropriate data classifications.

### **Contact Information & URL**

If you have any questions or need assistance in classifying data, please contact the UF Privacy Office.

Phone: (352) 294-8720

Incident Hotline Website

Incident Hotline: 1-877-556-5356

- Website: <u>https://privacy.ufl.edu/</u>
- Email: privacy@ufl.edu

**Research & Grants** 

Rob Ferl, Assistant Vice President for Research

**Stephanie Gray**, Assistant Vice President and Director, Sponsored Programs **Tiffany Schmidt**, Assistant Vice President and Director, Contracts & Grants Accounting Services

Cassandra Farley, Director, Research Integrity, Security & Compliance Michael Mahoney, Director of Research Operations and Services Jim O'Connell, Assistant Vice President and Director, UF Innovate

### **Key Takeaways**

- The University of Florida has one of the nation's most comprehensive research enterprises, with thousands of faculty and student researchers conducting more than \$1.085 billion in research annually in our 16 colleges and dozens of centers and institutes.
- UF Research is committed to helping all faculty identify funding, navigate the proposal and awards process, comply with regulations, and transfer suitable technology to the market.
- The key to success in this effort is communication, early and often, among principal investigators, their department and college research administrators, and the team in UF Research.
- Ultimately, the principal investigator is responsible for conducting research in compliance with all applicable regulations, university policies, and the agreement with their sponsor.
- UF Research has built tools to make managing grants easier and more intuitive and we will work with PIs to ensure the research is conducted legally and ethically and that the researcher and the university are protected.

### See: https://myinvestigator.erp.ufl.edu/

• We encourage PIs to keep research administrators in the loop at every step of the process. PIs should always check with their research administrator before signing documents and if they are contacted about an audit or site visit. Sponsored Programs is the official signatory for all agreements at UF.

- Early disclosure of technology with the potential for commercial development is key to ensuring the inventor and the university are protected.
- Together, we can ensure that research at the University of Florida continues to flourish, creating new knowledge, achieving technological breakthroughs, and contributing to the educational mission.

### Important URLs

- <u>https://research.ufl.edu</u>
- http://innovate.research.ufl.edu
- https://research.ufl.edu/ufirst.html



# **Undergraduate Education**

Angela Lindner, Associate Provost for Undergraduate Affairs

### Key Takeaways

- Our UF undergraduate population is large and diverse in terms of ethnicity, income level, and many other aspects.
- Learning matters most in the UF undergraduate experience. Be mindful of not only what and how students learn in your interaction with them but also that everyone at UF is called to be active learners. Take advantage of the fact that learning opportunities for students exist anywhere students exist and are likely more effective outside of the classroom.
- Relationships matter in the UF undergraduate experience. Meaningful faculty-student interactions in classes, research, community service projects, mentoring, etc. are the single-most effective factor in retaining students. Students, however, may not value or understand how to make meaningful connections with faculty, so we ask you to welcome them to connect with you in meaningful ways. Students are watching you!
- High expectations of our undergraduate students matter. Our students bring with them some of the highest credentials in the country and, along with them, high expectations. Set the bar appropriately high for our students early and consistently. Know our UF academic policies, follow them, and make sure that our students follow them.

https://catalog.ufl.edu/UGRD/academic-regulations/

 Our undergraduate students matter. They had a choice in being at UF; we, therefore, must be their best option. They have a need; therefore, we have a job. They care about their academic experience; we, therefore, must hold them accountable for their high expectations. They exist; therefore, so do we.

(Adapted from Felten et al., <u>The Undergraduate Experience: Focusing Institutions on</u> <u>What Matters Most</u>, Jossey-Bass, San Francisco, CA, 2016).

Important URLs & Contact Information:

### **OUA Units**

 Office of Undergraduate Affairs (OUA): <a href="http://undergrad.aa.ufl.edu">http://undergrad.aa.ufl.edu</a> Angela Lindner, Associate Provost, and Leslie Edinger-McKenna, Executive Assistant, 238 Tigert Hall, 352-846-1761, <a href="mailto:alindner@aa.ufl.edu">alindner@aa.ufl.edu</a>

- Curriculum Approval Process (University Curriculum Committee, General Education Committee): <u>http://approval.ufl.edu</u>
   Casey Griffith, Associate Director of Academic Support Services, 238 Tigert Hall, 352-846-1761, <u>cgriffith@aa.ufl.edu</u>
- UF Quest Program: <u>http://undergrad.aa.ufl.edu/uf-quest</u> Andy Wolpert, <u>wolpert@ufl.edu</u>
- Center for Precollegiate Education and Training (K-12 Outreach, Broader Impacts): <u>https://www.cpet.ufl.edu</u>
   Dr. Mary Jo Koroly, Director
   334 Yon Hall, 352-392-7685, <u>korolymj@ufl.edu</u>
- Center for Undergraduate Research (Funded research projects for students): <u>https://cur.aa.ufl.edu</u>
   Dr. Anne Donnelly, Director, 202 Newell Hall, 352-846-3222, <u>adonn@ufl.edu</u>
- UF Honors Program (Teaching Honors courses, recruiting Honors students, serving as a mentor for Honors students): <u>http://www.honors.ufl.edu</u>
   Dr. Melissa Johnson, Interim Director, 343 Infirmary Bldg., 352-392-1519, <u>mjohnson@honors.ufl.edu</u>
- Innovation Academy (Creativity and design courses and laboratories): <u>https://innovationacademy.ufl.edu</u>
   Dr. Jeff Citty, Director, 321 Infirmary Bldg., 352-294-1785, jcitty@aa.ufl.edu

UF Thrive Center (K-Graduate School Continuum of Academic Support for students from first generation, low-income backgrounds)

- McNair Scholars and Office of Academic Support (Research opportunities for under-represented students): <u>http://mcnair.aa.ufl.edu</u> Dr. Samesha Barnes, Director, 319 Infirmary Bldg., 352-846-2575, <u>sbarnes@aa.ufl.edu</u>
- Center for Precollegiate Education & Training Diversity Outreach (K-12 outreach targeting first-generation, low-income students): Dr. Michael Bowie, Director, 334 Yon Hall, <u>mbowie@ufl.edu</u>
- Office of Academic Support and the AIM Program (Supporting students from under-represented backgrounds): <u>http://oas.aa.ufl.edu</u> Dr. Angeleah Browdy, Director, 330 Classroom Building,

352-392-0788, browdy@ufl.edu

### UF Student Success: http://www.studentsuccess.ufl.edu

Resources for holistic support of our students, including tutoring, coaching and peer mentoring. Dr. Jason Mastrogiovanni, <u>Jason.mastro@aa.ufl.edu</u>

### **ROTC Units**

Air Force:Army:Navy/Marines:http://www.afrotc.ufl.eduhttp://www.armyrotc.ufl.eduhttps://nrotc.ufl.edu204 Van Fleet Hall103 Van Fleet Hall20 Van Fleet Hall352-392-1355352-294-0734352-392-0973

# **UF Graduate School**

Nicole Stedman, Associate Provost and Dean of the Graduate School

Key Takeaways Some of the roles and responsibilities of the Graduate School include the following:

**Graduate Academic Affairs** 

- Upholding general standards of graduate admissions, scholarship and graduation
- Developing and coordinating procedures to implement Graduate Council policies
- Reviewing and determining new programs and curriculum
- Assisting graduate programs at the department and college levels in education, research, recruitment and retention
- Providing editorial support for graduate students' thesis and dissertation documents
- Maintaining graduate student records
- · Certifying of all graduate degrees

### Graduate Student Success Center

- Administering award & funding programs
- Providing opportunities for graduate student support and engagement
- Facilitating professional development programs for graduate students
- Supporting graduate student recruitment efforts across campus
- Coordinating research presentation showcases for graduate students
- Hosting Graduate Student Appreciation Week

### **Postdoctoral Affairs**

- Managing programmatic aspects of postdoctoral education
- Coordinating engagement opportunities with UF Postdoc Association

### **Graduate Faculty Appointments**

### The Graduate School

- Confirms automatic graduate faculty appointments for faculty in full-time, tenured or tenure accruing positions at the rank of assistant professor or above in academic units offering graduate degrees
- Appoints others at the request of a graduate degree granting unit, through a petition process

### **Graduate Faculty**

- Serve on thesis and dissertation supervisory committees for students in the unit of the appointment
- Serve as external members on supervisory committees across campus and provide support and direction to graduate students in pursuit of their degrees
- Mentor and encourage graduate students during their time at the University of Florida
- Engage in dialogue around key issues and needs in graduate education at the University of Florida

### Funding

- Graduate Student Opportunity Awards
- Grinter Awards
- FAMU Feeder Fellowships
- UF Santa/Fe College Faculty Development Project
- Supplemental Retention Scholarships
- Board of Education Summer Fellowships

### **Important URLs & Contact Information**

- <u>http://graduateschool.ufl.edu</u>
- Graduate School Main Line: (352) 392-6622

# **Center for Teaching Excellence**

Suite 200 Bryant Space Science Center

Alexandra Bitton-Bailey, Ph.D., Director, <u>abitton-bailey@aa.ufl.edu</u> Michael Barber, Ph.D., Assistant Director, <u>mebarber@ufl.edu</u> John Jordi, Ph.D., Instructional Assessment Coordinator, <u>jordi@aa.ufl.edu</u> Micah Jenkins, eText Coordinator, <u>micahjenkins@aa.ufl.edu</u> Zaina Sheets, Operations Manager, <u>zsheets@aa.ufl.edu</u> Paul Shortt, Communications Specialist, <u>pshortt@ufl.edu</u> Kimberly Heal, Graduate and Postdoc Development Coordinator, <u>kheal@ufl.edu</u> Nikki Lyons, Quality Assurance Coordinator, <u>lyonsn@ufl.edu</u> Lupe Eyde-Tucker, Online Course Design Specialist, <u>leydetucker@ufl.edu</u> Leota O'Malley, Online Course Quality Specialist, <u>lomalley@ufl.edu</u>

### Key Takeaways

- Register for First Year Faculty Teaching Academy (FYFTA)
- Earn a Passport to Great Teaching Certificate
  - Great Teaching for New Faculty Certificate
  - Great Teaching Certificate
  - Faculty Learning Community Certificate
  - Great Teaching Certificate: TA Edition
  - Great Online Teaching Certificate
  - Global Teaching and Learning Certificate
  - Center for the Integration of Research, Teaching and Learning (CIRTL) Associate Certificate
  - Center for the Integration of Research, Teaching and Learning (CIRTL)  $\ensuremath{\mathsf{Practitioner}}$  Certificate

Exploring Experiential Learning for UF Quest 3 Certificate

- Sign up to receive our Inspired Teaching Newsletter
- Subscribe to the <u>Teaching Beyond the Podium Podcast series</u>
- Online and face-to-face workshops on teaching for faculty and TAs
- Connect with other faculty and campus resources
- CTE has your back!

### Important URLs

- Center for Teaching Excellence: <a href="http://teach.ufl.edu">http://teach.ufl.edu</a>
- UF Resource Library: <u>https://teach.ufl.edu/resource-library/</u>

# **George A. Smathers Libraries**

Judith C. Russell, Dean of University Libraries

### Key Takeaways

- Every faculty member has access to librarians who know your subject area. They are your best resource! Find yours at <u>https://uflib.ufl.edu/specialists/</u>
- The UF Libraries also offer assistance with other services that cut across disciplines through ARCS: Academic Research Consultation and Services. The services of these functional specialists can be identified at <u>https://arcs.uflib.ufl.edu/</u>
- We have unique special collections, including the University Archives and 5 preeminent collections: the Baldwin Library of Historical Children's Literature, Latin American and Caribbean Collection, the Price Library of Judaica, the P.K. Yonge Library of Florida History, and the Map and Imagery Library. Additional information about our special collections is available at https://sasc.uflib.ufl.edu/
- The UF Digital Collections hosts more than 300 outstanding digital collections, containing over 16 million pages, covering over 178,000 subjects in rare books, manuscripts, antique maps, children's literature, newspapers, theses and dissertations, data sets, photographs, oral histories and more. Access the UFDC collections online at <u>https://ufdc.ufl.edu/</u>

### Important URLs

Home page for Smathers Libraries: <u>https://uflib.ufl.edu</u> Home page for the UF Digital Collections: <u>https://ufdc.ufl.edu</u>

### **Contact Information**

To chat online, send us a text message, call, email, or reach out to a subject specialist, visit <u>https://uflib.ufl.edu/find/ask/</u> or click on the small orange "Ask Us" button on the right side of many UFLIB webpages.



# **UF Information Technology**

Elias G. Eldayrie, Vice President & CIO Mark McCallister, Director of Academic Technology Erik Deumens, Senior Director, UFIT Research Computing Rob Adams, Chief Information Security Officer

### Key Takeaways

- The starting point to find and interact with IT services is <u>https://it.ufl.edu.</u>
- Help with IT services is available 24/7 via the UF Computing Help Desk. (Visit 132 Hub, call 352-392-HELP/4357, or email <u>helpdesk@ufl.edu</u>)
- Expertise in e-Learning to support your online instructional development.
- Video production assistance is available for UF faculty at no cost for academic-related projects. Visit go.ufl.edu/video to learn more.
- In addition to resources available in your own college and departments, UFIT provides instructional design services and instructional support for instructors using on-campus teaching facilities as well as online learning environments.
- Electronic Information Technology Compliance is UF's commitment to make materials accessible for the university community. UFIT provides tools and training to support this commitment.
- UFIT's Research Computing team provides access, consulting support and training for the use of the HiPerGator supercomputer to enable research across all disciplines.
- How the roles of Privacy and Information Security overlap
- Together we can protect UF data, the threat is real.
- UF Email
  - Use to conduct University-related business
  - Use GatorMail's Phish Alert Button to send a suspicious email directly to the Information Security Office for evaluation
- FastPath Solutions
  - Know when to look for one
  - Locate available resources
  - Know how to submit a Request for a Risk Assessment
- If you see something, say something (report known/suspected incidents)

### Important URLs

- <u>https://it.ufl.edu</u>
- <u>https://elearning.ufl.edu</u>
- <u>https://accessibility.ufl.edu</u>
- <u>https://www.rc.ufl.edu/</u>
- UF Data Guide: <u>https://irm.ufl.edu/uf-data-guide/</u>
- Data Classification: https://it.ufl.edu/policies/information security/data-classification-policy/
- Fast Path Solutions: <u>https://irm.ufl.edu/fast-path-</u> solutions/
- UF Email: <u>https://www.mail.ufl.edu/</u>
- Privacy Office: <u>http://privacy.ufl.edu/</u>
   Information Security: <u>https://security.ufl.edu/</u>

### **Contact Information**

- The UF Computing Help Desk 132 Hub 352-392-HELP/4357 helpdesk@ufl.edu
- UF Information Security Office Email: <u>security@ufl.edu</u> Phone: (352) 273-1344



# **Benefits & Retirement**

### Key Takeaways

### **BENEFITS**

- You have 60 days from your hire date to enroll in benefits.
- If you miss this window, you will need to wait until Open Enrollment held in the fall or at the time you experience a Qualifying Status Change (QSC) to add and/or make changes to your benefits.

### RETIREMENT

 Most faculty have the option to participate in one of three mandatory retirement programs. A valuable plan comparison chart is available at

https://www.myfrs.com/pdf/forms/SUSORP-Newsltr%206-22FP.pdf

- If you would like to enroll in the State University System Optional Retirement Plan (ORP), you must make your election within 90 days of your date of hire. Otherwise, you will have 8 months from your hire date to enroll in the FRS Pension Plan (FPP). If you do not elect ORP or FPP, you will automatically be enrolled in the FRS Investment Plan (FIP).
- Clinical Faculty in a Health Science Center college are required to participate in ORP.
- If you were a previous participant in the Florida Retirement System (FRS), you should consult with the Division of Retirement at 1-844-377-1888 or UFHR-Benefits at 352-392-2477 to discuss available retirement plan options.

### STATE HEALTH & LIFE PLANS

State health & life plans are eligible to begin the **1st of the month after** you complete enrollment. However, since employees prepay for State benefits (September premiums fund October coverage), you may receive a start date up to two calendar months from enrollment. Earlier effective dates may be arranged by contacting People First through your online portal (<u>https://peoplefirst.myflorida.</u> <u>com/peoplefirst</u>) or by telephone at **(866) 663-4735**.

### UF GATOR CARE HEALTH PLAN

UF Gator Care health plan provides retroactive coverage to your hire date after you enroll. However, unless you work in the College of Medicine or have a qualified domestic partner, you will only be eligible for health insurance offered by the State.

### Important URLs

- <u>https://benefits.hr.ufl.edu/my-benefits</u>
- <u>https://www.mybenefits.myflorida.com</u> (Access the current state benefits guide, cost estimators, insurance company information and eligibility requirements)

### There are two benefits Enrollment Portals

- Visit the State/People First online system to enroll in state plans at <u>PeopleFirst.MyFlorida.com</u>. You will need your assigned People First ID and initial password to log on. Initial password is "Pf" and your date of birth in a 6 digit format. (Example Pf081588)
- Access myUFL at <u>https://my.ufl.edu</u> and choose: NavBar > Main Menu > My Self Service > Benefits > Benefits Enrollment to enroll in Gator Care.

### **Contact Information**

Contact **UFHR-Benefits** at **352-392-2477 (Option 2)**, <u>benefits@ufl.edu</u>, or schedule an appointment with a benefits specialist to help address any questions or concerns that you may have.

You may also contact the **People First Service Center** for assistance with State benefits at **1-866-663-4735**.



# **Parking & Transportation**

### Top-10 Things You Should Know about Parking at UF

- 1. All vehicles parking on campus during regular permitrestricted hours between 7:30 a.m. and 4:30 p.m., Monday to Friday (unless other hours are indicated by signage) are required to have purchased a virtual UF parking permit. The virtual permit is your license plate. Unless otherwise signed, permits are not required to park on campus during nonrestricted hours.
- 2. Faculty/staff parking permits are valid from September 1 to August 31 each year. New permits are sold online at <u>http://taps.ufl.edu</u> during the permit renewal period and throughout the year.
- 3. Faculty and staff can register up to three alternate license plates to their account, but only one vehicle may park on campus at any time. In addition, in the event of a situation where a rental vehicle is needed, faculty and staff can temporarily replace one of the three license plates numbers with the rental vehicle. You can find more info at

### https://taps.ufl.edu/2022/08/08/parking-decals-transitionsto-virtual-parking-permits/

- 4. To pay or appeal a parking citation, please visit <u>https://taps.ufl.edu/</u> or refer to the payment/appeal instructions on the citation envelope. Citations must be paid or appealed within 15 calendar days from the date they are issued; after 15 days, the citation is considered delinquent, and a \$10 late fee is assessed.
- 5. Faculty/staff citation appeals are judged by an Appeals Committee made up of faculty and staff volunteers from departments all over campus. Once an appeal is submitted, the Committee generally renders their judgment within 4-6 weeks. The appellant will be emailed a notice of the judgment at their official UF address and will have 15 additional days from that point to comply with any further requested action. While a citation is on appeal, the customer is not responsible for making any payment until a judgment is rendered.
- 6. Alternative methods of transportation are both highly available and heartily encouraged on campus. RTS provides fare-free bus service throughout campus and the City of Gainesville to faculty, staff, and students upon presentation of your **GATOR**ONE card. UF's Campus Cab by Lyft service offers free transportation throughout campus for faculty and staff to attend meetings and other official businessrelated appointments. The Campus Connector is another great way to get around campus. There are two fixed routes with comfortable shuttles providing access to key areas of

campus, UF Health and the UF Vet School/Animal Sciences areas. Bicycling and walking are also great ways to explore our beautiful campus and get some exercise along the way. For additional information on these and other alternative transportation options at UF, including Zipcar, Gator Lift, etc., please visit <u>https://taps.ufl.edu/alternative-transportation</u>.

- 7. Visitors wishing to park on campus during permit-restricted hours have a number of options. You may park at either of the two visitor parking garages, the UF Bookstore and Visitor Welcome Center Garage or the lower level of Garage 5 on Gale Lemerand Drive. Both locations have walk-up pay stations as well as the ability to pay via the mobile Passport app. There are also parking meters in various locations on campus. Alternately, visitors may stop by the Transportation and Parking Services office at 1273 Gale Lemerand Drive during regular business hours (8 a.m. to 4:30 p.m., Monday to Friday) and purchase a visitor parking permit.
- 8. The campus-wide speed limit is 20 miles per hour, but posted speed limits may be lower in high traffic areas and inside parking garages.
- 9. Faculty or staff members who wish to park on campus using a state-issued disabled persons parking placard are required to purchase the UF Disabled Persons parking virtual permit. The UF Disabled Persons virtual parking permit is also the license plate as described above and grants the holder the right to park in any disabled or permit-restricted space on campus, excluding Gold/Silver or other reserved parking spaces. For additional information on the UF Disabled Persons permit, please visit https://taps.ufl.edu/decals/disabled-parking.
- 10. Need more information? Please visit: https://taps.ufl.edu/about/contact-us/

### Important URLs

- http://parking.ufl.edu
- <u>https://taps.ufl.edu/alternative-transportation/</u>
- https://taps.ufl.edu/permits/disabled-parking/
- <u>https://taps.ufl.edu/parking-info/parking-map/</u>

### **Contact Information**

https://taps.ufl.edu/about/contact-us/

# **Professional Development Next Steps**

Bob Parks, Interim Vice President for UFHR and Senior Director for Training & Organizational Development

UF Training & Organizational Development also has a range of professional development offerings for faculty. We offer workshops on a variety of topics including supervisory skills, leadership, inclusion, communication, productivity and teamwork, and a formal education program that provides funding for collegelevel courses for participating UF employees.

Some programs that may be of interest to faculty include:

- Managing at UF: The Supervisory Challenge
- Thrive at UF
- Gators Together
- Leadership Programs
- Compliance Training

For more information on leadership programs, including our Leadership Competency Model, podcasts, job aids, and reading materials visit our <u>Leadership Website</u>. For more information about our training courses, visit our <u>Learn and Grow Website</u>.

# **University Gallery Artwork**



In Washington Square Raphael Soyer | ca. 1935 Oil on canvas |  $20 \times 24\frac{1}{2}$  in. (50.8 × 62.2 cm)

To see additional artwork, check out the University Gallery at <a href="https://arts.ufl.edu/galleries/welcome/">https://arts.ufl.edu/galleries/welcome/</a>.

# **UF Human Resources**