

Department of Health Education & Behavior
College of Health and Human Performance
University of Florida
AY 2009-2010

Note: This document applies to faculty, staff, students, volunteers, visitors, and other individuals affiliated with the Department of Health Education and Behavior. Directives from higher level administration extend or supersede the contents of this document. Please provide feedback on errors, corrections, additions, and deletions to the department office.

Department Information

Personnel:

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Policy and Procedure Guide

Department of Health Education & Behavior
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Sections:

Page 2 – Central Office Operations
Page 2 – Safety and Security
Page 3 – Facilities Management
Page 3 – Support Services
Page 5 – Academic Programs
Page 6 – Financial Management
Page 7 – Rules and Regulations
Page 8 – Statement on Resources
Page 8 – Statement on Confidentiality

Central Office Operations

1. Office Hours. The Department office is open Monday through Friday from 8:00 AM-5:00 PM, Eastern Time Zone, except holidays. The office staff's workday ends promptly at 5:00 PM so plan work requests accordingly. Office hours and staff schedules change when flextime programs are in effect.

2. Official Business Parking Permit. Private vehicles with a valid UF parking decal may use the Official Business Parking Permit (the Service Drive Pass) to park for up to one hour in areas other than reserved spaces/areas, pay parking lots/meters, and special permit areas. Faculty may arrange use of the permit with the office staff.

3. Department Spokesperson. The Chair has ultimate responsibility to represent the Department when conducting business with other departments of the University, and with entities external to the University. Specific responsibilities are delegated to designated faculty members (Undergraduate Program Coordinator, Graduate Program Coordinator, etc.) and to the office staff (purchasing, payroll, scheduling, equipment and faculty maintenance, etc.). Faculty and students should conduct such business through the Chair or other designated personnel.

4. Respect for Staff. Staff members receive 2, 15-minute breaks, and a lunch period, as part of their official workday. Do not request assistance with business matters from staff during these periods. Do not use staff members' supplies and equipment without approval. Do not disturb a staff member's personal workspace, or personal items belonging to staff. Interact with staff members with respect as peers.

Safety and Security

5. Alarms. When the emergency evacuation alarm system sounds, evacuate the building immediately and move to your designated meeting location. Follow the instructions of administrative, law enforcement, and emergency services personnel as appropriate.

6. Physical Security. Keep individual office doors locked, and secure valuables such as wallets and purses. Do not loan building keys. Use good judgment regarding personal safety in and around the building, particularly on evenings, weekends, and holidays.

7. Food and Drink in Classrooms. University policy prohibits food and drink in any classroom, including FLG, with the exception of documented medical needs.

8. Bicycles and Skateboards. University policy prohibits bicycles and skateboards in campus buildings, including FLG. Violations can result in fines or loss of the item.

9. Outside Doors. If outside doors are locked, be certain that the door closes securely when you enter or leave the building.

10. Accident Reports. Workers' Compensation rules require that faculty, staff, graduate assistants, and other individuals on appointment report accidents occurring to them or their students to the College Safety Officer within 24 hours using the CHHP accident report form. Failure to file a report can result in financial penalties. Seek assistance with this process from Office Manager.

11. Drugs. The University of Florida is a drug-free workplace.

12. Weapons. The University of Florida does not allow weapons at the workplace. This prohibition also applies to individuals holding concealed weapons permits.

Facilities Management

13. Access for FLG-5. The Department office suite (FLG-5) is available during regular office hours to Department faculty, staff, graduate assistants, and other individuals on appointment in the performance of their assigned duties. Access at other times can be arranged as needed. The office equipment and furnishings in FLG-5 are for use by the office staff, who are responsible for appropriate care and maintenance. This equipment cannot be used by anyone other than office staff without prior approval. Do not disturb personal items belonging to the department staff.

14. Access for FLG-15. The Department Conference Room (FLG-15) is available during regular office hours to Department faculty, staff, graduate assistants, and other individuals on appointment in the performance of their assigned department duties. Access at other times for department business can be requested by contacting the Office Manager. The room must be reserved in advance with the appropriate staff member in FLG-6. Furniture, furnishing, and equipment may not be removed from the room without prior approval. Check that the room is clean and in order, lights turned off, and door locked when leaving.

16. Access for FLG-17. The Department Project Room (FLG-17) is available during regular office hours to Department faculty, staff, graduate assistants, and students for course projects, research projects, individual projects, and other activities related to the individual's assigned department duties or academic program. Access at other times for department business can be requested by contacting the Office Manager. In these cases, a faculty member must provide direct, on-site supervision of student work. Other arrangements will be made on a case-by-case basis by the Department Chair. (See Research Space Policy Guidelines For Use, 2009-10). Furniture, furnishing, documents, software, and equipment may not be removed from the room without prior approval. Check that the room is clean and in order, and the lights turned off, when leaving. The door must remain locked at all time.

The purpose of research space and equipment in FLG 17, 248 and 250 is to support the HEB research mission. These rooms are equipped with computers loaded with Microsoft Office and SPSS and one has a digital data capture system (i.e., Teleform software and the high volume scanner) with the capacity to process custom-made questionnaires.

FLG 17, 248 and 250 are available on a first-come, first-serve basis by reservation. Reservations ensure availability and provide the department important information regarding how the space is being used to support its research mission.

Only faculty members and students they are supervising are permitted to use these rooms during the reserved time period. If requested equipment is available, more than one faculty member can reserve the space.

Faculty members can access to FLG 17 using their office keys. Students have access to this room if they are working on a project that is supervised by a faculty member. Keys to FLG 248 and 250 are obtained through the HEB staff.

We ask that faculty members be present after regular office hours and on weekends. Other arrangements will be made on a case-by-case basis by the Department Chair.

Reservation Procedure

HEB houses a shared calendar for FLG 17, 248 and 250 room reservations that is accessible to staff. To reserve research space, faculty contact any HEB staff member and provide the following information:

1. Requested room and time period;
2. Project Title;
3. Names of students;
4. Indicate Teleform Use: YES/NO

Faculty members are expected to resolve any reservation conflicts (such as when two or more faculty members request the same space at the same/overlapping times

17. Access to Faculty Offices. Faculty offices are assigned for the exclusive use of the Department's faculty, professional visitors, and others authorized by the Chair. No other individuals may occupy a faculty office on a regular basis without prior authorization from the Chair.

18. Access to Graduate Assistant Offices. Graduate Assistant offices, including teaching assistants and research assistants, are assigned for the exclusive use of the Graduate Assistant assigned to the office, and others authorized by the Chair. No other individuals may occupy a graduate assistant office on a regular basis without prior authorization from the Chair.

19. Keys. Faculty, staff, graduate students, and other individuals on appointment are issued the keys necessary to complete their assigned responsibilities. Keys cannot be loaned (even temporarily), transferred, or duplicated. Individuals will be held responsible for damage, theft, or injury resulting from use of unauthorized keys. Responsibility applies both to individuals loaning the keys and individuals using the keys. See the Office Manager to request keys, turn in keys, or report lost or stolen keys.

20. Storage of Personal Property. Space limitations do not permit long-term storage of personal property. University insurance does not cover stored personal property.

Support Services

21. Work Request Form. Use the "*Work Request Form*" to request clerical and staff support services. Provide adequate lead-time for the request, and reserve last minute requests for legitimate emergencies.

22. Requisition Form to Purchase Products or Services. To request purchase of products or services, submit a completed "*Requisition for Supplies, Services, and Special Items*" form to the Office Manager who will review the request for compliance with University policy; review for compliance with budgetary requirements of the funding source, particularly grants; and add accounting information for processing and approval of the request.

23. Telephone Service. The Department provides telephone service to faculty members for use in completing activities related to their assigned areas of responsibility. A reasonable level of personal use is acceptable. An electronic record is maintained of all calls placed from telephone numbers and extensions in the College. Graduate students must request approval from the department office to place long distance calls. Activities such as telephone surveys for unfunded projects must be approved in advance by the Chair.

24. E-mail and Internet Access. The Department provides email service and Internet access to faculty, staff, graduate assistants, and other individuals on appointment for use in completing activities related to their assigned areas of responsibility. A reasonable level of personal use is

acceptable. Excessive use of email for personal matters, or using Internet access to view inappropriate websites not related to the assigned areas of responsibility, are not permitted.

25. Photocopy Service. Department copy machines are available during regular office hours, or at other times by arrangement with the office staff. Faculty, staff, graduate assistants, and other individuals on appointment receive personal access codes from the appropriate staff member in FLG-6. Photocopy use is monitored by access code. Use a "Work Request Form" for copy services. Provide adequate lead time, particularly for large or complex requests. Photocopying related to funded projects should be paid from the appropriate grant or contract. Photocopying requests for unfunded projects must be approved in advance by the Chair. Faculty and graduate teaching assistants are encouraged to help control photocopying costs by keeping course syllabi at a reasonable length, posting course syllabi online, keeping tests to a reasonable length, posting handouts online, and preparing handout packages for purchase by students at off-campus copy centers.

26. Department Postage. Faculty, staff, graduate assistants, and other individuals on appointment may use department postage for activities related to their assigned areas of responsibility. Faculty may use reasonable amounts of Department postage to support service and professional activities. Use a department "Work Request Form" to request assistance from staff with activities involving sending or receiving mail. Provide adequate lead time, particularly for large or complex jobs. Postage related to funded projects should be paid from the appropriate grant or contract. Postage for unfunded projects such as mailing print surveys must be approved in advance by the Chair. Submit requests for express mail service, such as FedEx, to the Office Manager for approval.

27. Department Letterhead Stationery and Envelopes. Faculty and staff may use Department letterhead stationery and envelopes for activities related to their assigned areas of responsibility. Faculty may use reasonable amounts of Department letterhead to support service and professional activities. Any other uses must be approved in advance by the Chair. Students may not use department letterhead stationery and envelopes unless approved in advance by the Chair. Faculty and staff members may not give letterhead stationery and envelopes to students for use by the students. Department letterhead stationery and envelopes may not be used in any way related to personal business activities. Production and use of facsimile ("homemade") versions of Department letterhead and envelopes are prohibited as well.

28. University of Florida Logo and Word Mark. Strict regulations control use of the UF Logo and Word Mark. Individuals must receive permission from the College Director of Communications to use these items in any form. Production and use of facsimile ("homemade") versions of the UF Logo and Word Mark are considered violations of regulations as well.

29. University of Florida Business Cards. Only faculty and staff may obtain official business cards displaying the University of Florida Logo and Word Mark. These cards indicate that the individual holds an official position with the University of Florida. Regardless of the source of funds, including personal funds, students and other individuals may not obtain business cards with the UF Logo and Word Mark to imply that the individual holds an official position with the University of Florida. Production and use of facsimile ("homemade") versions of business cards displaying the UF Logo and Word Mark are prohibited as well, even if purchased with personal funds.

30. Department Mail Boxes. Department mailboxes are assigned to faculty, staff, graduate students, and other individuals on appointment. Mailboxes should be checked at least weekly. Faculty and graduate assistants may use their mailboxes to receive material related to their assignments in teaching and governance. Faculty also may receive mail related to service and other professional activities. Make arrangements in advance with the office staff to receive a large volume of mail, such as responses to a mailed survey. Also make arrangements in advance with the office staff to determine how best to receive or return a large volume of documents such as student papers. Do not use your department mailbox as the main location to receive personal mail. Receive personal mail at your home address.

31. Electronic Facsimile (FAX) Transmissions. Faculty, staff, graduate assistants, and other individuals on appointment may send and receive FAX messages for activities related to their assigned areas of responsibility. Faculty also may send and receive FAX messages related to service and other professional activities. Use a "Work Request Form" to request sending a FAX message. Make

arrangements in advance with the office staff to send or receive multiple FAX messages. Sending or receiving a large number of FAX messages requires approval in advance by the Chair.

32. Department Equipment. Faculty, staff, graduate assistants, and other individuals on appointment may use Department equipment for activities related to their assigned areas of responsibility. Some equipment may be checked out for use off campus. See the Office Manager concerning this option. If you encounter problems with equipment, inform the office staff. Do not attempt to repair the equipment. Do not move the equipment from its assigned location. Do not use consumable supplies, such as paper, for your personal business, course assignments, or degree program requirements such as theses and dissertations. Use of Department equipment to support unfunded projects must be approved in advance.

Academic Programs

33. Office Hours. Teaching faculty must post a minimum of 5 office hours per week. Graduate teaching assistants must post the minimum office hours specified in their letter of appointment.

34. Textbook Adoptions. Place all textbook adoptions through the UF online textbook adoption website. Faculty should personally place textbook adoptions for their courses online. The Coordinator for the *HSC 3102 – Personal and Family Health* teaching program will oversee the textbook selection, ordering, and training process for the course.

35. Course Syllabi. Every student in every lecture course should receive at no charge a current course syllabus explaining course content, course requirements, evaluation procedures, and instructor information. The outline should include the name, campus address, and campus telephone number of the Department Chair.

36. Course Time/Days/Location. Courses must meet at the times, periods, days, and location specified in ISIS. Changes cannot be made unilaterally by the instructor or by “vote” of the students. If changes are needed, the instructor should request assistance from the office staff. Courses must meet the full time required for each class period.

37. Cancelling Classes. Faculty and graduate teaching assistants should inform the Department office staff if a class must be cancelled due to illness, emergencies, or other reasons so arrangements can be made for class coverage. According to University regulations, no classes shall be cancelled without cause, even if students indicate that they will not attend on a particular day, such as the Friday before Spring break.

38. Requirement to Register. According to University regulations, students are not allowed to participate in classes, or complete the work required for a course, without being officially registered for the course.

39. Students with Disabilities. Faculty and graduate teaching assistants will provide the accommodations specified for students with disabilities and make every reasonable effort to help the students succeed in the course.

40. Religious Holidays. Faculty and graduate teaching assistants will make every reasonable effort to make appropriate accommodations in working with students who request to be absent from class as part of a religious or spiritual observance.

41. Grading Practices. Course requirements and grading practices should ensure sufficient rigor for the course and produce a range of final grades appropriate for the course.

42. Course Evaluations. Faculty and graduate teaching assistants are required to use the University of Florida standardized course evaluation form to evaluate every section of every course taught every semester.

43. Reading Days. Refer to the Registrar’s online calendar of important dates to determine the reading days for a semester.

44. Incomplete "I" Grades. Assign grades of "Incomplete" only in cases involving legitimate extenuating circumstances, such as documented medical emergencies. Incompletes should not routinely be given for missing the final examination. If a faculty member assigns an "I", then an "I Contract" must be completed and submitted to the appropriate staff member in FLG-6. To change an "I" to a letter grade, the student must meet the conditions specified in the contract within 1 semester after receiving the "I".

45. Requests for Change of Grade Form.

Reason for change of grade from I to a letter grade:

Course requirements completed

Reasons for change of grade from one letter grade to a higher letter grade:

Calculation error (ex. adding incorrectly)

Recording error (ex. recording the wrong grade in a grade book)

Reporting error (ex. entering the wrong grade in the Grade-A-Gator system)

46. Posting Grades. To protect the identity and confidentiality of students, the University does not permit public or electronic posting of grades.

47. Academic Dishonesty. For assistance with matters potentially involving academic dishonesty, contact the Office of Student Judicial Affairs, 202 Peabody Hall (392-1261).

48. Outside Requests for Class Time. Faculty or graduate teaching assistants who receive requests to use their classes for non-instructional activities, such as supporting survey research, should first discuss the request with the Chair before giving the requestor an answer.

49. Approval for Non-Lecture Coursework. Students may not register for departmentally controlled non-lecture coursework until an approved "*Proposal for Non-Lecture Coursework*" form is on file in the Department office. Students should expect to complete approximately 40 clock hours of effort for each credit hour. Faculty members are expected to provide supervision appropriate for the activity and number of credits completed by the student.

Financial Management

50. Grants and Contracts. The College Office of the Associate Dean for Research will provide general support in preparing requests for external funding. The Department Chair needs at least two weeks to review the proposal prior to approval, particularly the budget. Once approved, project directors (not the office staff) take primary responsibility, and ultimate accountability, for project activities, including compliance with IRB directives. Budgets for externally funded projects should include sufficient funds to purchase supplies, equipment, support services, and personnel necessary to complete the project.

52. Prior Approval for Purchases. Numerous regulations govern the purchase of products and services from on-campus and off-campus vendors, particularly when state funds are involved. Faculty may not enter into any negotiations or agreements – written or verbal, formal or informal – to purchase products or services without prior approval from the Chair. Failure to obtain prior approval for purchases or commitments to purchase can result in faculty members being required to pay for the purchases. Students may not be involved in any way with purchasing products and services. (Refer to the College document, “Policy and Procedures Related to Fiscal Responsibility”.)

Rules and Regulations

53. Right to Privacy. The University of Florida guarantees faculty, staff, and students their right to privacy. For information or assistance, contact the UF Privacy Office by phone at 392-6661 or by email at privacy@ufl.edu.

54. Computer Software. The Department complies with the University statement concerning software:
"All faculty, staff and students of the University are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against University policies and rules, disciplinary action will be taken as appropriate."

55. Copyrighted/Protected Material. No one may make unauthorized (“pirated”) copies of the Department’s copyrighted or protected materials (software, digital media, etc.).

56. Categories of Leave. See the Office Manager for information and assistance regarding the categories of leave that apply to faculty and staff. It is the responsibility of employees to file for appropriate leave when taken.

57. E-Mail Retention Regulations. Contact the Office Manager for information on retention policies related to email messages.

58. Insurance Coverage. University insurance does not cover personal items that are lost, stolen, or damaged at work.

59. Outside Employment, and Conflict of Interest. Faculty must report any outside activities, employment, and conflicts of interest in financial affairs. Refer to the document, “Disclosure of Outside Activities and Financial Interests”, available through the Office of the Provost.

60. Off-Campus Travel. Faculty, staff, graduate assistants, and other individuals with a Department affiliation are required to complete a Travel Authorization Request (TAR) form for all off-campus professional travel, whether fully reimbursed, partially reimbursed, or not reimbursed. Travel details and contact information should be submitted to the Office Manager. Professional travel will be posted on the department electronic calendar.

61. Volunteers. Individuals desiring to serve as a volunteer in clerical, administrative, or academic activities must submit an application and receive prior approval. Individuals desiring to participate as a volunteer in any form of field work or scholarly activity must meet federal requirements governing volunteers including the application, training, and approval process specified by the Division of Sponsored Research.

62. Professional Visitors. Refer to the College document, “*Policy and Guidelines for Hosting Professional Visitors*” for information and regulations professional visitors.

Summary Statement on Legitimate Use of State Resources

All of the Department's supplies, equipment, instructional materials, and personnel support services are available to assist faculty in the performance of their assigned duties and related professional activities. Graduate assistants and staff have access to these resources as well for activities related directly to their assigned duties, but not for personal business (typing and printing term papers, theses, and dissertations; placing personal long-distance telephone calls, mailing personal correspondence, etc.) Resources should be requested using the Department's "Work Request Form." No student or state employee may use state resources (postage, printing, Internet access, staff time, etc.) for personal business. Any use of University facilities, equipment, and resources in regard to an outside activity must be approved prior to the activity. To allow staff access to their workstations, and to prevent unauthorized access to confidential materials stored at those workstations, supplies and equipment (telephone, fax, scanner, computer, etc.) located at the workstations in the Department's administrative offices only may be used by the employees assigned to that workstation. This restriction applies both to business hours and non-business hours.

Summary Statement on Managing Confidential Materials

Numerous rules specify appropriate measures for proper management of confidential materials. The rules apply to all aspects of the preparation, processing, and storage of confidential materials, and they cover verbal, written, and electronic forms of communication. Faculty, staff, and students all have responsibilities to help ensure proper management of confidential materials. Faculty should monitor use of the files, correspondence, and personal computers in their offices to prevent unauthorized access, by anyone other than the faculty member, to sensitive or confidential files and information stored in or near their computers or elsewhere in their offices. Staff should monitor and prevent unauthorized access, by anyone other than the staff member, to sensitive or confidential files and workstations designated for specific Department administrative functions including the Department office suite, the academic advisement offices, and other Department facilities.

The *Directory of Procedures and Practices, 2008-2009* applies to faculty, staff, students, volunteers, visitors, and other individuals affiliated with the Department of Health Education and Behavior. Directives from higher level administration extend or supersede the contents of this document. Please provide feedback on errors, corrections, additions, and deletions to the department office.
Revised by Ad-Hoc Committee on Governance and Department Chair, August 18, 2009