

ACADEMIC PROGRAMS

Academic programs at UNF are coordinated through five colleges with other learning opportunities provided through the Division of Continuing Education. These units comprise the major teaching, research, and public service units of the institution.

3.1 The Colleges

Within the College of Arts and Sciences are the Departments of Art and Design; Biology; Chemistry and Physics; Communication; Criminology and Criminal Justice; English; History; Mathematics and Statistics; Music; Philosophy; Political Science and Public Administration; Psychology; Sociology and Anthropology; and World Languages. This College also houses the following centers and programs: the Center for Criminal Justice Policy Research, the Center for Research and Consulting in Statistics, Common Boundary, Economics, Ethics Center, Environmental Center, International Studies, Irish Studies, Liberal Studies, Pre-Law, Pre-Medical, Public Opinion Research Laboratory, Religious Studies, The Florida Center for Public and International Policy, and the University Gallery. The College of Arts and Sciences' undergraduate music program is accredited by the National Association of Schools of Music and the chemistry program has American Chemical Society (ACS) approval.

The Coggin College of Business encompasses four academic departments: the Department of Accounting and Finance; the Department of Economics and Geography; the Department of Management; and the Department of Marketing and Logistics. Coggin offers a Bachelor of Business Administration degree with eight undergraduate majors (accounting, economics, finance, financial services, international business, logistics, management, and marketing) and two graduate degrees (Master of Business Administration and Master of Accountancy). Minors in Business Administration, Entrepreneurship, Finance, and International Business are also available. All Coggin College of Business programs are accredited by AACSB International—The Association to Advance Collegiate Schools of Business. Coggin's accounting programs also have separate AACSB International accreditation. Coggin houses eight research and service centers, including the Bank of America Institute, the Center for the Management of Technology in Financial Services; the Center for Economic and GIS Research; the Center for Economic Education; the Center for Entrepreneurial Studies, Research and Development/Small Business Development Center; the Center for International Business Studies; the International Center for Competitive Excellence; the Institute for Management Development and Organizational Quality; and the Paper and Plastics Education Research Institute.

The College of Computing, Engineering and Construction houses the School of Computing, School of Engineering, the Department of Building Construction Management, and the Florida Engineering Education Delivery System (FEEDS). The School of Computing offers Bachelor of Science and Master of Science degrees in computer and information sciences. The School of Engineering offers a Bachelor of Science in electrical engineering, a Bachelor of Science in civil engineering, and a Bachelor of Science in mechanical engineering. The Department of Building Construction Management offers a Bachelor of Science in building construction management. FEEDS delivers a Master of Science/Master of Engineering in various engineering disciplines from colleges of engineering in Florida having ABET accredited degree programs and graduate engineering or computing programs. The undergraduate computer science program and information systems program are accredited by the Accreditation Board for Engineering and Technology (ABET), Computing Accreditation Commission. Electrical Engineering, Civil Engineering, and Mechanical Engineering are accredited by the Accreditation Board for Engineering and Technology (ABET), Engineering Accreditation Commission. Building Construction Management is accredited by the American Council for Construction Education (ACCE).

The College of Education and Human Services encompasses four academic departments. The Department of Childhood Education houses undergraduate and master's programs in Elementary Education and Pre-kindergarten/Primary Education as well as coursework in Literacy Education and English for Speakers of Other Languages (ESOL). The Department of Foundations and Secondary Education includes undergraduate programs in Mathematics Education, Science Education, English Education, Social Studies Education, Middle Grades Mathematics/Science Education, Physical Education, Art Education, and Music Education, as well as a master's program in Secondary Education and various foundations of education courses. The Department of Exceptional Student and Deaf Education houses undergraduate and master's programs in Special Education and Deaf Studies/Deaf Education. The Department of Leadership, Counseling and Instructional Technology houses the master's program in Counselor Education, master's and doctoral programs in Educational Leadership, and the undergraduate program in Sport Management, as well as coursework in educational technology. The College's professional education unit is accredited by the National Council for Accreditation of Teacher Education, and teacher education programs are approved by the Florida Department of Education. The Counselor Education program is accredited by the Council on Accreditation of Counseling and Related Educational Programs. The Deaf Education program is accredited by the Council of Education of the Deaf.

The Brooks College of Health houses the School of Nursing, the Department of Public Health and the Department of Athletic Training & Physical Therapy. The School of Nursing offers the Bachelor of Science in Nursing, serving students who have graduated from associate degree or diploma schools (RN-BSN track), basic (non-nurse) students (regular prelicensure track) and second degree students (accelerated prelicensure track). The School also offers the Master of Science in Nursing with tracks in Primary Care Nurse Practitioner, Clinical Nurse Specialist, Clinical Nurse Leader and Nurse Anesthesia and the doctorate in nursing practice. The undergraduate program in the School of Nursing is accredited by the National League for Nursing and the Commission on Collegiate Nursing Education (CCNE). The MSN program is in accredited by the Commission on Collegiate Nursing Education. The Department of Public Health offers the Bachelor of Health Science with tracks in community health, health administration, healthcare leadership, nutrition, and professional health studies. The Department also offers the Master of Science in Health, with tracks in Nutrition and Geriatric Management; the Master of Science with a major in Rehabilitation Counseling; the Master of Public Health with a major in community health; and the Master of Health Administration. Both the graduate and undergraduate programs in nutrition are accredited by the Commission on Accreditation for Dietetics Education of the American Dietetic Association; the Rehabilitation Counseling program is accredited by the Council on Rehabilitation Education; the Master of Health Administration is accredited by the Commission on Accreditation of Health Management Education, and the undergraduate health administration program is nationally certified by the Association for University Programs in Health Administration. The Department of Athletic Training & Physical Therapy offers the Bachelor of Science with a major in athletic training, the Master of Physical Therapy, and the Doctorate of Physical Therapy. The athletic training program is accredited by the Commission on Accreditation of Allied Health Education Programs; the physical therapy program is accredited by the Commission on Accreditation in Physical therapy Education.

3.2 Undergraduate Education

3.2 (1) Undergraduate Degrees

College of Arts and Sciences: Associate of Arts, Bachelor of Arts, Bachelor of Fine Arts, Bachelor of Music, and Bachelor of Science.

Coggin College of Business: Bachelor of Business Administration.

College of Computing, Engineering and Construction: Bachelor of Science in Building Construction, Bachelor of Science in Computer and Information Sciences, Bachelor of Science in Civil Engineering, Bachelor of Science in Electrical Engineering and Bachelor of Science in Mechanical Engineering.

College of Education and Human Services: Bachelor of Arts in Education and Bachelor of Science in Sports Management.

Brooks College of Health: Bachelor of Science, Bachelor of Science in Health, and Bachelor of Science in Nursing.

Requirements for these degrees are enumerated in sections of the University catalog dealing with the colleges, divisions, and institutional programs.

3.2 (2) General Education

The Office of the Dean of the College of Arts & Sciences coordinates university services for the general education offerings. Any questions about the general education program should be directed to the Office of the Dean of the College of Arts and Sciences.

The General Education program at UNF is governed by a General Education Council comprised of faculty members, and chaired by the Dean of the College of Arts and Sciences or designee (non-voting). The Council's membership consists of college representatives, one elected from each college, and representatives elected by the Faculty Association, one from each of the four generic areas of humanities, social sciences, natural sciences, and mathematical sciences. The four representatives elected by the Faculty Association are to be chosen from among those faculty actually teaching general education courses. This is interpreted to mean that at the time of the election, those standing for election are either currently teaching a course fundamentally general education or have taught such a course during the preceding year. A faculty member's term on the Council is for two years. The purview of the General Education Council includes issues of general education policy, the general education curriculum, and general education courses not identified with a specific discipline. The Dean of the College of Arts and Sciences or designee is responsible for administering the policies and curriculum as determined by the General Education Council, and joins with the council in monitoring budgetary issues related to general education. The General Education Council meets monthly, and as necessary, to respond to issues of curriculum and policy regarding general education.

3.2 (3) Honors Program

The UNF Honors Program recruits high profile students as FTIC, as transfers, and from UNF. In the first two years of college, students take a total of 14 credits of Honors courses, including service learning and a culminating portfolio. Most of the Honors courses count for General Education equivalencies. Each year the Program offers several Honors courses with international travel components. At the upper level, students can participate in the Honors thesis in cooperation with their major department. Students who complete the requirements of these programs will have the appropriate designation on their transcripts and diplomas.

The University Honors Program began in Fall 1990. Honors in the Major began in Fall 1991; Interdisciplinary Honors began in Fall 1997. The Director of the Honors Program has responsibility for administration of the Honors Program. The Honors Program Council is an advisory group including elected faculty members (through Faculty Association), faculty currently teaching in Honors, Honors staff, and Honors student leaders.

Faculty members interested in teaching an Honors course are encouraged to contact the Honors Director.

3.2 (4) Transfer Student and Community College Relations

As a part of the State University System, UNF is subject to the terms and conditions of Florida's Postsecondary Education Articulation Agreement. The Articulation Agreement provides a basic framework within which students who complete associate of arts degree (AA) programs at a Florida state university or a public community or junior college under specified conditions are assured of admission to a state university and the acceptance of their general education program and AA course work.

The administration of UNF's compliance with the Articulation Agreement (as well as other state statutes related to the transfer of students) and the development and implementation of related programs and activities are the responsibility of Enrollment Services through the Office of Admissions. The primary function of this office is to maintain active communication with each of Florida's twenty-eight community colleges through on-site orientations, staff visits, advisors' workshops, and participation in the State Board of Community Colleges meetings; and, through various publications for the community colleges and the latest update of the UNF Transfer Student Counseling Manual. Faculty who are interested in learning more about Florida's 2 + 2 postsecondary education program or the community college associate of arts degree programs (which provide the first two years of study for the majority of UNF's students) are encouraged to contact Enrollment Services, Office of Admissions, Articulation Officer.

3.3 Graduate Studies (revised 1/2009)

3.3 (1) Graduate Programs

Master's Programs

College of Arts and Sciences: Applied Sociology, Biology (M.A. and M.S.), Counseling Psychology, Criminal Justice, English, General Psychology, History, Mathematical Sciences, Practical Philosophy and Applied Ethics, and Public Administration.

Coggin College of Business: Accountancy and Business Administration.

College of Computing Sciences and Engineering: Computer and Information Sciences, Civil Engineering, Electrical Engineering, and Mechanical Engineering.

College of Education and Human Services: Counselor Education, Educational Leadership, Elementary Education, Secondary Education, and Special Education.

Brooks College of Health: Health Administration, Health Science/Nutrition, Health Science/Geriatric Management, Nursing, Public Health/Community Health, and Rehabilitation Counseling.

Doctoral Programs

College of Education and Human Services: Educational Leadership

Brooks College of Health: Nursing Practice and Physical Therapy

3.3 (2) The Graduate School

In concert with the University's academic colleges, the Graduate School supports and promotes graduate education at the University of North Florida by developing, maintaining, and enhancing excellent graduate programs and an excellent graduate faculty. Our programs cultivate students' advanced knowledge and

skills in their chosen fields, encourage their proficiency with research and other forms of scholarship, and are relevant to our students and to the communities we serve.

3.3 (2.1) Dean of the Graduate School

The authority and governance responsibilities for graduate programs rest with the Dean of the Graduate School as delegated by the Provost. The primary task of the Dean of the Graduate School is to articulate and recommend to the Provost and the President those policies and procedures that bear on graduate standards, maintenance of quality programs, and the centralization of operations that serve the interests of students, faculty, and graduate programs. The Dean of the Graduate School also works with the Provost and the President in reviewing proposals for new graduate programs at the University. Within this framework, the primary responsibility of the Dean of the Graduate School is to provide administrative oversight and to supervise graduate programs. The Dean of the Graduate School works with the Graduate Council, College Deans, and the graduate faculty in the development of policies and procedures for the administration of graduate studies and to secure support for graduate students.

The University of North Florida operates on a decentralized approach in the administration of graduate programs. Within this framework, the primary responsibility for graduate programs is vested in the graduate faculties of the individual colleges, divisions, and departments. A dean, associate dean, or other administrator is responsible for the operation of graduate programs in a department or college. In the formation of policy, procedure, and practice, administrators and faculty work with the Dean of the Graduate School in a dynamic, interactive, and collegial way. The final authority in all matters of policy, program, and change rests with the Provost and the President.

3.3 (2.2) The Graduate Council

The Graduate Council serves as the faculty's representative body for governance of the Graduate School at the University of North Florida. The Graduate Council is vested with the responsibility of formulating, reviewing, disseminating, and monitoring the implementation of policies and procedures concerning graduate education at the University of North Florida, including but not limited to:

- (a) graduate admissions requirements and policies,
- (b) graduate completion requirements,
- (c) graduate curriculum standards,
- (d) graduate instruction standards, and
- (e) graduate faculty standards.

To that end, the Council approves all proposals for new graduate programs or changes to current programs. The Council approves renewal of graduate faculty and requests for non-graduate faculty to teach graduate courses. The Council's advice may be sought regarding the allocation of graduate assistantship funding, but the Council will not allocate such resources.

Graduate Council policies, including all policy and procedural information published in the *Graduate Catalog* and other university documents, are subject to review and approval by the College Deans, the Dean of the Graduate School, the Provost, and the President. They may also be subject to review and approval by the Faculty Association.

Structure of the Graduate Council

The Graduate Council is composed of voting and non-voting members. The membership is determined as follows:

- (a) Voting members. All voting members must be graduate faculty. Each department offering a graduate program shall be represented by one member. The Dean of the Graduate School shall automatically serve.
- (b) Non-voting members. The Faculty Association President, the Dean of the Library, the Director of Student Services' One Stop Center, and the Assistant Director of the Graduate School will serve as ex-

officio, non-voting members of the Council. The Chairperson of the Graduate Student Organization, or her/his appointed delegate, will serve as the graduate student representative.

(c) Chairperson. The Dean of the Graduate School shall serve as chairperson of the Council.

The following guidelines prescribe the designation of Council members.

(a) Existing program representatives. Each department offering a graduate program will, according to that department's policies and procedures, designate a representative for the Graduate Council. New designees for existing graduate programs will take office at the first regularly scheduled meeting in the fall term.

(b) New department representatives. As new graduate programs are approved, the Council membership may grow in accordance with the bylaws. Such growth will not require revisions to the bylaws so long as the changes affect only the membership. New programs within departments already represented on the Council shall be represented by the existing Council member. Departments otherwise not represented will designate a representative to serve on the Council. New representatives may take office at the next regularly scheduled meeting.

(c) Student representative. The Chairperson of the Graduate Student Organization or her/his appointed delegate, in accordance to that organization's constitution, will represent the graduate student body on the Graduate Council as a non-voting member.

3.3 (3) Graduate Faculty Membership

Definition

Graduate faculty are those faculty approved by the Dean of the Graduate School and Graduate Council to teach graduate courses and/or to offer direct assistance to graduate students in their graduate programs. Teaching graduate courses does not automatically confer graduate faculty status.

Eligibility

All full-time tenured or tenure-earning faculty who possess the earned doctorate/terminal degree in the teaching discipline or a related discipline are eligible to become members of the graduate faculty. Non-tenure earning faculty who otherwise fulfill the eligibility criteria may become members of the graduate faculty when the particular case, as determined by the Dean of the Graduate School, warrants.

Criteria

The initial appointment of faculty to graduate status, whether for current faculty new to graduate programs or faculty new to UNF, may be recommended to the Dean of the Graduate School at any time. Academic departments with graduate programs will recommend for appointment to the graduate faculty qualified faculty who are, or will be, actively involved with teaching graduate courses and/or offering direct assistance to graduate. The Dean of the College will review each such nomination and add a recommendation. (The College Dean has the right not to forward names she/he does not judge to be appropriate.) The nomination will then be forwarded to the Dean of the Graduate School.

Each college has specific criteria for graduate faculty status which have been approved by the appropriate dean, by the Graduate Council, by the Dean of the Graduate School, and by the Provost. Once approved, these criteria form the basis on which each college makes its recommendations to the Dean of the Graduate School and the Graduate Council for appointment to and retention of graduate faculty status. These criteria capture in ways determined by the faculty in a particular college to be appropriate to that college: (1) active involvement with teaching graduate courses and/or offering direct assistance to graduate students, (2) appropriate pursuit of a scholarly agenda, and (3) instructional effectiveness in her/his graduate level courses.

Coggin College of Business Criteria for Graduate Faculty

To continue as a member of the Graduate Faculty of the Coggin College of Business, a faculty member must be **Academically Qualified**. A faculty member (regardless of rank, tenure status, or full/part-time status) is AQ if s/he:

(1) holds a doctoral degree in the primary teaching discipline, or in a closely related discipline (original academic preparation), and

(2) has published at least two quality peer-reviewed journal articles or the equivalent (as described below in the Application Guidelines -- Faculty Academic Qualifications) in the primary teaching discipline, or in a related business or academic discipline, over the preceding five calendar years (maintenance of AQ). Also, the normal expectation is that a faculty member will have periodic *other intellectual contributions* (OICs) during the preceding five years, as evidence of an ongoing and comprehensive research program.

Coggin College guidelines used to apply the AQ definitions are outlined in the *Application Guidelines -- Academic Qualifications*, available in the college.

College of Arts and Sciences Criteria

Graduate faculty members in the College of Arts & Sciences teach graduate courses (courses at the 5000 level and above), supervise and serve on thesis and/or examining committees for graduate students, and vote on all matters presented to the Graduate Faculty. A graduate faculty member must:

- a) hold the terminal degree in the appropriate discipline;
- b) hold the rank of assistant or associate professor, or professor;
- c) be tenured or tenure-earning;
- d) be involved in graduate teaching or other supervision of graduate students (such as chairing a thesis committee);
- e) have demonstrated clear evidence of scholarly activity as defined by the department faculty and approved by the college dean; and
- f) be recommended by the chair of the department and the dean of the college, and approved by the Graduate Council.

College of Computing, Engineering and Construction Criteria

Graduate faculty teach graduate courses (courses at the 5000 level or above), supervise and serve on thesis committees for master's degree students, and vote on all matters presented to the Graduate Faculty. A graduate faculty member must:

- a) hold the minimum rank of assistant professor at the University of North Florida;
- b) hold the terminal degree, or its equivalent, normally accepted for academic appointment in the discipline;
- c) be tenured or tenure earning;
- d) be involved in graduate teaching and/or research;
- e) have demonstrated clear evidence of scholarly activity; and
- f) be recommended by the faculty of the academic program, the Dean of the College of Computing, Engineering and Construction, and approved by the Graduate Council.

Non-graduate faculty with appropriate credentials and experience may be nominated on a course by course basis to teach specific graduate courses, subject to review by the Graduate Council.

College of Education and Human Services Criteria

Graduate faculty teach graduate courses (courses at the 5000 level or above), supervise and serve on examining committees for master's degree students, serve as members of doctoral research committees, and vote on all matters presented to the Graduate Faculty. A graduate faculty member must:

- a) hold the minimum rank of assistant professor at the University of North Florida;

- b) hold the terminal degree, or its equivalent, normally accepted for academic appointment in the discipline;
- c) be tenured or tenure earning;
- d) be involved in graduate teaching and/or research;
- e) have demonstrated clear evidence of scholarly activity; and
- f) be recommended by the faculty of the academic program, the Dean of the College of Education and Human Services, and approved by the Graduate Council.

Courtesy appointments to the Graduate Faculty may be recommended on an *ad hoc* basis by the academic unit to the Dean. The Dean will request approval of the Graduate Council for such appointments, prior to the appointment.

Brooks College of Health Criteria

Graduate faculty teach graduate courses (courses at the 5000 level or above), supervise and serve on thesis committees for graduate degree students and vote on all matters presented to the Graduate Faculty. A graduate faculty member must:

- a) hold the minimum rank of assistant professor at the University of North Florida;
- b) hold the terminal degree, or its equivalent (meritorious clinical experience and/or scholarly activity in the specialty area may substitute for a terminal degree);
- c) be tenured or tenure earning;
- d) be involved in graduate teaching and/or research;
- e) have demonstrated clear evidence of scholarly activity; and
- f) be recommended by the faculty of the academic program, chair, the Dean of the Brooks College of Health, and approved by the Graduate Council.

In some instances where currency in practice is a primary criterion for teaching practice related graduate courses, granting of graduate faculty status may be recommended for faculty with meritorious practice experience and/or scholarly activity in the specialty, who are appointed academically at the instructor level. Courtesy appointments to Graduate Faculty may be recommended on an *ad hoc* basis by the academic unit to the Dean. The Dean will request approval of the Graduate Council for such appointments, prior to the appointment.

Review of Graduate Faculty Membership Status

A member of the graduate faculty who is a professor is reviewed every ten years, beginning from the time she/he was promoted to professor. A member of the graduate faculty who is an associate professor or an assistant professor with tenure is reviewed every five years, beginning from the time she/he was promoted to associate professor or was awarded tenure, respectively. Tenure-earning members of the graduate faculty are reviewed at the time of hire.

If the case provided by the candidate demonstrates that the College-specific criteria are met, as judged by the College Dean and endorsed by the Dean of the Graduate School, the Graduate Council will consider the graduate faculty member to have achieved renewal.

3.3 (4) Doctoral Faculty

Doctoral Teaching Faculty

The Doctoral Teaching Faculty consists of those members of the graduate faculty who regularly teach in UNF doctoral programs (DNP, DPT, EdD).

Doctoral Teaching Faculty in the EdD Program in Educational Leadership

Members of the Graduate Faculty from other colleges in the University who regularly teach courses within the doctoral program in the College of Education and Human Services or serve on students' doctoral dissertation committees shall be recognized as Doctoral Teaching Faculty and invited to participate in seminars, workshops, and other events sponsored by the Doctoral Studies Faculty in the College.

Doctoral Studies Faculty

Graduate faculty may be eligible to serve as members of the Doctoral Studies Faculty in order to serve on doctoral committees, doctoral dissertation committees, and chair the graduate work of doctoral students. Eligibility requirements for doctoral faculty status are determined within the college that offers a doctoral program.

Eligibility Requirements for Doctoral Studies Faculty Status in the EdD Program in Educational Leadership

Doctoral studies faculty members are graduate faculty members who also serve as faculty sponsors and research mentors for students enrolled in a doctoral program and who vote on all matters presented to the Doctoral Studies Faculty. Doctoral studies faculty must:

- a) have published scholarly work of recognized quality or demonstrated creative achievement in their field;
- b) provide evidence of current involvement in scholarly and/or creative work;
- c) provide evidence of teaching effectiveness in graduate courses; and
- d) be recommended by the Doctoral Steering Committee, the Doctoral Studies Faculty, the Dean of the College of Education and Human Services, and the Dean of Graduate Studies.

Doctoral studies faculty may serve as chairpersons of doctoral dissertations provided they:

- a) have served as chairperson of a completed dissertation at another regionally accredited institution; or,
- b) have served as co-chairperson of a completed dissertation at the University of North Florida; and
- c) have been recommended by the Doctoral Steering Committee, the Dean of the College of Education and Human Services, and the Dean of Graduate Studies.

Inactive Status of Doctoral Studies Faculty in the EdD Program in Educational Leadership

A member of the Doctoral Studies Faculty will be considered to be inactive if:

- a) the doctoral studies faculty member requests inactive status and is approved by the Dean of the College of Education and Human Services, or
- b) the required annual review indicates insufficient scholarly activity and the Division Chairperson, subject to approval of the Doctoral Studies Faculty, recommends to the Dean of the College of Education and Human Services that the doctoral studies faculty member be placed on inactive status.

A doctoral studies faculty member on inactive status may petition for reinstatement by providing documentation of renewed scholarly activity and involvement in graduate education. Reinstatement is made by the Dean of the College of Education and Human Services subject to the recommendation of the Doctoral Studies Faculty.

Appointment of Consulting Faculty in the EdD Program in Educational Leadership

Consulting faculty may be appointed to serve as consultants to the program and as facilitators for the provision of clinical experiences.

The roles of consulting faculty members are defined as follows:

- a) to facilitate the development of field and leadership assessment experiences for doctoral students;
- b) to consult with faculty on issues of program evaluation and development from a clinical perspective;
- c) to serve as guest lecturers as appropriate;
- d) to help students select problems for study and to work with students doing field research; and
- e) to serve as a bridge between university faculty members and the those working in the field.

Qualifications of the consulting faculty member are as follows:

- a) hold appropriate academic degree (s);
- b) have significant leadership experience; and
- c) be able to make a two-year commitment to the program.

3.4 Division of Continuing Education

The mission of the UNF Division of Continuing Education is to provide a leadership in developing, promoting and delivering educational programs that meet the diverse needs of lifelong learners. As one of several UNF academic support units, the Division of Continuing Education performs a vital outreach function for the University through its many programs and services. Educational opportunities include instructor led seminars and certificate programs, courses and conferences. These include:

- Non-Credit Open Enrollment Courses, Seminars, Workshops and Special Programs
- Conference and Meeting Services
- Customized Learning Solutions

3.4 (1) Non-Credit Program

The Division manages an extensive non-credit continuing education program which offers over 450 courses per year to over 5,500 participants. Faculty/staff members who wish to conduct non-credit educational programs should contact the Dean of Continuing Education. Faculty members who teach continuing education programs are compensated from funds generated by the program.

3.4 (2) Conference and Meeting Services

The Division provides professional management services for businesses, organizations, professional associate and UNF departments. An event can be held on the UNF campus, at a hotel or resort, or any other location appropriate for the event.

3.4 (3) Customized Learning Solutions

The Division provides specifically design training solutions and executive coaching for organizations. Faculty/staff members who wish to conduct programs should contact the Dean of Continuing Education. Faculty members who teach continuing education programs are compensated from funds generated by the program.

3.5 Florida Institute of Education (FIE)

In 1982, the State University System established the Florida Institute of Education as a system-wide entity designed to serve the entire state. The only state-level agency of its kind in the nation, the Institute was assigned to the University of North Florida and charged with responsibility for planning and developing collaborative programs and activities among Florida's universities, community colleges, and public schools.

The Florida Institute of Education provides statewide leadership to improve education at all levels by working collaboratively with Florida's universities, community colleges, public schools, school readiness agencies, and communities to:

- Foster collaborative programs that address critical educational needs by supporting innovation and engaging in problem-focused research;
- Increase access to and use of the knowledge and skills needed to improve practice and inform decision-making; and
- Enhance achievement for all students, especially those at-risk.

3.6 Office of Research and Sponsored Programs (ORSP)

The Office of Research and Sponsored Programs (ORSP) is designated as both the advocate and the administrative oversight office for all externally funded contracts and grants related to the research, training, and public service activities within the University. ORSP provides proposal and funding advice and assistance, award negotiations, post-award administration, accounting services, and financial administration for faculty interested in grants and contracts. Through the programs which it administers, ORSP contributes to professional development of faculty, enhances the educational experiences of students, and facilitates the University's efforts to address critical concerns of the community and region.

3.7 The University Press of Florida

Established in 1945, the University Press of Florida (UPF) ranks within the top third of publishing houses in the Association of American University Presses (AAUP) and is the second largest university press in the Southeast in new titles published. With 1,100+ titles in print and, at any given time, some 90 titles in production and 200+ additional titles under contract, the Press significantly enhances the scholarly reputation and worldwide visibility of the State University System (SUS). The press is a member of the AAUP and the Society for Scholarly Publishing.

As a nonprofit publishing house, the Press operates as both a Type 1 Research Center in the SUS and as a publishing business. The director reports to the president of the University of Florida, who supervises the Press on behalf of the other SUS universities. An Editorial Committee, made up of faculty representatives from each of the ten public universities, determines whether manuscripts submitted to it meet the academic, scholarly, and programmatic standards of the Press. Richard

Bizot, UNF professor of English and director of the Press, has the discretion to decide which of the manuscripts receiving the approval of the Editorial Committee will be published.

The Press participates in the mission of the State University System through a publishing program that seeks to maintain the professional excellence of American university presses in general and to present the finest national and international scholarship in those academic areas in which we publish. UPF publishes scholarly books in the arts, humanities, and natural and social sciences—more specifically, in the areas of fine arts, American religion, Southern history, Latin American and Caribbean studies, literary criticism, Middle Eastern studies, environmental studies, archaeology, anthropology, natural history, horticulture, natural science, and space and technology. In recognition of the SUS's educational outreach and public role, UPF also publishes books of general interest and significance for our region and our state.

Manuscripts may be submitted to Editor-in-Chief, University Press of Florida, 15 NW 15th Street, Gainesville, FL 32611. Inquiries may be directed either to that address or to Professor Bizot, Department of English, UNF. For general information about the University Press of Florida and for specific contact information, visit its website: <http://www.upf.com>.

3.8 The Florida Engineering Education Delivery System (FEEDS)

The University of North Florida is one of 12 FEEDS Centers in the State of Florida delivering graduate and undergraduate engineering courses to engineers worldwide. FEEDS is a statewide university-industry partnership that operating under the policy guidance of the Florida Council of Engineering Deans.