

**Complying with Drug-Free Schools and Campuses Regulations
[EDGAR Part 86]**

**Biennial Review 2008
For Academic Years Beginning August 2006 and Ending July 2008**



Overview

Every two years institutions are required by law (under the Drug-Free Schools and Campuses Act) to review and document their policies and practices in relation to alcohol and drug issues on campus.

According to the Higher Education Center:

The Drug-Free Schools and Campuses Regulations⁴ require at a minimum that each institution distribute the following in writing to all students and employees annually:

- *Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol on school property or as part of any school activities*
- *A description of the applicable legal sanctions under federal, state, or local law for the unlawful possession or distribution of illicit drugs and alcohol*
- *A description of the health risks associated with the use of illicit drugs and the abuse of alcohol*
- *A description of any drug or alcohol counseling, treatment, rehabilitation, and re-entry programs that are available to employees or students*
- *A clear statement that the institution will impose disciplinary sanctions on students and employees (consistent with federal, state, or local law), and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct⁵*

The law further requires an institution of higher education to conduct a biennial review of its program:

- *To determine its effectiveness and implement changes if they are needed*
- *To ensure that the sanctions developed are enforced consistently*

(retrieved from: <http://edc.higheredcenter.org/dfsca/#minimum> 12/22/08)

The report that follows is organized to capture and present this required documentation in a complete but succinct manner and includes the following basic elements:

- Description of AOD program elements
- Statement of AOD program goals and discussion of goal achievement
- Summaries of AOD program strengths and weaknesses
- Procedures for distributing annual AOD notification to students and employees
- Copies of the policies distributed
- Recommendations for revising AOD programs

Section 1

Description of University of West Florida's AOD programs

Alcohol-free options

- Most campus events are alcohol free including a significant number of events and activities created and promoted by the University Commons and Student Activities operation. <http://uwf.edu/ucommons/>
- Each fall the University hosts a comprehensive series of welcome events and services for new students that are all alcohol-free. <http://uwf.edu/welcomeweek/>
- Service learning (linked to the curriculum) and volunteer opportunities are created, publicized, and promoted. <http://uwf.edu/volunteer/>
- The campus Health, Leisure, and Sports facility (recreation center) offers a comprehensive fitness center and recreational programs. <http://www.uwf.edu/recreation/>

Normative Environment

- Applicants for admission who have a history or criminal behavior or other misconduct are subject to pre-admission screening by the Dean of Students Office.
- A campus wide social norms campaign has been underway for 2 years. <http://www.uwf.edu/cws/socialnorms/index.cfm>
- A variety of student peer leadership and mentoring opportunities exist. <http://www.uwf.edu/cws/wellness/peered.cfm>;
<http://uwf.edu/orientation/Staff/index.cfm>;
<http://uwf.edu/argocamp/staff.html>;
<http://uwf.edu/housing/employment/undergrad/index.cfm>;
<http://uwf.edu/alumni/Programs/StudentPrograms/StudentAmbassadors.cfm>
- A great deal of direct programming is accomplished by the University's Counseling and Wellness Services unit. Programming is also a limited part of the mission of the University Police Department. See Section 1.a. that follows for details.

Alcohol Availability

- Specific policy restrictions are placed on alcohol on campus. <https://nautical.uwf.edu/UnitApp/Publication/Pub.cfm?PubFormatID=792>;
<https://nautical.uwf.edu/UnitApp/Publication/Pub.cfm?PubFormatID=810>

Alcohol Marketing

- Specific policy restrictions are placed on alcohol marketing on campus.
<https://nautical.uwf.edu/UnitApp/Publication/Pub.cfm?PubFormatID=793>

Policy Development and Enforcement

- Campus Alcohol Task Force has input into regular policy review process.
- All Student Organization events on-campus must be registered and approved.
<https://nautical.uwf.edu/UnitApp/Publication/Pub.cfm?PubFormatID=814>
- Campus Police are required for all on-campus events involving alcohol.
<https://nautical.uwf.edu/UnitApp/Publication/Pub.cfm?PubFormatID=810>
- Commons containers (kegs and party balls) are prohibited.
<https://nautical.uwf.edu/UnitApp/Publication/Pub.cfm?PubFormatID=810>
- Campus police are sworn state officers with arrest authority.
<http://uwf.edu/uwfpolice/>

Section 1.a

Direct Programming

Counseling and Wellness Services

Fall 2006 – Summer 2008

Alcohol Abuse and Misuse Fall 2006

**additional programs/campaigns outlined in the following table

- Fall 2006 – Florida Prevention Conference – Dr. Magerkorth and Mica Harrell attended conference in Orlando and met other state of Florida alcohol abuse and misuse prevention specialists.
- Fall 2006 - Higher Ed conference – Dr. Magerkorth and Mica Harrell attended conference in Arlington, VA to learn more about substance abuse prevention and evidence-based programs.
- Fall 2006 – Completed annual Core Alcohol and Drug Survey to ascertain student AOD use, consequences, and perceptions.
- Fall 2006 – BASICS Train the Trainer conference – Dr. Magerkorth attended conference to become a certified BASICS Trainer.
- Fall 2006 Florida Prevention Conference – attended conference in Orlando.
- Florida Higher Education Alliance for Substance Abuse Prevention (FHE-ASAP) – Dr. Magerkorth and Mica Harrell participate in their monthly conference calls and Dr. Magerkorth is part of their executive board.
- Community Drug and Alcohol Council – Dr. Magerkorth is an executive board member.
- Mica Harrell participates in the Underage Drinking Task Force; a community committee made up of military officials, community law enforcement, and University of West Florida representatives.
- One Graduate Assistant is assigned 20 hours per week to focus on AOD programming for the duration of the semester.
- E-chug subscription continued.

- Social Norms Marketing Campaign implemented and studied
- Peer Education team continues to meet weekly and are involved in AOD awareness events, marketing campaigns, other AOD programming activities.
- UWF Behavioral Health Research Collaborative continues to meet bimonthly to develop and conduct alcohol program evaluations.
- Campus Alcohol Task Force meets monthly to review policies, create recommendations for alcohol violations, and act as advisory board for alcohol misuse/abuse prevention programming.

Alcohol Abuse and Misuse 2007

**additional programs/campaigns outlined in the following table

- Fall 2007 – Completed annual Core Alcohol and Drug Survey to ascertain student AOD use, consequences, and perceptions.
- Fall 2007 Higher Ed conference- Dr. Magerkorth and Mica Harrell attended conference in Omaha, NE to learn more about substance abuse prevention and evidence-based programs. Both Dr. Magerkorth and Mica Harrell presented their research model at this conference as well with other members from the UWF Behavioral Health Research Collaborative.
- Fall 2007 Florida Prevention Conference – attended conference in Orlando and met other state of Florida alcohol abuse and misuse prevention specialists
- Florida Higher Education Alliance for Substance Abuse Prevention (FHE-ASAP) – Dr. Magerkorth and Mica Harrell participate in their monthly conference calls and Dr. Magerkorth is part of their executive board.
- Community Drug and Alcohol Council – Dr. Magerkorth is an executive board member.
- One Graduate Assistant is assigned 20 hours per week to focus on AOD programming for the duration of the semester.
- Social Norms Marketing Campaign implemented and studied. Developing next campaign
- E-chug subscription continued.

- Peer Education team continues to meet weekly and are involved in AOD awareness events, marketing campaigns, other AOD programming activities.
- Campus Alcohol Task Force meets monthly to review policies, create recommendations for alcohol violations, and act as advisory board for alcohol misuse/abuse prevention programming.
- UWF Behavioral Health Research Collaborative continues to meet bimonthly to develop and conduct alcohol program evaluations.

Alcohol Abuse and Misuse Spring/Summer 2008

**additional programs/campaigns outlined in the following table

- Spring 2008 – Completed National Collegiate Alcohol Assessment to get data on health needs and program implications related to alcohol.
- Florida Higher Education Alliance for Substance Abuse Prevention (FHE – ASAP) –Mica Harrell participates in their monthly conference calls and is an executive board member.
- Community Drug and Alcohol Council – Dr. Magerkorth was an executive board member for a portion of the year. Dr. Turner is now the executive board member.
- Mica Harrell participate in the Underage Drinking Task Force; a community committee made up of military officials, community law enforcement, and University of West Florida representatives.
- UWF Behavioral Health Research Collaborative continues to meet bimonthly to develop and conduct alcohol program evaluations.
- One Graduate Assistant is assigned 20 hours per week to focus on AOD programming for the duration of the semester.
- Peer Education team continues to meet weekly and are involved in AOD awareness events, marketing campaigns, other AOD programming activities.
- E-chug subscription continued.
- On-line Alcohol Resource web pages expanded

- Campus Alcohol Task Force meets monthly to review policies, create recommendations for alcohol violations, and act as advisory board for alcohol misuse/abuse prevention programming.
- Developing next Alcohol Social Norms Marketing Campaign and research study

Program Details

2006-2007

Fall Semester, 2006			
	Activity	Number of sessions held	Total number of participants
August	Choices Presentation	1	52 resident advisors
	Scott Kruger video	1	8 hall directors, 2 RLCs
September			
	UWF Alcohol Task Force Meeting	1	14
	Social Norms Residence Hall Study Begins	Throughout entire spring semester	All student residents
October			
	UWF Alcohol Task Force Meeting	1	13
	Choices Presentation	1	53 Greeks
	Academic Foundation Seminar Class Presentation	2	36 Freshmen
Alcohol Awareness/Halloween Marketing Campaign			
	Flyers (harm reduction tips)	N/A	150 distributed, displayed 7 days
	Table Tents (harm reduction & alcohol poisoning)	N/A	75, displayed 7 days

November	UWF Alcohol Task Force Meeting	1	13
	Social Norms Banners	Remained up for entire academic year	All 5 Residence Hall Lobbies
	Choices Presentation	1	37 Greeks
	Academic Foundation Seminar Class Presentation	2	36 Freshmen
Alcohol Awareness Event (Drunkless Fun) and Marketing Campaign			
	Mailbox stuffers (alcohol poisoning & harm reduction tips)	N/A	Distributed 1400 mailbox stuffers
	Table Tents (social norms & harm reduction tips)	N/A	75 tents, displayed 7 days
	Alcohol Wall (how has alcohol impacted your life?)	N/A	Displayed 7 days in the University Commons
	Drunkless Fun Event	1	200 students
December	No events held due to winter break	N/A	
Spring Semester, 2007			
January	UWF Alcohol Task Force Meeting	1	14
	BASICS training for staff	2	3
	Social Norms Banners	Remained up for the rest of the academic year	4 hung in athletic fields/courts
	Social Norms posters hung across campus	Remains up	321 posters hung
	E-chug promotion	N/A	Distributed 1400 mailbox stuffers
February	No events held		

March	UWF Alcohol Task Force Meeting	1	6
	Social Norms information posted on SHWE website	Remains up	
	Social Norms Giveaways	Entire month	Highlighters, seat cushions, megaphones, water bottles.
	Social Norms Slogans Advertised on Argus & Electronic Sign	5	N/A
	Social Norms Computer Desktop Backgrounds set up	Remains up	All SAIL & Commons Computer Labs
	Safe Spring Break Marketing Campaign		
	Mark Sterner Speaker	1	200 students
	Safe Spring Break Booth	1	80 students
	Safe Spring Break Wall	N/A	Displayed 7 days
	Mailbox Stuffers (alcohol harm reduction tips, designated driver promotion)	1	Distributed 1500 mailbox stuffers
	Table Tents (social norms, standard drinks & alcohol poisoning)	1	74
April	UWF Alcohol Task Force Meeting	1	12
	Social Norms Slogans Advertised on Argus & Electronic Sign	2	N/A
	Social Norms Giveaways	Entire month	Highlighters, seat cushions, megaphones, water bottles.
	Social Norms Giveaways at Greek Week Intramurals		100 students
	Choices presentation	1	18 Greeks
	Health Fair booth	1	150 students

May	UWF Alcohol Task Force Meeting	1	5
	Social Norms Giveaways at Exam Jam	1	75 students
Summer Semester, 2007			
June	UWF Alcohol Task Force Meeting	1	5
	Flyers for Orientation Binders (social norms, harm reduction & alcohol poisoning)	N/A	2000 flyers
	Social Norms Orientation Skit	4	575 students
July	UWF Alcohol Task Force Meeting	1	7
	Social Norms Orientation Skit	4	557 students
	Alcohol Jeopardy		
	ECHUG Welcome bags		1600

2007-2008

Fall Semester, 2007			
	Activity	Number of sessions held	Total number of participants
August	Choices Presentation	1	45 resident advisors
	E-Chug Post Cards	1	1600
	Campus Alcohol Meeting	1	11
September	UWF Alcohol Task Force Meeting	1	7
	Choices Program	1	106 Greeks
	Alcohol Program	1	19 Students
	Alcohol Program	1	22 Students
	Alcohol Program	1	18 Students

October	Living Well Workshop (LWW)	1	12 Students
	Oktoberfest Marketing	1	1600 stuffers, 100 flyers
	Oktoberfest	1	300 students
	Table Tents	N/A	75 table tents
	Standard Drink Demonstration	1	40 Students
	Alcohol Coalition Meeting	1	9
November			
	UWF Alcohol Task Force Meeting	1	13
	Academic Foundation Seminar Classes	1	28 Freshmen
	Academic Foundations Seminar Class	1	18
	Alcohol Presentation	1	22
	Alcohol Presentation	1	21
December			
	No events held due to winter break	N/A	
	UWF Alcohol Task Force Meeting	1	6
Spring Semester, 2008			
January	UWF Alcohol Task Force Meeting	1	14
	E-chug promotion		Distributed 1400 mailbox stuffers
	Alcohol Task Force Meeting	1	13
	Alcohol Poisoning Presentation	1	1400 Students
February			
	UWF Alcohol Task Force meeting	1	13

March	Living Well Workshop (LWW) Alcohol Jeopardy	1	3 Students
	UWF Alcohol Task Force Meeting	1	6
	Safe Spring Break Marketing Campaign		
	Safe Spring Break Booth	1	80 students
	Safe Spring Break Wall	N/A	Displayed 7 days
	Mailbox Stuffers	1	Distributed 1500 mailbox stuffers
	Table Tents	1	85
	Posters	1	30
April	UWF Alcohol Task Force Meeting	1	12
	Festival on the Green Alcohol Task Force Giveaways	1	20
	Social Norms Focus Groups	3	36
May	UWF Alcohol Task Force Meeting	1	5
Summer Semester, 2008			
June	UWF Alcohol Task Force Meeting	1	5
July	UWF Alcohol Task Force Meeting	1	10
August	UWF Alcohol Task Force Meeting	1	8

UWFPD AOD Statistics

Programming Statistics

August 2006-July 2007

Month	Alcohol	Drugs	Safety	Sexual Assault	RAD	Total
Aug			5		1	6
Sept			1	1		2
Oct	1		1		1	3
Nov	4		1	1		6
Dec						0
Jan	1		3			4
Feb	1		2			3
Mar						
Apr						
May			2		1	3
June			5			5
July			5			5

August 2007-July 2008

Month	Alcohol	Drugs	Safety	Sexual Assault	RAD	Total
Aug			4		1	5
Sept			2		1	3
Oct	3		1			4
Nov						
Dec	1					1
Jan			2			2
Feb			2		1	3
Mar	4				1	5
Apr		1			1	2
May			3			3
June			7			7
July			5			5

Crimes Drugs/Alcohol

August 2006 - July 2007

Arrests	Aug-06	Sep-06	Oct-06	Nov-06	Dec-06	Jan-07	Feb-07	Mar-07	Apr-07	May-07	Jun-07	Jul-07
Alcohol Under 21				1								
Violations (Other)				1								
DUI									1	1		1
Disorderly Intoxication		1										
Possession Of Marijuana		1					1					
Possession Of Drugs (Other)												
Possession Of Drug Paraphernalia			1									

August 2007 - July 2008

Arrests	Aug-07	Sep-07	Oct-07	Nov-07	Dec-07	Jan-08	Feb-08	Mar-08	Apr-08	May-08	Jun-08	Jul-08
Alcohol Under 21				2								
Alcohol Violations (Other)			1			1			2			
DUI	1						1					
Disorderly Intoxication						1						
Possession Of Marijuana		1		1			4	1				
Possession Of Drugs (Other)												
Possession Of Drug Paraphernalia							1					

Dean of Students Office

Judicial Report¹

	Aug 2006-July 2007	Aug 2007- July 2008
Alcohol Cases		
Drug Cases		

Sample Drug Case Sanctions:

1. **Disciplinary probation:** a written disciplinary sanction notifying a student that his or her behavior is in serious violation of University standards and that restrictions are being placed on his or her activities. Sanctions that may be placed on a student during a probationary period may include restriction of the privilege to: (a) participate in student activities or in student organizations; (b) represent the University on athletic teams, or in other leadership positions; (c) have access to University housing facilities or other areas on campus; (d) have use of University resources and/or equipment; or (e) have contact with specified person(s).
 - a. *Restricted to attending classes, using the John C. Pace Library, and visiting the Commons between classes only (same restrictions as current Interim Suspension – adding library privileges).*
 - b. *Restricted from representing the University on athletic teams, or in other leadership positions.*
 - c. *Effective immediately you are placed on disciplinary probation until (date). Any violation of the Student Code of Conduct during this period of probation will result in additional and more severe sanctions.*

2. **Community Service:** You are to complete a total of 30 hours of community service through Volunteer UWF specifically linked to this sanction. Such accumulated hours will not be counted toward your service record with Volunteer UWF. Community Service should commence as early as practically possible and must be complete and documented through Volunteer UWF by (date). You are responsible for delivering documentation that Community Service has been completed to the Office of Student Judicial Affairs no later than 5:00 pm (date).

¹ Pending receipt of data

3. **Education Requirement:** You are required to attend a minimum of two counseling sessions at the UWF Counseling Center for the purpose of substance abuse assessment. This session must be scheduled no later than 10 days from the date of this letter. You are required to provide documentation to the Office of Student Judicial Affairs that the appointment occurred. The content of the session is confidential unless you choose to sign a release authorizing the Counseling Center staff to communicate with me. This educational requirement must be complete and documented within 30 days of this letter.
4. **University Housing assignment change or removal:** a student is required to (a) relocate to a new University housing assignment; (b) leave University housing for a specified period of time; or (c) leave University housing permanently.
 - a. *Banned from all Housing facilities and adjacent parking lots through (specify semester). Housing may be available beginning (specify semester) if approved by the Director of Housing after a one-on-one meeting with the Director.*
5. **Education requirements:** a student is required to complete a specified educational sanction related to the violation committed. Such educational requirements may include, but are not limited to, completion of a seminar, report, alcohol or drug assessment, presentations, and/or counseling.
 - a. *Write a 3-5 page reflection paper addressing how the loss of privileges has and/or will affect his education and future. What have you learned from this experience? To be completed by (date).*

Sample Alcohol Case Sanctions:

1. **Disciplinary Warning:** A written disciplinary sanction notifying a student that the student's behavior did not meet University standards. All disciplinary warnings will be taken into consideration if further violations occur.
 - a. *Effective immediately you are placed on disciplinary probation until (date). Any violation of the Student Code of Conduct during this period of probation will result in additional and more severe sanctions.*
2. **Alcohol Education:**
 - a. You are required to complete the Alcohol 101 Plus CD program. This material is available in the Dean of Students Office. You may check it out for a period of one week (specify date). Once you have completed the Alcohol 101 Plus assignment, you are required to write a paper reflecting on 1) what you learned from the program, 2) what impact this will have on how you think and feel about drinking in the future, and 3) what the most important thing is that you have learned from this experience. This paper must be no less than 500 words in length (typed, double-spaced)

and must be submitted to the Dean of Students Office (Building 21, Room 130) **by (date)**. This paper may not serve to justify your own actions or evaluate the actions of others. The paper should utilize appropriate language, grammar, and spelling.

- b.** You are required to complete the E-Chug on-line program. This material is available on-line at <http://interwork.sdsu.edu/echug2/UWF>. Once you have completed the e-chug assignment, you must print your self assessment and completion certification. Also, you are required to write a paper reflecting on 1) what you learned from the program, 2) what impact this will have on how you think and feel about drinking in the future, and 3) what the most important thing is that you have learned from this experience. *This paper must be no less than 500 words in length (typed, double-spaced) and must be submitted to the Dean of Students Office (Building 21, Room 130) by (date)*. This paper may not serve to justify your own actions or evaluate the actions of others. The paper should utilize appropriate language, grammar, and spelling.
- c.** You are required to complete a reflection essay on the Alcohol Information enclosed. 1) what you learned from the information, 2) what impact this will have on how you think and feel about drinking in the future, and 3) what the most important thing is that you have learned from this experience. This paper must be no less than 500 words in length (typed, double-spaced) and must be submitted to the Dean of Students Office (Building 21, Room 130) by (date). This paper may not serve to justify your own actions or evaluate the actions of others. The paper should utilize appropriate language, grammar, and spelling.

Section 2

Statement of AOD program goals and discussion of goal achievement.

The following general goals were articulated in the last Biennial Report:

Goal	Outcome
Improve research and assessment of programs.	In programs sponsored by Counseling and Wellness Services, especially the Social Norms Campaign, significant progress was made in collecting and using empirical data to assess the effectiveness of the program. CORE and NCHS administration has supported a data oriented approach.
Increase student involvement in programs.	Incomplete data at this time. The number of programs has increased but total participation data is not currently available.
Increase collaboration across university in providing AOD programming.	<p>Successful collaboration with CHOICES Grant and Alcohol Task Force include other units in Student Affairs as well as faculty from various disciplines.</p> <p>Collaboration between Counseling and Wellness Services, Housing and Residence Life, and Dean of Students Office to purchase and utilize E-Chug, E-Toke, and BASICS as substance abuse interventions.</p>
Incorporate peer educators into programming.	<p>Successful development and deployment of Peer Educators:</p> <p>http://www.uwf.edu/cws/wellness/peered.cfm</p>
Include Housing and Residence Life in developing and reporting related programming.	Incomplete at this time.
Standardize process and documentation of Human Resource distribution of annual AOD policy	<p>Drug Free Campus brochure is distributed to all new employees during orientation. The brochure is also mailed to all UWF employees annually. In addition, the Employee Assistance Program (EAP) and the Certificate in Management Training programs include Drug Free Campus training.</p> <p>UWF provides drug and alcohol assistance to</p>

	<p>all employees through the Employee Assistance Program. Licensed psychologists are available through EAP to assist employees with drug and alcohol questions, counseling, and support.</p> <p>In addition to policy distribution and offering EAP programs to employees, Human Resources conducts background screenings and any AOD related issues are factored into hiring decisions. Furthermore, every employee must review, sign, and submit UWF's Drug Free Workplace policy upon hire. This policy is also located in the Code of Ethics and the Standards of Conduct.</p> <p>These resources can be found online:</p> <ol style="list-style-type: none">1. Recruitment, Selection, and Appointment2. Background Screening Form3. Controlled Substance Conviction Form4. Drug Free Workplace Brochure5. Drug Free Workplace Policy Statement6. Employee Assistance Program
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Section 3

Summaries of AOD program strengths and weaknesses

Strengths:

Programming efforts lead by Counseling and Wellness Services are documented appropriately and have increased the number of evidence-based programs offered.

Collaborative efforts between appropriate university departments continue to increase.

Measurements of effectiveness of AOD programs has been improved through the continued use of the CORE and NCHA assessments, as well as the initiation of the academic research group geared toward studying the effects of Social Norms marketing campaigns on AOD use, perception, and knowledge of campus policies.

Collaboration between Counseling and Wellness Services, Housing and Residence Life, and Dean of Students Office to purchase and utilize E-Chug, E-Toke, and BASICS as substance abuse interventions.

Weaknesses:

Although measures of effectiveness have improved, there is a lack of consistent overall evaluation of effectiveness.

Student participation in AOD programming and awareness events is still not at the level this institution would like.

Procedures for distributing AOD policy to students and employees were not effectively documented during the period of this review.

While considerable information and resources are available online some of it is difficult to find and navigate to.

Section 4

Alcohol and Other Drug Policy

The complete text of The University of West Florida’s Drug-Free Workplace/Drug-Free Schools Policy is available on the web [here](#). Further information related to the policy is available in an informative narrative found on the web [here](#). This narrative, the text of which is replicated in a [electronic brochure](#), includes descriptions of the health risks associated with alcohol abuse and the use of illegal drugs; references to applicable legal sanctions; a description of treatment and counseling options available; and references to the University’s disciplinary measures regarding alcohol and illegal drug use by students and employees.

Policy Distribution

Method of Distribution Student Population

The “Drug Free Campus” brochure was distributed by a one-time mass email to all currently enrolled students on an annual basis. All non-deliverable email addresses were converted to traditional addresses and the information contained in the email was mailed to them using the United States Post Office.

Academic Year	Email Distribution	% Reached	Other Distribution	% Reached
August 2006-July 2007	9827	99%	84 US Mail (see below)	1%
August 2007-July 2008	Not documented			

Students not reached by email Fall 2006

1. Ms Teresa Simmons
2. Mr George Thekkummattathil
3. Mr Hal D. Retting
4. Mr Stephen Peter Husiak
5. Ms Nancy Robin Prout
6. Ms Lynea Ann Manners
7. Mr Donald James,
8. Mr Bernard Walsh
9. Ms Phyllis Jane Lalonde,
10. Ms Cheytoria Laque Hickey
11. Mr Joseph Clifford Slack Jr,
12. Mr Steven Thomas Futterer
13. Mr Marshall Laing Mott,

14. Ms Judith Beasley
15. Ms Jacquelyn Rutledge Zeiger,
16. Mr Jonathan Aime Dubois
17. Ms Roslyn Elaine Guyette,
18. Mr Jason Troy Johnson
19. Ms Janet Carol Webb,
20. Ms Sherry Jane Lolley
21. Mr Larry Thornton Westman,
22. Ms Barbara Jean Simpson
23. Ms Bessie Lou Gentry,
24. Ms Sallie M Daniels
25. Ms Elizabeth Poulsen Parker
26. Ms Rachel Ann Reese,
27. Ms Kimberley Burch
28. Ms Carla W. Fisher,
29. Mr Benjamin Sherrod Levin
30. Ms Judy Belinda Allen,
31. Ms Maureen M. Lee
32. Mr Ashley Dewitte Pace Iv,
33. Mr Raymond Beauregard Williams
34. Mr Ray Bennett,
35. Ms Tracy Lorraine Arnold
36. Ms Vaughan Holmes Hedrick,
37. Ms Sue Carol Oathout
38. Ms Kay Florence Roberts
39. Mr Robert John Lalonde,
40. Mr Robert Alexander Whitesides
41. Ms Rachel Ann Bailey,
42. Ms Kitty Anne Williams
43. Ms Sally Bolivia Bernard,
44. Ms Jeffrey Christian Bernard
45. Ms Mercedes Serralles Galler,
46. Mr Paul L. Sherman
47. Mr Robert Dwayne Bowman,
48. Ms Rebecca Scott Mahoney
49. Ms Ronda Lynn Curtis,
50. Ms Marcia Denise Crowder
51. Ms Claudia Jean Finn,
52. Mr Jerome Joseph Fellermann
53. Ms Hiroko Seaitz,
54. Mr Mark David Nottingham
55. Ms Kitty Christine Taylor,
56. Mr Dennis Anthony Gable Mr
57. Ms Cathleen Yvonne Hunzeker,

58. Ms Jean M Harris
59. Ms Viany E Munoz,
60. Ms Stephanie J Bova
61. Mr Sean Goiden,
62. Ms Jocelyn Weatherspoon Blake
63. Mr Derek Mitchell Poston,
64. Mr Calburn Laird Clevenger
65. Mr Dexter Duane Barber,
66. Mr Michael Scott Campbell
67. Ms Celeste Daphne-Jade Dunn,
68. Mr Kay Li
69. Mr Larry Douglas Shipman
70. Ms Kimberly Kay Campbell,
71. Ms Jennifer Lynn Kersh
72. Mr Alvin Shawn Enfinger,
73. Mr Jesse Wayne Marshall,
74. Mr Matthew David Wray
75. Ms Debra Sue Tarr,
76. m Denisha Montrel Hill
77. Mr Scott Anthony Sherman,
78. Mr Miguel Nanez
79. Mr Samuel Evie Blackston,
80. Ms Ashleigh Rene McDonald
81. Ms Christina Dawn Griffin,
82. Mr Wesley Paul Majors
83. Ms Monica Inez Herrera
84. Ms Elizabeth Ann Dalton

**Method of Distribution
Employee Population**

At the time of initial employment all faculty and staff are provided a copy of the University of West Florida Drug-Free Workplace/Drug-Free Schools Policy statement, Drug Free Campus Brochure, and must complete a Statement of Controlled Substance form. The brochure is included as part of the New Employee Orientation package that is presented to employees and the facilitator discusses the brochure with attendees. At this time they must complete an acknowledgment form that they have received and reviewed the previous stated documents at the time of their employment.

Additionally, these documents are emailed to all staff and faculty and an electronic message is returned if the mail was undeliverable. We include the brochure as part of our HR Newsletter twice a year which is also sent out electronically to all staff and faculty. (See [Feb 2008 HR Bulletin](#) for example)

Academic Year	Email Distribution	% Reached	Other Distribution	% Reached
August 2006-July 2007	1338	Approx 95%	149	Approx 5%
August 2007-July 2008	1381	Approx 95%	69	Approx 5%

Documentation of "Other Distribution" is not available.

Section 5

Copies of materials distributed to students and employees

Addendum 1: Text of Drug Free Schools and Campuses Website

Addendum 2: Drug Free Campus Brochure

Addendum 3: Drug Free Campus Policy Statement

Addendum 4: (Employee) Recruitment, Selection, and Appointment Policy

Drug Free Schools and Campuses

This publication is distributed by the Dean of Students Office and the Office of Human Resources in accordance with the requirements of the **Drug Free Schools and Campuses Act of 1989 and the Campus Security Act of 1990.**

An academic community is harmed in many ways by the abuse of alcohol and the use of other drugs. These high risk behaviors lead to decreased productivity, serious health problems, strained social interactions, and impaired learning.

STANDARDS OF CONDUCT

The University of West Florida is committed to a healthy, safe environment for learning, living, and working. Students, faculty, staff, and guests are expected to comply with all federal, state, and local laws as well as University rules and regulations concerning alcoholic beverages and other drugs. **Specifically, the University prohibits the unlawful possession, use, manufacture or distribution of alcohol or controlled substances in or on University property or as part of any of its activities.** Controlled substances include, but are not limited to, marijuana, cocaine, cocaine derivatives, heroin, amphetamines, barbiturates, LSD, PCP, tranquilizers, inhalants, and associated paraphernalia.

SANCTIONS

The University will take disciplinary action for violation of its standards of conduct regarding alcohol and other drugs. For students, the process is delineated in the current edition of the Student Handbook under "Rights and Responsibilities." For employees, the process is provided in UWF Employee Handbook.

Sanctions imposed upon students may range from oral and written warnings to restriction, probation, counseling, suspension or expulsion from the University. Employee sanctions may range from oral and/or written reprimands, mandatory participation in an Employee Assistance Program and/or termination of employment.

Disciplinary action by the University does not preclude the filing of criminal charges against a student, employee, or guest; nor does the filing of criminal charges prevent the University from taking disciplinary action.

IT'S THE LAW

Numerous federal, state, and local laws provide for a variety of legal sanctions and penalties for the unlawful possession or distribution of illicit drugs and alcohol. These sanctions include, but are not limited to, incarceration and monetary fines.

The Federal Controlled Substances Acts provide penalties of up to 15 years imprisonment and fines up to \$25,000 for unlawful distribution or possession with intent to distribute narcotics. For unlawful possession of a controlled substance, a person is subject to up to one year of imprisonment and fines up to \$5,000. Any person who unlawfully distributes a controlled substance to a person under twenty-one years of age may be punished by up to twice the term of imprisonment and fine otherwise authorized by law.

State laws and local ordinances also prohibit illicit drugs and alcohol. Copies of these laws as well as University policies and regulations are available at the following locations:

- Office of Human Resources •Department of Public Safety and Security
- Dean of Students Office •Student Health and Wellness Center

HEALTH RISKS

The use, misuse, and abuse of alcohol and other drugs, both legal and illegal, can have serious consequences to health and well-being. Alcohol and other drug use can lead to psychological and/or physiological dependence and addiction. Information on specific health risks associated with alcohol and other drugs is summarized below and is available in more detail at the following campus locations:

- Student Health Center
- University Counseling Center
- Student Health and Wellness Center

Alcohol is a central nervous system depressant that can impair coordination, inhibitions, self control, memory, judgment, and reflexes. Large quantities may produce staggering, slurred speech, mood changes, unconsciousness and possibly death. Prolonged use can damage many organs of the body including the heart, liver, stomach, and pancreas.

Marijuana can increase heart rate, interfere with sexual development, may cause a reduction in male fertility and disrupt the female menstrual cycle. It can increase the risk of disease/damage to the body's respiratory system, impair eye-hand coordination and other essential functions needed to operate a motor vehicle safely. It can also impair the body's immune system.

Cocaine can cause feelings of depression, inability, impatience and pessimism. It can also cause severe weight loss, anxiety, hallucinations, increased heart rate and blood

pressure. Cocaine has caused death by convulsion, failure of the respiratory system, and by heart attack.

Over-the-Counter and Prescription Drugs can also cause drug tolerance, dependence, and addiction. The potential for misuse and abuse is increased with these drugs as they are easily obtainable, safe as far as ingredients and manufacturing, and the user may tend not to follow specific instructions for dosage and frequency. Many legal drugs also have a long shelf life leading to their use after they are no longer needed or for self medication without medical supervision.

Interaction between various drugs, legal and illegal, may have serious consequences to the user. Various combinations of drugs may work at cross purposes within the body, and the combined effects of two or more drugs may be more potent than the effect of a single drug.

Club drugs such as MDMA (Ecstasy), GHB, LSD, Rohypnol, Ketamine and Methamphetamine can cause serious health problems and possibly death. Many of these drugs are tasteless and odorless. The chemicals, drug sources and pharmacological agents used to manufacture these drugs often vary, making it difficult to determine all of the effects, symptoms and health risks associated with club drugs. Confusion, depression, impaired motor function, amnesia, psychotic behavior, cardiac failure and permanent neurological and organ damage are some known effects associated with the use of these drugs.

COUNSELING, TREATMENT AND RE-ENTRY PROGRAMS

University Counseling Center staff are available by appointment or on an emergency basis to assist with alcohol and other drug related problems. Contact with the Center is confidential.

Health Center personnel are available during normal hours to deal with any alcohol or drug related emergency, answer questions, and provide information. **(After hours 2911 or 474-2911 should be dialed to obtain assistance in an emergency.)**

The Student Health and Wellness Center provides a confidential referral service with regard to alcohol and/or other drug problems; information on various aspects of alcohol and other drug use, misuse and abuse; and a reference library for personal and academically related research.

The University's Employee Assistance Program (EAP) is available to employees to obtain counseling and/or treatment for an alcohol, or other drug related problem. Employees are entitled to four (4) sessions at no charge through the EAP program which is coordinated by the Center for Personal and Family Development (CPFD). After these sessions, treatment is coordinated through the employee's individual insurance plan.

CPFD may be called directly at 438-4007. This service is confidential.

Re-Entry Programs for students and employees are handled on a case by case basis through the Office of Student Affairs and Human Resources respectively.

AT YOUR SERVICE

Student Health and Wellness Center	474-2254
Counseling Center	474-2420
Health Center	474-2172
Human Resources	474-2694
Public Safety and Security	474-2415
Dean of Students Office	474-2384

HOTLINE NUMBERS

Local:

AA/ALANON ANSWERING SERVICE	433-4191 (24 Hours)
LAKEVIEW CENTER HELPLINE	595-1300

National:

ALCOHOL AND DRUG ABUSE	1-800-729-6686
AMERICAN COUNCIL ON ALCOHOLISM	1-800-5275344
REFERRAL AND DRUG INFORMATION	1-800-662-4435

Crime Awareness And Campus Security

Crime statistics are provided as part of the University of West Florida's commitment to safety and security on campus and complies with the Jeanne Cleary Disclosure of

Campus Security Policy and Campus Crime Statistics Act. This information is found on our web page at www.uwf.edu/uwfpolice/crime.crm, click on Cleary Act.

Student Conduct

The University of West Florida is dedicated to the advancement of knowledge and learning and to the development of ethically responsible persons. University students are expected to uphold appropriate standards of behavior and to respect the rights and privileges of others. Student conduct is expected to be lawful and in accordance with all federal, state, and local laws, and university regulations. In keeping with the University of West Florida's stated essential values, sanctions imposed on students found in violation of the Student Code of Conduct are designed to promote the university's educational mission. Furthermore, sanctions are imposed for the purposes of restoring the standards of the university community, educating students about the seriousness of their action(s) and promoting civility and positive growth, while maintaining the safety and integrity of the individuals involved and the university community. The processes for adjudicating violations of federal, state and local laws and violations of the Student Code of Conduct are separate and may be pursued independently of one another. For more information concerning the Student Code of Conduct, please visit our web page at www.uwf.edu/JudicialAffairs.

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Drug Free Campus Workshops and Orientation

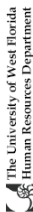
Horizon Health Employee Assistance Program representatives provide UWF employees with an orientation program which is followed by a Supervisor's Workshop.

The orientation program outlines the services provided by Horizon Health and how to access those services.

The Supervisor's Workshop provides guidelines to assist supervisors in creating a drug free work place.

The Federal Government requires that UWF (or any institution which receives more than \$25,000 in Federal funding) provide this training to supervisors and individuals with direct Federal grants. Sign up for sessions through the Reservation Desk in NAUTICAL or by calling 474-2694.

**Human Resources
Building 20E, Room 117
850.474.2694
<http://uwf.edu/ohr>**



Hotline Numbers


Local: AA Tri-District Office 433-4191 (24 hours)

National: Alcohol 1-800-252-6465
Alcohol Referral & Drug Info 1-800-527-5344
1-800-662-4357

This brochure is published and distributed by Student Affairs and Human Resources in accordance with the requirements of the Drug Free Schools and Campuses Act of 1985.

The University of West Florida

Drug Free Campus



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Standards of Conduct

Students, faculty, staff, and guests are expected to comply with all federal, state, and local laws, as well as university rules and regulations concerning alcoholic beverages and other drugs. Specifically, the university prohibits the unlawful possession, use, manufacture or distribution of alcohol or controlled substances in or on university property or as part of any of its activities. Controlled substances include, but are not limited to, marijuana, cocaine, cocaine derivatives, heroin, amphetamines, barbiturates, LSD, tranquilizers, inhalants, and associated paraphernalia.

Sanctions

The university will take disciplinary action for violation of its standards of conduct regarding alcohol and other drugs. For students, the process is delineated in the current edition of the *Student Handbook* under "UWF Student Code of Conduct". For employees, the process is provided in University Policy HR-22.00, Standards of Conduct.

Sanctions imposed upon students may range from oral and written warnings to restriction, probation, counseling, suspension or expulsion from the university. Employee sanctions may range from oral and/or written reprimands, mandatory participation in an Employee Assistance Program and/or termination of employment.

Numerous federal, state, and local laws provide for a variety of legal sanctions and penalties for the unlawful possession or distribution of illicit drugs and alcohol. Copies of these laws, as well as university policies and regulations, are available at Human Resources, Student Affairs, and University Police.

Counseling and Treatment

The use, misuse, and abuse of alcohol and other drugs, both legal and illegal, can have serious consequences to health and well-being. Alcohol and other drug use can lead to psychological and/or physiological dependence and addiction. Information on specific health risks associated with alcohol and other drugs is available in more detail at the following campus locations:

UWF Student Counseling Center provides personal and vocational counseling, psychotherapy, and consultation to students and spouses of students at UWF. Students can come to the center free of charge. Student spouses or significant others may be eligible if the problem interferes with the student's progress at the university. The Counseling Center is staffed by Ph.D. psychologists, mental health counselors, and psychology trainees. Contact with the center is confidential. Students can contact the center at 474-2420 or visit their website at www.uwf.edu/CounselingCenter.

UWF Student Health Center:
Call 474-2172 or e-mail HealthCenter@uwf.edu

Campus Alcohol and Drug Information Center (CADIC) strives to educate the UWF community by increasing knowledge and awareness of the responsible, legal use of alcohol and the disuse of illegal drugs. They

offer low-risk, healthy alternatives to students who are in an environment where alcohol and drug use may exist. They also provide students, teachers and organizations with personalized alcohol and drug awareness programs. Visit them at Building 21, Room 132, or contact them at 474-2417.

Horizon Health is the current provider for the university's Employee Assistance Program (EAP). This program is available to employees for counseling and/or treatment for an alcohol or other drug-related problems. Short-term counseling is free. If long-term care is required, treatment will be coordinated through the employee's health insurance. Services received through the EAP are confidential. Employees may contact Horizon Health directly at 1-800-272-7252.

At Your Service

Housing Office, Bldg. 21	474-2463
Human Resources, Bldg. 20E	474-2694
Student Affairs, Bldg. 21	474-2384
Student Health Center, Bldg. 63	474-2172
Student Health and Wellness Education, Bldg. 19	474-2258
University Counseling Center, Bldg. 19	474-2420
University Police, Bldg. 19	474-2415
Campus Emergency	474-2911

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**The University of West Florida
Drug-Free Workplace/Drug-Free Schools
Policy Statement**

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or the unlawful possession and unlawful use of alcohol is harmful, and is prohibited in and on the University of West Florida campus, the University's owned or controlled property, or as part of any of its activities. Any University of West Florida employee determined to have violated this policy shall be subject to disciplinary action for misconduct, which action may include termination and/or referral for prosecution. No employee is to report to work or class, or **any university activity** while under the influence of illegal drugs or alcohol. Violation of these policies by an employee will be reason for: (1) evaluation/treatment for a drug/alcohol use disorder, and/or (2) disciplinary action up to and including termination in accordance with applicable collective bargaining agreements for employees and other policies and procedures; and/or (3) referral for prosecution consistent with local, State, and Federal law. Employees are advised of the following Florida State Laws regarding the unlawful possession or distribution of illicit drugs and alcohol:

Florida Statutes, Chapter 893.147: Use, possession, manufacture, delivery or advertisement of drug paraphernalia.

1. **Use or Possession of drug paraphernalia:** It is unlawful for any person to use, or to possess with intent to use, drug paraphernalia:
 - a. To plant, propagate, cultivate, grow, harvest, manufacture, compound, convert, produce, process, prepare, test, analyze, pack, repack, store, contain or conceal a controlled substance in violation of this chapter; or
 - b. To inject, ingest, inhale, or otherwise introduce into the human body a controlled substance in violation of this chapter. Any person who violates this subsection is guilty of a misdemeanor of the first degree, punishable as provided in s.775.082, s.775.083, or 1s.775.084.

2. **Manufacture or delivery of drug paraphernalia:** It is unlawful for any person to deliver, possess with intent to deliver, or manufacture with intent to deliver drug paraphernalia, knowing, or under circumstance where one reasonably should know, that it will be used:

- a. To plant, propagate, cultivate. Grow, harvest, manufacture, compound, convert, produce, process, prepare, test, analyze, pack, repack, store, contain or conceal a controlled substance in violation of this act; or
- b. To inject, ingest, inhale, or otherwise introduce into the human body a controlled substance in violation of this act. Any person who violates

this subsection is guilty of a felony of the third degree, punishable as provided in s.775.082, s.775.083, or s.775.084.

Florida Administrative Code 6C6-3.021:

Alcoholic Beverages: Possession and use of alcoholic beverages on university premises shall comply with state law. Consumption of alcoholic beverages in public places on campus is prohibited except in those areas and under those conditions specified in 6C6-3.021(s) (3) and (4). All buildings and grounds on the campus are considered to be public places, except residence halls. As provided in Florida Statutes Chapters 561 (Beverage Law: Administration), 562 (Beverage Law: Enforcement), 563 (Beer), 564 (Wine) and 565 (Liquor), it is illegal for anyone to manufacture, distribute, or sell alcoholic beverages without a license obtained under Florida Law.

The use of illegal drugs and abuse of alcohol can lead to serious health problems, effects on one's mental, physical and personality characteristics and death. Substance abuse can adversely affect an employee's job performance and jeopardize the safety of co-workers and the public.

The University of West Florida has an Employee Assistance Program offered through the Office of Human Resources. Employees who are in need of treatment/counseling are referred to local agencies. Payment is the responsibility of the employee and care is coordinated by the Office of Human Resources with the individual's health insurance plan. Employees who do not have health insurance are referred to various volunteer groups within the area and are assisted in enrolling in a health plan at the next available enrollment period. Emergency short term services can normally be coordinated at no cost. All assistance/referrals are strictly confidential and do not become a part of the employees personnel file.

In order to comply with Federal Drug-Free Workplace Act, the University of West Florida requires that an employee employed on a grant or contract notify the employer of any criminal drug statute conviction of a violation occurring in the workplace no later than five (5) days after such conviction. The University must notify any Federal-contracting agency within ten (10) days of having received notice that an employee engaged in the performance of such contract or grant has had a criminal drug statute conviction for a violation occurring in the workplace. The University will take discipline action on any employee who is so convicted or require the employee's satisfactory participation in a drug abuse assistance or rehabilitation program.

UNIVERSITY POLICY:

TO: University of West Florida Community

FROM: Dr. John Cavanaugh, President

SUBJECT: Recruitment, Selection, and Appointment

Responsible Office/Executive: Executive Vice President and Human Resources

Policy/Purpose: All recruitment activities shall be planned and carried out in accordance with State and Federal laws, applicable rules, and the University of West Florida's commitment to equal opportunity.

CONTENTS:

- (1) Hiring Principles
- (2) Vacant Position
- (3) Appointment Types
- (4) Advertising Position Vacancies
- (5) Application
- (6) Selection
- (7) Appointment

(1) Hiring Principles

- (a) The University is committed to providing equal opportunity and nondiscrimination towards applicants and employees as it pertains to race, color, religion, age, disability, gender, marital status, national origin, sexual orientation and veteran status, consistent with State and Federal law.
- (b) University departments welcome and encourage applications from a diverse population.
- (c) The University will hire the most suitable individual for a position based upon position requirements, selection criteria, and needs of the department.

(2) Vacant Position

- (a) A position vacancy exists when an incumbent terminates an established position or when a new position is created.
- (b) A Position Description must be on file in Human Resources for University Work Force (*UWF*) employees.
- (c) A Position Requisition must be completed to begin the recruitment process.

(3) Appointment Types

(a) Faculty Appointment Modifiers

- 1. Regular - A continuing appointment or an original temporary appointment which may be followed by a continuing appointment.
- 2. Acting - A limited time appointment to a position primarily assigned administrative, additional, or replacement duties.

3. Adjunct – A Faculty OPS appointment. Adjunct appointments are for temporary or part-time employment and the term of employment is only for the period specified in the offer.
4. Provisional - An appointment of an individual who is not fully qualified, but who is expected to acquire such qualifications in a short period of time.
5. Visiting - An appointment of an individual having professional qualifications, when either the person or the position is not expected to be available for more than a limited period of time.
6. Research – A Faculty appointment for an individual who is engaged primarily in research.
7. Courtesy - An unpaid appointment which may include special academic privileges such as voting in departmental affairs. Persons appointed with this status may or may not be otherwise affiliated with the University.
8. Emeritus - An honorary title which may be conferred at retirement in recognition of distinguished service.
9. Phased Retirement – A Faculty appointment under the provisions of the Phased Retirement Program.
10. Multi-Year - An appointment which extends beyond one academic or fiscal year.

(b) University Work Force (*UWF*) Appointment Modifiers

1. Regular - A continuing appointment after successful completion of the designated orientation for the class.
2. Orientation - Appointment to a position class for a one year orientation period. Continuous successful performance in a class with the appointment modifier of temporary shall be counted towards completion of the required position orientation year.
3. Trainee
 - a. The appointment of an employee who has not passed a required examination but meets the minimum qualifications for the position; who is not fully qualified but is expected to acquire such qualification in a short period of time; or who is under a cooperative education program, a vocational rehabilitation program, an approved university training program, or an apprenticeship program.
 - b. The appointment of a law enforcement trainee who has not yet received a Certificate of Compliance must, within 180 consecutive days following trainee appointment, be actively enrolled in a certification program.
4. Temporary - An appointment to a vacant position, to replace an employee on leave, temporarily promoted or reassigned, or to overlap one employee with another for training purposes.
5. Emergency - An appointment for no more than six months where a vacancy must be filled immediately due to an emergency. Such appointments may be made without regard to the employee's training and experience or other provisions of these rules.
6. Time-limited - An appointment to a position funded by contract and grant, auxiliary, or local fund, for a project or specified period. Such designation must be made by the hiring authority at the time of recruitment. A time-limited position shall have the same

rights as a position with a regular appointment modifier, except such position shall not receive notice of separation and shall not have layoff and recall rights.

7. Provisional - An appointment of a person who is not fully qualified, but who is expected to acquire such qualifications in a short period of time.

8. Visiting - An appointment of a person having professional qualifications, when either the person or the position is not expected to be available for more than a limited period of time.

(4) Advertising Position Vacancies

(a) All vacancies must be advertised for a minimum of five working days on the online recruitment site unless an exception or exemption exists. This site is the official means for advertising position vacancies and is updated on a daily basis.

(b) Advertisements in outside publications, such as *The Chronicle for Higher Education*, *Black Issues in Higher Education*, and the *Pensacola News Journal*, must be reviewed by Human Resources prior to submission to Procurement and Contract Services.

1. The following statement shall be included in all outside print and electronic advertisements: UWF is an Equal Opportunity/Access/Affirmative Action Employer.

2. The following items are recommended in outside print and electronic advertisements:

a. Position Title. A working title may be used to better describe the position duties.

b. Position Number and FTE.

c. Job location.

d. Pay Information.

e. Minimum qualifications along with any preferred criteria.

f. Application deadline or notice of open posting.

g. A statement indicating where the application is to be submitted.

(c) Exceptions from advertising require review and approval from Human Resources and may include the following events:

1. Voluntary or Involuntary Change in Assignment or Demotion within a pay plan.

2. Academic Promotions.

3. Position Rotation (e.g., chair).

4. Change in Assignment, Demotion, Layoff Placements.

5. Emergency Appointments.

6. Temporary Appointments.

7. Reclassification of an occupied position.

8. Funding Change.

9. Appointment to positions of .50 FTE or less.

10. Appointment to a position as part of a settlement agreement.

11. Promotion of a University employee who completed a University endorsed educational leave program in good standing.

12. Reappointment to a position funded from contracts or grants that becomes available because of the reestablishment of a contract or grant.

13. Positions funded from contracts or grants, including positions funded from newly established or newly expanded contracts or grants, where the proposed incumbents are

specifically identified by name in the contract or grant and are critical to the success of the grant.

14. Positions, similar to positions that were advertised less than six months ago, for which acceptable pools generated by the previously advertised positions are available.

(d) Other Personal Services (OPS) positions, including student positions, are exempt from posting requirements.

(e) Waivers of Advertising

1. Requests for Waivers must be submitted to Human Resources for approval.

2. In reviewing such requests, Human Resources shall consider budgetary constraints, time constraints, emergency situations, discipline or field under-representation, documented recruitment challenges, and appointments in the best interest of the University.

(5) Application

(a) Applicants must submit an UWF application by the advertised job closing date.

(b) Applicants may be required to submit additional supporting documentation with the employment application as stated in the position advertisement such as a cover letter/letter of interest, resume/curriculum vitae, and list of references. Additional requirements may be appropriate for certain positions.

(c) Under Florida Law, veterans' preference for specified appointments and employment shall be given provided documentation is presented at the time of application.

(d) The hiring authority must maintain search records for three years from the date of hire.

(6) Selection

(a) Applicants selected for the position will best meet the position requirements, selection criteria, and the needs of the department.

(b) Employment eligibility shall be determined through verification of work history and official transcripts from an accredited college or university.

(7) Appointment

(a) After the offer is accepted, the hiring authority submits a Personnel Action Sheet, copy of the resume, and essential documents to Human Resources.

(b) Degree Waivers - Degree requirements for non-Faculty positions may be waived in accordance with the Human Resources' Degree Waiver Procedure.

(c) Background Screening

1. The University of West Florida conducts criminal background history screening on all final candidates prior to an offer of employment. A candidate's refusal to submit to background screening or fingerprinting shall disqualify the candidate.

2. This policy is in addition to the employment and education verification process.

3. Additional screenings may include the following areas:

a. Driving History - Verification of a valid and appropriate driver's license where required for the position.

b. Credit Check - A record search shall be conducted.

c. Fingerprinting for child care and law enforcement personnel.

(d) Direct Deposit- All employees are required to authorize direct deposit of their paychecks through electronic funds transfer at time of hire.

References: 1001.74 (19) FS. and relevant Collective Bargaining Agreements.

Approved By:

Date: _____

Dr. John Cavanaugh, President

Section 6

Recommendations for revising AOD programs

General Recommendations:

- Improve oversight of compliance processes; establish written procedure and annual calendar to improve data collection for the Biennial Review and documentation of annual distribution process.
- Improve access and navigation for online resources; annually review all materials and resources for continued currency.
- Continue to enhance research and assessment of programs; identify critical data points.
- Include Housing and Residence Life in developing and reporting related programming.