

UNIVERSITY OF FLORIDA
STATEMENT OF ORGANIZATION
AND OPERATION

The University of Florida is a state university and land-grant institution awarding bachelor's degrees, master's degrees, specialist's degrees, degrees on the doctorate level, and professional degrees. Its functions are to educate students, to perform research, and to render service to society.

The University of Florida Board of Trustees, a public body corporate and instrumentality of the State of Florida, sets policy and provides governance for the University pursuant to its powers as established by the Florida Board of Governors. The Board of Governors is a body created under the Florida Constitution that is responsible for the management of the state university system of Florida.

The University of Florida is organized and operates as follows:

(1) The President is the chief executive officer of the University. The Board of Trustees selects the President, subject to ratification by the Board of Governors. The Provost and Senior Vice President, vice presidents, academic deans, and policy level positions reporting directly or through a designee to the President shall be appointed by the President who has the authority to appoint, remove, and reassign these persons. The President, in accordance with University rules, delegates the powers and duties to administer and supervise academic and budgetary units to their appropriate administrators, including, but not limited to, the authority and responsibility for appointments, removal, reassignments, and other personnel decisions. Appropriate authority is delegated to administrators including, but not limited to, the Provost and Senior Vice President, vice provosts, vice presidents, deans, directors, and chairs.

The Provost and Senior Vice President assists the President and exercises the functions of the President in the President's absence. In the case of the death or incapacitating illness of the President, the Provost and Senior Vice President exercises the functions of the President until formal provisions are made by the Board of Trustees. Responsible to the President are the following ten vice presidents and the Chief Audit Executive, each of whom is appointed by the President and is vested with the powers and duties to administer and supervise in the area served:

- (a) Provost and Senior Vice President
- (b) Vice President for Finance and Administration
- (c) Vice President for Student Affairs
- (d) Vice President for Health Affairs
- (e) Vice President for Agriculture and Natural Resources
- (f) Vice President for Development and Alumni Affairs
- (g) Vice President for Research and Dean of the Graduate School
- (h) Vice President for Public Relations
- (i) Vice President and General Counsel
- (j) Vice President for Government Relations
- (k) Chief Audit Executive

(2) The Provost and Senior Vice President, is the chief academic officer of the University and advises the President on academic matters. Vice provosts and associate and assistant provosts share the duties and responsibilities of the Provost and Senior Vice President and may act as the Provost and Senior Vice President's designee in his or her absence. The Provost and Senior Vice President is responsible for all academic personnel appointments and policies, including University rules as set forth in Chapter 6C1-7, F.A.C.

Responsible to the President, through the Provost and Senior Vice President, are the deans of the colleges or functions and the directors of academic units or functions. In the cases of the Institute of Food and Agricultural Sciences (IFAS) and the J. Hillis Miller Health Center, the deans and directors are responsible to the Provost and Senior Vice President for academic procedures relative to academic programs and academic personnel matters. In all other matters the deans and directors in the Institute of Food and Agricultural Sciences and in the J. Hillis Miller Health Center are responsible to their respective vice presidents.

The college is the basic degree-granting unit of the University and may include departments, centers, and schools. The college is a unit of the University organized to conduct curricula of study and research and to recommend the granting of degrees. The faculty of the college establish requirements of the college for entrance, graduation, and degrees to be conferred, determine the arrangement and content of the curricula, and recommend to the President, by at least a two-thirds vote, the granting of degrees to those students who have complied with the college's requirements for degrees. The dean is the chief administrative officer of the college. The Provost and Senior Vice President as the President's designee appoints the dean. The dean is responsible to the President through the President's designee, has the authority and the responsibility for the administration and supervision of the college, and is the agent of the faculty for the execution of educational policy.

The colleges and schools at the University of Florida are the following: College of Agricultural and Life Sciences, College of Design, Construction and Planning, College of Fine Arts, College of Liberal Arts and Sciences, College of Business Administration, College of Dentistry, College of Education, College of Engineering, College of Public Health and Health Professions, College of Journalism and Communications, College of Law, College of Medicine,

College of Nursing, College of Pharmacy, College of Health and Human Performance, College of Veterinary Medicine, School of Accounting, School of Architecture, School of Building Construction, School of Natural Resources and Environment, School of Forest Resources and Conservation, School of Music, School of Art and Art History, School of Theatre and Dance, and the Graduate School.

Except for the Graduate School, a school is a unit subordinate to a college organized for a special program of studies. The administrative officer of a school, except for the Graduate School whose administrative officer is the Vice President for Research and Dean of the Graduate School, is the director. The school may have departments. The department is the fundamental unit of academic and administrative organization. The administrative officers of departments are chairs. Chairs and directors have the authority and responsibility for the administration and supervision of all activities of the department or the school. Chairs and directors are responsible to their deans and to their respective vice presidents. In the case of IFAS, the chairs and directors are responsible to their dean for programmatic matters and to the Vice President for Agriculture and Natural Resources for administrative matters.

The teaching, research, and extension functions of a department or school shall be conducted by the faculty under the auspices of the chair or director. Chairs or directors are recommended for appointment through the appropriate administrative channels to the President's designee who is the Provost and Senior Vice President.

Each college determines the courses required of its freshmen and sophomore students and courses designed to meet upper-division college requirements.

The Graduate School exercises general supervision over graduate programs within the University. The Vice President for Research and Dean of the Graduate School is the chief

administrative officer of the Graduate School. The Graduate Council assists the Vice President for Research and Dean of the Graduate School by reviewing and recommending policies related to graduate study and associated research. The Graduate Curriculum Committee reviews applications for new courses, and the Graduate Coordinators Advisory Council represents the departmental graduate coordinators to the Graduate School. The Office of Graduate Minority Programs (OGMP) reports to the Vice President for Research and Dean of the Graduate School and is responsible for recruiting and supporting underrepresented graduate students and undergraduate students in the McNair program. OGMP is supported by a Faculty Advisory Board appointed by the Vice President for Research and Dean of the Graduate School. Appointments to the Graduate Faculty are made by the Provost and Senior Vice President and the Vice President for Research and Dean of the Graduate School after nomination by the appropriate department chair and/or director of a school and the dean or director of the academic unit.

(a) The various interdisciplinary centers, bureaus, and institutes at the University are established and abolished according to specific funding and program needs. The administrative officers of these units are directors. These directors may be responsible to the Provost and Senior Vice President directly or indirectly through academic deans or other vice presidents or may be responsible directly to the Vice President for Health Affairs, the Vice President for Agriculture and Natural Resources, or the Vice President for Research and Dean of the Graduate School.

(b) The faculty of a college consists of: all departmental and center faculty as defined in the University of Florida Constitution who are members of the departments and centers in that college; faculty paid by another college but teaching regularly in the college as part of their

duties when so appointed by specific action of the deans concerned; and the deans, associate deans, and assistant deans of the college and the President of the University as ex officio members.

(c) The Dean for Continuing Education is responsible to the Provost and Senior Vice President for general supervision of the Division of Continuing Education, which administers the University's non-credit evening program, short courses, independent study by correspondence courses (credit and non-credit), and nonagricultural international programs.

(d) Responsible to the Provost and Senior Vice President is the Vice Provost for Information Technology and Senior Associate Vice President. Responsible to the Vice Provost for Information Technology and Senior Associate Vice President are the Director of the Office of Academic Technology, the Director of UF Computing and Networking Services, Web Administration, and the Director of Data Infrastructure ERP Implementation, who also serves as the information resources manager.

(e) Responsible to the Provost and Senior Vice President is the University Registrar who is in charge of the admission and registration of students, the maintenance of academic records, the scheduling of courses, and the issuance of transcripts of student records.

(f) Responsible to the Provost and Senior Vice President are the Vice Provost for Equal Opportunity Programs, who implements, monitors, and coordinates programs of Affirmative Action for faculty, staff, and students, the Vice Provost for Information Technology and Senior Associate Vice President, the Associate Provosts, the Assistant Provost, and the Budget Director. The Vice Provost for Information Technology and Senior Associate Vice President and the Associate and Assistant Provosts are delegated their duties and responsibilities by the Provost and Senior Vice President. The Budget Director administers university-wide financial planning

and budgeting, resource allocation, enrollment planning, and incidental revenue management.

The Assistant Provost serves as the data administrator and directs institutional research and the faculty personnel office.

(g) The Libraries are under the direction of the Director of Libraries who is responsible to the Provost and Senior Vice President.

(h) The Florida Museum of Natural History is a unit of the University of Florida created by the Legislature and is under the direction of the Director who is responsible to the Provost and Senior Vice President. The Museum carries a dual responsibility as a state museum of Florida and a University museum.

(i) The University Gallery is under the responsibility of the Director of the School of Art and Art History and is part of the College of Fine Arts.

(j) The Harn Museum is under the direction of the Director of the Museum who reports to the Provost and Senior Vice President.

(k) The Phillips Center for the Performing Arts, the University Auditorium, and the Boughman Center are under the direction of the Director of University of Florida Performing Arts (UFPA) who reports to the Provost and Senior Vice President and to the Dean of the College of Fine Arts.

(l) The radio and television stations, WRUF-AM and -FM and WUFT-TV and -FM, respectively, are operated by the College of Journalism and Communications. These provide broadcast experience for students enrolled in the College of Journalism and Communications.

(m) The Florida Engineering and Industrial Experiment Station was created by an act of the Legislature as a division of the College of Engineering. Its functions are to organize and promote the prosecution of research projects of engineering and related sciences, with special

reference to such problems as are important to the development of industries in Florida. It operates under the authority of the Division of Sponsored Research as to sponsored research grants and contracts and the disposition of proceeds from such research grants and contracts. The executive head of the station is the director who is either the Dean of the College of Engineering or a person nominated by such dean and approved for appointment by the President. In the latter case the director's relationship to the dean is equivalent to that of a head of a department in the College of Engineering.

(3) The Vice President for Student Affairs is directly responsible to the President and Provost and Senior Vice President and advises the President on extracurricular and co-curricular matters relating to students. This vice president formulates, develops, coordinates, implements, and directs University policies and programs relating to matters concerning non-academic aspects of services for students and student life. The units under this vice president's direct supervision are the Dean of Students Office, the Department of Housing and Residence Education, the J. Wayne Reitz Union, Student Financial Affairs, the Career Resource Center, and the Counseling Center.

Matters involving housing, financial assistance, and student conduct are the proper concerns of the Office of the Vice President for Student Affairs, which has primary responsibility in these areas. In addition, the Office of the Vice President makes available a variety of supporting services for students through the Reitz Union, the Counseling Center and the Dean of Students Office. This includes orientation programs for new students, multicultural student services and support, community/volunteer services, services for students with disabilities, and student recognition and awards programs. Activities of social organizations,

fraternities, sororities, student government, and other groups within the academic community are coordinated by appropriate personnel.

(4) The Vice President for Finance and Administration is the chief fiscal and business officer of the University and is advisor to the President and Provost and Senior Vice President on all fiscal and business matters pertaining to the University. This vice president directly supervises the Divisions of Finance and Accounting, Human Resources, Information Systems, Physical Plant, Environmental Health and Safety, Purchasing, Small Business & Vendor Diversity Relations, Facilities Planning and Construction Management, and Business Services, which includes certain auxiliary enterprises such as Laundry, Bookstore, Transportation and Parking, Mail and Document Services, and the coordination of all vending and food service contracts on campus. This vice president also supervises the University Police Department, the Operations Analysis Division, the O'Connell Center, and expenditures within the University's operating budget.

(a) The Finance and Accounting Division is responsible for the management and maintenance of all accounting records, for the control of the funds made available for the operation of the University and for the rendering of financial statements. This division coordinates the processing of all collections and disbursements of University funds, including the collection of student fees, processing of payrolls, management of contract and grant funds, and disbursement of financial aid. This division also maintains an inventory and record of all University property. In addition, this division is responsible for establishing and maintaining fiscal management and controls over the annual budget for the University and for the investment of funds.

(b) The Division of Human Resources is responsible for providing a coordinated system of personnel management and administration for all Technical, Executive, Administrative and Managerial Support (TEAMS) and University Support Personnel System (USPS) employees. The Division of Human Resources also provides central filing of personnel records as well as retirement, insurance and other fringe benefits counseling for faculty members. The Division of Human Resources is composed of the following six (6) sections: Central Employment, Classification and Compensation, University Benefits, Employee Labor Relations including Unemployment and Workers' Compensation, University Retirement including Processing and Records, and Employee Development. There are three (3) satellite Human Resources offices located outside the main office that report to the Employee Labor Relations section. The Division of Human Resources handles all matters in conformity with federal and state laws and the policies and the rules of the University.

1. The University President has delegated authority for the following actions and determinations to the Director and Associate Director of the Division of Human Resources:

a. Exempt Technical, Executive, Administrative and Managerial Support (TEAMS) Staff Employees.

- 1) Acting appointments.
- 2) Annual and all other salary increases in excess of the pay-range maximums.
- 3) Salary changes due to promotion, reassignment, and/or demotion.
- 4) Additional University employment and employment by a state agency or another state university.
- 5) Addition, deletion, and transfer of authorized positions.

- 6) Classification and reclassification of positions.
- 7) Overlap in TEAMS positions.
- 8) Disciplinary actions.

b. University Support Personnel System (USPS) Employees and Non-Exempt TEAMS Employees.

- 1) Advanced appointment rates for original and reinstatement appointments and promotion.
- 2) Pay for on-call assignments.
- 3) Applicant eligibility for a particular classification.
- 4) Appointments with trainee status.
- 5) Classification and reclassification actions.
- 6) All appealable personnel actions.
- 7) Disciplinary actions.

c. In addition to the above specific actions and determinations, this delegated authority extends to all areas of personnel administration for USPS and TEAMS personnel except Executive Service positions and those positions included as Academic Personnel in Rule 6C1-7.002, F.A.C. The Director and Associate Director may further delegate this authority.

(c) The Purchasing Division is responsible for the acquisition of all commodities and services required by the University. The Purchasing Division's procedures comply with generally accepted purchasing practices, including bidding procedures, establishment of term contracts, and establishment of lease arrangements for equipment and premises.

(d) The Division of Small Business and Vendor Diversity Relations is responsible for the coordination and administration of University programs to identify and utilize certified small and minority businesses.

(e) The Division of Business Services is responsible for the administration of the University of Florida Bookstores, food service, vending service, Laundry, Transportation and Parking, and Mail & Document Services.

(f) The Division of Environmental Health and Safety is composed of three departments: Occupational Health and Safety, Biological Safety, and Radiation Control and Radiological Services. Fire Equipment Services, Pest Control Services Auxiliaries and Building Code Compliance are also part of this division. The division is responsible for implementing and maintaining a program at the University of Florida to minimize injury to people, hazards to health, and damage to property.

(g) The Physical Plant Division is responsible for grounds maintenance, building maintenance, utility distribution and generation, custodial service, energy conservation, and architectural engineering services.

(h) The University Police Department is responsible for the security of the University's campus, its people and its property. It is also responsible for enforcement of the laws of the United States and the State of Florida, the ordinances of the City of Gainesville, as applicable, and the rules and regulations of the Board of Governors, the Board of Education and the University of Florida.

(i) The Information Systems Division is responsible for providing administrative computer service to the various divisions of the Office of Finance and Administration. The division coordinates the development of systems, programming, production, and scheduling, as

well as data entry and operations. It also manages the Terminal Data Center which provides remote job entry to other administrative users of the UF Computing and Networking Services.

(j) The Facilities Planning and Construction Management Division coordinates the development of all campus facilities through a process of budgeting, programming, design, and construction management. The division develops, maintains, and updates the University space inventory. The division is also responsible for the development and refinement of the University Master Plan and the updating and reevaluation of existing plans as part of a continuing planning process.

(k) The Division of Operations Analysis is responsible for networking and computer services for Finance and Administration.

(l) The O'Connell Center serves as an academic and instructional resource in addition to being a recreational and entertainment facility.

(5) The Institute of Food and Agricultural Sciences (IFAS), is a separate budgetary unit within the University of Florida, receiving its appropriated funds from the Florida Legislature, through the Board of Trustees, the President, and the Provost and Senior Vice President. As a land-grant institution, the University of Florida, acting through the Institute of Food and Agricultural Sciences, has a specific and special role in teaching, service, extension, and research. The Institute of Food and Agricultural Sciences is administered by the Vice President for Agriculture and Natural Resources who reports to and advises the President and Provost and Senior Vice President on Institute of Food and Agricultural Sciences matters. A dean is responsible for coordinating the total statewide effort for IFAS in each of the functional areas of teaching, research, and extension. They are designated as the Dean for Academic Programs, who also serves as Dean of the College of Agricultural and Life Sciences; the Dean for Research

and Director of the Florida Agricultural Experiment Station; and the Dean for Extension and Director of the Florida Cooperative Extension Service.

(a) IFAS is organized on a functional basis as follows:

1. Teaching: The College of Agricultural and Life Sciences, including the School of Forest Resources and Conservation, the School of Natural Resources and Environment, the College of Veterinary Medicine, and the College of Engineering, are the basic degree granting units for the University's agricultural and natural resources programs. In the College of Veterinary Medicine, the professional veterinary medicine degree is coordinated through the J. Hillis Miller Health Center. The Agricultural and Biological Engineering Department is responsible for the agricultural engineering degree program in the College of Engineering. The College of Agricultural and Life Sciences is the unit of all other undergraduate and graduate degree programs in IFAS, and the Dean of the College of Agricultural and Life Sciences reports to the Provost and Senior Vice President with regard to academic matters and in all other matters reports to the Vice President for Agriculture and Natural Resources. The Director of the School of Natural Resources and Environment, an interdisciplinary university-wide school, reports to the Vice President for Agriculture and Natural Resources and the deans of the Colleges of Engineering, Liberal Arts and Sciences, and Agricultural and Life Sciences.

2. Extension: The Florida Cooperative Extension Service is the administrative entity through which the University of Florida cooperates with the federal and local governments in the administration of the food, agricultural, natural and renewable resources, family and consumer sciences, 4-H, community resource development, energy extension, and marine advisory programs statewide. A Florida Cooperative Extension Service office is operated in each of the 67 counties of Florida under the leadership of a county extension director. Sea Grant

Extension programs are also provided in the coastal counties of the state. The effectiveness of county extension faculty in extending IFAS programs hinges on the development and maintenance of credibility and rapport with clientele, government, and the general populace of the county. It is, therefore, important that county extension faculty be cognizant of and sensitive to local canons and expectations regarding personal and professional conduct and relationships.

3. Research: The Florida Agricultural Experiment Station (FAES) is the entity through which the University of Florida, IFAS, conducts research in cooperation with the United States Department of Agriculture. FAES's mission is to invent, discover and develop applications of knowledge in support of the agricultural, human and natural resource industries of Florida. The FAES was created by the Florida Legislature as a result of the federal Hatch Act of 1887. FAES programs and budgets are managed by the FAES Director at 19 sites throughout the State of Florida.

(b) Each college or functional dean, school director, or department chair administers and coordinates a statewide program of teaching, research, and/or extension in the particular unit's program area. The colleges, schools, and departments of IFAS include:

1. The College of Veterinary Medicine (jointly administered by IFAS and the J. Hillis Miller Health Center) includes the Departments of Large Animal Clinical Sciences, Pathobiology, Physiological Sciences, Small Animal Clinical Sciences, and the Veterinary Medical Teaching Hospital.

2. The School of Natural Resources and Environment is administratively housed in IFAS but programmatically spans the Colleges of Engineering, Liberal Arts and Sciences, Agricultural and Life Sciences, Veterinary Medicine, and other colleges.

3. The School of Forest Resources and Conservation.

4. Sixteen departments, which are Agricultural Education and Communication, Agricultural and Biological Engineering, Agronomy, Animal Sciences, Entomology and Nematology, Environmental Horticulture, Food Science and Human Nutrition, Food and Resource Economics, Family, Youth and Community Sciences, Horticultural Sciences, Fisheries and Aquatic Sciences, Microbiology and Cell Science, Plant Pathology, Soil and Water Science, Statistics, and Wildlife Ecology and Conservation.

(c) IFAS employs the following interdisciplinary and/or multidisciplinary centers and programs:

1. The Center for Tropical Agriculture.
2. The Center for Natural Resources.
3. The Center for Cooperative Agricultural Programs.
4. The Center for Aquatic and Invasive Plants.
5. The Center for Nutritional Sciences.
6. The Sea Grant Extension program.

(d) The Research and Education Centers and demonstration units are located throughout the state. They are the Everglades Research and Education Center, Belle Glade; Gulf Coast Research and Education Center, Dover and Bradenton; Fort Lauderdale Research and Education Center; Tropical Research and Education Center, Homestead; Citrus Research and Education Center, Lake Alfred; North Florida Research and Education Center, Monticello, Marianna, Quincy and Suwannee Valley-Live Oak; Southwest Research and Education Center, Immokalee; Mid-Florida Research and Education Center, Apopka; Subtropical Agricultural Research Station (USDA), Brooksville; Indian River Research and Education Center, Ft. Pierce; Hastings Agricultural Research and Education Center; West Florida Research and Education Center, Jay

and Milton; Range Cattle Research and Education Center, Ona; Florida Medical Entomology Laboratory, Vero Beach; Tropical Aquaculture Laboratory, Ruskin; and the Plant Science Research and Education Unit.

(6) The J. Hillis Miller Health Center is a separate budgetary entity within the University of Florida receiving its appropriated funds from the Florida Legislature through the Board of Trustees, the President and the Provost and Senior Vice President. The Health Center is administered by the Vice President for Health Affairs who has the duties and responsibilities for the general supervision of the Health Center, which consists of the Colleges of Dentistry, Medicine, Nursing, Pharmacy, Public Health and Health Professions, and Veterinary Medicine, Veterinary Medical Teaching Hospital, the Student Health Care Center, University of Florida Health Science Center - Jacksonville, and affiliated clinics throughout the state. The College of Veterinary Medicine, including the Veterinary Medical Teaching Hospital and Clinics, is jointly operated with IFAS. The Deans of the Colleges named above are responsible to the Provost and Senior Vice President for academic procedures relative to resident instruction and academic personnel matters. In all other matters, the Deans in the J. Hillis Miller Health Center are responsible to the Vice President for Health Affairs. The Vice President for Health Affairs oversees the relationship of the Health Center with Shands Teaching Hospital and Clinics, dba Shands HealthCare, and Shands Jacksonville, both non-profit corporations that exist to support the University's Health Science Center. The Shands and Shands Jacksonville hospitals are the primary teaching sites of the College of Medicine physicians and are training sites for the Colleges of Dentistry, Nursing, Medicine, Pharmacy, and Public Health and Health Professions. Funds generated by patient care activities are used to support college operations. The Vice President for Health Affairs has oversight responsibility for these colleges' practice plan

corporations. Not-for-profit corporations are used for the deposit and disbursement of such funds by the Health Center colleges.

(7) The Vice President for Development and Alumni Affairs is responsible for, and directs and coordinates the operations associated with, the raising, receipt, management, investment and administration of gifts generated for the benefit of the University. This vice president's primary responsibilities include increasing the involvement and support of alumni and other interested individuals, corporations and foundations in the University of Florida and its programs. The University of Florida Foundation, Inc., is a non-profit corporation and direct support organization of the University whose purpose is to encourage and administer private financial support for the University of Florida.

(8) The Vice President for Research and Dean of the Graduate School is the director of the Office of Research and Graduate Programs (RGP) of the University. The Vice President for Research, as the director of RGP, has been designated by the President of the University under the powers granted to the Board of Trustees by the Board of Governors to carry out the responsibilities of the Division of Sponsored Research as authorized by Section 1004.22, F.S., and the implementation of Section 1004.23, F.S. concerning the work products of University personnel. The Vice President for Research is also the President of the University of Florida Research Foundation, Inc. (UFRF), a non-profit direct support organization of the University, whose purpose is to support research and associated technology transfer at the University. The UFRF is overseen by a Board of Directors chaired by the President of the University. The Vice President for Research serves as chairman of the University's Research Policy Council. The Office of the Vice President for Research is responsible for federal compliance as related to research, including animal care and human subjects.

(a) The Division of Sponsored Research was established by an act of the Legislature in 1963 to support and to foster research and sponsored training at the University, recognizing that research is essential to excellence in education and that its development is essential in providing maximum service to the State. The Division coordinates its efforts closely with the Office of Academic Affairs and the Graduate School. The operation, policies, and procedures of the Division are set and determined by the University through the Vice President for Research. The Vice President for Research and Dean of the Graduate School is in charge of the division and serves as chair of its Advisory Council.

(b) The Office of Technology Licensing (OTL) of RGP is responsible for all matters relating to patents, trademarks, and copyrights as related to the identification, protection, and commercialization of University-owned works and inventions. The OTL operates under the authority of Section 1004.22, F.S. and 1004.23, F.S., and represents the University in the implementation of its Intellectual Property Policy. The Director of OTL reports to the Vice President for Research and Dean of the Graduate School.

(c) The Vice President for Research and Dean of the Graduate School is also the chief administrative officer of the Graduate School as described in (2) above.

(9) The Vice President for Public Relations serves as senior public relations advisor and is responsible for establishing, coordinating and maintaining all internal and external public relations activities that forward the mission of the University. The Vice President for Public Relations is the chief public relations officer of the University and serves as the chairperson of the University of Florida Communicators Network. Other responsibilities include management of the University's crisis communications plan and evaluating all public relations activities on campus to ensure they meet the established goals.

Directly responsible to the Vice President for Public Relations are the Associate Vice President for Public Relations who manages internal programs and community outreach, and the Assistant Vice President and Director of News and Public Affairs, who serves as the primary media liaison for the University and is responsible for directing various media relations activities.

Also directly responsible to the Vice President for Public Relations are the Assistant Vice President for Public Relations, the Community Relations Coordinator, who manages internal programs and community outreach, and the Director of News and Public Affairs, who serves as the primary media liaison for the University and is responsible for directing various media relations activities.

(10) The Vice President and General Counsel serves as the chief legal officer of the University and advises the Board of Trustees and the President on all legal matters. The Vice President and General Counsel is responsible for all legal matters affecting the University, including the hiring of outside legal counsel for all units of the University as the Vice President deems necessary.

The Vice President and General Counsel directs University Board of Trustees operations functions, including supervision of staff assigned to such task, and serves as assistant corporate secretary to the Board. Directly responsible to the Vice President and General Counsel is the Deputy General Counsel, who serves in the place of the Vice President and General Counsel in the Vice President's absence.

(11) The Vice President for Government Relations is directly responsible to the President and the Provost and Senior Vice President, is responsible for all affairs related to advocacy at both the State and Federal levels. This vice president has joint responsibilities for

the Government Relations activities of all members of the University of Florida Government Relations Team in collaboration with the Provost and Senior Vice President, all vice presidents, and the Chair of the Board of Trustees' Committee on Government Relations. The Vice President for Government Relations also works collaboratively with the Chief Executive Officer (CEO) of Shands HealthCare. Both the Vice President for Government Relations and the CEO of Shands HealthCare report directly to the President on government relations issues relating to the University and Shands HealthCare.

(12) The Chief Audit Executive manages the internal audit function of the University and coordinates the University's external audits. The Chief Audit Executive is directly responsible to the President. This assurance and consulting activity is designed to evaluate and improve effectiveness of risk management, control, and governance processes of the University. Its independence and objectivity are enhanced through functional reporting to the Board of Trustees through its Committee on Audit and Operations Review. Directly responsible to the Chief Audit Executive is the Director of Auditing and Management Advisory Services who serves in the place of the Chief Audit Executive in the Chief's absence.

(13) The University Ombudsman reports jointly to the President and to the Provost and Senior Vice President and assists students under the procedures set forth in the University Record.

(14) The University Athletic Association, Inc., a non-profit direct support organization of the University, has responsibility for administration of the University's intercollegiate athletic program. Its executive officer is the Athletic Director. The President of the University appoints and is chairperson of the Board of Directors of the Athletic Association. The Athletic Director is appointed by and is directly responsible to the President of the University.

(15) The Faculty Senate is the legislative body of the University and has the power to act on matters of concern to more than one college, school, or other major academic unit or matters of concern which are otherwise of general University interest, subject to approval of the President, and in appropriate instances the Board of Trustees, and which are not otherwise required to be adopted as rules by the University pursuant to the Administrative Procedures Act. In exercising its legislative function the Faculty Senate may make such regulations and bylaws as it deems advisable for the fulfillment of its duties. Membership in the Faculty Senate includes ex officio members, elected members, and student members.

Policies adopted by the Faculty Senate and their application are set forth in the Senate Bylaws and in the Constitution of the University of Florida. The provisions of the Constitution are governed by, and subordinate to, the policies of the Board of Governors and University of Florida rules as set forth in the Florida Administrative Code.

(16) P.K. Yonge Developmental Research School is a laboratory and experimental school operated by the University of Florida through the College of Education. In charge of the school is the director, who is responsible to the Dean of the College of Education.

(17) The budget of the University of Florida includes funds appropriated by the Legislature of the State of Florida. The Provost and Senior Vice President is the chief budget officer of the University of Florida.

(18) The University operates on a modified semester system, with one full semester beginning in late August and another in early January. There are two summer terms. The dates of all terms are established by the University on an annual basis. An academic year for funding purposes consists of the fall and spring semester and the summer immediately preceding the fall term.

(19) The principal office of the University is the President's Office, 226 Tigert Hall, Post Office Box 113150, Gainesville, Florida 32611, Gainesville, Florida 32611, (352) 392-1311 voice and (352) 392-9506 facsimile. The office is open from 8:00 A.M. to 5:00 P.M., Monday through Friday, except on holidays.

(20) The Clerk of the University of Florida is located in the Office of the Vice President and General Counsel at 123 Tigert Hall, Post Office Box 113125, Gainesville, Florida 32611, (352) 392-1358 voice and (352) 392-4387 facsimile. The office is open from 8:00 A.M. to 5:00 P.M., Monday through Friday, except on holidays. The current clerk is Karon S. Grabel.

(a) All petitions and/or requests to the University of Florida made pursuant to Chapter 120, F.S., must be filed with the Clerk of the University and in accordance with the Uniform Rules of Procedure, Chapter 28-101 through 28-110, F.A.C. This includes, but is not limited to, the following:

- 1) Petitions to adopt, amend or repeal a rule;
- 2) Requests for copies of a proposed rule;
- 3) Requests for advance notice of rulemaking, rule development workshops, and public hearings on proposed rules.
- 4) Petitions for declaratory statements.
- 5) Petitions for variances and waivers from the University's rules by persons who are not University students or employees; and
- 6) Petitions for proceedings pursuant to Section 120.569 and Section 120.57, F.S.

(b) Documents can be filed by electronic transmission to 352-392-4387 under the following conditions:

1. A party who files a document by electronic transmission must represent that the original physically-signed document will be retained by that party for the duration of the proceeding and of any subsequent appeal or subsequent proceeding in that cause. The party who files the document by electronic transmission must produce the original upon the request of the other party or parties.

2. A party who elects to file a document by electronic transmission shall be responsible for any delay, disruption, or interruption of the electronic signals and accepts the full risk that the document may not be properly filed with the Clerk as a result.

3. The filing date for an electronically transmitted document shall be the date the Clerk receives the complete document.

(c) Rule and meeting notice requirements for the University are set forth in Section 120.81(1), F.S. The form of notices and agendas are set forth in Chapter 28-102, F.A.C.

(d) Information concerning variances from or waivers of University rules previously granted may be obtained from the Clerk. Petitions for variances or waivers must be filed with the Clerk (with a copy to the Administrative Procedures Committee) and shall contain all the information required under Section 120.542, F.S., and Chapter 28-104, F.A.C. Copies of that statute and Chapter 28-104, F.A.C. are available from the Clerk upon request.

Adopted 6/25/98.

Revised 08/25/98, 01/13/2000, 02/09/2000, 04/30/2003, 05/15/03, 01/15/04.

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