

August 31, 2011

The College of Fine Arts is pleased to announce the 7th Call for Faculty Enhancement Opportunity (FEO) Award applications.

Here is the **internal application process**:

1. Applications for this round of FEOs are due in the Dean's Office, ***in electronic form, no later than 4:00pm Friday, September 23, 2011***. *Early applications are welcomed.* The College of Fine Arts FEO Application is available at the College FEO website, <http://www.arts.ufl.edu/resources/FEO/about.asp>. The ***Timeline*** for this round is also available on the CFA website at the same link shown above.
2. *Faculty planning to request release time during the academic year must discuss this with their director before beginning the application process.*
3. Faculty must obtain the approval of their School Director. The School Director must sign the School Commitment Form, available at the College FEO website (see below).
4. School Directors ***do not*** need to review the contents of the FEO application or sign the FEO applications on page 8.
5. Faculty support and assistance with the application:
 - a. To calculate salary and benefit costs, use the CFA Salary and Benefit calculator at http://www.arts.ufl.edu/resources/FEO/salary_calc.asp. Contact Barbara Mitola in the Business Office at bmitola@arts.ufl.edu with specific salary and benefit questions.
 - b. Contact Victoria Masters in the Business Office at vmasters@arts.ufl.edu for expense budget assistance.
 - c. For assistance with review of the application contents, please contact Mary Patton at 273-1484 or via email at mpatton@arts.ufl.edu.
6. Once any anticipated academic year absence is approved and the School Commitment Form is signed by the director (electronic signatures are preferred), send the completed application and signed School Commitment Form via email to mpatton@arts.ufl.edu. ***DEADLINE: 4:00pm, September 23, 2011.***
7. The **Faculty Programs Committee** will review all applications and make recommendations to the Dean. You will be notified of the status of your application as soon as possible after final decisions are made. The complete selection process is outlined at http://www.arts.ufl.edu/resources/FEO/selection_process.asp.
8. Approved applications will be forwarded to the Associate Provost's office on or before **October 7, 2011**. At that time the UF FEO Task Force will review applications and select the awardees.

Announcement of awards will be made about late November, early December for FEOs effective Spring/Summer 2012.