

## **University of Central Florida Guideline on the Appointment of Individuals Holding Public Office**

The purpose of this guideline is to set forth the process to be used when a University of Central Florida college or other unit appoints an employee or consultant who holds or formerly held a political office at the local, state, or national level. It is not the purpose of this guideline to determine who would or would not be appointed, but rather to ensure that an appropriate review of the decision is made prior to the appointment. An appropriate review will minimize the possibility of negative repercussions based on a perception that a conflict of interest exists in making such an appointment.

### **Process:**

Prior to any offer of appointment being made as defined below, the person authorized to make an offer must discuss the matter with the appropriate dean or a vice president if the appointment will be made in an administrative division. After consultation with the vice president for university relations, the dean or vice president will discuss the matter with the provost and executive vice president and receive approval prior to an offer of appointment. If the provost and executive vice president is the appropriate hiring official, then the president shall be consulted and approve the appointment prior to an offer of appointment.

### **Definitions:**

*Political office* is defined as a position that is held as the result of a public election or appointment in mid-term to a position normally determined by a public election.

*Employee* is any person appointed to a position using the appointment types authorized by UCF Human Resources, including both regular and temporary (OPS or adjunct) categories, wherein the resulting payment will be greater than \$25,000 in a fiscal year.

*Consultant* is any person in which the company or person is paid using an IRS Form 1099 and the resulting payment will be greater than \$25,000 in a fiscal year. Consultant, as used in this guideline, includes a company wherein a principal owner or a key provider of the consulting services is an individual who holds or formerly held political office.