

Budget & Administration Committee meeting agenda for February 15, 2023

1. Call to Order
2. Approval of minutes from last meeting (1-18-2023)
3. Announcements and Recognition of guests
4. Ongoing Business:
 - i. Today's topic: February 15 meeting: Presentation and Q&A with Jana Jasinski, Vice Provost for Faculty Excellence. She will speak about the steps in the hiring process for faculty from the viewpoint of the HR business center and then the faculty search committee, per our charge to learn which steps in the hiring process might be sped up to increase UCF's competitiveness.
 - b. Upcoming meeting topics:
 - i. March 15 meeting is cancelled due to Spring Break
 - ii. April 19 meeting: assess what we've learned from our speakers and discuss next steps necessary to address our topics (approval times for foreign grad students and time to hire faculty).
5. Other Business
6. Adjournment

Attachments:

BA draft minutes 1-18-2023

Helpful links:

B&A committee website: <https://facultysenate.ucf.edu/committees/budget-and-administrative-committee/>

Committee guidance: <https://facultysenate.ucf.edu/committee-guidance/>

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Meeting ID: 235 099 890 241

Passcode: LqQqdL

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

[+1 407-440-1309](tel:+14074401309), [518304417#](tel:+1518304417) United States, Orlando

Phone Conference ID: 518 304 417#

[Find a local number](#) | [Reset PIN](#)

[Learn More](#) | [Meeting options](#)

Budget & Administration Committee Minutes for January 18, 2023

1. Meeting Called to Order at 2:30pm
2. Roll Call
Tina Buck, Keri Watson, Bobby Hoffman, Dinender Singla, Brigitte Kovacevich, Gerald Hector (ex officio), Glenn Martin, Hans Hagglund, Pamela Baker, Sumanta Pattanaik, Adam Wells
3. Approval of minutes from November 2022 meeting
Moved and seconded
4. Announcements and Recognition of Guests
Ashley Guritza, Winston Schoenfeld, Steve King
5. Presentation by Ashley Guritza, Director, Office of International Collaboration and Export Control (OICEC), with Dr. Winston Schoenfeld, Interim Vice President for Research (see attached slides)
6. Chair King thanked the committee for their work on this topic
7. Upcoming meeting topics:
 - a. February 15 meeting: Presentation and Q&A with Jana Jasinski, Vice Provost for Faculty Excellence. She will speak about the steps in the hiring process for faculty from the viewpoint of the HR business center and then the faculty search committee, per our charge to learn which steps in the hiring process might be sped up to increase UCF's competitiveness
7. Adjournment 3:30pm

A large, ornate, golden globe sculpture stands on a brick floor. The globe is highly reflective and features a grid of latitude and longitude lines. It is positioned in front of a brick wall. In the foreground, a large, circular seal of the University of Central Florida is visible, featuring the text "UNIVERSITY OF CENTRAL FLORIDA" and "1963". The seal also includes a central emblem with a star and the text "SCHOOL OF THE STATE".

The Florida Foreign Influence Act- Screening Process



International collaboration is an important aspect of higher education and should be a continued focus at UCF.



Florida Foreign Influence Act

The Florida Foreign Influence Act requires UCF to do three main things:



Screen certain individuals before offering those individuals employment in a research or research related support position.



Obtain certain information before approving employment related international travel.



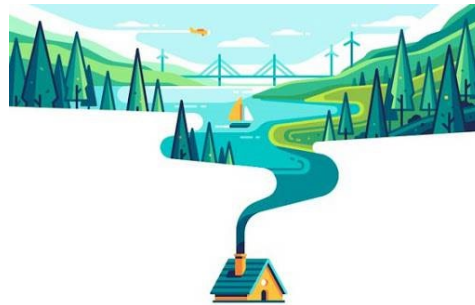
Review agreements with foreign entities to identify foreign influence red flags and provide a summary of certain agreements to the Board of Governors.

Research Position Screening Process



Overview

- Overview of the Law
- Process related to Employment Positions
- Process related to Doctoral Students





What does the law require?

Before offering a Research Position to certain individuals, the Act requires most Florida state-sponsored institutions, including UCF, to review and screen certain information. These requirements apply to:

1. All foreign nationals, defined as Non-U.S. Citizens/Non-U.S. Permanent Residents.
Note: Country and location does not matter.
2. U.S. Citizens or Permanent Residents:
 - A. Who have had one year or more of higher education, employment, or training in China, Cuba, Iran, North Korea, Russia, Syria, or Venezuela; and/or
 - B. Who have an affiliation (i.e., board membership, company ownership, honorary title, etc.) with an institution or program in China, Cuba, Iran, North Korea, Russia, Syria, or Venezuela.

These requirements do not apply to U.S. Citizens or U.S. Permanent residents if the employment or training was/is through an agency of the U.S. Government.



What does the law require?

Required Documentation:

1. CV/Resume containing certain information
2. Passport (Foreign Nationals Only)
3. Non-Immigrant Visa Application (Foreign Nationals Only)



What does the law require?

CV/Resume: This document must include the following information:

1. Every institution of higher education attended;
2. All previous employment since the individual's 18th birthday;
3. A list of all published material for which the individual:
 1. received credit as an author,
 2. received credit as a researcher,
 3. or contributed significant research, writing, or editorial support;
4. A list of the individual's current and pending research funding from any source, including funder, amount, role on the project, and a brief description of the research; and
5. A full disclosure of non-university professional activities, including any affiliation with an institution or program in China, Russia, Iran, North Korea, Cuba, Venezuela, or Syria.





What does the law require?

Screening: The Florida law requires that UCF take reasonable steps to:

1. Contact and verify every institution of higher education attended;
2. Contact and verify every employer over the last 10 years;
3. Review publicly available information to identify any education, employment, publication, or professional activity that may have not been included in the resume;
4. Review publicly available information to identify persons subject to sanctions or restrictions under U.S. federal law; and
5. Report to the nearest Federal Bureau of Investigation field office and the governing board (UCF Board of Trustees), the identity of any individual who was rejected for employment based on the screening process.



Process Related to Employment Positions



What positions are Impacted?

Employment in Research or Research Related Support Positions (Research Positions): These positions include:

- Adjuncts engaging in Research,
- Faculty,
- Graduate Research Assistants and Graduate Research Associates,
- Individuals compensated by research grant or contract funds,
- Individuals hired through the Inclusive Excellence or partner hire recruitment programs to conduct Research,
- Interns engaged in Research,
- OPS positions engaged in Research,
- Paid Visiting Researchers, including Visiting Assistant Professors and Visiting Research Associates,
- Post Doctoral Scholars, and
- Positions where the individual is engaged in Research.



What positions are Impacted?

What positions are Impacted?

- To better assist the UCF community in identifying the impacted positions, UCF has compiled a list of job codes. This list is available online at: <https://corona.research.ucf.edu/screening-process-for-research-positions/>.
- The screening process only applies to individuals seeking **employment** in research related positions.
- Screening is not required for:
 - Non-research related positions
 - Volunteers or unpaid positions
 - Administrative positions that support the research effort (i.e., proposal teams, contract teams, accountants, compliance teams, HR, etc.)
 - Students completing lab work or research as part of a class





Process

- Except for incoming doctoral students, **prior to an offer of employment**, the screening process for applicants being considered for employment in research or research related support positions must be **completed** in Workday. The screening process can be completed in Workday Recruitment (Requisition) or Workday Direct Hire.
- **Note:** We have a back up process through Dynamic Forms that can be used if something goes wrong in Workday or if someone will not be routed through Workday.





Process

- **Third-Party Background Check Vendor (Accurate):** The third-party background check vendor takes the reasonable steps to contact and verify employment and education.
- **Office of Institutional Equity (OIE):** OIE conducts a review to determine whether there has been any adverse impact on protected class applicants. If OIE determines there are concerns, OIE contacts the unit directly.
- **OICEC:** OICEC conducts a review of all the required information from a foreign influence perspective. An individual may be rejected for hire if the individual:
 - Fails to provide the required information,
 - Engages in activities that violate U.S. Federal/state laws or UCF policies, and/or
 - Fails to disclose a substantial educational activity; employment activity; research-related activity; publication; or presentation.



Process Related to Doctoral Students





Process

- **Doctoral Students admitted to UCF after Summer 2022:** Due to the impact on the student, beginning with Fall 2022 applicants, a policy decision has been made by UCF to screen Doctoral Students requiring screening at the time the student accepts their admission offer. *****Note:** UCF doctoral students admitted for Fall 2022 or after do not require screening in Workday. If a doctoral student is going through the Workday Direct Hire process, answer no to the first two questions on the Applicant Questionnaire and click "Submit." ***
- **Doctoral Students admitted to UCF prior to Fall 2022:** If the student has been a UCF GRA previously, screening is not required to rehire the student as a GRA. If the student has not been a UCF GRA previously, screening is required for foreign national applicants and certain U.S. Citizens/Permanent Residents (see the law section of this presentation) before offering the student a GRA position. If screening is required, the hiring unit must follow the applicable Workday hiring process.
- **Other categories (i.e., undergraduate, master, etc.) of students:** If screening is required (see the law section of this presentation for the categories of individuals that require screening), the hiring unit must follow the applicable Workday hiring process and the applicant must be approved through the screening process prior to an offer of employment in a Research or Research or Research Related Support Position.



Metrics and Questions



Metrics



Since launching the screening process on November 1, 2021, we have screened over 670 applicants.



Only one applicant has been denied employment. Before denying employment to that applicant, we attempted to work with the applicant several times to resolve the issue.



At this time, the screening process takes an average of 30 days.



Questions

1. Why is such a long time needed to get approval for foreign students to be approved? (Colleagues at other SUS where the process takes less time (day or weeks versus 3-6 months).
2. Why are there so many levels of approval?
3. Why are candidates who are already in the US with a Visa being delayed?
4. The departments have heard that they must pay for each screening process after this year. Given some departments heavy dependence on foreign students, the cost may be prohibitive. Why is the cost being pushed to the department and are there alternatives?



Resources

- UCF has also developed a website with general information related to this process and additional information related to foreign influence:
<https://corona.research.ucf.edu/protecting-against-foreign-influence/>
- UCF has developed template emails and handouts that hiring units can use to determine whether an individual requires screening and if screening is required, can be used to obtain the required information from the individual. UCF has also developed an optional template cv/resume that can be used by applicants. These documents are available online at: <https://corona.research.ucf.edu/screening-process-for-research-positions/> and in the Webcourses Foreign Influence Assessment Process Training.
- WE ARE HERE TO HELP. OICEC@ucf.edu



Thank you!

Contact Information:

Ashley Guritza

Director, OICEC

Ashley.Guritza@ucf.edu

407-823-0114



Workday Direct Hire

University of Central Florida Foreign Influence Screening Standard Operating Procedure



JUNE 2022

Workday Direct Hire Foreign Influence Screening Standard Operating Procedure

APPLICABILITY

This Standard Operating Procedure (SOP) is applicable to University of Central Florida (UCF) units wanting to offer employment in a research or research related support position (Research Position) to an individual that requires screening in accordance with the Florida Foreign Influence Act (Florida Statute 1010.35).

PURPOSE

Before offering a Research Position to certain individuals, the Act requires most Florida state sponsored institutions, including UCF, to review and screen certain information. These requirements apply to:

1. All foreign nationals, defined as Non-U.S. Citizen/Non-U.S. Permanent Residents.
2. U.S. Citizens or U.S. Permanent Residents:
 - a. Who have had one year or more of higher education, employment or training in China, Cuba, Iran, North Korea, Russia, Syria, or Venezuela; or?
 - b. Who have an affiliation (i.e., board membership, company ownership, honorary title, etc.) with an institution or program in China, Cuba, Iran, North Korea, Russia, Syria, or Venezuela.

These requirements do not apply to U.S. Citizens or U.S. Permanent residents if the employment or training was/is through an agency of the U.S. Government. For more information related to the requirements of the Act, please see: <https://corona.research.ucf.edu/screening-process-for-research-positions/> .

This SOP outlines the screening procedures that must be followed if the applicant is seeking employment through the Workday Direct Hire Process.

PROCEDURES

STEP 1: Identify Position as a Research Related Position.

As part of the direct hire process, the HR coordinator/HR partner will be asked in Workday to identify whether a position is a Research or Research Related Support Position. **Note:** If after looking at the Foreign Influence Screening Website you are still unsure whether a position is a Research or Research Related Support Position, contact OICEC at OICEC@ucf.edu. Failure to identify a Research Related Position as a Research Related Position at the beginning will cause delays in the hiring process.

STEP 2: Complete the Applicant Questionnaire and obtain Required Documents (if applicable).

A. Unlike the Workday recruitment process, direct hire applicants do not have access to the Workday application system. As such, before offering an applicant employment in a Research Position, the HR coordinator/HR partner will need to obtain certain information and, if applicable, all required documents (i.e., cv/resume, passport, visa application, etc.) from the applicant and attach the documents to the Applicant Questionnaire in Workday (see Image 1). OICEC has developed several templates that can be used to determine whether an applicant requires screening and to obtain the required information from the applicant. These documents are available online at: <https://corona.research.ucf.edu/screening-process-for-research-positions/> and in the Webcourses Foreign Influence Assessment Process Training. **Note:** UCF doctoral students admitted for Fall 2022 or after do not require screening in Workday. If a doctoral student is going through the Workday Direct Hire process, answer no to the first two questions on the Applicant Questionnaire and click "Submit."

B. Once you have obtained the required information and documents from the applicant, complete the Applicant Questionnaire in Workday (see Image 1) and, if applicable, attach all required documents. **Note:** The HR coordinator/HR partner will need to complete the Applicant Questionnaire before offering any direct hire applicant employment in a Research Position.

Image 1- Applicant Questionnaire

Instructions: Pursuant to Florida Statute 1010.35, prior to receiving an offer of employment in a research or research related support position, certain applicants are required to be screened through the UCF Foreign Influence Screening Process. To determine whether screening is required for this applicant, please answer the below questions, provide the required documents, and click "Submit."

Is the applicant a Foreign National (Foreign National does not include a U.S. citizen by birth, a naturalized U.S. citizen, or a U.S. permanent resident)?

Yes

No

Is the applicant a U.S. Citizen or Permanent Resident (Green Card holder) (1) who has had one year or more of higher education, employment, or training in China, Cuba, Iran, North Korea, Russia, Syria, or Venezuela and/or (2) has a current affiliation (i.e., board membership, company ownership, honorary title, etc.) with an institution or program in China, Cuba, Iran, North Korea, Russia, Syria, or Venezuela?

Yes

No

If you answered YES to any of the two above questions please upload the following document(s). To view specific information needed please visit: <https://corona.research.ucf.edu/screening-process-for-research-positions/>

If you answered YES to any of the two above questions please upload the following document(s). To view specific information needed please visit: <https://corona.research.ucf.edu/screening-process-for-research-positions/>

Please upload Resume or Curriculum Vitae.

Drop files here

or

Select files

If the applicant is a Foreign National, did they provide a copy of their non-immigrant visa application? The application can be retrieved within 30 days of its completion by logging into the Consular Electronic Application Center website. If the applicant did not provide a copy of their application, please click one of the alternative boxes below. This will not hold up the screening process

- The applicant has applied for a non-immigrant visa application and provided a copy of the application.
- The applicant applied for a non-immigrant visa application but is no longer able to obtain a copy of the application from the Consular Electronic Application Center website.
- The applicant has not applied for a non-immigrant visa application at this time. Please note that if the applicant accepts an offer of employment in a research related position the applicant will be required to provide a copy of the non-immigrant visa application as part of the visa process.
- Not applicable, the applicant is not a Foreign National.

- The applicant applied for a non-immigrant visa application but is no longer able to obtain a copy of the application from the Consular Electronic Application Center website.
- The applicant has not applied for a non-immigrant visa application at this time. Please note that if the applicant accepts an offer of employment in a research related position the applicant will be required to provide a copy of the non-immigrant visa application as part of the visa process.
- Not applicable, the applicant is not a Foreign National.

If the applicant is a Foreign National, does the applicant have a passport? If the applicant has a passport, they are required to provide a copy of the biographical pages of their passport. If the applicant did not provide a copy of their passport, please click one of the alternative boxes below. This will not hold up the screening process

- Yes
- No
- Not applicable, the applicant is not a Foreign National

STEP 3: Obtain a copy of the Education and Employment Report.

A. If screening is required, the HR coordinator/HR partner will need to receive an Education and Employment Report (E&E Report) from UCF's third-party background check vendor. UCF has coordinated with its third-party background check vendor to take the reasonable steps outlined in the Act to contact and verify employment/education history of the applicant. The HR coordinator/HR partner will be prompted through Workday to request an E&E Report. The applicant will be required to work with UCF's third-party background check vendor outside of Workday to provide the required information.

B. Once the E&E report is completed, the HR coordinator/HR partner will receive a copy of the E&E report via email from the UCF Knights Experience Team (kNEXT). Before submitting the Workday Foreign Influence Screening Questionnaire (see below), the HR coordinator/HR partner must attach a copy of the E&E report to the Questionnaire.

STEP 4: Foreign Influence Screening Questionnaire.

A. For applicants that require screening, the HR coordinator/HR partner will receive an email from Workday directing the HR coordinator/HR partner to complete a "To Do Step" in Workday to begin the Foreign Influence Screening Process (see Image 2). The "To Do Step" requires the HR coordinator/HR partner to log into Workday and complete the Workday Foreign Influence Screening Questionnaire (Questionnaire).

Image 2-Foreign Influence To Do Step Email Notification

From: ucf@myworkday.com <ucf@myworkday.com>
Sent: Friday, May 20, 2022 4:31 PM
To: Workday Test Notifications <WorkdayTestNotifications@groups.ucf.edu>
Subject: A To-Do Awaits you: Foreign Influence Check



Please log into the Workday system to complete this action.

[Click Here to view the notification details.](#)

This email box is not monitored. Please do not reply to this message.

B. To begin the Questionnaire, click on the “To Do Step” in Workday and click Create Request (see Image 3). Once you have clicked “Create Request,” Click “All” select “Foreign Influence” and click “Ok” (see Image 4 and 5).

Image 3-Create Request

Complete To Do Foreign Influence Check

3 minute(s) ago

For Floyd Faculty - R100203 Assistant Professor-Foreign Influence & Offers (C100166)

Overall Process Job Application: Floyd Faculty - R100203 Assistant Professor-Foreign Influence & Offers (C100166) on 05/20/2022

Overall Status In Progress

Instructions **Instructions:** Pursuant to Florida Statute 1010.35, prior to receiving an offer of employment, this applicant is required to be screened through the UCF Foreign Influence Screening Process.
STEP 1: To begin this process, please click "Create Request," select Request Type "Foreign Influence," and click "Ok." Once you are back on the Create Request page, please click "Submit."
STEP 2: You will receive a notification via Workday when the screening process is complete, and you will receive an action item in Workday. The page for the action item in Workday will look exactly like the Create Request page in STEP 1. To continue through the hiring process, ONLY click "Submit." Do not click "Create Request." If the applicant was denied/rejected through the Screening Process, the applicant should not continue to the next stage of the hiring process and the recruitment of this applicant should be terminated in Workday. **This applicant must be approved through the Screening Process before an offer of employment can be made.**

Create Request

enter your comment

Submit Save for Later Close

Image 4-Create Request

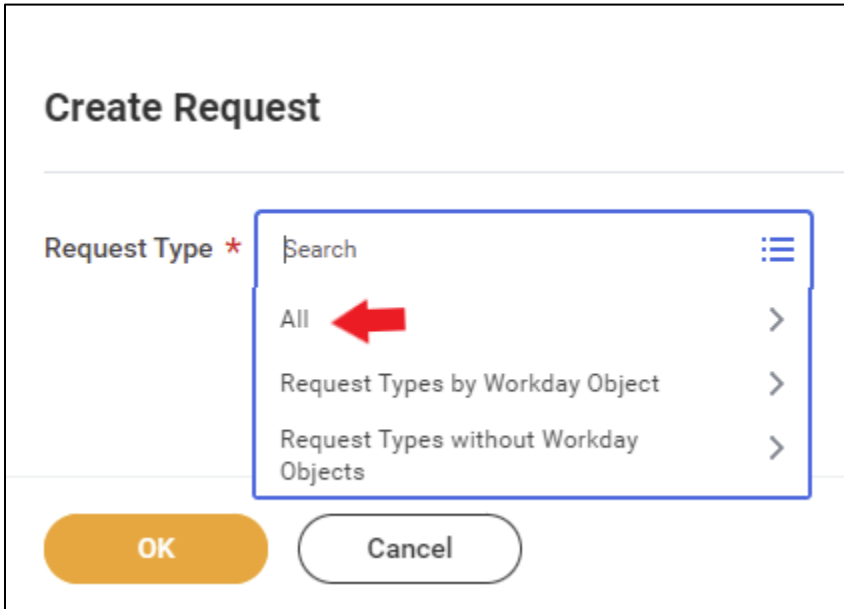
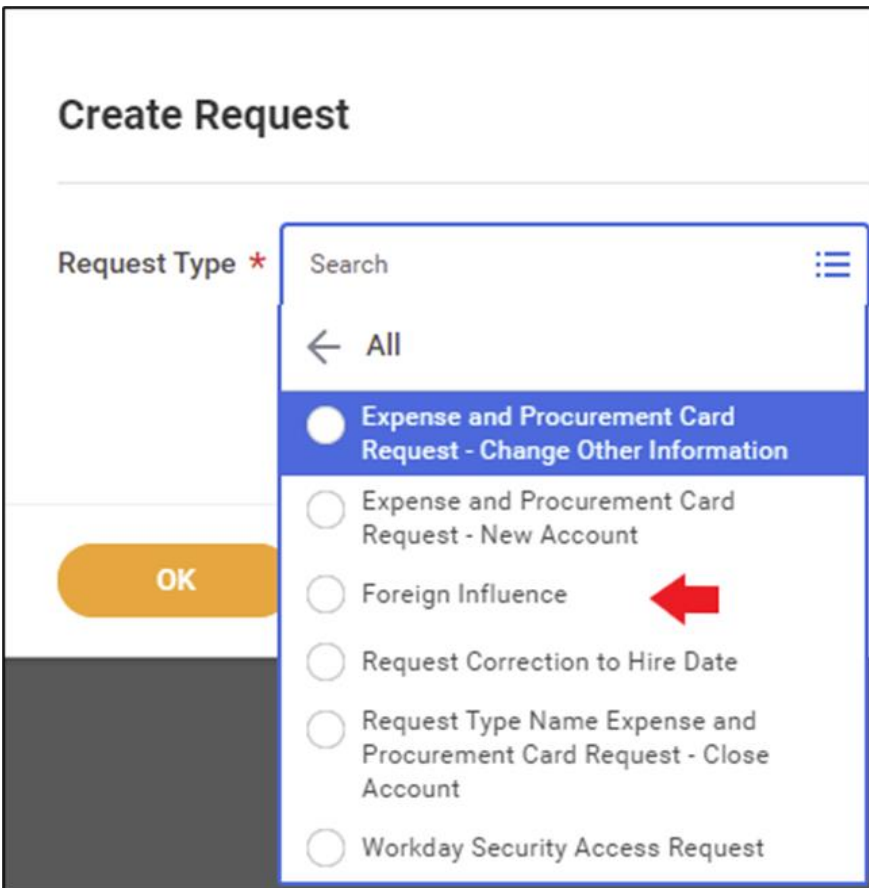


Image 5-Create Request



C. Complete the questionnaire, attach a copy of the E&E report, and click submit (see Image 6).

Image 6- Questionnaire

Foreign Influence 🏠

Instructions: Please complete all sections on this form and attach a copy of the third-party Education and Employment Check Report (E&E report). The only document you are required to attach to this form is the E&E report. Once you have taken the above steps, please click "Submit." The form automatically routes to the Office of International Collaboration and Export Control (OICEC) for review. This form is internal to UCF. Do not distribute this form outside of UCF, unless prior written authorization is obtained from OICEC. For questions related to this form or external requests related to this form, please contact OICEC at OICEC@ucf.edu.

Candidate ID (If a Direct Hire, enter N/A) (Required)

Candidate First Name (Required)

Candidate Last Name (Required)

Originating Job Requisition (If a Direct Hire, enter N/A) (Required)

Position (Required)

College (Required)

Department (Required)

Please attach E&E Report (Required)

Drop files here

or

Select files

enter your comment

Submit Save for Later Cancel

STEP 5: Office of Institutional Equity (OIE) and the Office of International Collaboration and Export Control (OICEC) Review.

A. Once the Questionnaire is submitted, the Questionnaire will automatically be routed to OIE and OICEC for review.

B. OIE will conduct a review to determine whether there has been any adverse impact on protected class applicants. If OIE determines there are concerns, OIE will contact the unit directly outside of Workday.

C. OICEC will review all the required information from a foreign influence perspective. An individual may be rejected for hire if the individual:

1. Fails to provide the required information,
2. Engages in activities that violate U.S. Federal/state laws or UCF policies, and/or
3. Fails to disclose a substantial educational activity; employment activity; research-related activity; publication; or presentation.

D. Once the review is complete, OICEC will respond in Workday with a recommendation on whether to approve or reject the hire. If an applicant fails the screening process, prior to completing the screening process in Workday, OICEC will contact the HR coordinator/HR partner directly outside of Workday. **Note:** The applicant must be approved through the Screening Process before an offer of employment can be made.

STEP 6: Complete the Foreign Influence Screening

A. The HR coordinator/HR partner will receive an email via Workday once the screening process is complete (see Image 7).

Image 7-Foreign Influence Check Complete Email Notification

From: ucf@myworkday.com <ucf@myworkday.com>

Sent: Friday, May 20, 2022 5:19 PM

To: Workday Test Notifications <WorkdayTestNotifications@groups.ucf.edu>

Subject: Foreign Influence Check Completed



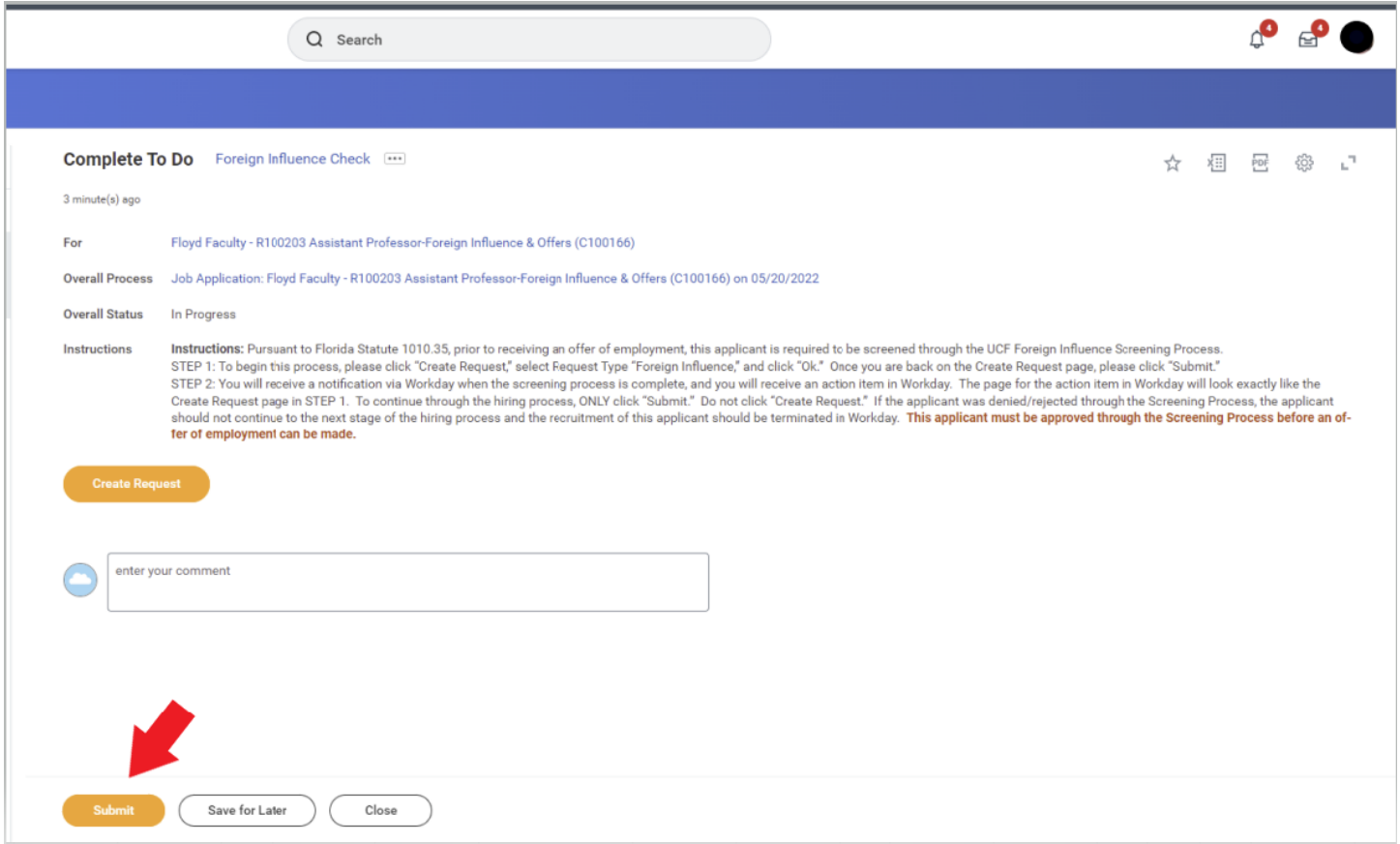
The UCF Foreign Influence Screening Process is complete. Please click on the link below to login into Workday and click on the action item Foreign Influence Check in the Inbox to complete this step. If the applicant was approved through the Screening Process, please click "Submit" to continue through the hiring process. If the applicant was denied/rejected through the Screening Process, the applicant should not continue to the next stage of the hiring process and the recruitment of this candidate should be terminated in Workday.

[Click Here to view the notification details.](#)

This email box is not monitored. Please do not reply to this message.

B. Once the email is received, click on the link in the email to view the outcome of the screening. If the applicant was approved through the screening process, click “Submit” on the Foreign Influence Check “To Do Step” (see Image 8). This allows the applicant to continue through the hiring process. The screen in Workday is going to look exactly like the screen in Step 3. For this step, do not click “Create Request.” ONLY click “Submit.” **Note:** If an applicant fails the screening process, prior to receiving this email, OICEC will contact the HR coordinator/HR partner directly outside of Workday. If the applicant fails the screening process, the applicant should not continue to the next stage of the hiring process and the recruitment of this applicant should be terminated in Workday. *** Please notify OICEC via email at OICEC@ucf.edu if the applicant does not accept the offer of employment.***

Image 8-Foreign Influence Check Completion Screen



Additional Resources and Contacts

Resources

- UCF Foreign Influence Screening Website: <https://corona.research.ucf.edu/protecting-against-foreign-influence/>
- Template emails and handouts: UCF has developed template emails and handouts that hiring units can use to determine whether an individual requires screening and, if screening is required, can be used to obtain the required information from the individual. UCF has also developed an optional template CV/resume that can be used by applicants. These documents are available online at: <https://corona.research.ucf.edu/screening-process-for-research-positions/> and in the Webcourses Foreign Influence Assessment Process Training.

Contacts

- For questions related to this SOP or the Foreign Influence Screening Process in general, please contact the Office of International Collaboration and Export Control at OICEC@ucf.edu .
- For human resource questions, please contact: hrbackgrounds@ucf.edu .
- For questions related to the F-1 or J-1 Visa Process, please contact UCF Global at intladmissions@ucf.edu .
- For questions related to institutional equity, including the required documents, please contact the Office of Institutional Equity at oiie@ucf.edu .

Workday Recruitment

University of Central Florida Foreign Influence Screening Standard Operating Procedure



JUNE 2022

Workday Recruitment Foreign Influence Screening Standard Operating Procedure

APPLICABILITY

This Standard Operating Procedure (SOP) is applicable to University of Central Florida (UCF) units wanting to offer employment in a research or research related support position (Research Position) to an individual that requires screening in accordance with the Florida Foreign Influence Act (Florida Statute 1010.35).

PURPOSE

Before offering a Research Position to certain individuals, the Act requires most Florida state sponsored institutions, including UCF, to review and screen certain information. These requirements apply to:

1. All foreign nationals, defined as Non-U.S. Citizen/Non-U.S. Permanent Residents.
2. U.S. Citizens or U.S. Permanent Residents:
 - a. Who have had one year or more of higher education, employment or training in China, Cuba, Iran, North Korea, Russia, Syria, or Venezuela; or?
 - b. Who have an affiliation (i.e., board membership, company ownership, honorary title, etc.) with an institution or program in China, Cuba, Iran, North Korea, Russia, Syria, or Venezuela.

These requirements do not apply to U.S. Citizens or U.S. Permanent residents if the employment or training was/is through an agency of the U.S. Government. For more information related to the requirements of the Act, please see: <https://corona.research.ucf.edu/screening-process-for-research-positions/> .

This SOP outlines the screening procedures that must be followed if the applicant is seeking employment through the Workday Recruitment Process.

PROCEDURES

STEP 1: Required Screening Documents.

For applicants being considered for a Research Position through the Workday recruitment process, except for the Education and Employment Report (see below), the applicant should have uploaded all the required documents/information as part of the application process. OICEC will contact the hiring manager and primary recruiter directly if the applicant failed to provide the required information and will work with the hiring unit to obtain the required documents/information outside of Workday.

STEP 2: Education and Employment Report (E&E Report).

A. UCF has coordinated with its third-party background check vendor to take the reasonable steps outlined in the Act to contact and verify employment/education history of the applicant.

B. Once the third-party background check vendor completes the reasonable steps, UCF receives an E&E report from its third-party background check vendor. The hiring manager and primary recruiter will be prompted through Workday to request an E&E Report. The applicant will be required to work with UCF's third-party background check vendor outside of Workday to provide the required information.

C. Once the E&E report is completed, the hiring manager and primary recruiter will receive a copy of the E&E report via email from the UCF Knights Experience Team (kNEXT). Before submitting the Workday Foreign Influence Screening Questionnaire (see below), the hiring manager or primary recruiter must attach a copy of the E&E report to the Questionnaire.

STEP 3: Foreign Influence Screening Questionnaire.

A. For Research Positions, the hiring manager and primary recruiter will receive an email from Workday directing the hiring manager and primary recruiter to complete a “To Do Step” in Workday to begin the Foreign Influence Screening Process (see Image 1). The “To Do Step” requires the hiring manager or primary recruiter to log into Workday and complete the Workday Foreign Influence Screening Questionnaire (Questionnaire).

Note: only one individual (i.e., the hiring manager or primary recruiter) must complete the steps in Workday. Once the steps are completed, the action item will be removed from the other user’s inbox.

Image 1-Foreign Influence To Do Step Email Notification

From: ucf@myworkday.com <ucf@myworkday.com>
Sent: Friday, May 20, 2022 4:31 PM
To: Workday Test Notifications <WorkdayTestNotifications@groups.ucf.edu>
Subject: A To-Do Awaits you: Foreign Influence Check



Please log into the Workday system to complete this action.

[Click Here to view the notification details.](#)

This email box is not monitored. Please do not reply to this message.

B. To begin the Questionnaire, click on the “To Do Step” in Workday and click Create Request (see Image 2). Once you have clicked “Create Request,” Click “All” select “Foreign Influence” and click “Ok” (see Image 3 and 4).

Image 2-Create Request

Complete To Do Foreign Influence Check

3 minute(s) ago

For Floyd Faculty - R100203 Assistant Professor-Foreign Influence & Offers (C100166)

Overall Process Job Application: Floyd Faculty - R100203 Assistant Professor-Foreign Influence & Offers (C100166) on 05/20/2022

Overall Status In Progress

Instructions **Instructions:** Pursuant to Florida Statute 1010.35, prior to receiving an offer of employment, this applicant is required to be screened through the UCF Foreign Influence Screening Process.
STEP 1: To begin this process, please click "Create Request," select Request Type "Foreign Influence," and click "Ok." Once you are back on the Create Request page, please click "Submit."
STEP 2: You will receive a notification via Workday when the screening process is complete, and you will receive an action item in Workday. The page for the action item in Workday will look exactly like the Create Request page in STEP 1. To continue through the hiring process, ONLY click "Submit." Do not click "Create Request." If the applicant was denied/rejected through the Screening Process, the applicant should not continue to the next stage of the hiring process and the recruitment of this applicant should be terminated in Workday. **This applicant must be approved through the Screening Process before an offer of employment can be made.**

Create Request

enter your comment

Submit Save for Later Close

Image 3-Create Request

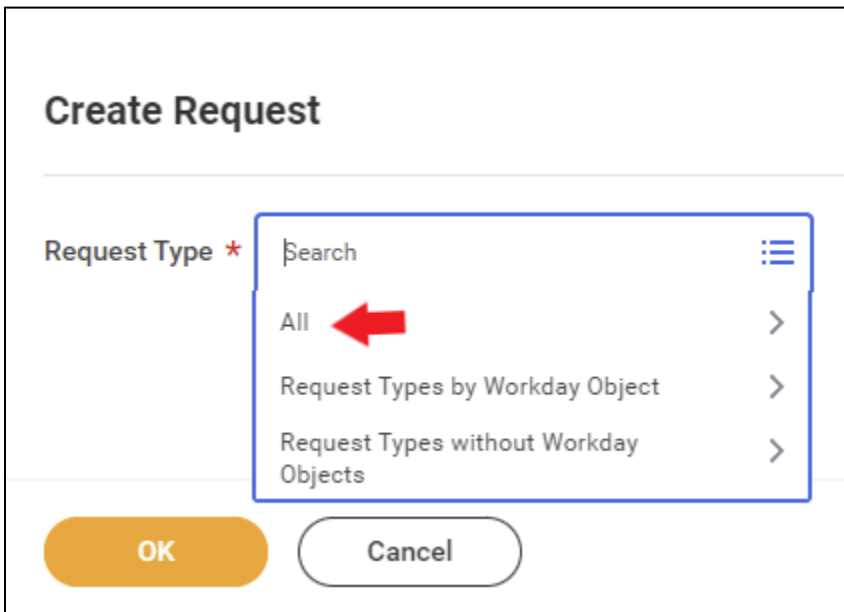
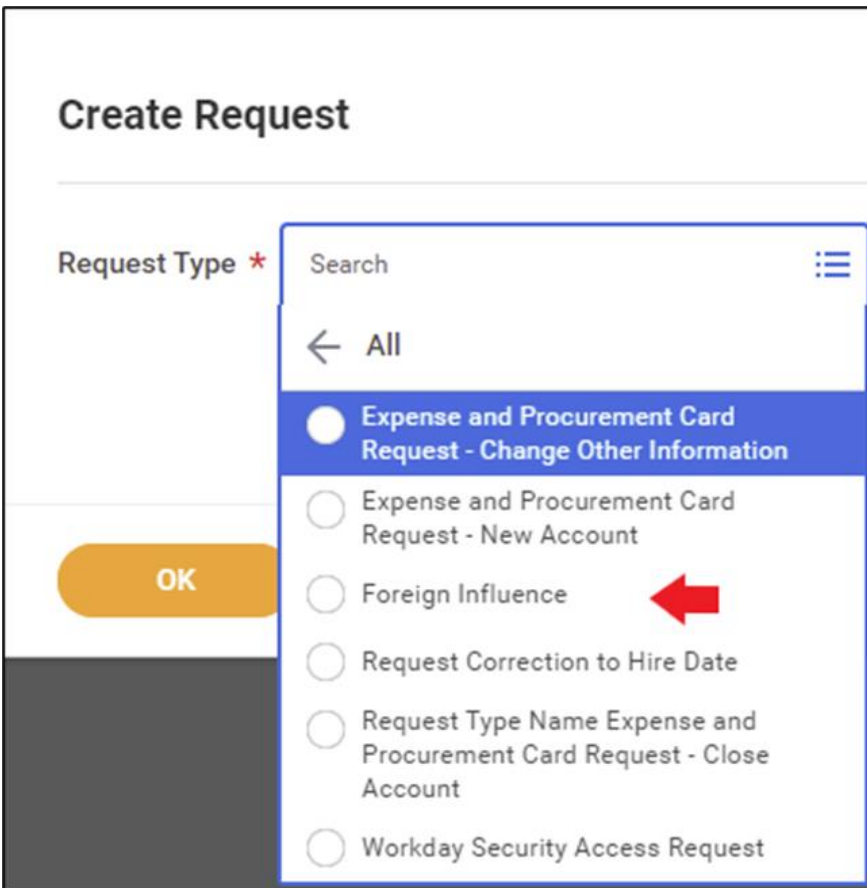



Image 4-Create Request



C. Complete the questionnaire, attach a copy of the E&E report, and click submit (see Image 5).

Image 5- Questionnaire

Foreign Influence 

Instructions: Please complete all sections on this form and attach a copy of the third-party Education and Employment Check Report (E&E report). The only document you are required to attach to this form is the E&E report. Once you have taken the above steps, please click "Submit." The form automatically routes to the Office of International Collaboration and Export Control (OICEC) for review. This form is internal to UCF. Do not distribute this form outside of UCF, unless prior written authorization is obtained from OICEC. For questions related to this form or external requests related to this form, please contact OICEC at OICEC@ucf.edu.

Candidate ID (If a Direct Hire, enter N/A) (Required)

Candidate First Name (Required)

Candidate Last Name (Required)

Originating Job Requisition (If a Direct Hire, enter N/A) (Required)

Position (Required)

College (Required)

Department (Required)

Please attach E&E Report (Required)

Drop files here

or

Select files

enter your comment

STEP 4: Office of Institutional Equity (OIE) and the Office of International Collaboration and Export Control (OICEC) Review.

A. Once the form is submitted, the form will automatically be routed to OIE and OICEC for review.

B. OIE will conduct a review to determine whether there has been any adverse impact on protected class applicants. If OIE determines there are concerns, OIE will contact the unit directly outside of Workday. If an individual is being considered for a position that requires a competitive search and search committee, the unit must email the Candidate Pool Evaluation Summary to oie@ucf.edu. For questions, please email oie@ucf.edu.

C. OICEC will review all the required information from a foreign influence perspective. An individual may be rejected for hire if the individual:

1. Fails to provide the required information,
2. Engages in activities that violate U.S. Federal/state laws or UCF policies, and/or
3. Fails to disclose a substantial educational activity; employment activity; research-related activity; publication; or presentation.

D. Once the review is complete, OICEC will respond in Workday with a recommendation on whether to approve or reject the hire. If an applicant fails the screening process, prior to completing the screening process in Workday, OICEC will contact the hiring manager and primary recruiter directly outside of Workday. **Note:** The applicant must be approved through the Screening Process before an offer of employment can be made.

STEP 5: Complete the Foreign Influence Screening

A. The hiring manager and primary recruiter will receive an email via Workday once the screening process is complete (see Image 6).

Image 6-Foreign Influence Check Complete Email Notification

From: ucf@myworkday.com <ucf@myworkday.com>

Sent: Friday, May 20, 2022 5:19 PM

To: Workday Test Notifications <WorkdayTestNotifications@groups.ucf.edu>

Subject: Foreign Influence Check Completed



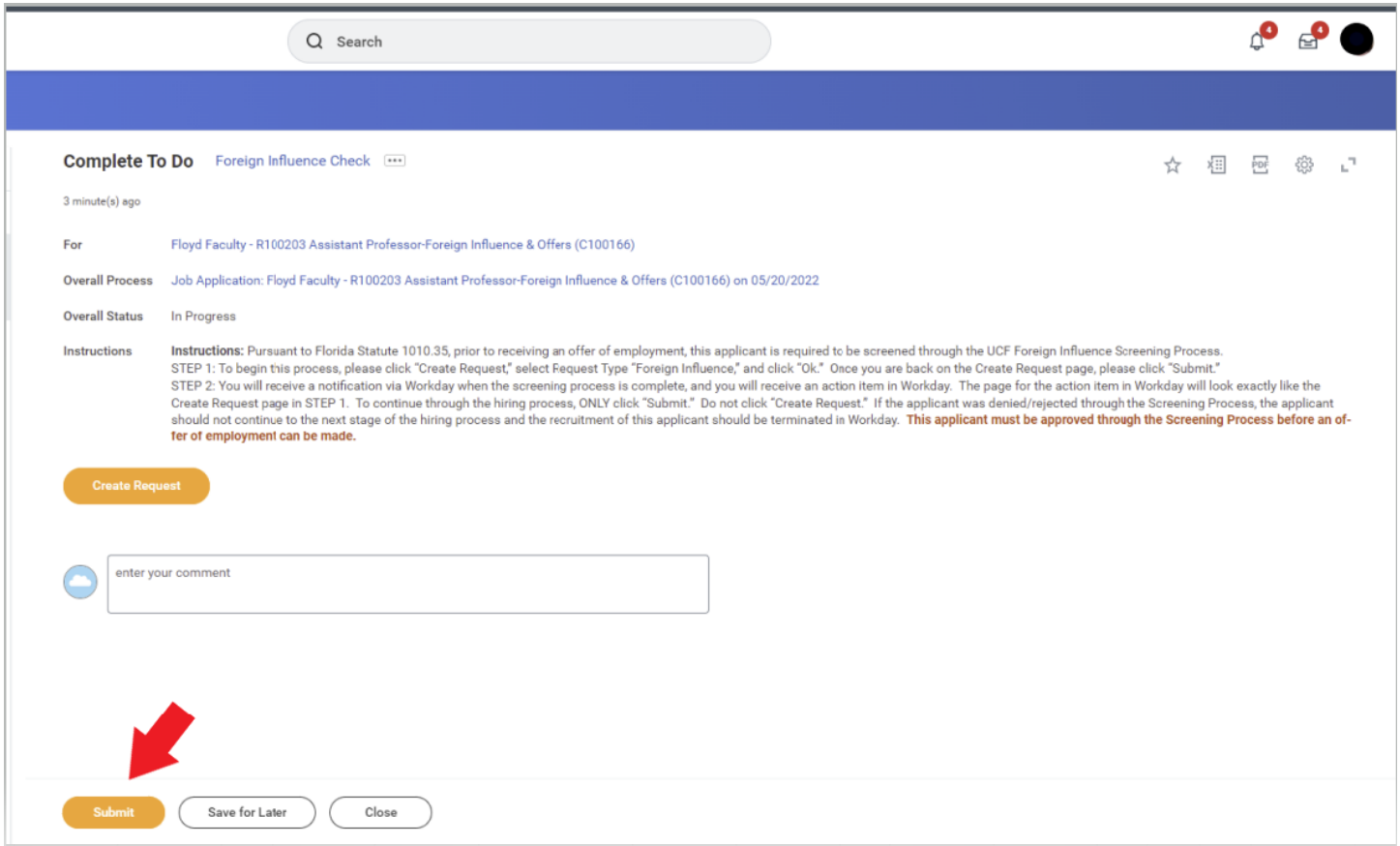
The UCF Foreign Influence Screening Process is complete. Please click on the link below to login into Workday and click on the action item Foreign Influence Check in the Inbox to complete this step. If the applicant was approved through the Screening Process, please click "Submit" to continue through the hiring process. If the applicant was denied/rejected through the Screening Process, the applicant should not continue to the next stage of the hiring process and the recruitment of this candidate should be terminated in Workday.

[Click Here to view the notification details.](#)

This email box is not monitored. Please do not reply to this message.

B. Once the email is received, click on the link in the email to view the outcome of the screening. If the applicant was approved through the screening process, click “Submit” on the Foreign Influence Check “To Do Step” (see Image 7). This will allow the applicant to continue through the hiring process. The screen in Workday is going to look exactly like the screen in Step 3. For this step, do not click “Create Request.” ONLY click “Submit.” **Note:** If an applicant fails the screening process, prior to receiving this email, OICEC will contact the hiring manager and primary recruiter directly outside of Workday. If the applicant fails the screening process, the applicant should not continue to the next stage of the hiring process and the recruitment of this applicant should be terminated in Workday. *** Please notify OICEC via email at OICEC@ucf.edu if the applicant does not accept the offer of employment.***

Image 7-Foreign Influence Check Completion Screen



Additional Resources and Contacts

Resources

- UCF Foreign Influence Screening Website: <https://corona.research.ucf.edu/protecting-against-foreign-influence/>
- Template emails and handouts: UCF has developed template emails and handouts that hiring units can use to determine whether an individual requires screening and, if screening is required, can be used to obtain the required information from the individual. UCF has also developed an optional template CV/resume that can be used by applicants. These documents are available online at: <https://corona.research.ucf.edu/screening-process-for-research-positions/> and in the Webcourses Foreign Influence Assessment Process Training.

Contacts

- For questions related to this SOP or the Foreign Influence Screening Process in general, please contact the Office of International Collaboration and Export Control at OICEC@ucf.edu .
- For human resource questions, please contact: hrbackgrounds@ucf.edu .
- For questions related to the F-1 or J-1 Visa Process, please contact UCF Global at intladmissions@ucf.edu .
- For questions related to institutional equity, including the required documents, please contact the Office of Institutional Equity at oiie@ucf.edu .