

The University of Central Florida

Faculty Senate

Faculty participation in the governance of the University of Central Florida is provided for by a constituent body, the general faculty, and its representative body, the Faculty Senate. The Faculty Constitution provides the framework for faculty participation in university governance.

Responsibilities

The Faculty Senate operates according to the principles of shared governance. The Senate serves as the main channel of communication between faculty members and the central administration of the university. The Senate constitutes the principal advisory body to the president and provost and executive vice president of the university. In this capacity, the Senate has the responsibility to review and make recommendations to them concerning decisions of the university on all matters pertaining to the welfare of the university, focusing particularly on those related to the academic mission. Senators report Senate activities regularly to their constituencies.

The Senate may discuss and take a position on any subject of university concern, and may formulate resolutions on these matters, either directly or through its committees. The Senate appoints faculty members to serve on the Senate committees as well as joint committees and councils; these committees carry out much of the work of the Senate. Senators are expected to serve on at least one Senate operational or curricular committee.

Membership

The Senate is composed of seventy-five elected members equitable apportioned among and representing the academic units of the university. Apportionment is made once a year, followed by the academic unit annual election.

Attendance, Vacancies, and Absences

Attendance - is determined by signing the roster at the beginning of each Senate meeting. Correction of the electronic attendance roster shall occur no later than the following Senate meeting by contacting the Office of the Faculty Senate.

Vacancies - If a senator is to be absent more than half of the regularly scheduled Senate meetings or unable to serve, an alternate based on the most recent election shall be appointed on an interim or permanent basis. When a senator is unable to complete his/her term, the alternate will fill the vacated seat for the remainder of the unexpired term. If the senator intends to reassume his/her seat, the Office of the Faculty Senate must be notified in advance of his/her absence. Interims shall only be appointed for absences greater than eight weeks but no longer than one academic year. All alternates and interim replacements are coordinated by the Faculty Senate Office.

Absences – There are no excused absences, therefore the Senate allows senators to miss up to half of the regularly scheduled Senate meetings due to conferences, travel, vacation, or other reasons. If a senator is scheduled for sabbatical or a Fulbright scholarship, an interim replacement can be coordinated. If a senator misses more than half of the regularly scheduled meetings without an interim replacement, the senator is presumed to have resigned from the Senate.

Officers

The Faculty Senate elects a chair, vice chair, and secretary as the first business at the first meeting of the new Senate in April. The chair appoints a member of the Faculty Senate to serve as the parliamentarian. When a Senate chair completes his or her elected term as a senator, he or she continues as an ex officio member of the Faculty Senate until his or her successor is replaced by a new Senate chair.

Senate Meetings

The Faculty Senate meets in regular session each month during the Fall and Spring semesters. Special meetings may be held at any time at the call of the Senate chair, the president of the university, the provost and executive vice president, or by written request of one-third of the Faculty Senate. There is no voting by proxy for Senate meetings, elections, or votes.

Speaking Privileges

All meetings are open to the university community. The president, provost and executive vice president, and vice presidents are extended privileges of the floor upon request; other non-members may be granted privileges upon written request or upon invitation of the chair.

Rule of Order

Meetings are conducted according to Robert's Rules of Order (latest edition), unless otherwise specified in the Faculty Constitution or Bylaws. See [Parliamentary Procedures](#) to determine how Senate meetings are conducted.

Quorum

A quorum for any meeting of the Senate consists of the majority of the Faculty Senate membership (38).

Senate Agenda

The Senate agenda and supporting materials are distributed through email one week prior to the scheduled meeting. Senators should review the agenda and materials prior to the meeting. If a resolution is being proposed, senators should discuss the resolution with constituents and be prepared to support or oppose the resolution based on the majority of their constituents.

The agenda for regular meetings shall be:

- Call to Order
- Roll Call
- Minutes
- Announcements and Recognition of Guests
- Report of the Provost
- Old Business
- New Business
- Committee Reports
- Other Business
- Adjournment

Senate Committees and Councils

Service on university committees and councils is the primary means of direct participation in university governance by faculty. There are three classes of committees and councils staffed by the Faculty Senate: Senate operational committees, Senate curricular committees and councils, and joint committees and councils. Ad hoc Senate committees may be established by the Senate or by the Steering Committee. Each faculty senator is expected to serve on at least one Senate operational or curricular committee.

Committee Governance

All rules and policies of the Senate govern the operation of its committees unless otherwise specified in the *Bylaws* of the committee. Senate committees may adopt temporary rules and policies necessary to the operation of committees. These temporary rules must be consonant with the constitution and the bylaws and are reported to the Faculty Senate Office (fsenate@ucf.edu) as they are adopted. Such changes are subject to subsequent approval by the Senate. Any Senate committee may formulate its opinion in the form of a resolution in the area of the committee responsibility. All committee resolutions are submitted to the Steering Committee. For a visual understanding of Senate committees, see [Faculty Senate Committees and Councils](#). For details regarding formulating a resolution, see [Senate Resolution Guidelines](#).

Eligibility for Membership on Committees and Councils

Faculty on one-year, non-renewable contracts and visiting faculty, regardless of their rank or duration of appointment, are not eligible to serve on committees or councils. A committee member designated as an ex officio member is a contributing member who takes part in all discussions and serves as a resource person but is non-voting and cannot serve as the chair of the committee unless specified otherwise.

Each year, the Faculty Senate Office solicits committee preferences from each senator. Although preferences can't be guaranteed, senators are given first preference to Senate operational and curricular committee assignments. All senators should review the duties of each committee and the standard meeting day and time prior to submitting the committee preferences. In the event of conflicts or other issues of non-attendance, contact the Faculty Senate Office at fsenate@ucf.edu.

Senate Operational Committees

Senate Operational Committees serve to expedite the efficient functioning of the Senate and its affairs and to address matters relating to faculty interests and functions. Except for the Steering Committee and subcommittee, Senate operational committees provide a committee update at each Senate meeting. A link to the detailed duties of each committee is provided.

- [Steering Committee](#) (**Thursdays 4:00-6:00p.m.**) - The Steering Committee of the Faculty Senate serves as the “executive committee” of the Faculty Senate. It advises the chair of the Senate and assists the chair in determining the agenda for Senate meetings.
 - [Committee on Committees](#) (**No standard meeting**) - A subcommittee of the Steering Committee serves as the Committee on Committees. This committee will be chaired by the Senate vice chair and handles all faculty committee assignments.

- [*Budget and Administrative Committee*](#) (Wednesday 2:30-3:30p.m.) - The Budget and Administrative Committee evaluates and recommends policies and procedures concerning university budget with special emphasis on the academic budget.
- [*Faculty Senate Parking, Transportation and Safety Committee*](#) (Monday 11:30-12:30p.m.) - The Faculty Senate Parking, Transportation and Safety Committee evaluates and makes recommendations concerning policy or procedures relating to parking, transportation, and safety.
- [*Information Technology Committee*](#) (Monday 2:00-3:00p.m.)- The Information Technology Committee evaluates and recommends policy and procedures concerning information technology and resources.
- [*Personnel Committee*](#) (Wednesday 11:30-12:30p.m.)- The Personnel Committee studies and recommends academic personnel policy and standards, including university-wide promotion and tenure criteria.

Senate Curricular Committees and Councils

Senate Curricular Committees govern college and university curricular and academic policies and procedures in cooperation with the College of Undergraduate Studies and/or the College of Graduate Studies.

- [*Undergraduate Council*](#) - The Undergraduate Council reports to the Senate on undergraduate policy and curricular matters. The council represents the members of all undergraduate committees and typically does not meet as a whole. The individual committees complete the work of the Undergraduate Council.
 - [*Undergraduate Policy and Curriculum Committee*](#) (Tuesday 12:00-1:00p.m.)
 - [*Undergraduate Course Review Committee*](#) (Tuesday 12:00-1:00p.m.)
- [*Graduate Council*](#) - The Graduate Council reports to the Senate on graduate policy and curricular matters. The council represents the members of all graduate committees and typically does not meet as a whole. The individual committees complete the work of the graduate Council.
 - [*Graduate Policy Committee*](#) (Wednesday 10:30-11:30a.m.)
 - [*Graduate Appeals Committee*](#) (Thursday 1:30 – 3:00p.m.)
 - [*Graduate Curriculum Committee*](#) (Wednesday 2:30-3:30p.m.)
 - [*Graduate Program Review and Awards Committee*](#) (Friday 9:30-10:30a.m.)

Joint Committees and Councils

Faculty involvement is important for the disposition of certain key university issues with academic and administrative implications. In the spirit of shared governance, these issues are dealt with by joint committees. These committees are established and dissolved by the president and the Senate. The general faculty are represented by members nominated by the Committee on Committees. Joint committees and councils membership consists of the major stakeholders in the university community. Joint committees, councils, or task forces shall report to the Senate and to the president or the responsible administrators designated in the bylaws. At any time, the president or Senate may evaluate the effectiveness of joint committees in conjunction with the Steering Committee. The Chair of each Joint Committee or Council submits an annual report to the Faculty Senate Office at the conclusion of the Spring semester.

- [*Academic Calendar Committee*](#) - The Academic Calendar Committee recommends to the provost and executive vice president regarding the academic calendar.

- [*Admissions and Standards Committee*](#) - The Admissions and Standards Committee considers appeals of admissions and readmissions of undergraduate students. Additionally, the committee considers appeals of decisions concerning administrative record changes made by the College of Undergraduate Studies for undergraduate students and the College of Graduate Studies for graduate students.
- [*Commencements, Convocations, and Recognition Committee*](#) - The Commencement, Convocations, and Recognitions Committee makes recommendations to the president and the provost and executive vice president regarding commencements, convocations, awards, honorary degrees, emeritus status, and other forms of recognition.
- [*Faculty Center for Teaching and Learning Advisory Committee*](#) - The Faculty Center for Teaching and Learning Advisory Committee makes recommendations to the Center director on professional improvement and instructional research activities that will enhance teaching and learning excellence and improve assessment and evaluation in all learning environments.
- [*Faculty and Staff Benefits Committee*](#) - The Faculty and Staff Benefits Committee recommends to the vice president for Administration and Finance on policies and programs that revise the benefits provided faculty and staff.
- [*Library Advisory Committee*](#) - The Library Advisory Committee provides advice to the Libraries concerning materials and services needed by faculty and students in their teaching and research endeavors.
- [*Research Council*](#) - The Research Council recommends to the vice president for Research and dean of the College of Graduate Studies on the interests of the faculty in research and scholarly activity at the university.
- [*Strategic Planning Council*](#) - The Strategic Planning Council recommends to the provost and executive vice president, policies to support the university's strategic planning process, including academic planning, institutional effectiveness, accountability, budget planning, and student services.
- [*Undergraduate Common Program Oversight Committee*](#) - The Undergraduate Common Program Oversight Committee provides oversight of courses and alternative plans to fulfill the General Education Program, diversity and technology requirements, as well as other program requirements common to all undergraduate students.
- [*University Athletics Advisory Committee*](#) - The University Athletics Advisory Committee serves as an advisory and recommending body for intercollegiate athletics on policies and procedures that relate specifically to student-athlete welfare and academic progress.
- [*University Bookstore Advisory Committee*](#) - The University Bookstore Advisory Committee advises the bookstore management concerning materials and services needed by all segments of the university community.
- [*University Honors Committee*](#) - The University Honors Committee recommends to the dean of The Burnett Honors College on policies and plans for the college.
- [*University Master Planning Committee*](#) - The University Master Planning Committee recommends to the vice president for Administration and Finance on short- and long-range issues related to land use, facilities planning, and future development of the campus, taking into account the protection and preservation of natural resources on the campus.
- [*University Parking and Transportation Committee*](#) - The University Parking and Transportation Committee recommends to the vice president for Administration and Finance concerning regulations governing traffic and parking on the UCF campus.
- [*University Promotion and Tenure Committee*](#) - The University Promotion and Tenure Committee reports to the provost and executive vice president its recommendations on all applications for promotion and tenure.

- *University Travel Awards Committee* - The University Travel Awards Committee makes recommendations to the provost and executive vice president regarding special travel awards to faculty.