

Welcome to the UCF Faculty Senate

The Role of the Senate

- Serves as the main channel of communication between faculty members and administration.
- Advisory body to the president and provost.
- Participation in the governance of the University of Central Florida.
- Collaborate and make recommendations to administration concerning the welfare of the university, focusing on the academic mission.

The Role of the Senate

- Initiate policies or make recommendations either directly or through its committees.
- Senators serve on various committees; these committees carry out important Senate and university business.

The Role of a Senator

- Represent and collaborate with your constituents.
- Communicate issues that impact colleges and faculty.
- Represent your college by serving on at least one Senate operational or curricular committee.
- Attend scheduled senate meetings; attendance is posted on the Faculty Senate website.

Senate Committees and Councils

Senate Committees and Councils

Each committee has specific responsibilities. Three classes of committees and councils are staffed by the Faculty Senate:

1. Senate operational committees.
2. Senate curricular committees and councils.
3. Joint committees and councils.

Senate Operational Committees

- Steering Committee
 - Committee on Committees - Subcommittee
 - Nominating Committee - Subcommittee
- Budget and Administrative Procedures Committee
- Personnel Committee
- Faculty Senate Parking Advisory Committee

Senate Operational Committees

- Provide updates at each of the Faculty Senate meetings.
- Committee members continue to serve until their replacements are appointed.
- Each operational committee is chaired by a current senator.
- Each committee brings policy matters to the Faculty Senate Steering Committee for consideration.

Senate Curricular Committees and Councils

- Undergraduate Council – divided into:
 - Undergraduate Policy and Curriculum Committee
 - Undergraduate Course Review Committee
- Graduate Council – divided into:
 - Graduate Policy Committee
 - Graduate Appeals Committee
 - Graduate Curriculum Committee
 - Graduate Program Review and Awards Committee

Senate Curricular Committees and Councils

Govern college and university curricular and academic policies and procedures in cooperation with the Office of Undergraduate Studies and the College of Graduate Studies.

Joint Committees and Councils

- Academic Calendar
- Admissions and Standards
- Commencements, Convocations, and Recognition
- Faculty Center for Teaching and Learning Advisory
- Information Technology Resource Advisory
- Library Advisory
- Research Council
- Strategic Planning Council

Joint Committees and Councils

- Undergraduate Common Program Oversight
- University Athletics Advisory
- University Bookstore Advisory
- University Honors
- University Master Planning
- University Parking and Transportation Advisory
- University Promotion and Tenure
- University Travel

Senate Joint Committees and Councils

Joint committees and councils report to the Senate, the president, or the responsible administrator.

Committee Staffing

Committee Staffing

- Completed by each college Committee on Committee Representative in consultation with the Provost, dean's designee, or administrator.
- Staffed over the summer.
- Membership criteria varies by committee.
- Term lengths varies by committee.

Committee Staffing

Senate Committees

- Staffing completed by each college Committee on Committees representative.
- Senators appointed to vacant seats based on committee preference form.
- Remaining seats filled by general faculty.

Note: Every effort is made to satisfy preferences – but this is not a guarantee

Committee Staffing

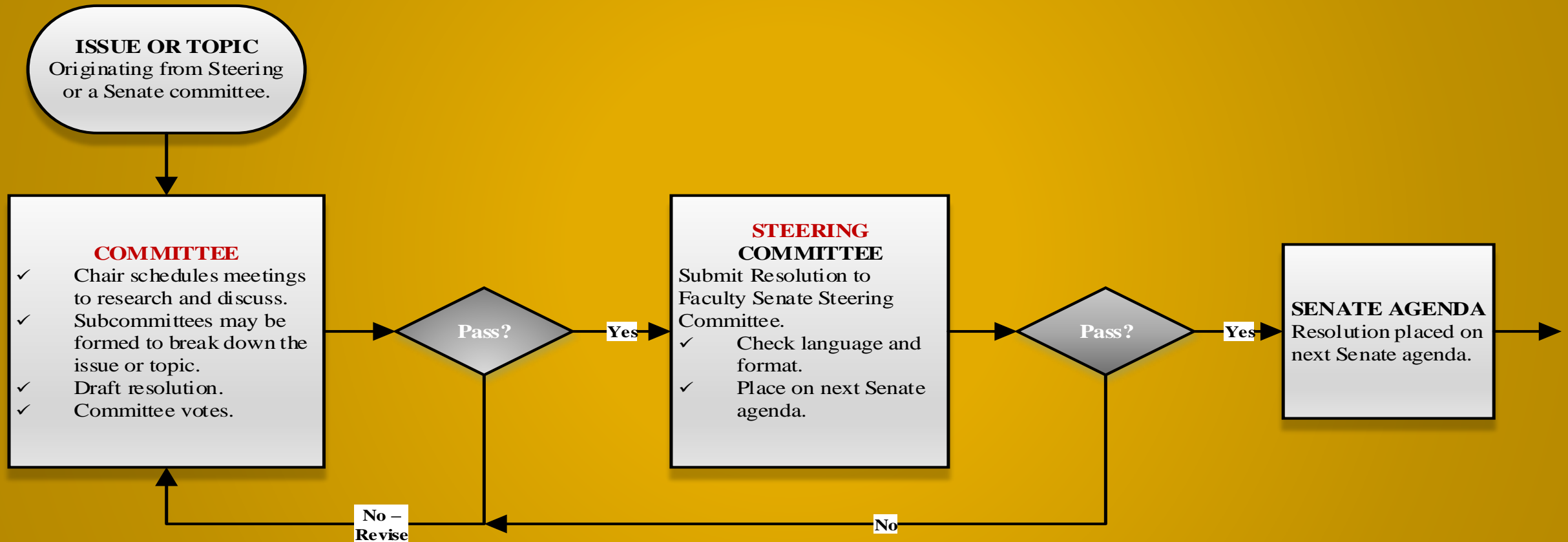
Joint Committees and Councils

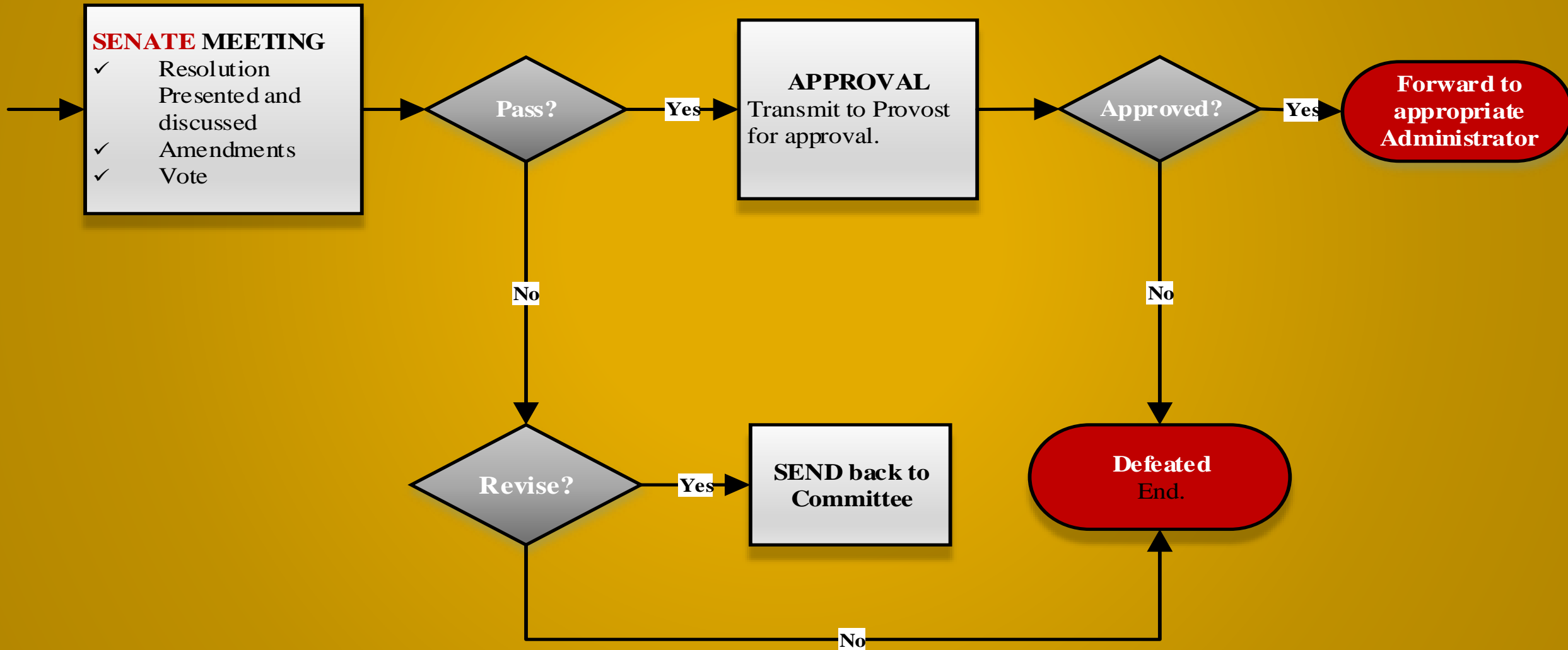
- Staffing completed by each college Committee on Committees representative in consultation with dean's designee and/or administrator who oversees committee.
- Can be staffed with any member of the general faculty.

Resolutions

Resolutions

- Formally identifies an issue or need.
- Formally communicates the sense of the Faculty Senate and represents the general faculty.
- Processed during the senate session; Fall through Spring.





Resolution Process

Timeframe and deadlines to submit resolutions:

(Senate year ends in March)

Committee → Steering

Resolution must be submitted one week prior to the meeting.

Steering → Senate

Resolution must be submitted one week prior to meeting.

Senate → Provost

Upon approval the resolution is posted on the Faculty Senate website.

Note: If deadline missed, resolution could take an extra month to get through the process.

Writing Resolutions

All resolutions are written in the same format using “Whereas” and “Be it Resolved” clauses.

Whereas clauses

Whereas clauses provide statements as to why the resolution is needed.

- Should be followed by a comma.
- End each Whereas statement with a semicolon and have an “and” after the semicolon if multiple statements.
- End the last Whereas clause with a semicolon followed by “therefore.”

Example Resolution with Whereas clauses

Whereas, the UCF Faculty Senate, university administration, and Board of Trustees have previously recognized and endorsed diversity and non-discrimination; **and**

Whereas, the policy of endorsing the extension of benefits to university registered domestic partners ensures equity and non-discrimination for university personnel; **therefore**

Writing Resolutions

Be It Resolved clauses

State the desired action(s).

- Should be specific.
- End each statement with a semicolon and have an “and” after the semicolon if multiple clauses.
- State, “Be it further resolved” for each additional clause.

Example Resolution with Be It Resolved clauses

Be it resolved that the University of Central Florida Faculty Senate supports the university's intention to prohibit smoking on all university owned, operated, leased and/or controlled properties in order to maintain a healthy and safe environment for its faculty, staff, students, and visitors.

Be it further resolved that the prohibition of smoking will be non-punitive and smoking cessation resources will be readily available to those who smoke.

www.FacultySenate.ucf.edu

Members

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Resolutions