

Faculty Senate Steering Meeting

February 14, 2008

Dr. Manoj Chopra, Faculty Senate Chair, called the meeting to order at 4:02 p.m.

The roll was circulated for signatures. The minutes of January 8, 2008 were reviewed and approved with editorial revisions per Dr. Cook.

Steering Officers present Drs. Ida Cook and Pamela Ark.

Steering Committee Members present Drs. Howard, Jewett, Kamrath, Koons, Gunter, Orooji, Liberman, LiKamWa, Muller, and Pennington.

Steering Members absent Dr. Chase (out of the country), Drs. Daniell, Kassab, Lynxwiler

Administrators present Provost Hickey, Drs. Schell and Huff-Corzine

Guests: Dr. Kevin Belfield, Chair of Chemistry Department and Mr. Thomas Potter, Department of Music, Dr. Patricia Bishop, Vice Provost for Graduate Studies

Announcements

Lisa Sklar was welcomed as the new administrative assistant to the Faculty Senate Office. Lisa previously worked in the Honors College with student development/scholarship advising.

Old Business

Revised Resolution 2007-08-05 Appointment and Evaluation of School Directors and Department Chairs from Personnel Committee

The revision was reviewed in detail by the steering committee members. Suggestions were offered by friendly amendment of the insertion of the word 'regular' preceding the last part of the sentence as follows:

Be it resolved, that the Faculty Senate endorses the following guidelines for appointment and evaluation of *regular* directors and department chairs.

The recommended changes in the document were moved and seconded by Drs. Pennington and Gunter, respectively. The vote was unanimous to approve with the changes as noted.

New Business

Addition to Agenda – *Dr. Liberman reporting*

Dr. Liberman brought forward a proposed revision to Faculty Senate Resolution 2007-2008-04 – ETD Dissemination Policy to add the role of the faculty or thesis advisor. The motion was made to add to the agenda, seconded and unanimously approved to add the item to today's agenda.

Dr. Chopra received the document and copies were distributed to committee members. The ETD Dissemination Policy document is a revision to the constitution. Thus, Dr. Cook noted that since the resolution was previously approved by the full Faculty Senate, the proposed changes must be sent to the full senate for a vote.

ACTION: Members voted to send forth the resolution document. In addition, for information only the *Thesis and Dissertation Attachment Form* will be available for review at the meeting. It was clarified that senators will only be voting on the resolution and not the attachment form with the document.

Provost's update – Provost Hickey reporting

- *Budget Overview:* The budget situation is fluid and UCF will not know for certain the extent of the budget changes until mid-March, at which time the budget shortfall will be addressed by the legislature. All units were strongly encouraged to offer a full load of course availability to students in summer semester of 2008. Provost Hickey has sent out a Provost Update Newsletter on the budget and will continue to provide more information. The next two years are anticipated to be challenging budget years in the State of Florida.
- Provost Hickey plans to attend the Faculty Senate meeting scheduled on February 28, 2008.

Revisit the issue of tenure in a Center or Institute – Dr. Chopra reporting

Background: See Resolution 2003-2004-07 Tenure and Promotion dated March 5, 2004 that was not supported by the Provost.

Dr. Belfield brings forth the issue regarding joint appointments in the Department of Chemistry and the NanoScience Technology Center. The faculty would only be tenured in one unit, presently Chemistry as the Center does not have the capability to award tenure. There was lengthy discussion among members regarding the history of the centers and the faculty issues regarding tenure-earning positions.

ACTION: there was no action on the item today.

Cellular Telephone Acquisition and Use Policy – Dr. Schell reporting

The policy is brought forward as an informational item. If the cellular telephone is purchased by the university and paid for with university funds then the value is considered as income and subsequently taxed. With Dean approval, the carrier

service could be transferred to the employee's carrier service with a salary stipend allocation to the employee. Mr. Joel Hartman has provided Questions and Answers online regarding the cellular telephone policy, at <http://www.telecom.ucf.edu/cellpolicy/>

Resolution from Steering Committee on Budget Management – Dr. Chopra reporting

The following resolution was proposed by the Steering Committee for potential adoption at the next senate meeting:

**Budget Management
Resolution 2007-2008-06
Faculty Senate Steering Committee**

Whereas, the State University System of Florida and faculty and administrators of the University of Central Florida are dedicated to the goals of promoting quality higher education for the metropolitan Orlando and central Florida area, and

Whereas, the University of Central Florida has one of the worst student faculty ratios in the nation, and

Whereas, the current economic environment in Florida challenges the ability of the University of Central Florida to support the necessary instructional expenditures, to prevent faculty and staff reductions, and to keep pace with the cost of living increases, and

Whereas, the University of Central Florida has demonstrated foresight in addressing this year's budget challenges,

Be it resolved, that the University of Central Florida Faculty Senate encourages the administration to make every effort to lower student faculty ratios at the University of Central Florida, and to resist any external effort that may cause the student faculty ratios to increase.

Be it further resolved, that the University of Central Florida Faculty Senate encourages the University of Central Florida administration to make every effort to recruit and retain the highest quality faculty and staff at the University of Central Florida through, among other things, the use of future funds obtained from increases in tuition and differential tuition.

The resolution was read and discussed at length by members of the steering committee. The spirit of the resolution is to assist in allaying any worries among faculty regarding the current budget limitations. Dr. Cook offered the friendly amendment to add the following words in the last sentence of the document: "among other things."

ACTION: The amendment was approved by committee members. The resolution was then approved unanimously to be added to the agenda for the senate meeting in February.

BOG report – via email from Dr. Chase

Dr. Chase is serving on the Internationalization BOG advisory committee. He asks that all faculty forward any issues related to internationalization.

ACTION: Steering members were asked to send any issues and initiatives related to internationalization to Dr. Chase or Dr. Chopra.

Standing Committee Reports

Budget and Administrative Committee – Dr. Jewett reporting

The committee is currently reviewing equipment funding proposals.

Graduate Council Committee – Dr. Liberman reporting

The committee submitted the changes in the ETD Dissemination Policy to the FS Steering Committee members today. Work continues on the University-Wide Minimum Qualifications for Participating in Graduate Education document.

Personnel Committee – Dr. Orooji reporting

The committee continued work on the revision of Resolution 2007-08-05 Appointment and Evaluation of School Directors and Department Chairs. The revised document is included in today's meeting for discussion.

UPCC – Dr. Pennington reporting

No report today.

Other

No additional business for consideration by the Faculty Senate Steering Committee on this date.

ADJOURNMENT

Meeting adjourned at 6:16 p.m.

**Resolution 2007-08-05 Appointment and Evaluation
of School Directors and Department Chairs
(From Personnel Committee)**

Whereas, the University of Central Florida needs to create new or restructure existing schools/departments to sustain growth, productivity and excellence in education and research,

Be it resolved, that the Faculty Senate endorses the following guidelines for appointment and evaluation of [regular](#) directors and department chairs.

All schools/departments must have an appointed director/chair.

Service Eligibility

A school/department's director/chair serves a term of five years although the appointment is renewable annually. Normally, a director/chair will not serve more than two successive five-year terms. Except in rare occasions, college deans, associate deans, and assistant deans should not serve as directors/department chairs. Where an outside faculty member is considered for director/chair, customary academic search procedures should be followed.

Appointment

Each college dean, upon consultation with that college's faculty, will establish a procedure for the appointment and reappointment of directors/chairs. After due consideration, as hiring agent, the dean will nominate a candidate for director/department chair, whose appointment is subject to approval by the provost and the president. Eligibility to vote on appointments includes all tenured and tenure-track faculty but voting may be extended at the college level by vote of the tenured and tenure-track faculty. College procedures require a record of the vote for appointment and reappointment. Review &

Reappointment

The faculty of the school/department will evaluate directors/chairs annually. Department/school faculty and others the dean deems appropriate will conduct the review. A full review for reappointment will take place during the fifth year. The dean at his or her own initiative or as a consequence of a request can institute an interim review by the department/school faculty.