

MEMORANDUM

Date: April 13, 2016
TO: All Faculty Senate Members
FROM: Keith Koons
Chair, Faculty Senate
SUBJECT: Faculty Senate Meeting on April 20, 2017

Meeting Date: Thursday, April 20, 2017
Meeting Time: 4:00-6:00 p.m.
Meeting Location: Student Union Key West, Room 218

A G E N D A

1. **Call to Order**
2. **Roll Call**
3. **Approval of Minutes of March 30, 2017**
4. **Announcements and Recognition of Guests**
5. **Report of the Provost**
6. **Old Business**
None.
7. **New Business**
 - Introduction of Members
 - Election of Senate Officers 2017-2018. Nominations by the Nominating Committee – *Reid Oetjen*
Chair: Dr. William Self, College of Medicine
Vice Chair: Dr. Michelle Kelley, College of Education and Human Performance
Secretary: Dr. Kevin Coffey, College of Engineering and Computer Science
Additional nominations may be made from the floor if the nominee is willing to serve and copies of a biography are provided.
 - Call for Topics 2017-2018
 - Establishment of the Steering Committee for 2017-2018

In addition to the elected officers of the Senate and the immediate past chair of the Senate, the Steering Committee will need the following:

- (2) members from the College of Arts & Humanities
- (1) member from the College of Business Administration
- (1) member from the College of Education and Human Performance
- (2) members from the College of Engineering and Computer Science
- (2) members from the College of Health and Public Affairs
- (1) member from the College of Medicine
- (1) member from the College of Nursing
- (1) member from the College of Optics and Photonics

- (2) members from the College of Sciences
- (1) member from the Rosen College of Hospitality Management
- (1) member from the University Libraries

Steering Committee members are elected by the senators of their respective academic units.

- Establishment of the Committees on Committee for 2017-2018

The Committee on Committees is chaired by the Vice Chair of the Senate and is composed of one Steering Committee member from each academic unit.

8. Other Business

9. Adjournment

Faculty Senate Meeting
Minutes of
March 30, 2017

Keith Koons, chair, called the meeting to order at 4:01 p.m. The roll was circulated for signatures.

MINUTES

Motion to approve the minutes of February 23, 2017 was made and seconded. The minutes were approved as recorded.

RECOGNITION OF GUESTS

Jana Jasinski, Associate Dean, College of Sciences
Kristy McAllister, Coordinator, Academic Affairs Information and Publication Services
Linda Sullivan, Assistant Vice President, Institutional Knowledge Management
Alyssa Mullins, IR Data Analyst, Institutional Knowledge Management
Andre Watts, Associate Director, Institutional Knowledge Management
Zack Merritt, Graduate Assistant, Institutional Knowledge Management
Teresa Rodriguez, Coordinator, Faculty Excellence and Global UCF
Gabrielle Russon, Higher Education Reporter with the Orlando Sentinel

ANNOUNCEMENTS

The UCF Arboretum, College of Sciences, and the Center for Success of Women Faculty will be hosting a Community Garden Party for faculty and families on April 9, 2017 from 12:00 – 3:00 p.m. at the UCF Arboretum.

Dr. Koons thanked the senators for their work this year. The Senate passed several resolutions approved by the administration. Also thanked the senators with an expiring Senate term.

OLD BUSINESS

None.

REPORT OF THE PROVOST

The provost is at the Board of Governors meeting and unable to attend. Reporting for the provost is Cynthia Young.

Dr. Young thanked the senators for their service and provided treats to mark the last Senate meeting of the year. She reflected on her time as a member of the Steering Committee and voiced how her service in the Senate etched the value of shared governance.

Founder's Day

The Founder's Day celebration will be held April 5, 2017 from 3:00 – 5:00 p.m. Dr. Young congratulated those receiving the Faculty Senate Service Award at Founder's Day for serving 10 years as a faculty senator.

Provost Forums

Provost forums on Research and Graduate Studies, Faculty Excellence and Prominence, and Student Success have been held. The last forum on Funding and Philanthropy will be held Thursday, April 13, 2017 at 9:00 a.m. in the Morgridge International Reading Center. The webcast is available online if you are unable to attend in person.

Provost College Visits

The provost continues half day visits with the colleges. The visits conclude with the College of Medicine on April 3, followed by the College of Optics and Photonics on April 17, and the College of Nursing on April 20.

Faculty Fellows Programs

Dr. Young reminded the senators that the deadline for the Faculty Excellence Fellow and Provost Fellow applications are due to the college deans by Friday, April 7. Applications are due to Faculty Excellence by April 12.

Faculty Hires

In the Fall 2015, UCF had 911 tenured and tenure track faculty. As of today, UCF has 1,019 tenured and tenure track faculty; resulting in an increase of 108 faculty. Our challenge 20/20 goal is 1,200 tenured and tenure track faculty.

The first round of the Cluster Hire initiative resulted in six clusters and 33 faculty lines allocated. To date, six faculty have been hired, of which three start in the fall. Twelve positions are still in negotiations.

In 2015, we allocated seventeen positions for the Targeted Opportunity Program which were filled. In the next year another ten positions have been allocated (five inclusive excellence and five partner lines).

TIP, RIA, SoTL

This year we had 172 applications for 79 TIP awards; 112 applicants for 33 RIA awards; and 41 applications for 12 SoTL awards. RIA awardees have been notified. TIP and SoTL awardees will be notified by the end of April.

Discussed the feedback regarding the TIP deadline being before Spring break this year and how much of a challenge it was for faculty to make the deadline. Next year, Faculty Excellence is proposing that the TIP applications be due December 15 – 18. This gives faculty time during exam week to prepare the applications. This gives the evaluation team more time to review the applications. Preliminary letters will be sent in September or October. Those eligible for TIP will be confirmed by November 1. RIA applications will be due early February with SoTL applications due after Spring break. Due to the Collective Bargaining agreement, Faculty Excellence can now alter the TIP dossier. We are trying to make the dossier less burdensome for faculty.

Resolution 2015-2016-3 Appointment and Evaluation of Department Chairs/Unit Heads - Update

The resolution applies to eight colleges and not the College of Optics and Photonics or the College of Nursing since they have no departments. Of the eight colleges, two have been finalized. The other six have been submitted and returned to the colleges for clarification. The remaining six should be finalized and posted on the Faculty Excellence website within the next couple of weeks.

Florida Board of Governors

Today, the Florida Board of Governors unanimously approved the new teaching hospital.

Question: The TIP applications will be due around December 18, next year. I'm not sure how many committee members will be reviewing TIP applications before the holiday break. Is there any way to extend the deadline to allow faculty to work on the applications over the winter break and have the deadline the first week in January?

Answer: The burden is on the review committee, not the applicant. This gives the review committee time to review applicants over the break.

NEW BUSINESS

Resolution 2016-2017-17 Faculty Senate Bylaw Change, Restore Section IV.I. Resolutions

Keith Koons introduced the resolution. Reminded the senators that the resolution is a Bylaw change and must appear on two Senate agendas. The resolution was presented for discussion only at February's meeting. Today the resolution is up for discussion, possible amendment, and vote. This resolution asks the provost to respond to resolutions within 60-days. If a resolution is denied, the Senate can appeal to the president. The resolution is open for discussion.

Comment made that the resolution has removed the appeal to the Board of Trustees. Dr. Koons reminded the senators that the previous resolution 2016-2017-10, presented earlier this year was approved by the provost with an addendum removing the Board of Trustees as the final appeal. This resolution presents a clean resolution without the appeal to the Board of Trustees, but does preserve the appeal to the president. No other discussion.

Since the resolution was brought forward from the Steering committee, no second is needed. Vote: 1 opposed; 0 abstained; the remainder in favor; motion passes.

Resolution 2016-2017-18 Abbreviated Cumulative Progress Evaluation (CPE) Requirement for Promotion to Full Professor

William Self introduced the resolution. The COACHE survey indicated that assistant professors were very satisfied with the clarity of the promotion and tenure process to associate professor. On the other hand, associate and full professors were very dissatisfied with the process for promotion to full professor. The reason the resolution is presented as a requirement is based on the same optional program offered in the College of Sciences for associate professors to voluntarily bring a curriculum vitae to their chair and dean prior to applying for promotion. Not many faculty took advantage of the review

since it wasn't required. Many associate professors apply for promotion based on their interpretation of the requirements or advice from individuals only to find out they are not qualified. This resolution specifies a one-time requirement for an abbreviated review that can bring a new perspective to promotion from associate to full professor across the campus. If you are a chair and do a good job preparing your associate professors and have clear guidelines, this probably will not impact you. However, if you are a faculty member that gets mixed messages from colleagues, or don't understand how the guidelines are applied to your experience, this is an opportunity for feedback. The resolution calls for an up to date curriculum vitae and a one-page statement of impact since being promoted to associate. The details of when this is best completed is left open in order to determine the best process. If you get negative feedback, the response is not required to be included in the promotion application. The resolution is open for discussion.

Comment: Although the process would open a dialogue between faculty member and chair, it still needs to be more specific as to when the document is submitted. Once is not enough. True and meaningful evaluation should be done regularly.

Question: If the feedback is not required in the portfolio, how does anyone know it was done?

Answer: We ask Faculty Excellence to keep track or some type of tracking.

Comment: The feedback is not required in the application to full. If the feedback is included, it shows good information; if not included, it will be an obvious statement that the feedback was not good. It should either be required or not included.

Response: This would allow a candidate to get past illogical feedback they don't want to include in the portfolio. Typically, the vote will be the same whether included or not.

Comment: Understand the concern, but this process is for faculty that want to be promoted and encourages faculty to get feedback early and often. This also has to be bargained, but I would think there would be a five year or six year grandfather process so it wouldn't look badly on someone applying next year.

Comment: In favor of the resolution. I personally completed the Cumulative Progress Evaluation (CPE) two years before applying for promotion to full professor. It lets colleagues know you want to apply for promotion and the feedback was extremely useful.

Comment: UCF puts a lot of pressure on assistant professors to meet requirements within a certain time frame. We need to get to a point where we have the same requirements for associate and full professors. It seems like once you get tenure and promotion nobody does anything if you don't perform outside of annual evaluations.

Question: We don't have cumulative progress evaluations (CPE) for associate professors, now we want to make it required?

Answer: It is in the collective bargaining agreement that any faculty member can go through the CPE process. This would make it required at least one time before

promotion. Because evaluation is bargained, this resolution is only advisory and must go through the bargaining process.

Comment: I feel like this is micro managing departments. Departments should be empowered to create internal policies. One size doesn't fit all departments and units.

No other discussion. Since the resolution was brought forward from the Steering committee, no second is needed.

Vote: 3 opposed; 0 abstained; the remainder in favor; motion passes. Motion and second for a hand count. William Self and Reid Oetjen verified hand counts. Vote: 10 opposed; 4 abstained; 35 in favor; motion passes.

Resolution 2016-2017-19 Opposition to Replacement of Foreign Language Classes by Computer Coding in Florida High Schools

Keith Koons introduced the resolution. This issue was communicated from a fellow Faculty Senate chair from the University of South Florida regarding a potential bill in the legislature to replace foreign language classes with computer coding classes. It's not our intention to address every legislative bill in the Florida legislature, but this does have an impact on the university. The bill, if passed, allows high school students to substitute computer coding classes for foreign language classes. This will impact student transcripts applying to UCF. The resolution is open for discussion.

Question: How much is two high school credits worth and does this mean there is no room for foreign language classes?

Answer: Two years. It allows computer coding to count for the two year foreign language requirement.

Question: How is the bill doing?

Answer: Dr. Holsenbeck indicated that it has a good chance of passing. The University of South Florida passed a similar resolution opposing the bill.

Question: Does this mean that high schools will not offer foreign language classes?

Answer: They will probably offer less foreign language classes.

Question: Do we know why the legislature picked foreign language as the replacement? Were there other options?

Answer: We don't know the rationale behind the bill.

Comment: Against the resolution. Only 50% of high school graduates go on to a university. Many high school graduates need the computer classes to get a job.

Comment: Sign language also counts as a foreign language.

Comment: It's beneficial for students that have a hard time understanding a foreign language and want to go on to a university.

Comment: All the feedback from the Physics department strongly supports the opposition even though physics students are behind in computer coding. Read a statement from the Physics department Teacher-in-Residence, Adam LaMee in opposition of substituting computer coding for foreign language credit.

Comment: Computer coding may be a language, but computer language is not a mother tongue of any human being. To be international, it is eminent that our students speak multiple languages. Human language is used at a peace table, not computer language.

Comment: This country needs more foreign language, not less.

Comment: Other countries speak multiple languages. In the United States, students speak one.

Question: If this bill passes, will the university see this as an option to also change the requirement?

Answer: No, but the legislature is attempting to micro-managing the high school curricula.

Comment: We think it won't affect the university, but the question is how many students will be admitted without a foreign language and how do we make up for the deficiency; remediation or reduce requirements?

Since the resolution was brought forward from the Steering committee, no second is needed. Vote: 3 opposed; 3 abstained; the remainder in favor; motion passes.

Faculty Gender Equity Study Presentation

Dr. Koons introduced Linda Sullivan. The full report was distributed with the agenda. The study was requested by members of the Faculty Senate Personnel Committee as an extension of the Faculty Salary Study presented last year. Discussed the other university studies researched. This equity study was modeled after the UC-Berkeley study. Generally, women faculty are paid 5% less and underrepresented minorities are paid 3.5% less. Dr. Sullivan discussed how this study provides the framework for a deeper study. In April, Institutional Knowledge Management (IKM) will solidify the framework. During May and June, IKM will conduct analyses similar to the Colorado State University model and in July and August, IKM will form a working group to review the analyses. The working group may be ready by September to present an update to the provost and Senate.

Question: TIP and RIA is an important component to the salary study and should be taken out of the equation. Can you get the TIP and RIA data prior to 2006?

Answer: Our intent on the next round is to look at the data with and without TIP, RIA, and SoTL awards. The data is there, it's just not in an easily accessible format.

Question: When will there be meetings to rectify the inequity?

Answer: Dr. Young indicated that they need every discipline, every CIT code analyses to determine the inequity for tenured, tenure-earning and non-tenure earning.

Question: Are there any differences in the 32 female faculty administrators out of the total of 87 administrators?

Answer: We didn't get to the statistical significance of that group within college or department level. We need the working group to determine what is meant by administrators (directors, chairs, assistant deans, associate deans).

Comment: Recommended that assistant and associate deans are included.

Comment: This is a big program around the country. It would be interesting to look at the roughly 193 new assistant professors hired in the last two years as compared to existing assistant professors.

LIAISON COMMITTEE REPORTS

Budget and Administrative Committee – Tina Buck for Pradeep Bhardwaj

Revisited the tuition waiver program. Committee members heard complaints that the process was cumbersome. Verified that everything relating to benefits is set in the collective bargaining agreement. Liz Klonoff made a presentation to the committee and discussed the role of the Office of Research & Commercialization (ORC) in proposal support and submission. Dr. Klonoff described a project assessing ORC business processes and software tools needed. Dr. Klonoff prefers a system in which the primary investigator builds a relationship with one person in the ORC. Dr. Klonoff would also like to reduce the administrative burden due to compliance issues.

Personnel Committee – Stephen King

Discussed TIP, RIA, SoTL and the salary study and how it appears everything the committee works on must be bargained. Dr. Young indicated that even though the Personnel Committee issues must be bargained, it is still valuable to have Senate resolutions. The resolutions help administration know what is important to faculty.

Parking Advisory Committee – Bari Hoffman-Ruddy for Ahmad Elshennawy

There was a concern regarding pedestrian safety near Garage C due to construction. New pedestrian signs have been installed to alert drivers. The other issue of faculty not being allowed a second parking appeal was discussed but it was suggested that the issue be sent to the University Parking and Transportation Advisory committee.

Undergraduate Council – Kelly Allred

Committee work is slowing down after the catalog deadline passed. Committee did discuss adding information to student transcripts, however, the Registrar's office indicated it was not possible. Working on revising the committee policies and procedures.

Graduate Council – Jim Moharam

The Program Review and Awards committee reviewed nominations for the Outstanding Master's Thesis, Outstanding Dissertation, and University Excellence in Graduate Teaching Awards. The Policy committee approved in principle, a cumulative progress evaluation for doctoral students.

Dr. Koons thanked the committees, including the many joint committees and councils for the great work this year. Reminded committee chairs to send in topics (continuing issues, new issues, or un-resolved issues) to the Faculty Senate Office for next year.

OTHER BUSINESS

None.

ADJOURNMENT

Motion to adjourn made and seconded. The committee adjourned at 5:10 p.m.

2017-2018 Faculty Senate Biographies of Officer Candidates

Chair

Bill Self currently serves as the vice chair of the Faculty Senate. Dr. Self is an Associate Professor in the Burnett School of Biomedical Sciences. Bill received his Bachelor of Science in Microbiology with high honors from the University of Florida in 1993, followed by his Ph.D. in 1998 in which he studied the role of molybdenum in the transcriptional regulation of genes involved in energy metabolism in *Escherchia coli*. He then moved on to the National Heart, Lung and Blood Institute under the guidance of Dr. Thressa C. Stadtman (NAS member) at the NIH in Bethesda, Maryland where he studied anaerobic microbiology and biochemistry to help build a solid foundation for future independent research.

Since arriving at UCF in 2003 he has continued studies of metalloenzymes from clostridia, especially *Clostridium difficile*, and also expanded to study newly identified catalytic antioxidant nanomaterials (cerium oxide nanoparticles) in collaboration with Dr. Sudipta Seal (NSTC). He has published over 60 research articles and this work has been highly cited in recent years (H-index of 33 with over 4300 citations). He has given 13 invited talks at national/international conferences and Universities in the past 7 years, served as a panel chair twice at international conferences and served on eleven NIH study sections and six NSF study sections since 2009. He has authored/co-authored over sixty conference presentations and been awarded five patents (with three more still pending) since 2009.

Besides his extensive research and service to the profession, Dr. Self has also been heavily involved in service to UCF, including serving seven years of Senate Joint Committees and Councils and six years as a Faculty Senator. Dr. Self also served as Chair of the Undergraduate council for two years and has served on the steering committee also for two years. Dr. Self also served as a Provost Faculty Fellow last year.

He and his wife of 22 years, Marianne, also spend quite a bit of time raising their four teenage sons. They especially like spending time outdoors boating, fishing and snorkeling in southwest Florida with family and in the Keys.

Vice Chair

Michelle Kelley is an Associate Professor of Reading Education in the College of Education and Human Performance. She originally came to UCF as part of a Teacher Development grant but in 2004 she joined the faculty. Her research focuses on reading comprehension, teacher knowledge, and professional development. Her work has been published in *The Reading Teacher*, *Reading Horizons*, *Florida Reading Quarterly*, *Voices From the Middle*, among others. She has published four teacher resources with International Reading Association and Capstone, and numerous chapters. She regularly presents at national and state conferences. She is currently completing her role as Co-Editor of *Literacy Research and Instruction*, and is a reviewer for many literacy journals. She is a "Professor in Residence" at Evans Elementary where she teaches pre-service teachers. She is the former Elementary Education Program Coordinator and she is extremely active in her college and the university, serving on numerous committees. She is serving her 3rd term as a Faculty Senator and enjoys being part of faculty governance.

Secretary

Kevin Coffey is a Professor in the Department of Materials Science and Engineering (MSE) at the University of Central Florida. He teaches courses in materials at both the undergraduate and graduate levels. Dr. Coffey's teaching is primarily in electronic materials and in the thermodynamics and kinetic processes of materials. Dr. Coffey is also active in materials research in electronic materials and thin films, with 29 issued U.S. Patents and more than 85 peer reviewed journal publications.

Dr. Coffey's service record includes several years as the Graduate Program Coordinator for MSE Ph.D. and MS degrees and serving as the founding Interim Chair of the MSE department. This Fall he will be starting his eighth year of service as a College of Engineering and Computer Science representative to the Faculty Senate (2017-2018) and has previously served on many committees of the Faculty Senate, including the Graduate Policy and Appeals Committees, the Faculty Senate Steering Committee, and the Committee on Committees.

Faculty Senate Meeting Schedule 2017-2018

Steering Committee 4:00 P.M. to 6:00 P.M.	Faculty Senate 4:00 P.M. to 6:00 P.M.
Thursday, April 6, 2017 <i>Student Union Pensacola Board Room 222</i> <i>(Last meeting, 2016-2017 Steering Committee)</i>	Thursday, April 20, 2017 <i>Student Union Key West, Room 218</i> <i>(First Meeting, 2017-2018 Faculty Senate)</i>
Thursday, August 17, 2017 <i>College of Medicine, room 300</i>	Thursday, August 24, 2017 <i>Student Union Pegasus Ballroom</i>
Thursday, September 7, 2017 <i>Millican Hall, room 395E</i>	Thursday, September 21, 2017 <i>Student Union Key West, Room 218</i>
Thursday, October 5, 2017 <i>Millican Hall, room 395E</i>	Thursday, October 19, 2017 <i>Student Union Key West, Room 218</i>
Thursday, November 2, 2017 <i>Millican Hall, room 395E</i>	Thursday, November 16, 2017 <i>Student Union Key West, Room 218</i>
No Meetings in December (Fall Commencement and December Holidays)	
Thursday, January 11, 2018 <i>Millican Hall, room 395E</i>	Thursday, January 25, 2018 <i>Student Union Key West, Room 218</i>
Thursday, February 8, 2018 <i>Millican Hall, room 395E</i>	Thursday, February 22, 2018 <i>Student Union Key West, Room 218</i>
Thursday, March 8, 2018 <i>Millican Hall, room 395E</i>	Thursday, March 22, 2018 <i>Student Union Key West, Room 218</i>
Thursday, April 5, 2018 <i>Millican Hall, room 395E</i>	Thursday, April 19, 2018 <i>Student Union Key West, Room 218</i>
(Last meeting, 2017-2018 Steering Committee)	(First Meeting, 2018-2019 Faculty Senate)

UCF Faculty Senate Steering and Committee on Committees Duties

Duties of the Faculty Senate Steering Committee

The Steering Committee is composed of the chair of the Faculty Senate, the vice chair, the secretary of the Faculty Senate, and the immediate past chair of the Senate. Members of the Steering Committee are elected at the first Senate meeting of the year to a one-year term. Steering Committee members are elected by a majority vote of senators present and voting within each of the academic units.

- a. Serve as the “executive committee” of the Faculty Senate.
- b. Act on behalf of the Senate on matters declared by the chair of the Faculty Senate to be of an emergency nature. Any action taken in this respect by the Steering Committee shall be reported by the chair of the Faculty Senate to the members of the Faculty Senate at or before the next regular meeting. The Senate shall then review such action. The chair of the Faculty Senate will give the members of the Senate advance notice of the emergency meeting of the Steering Committee, if feasible.
- c. Serve as an advisory body of the chair of the Faculty Senate on any matter which the chair of the Faculty Senate brings before it. Meetings of an advisory nature need not be announced or reported to the Faculty Senate either before or after they occur.
- d. Monitor Senate elections and maintain election records.
- e. Develop Faculty Senate agendas. Items may be added to the agenda at any meeting of the Senate under new business by majority vote. Final action on the resolutions not on the agenda cannot be taken prior to the next Senate meeting.
- f. Consider resolutions forwarded by Senate committees and to forward them to the full Senate or refer them back to the Senate committee.
- g. Appoint from its membership liaisons to each of the Senate committees who shall serve as non-voting members of these committees. Liaisons shall act as a resource to the committees and report on committee activities at Steering Committee meetings.
- h. Act as a committee on amendments to the constitution and the bylaws.
- i. Periodically review Senate operational, curricular, and joint committees and councils. Creation of new committees and changes in any committee's charter, membership, or duties and responsibilities shall be conveyed to the Faculty Senate for consideration as amendments to the bylaws.
- j. Serve as a faculty advisory body to the president of the university and to the provost and executive vice president when requested.
- k. Act in executive session when the Faculty Senate is not in session. In this capacity, a majority of the committee shall constitute a quorum. All recommendations made as the Senate's "executive committee" shall be reported to the Senate and be subject to review and approval by the Faculty Senate.
- l. Request information from any member of the faculty or administration and invite any such person to meet with it for consultation or advice on matters within its jurisdiction.
- m. Establish ad hoc committees to facilitate its work.

In addition to the above duties, Steering Committee members collaborate with the dean’s office to solicit Grand Marshals and Faculty Representatives as a member of the platform party at commencements. The Faculty Senate office coordinates the scheduling of Grand Marshals and Faculty Representatives.

Duties of the Committee on Committees

The senators from each academic unit shall elect their representatives to the Committee on Committees from amongst the unit's Steering Committee members. Members of the Committee on Committees are elected at the first Senate meeting of the year to a one-year term. Should a vacancy occur on the Committee on Committees, the senators from the academic unit in which the vacancy occurs shall designate a replacement. This committee will be chaired by the Senate vice chair. The committee responsibilities are:

- a. Solicit committee preferences from senators for membership on the committees of the Senate and to review and recommend committee membership.
- b. Consult with the faculty and deans of their academic units to identify nominees for university joint committees and councils and to review and recommend committee membership.
 - i. Identify faculty for service on joint university committees and councils is the result of collaboration between the college Committee on Committees representative and a representative of the college dean. The Vice Chair of the Faculty Senate will notify both parties when a vacancy occurs, who will come to an agreement on the new appointee.
 - ii. Based upon the criteria for the committee position, both parties may solicit nominations from the college's faculty or administrators. If the dean's representative and the college Committee on Committees representative cannot agree on the new appointee, both the nominations will be reviewed by the full Committee on Committees, which will make the final determination.
 - iii. Once the new appointee has agreed to serve, the Committee on Committees representative shall inform the Office of the Faculty Senate of the appointment.
- c. Provide the Steering Committee of the Faculty Senate with a list of nominees for all Senate operational and curricular committees and the responsible university administrator with nominations for joint committees and councils. The Committee on Committees shall take into consideration minority and female representation, and to the extent possible, take into consideration approximate proportionate representation of the academic units to serve on Senate and joint committees.
- d. Determine the interest of faculty (by survey or other appropriate means) in serving on the various Senate and joint committees and to obtain names from department chairs, deans, and others of faculty members whom they believe have the requisite interest and experience to serve on specific committees.