



Faculty Senate

Faculty Senate Personnel Committee

Agenda for meeting of Wednesday, April 7, 2021, 11:30 am via ZOOM

1. Call to Order
2. Roll Call
3. Approval of Minutes of March 10, 2020 meeting
4. Recognition of Guests
5. Announcements
 - This is last meeting for 2020-2021
6. Old Business
 - Resolution 2020-2021-12 Faculty Salary Analyses Using Consistent Datasets
 - Status update
 - Librarian classification
 - handout: Resolution 12-Librarian Comparison
7. New Business
 - Proposed Regulation Amendment UCF-3.010
 - in 14 day comment period
 - <https://regulations.ucf.edu>
 - handout: Notice 03-010

 - 2020-2021 Updated Topics List –Final Update
 - Final Update before next year's committee would consider topics
 - handout: Personnel Topics for 2020-2021-April2021-DRAFT
8. Other Business
9. Adjournment



Faculty Senate

Faculty Senate Personnel Committee

Minutes for Meeting of Wednesday, March 10, 2021

Committee members in attendance: Stephen King, Kristine Shrauger, Edwin Torres Areizaga, Martine Vanryckeghem, Lucretia Cooney, Mason Cash, Jana Jasinski, Mark Ehrhart, Jascinth Lindo, Yoon Choi, Michael Proctor, Blake Scott, Karol Lucken

Minutes: corrected and approved (typo).

Guest: Chiung-Ya Tang, Amanda Miller, Andre Watts, Sarah Lovel

Announcements:

Resolution 2020-2021-9 Eligibility Requirements for the Teaching Incentive Program Status update

- We did not have a discussion before the vote was called.
- Steve King plans to bring it up to Steering at tomorrow's meeting.
- Misconception about CBA violations. Need to change the resolution for eligibility not requirements.
- Still some unfairness that need to be addressed.
- Point of order, a person who voted against it, can bring it back up at Steering, along with new information- none did so.
- One senator would like for it to go back to the sub-committee.

Old Business: Reviewed the topic tracker for topics to move over to the Ad-Hoc Equity, Inclusion and Diversity Committee.

New Business

- Andre Watts – presented the Faculty Salary Equity and Compression Studies
- 2020 Faculty Senate proposed and accepted resolution 2019-2020-15 – five-year periodic analysis of faculty salary. Compared 2016 data to 2020 data.
- Salary Equity: Tenure/Tenured Earning: There are no statistically significant differences in salary due to gender, race or ethnicity at the University level.
- Salary Equity – Non-Tenure Earning: There are no statistically significant differences in salary due to gender, race or ethnicity at the University level.
- In 2019, there was no evidence of widespread salary compression nor inversion among UCF faculty overall, at the University level.
- In 2019, there was evidence of salary compression to investigate among faculty ranks at CIP 50 (Visual and Performing Arts) and CIP 44, (Public Administration).
- College of Arts & Humanities: a red flag: appears that an equity discrepancy against male faculty at the associate and assistant level.
- A resolution was brought forward. The resolution asks that this committee (the compression salary committee) would expand the study so that similar year data sets would be analyzed for both equity and compression.



Faculty Senate

- In discussion, a committee member stated that the current report was limited by resource and time. We now have the same year CUPA data, if we can delay submitting the reports, we could request of the Provost, more resources, to complete additional analysis so that consistent data sets were utilized in both studies.
 - Motion moved and seconded. Resolution was approved and will be sent to Steering.

From: Rich Gause <richg@ucf.edu>
Sent: Monday, March 29, 2021 11:02 AM
To: Kristine Shrauger <Kristine.Shrauger@ucf.edu>; Rebecca Murphey <Rebecca.Murphey@ucf.edu>; Tina Buck <Tina.Buck@ucf.edu>
Subject: Faculty Senate resolution 2020-2021-12 consistent datasets

I just found time to listen to last week's Senate meeting. Regarding resolution 12 Faculty Senate Analyses Using Consistent Datasets, there is one aspect specific to librarians that needs to be addressed by whichever unit is responsible for implementation of the resolution. The resolution specifically mentions using CUPA data. The CUPA data does not contain ranked data for librarians and the way we have always addressed that is to use the ARL salary data for librarians (the only national dataset which includes ranked data for librarians) and then adjust the ARL data to conform to the relative values in CUPA. I can provide more detail regarding the specific calculations, but the end result in 2018 was that the salary values from ARL for Assistant, Associate, & University Librarians were adjusted by 95.7% to identify the equivalent CUPA salary values.

Rich Gause
Government Information Librarian
University of Central Florida

NOTICE OF PROPOSED REGULATION AMENDMENT

Date: March 19, 2021

REGULATION TITLE:
Faculty Evaluation and Improvement

REGULATION NO.:
UCF-3.010

SUMMARY OF REGULATION AMENDMENT: This regulation is amended to address some conflicting or missing information within existing policies about the evaluation of administrative faculty. Additionally, amendments have been made to align this regulation with the collective bargaining agreement in terms of sustained progress evaluations for in-unit faculty from seven years to three years. Additional updates are made to clarify the process on how OPS adjunct faculty are to be evaluated.

AUTHORITY: BOG Regulation 1.001

NAME OF PERSONS WHO INITIATED PROPOSED REGULATION AMENDMENT:
Jana Jasinski, Vice Provost for Faculty Excellence

COMMENTS CONCERNING THE PROPOSED REGULATION AMENDMENT SHOULD BE SUBMITTED WITHIN 14 DAYS OF THE DATE OF THIS NOTICE TO THE CONTACT PERSON IDENTIFIED BELOW. The comments must identify the regulation you are commenting on.

THE PERSON TO BE CONTACTED REGARDING THE PROPOSED REGULATION AMENDMENT IS:

Regulations Administrator
4365 Andromeda Loop N.
Millican Hall, Suite 360
Orlando, FL 32816-0015
Phone: (407) 823-2482
e-mail: regulations@ucf.edu

FULL TEXT OF THE PROPOSED REGULATION AMENDMENT:

UCF-3.010 Faculty Evaluation and Improvement.

(1) General Policy. The University of Central Florida (UCF) adheres to the provisions of any applicable collective bargaining agreement regarding faculty evaluations. All faculty, full-time and part-time, shall be evaluated annually by their supervisor. The purpose of the evaluation is to assess and communicate with the employee about their performance on assigned duties, e.g., teaching,

research, service. The annual evaluation period shall be the academic year, beginning August 8th, and shall include the preceding summer, ~~when~~ appropriate. The evaluation period for research may be longer than one year, if specified by the unit's approved annual evaluation standards and procedures (AESP).

(2) The following evaluations shall be made for ~~each~~ non-administrative personnel in faculty pay plans member:

- (a) Annual evaluations ~~s-~~ for in-unit faculty shall be conducted in accordance with the applicable provisions of the then-current collective bargaining agreement.
- (b) Evaluations for non-unit faculty shall be conducted annually. Each year, the department chair, school director, or unit head shall prepare a written evaluation of all faculty. The evaluation shall be based on the professional performance of assigned duties and shall carefully consider the nature of the assignments and quality of performance.
 1. A ~~proposed~~ written evaluation shall be provided to the employee no later than the start of the fall semester ~~within sixty (60) days after the due date for the employee annual report.~~ This evaluation shall be based upon:
 - a. The annual report, including the assignment, submitted in the spring by the employee.
 - b. Department, School or unit AESP.
 - c. Assigned duties and shall take into account and the nature of the assignment, ~~;~~ ~~e.g., teaching effectiveness, research & creative activities, service, and other assigned university duties.~~
 - d. Where appropriate and available, information obtained from the following sources: immediate supervisor, peers, students, other university officials who have responsibility for supervision of the employee, and individuals to whom the faculty member may be responsible in the course of a service assignment.
 - e. Classroom observation/visitation may also be conducted by the evaluator or the evaluator's representative.

f. ~~The~~is evaluation will provide an assessment of overall performance. Ratings shall be in the form of a 5-category scale (outstanding, above satisfactory, satisfactory, conditional, unsatisfactory).

2. Each ~~university~~ department, school, or unit shall maintain ~~AESP annual evaluation procedures and standards~~ by which to evaluate each employee. Employees shall be evaluated according to the most recently ~~AESP approved standards and procedures~~ in place prior to the beginning of the evaluation period.
3. ~~Each~~The employee shall be offered the opportunity to discuss the evaluation prior to its being finalized and placed in ~~their~~employee's ~~personnel~~evaluation file. The evaluation shall be signed and dated by the employee and the evaluator. The employee may attach a concise comment to the evaluation within 30 days of receipt. A copy of the completed evaluation shall be provided to the employee. In the event the employee does not sign the evaluation, the supervisor shall place a statement to this effect at the bottom of the form and place the form in the employee's personnel file.
4. Upon written request from the employee, the ~~supervisor person responsible for supervising and evaluating the employee~~ shall ~~endeavor to assist~~provide recommendations to the employee in addressing any performance deficiencies.

~~(3)(b)~~ Sustained performance evaluation (SPE). For in-unit tenured employees in faculty pay plans SPEs shall be conducted in accordance with the applicable provisions of the then-current collective bargaining agreement. Non-unit t ~~Tenured~~ employees in faculty pay plans shall receive a ~~SPE sustained performance evaluation~~ once every ~~threeseven~~ (37) years following the award of tenure or promotion. The purpose of this evaluation is to document sustained performance during the previous ~~threeseven~~ (37) years of assigned duties and to evaluate continued professional growth and development. If the employee's performance is ~~average or~~ below satisfactory for the evaluated ~~threeseven~~-year period, in any area of assigned duties, the employee ~~will~~must be issued a performance improvement plan.

~~(4)(e)~~ Cumulative progress evaluation (CPE). For in-unit personnel in faculty pay plans CPEs shall be conducted in accordance with the applicable provisions of the then-current collective bargaining agreement. For non-unit personnel in faculty pay plans ~~b~~ Beginning with the second year of employment (or the first year, if tenure credit was given) and continuing annually, an employee who is eligible for tenure and/or promotion to the rank of associate professor shall receive a ~~CPEcumulative progress evaluation~~ by the unit tenured faculty; the department chair, school director, or unit head; and the dean. Employees eligible for promotion to professor shall be similarly apprised of their progress toward promotion at least once prior to submitting their promotion dossier. Only employees seeking promotion to associate professor are required to include their CPE in their promotion dossier. All ~~CPEcumulative progress evaluations~~ shall be completed during the ~~S~~spring semester. ~~CPEsCumulative progress evaluations~~ are intended to provide an accurate assessment of cumulative performance leading to the attainment of promotion and/or tenure. ~~Employees eligible for promotion to full professor may, at their option and upon written request, be similarly apprised of their progress toward promotion.~~

~~(52)~~ Student Evaluation of Faculty. Input from students shall constitute only one appropriate source of data for consideration in the evaluation of teaching effectiveness. The teaching effectiveness of each faculty member will be evaluated by students enrolled in his or her classes.

- (a) All credit bearing classes ~~taught by full-time or part-time faculty members,~~ in any format, ~~including those taught by adjuncts, instructors, and graduate assistants,~~ shall be assessed, with the exception of the following categories of courses or sections:
 1. Courses involving individual instruction such as independent study, internship, and practicum;
 2. Class sections where the number of respondents is so small it limits statistical usefulness and/or jeopardizes anonymity of the respondents.
- (b) In class sections co-taught by two or more faculty members, each faculty assigned to the class ~~member~~ shall be separately assessed.
- (c) The student evaluation shall be administered electronically during the last fifteen days of instruction of each term, closing ~~one hour~~ before the official final exam period begins.

~~(d) Full-time and part-time faculty including instructors, adjuncts, and graduate assistants may add individualized questions to the student evaluation instrument.~~

(de) Summaries of all evaluations shall be distributed~~sent~~ to the college dean's office who will be responsible for distribution to the department or unit and then to the faculty member being evaluated.

~~(63) Terminal Degree Expectations. Regular faculty members whose appointment was made with mutual expectation of rapid attainment of the terminal degree in their field must be evaluated with regard to their progress toward that degree. Under normal circumstances, the maximum time allowable for completing the degree is one year. Administrative Faculty. All faculty classified as administrative faculty will be evaluated annually by their direct supervisor. Evaluations for administrative faculty shall take place at the same time as non-administrative faculty.~~

(7) OPS Adjunct Faculty. All employees classified as OPS adjunct faculty will be evaluated annually in a format provided by Faculty Excellence. The evaluation shall be for the academic year, Fall and Spring, and shall include the preceding summer as appropriate. Evaluations must be conducted at the end of the Fall if the employee will not return in the Spring semester. Evaluators shall consider, where appropriate, information from the following sources: faculty member, self, students, peers, other UCF officials who contribute to the supervision of the faculty member, and individuals to whom the faculty member may be responsible for in the course of their assignment.

Authority: BOG Regulation 1.001. History—New 10-8-75, Amended 11-10-77, 7-7-81, Formerly 6C7-3.10, Amended 4-23-03. Formerly 6C7-3.010. Amended 11-13-09, 8-5-13, _____-21.

Personnel Committee Steering Assigned Topics for 2020-2021 Faculty Senate

Steering #	Committee Assignment	Topic	Description	Referred By	Status
3	Personnel	Married Couples	Issues related to married couples barred from being PI and Co-PI or from being on a student's dissertation or thesis committee. See UCF Policy X.XXX and CGS policy Y.YYY.	Harrington 4-24-20	New disclosure forms for student committees.
4	Personnel	Anonymizing Supervisor Surveys	Addressing the problem of creating surveys they are truly anonymous	Filler 4-27-20	
10	Personnel 9-24-20	Required Digital Training for Faculty and Staff	A recurring problem with required UCF digital training is subjective questions (FERPA training), unrealistic quiz passing scores, no means to request feedback to know what was missed (FERPA Training), and erroneous scoring (ECCT).	Dennis Filler 9-22-20	
21	Personnel Committee	Extension of Tenure Clocks under COVID	Address concerns from faculty members regarding extension of tenure clocks under COVID.	Steering Kelly Semrad 11-12-20	Developed an Optional Statement of COVID-19 Repercussions; Given to Faculty Excellence. CONTINUE
28	Personnel 3-22-21	UCF-3.010 Faculty Evaluation and Improvement	This regulation is amended to address some conflicting or missing information within existing policies about the evaluation of administrative faculty. Additionally, amendments have been made to align this regulation with the collective bargaining agreement in terms of sustained progress evaluations for in-unit faculty from seven years to three years. Additional updates are made to clarify the process on how OPS adjunct faculty are to be evaluated.	Alexander Cartwright 3-19-21	Agenda item today
2019-2020-4	Personnel Committee	Faculty administrative action	Consistent investigation and consequences for faculty administrative action regarding sexual harassment or other issues of misconduct.	Deans Meeting 5-31-19	
2019-2020-5	Personnel Committee	Faculty facing administrator and vice president reviews.	The Senate was heavily involved in the review of administrators and vice presidents pre-BOT during the 90's. Previously approved administrative review resolutions were approved and placed in the Faculty Handbook (1971-1972-3, 1978-1979-5, 1983-1984-5, 1991-1992-13). With the evolution of the BOT and Faculty Excellence, faculty need more involvement in the review process.	Self and Steering 5-29-19	Resolution 2020-2021-6: Approved and being implemented. COMPLETED
2019-2020-12	Personnel	Faculty Grievances	Grievances should be heard by a faculty panel instead of one administrator making the final decision. Obtain statistics on grievances from Contract Compliance & Administration Support on historical total number grievances by type, gender, etc. to identify a trend. Also research/benchmark other universities process.	Steering 4-4-19	

2019-2020-18	Personnel	Out-of-unit Faculty Benefits	Resolution 2017-2018-12 was denied. Work with the Faculty and Staff Benefits Committee in upcoming year to address issue.	Personnel 3-6-19	Re-write targeted toward out-of-unit faculty with no administrative roles. CONTINUE
2019-2020-19	Personnel	Emeritus Resolution 2017-2018-13	Policy update proceeding, examine to see if points raised in resolution are addressed in the policy.	Personnel 3-6-19	Committee monitoring.
2018-2019-1	Personnel	Faculty Excluded from Awards.	Faculty with minor administrative roles (out-of-unit) are now excluded from awards based on the Collective Bargaining Agreement. The impact on the faculty evaluation based on the inability to apply and be selected for an award. Response: Pegasus Award now includes out-of-unit.	Steering 4-5-18	Committee monitoring.
2018-2019-2	Personnel	Payment Structure for Awards.	Excellence and Pegasus Professor awards should be more prestigious than individual accomplishment awards such as TIP, RIA, and SoTL and the financial benefit should be more than a one-time payment.	Steering 4-5-18	TIP eligibility Resolution not approved in Senate. Issues remain regarding TIP, RIA, SoTL, CONTINUE
2018-2019-12	Personnel	Faculty Salary Compression Study	Update to study for all faculty. Comment: Request both equity AND compression studies in upcoming year. Steering 4-4-19: Identify the annual pay raises around the State.	Self 8-8-18	Both equity and compression studies were conducted. Resolution 12 addresses consistent data sets. CONTINUE
2018-2019-14	Personnel	Faculty Retention	Colleges are struggling with faculty retention.	Dean meetings 8-8-18	Faculty Excellence will examine via COACHE response. CONTINUE

Five Year Denied Resolution Review Request

The Steering Committee requests the committee review the previous resolutions denied by the Provost at the time and determine if the resolution should be modified and re-submitted, request the Senate vote to appeal the decision to the President, or if the resolution should not be re-addressed.

The committee should discuss and submit the following to the Steering Committee with the committee's recommendation.

Resolution #	Title	Description	Denied	Committee Rec. (Re-Write, Appeal, or Kill)
2017-2018-12	Personal and Family Benefits for Out-of-Unit Faculty	Personal and family policies, including paid parental leave, afforded to in-unit faculty be extended to all out-of-unit faculty.	4-16-2016 Dooley	Kill. Remains a topic listed above
2016-2017-13	Fair and equal enactment of the UCF Employment of Relatives Policy	Remove the second sentence of paragraph in the Employment of Relatives Policy 3-008.2.	3-24-2017 Whittaker	Kill. New Conflict of Interest Policy addresses this
2015-2016-4	Paid Family Emergency Leave Policy and Procedures for UCF Faculty	Work with UFF-UCF to develop equitable, consistent policies and procedures to provide paid family emergency leave for faculty and address the list of examples and conditions.	3-28-2016 Whittaker	
2014-2015-2	Parental Leave Policy and Procedures for UCF Faculty Birth/Adoption	Work with UFF-UCF to develop equitable, consistent policies and procedures to provide paid family emergency leave for faculty and address the list of examples and conditions.	3-4-2015	