

MEMORANDUM

Date: August 18, 2016
TO: All Faculty Senate Members
FROM: Keith Koons
Chair, Faculty Senate
SUBJECT: **Faculty Senate Meeting on August 25, 2016**

Meeting Date: Thursday, August 25, 2016
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 *April 21, 2016***
4. **Announcements and Recognition of Guests**
5. **Report of the Provost**
6. **Old Business**
None.
7. **New Business**
 - Faculty Senate Parliamentarian and Steering Committee Liaisons
 - Topics for the 2016-2017 Senate session
 - Welcome and remarks – *President Hitt*
8. **Other Business**
 - Advanced notification of resolutions brought forward by Steering for the September 22 Senate Meeting, allowing 30 days to review prior to discussion.
 - Resolution 2016-2017-1 Faculty Senate Bylaw Change, Section VIII. Joint Committees and Councils
 - Resolution 2016-2017-2 Faculty Senate Bylaw Change, Various Joint Committees and Councils
 - Resolution 2016-2017-3 Faculty Senate Bylaw Change, University Promotion and Tenure Committee
 - Resolution 2016-2017-4 Faculty Senate Bylaw Change, Undergraduate Council and Committees
 - Resolution 2016-2017-5 Faculty Senate Bylaw Change, Graduate Council and Committees
 - Resolution 2016-2017-6 Faculty Senate Bylaw Change, Parking Advisory and University Parking and Transportation Committees
 - Resolution 2016-2017-7 Faculty Senate Bylaw Change, Information Technology Resource Advisory Committee

- Resolution 2016-2017-8 Faculty Senate Bylaw Change, Nominating Committee
- Resolution 2016-2017-9 Faculty Senate Bylaw Change, Governance in Academic Units
- Resolution 2016-2017-10 Faculty Senate Bylaw Change, Restore Section IV.I. Resolutions
- Resolution 2016-2017-11 Faculty Senate Bylaw Change, Section IX. Amendments

9. Adjournment

President's reception will follow the meeting in the Cape Florida ballroom

Faculty Senate Meeting
Minutes of
April 21, 2016

Keith Koons, chair, called the meeting to order at 4:00 p.m. The roll was circulated for signatures.

MINUTES

Motion to approve the minutes of March 31, 2016 was made and seconded. The minutes were approved as recorded.

RECOGNITION OF GUESTS

Kristy McAllister, Academic Affairs Information and Publication Services

ANNOUNCEMENTS

Dr. Koons informed the senators that a committee preference request will be emailed Friday. Committee preferences will be due May 2. He asked the senators to take a Faculty Senate pen when signing the roll. The pen is a reminder of the importance of the Faculty Senate and a small token of recognition.

OLD BUSINESS

None.

REPORT OF THE PROVOST

Faculty Senate Resolution Updates

2015-2016-5 Recognition of the 2016 Quality Enhancement Plan: *What's Next: Integrative Learning for Professional and Civic Preparation* was approved.

2015-2016-6 Faculty Involvement in Evaluating and Improving the Services, Training, and Resources Offered by the Office of Research and Commercialization was also approved.

Research and Graduate Education

UCF received the final report from the consultants that visited the campus in March to evaluate research and graduate education. The consultants provided ten recommendations in the areas of strategic hiring of senior faculty, incentivizing faculty, leadership training for faculty, proactive business development, infrastructure, campus linkage, teamwork in ORC, investing even more in graduate education and post-doctoral training, establishing a vibrant entrepreneurship culture at all levels, and corporate engagement. The full report is available at www.provost.ucf.edu. The report has been shared with the Parker Search executive team. The next action item is to review the recommendations and set priorities. The newly hired Vice President of Research and Dean of Graduate Studies will be asked to develop and execute plans to meet the priorities.

Searches

The Vice President of Research and Dean of Graduate Studies. Last week Parker Executive Search facilitated an open forum that was live streamed with about sixty faculty and staff in attendance. We had a productive discussion and received feedback that will help the search firm identify candidates. The search firm has contacted 600 prospects and has identified a pool of 53 candidates with the possibility of an additional 20 applications submitted at the last minute. We are still hoping to have on-campus interviews in May. Since many faculty will not be on campus, we will live stream the forums with online feedback for participation.

Dean for the College of Arts and Humanities. We held three on-campus interviews and open forums. The Provost will meet with the search committee on Monday to receive oral feedback and has already reviewed all written feedback. We are currently checking references and hope to have a selection within the next two weeks.

Florida Senator Visit

The Honorable Joe Negron and seven other senators were on campus Tuesday. The senators are touring all Florida universities. Senator Negron would like to increase funding to higher education over two years by \$1 billion dollars. The senators were interested in hearing from students to identify topics. At UCF they met with psychology students. The students made an impressive presentation. They also visited the Bachelor of Fine Arts Exhibition in the UCF Gallery.

Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Accreditation

On April 24 through April 28 the SACSCC team will be conducting the on-site campus review. The off-site review produced minimal areas of concern. The Provost thanked everyone involved in the preparation of the review.

Global Achievement Academy

Grand opening is scheduled for August 31. The Deans Council will be holding a retreat in the new building tomorrow. We expect the certificate of occupancy in April.

NEW BUSINESS

Dr. Koons welcomed new and returning senators and asked the senators to introduce themselves.

Election of Officers

Dr. Koons turned the meeting over to past chair, Reid Oetjen, chair of the Nominating Committee. Dr. Oetjen thanked the members of the nominating committee, Deborah Breiter Terry and Bari Hoffman-Ruddy. The Nominating Committee recommended a new slate of nominees; Keith Koons for chair, William Self for vice chair, and Kevin Coffey for secretary. All candidates agreed to the nominations. He called for additional nominations from the floor. There were none.

Motion and second made to close the nominations. All in favor; motion carried. Motion and second made to vote by voice vote, and not by secret ballot. All in favor; motion carried. Motion and second made to vote on the complete slate of officers. All in favor; motion carried.

Vote for slate of officers. All in favor; the slate of officers was approved. The officers elected for the 2016-2017 Senate are:

Chair: Keith Koons, College of Arts and Humanities
Vice Chair: William Self, College of Medicine
Secretary: Kevin Coffey, College of Engineering and Computer Science

Dr. Oetjen turned the meeting over to the chair. Dr. Koons provided an overview of the role and duties of members of the Steering Committee and the Committee on Committees. He explained how the Senate meets as a whole monthly, but the work of the Senate is accomplished through operational and curricular committees. The Senate also staffs joint committees and councils that address a wide range of topics at the university. Dr. Koons asked for any topics or issues of concern that the Senate may need to address be sent to the Faculty Senate office at FacultySenate@ucf.edu. The Steering committee will review the topics and identify topics appropriate to distribute to specific committees.

Establishment of Steering and Committee on Committees

Dr. Koons discussed the caucus process by which colleges elect members to serve on the Steering Committee and the Committee on Committees in addition to the role of each committee.

Each college met to caucus and elect members to the Steering Committee. The following senators were elected by their colleges to serve on the Steering Committee:

College of Arts and Humanities: Margaret Ann Zaho and Scott Warfield
College of Business Administration: Robert Folger
College of Education and Human Performance: Michelle Kelley
College of Engineering and Computer Science: Damla Turgut and Nina Orlovskaya
College of Health and Public Affairs: Bari Hoffman-Ruddy and Claire Knox
College of Medicine: Laurel Gorman
College of Nursing: Kelly Allred
College of Optics and Photonics: Jim Moharam
College of Sciences: Linda Walters and Joseph Harrington
Rosen College of Hospitality Management: Kevin Murphy
University Libraries: Richard Harrison

The following Steering Committee members were elected by the senators from their colleges to serve on the Committee on Committees:

College of Arts and Humanities: Scott Warfield
College of Business Administration: Robert Folger
College of Education and Human Performance: Michelle Kelley
College of Engineering and Computer Science: Damla Turgut
College of Health and Public Affairs: Bari Hoffman-Ruddy
College of Medicine: Laurel Gorman
College of Nursing: Kelley Allred
College of Optics and Photonics: Jim Moharam
College of Sciences: Linda Walters
Rosen College of Hospitality Management: Kevin Murphy
University Libraries: Richard Harrison

OTHER BUSINESS

None.

ADJOURNMENT

The meeting adjourned at 4:30 p.m.

Topics for 2016-2017 Faculty Senate

Steering #	Committee Assignment	Topic	Referred By
9	Budget & Administrative	How decisions/selections are made in Academic Affairs; proposals for funding, faculty, & other initiatives and feedback. Ex: cluster hire; rubric for selection? Feedback to proposal groups?	Oetjen 5-23-16
12	Budget & Administrative	Need for new staff to support new faculty.	Dean Georgiopoulos CECS 7-19-16
16	Budget & Administrative	Discussion of the role of ORC in proposal support/submission - does it rest with ORC (central) or is there a role for the colleges and college-based staff?	Dean Georgiopoulos CECS 7-19-16
17	Budget & Administrative	Insufficient funding for faculty travel program.	Chair Koons 7-25-16
15	Budget & Administrative	Difficulty in getting access to higher level CDL training class for faculty.	Dean Carroll CEHP 6-6-16
20	Budget & Administrative	Overhead oversight (how spent, how calculated).	Harrington 8-11-16
8	Parking Advisory	Parking costs were the #1 complaint from the COACHE subcommittee on personal & family policies. Need options to reduce parking fees for faculty. FSU has a flat rate of \$250/yr with new license plate system. UCF faculty pay almost \$100 more than FSU.	Walters, COACHE subcommittee on Personal & Family policies 5-5-16
1	Personnel	Nepotism policy. Do we have one, is it adequate?	Lucken, Steering 4-7-16
4	Personnel	Need for a lactation room in all new buildings.	Walters, Steering 4-7-16
5	Personnel	Follow-up on Salary study; implementation and gender gap study.	Oetjen, Steering 4-7-16
11	Personnel	No regular process of evaluation for endowed chairs; should a process be instituted, and what should it be?	Dean Sole CON 7-19-16
19	Personnel	Committee chairs, reward and accountability for service (including service during the summer).	Harrington 8-11-16
2	Undergraduate Policy & Curriculum	Determine if 2005 Academic Rigor report needs to be updated. Carried forward from 2015-2016.	Self, Steering 4-7-16
7	Undergraduate Policy & Curriculum and Graduate Policy	Formal form/process for Undergraduate Course approvals across colleges-sign off collaboration.	Self, Steering 4-7-16

Topics for 2016-2017 Faculty Senate

Steering #	Committee Assignment	Topic	Referred By
18	Steering	Facilitating shared governance with the Provost to solicit stakeholder feedback.	Harrington 8-11-16
3	Tabled	Elevate Research Council from a Joint to an Operational Committee.	Moharam, Steering 4-7-16
6	Tabled	Nanoscience faculty status and representation. No dean or college; feel orphaned and excluded.	Coffey, Steering 4-7-16
10	Provost- Tabled	Research influence on activities of Endowed Chairs by donors. Carried forward from 2015-2016.	Oetjen 5-23-16
13	Tabled	Post-tenure review is not useful or beneficial; is there a better way?	Dean Frumkin CHPA and Dean Pizam RCHM
14	Tabled	Difficulty in arranging joint appointments between CREOL and COM, because COM faculty are out of unit.	Dean Saleh CREOL 6-13-16
21	Tabled	More input into ORC.	Harrington 8-11-16

1 **Resolution 2016-2017-1 Faculty Senate Bylaw Change, Section VIII. Joint**
2 **Committees and Councils**

3 **Whereas**, vacancies and replacements for Senators and Senate committee members are specified in Article
4 II.C. of the Constitution, resulting in replacements completing the remaining term; and

5 **Whereas**, Joint Committees and Councils do not specify committee member replacements; and

6 **Whereas**, nine Joint Committees have voting and ex officio members with continuing terms by virtue of the
7 committee members position; therefore

8 **BE IT RESOLVED** that the *Bylaws* of the *Faculty Constitution* be amended as follows to specify replacement
9 members, ensure committee terms remain staggered, and to define a continuing committee member:

10 **SECTION VIII.**
11 **Joint Committees and Councils**

12 Joint committees and councils have a broad range of responsibilities at the university level but do not report
13 to the full Faculty Senate at each meeting. It is the responsibility of the joint committees and councils to
14 report any policy change recommendations to the Faculty Senate Steering Committee for consideration and
15 to comply with the relevant provisions of Article IV of this *Constitution*. All joint committees and councils
16 will hold meetings at least once a semester during the regular academic year. The first meeting of the
17 academic year will be held upon the call of the administrator(s) to whom the committee reports.
18 Subsequent meetings will be held upon the call of the committee chair. If a meeting is not scheduled by the
19 second month in the semester, the Faculty Senate chair will, upon the request of any member of the
20 committee, arrange for a meeting location and time, and notify members. No action can be taken at
21 committee meetings unless a majority of the voting membership is present.

22 Even though there is no voting by proxy for Senate meetings, joint committees and councils may adopt
23 policies at the start of the year to allow voting by proxy. According to *Robert’s Rules of Order* (latest edition)
24 proxies should be written, be for a specific meeting, and be given to the committee chair before the start of
25 a meeting. If a non-elected committee member is absent or unable to serve for eight weeks or longer, an
26 interim or permanent replacement will be appointed for the remaining term. If a committee member is
27 appointed a member by virtue of the position held which will not change over multiple committee terms,
28 those members may be listed as continuing members. When the continuing member ceases to hold the
29 position that entitles him/her to such membership, membership on the committee ends.

30 Each committee will maintain minutes of its meetings and the chair of each committee shall forward (except
31 for University Athletics Committee, and the University Promotion and Tenure Committee), in a timely
32 manner, copies of meeting agendas and minutes to the chair of the Faculty Senate. By the end of the spring
33 semester, each committee will submit a brief written annual report of its activities to the chair of the Faculty
34 Senate.

Approved by the Faculty Senate Steering Committee August 11, 2016.

1 **Resolution 2016-2017-2 Faculty Senate Bylaw Change, Various Joint**
2 **Committees and Councils**

3 **Whereas**, several committees designate the chair of the committee as the committee administrator or
4 designee without defining the chair as voting or non-voting; and

5 **Whereas**, the Academic Calendar, Undergraduate Common Program Oversight, and University Master
6 Planning committee administrators mutually agreed that a faculty member should be elected annually by
7 the membership as the chair; and

8 **Whereas**, several committees lack the flexibility to appoint ex officio members; and

9 **Whereas**, the Admissions and Standards committee lacks the flexibility to add additional faculty members;
10 and

11 **Whereas**, the University Honors Committee is vague in determining faculty representation from the regional
12 campuses and the Commencement, Convocations, and Recognitions committee did not define the faculty
13 rank requirement for committee appointment; therefore

14 **BE IT RESOLVED** that the *Bylaws* of the *Faculty Senate Constitution* be amended as follows:

15 **Academic Calendar Committee**

16 2. Membership.

17 The committee shall consist of one faculty member from each academic unit selected by the
18 Committee on Committees and one student nominated by the president of the Student
19 Government. No more than two of the faculty members of the committee shall hold a rank of
20 assistant dean or higher. The vice president for Student Development and Enrollment Services ~~(or~~
21 designee) will (ex officio) serve as chair and shall identify ~~other~~ ex officio members. ~~The chair will~~
22 make every effort to ensure that areas relating to the Academic Calendar are represented. The
23 number of ex officio members shall not exceed the number of faculty members. The chair of the
24 committee shall be a faculty member elected annually by the membership. Terms of service shall be
25 two years, staggered, with the exception of the student member, who shall serve for one year.

26 **Admissions and Standards Committee**

27 2. Membership.

28 The committee shall consist of at least six faculty members ~~(~~at least three of whom shall be graduate
29 faculty), selected by the Committee on Committees (in consultation with the vice president for
30 Student Development and Enrollment Services), one undergraduate student nominated by the
31 president of the Student Government, one graduate student nominated by the president of the
32 Graduate Student Association (in consultation with vice provost and dean of the College of Graduate
33 Studies), and six members from the professional staff (selected by the vice president for Student
34 Development and Enrollment Services). A representative from the professional advising office for
35 each college may serve as a non-voting resource person to assist the committee members. The vice
36 president for Student Development and Enrollment Services ~~(or designee)~~ (ex officio) will serve as
37 chair and identify other ex officio members. The chair will make every effort to ensure that areas
38 relating to Admissions and Standards are represented. Terms of service shall be three years,
39 staggered, with the exception of the student member, who shall serve for one year.

40 **Commencements, Convocations, and Recognitions Committee**

41 2. Membership.

42 The committee shall consist of one tenured faculty member from each academic unit, and one
43 Associate or University Librarian selected by the Committee on Committees (in consultation with
44 the president), two students selected by the president of the Student Government (in
45 consultation with the president) and the president and the provost and executive vice president
46 or their designees. The president (or designee) shall identify other ex officio members. The chair
47 is appointed annually by the president from the faculty membership. Terms of service shall be
48 two years, staggered, with the exception of the student members, who shall serve for one year.

49 **Strategic Planning Council**

50 2. Membership.

51 The committee shall consist of one faculty member from each academic unit (selected by the
52 Committee on Committees in consultation with the provost and executive vice president); one
53 student (appointed by the president of the Student Government); the chair of the Faculty Senate;
54 one staff member (selected by the USPS Staff Council); one department chair (appointed by the
55 provost and executive vice president); one faculty representing the regional campuses
56 (appointed by the vice provost for Regional Campuses); one alumnus or alumna (selected by the
57 president of the Alumni Association); and the provost and executive vice president. The provost
58 and executive vice president (ex officio), in concert with the vice presidents of the administrative
59 and academic divisions, will identify remaining members in an effort to ensure widespread
60 representation across the university. The council chair shall be appointed by the president from
61 the membership of the council. Terms of service are three years, staggered, with the exception
62 of the student members, who shall serve for one year.

63 **Undergraduate Common Program Oversight Committee**

64 2. Membership.

65 The committee shall consist of at least fifteen faculty members, with at least one faculty member
66 from each of the colleges with undergraduate programs and one professional librarian (selected
67 by the Committee on Committees in consultation with the college deans and the vice provost and
68 dean of the College of Undergraduate Studies). The Committee on Committees shall consider
69 Membership shall reflect the proportion of general education credit offered between the
70 colleges. If possible, members of the general faculty responsible for general education courses
71 shall serve on the committee. The vice provost and dean of the College of Undergraduate
72 Studies ~~(or designee)~~ (ex officio) shall ~~chair the committee and will~~ identify other ex officio
73 members, making every effort to ensure that areas relating to Undergraduate Common Program
74 Oversight are represented. The chair of the committee shall be a faculty member elected
75 annually by the membership. Terms of service shall be two years, staggered.

76 **University Bookstore Advisory Committee**

77 2. Membership.

78 The committee shall consist of one faculty member from each academic unit (selected by the
79 Committee on Committees), two staff members (nominated by the USPS Staff Council), one
80 student (nominated by the president of the Student Government), one representative from
81 Academic Affairs, the bookstore manager, and the director of Business Services. The bookstore
82 manager shall identify ex officio members. The chair shall be elected annually from its faculty
83 membership. Terms of service shall be two years, staggered, with the exception of the student
84 member, who shall serve for one year.

85 **University Honors Committee**

86 2. Membership.

87 The committee shall consist of one faculty member from each academic unit, and one
88 representative from each of the regional campuses with students participating in the Honors
89 Program (selected by the Committee on Committees in consultation with the dean of The
90 Burnett Honors College), and three student representatives recommended by the dean of
91 Burnett Honors College). The dean of The Burnett Honors College (ex officio) will chair the
92 committee and identify other ex officio members. Terms of service shall be two years, staggered,
93 with the exception of the student members, who shall serve for one year.

94 **University Master Planning committee**

95 2. Membership.

96 The committee shall consist of one faculty member from each academic unit, two of whom shall
97 be members of the Faculty Senate (selected by the Committee on Committees in consultation
98 with the provost and executive vice president); two additional faculty members from Biology and
99 Environmental Engineering (selected by the vice president for Administration and Finance or
100 designee); one administrator from Academic Affairs (appointed by the provost and executive vice
101 president); and two students (appointed by the president of the Student Government). The vice
102 president for Administration and Finance (or designee) (ex officio) shall ~~chair the committee. The~~
103 ~~chair shall~~ identify other voting and ex officio members, ~~and will make~~ing every effort to ensure
104 that areas relating to University Master Planning are represented. The director of Environmental
105 Health and Safety and the assistant director of Facilities Planning shall function as support staff to
106 the committee. The chair of the committee shall be a faculty member elected annually by the
107 membership. Terms of service shall be three years, staggered, with the exception of the student
108 members, who shall serve for one year.

Approved by the Faculty Senate Steering Committee August 11, 2016.

1 **Resolution 2016-2017-3 Faculty Senate Bylaw Change, University Promotion and**
 2 **Tenure Committee**

3 **Whereas**, UCF Regulation 3.015 and 3.0175 exempts faculty from serving on the committee who have
 4 served on the committee within the last two years or are candidates for promotion; and

5 **Whereas**, the committee *Bylaws* do not exempt those that have served in the last two years or are
 6 candidates for promotion; therefore

7 **BE IT RESOLVED** that the *Bylaws* of the *Faculty Senate Constitution* be amended as follows exempt from
 8 service, faculty who served on the committee within the last two years or are candidates for promotion:

9 **University Promotion and Tenure Committee**

10 2. Membership.

- 11 a. Committee ~~M~~membership for review of tenured and tenure-earning faculty for tenure
 12 and promotion:

13 The committee shall consist of one faculty member from each college. Each member shall
 14 hold the rank of tenured professor and be an active scholar within his or her particular
 15 field. The committee members are elected at large from their respective colleges by
 16 tenured and tenure-earning faculty. The chair is elected annually by the committee
 17 members. No member of the committee may be a member of a college or
 18 department/school promotion and tenure committee. Also exempted from service are
 19 faculty who served on the committee within the last two years, unless a college has only
 20 one eligible professor, and those who are candidates for promotion unless otherwise
 21 specified in UCF Regulation 3.015. Terms of service shall be two years, staggered.

- 22 b. Committee membership for review of non-tenure-earning ranked faculty, clinicians and
 23 researchers for promotion:

24 Whenever a non-tenure-earning faculty member, clinician or researcher, hereafter
 25 referred to as non-tenure-earning faculty, is a candidate for promotion, the University
 26 Promotion and Tenure committee, as constituted in part P2A, shall be augmented by the
 27 addition of non-tenure-earning faculty who hold a rank higher than those faculty who are
 28 being reviewed. The role of additional committee members is limited to the review and
 29 evaluation of non-tenure-earning promotion candidates. Non-tenure-earning faculty shall
 30 not comprise more than one-third of the augmented total University Promotion and
 31 Tenure Committee membership. The non-tenure-earning committee members from each
 32 college that has non-tenure-earning faculty are to be elected at large by the non-tenure-
 33 earning faculty of that college. If there are fewer than ten non-tenure-earning faculty in
 34 the college, the tenured and tenure-earning faculty will also vote. Each additional
 35 member shall be an active teacher, clinician, or researcher within his/her particular field.
 36 No member of the committee may be a member of any college or department/school
 37 promotion and tenure committee. Also exempted from service are faculty who served on
 38 the committee within the last two years, unless a college has only one eligible professor,
 39 and those who are candidates for promotion unless otherwise specified in UCF Regulation
 40 3.0175. Terms of service shall be two years, staggered.

1 **Resolution 2016-2017-4 Faculty Senate Bylaw Change, Undergraduate**
2 **Council and Committees**

3 **Whereas**, the Undergraduate Policy and Curriculum committee transmits recommendations to the
4 vice provost and dean of the College of Undergraduate Studies without the ability to submit
5 recommendations to the Faculty Senate Steering committee; and

6 **Whereas**, the assistant or associate deans are designated as ex officio resource members on both
7 committees, but not specified in the membership for the Course Review committee; therefore

8 **BE IT RESOLVED** that the *Bylaws* of the *Faculty Constitution* be amended as follows to allow the
9 committee to make recommendations to the Steering committee and formally specify the assistant
10 or associate deans as an ex officio member of the Course Review committee:

11 **Undergraduate Council**

12 a. Duties and Responsibilities.

- 13 iii. To transmit its recommendations to the vice provost and dean of the College of
14 Undergraduate Studies, who submits his/her recommendations to the provost
15 and executive vice president. The council may also make recommendations to
16 the Steering Committee of the Faculty Senate.

17 **1. Undergraduate Policy and Curriculum Committee**

18 a. Duties and Responsibilities.

- 19 vi. To transmit its recommendations to the vice provost and dean of the College of
20 Undergraduate Studies, who submits his/her recommendations to the provost
21 and executive vice president. The committee may also make recommendations
22 to the Steering Committee of the Faculty Senate.

23 b. Membership.

24 The Undergraduate Policy and Curriculum Committee shall consist of the chair of the
25 Undergraduate Council and fifteen faculty members, with at least one representative from
26 each of the academic units. Faculty membership shall proportionally represent the
27 number of faculty of the colleges, and an effort shall be made to include members of the
28 college curricular committees. The ex officio members ~~will~~ include the vice provost and
29 dean of the College of Undergraduate Studies (or designee) and the assistant or associate
30 dean (or designee) whose responsibilities include undergraduate curricular issues from
31 each of the colleges. Terms of service are two years, staggered.

32 **2. Undergraduate Course Review Committee**

33 b. Membership.

34 The Undergraduate Course Review Committee shall consist of the vice chair of the
35 Undergraduate Council and fifteen faculty members, with at least one representative from
36 each of the academic units, ~~and the vice provost and dean of the College of~~
37 ~~Undergraduate Studies or his/her designee (ex officio)~~. Faculty membership shall
38 proportionally represent the number of faculty of the colleges, and every effort shall be
39 made to include members of the college curricular committees. The ex officio members
40 include the vice provost and dean of the College of Undergraduate Studies (or designee)
41 and the assistant or associate dean (or designee) whose responsibilities include
42 undergraduate curricular issues from each of the colleges. Terms of service are two years,
43 staggered.

Approved by the Faculty Senate Steering Committee August 11, 2016.

1 **Resolution 2016-2017-5 Faculty Senate Bylaw Change, Graduate**
2 **Council and Committees**

3 **Whereas**, recommendations from the Graduate Council and Graduate Policy committee are required to be
4 submitted to the Steering committee and/or Senate for approval prior to submission to the vice provost and
5 dean of the College of Graduate Studies; and

6 **Whereas**, this is not a requirement for the Undergraduate committees and delays the review and approval
7 process; and

8 **Whereas**, the assistant or associate deans are not ex officio members of the committees eliminating an
9 important resource for committee members; therefore

10 **BE IT RESOLVED** that the *Bylaws of the Faculty Constitution* be amended as follows to eliminate the
11 requirement of submitting recommendations to the Steering committee while allowing submission if
12 necessary, and to add the assistant or associate deans as ex officio resources to the Graduate Policy and
13 Graduate Curriculum committees:

14 **Graduate Council**

15 a. Duties and Responsibilities.

16 iii. To transmit its recommendations to the ~~Steering Committee that will normally~~
17 ~~submit these recommendations to the Faculty Senate for action and that, if~~
18 ~~approved, will be submitted to the vice provost and dean of the College of~~
19 ~~Graduate Studies, who submits his/her recommendations~~ to the provost and
20 executive vice president. The council may also make recommendations to the
21 Steering Committee of the Faculty Senate.

22 **1. Graduate Policy Committee**

23 a. Duties and Responsibilities.

24 iii. To transmit its recommendations to the ~~Faculty Senate Steering Committee that~~
25 ~~will normally submit these recommendations to the Faculty Senate for action~~
26 ~~and that, if approved, will be submitted~~ vice provost and dean of the College of
27 Graduate Studies, who submits his/her recommendations to the provost and
28 executive vice president. The committee may also make recommendations to
29 the Steering Committee of the Faculty Senate.

30 b. Membership.

31 The Graduate Policy Committee shall consist of one graduate faculty member from each
32 academic unit, at least four of whom are members of the Faculty Senate, and a graduate
33 student, ~~and the vice provost and dean of the College of Graduate Studies (ex officio) or~~
34 ~~her/his designee~~. The graduate student representative will be appointed by the chair of
35 the council based on recommendations made by the president of the Graduate Student
36 Association and the vice provost and dean of the College of Graduate Studies. The ex
37 officio members include the vice provost and dean of the College of Graduate Studies (or
38 designee) and the assistant or associate dean (or designee) whose responsibilities include
39 graduate curricular issues from each of the colleges. The council chair will serve as the
40 chair of the Graduate Policy Committee. Terms of service shall be three years, staggered.

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3. Graduate Curriculum Committee

b. Membership.

The Graduate Curriculum Committee shall consist of one graduate faculty member from each academic unit, at least four of whom are members of the Faculty Senate, and a graduate student, ~~and the vice provost and dean of the College of Graduate Studies (ex officio) or her/his designee~~. The graduate student representative will be appointed by the chair of the council based on recommendations made by the president of the Graduate Student Association and the vice provost and dean of the College of Graduate Studies. The ex officio members include the vice provost and dean of the College of Graduate Studies (or designee) and the assistant or associate dean (or designee) whose responsibilities include graduate curricular issues from each of the colleges. The council vice chair will serve as the chair of the Graduate Curriculum Committee. Terms of service shall be three years, staggered.

Approved by the Faculty Senate Steering Committee August 11, 2016.

1 **Resolution 2016-2017-6 Faculty Senate Bylaw Change, Parking**
2 **Advisory and University Parking and Transportation Committees**

3 **Whereas**, due to membership of the University Parking and Transportation Advisory committee, only two
4 faculty members from the Senate Parking Advisory committee are part of faculty membership; and

5 **Whereas**, in 2010 the Faculty Senate created the Parking Advisory committee to allow one faculty member
6 from each academic unit to participate in parking and transportation issues; and

7 **Whereas**, the Parking Advisory committee is limited in scope to parking issues; and

8 **Whereas**, the Parking Advisory committee does not recommend changes through the University Parking and
9 Transportation Advisory committee; therefore

10 **BE IT RESOLVED** that the *Bylaws* of the *Faculty Constitution* be amended as follows to modify the name and
11 duties of the Parking Advisory committee; modify the name and duties of the University Parking and
12 Transportation Advisory committee; and allow more than one faculty member from each academic unit on
13 the Senate operational committee:

14
15 **Faculty Senate Parking, Transportation and Safety Advisory Committee**

16 1. Duties and Responsibilities.

17 a. To evaluate and recommend policies and procedures to the University Parking and
18 Transportation Advisory Committee concerning parking, transportation, and campus
19 safety and security that will foster a mutually beneficial parking environment for faculty,
20 staff, students, and visitors in the university community.

21 ~~b. To elect two committee members to serve on the University Parking and Transportation~~
22 ~~Advisory Committee. At the first meeting of the new committee, these representatives~~
23 ~~will be elected annually from its membership. To make recommendations to the~~
24 ~~Steering Committee of the Faculty Senate.~~

25 2. Membership.

26 The committee shall consist of at least one faculty member from each academic unit and, the vice
27 president for Administration and Finance his/her designee (ex officio)-, and the UCF Chief of Police
28 or his/her designee (ex officio). Committee members shall be selected by the Committee on
29 Committees. The committee chair must be a current Faculty Senate member and shall be elected
30 annually by its membership at the first meeting of the committee after the new Faculty Senate is
31 elected, normally in the early fall term. The chair of the Faculty Senate Parking, Transportation and
32 Safety committee or designee will serve as an ex officio member on the University Parking and
33 Transportation committee. Terms of service are two years, staggered.

34 **University Parking and Transportation ~~Advisory~~ Committee**

35 1. Duties and Responsibilities.

- 36 a. ~~To serve as the principal advisory body to the president through the vice president for~~
37 ~~Administration and Finance, recommending policies and regulations that govern traffic and~~
38 ~~parking on the UCF campus. To recommend to the vice president for Administration and Finance~~
39 ~~changes to the UCF regulations that govern traffic and parking on the UCF campus.~~
- 40 b. To review programs or services designed to improve traffic, transportation, or parking services
41 to the UCF community.
- 42 c. To review and approve special parking permits and 24-hour reserved parking spaces.
- 43 d. To review and approve conversion of metered, faculty/staff parking spaces, or drop-off and pick-
44 up spaces.

45 2. Membership.

46 The committee shall consist of two faculty members (selected by the Committee on Committees.
47 The chair of the Faculty Senate Parking, Transportation and Safety committee or designee will serve
48 as an ex officio member Faculty Senate Parking Advisory Committee); two students (appointed by
49 the president of the Student Government); two staff members (appointed by the USPS Staff
50 Council); and one administrative and professional employee (appointed by the vice president for
51 Administration and Finance). The vice president for Administration and Finance or designee (ex
52 officio) will identify other ex officio members. The vice president for Administration and Finance will
53 appoint one additional member to serve as chair. Terms of service shall be ~~one~~ two years, staggered
54 with the exception of the student members, who shall serve for one year.

55 Automatic changes to Constitution Committee reference:

56 The Faculty Senate Parking, Transportation and Safety ~~Advisory~~ Committee.

57 The Faculty Senate Parking, Transportation and Safety ~~Advisory~~ Committee evaluates and makes
58 recommendations recommends to the University Parking and Transportation Advisory Committee
59 concerning policy or procedures and concerns relating to parking ~~and traffic services, transportation,~~
60 and safety needed by all segments of the university community.

61 University Parking and Transportation ~~Advisory~~ Committee.

62 The University Parking and Transportation ~~Advisory~~ Committee recommends to the vice president for
63 Administration and Finance concerning ~~policies and~~ regulations governing traffic and parking on the UCF
64 campus.

Approved by the Faculty Senate Steering Committee August 11, 2016.

38 Automatic changes to Constitution Committee reference:

39 Information Technology ~~and Resources Advisory~~ Committee.

40 The Information Technology ~~Resource Advisory~~ Committee evaluates and recommends ~~to the vice~~
41 ~~president of Information Technology and Resources on~~ policy and procedures concerning information
42 technology and resources ~~policy~~.

Approved by the Faculty Senate Steering Committee August 11, 2016.

1 **Resolution 2016-2017-8 Faculty Senate Bylaw Change, Nominating Committee**

2 **Whereas**, the Faculty Senate *Bylaws* Section VI. Senate Operational Committees; A.5. Subcommittees of the
3 Steering Committee; b. Nominating Committee specifies the past chair, who serves as the chair of the
4 committee; and

5 **Whereas**, the *Bylaws* do not specify the process if no past chair is available; therefore

6 **BE IT RESOLVED** that the *Bylaws* of the *Faculty Constitution* be amended as follows to define the procedure
7 in the event a past chair is not available:

8 b. **Nominating Committee**

9 This committee consists of the Senate past chair, who shall serve as chair of the committee, and two
10 other Steering Committee members. If the immediate past chair is not available, the Steering
11 Committee must elect a faculty member to serve in this role. Prior to the first meeting of the new
12 Senate, the Nominating Committee recommends to the Steering Committee a list of up to four
13 willing candidates for each of the Senate offices. (For nomination procedures, see *Bylaws*, Section
14 III.B.)

Approved by the Faculty Senate Steering Committee August 11, 2016.

1 **Resolution 2016-2017-9 Faculty Senate Bylaw Change, Governance**
2 **in Academic Units**

3 **Whereas**, the *Faculty Senate Constitution* contains Article VII. Governance in Academic Units, specifying that
4 each academic unit of the university shall provide for non-administrative faculty representation in its
5 governance; and

6 **Whereas**, the *Bylaws* do not provide details regarding governance in Academic Units; therefore

7 **BE IT RESOLVED** that the *Bylaws* of the *Faculty Constitution* be amended as follows to include a new Section
8 IX. Governance in Academic Units with the Constitution Article VII automatically updated to reflect, as set
9 forth in Senate Bylaws, Section IX:

10 **SECTION IX.**
11 **Governance in Academic Units**

12 A. Operation and Bylaws

13 Each academic unit, and departments and schools whose leader holds an administrative appointment,
14 must operate according to written bylaws approved by the unit’s general faculty as defined in *Bylaws*
15 Section I. Definition of Faculty.

16 B. Meetings

17 1. Department/school faculty meetings called by and presided over by the leader should occur at least
18 monthly during the Fall and Spring semesters. Chairs and directors should meet at least monthly
19 with the college dean. Meetings should run according to the latest edition of *Robert's Rules of*
20 *Order*, or other rules as specified in the unit's bylaws (note the quorum and recusal rules therein).

21 2. Membership and Voting.

22 All general faculty should attend and participate in unit meetings. Unit bylaws will designate voting
23 rights.

24 3. Records.

25 Proposed meeting agendas must be posted by the leader in advance of the meetings. Minutes must
26 be circulated to the members before the next meeting and offered for approval at the next meeting.
27 Agendas and approved minutes must be posted online in a manner accessible and easily navigable
28 by all unit faculty.

29 C. Records

30 1. Except for records deemed confidential under law or university policy, leaders must have no unit
31 records that are confidential from their own faculty.

32 2. Unit policies; budgets; formal plans; meeting agendas, minutes, and exhibits; committee records
33 (including membership, agendas, minutes, and exhibits); and other public data relevant to unit
34 members must be posted online in a manner accessible and easily navigable by all unit faculty.

35 D. Steering Committee

36 Each unit is strongly encouraged to have a steering or executive committee to advise the unit
37 leadership.

Approved by the Faculty Senate Steering Committee August 11, 2016.

1 **Resolution 2016-2017-11 Faculty Senate Bylaw Change, Section IX. Amendments**

2 **Whereas**, the current language in Section IX of the Bylaws is not specific and can be interpreted in multiple
3 ways; therefore

4 **BE IT RESOLVED** that the *Bylaws* of the *Faculty Senate Constitution* be amended to better communicate the
5 process to amend the *Bylaws*:

6 **SECTION IX. Amendments**

7 ~~The Faculty Senate may amend its own bylaws by the affirmative vote of a majority of Senate members~~
8 ~~present and voting at a meeting with a quorum. The text of a proposed bylaw or amendment to a current~~
9 ~~bylaw must be made available electronically to the members of the Faculty Senate at least thirty days prior~~
10 ~~to the meeting at which it will be considered. Proposals should be included on the agenda of two successive~~
11 ~~meetings of the Senate. In cases of emergency, however, the policy requiring two successive meetings can~~
12 ~~be waived.~~

- 13 A. The Faculty Senate may amend its own bylaws by the affirmative vote of a majority of Senate
14 members present and voting at a meeting with a quorum.
- 15 1. A proposed amendment must be included on the agenda of at least two successive meetings of
16 the Senate.
- 17 2. The text of a proposed bylaw or amendment to a current bylaw must be made available
18 electronically to the members of the Faculty Senate at least thirty days prior to the first meeting.
- 19 3. The proposed amendment is subject to amendment and vote at the second or subsequent
20 Senate meeting.
- 21 4. In cases of emergency, established by the Steering Committee, the requirement of requiring two
22 successive meetings can be waived.
- 23 B. If there is a change in the designation of an office, the title of an official, the name of a committee,
24 the references to the bylaws or constitution, or the correction of a minor error that has no
25 substantial effect, the bylaws and the constitution will be automatically adjusted to reflect the
26 change. Such changes will be reported to the Faculty Senate.

Approved by the Faculty Senate Steering Committee August 11, 2016.