

MEMORANDUM

TO: Members of the Steering Committee

FROM: Manoj Chopra
Chair, Faculty Senate

SUBJECT: STEERING COMMITTEE MEETING

AGENDA

1. **Call to Order**
2. **Roll Call**
3. **Minutes of *January 8, 2008***
4. **Announcements and Recognition of Guests**
5. **Old Business**
 - Revised Resolution from Personnel Committee on the Evaluation of Deans and Chairs
6. **New Business**
 - Provost's update
 - Revisit the issue of tenure in a Center or Institute
 - Cellular Telephone Acquisition and Use Policy
 - Resolution from Steering Committee on Budget Management
7. **Standing Committee Reports**
 - Budget and Administrative Committee – Dr. Jewett
 - Graduate Council Committee – Drs. Lynxwiler and Liberman
 - Personnel Committee – Dr. Orooji
 - UPCC – Dr. Pennington
8. **Other**

Faculty Senate Steering Meeting

January 8, 2008

Dr. Ida Cook, Vice Chairperson, called the Steering Committee meeting to order at 4:01 p.m. Minutes from the *November 15, 2007* meeting were unanimously approved as written.

Steering Officers present: Drs. Arlen Chase, Ida Cook and Pamela Ark.

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

Steering Members and Administrators absent: Provost Hickey, Drs. Chopra, Pennington, Lynxwiler, and Kassab.

Administrators present: Drs. John Schell.

Guests: None

ANNOUNCEMENTS

Academic Integrity Week - Dr. Schell reporting

An invitation has been issued to Faculty Senate members to attend the sessions during academic integrity week: these include a turnitin.com presentation and a report on the academic integrity survey that faculty and students participated in about one year ago. The head of survey from Duke University will present information from the survey. Another presentation will outline a consideration of an XF grade that at this point is only in talking phase – an X is placed if the F is earned as the result of dishonesty. There would be mechanisms to remove the X. Dr. Schell will provide a link to another university that uses XF. There was a question on the academic integrity survey that found 72% of UCF faculty who took the survey answered with an interest in the XF option. Dr. Nancy Stanlick is coordinating the forum as part of the week's events. There may be a committee from the Faculty Senate to take part in the forum.

Dr. Huff-Corzine commented that arbitration depends on a particular situation – a student may indeed not graduate if a course is not offered again in time. The faculty teaching the course must be only person to change the grade and graduate students may have taught the course. We may need to refer this issue to a Faculty Senate committee.

OLD BUSINESS

Revisions to Constitution - Dr. Cook reporting

Proposed revisions will be reviewed by full Faculty Senate on January 17, 2008. Constitutional revision timeline: once approved if that occurs on January 17th, the document is sent to the Provost and then the President; if approved, the documents are sent to the entire faculty for vote at a called Faculty Assembly.

Medical Excuse Policy

This item was previously tabled. It was voted unanimously to discuss it today. The steering committee members determined that item should be referred to UPCC. This item will be forwarded to the UPCC then will report back to Faculty Steering. If Faculty Steering committee members have recommendations, please send the ideas to Dr. Pennington.

NEW BUSINESS

Dr. Chakrabarti, Chair of Personnel Committee presented the following resolution for placement on the senate's agenda. The resolution reads as follows:

Resolution 2007-2008-5 Appointment and Evaluation of School Directors and Department Chairs

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

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

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

A school/department's director/chair serves a term of five years although the appointment is renewable annually. Normally, a director/chair will not serve more than two successive five-year terms.

Each college dean, upon consultation with that college's faculty, will establish a procedure for the appointment and reappointment of directors/chairs. Except in rare occasions, college deans should not serve as directors/chairs. Departmental faculty and others the dean deems appropriate will conduct the review. Eligible voters include all tenured and tenure-track faculty, but eligibility may be extended at the college level by vote of the tenured and tenure-track faculty. College procedures require a record of the vote for appointment and reappointment.

The faculty of the school/department will evaluate directors/chairs annually. A full review for reappointment will take place during the fifth year. The dean at his or her own initiative or as a consequence of a request can institute an interim review by the department faculty of the director/chair under college procedures. After due consideration, the dean will nominate a candidate for director/chair, whose appointment is subject to approval by the provost and the president.

The appointment and evaluation of school director and department chair is formalized using a review process that has not been explained before in previous documents. There was concern previously when the dean or chair serves in multiple roles. The Steering committee voted to refer this item to full faculty senate at its next meeting and this will be placed on the agenda.

Professional Service Awards deadline

The review committee will need members from the Faculty Steering committee. No volunteers at present. Dr. Chopra will be asked to work on selecting these members next week.

STANDING COMMITTEE LIAISONS REPORTS

B&A – Dr. Jewett reporting

No meeting at this date; anticipate a meeting later in January.

Graduate Council – Drs. Lynxwiler and Liberman reporting

Meeting scheduled for Thursday, January 10, 2008

Personnel – Dr. Orooji reporting

The committee has finished the resolution presented above and is currently working on faculty promotion criteria. It will then move to tenure criteria discussions. The work includes determining how many outside reviews to accept. Dr. Chase reminded members that four years ago the citation indices would not be used in the review process. The committee is scheduled to meet on Tuesday, January 15, 2008.

UPCC- meeting in progress

Dr. Pennington is conducting the meeting today, at this same time.

OTHER BUSINESS

Dr. Schell – reminded members that equipment requests are accepted through the January 28, 2008.

Dr. Huff-Corzine – there is no action on TIP RIA SoTL agreement at this time in bargaining discussions.

ADJOURNMENT

Meeting adjourned at 4:50 p.m.

Resolution 2007-08-05 Appointment and Evaluation of School Directors and Department Chairs

(From Personnel Committee)

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

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

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

Service Eligibility

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

Appointment

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

Review & Reappointment

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

2003-2004-7 Tenure and Promotion Review Process

Be it known that the tenure and promotion process at UCF is intended to be a collegial process based in professional integrity.

Whereas tenure and promotion at UCF is dependent upon having satisfied the minimum university statutory requirements, according to the collective judgment of the department tenure and promotion committee, the department chair, the college tenure and promotion committee, the college dean (where appropriate), the university-wide tenure and promotion committee, as approved by the Provost and President of the University, and as approved by the Board of Trustees,

Whereas each department sets policy and procedures for the attainment of tenure and promotion,

Be it resolved that all tenure earning faculty and those undergoing promotion review are to be subjected to the aforementioned promotion and tenure process and that a non-academic unit such as a center or an institute should not grant tenure or promotion.

Approved by the Faculty Senate on March 25, 2004.

Forwarded to the Provost on March 26, 2004.

The Provost did not support the proposed resolution on April 22, 2004 with the following comments:

UCF has successfully utilized centers and institutes to rapidly build research expertise and reputation in selected areas-of-opportunity. Tenure reviews in centers and institutes are conducted in ways comparable to those done in departments and colleges. In addition, candidates from centers and institutes are reviewed by the University Promotions and Tenure Committee, by the Provost, and by the President. Thus, there is no reason to believe that the review process for candidates from centers and institutes is any less rigorous than that for other candidates. With that said, I will continue ongoing efforts to resolve some of the issues underlying this resolution, including efforts to develop joint appointments, and possibly joint-tenure, for faculty hired into centers and institutes. I would also urge the Faculty Senate to reconsider the decision that bars faculty hired in centers and institutes from participating in the Faculty Senate.

Faculty Senate Steering Meeting

January 8, 2008

Dr. Ida Cook, Vice Chairperson, called the Steering Committee meeting to order at 4:01 p.m. Minutes from the *November 15, 2007* meeting were unanimously approved as written.

Steering Officers present: Drs. Arlen Chase, Ida Cook and Pamela Ark.

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

Steering Members and Administrators absent: Drs. Provost Hickey, Chopra, Pennington, Lynxwiler, and Kassab.

Administrators present: Drs. John Schell.

Guests: None

ANNOUNCEMENTS

Academic Integrity Week - Dr. Schell reporting

Invitation issued to Faculty Senate members to attend these sessions: turnitin.com presentation; report on the academic integrity survey that faculty and students participated in about one year ago; the head of survey from Duke University will present information from the survey. Another presentation will outline a consideration of an XF grade that at this point is only in talking phase – an X is placed if the F is earned as the result of dishonesty. There would be mechanisms to remove the X. Dr. Schell will provide a link to another university that uses XF. There was a question on the academic integrity survey that found 72% of UCF faculty who took the survey answered with an interest in the XF option. Dr. Nancy Stanlick is coordinating the forum as part of the week's events. There may be a committee from faculty senate to take part in the forum.

Dr. Huff-Corzine commented that arbitration is a finding for a particular situation – a student may indeed not graduate if course is not offered. The faculty teaching the course must be correct person – graduate students could have taught the course. May indeed need to refer the situation to a Faculty Senate committee.

UFF has sued the BOG over the travel to Cuba. The BOG had joined suit previously on this matter.

OLD BUSINESS

Revisions to Constitution - Dr. Cook reporting

Proposed revisions will be reviewed by full Faculty Senate on January 17, 2008. Constitutional revision timeline: once approved if that occurs on January 17th then the document is sent to the Provost and President; if approved, the documents are sent to faculty for vote at a called Faculty Assembly.

Medical Excuse Policy

This item was previously tabled; vote unanimous to discuss today. FS steering members determined that item should be referred to UPCC. This item will be forwarded to the UPCC then

will report back to Faculty Steering. If Faculty Steering committee members have recommendations, please send the ideas to Dr. Pennington.

NEW BUSINESS

Resolution from Personnel Committee

The resolution reads as follows:

Resolution 2007-2008-5 Appointment and Evaluation of School Directors and Department Chairs

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

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

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

A school/department's director/chair serves a term of five years although the appointment is renewable annually. Normally, a director/chair will not serve more than two successive five-year terms.

Each college dean, upon consultation with that college's faculty, will establish a procedure for the appointment and reappointment of directors/chairs. Except in rare occasions, college deans should not serve as directors/chairs. Departmental faculty and others the dean deems appropriate will conduct the review. Eligible voters include all tenured and tenure-track faculty, but eligibility may be extended at the college level by vote of the tenured and tenure-track faculty. College procedures require a record of the vote for appointment and reappointment.

The faculty of the school/department will evaluate directors/chairs annually. A full review for reappointment will take place during the fifth year. The dean at his or her own initiative or as a consequence of a request can institute an interim review by the department faculty of the director/chair under college procedures. After due consideration, the dean will nominate a candidate for director/chair, whose appointment is subject to approval by the provost and the president.

Appointment and evaluation of school director and department chair; this work formalizes the review process that has not been explained before in previous documents. There was concern previously when the dean is chair, serving in multiple roles. Will refer this item to full faculty senate.

Professional Service Awards deadline

The review committee will need members from the Faculty Steering committee. No volunteers at present.

STANDING COMMITTEE LIAISONS REPORTS

B&A – Dr. Jewett reporting

No meeting at this date; anticipate a meeting later in January.

Graduate Council – Drs. Lynxwiler and Liberman reporting

Meeting scheduled for Thursday, January 10, 2008

Personnel – Dr. Orooji reporting

The committee has finished the resolution; currently working on faculty promotion and will then proceed to tenure. The work includes determining how many outside reviews to accept. Dr.

Chase reminded members that four years ago the citation indices would not be used in the review process. The committee is scheduled to meet on Tuesday, January 15, 2008.

UPCC- meeting in progress

Dr. Pennington is conducting the meeting today, at this same time.

OTHER BUSINESS

Dr. Schell – reminded members that equipment requests are accepted through the January 28, 2008.

Dr. Huff-Corzine – there is no action on TIP RIA SoTL agreement at this time.

ADJOURNMENT

Meeting adjourned at 4:50 p.m.

**Budget Management
Resolution 2008-?
Faculty Senate Steering Committee**

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

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

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

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

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

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

Resolution GS-2: ETD Dissemination Policy

Whereas, the university is dedicated to open access of original work for the purposes of scholarship, and

Whereas, the university is mindful of protecting the rights of our students (and faculty) with regard to their original work,

Be it resolved, that UCF will provide the following options for all graduate students submitting the required Electronic Thesis and Dissertation (with required graduate advisor input)

1. Immediate worldwide dissemination with no restrictions.
2. Pending dissemination of the entire work for six months for patent or other proprietary issues, with an additional six months extension available. Once the patent and proprietary issues are resolved, we recommend immediate worldwide dissemination with no restrictions.
3. Pending dissemination of the entire work for six months for patent or other proprietary issues, with an additional six months extension available. Once the patent and proprietary issues are resolved, we recommend dissemination with limited access to the UCF community (unrestricted display of bibliographic information and abstract, availability of bound copy only, interlibrary loan shares bound copy only, and no availability of electronic document) for a period of
 - a. ___one year
 - b. ___three years
 - c. ___five years
4. Dissemination with limited access to the UCF community (unrestricted display of bibliographic information and abstract, availability of bound copy only, interlibrary loan shares bound copy only, and no availability of electronic document) for a period of
 - a. ___one year
 - b. ___three years
 - c. ___five years

Thesis and Dissertation Attachment

To be completed and signed by the student and the thesis or dissertation adviser(s).

Thesis or Dissertation Title / Working Title

Review for Original Work

The thesis or dissertation adviser and committee have reviewed results of the student's submission of the thesis or dissertation through Turnitin.com.

Signature of Thesis or Dissertation Adviser(s)

Date

Recommendation for Availability of Thesis or Dissertation

In addition to the unrestricted display of the bibliographic information and the abstract, we agree that the above mentioned document be placed in the ETD archive with the following status (choose one of the options below).

1. Immediate worldwide dissemination with no restrictions.
2. Pending dissemination of the entire work for six months for patent or other proprietary issues, with an additional six months extension available. Once the patent and proprietary issues are resolved, we recommend Immediate worldwide dissemination with no restrictions.
3. Pending dissemination of the entire work for six months for patent or other proprietary issues, with an additional six months extension available. Once the patent and proprietary issues are resolved, we recommend dissemination with limited access to the UCF community (unrestricted display of bibliographic information and abstract, availability of bound copy only, interlibrary loan shares bound copy only, and no availability of electronic document) for a period of
 - a. ___ one year
 - b. ___ three years
 - c. ___ five years
4. Dissemination with limited access to the UCF community (unrestricted display of bibliographic information and abstract, availability of bound copy only, interlibrary loan shares bound copy only, and no availability of electronic document) for a period of
 - a. ___ one year
 - b. ___ three years
 - c. ___ five years

The declaration of this limitation occurs during the final submission and cannot be changed to release the document worldwide earlier or extend it beyond the selected period. Once the limitation period ends, the work will be released worldwide with no restrictions.

Student PID

Signature of Student

Student Printed Name

Date

Signature of Thesis or Dissertation Adviser(s)

Adviser(s) Printed Name

Date

Signature, College Graduate Associate Dean

College Graduate Associate Dean Printed Name

Date