AGENDA

I. Meeting called to order-R. Harrison

II. Selection of meeting minutes taker for this meeting— W. Karwowski volunteered to take minutes

III. Review & Approval of January 20, 2016 meeting minutes

IV. Old Business

1. Continued discussion on the joint appointments and secondary joint appointments
   a. Invited guests Dr. Chris Parkinson & Jade A. Laderwarg, MBA, SHRM-CP, Faculty Cluster Initiative, Faculty Excellence

Old Business Updates

1. Leon communicated to K. Koons, the committee's decision to send the faculty awards item back to the Senate with a recommendation that a committee of the full Senate be established to work on this issue. Keith is moving in that direction & confirmed that a committee of the Senate can continue to work on it beyond the Senate calendar meetings.
2. Resolution on Chairs/Directors Appointment & Re-Appointment—was presented to Senate on 1/28/16 & after changes in wording by the Senate, was approved. It will be sent to the Provost for his approval.
3. Status on Resolution on Paid Family Emergency Leave--submitted to Steering Committee on 1/26/15—with the hopes that it can go on the February Faculty Senate agenda—L. Walters
4. Joint Appointments-How does the committee wish to proceed on handling/revising the existing joint appointment & secondary joint appointment policies? Committee to develop a strategy for how to handle this—ad hoc committee or continued discussion of the whole committee in March?

V. New Business

1. Office for Faculty Excellence (through Cynthia Young) is requesting that our committee review the revised procedures (based on recommendations) on the content of the P & T dossiers—how does the committee wish to proceed on this? Cynthia would like to get this done asap so it can be used in this next (current) cycle of the P & T process—Lucretia Cooney to present
2. Faculty study salary executive summary—does the faculty wish to put this on the agenda for the March meeting or table it for the next academic year. See summary sent out via email.
3. The committee must return to the issue of emeritus criteria, process, etc. as it appears that the policy was not revised—would the committee like to put this on the March agenda?
4. **The committee must develop a list of which items it wishes to discuss in March 2016 and which will wait until next academic year. These should be put in order of priority.**
   Pending items for committee to discuss:
   P & T dossiers—top priority
   Joint appointments—where to go from here after Chris presents
   Paid Family Emergency Leave—feedback after the February faculty senate—may require further attention
   Faculty study salary results

VI. Other Business
VII. Other Updates from the Office of Faculty Excellence-C. Young

VIII. Other Updates from the Faculty Senate Steering Committee-L. Walters

IX. Next meeting dates & times:
- Committee meeting dates for Spring 2016
  - Wednesday, March 16, 11 a.m.- (COHPA, Building I, Room 335)-last meeting for this Senate year.

XI. Adjournment

Reminder: please send minutes of this meeting to Ana as soon as possible.

FACULTY SENATE PERSONNEL COMMITTEE
MEETING MINUTES
Wednesday, January 20, 2016
11:00 AM - 12:30 PM
Location: COHPA, HPA I, Room 335

Present: Ana Leon (Chair), Ramon Hinojosa, Manoj Chopra, Robert Folger, Paul Giordino, Debbie Hahs-Vaughn, Richard Harrison, Waldemar Karwowski, Jonathan Knuckey, Linda Walters, Michelle Upvall, Lucretia Cooney (Ex-Officio from Faculty Excellence). Guests included: Jennifer Krolowitz (AA), Jade Laderwarg (Faculty Excellence), and Helen Sterbach (AA)

The meeting was called to order at 11:00 am by Chair Leon. A request was made for a minutes' taker for this meeting. Manoj Chopra volunteered.

Minutes of the November 18, 2015 meeting: Reviewed and approved unanimously with some revisions.

Motion was made to discuss new business related to Joint Appointments first. Approved.

NEW BUSINESS

Joint Appointments

Chair Leon laid the foundation for the discussion by stating that we are currently in information gathering state and there are some concerns about the current policies and procedures. This is more critical in light of the new cluster hiring. The question from the previous meeting was to study what the process looks like currently and what changes to recommend to the Senate Steering Committee.

The committee has invited two representatives from Academic Affairs dealing with personnel issues – Helen Sterbach and Jennifer Krolowitz. They provided the committee with an overview and current status and distributed a handout with (a) policies and procedures and (b) forms for approval (Attachment A). They clarified the difference between Joint Faculty (shared finances between home and host unit) and secondary joint appointment (home is responsible financially).

A discussion on the mechanisms of evaluating such faculty ensued and it was determined that a number of issues related to evaluation under such appointments was needed.

ACTION ITEM: The committee will invite Dr. Chris Parkinson, Special Assistant to the Provost for Faculty Clusters to the next meeting. He will be requested to bring examples of policies at other institutions such as NC State, which also has a Faculty Cluster Program. AA will continue to share any examples of MOU or joint appointment letters that it finds during the information gathering and policy developments stage.

OLD BUSINESS

Status of Senate Resolution 2008-2009-1

Linda Walters provided an update on the status of Senate Resolution 2008-09-1 "Appointment of and Evaluation of School Directors and Department Chairs". The Steering Committee discussed this

resolution at its January meeting last week and approved it to be added to the agenda for the full Senate meeting on January 28, 2016.

ACTION ITEM: None

NEW BUSINESS

Resolution – Paid Family Emergency Leave

Linda Walters presented the background and rationale for a new resolution on Paid Family Emergency Leave which continues the theme of balance of family life related to the faculty and is a follow-up to a resolution last year. In November, UCF approved and implemented the Paid Parental Leave resolution. Dr. Walters distributed a draft of the resolution developed by her with assistance and advice from Dr. Ida Cook. The committee discussed various parts of the draft resolution and made some revisions. The revised draft resolution is attached (Attachment B).

Richard Harrison moved that the resolution as amended be forwarded to the Steering Committee and it was duly seconded. The motion passed unanimously and the resolution related to Paid Family Emergency Leave was sent to the Steering Committee.

Update from the Office of Faculty Excellence – Lucretia Cooney

Faculty Excellence is working on the Faculty Salary Surveys Report and will provide more information for a discussion on salary compression at a future meeting of the committee.

It is looking at updating the policies and agreements within the university on Joint Appointments including evaluations and duties. They are trying to include this information into the common database for faculty information.

OTHER BUSINESS

There was a request from Chair Keith Koons that the Personnel Committee review the TIP, RIA and SOTL documents recently developed by the special ad hoc committee appointed by the Provost. There is a need to reconcile the three documents and make them more consistent. After some discussion, the committee members concluded that this task requires a broader representation of faculty from across campus, and voted to recommend that the Steering Committee and Chair Koons establish a ad hoc subcommittee of the full Senate to review and reconcile these documents. This was moved and approved unanimously.

ACTION ITEM: See above.

NEXT MEETING DATES AND TIMES

Committee meeting dates for Spring 2016
- Wednesday, February 17, 11 a.m.—(this meeting will be held in HPA 1, room 304)
- Wednesday, March 16, 11 a.m.- (COHPA, Building I, Room 335)

Adjournment = Meeting adjourned by 12:35 pm.

ATTACHMENT A

UNIVERSITY OF CENTRAL FLORIDA

OFFICE *of* ACADEMIC AFFAIRS

Joint and Secondary Joint Appointment Policies & Procedures

Rationale

Education and research require the availability of highly competent individuals with specialized skills who share their competence in more than a single area. Therefore, the university is committed to encouraging, facilitating, and rewarding interdisciplinary, multi-disciplinary, and cross-disciplinary educational and scholarly activities. Appointments of faculty and staff members in more than one department, school, center, institute, or college are encouraged as a way to further this objective. Joint and secondary joint appointments are designed specifically to facilitate these activities. They may involve appointments across two or more academic units, or an academic unit and a center or institute. In this document, the term "unit" will be used to refer to any or all of these entities.

Definitions

Joint Appointment: A paid appointment of a faculty or staff member to a second university unit (host unit) when the person will be regularly participating in the teaching, research, or graduate supervision responsibilities of more than one university unit. The salary of a joint appointment is shared by the host and home unit. The proportion of the salary to be shared depends upon the individual circumstance and is determined and approved by the home and proposed host unit.

Secondary Joint Appointment: An unpaid appointment of a faculty or staff member to a second university unit (host unit) when that person will be regularly participating in the teaching, research, or graduate supervision responsibilities of more than one university unit. Payment of the appointee's salary is not shared.

Joint and Secondary Joint Appointees Who Will Teach

All joint and secondary joint appointees who will be the instructors of record for lectures, laboratories, independent studies, internships, clinicals, or any other credit-bearing experience must comply with the university's faculty teaching qualifications guidelines. If appointees serve as instructors of record in the host unit, that unit must submit an electronic teaching certification form via the Faculty Qualifications Management System (FQMS) in PeopleSoft if one is not already on file for the faculty member's teaching assignment in the host unit. All teaching assignments are subject to UCF faculty teaching qualifications guidelines (http://afia.ucf.edu/fq/fqteaching/).

Policies Related to Joint and Secondary Joint Appointments

- **Joint and secondary joint appointees hold tenure only in their primary home department/unit unless otherwise addressed by the home and host units.**
- Annual evaluations will be the sole responsibility of the home unit for secondary joint appointments. Input from the secondary unit is strongly encouraged. Joint appointments, where salary cost is shared, need to be evaluated annually by both the home and host units.
- **Joint and secondary joint appointments are made for the duration of the appointees' appointment in their home unit, unless otherwise noted on the appointment form.** All appointments shall be subject to review on a schedule determined by the host unit or college/area, at which time continuation of the appointment shall be considered. Typically, such appointments will be reviewed in conjunction with but no later than the applicable academic program or institute and center review. **A joint or secondary joint appointment can be rescinded by request of the home unit or the host unit with the consent of the provost or designee.**
- Duties, responsibilities, and privileges shall be agreed to by the home unit, the host unit, and the appointee and outlined in the letter of appointment.

- Joint and secondary joint appointments should be based upon the substantial contributions such an appointment would recognize and support. Sufficient detail must be provided in the appointment application file to substantiate the importance of the appointment in facilitating collaborations between the home and host units.

Procedures for Requesting a Joint or Secondary Joint Appointment

1. The host unit (the unit receiving the services of the appointee) should prepare an appointment application file, which includes the following:
   - Completed Joint or Secondary Joint Appointment Approval Form with signatures reflecting appointment endorsements from the home unit chair or director, home college dean or area vice president, and other stakeholders as appropriate (see item #3 below).
   - An electronic teaching certification via FQMS (if the appointee will be an instructor of record)
   - Letter of appointment from the host unit, which includes the following:
     a. the designation of the current home unit and the proposed host unit
     b. an overview of the faculty member's contributions to the host unit to date, if applicable (e.g., courses taught, student research supervised, students employed on grants, collaborations with host unit faculty members)
     c. a description of how the proposed appointment is expected to benefit the units involved
     d. an overview of the appointee's expected contributions to the proposed host unit (e.g., courses expected to teach, lectures or seminars expected to deliver, curriculum development, collaborations in progress or anticipated)
     e. if teaching in the host unit, the appointee's distribution of teaching responsibilities between the host and home units
     f. an overview of the appointee's rights and responsibilities in the host unit
     g. the length of the appointment and cycle for review (typically in conjunction with but no later than the applicable academic program or institute and center review)
   - Copy of employment agreement (for joint appointments)
   - Curriculum vitae
2. If a joint appointment (where the salary is shared), the proposed host unit should prepare the new employment agreement and have the primary home unit and college/area approve it. A copy of the new employment agreement and the old employment agreement should be added to the appointment application file.
3. The appointment application file is initially forwarded to the primary home unit for appropriate reviews and approvals. Applications for faculty appointees who receive all or a portion of their salary from a center or institute should receive approval from the applicable center or institute director and vice president for research and commercialization. Applications for faculty appointees who hold tenured or tenure earning status in an academic unit should receive approval from the applicable unit head and college dean, regardless of whether or not the academic department pays any portion of the faculty member's salary. The host unit is responsible for routing the application file for all required signatures.
4. Once all preliminary approvals are obtained, the appointment application file is submitted to Academic Affairs (MH 331) for final review by the provost or designee.
5. If the provost or designee approves the appointment, the following distributions will occur:
   - An electronic copy of the appointment application file is sent to the home and host units and areas
   - The original file is sent to the requestor/supervisor
6. If the provost or designee denies the appointment or needs additional information, Academic Affairs will contact appropriate offices accordingly.
7. The host unit will inform the appointment holder of the appointment's status (approved or denied) once notified of the provost's or designee's decision.

UNIVERSITY OF CENTRAL FLORIDA

OFFICE *of* ACADEMIC AFFAIRS

Joint and Secondary Joint Appointment Approval Form

Name of Appointee: _____   EMPLID: _____

Job Title: _____

Current UCF Unit Affiliation (Home Unit): _____

Proposed Additional UCF Unit (Host Unit): _____

Date Appointment Expires (if applicable): ___/___/20___

Name of Requestor/Supervisor (Host Unit): _____   Requestor/Supervisor's Employee ID: _____
Phone Number: (____) ____-_____   Email Address: _____

Appointment Type (check one): ☐ Joint *(salary shared)*   ☐ Secondary Joint *(salary not shared)*

Will the appointee be an instructor of record for credit-bearing courses? ☐ Yes   ☐ No
If yes, please submit an electronic teaching certification in the Faculty Qualifications Management System (FQMS)

Is graduate education participation expected in the host unit? ☐ Yes   ☐ No
If yes, mark the appropriate box below:
☐ Currently Graduate Faculty or Graduate Faculty Scholar
☐ Nomination and Appointment to Graduate Faculty and Graduate Faculty Scholars form *submitted to the College of Graduate Studies*

Is the appointee currently in-unit: ☐ Yes   ☐ No

For joint appointments only
Is the new employment agreement attached? ☐ Yes   ☐ No

FTE in each unit: ____ Primary Home Unit   ____ Host Unit

Approvals

Host Dept./Unit: _____	_____	Date: _____
(Chair or director)	Print Name	Signature	
Host College/Area: _____	_____	Date: _____
(Dean or VP)	Print Name	Signature	
Home Dept./Unit: _____	_____	Date: _____
(Chair or director)	Print Name	Signature	
Home College/Area: _____	_____	Date: _____
(Dean or VP)	Print Name	Signature	
Other Dept./Unit if appropriate: _____	_____	Date: _____
(Chair or director)	Print Name	Signature	
Other College/Area if appropriate: _____	_____	Date: _____
(Dean or VP)	Print Name	Signature	
Provost or Designee: _____	_____	Date: _____
	Print Name	Signature	

Summary of Dossier Recommendations (by Group Making the Recommendation)

Current Practice	Recommendation	Recommending Group		
		Pegasus Professor Council	University P&T Committee	Office of Faculty Excellence
No formalized procedure in place	Include ORC funding report in the dossier that includes all active grants and contracts while in current rank *(instructions for downloading this file have been provided by ORC and included in the dossier contents document)*	XX		
Current regulation 3.015: "employee's annual performance evaluations for the last five years"	Years of supporting evidence for annual assignments, annual evaluations, CPEs, and student evaluations: past five years (or since arriving at UCF, if less than five years)			XX
No formalized procedure in place	Include a summary table for annual evaluations and CPEs *(a template will be provided the Office of Faculty Excellence)*		XX	
No formalized procedure in place	Include a summary table for annual assignments *(a template will be provided the Office of Faculty Excellence)*			XX
No formalized procedure in place	For co-authored grants, list your role (e.g., PI, Co-PI, senior personnel) and percentage of credit (*not* IDC) assigned within UCF.			XX
No formalized procedure in place	Indicate how author order is specified in your field (e.g., first author provides the greatest contribution).			XX

Summary of Procedural Recommendations (by Group Making the Recommendation)

Current Practice	Recommendation	Recommending Group		
		Pegasus Professor Council	University P&T Committee	Office of Faculty Excellence
This can be done now, however it may not be widely understood by faculty who move into administrator roles.	All faculty administrators who hold rank and tenure may participate at department level promotion and tenure vote if they are not participating elsewhere (e.g., department chair, college or university committee).	XX		
No formalized procedure in place	The intent of voting on promotion and/or tenure files is that everyone will *both* read and participate in the discussion before casting a vote. With electronic folder access, the recommendation is to be as inclusive as possible. Best practice: all faculty who vote will also participate in the committee discussion in person or virtually (e.g., phone, Skype). *Colleges/units that do not have sufficient access to conference in multiple parties can make arrangements to use MH 395E.* In the event a committee member cannot attend the face-to-face committee meeting, the committee member may fax or call in their vote or complete a confidential Qualtrics vote (email is not recommended as they fall under public document request).	XX		
This can be done now, but is not regularly practiced. CBA article 10, section 10.2, currently states: "Employees eligible for promotion to professor may, at their option and upon written request, be similarly apprised of their progress toward promotion."	Associate professors are *strongly encouraged* to have two CPEs completed prior to applying for promotion. Ideally, one would occur at year three in rank as associate and the second the year prior to applying for promotion. Inclusion of the CPEs in the dossier is optional for associate professors.	XX		

Current Practice	Recommendation	Recommending Group		
		Pegasus Professor Council	University P&T Committee	Office of Faculty Excellence
Lack of standardization; Resolution 2004-2005-7 citation indices *(see appendix)*	Reporting of citation metrics as evidence of scholarly recognition should be at the *discretion of the department,* with appropriate language (either using or not using) included in departmental promotion guidelines.	XX		
This can be done now, however it may not be widely understood	One year non-renewal if dossier is withdrawn during the tenure process or if tenure is denied at the end of the tenure clock			XX

APPENDIX

Resolution 2004-2005-7 Citation Indices

Whereas, citation indices are being used by Florida's universities and by Florida's BOG to inform hiring, promotion, and tenure decisions and to make evaluative judgments concerning faculty and institutions, and

Whereas, some journals in various fields, e.g. humanities, arts, and social sciences, are often excluded, journal articles in press are not included in databases, lag between appearance of a citation and appearance in the index occurs, and journals are not consistently indexed nor indexed retrospectively when added to databases, and

Whereas, most citation indices only include peer-reviewed journals and frequently exclude incorporate peer-reviewed books, peer-reviewed book chapters, conference proceedings, technical reports, and dissertations, and

Whereas, publication of books and of book chapters is highly desirable by much of the academic community and, in fact, serves as a more desirable form of publication than a journal article for some members of the academic community,

Be it resolved that if citation indices are used relative to the faculty or the institution of the University of Central Florida, their limitations will be addressed; for example, books and book chapters from university and reputable commercial presses shall be included along with other indicators of accomplishment.

Approved by the Faculty Senate on March 31, 2005. Transmitted to Provost Terry Hickey on April 4, 2005. Approved by Provost Hickey on June 1, 2005.

DOSSIER CONTENTS – ASSISTANT AND ASSOCIATE PROFESSORS

NOTE: INTERNET EXPLORER IS THE RECOMMENDED BROWSER FOR THE PROMOTION SYSTEM

CANDIDATE INFORMATION

Within the evaluation system's promotion and tenure system, the candidate completes the required fields, indicated by an asterisks (*), on the candidate information page. Each candidate selects "promotion & tenure," "promotion only," or "tenure only."

Within the promotion and tenure system, the candidate also electronically certifies the accuracy of reported publications, contracts, and grants.

DOSSIER ATTACHMENTS

1. Summary Statement

Include a one-page summary that highlights your major accomplishments and summarizes your future research and creative activities, teaching, and service plans.

2. Curriculum Vita

Include your *most current vita on the day the dossier is due* to the Department Chair or Unit/School Director *(i.e., this will be an updated vita relative to the vita that was submitted to external reviewers and which is uploaded in step 3).* Only one version of your vita need be completed for both promotion and tenure. The vita should be concise and complete.

Please include higher education background and relevant employment history. Include relevant information for research, teaching, and service. This may include, among others, a list of publications, contracts and grants awarded, creative activities, honors and awards, theses and dissertations directed, professional and university service (including relevant service to public schools), and similar service. The listing of publications should be presented by category of work (e.g., articles, books, proceedings, reviews, notes, and letters), and sorted by date of publication with the most recent work located at the top pf each section. Please indicate which publications were refereed. Additionally, clearly indicate how author order is specified in your field (e.g., first author provides the greatest contribution). The bibliographic style of the academic discipline should be followed in citing publications (e.g., pagination should be included if required by bibliographic style for the discipline). Presentations at meetings or conferences should be listed separately, with invited presentations indicated as appropriate. For co-authored grants, list your role (e.g., PI, Co-PI, senior personnel) and percentage of credit *(not IDC)* assigned within UCF. Please consult with your Department Chair or Unit/School Director for assistance in the development of this important section.

3. Curriculum Vita Sent to External Reviewers

Include the curriculum vita sent to external reviewers.

4. College Guidelines

Include your college's promotion and tenure guidelines in this section (where applicable).

5. Department Guidelines

Include your department's promotion and tenure guidelines in this section (where applicable).

6. Annual Assignments

Upload a single PDF of the past five years (or since arriving at UCF, if less than five years) of your UCF annual assignments in chronologically ascending order. The first page of this file should be a one-page summary table that lists annual assignments by year for all categories for which you had assigned duties (e.g., research, teaching, service). *(See appendix for example.)*

7. Annual Evaluations

Upload a single PDF of the past five years, (or since arriving at UCF, if less than five years) of your UCF annual evaluations in chronologically ascending order. The first page of this file should be a table that provides, by year, the overall ranking (e.g., outstanding, above satisfactory, etc.) for all categories for which you were ranked (e.g., research, teaching, service). *(See appendix for example.)*

8. Cumulative Progress Evaluations *(required for faculty seeking tenure; optional for associate professors seeking promotion)*

Upload a single PDF of all your cumulative progress evaluations in chronologically ascending order. The first page of this file should be a table that provides, by evaluation period, the overall rating (above expectation, at expectation, or below expectation) for all raters (department, department chair, dean). *(See appendix for example.)*

9. Office of Research and Commercialization (ORC) Funding Report

Upload a single PDF of your ORC funding report (see accompanying directions). This report should include all active grants and/or contracts *while in current rank.* If this is not applicable, upload a blank page. *(See appendix for instructions on running this report.)*

10. External Reviewers' Letters and Credentials

Upload a single PDF, which includes all the external reviewer letters and a short summary of the qualifications of each reviewer. For each summary, specify who prepared the summary and/or the source (e.g., provided by the reviewer, copied from the reviewer's public information online, or written by the candidate based on online (e.g., vita) or other information).

11. Research & Creative Activities Summary and Evidence

Include a two to three page summary of your research and creative activities. In addition to the two to three page summary, include the following:

- Research accomplishments
- Future research plans
- All other information you deem relevant (e.g., evidence to support research and creative activities)

The research and creative activities section should be uploaded as one single PDF.

12. Teaching Activities Summary and Evidence

Include a one to two page summary of your teaching philosophy and instructional activities. In addition to the one to two page summary, include the following.

- If you are an *Assistant Professor,* include all student evaluation summaries since your hire date at UCF.
- If you are an *Associate Professor,* include the past five years of student evaluation summaries (or since your hire date at UCF, if less than five years).
- All other information you deem relevant (e.g., evidence of student learning and other evidence to support teaching activities).

The teaching section should be uploaded as one single PDF.

13. Service Activities Summary and Evidence

Include a one to two page summary of your service activities. In addition to the one to two page summary, include the following:

- All other information you deem relevant (e.g., evidence to support service activities)

The service activities section should be uploaded as one single PDF.

14. Other Assigned Duties

Include other assigned duties and applicable supporting materials/evidence.

15. Additions to Dossier

Use this section to upload a single PDF of each new accomplishment that happens after the dossier has been submitted (e.g., new awards, publications, recent professional recognition, etc.). Additions can be submitted until the Provost and Executive Vice President makes the final decision.

16. Other

Use this section to upload a single PDF of information unrelated to sections 1 *(Summary Statement)* through *15 (Additions to Dossier).*

Annual Assignments Summary

Semester & Year	% FTE ASSIGNMENT			
	Research	Teaching	Service	Other

Annual Evaluations Summary

Evaluation Period	OVERALL RATING		
	Research	Teaching	Service

Cumulative Progress Evaluation Summary

Evaluation Period	Department	OVERALL RATING	
		Department or Unit Head	Dean

UNIVERSITY OF CENTRAL FLORIDA

RESEARCH & COMMERCIALIZATION

How to Run Award Reports

The following web application is used to generate research individual reports as well as reports for the colleges/centers and departments at the University of Central Florida. ***Note: Candidates will generate only the individual award reports.***

AURORA (A University Resources Online Reporting Application)

https://reports.research.ucf.edu/

To log into AURORA you will use your NID and NID password (Single Sign-On credentials)

To run Department award reports (applicable to department charis/directors):

1. Click on the Department Tab in AURORA
2. Click on the 'Awards' link in the ORC Authorized – Awards/Proposals section
3. Select the college and corresponding department
4. Choose the Fiscal Year radio button and select 2014-2015 for FY15
5. Choose excel or PDF
6. Finally, click generate report

To run Individual award reports (applicable to candidates):

1. Click on the Individual Tab in AURORA
2. Click on the 'Awards' link in the ORC Authorized – Awards/Proposals section
3. Type in the name of the researcher
4. Chose the Fiscal Year radio button and select 2014-2015 for FY15
5. Choose excel or PDF
6. Finally, click generate report

*The award reports are shown with credit split.

Please contact Jason Kuhns for any questions or concerns at Jason.Kuhns@ucf.edu

Executive Summary of Faculty Salary Study using CUPA-HR Salary Statistics

The information below provides the methodology used and the observations made by Office of Institutional Knowledge Management comparing faculty salaries (by rank, CIP, and demographics) at the University of Central Florida with other institutions participating in CUPA-HR Faculty in Higher Education Survey data.

Methodology

The Office of Institutional Knowledge Management analyzed the 2013-14 CUPA-HR Faculty in Higher Education Salary Survey data comparing UCF faculty salaries with the faculty salaries of all doctorate-granting institutions in the United States whose total expenditure was greater than or equal to $525,011,571[1]. UCF faculty salaries for the Spring 2015 term were collected and compiled by CIP and rank and further broken down by race, ethnicity and gender. Each salary group was then compared to the 30th percentile salaries of all doctorate-granting High and Very high[2] research institutions with a total expenditures of $525,011,571 and greater. UCF faculty whose salaries were found to be below the 30th percentile within their 4-digit CIP were flagged, and the dollar amount difference was summed. The results and observations of this analysis are described below.

Please note that CUPA-HR salary statistics are not summarized by race, ethnicity, and gender. Due to this, salaries for each race, ethnicity, and gender category were compared to overall salary statistics (at 4-digit CIP level) obtained from CUPA-HR.

Observations

Overall, 347 of 1,316 UCF faculty members (26.4%) were found to be below the 30th percentile in salary as compared to their peers in similar rank and CIP area at other doctoral research institutions (Table 1). For these faculty members, the total amount of salary below the 30th percentile equals $3.725 million. Looking at faculty ranks, 33.1% (n=292) of UCF faculty in the Professor, Associate Professor and Assistant Professor ranks have salaries below the 30th percentile.

With regards to gender, male faculty counts who are below the 30th percentile are slightly higher than their female counterparts. Amongst male faculty members 28% (n=218) fall below the salary threshold as compared to 23% (n=129) for female faculty. Please note that while male faculty are a higher percentage, they do outnumber females 819 to 544 overall.

As it pertains to race, ethnicity, and gender, 34% (n=17) of Black faculty and 38% (n=66)of Asian faculty have salaries below the 30th percentile as compared to other institutions. These populations are higher compared to the populations of White and Hispanic faculty at UCF, both of which have approximately 24% (White=233, Hispanic=20) of their populations below the 30th percentile threshold.

Results

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[1] Information provided by the [Administrators in Higher Education Salary Survey (p.19)](#)
[2] High and Very High classifications are set by the Carnegie Foundation for the Advancement of Teaching

Table 1: UCF Faculty Salaries summary statistics compared to 30th percentile of CUPA-HR reported salaries for the same 4 digit CIP

	Total Number of Faculty	# below the 30th Percentile Salary	Dollars below 30th percentile (Sum)
1 Professor	286	89	$1,328,317
2 Associate Professor	371	132	$1,528,024
3 Assistant Professor	226	71	$406,157
5 Instructor	433	55	$462,045
University Totals	1,316	347	$3,724,543

Table 2: UCF Faculty Salaries summary statistics by gender compared to 30th percentile of CUPA-HR reported salaries for the same 4 digit CIP

		Total Number of Faculty	# below the 30th Percentile Salary	Dollars below 30th percentile (Sum)
1 Professor	Female	67	19	$303,971
	Male	219	70	$1,024,346
2 Associate Professor	Female	132	49	$587,635
	Male	239	83	$940,389
3 Assistant Professor	Female	106	31	$134,039
	Male	120	40	$272,118
5 Instructor	Female	239	30	$274,967
	Male	194	25	$187,078
University Total		1,316	347	$3,724,543

Table 3: UCF Faculty Salaries summary statistics by race/ethnicity compared to 30th percentile of CUPA-HR reported salaries for the same 4 digit CIP

		Total Number of Faculty	# below the 30th Percentile Salary	Dollars below 30th percentile (Sum)
1 Professor	Asian	52	28	$421,929
	Black	4	1	$40,053
	Hispanic	13	3	$15,420
	Unknown	4	0	.
	White	213	57	$850,915
2 Associate Professor	Am. Indian	3	1	$14,115
	Asian	52	19	$333,539
	Black	25	12	$164,442
	Hispanic	30	13	$130,698
	Unknown	9	1	$10,601
	White	252	86	$874,629
3 Assistant Professor	Asian	47	16	$64,151
	Black	5	1	$1,156
	Hispanic	19	2	$5,171
	Unknown	26	8	$64,046
	White	129	44	$271,633
5 Instructor	Am. Indian	1	0	$1,071
	Asian	20	3	$29,473
	Black	16	3	$11,891
	Hispanic	21	2	$51,918
	Unknown	8	1	$12,845
	White	367	46	$354,847
University Total		1,316	347	$3,724,543

** Please note, CUPA-HR salary statistics is not summarized by gender or race\ethnicity, so salaries for each gender and race/ethnicity category are compared to overall salary statistics (at 4-digit CIP level) obtained from CUPA-HR.