

Faculty Senate Personnel Committee

Wednesday, February 19, 2020

11:30 am – 12:30 pm

Location: HPA1 room 335

AGENDA

- 1) Call to order
- 2) Roll Call
- 3) Selection of minutes taker for the meeting
- 4) Review and approval of minutes of January 15, 2020 meeting
- 5) Announcements and recognition of guests
- 6) Old business-
 - a. Alternative deceased faculty option (Linda Walters)
 - b. Update on faculty leaving UCF email (Steve King)
Handout 14 (IT committee resolution)
- 7) New business-
 - a. Assigned Topics
Handout 03
 - b. Past Resolutions
Handout 03 (last page)
- 8) Other topics
- 9) Adjournment

Faculty Senate Personnel Committee
Meeting Minutes
Wednesday, January 15, 2019
11:30-12:30 pm
Location: HPA 1 Rm 335

Members Present

Stephen King (Chair and Senate Liaison), Mason Cash, Yoon Choi, Wingyan Chung, Kendall Cortelyou-Ward, Robert Folger, Karol Lucken, Nina Orlovskaya, Michael Proctor, Kristine Shrauger, Vladimir Solonari, Martine Vanryckeghem, Linda Walters, Nora Warshawsky.

Call to order was given at 11:30 a.m.

- Roll call was taken. Kristine Shrauger agreed to take notes.
- Minutes of November 20, 2019 were corrected and approved.
- Steve King went to Steering and spoke about Resolution 2019-2020-19. While there was much discussion, ultimately Steering moved to forward this to Senate asking that the Committee be prepared for changes.
- Announcements and recognition of guests: Lucretia Cooney. In light of new temporary duties, Interim Provost Jana Jasinski, may not be in attendance as much as has been in the past.
- Old Business:
 - Deceased Faculty Announcement (Handout 10)
 - It was recommended by Provost Dooley that it not be a resolution. Announcement as is has been suggested to move forward to Steering.
 - Each department needs to refer to individual's family members wishes regarding announcement college and university wide.
 - Should an obituary section be created within the University's system (UCF Today, etc.)
 - There is no consensus as to how to move forward on it.
 - Lucretia spoke about a committee being formed years ago regarding funerals, deceased and how the University should handle things. She will look for the minutes, etc. and bring it forward to the committee.
 - Maybe 5 faculty members die a year.
 - Tabled until next month when more information can be gathered.
 - Resolution 2019-2020-10 Supplemental Summer Appointments for Graduate Restricted Registration Classes.
 - Need to address the changes recommended from the Steering Committee.
 - The question about whether this Resolution should include capstone was brought up and addressed. The answer is no. That should be a separate Resolution.
 - The question was brought up can faculty double dip, i.e. teach a class and get paid for supplement summer appointment. It was discussed that if your doing a research grant, you are not qualified under this resolution.

- The title of the resolution was changed to become more specific: Resolution 2019-2020-19 Supplemental Summer Appointment Required Graduate These and Dissertation Classes
 - Moved to agree to the changes. Voted. Revised version will go to Senate.
- Other: Issues of Awards – Tips and Ria's.
 - Salary increase – is what a RIA really is?
 - Each college decides on its RIA's and TIPS
 - Double dipping.
 - Subcommittee formed: members: Karol Lucken

Resolution 2019-2020-21 University Email Access for Faculty Leaving the University

Whereas, a faculty member's scholarship, teaching, and community and professional service are life-long efforts that transcend employers, and

Whereas, access to colleagues through email is critical to a faculty member's execution of these missions, especially given the permanence of email addresses on published research articles and elsewhere, and

Whereas, a permanent forwarding address for separated faculty (including researchers) is standard practice at most US research universities, and

Whereas, the competitiveness of UCF in attracting top-quality faculty depends on facilitating an individual's life-long missions in scholarship, teaching, and service, and

Whereas, colleagues and administrators at UCF have an interest in maintaining contact with a separated colleague to conduct research, transfer grants, transfer knowledge from the former employee to UCF, and for many other reasons, and

Whereas, there are no mechanisms in place or available to advise every interested party of the new email address of a separated employee, therefore

BE IT RESOLVED that:

Faculty members who separate from the university shall be allowed the following:

1. At the former employee's option, one of the following actions:
 - a. forwarding of email sent to the university email address(es) they were known by to an address of the employee's choosing, forwarding to a Knights email address, or
 - b. an auto-reply to senders indicating a change of address, or
 - c. discarding all messages.

The action must be maintained by the Administration for two academic years after the academic year of termination. The former employee may opt to change actions during this time.

2. Access to or copies of all the email sent to the former employee's UCF accounts and still stored on UCF servers, as tagged and organized into folders by the employee, in an open standard format that can be read by standard email client software. Also, all contacts, calendar entries, files, and other information stored by the employee on UCF servers or on computing hardware provided for the former employee's use by UCF, except for information the former employee may no longer legally access, due to confidentiality, privacy, license, or similar reasons. Data related to the former employee's non-academic functions (e.g., staff or administrative work) is excluded. The former employee must specifically identify the material to be given and provide the storage media to be used or access to online storage outside UCF that will receive the data. At UCF's option, the

45 former employee may be required to do the copying themselves and within a
46 reasonable time.

47 The Provost or President may restrict or alter a former employee's access to protect the
48 interests of the university. In such cases, the reason, manner, and duration of restriction must
49 be written and reported to the former employee. Such cases should be rare. A summary report
50 of the number, nature, and reasons for such restrictions in the past academic year shall be
51 delivered within 60 days after the end of the academic year to the Chair of the Faculty Senate
52 Personnel Committee.

53 Since the Collective Bargaining Agreement preempts the Resolution process, the
54 Administration may, at their option, restrict the access of groups of faculty whose post-
55 employment email access is covered in the Collective Bargaining Agreement to the rights
56 negotiated therein, without restricting the access of other groups.

Approved by the Information Technology Committee on January 29, 2020.