

**Faculty Senate Personnel Committee**

Wednesday, February 21, 2018

11:30 am – 12:30 pm

Location: Millican Hall room 395E

**AGENDA**

- 1) Call to order
- 2) Roll Call
- 3) Selection of minutes taker for the meeting
- 4) Review and approval of minutes of January 17, 2018 meeting
- 5) Announcements and recognition of guests
  - a. Reminder that our “Out of Unit Personal and Family Leave Resolution” (2017-2018-12) will be discussed and voted on at Full Senate meeting on February 21, 2018 (next day)
  - b. Our “Emeritus Policy Changes” Resolution was returned from Steering (agenda item b below)
- 6) Old Business
  - a. Non-Tenure Track Faculty Promotion- subcommittee discussion and information. *Blake Scott*
  - b. Emeritus policy- resolution returned from Steering (see attachments). *Steve King*
  - c. Evaluation of Endowed Chairs: Status check *Lucretia Cooney*
- 7) New business- none
- 8) Other topics
- 9) Adjournment

**Faculty Senate**  
**Personnel Committee Meeting**  
Wednesday, January 17, 2018  
11:30 am – 12:30 pm  
Location: Millican Hall room 395E

**MINUTES**

I. Dr. King, chair, called the meeting to order and the roll was circulated for signatures.

II. Members in Attendance: Stephen King (chair), Scott Carter, Mason Cash, Jonathan Knuckley, Karol Lucken, Yuanwei Qi, Alfons Schulte, Blake Scott, Vladimir Solonari, Valerie Storey, Michael Valenti, Martine Vanryckeghem, John Venecek, Linda Walters. Waldemar Karwowski, Po-Ju Chen, and Muyunghie Kim participated via conference call.

III. Blake Scott volunteered to take minutes for the meeting.

IV. Minutes: Motion to approve the minutes of November 15, 2017 meeting was made by Dr. Knuckley and seconded by Dr. Walters. November meeting minutes were unanimously approved as recorded.

V. Recognition of Guests: Associate Director Lucretia Cooney, Faculty Excellence

VI. Announcements:

- Dr. King reported on status of P&T resolutions from our committee—one was tabled by Steering and one was presented to Senate and will be voted on at next Senate meeting.
- Sub committee about promotion process for NTE assistant and associate professors to meet before the next committee meeting.
- Next full committee meeting Wednesday, February 21, 2018.

VII. Old Business:

1. Emeritus Policy: Personnel subcommittee made several revisions to draft after consulting with Faculty Excellence and provost fellows and researching similar policies at other SUS and at peer and aspirational universities. Dr. Cash presented proposed revisions. After deliberation about whom should constitute “voting members” on line 44, Dr. Cash amended that line of revision to read “by all voting members of the unit (as defined by the unit’s bylaws).” Dr. Walters made motion to approve revised policy with amendment, Dr. Cash seconded. Revised policy was approved, with all but one member voting “yea” and one member abstaining.
2. Out-of-Unit Parental Leave Policy: Dr. Walters reported that such a policy does not exist. The committee discussed this need and the broader need for out-of-unit faculty to have access to the types of personal and family benefits afforded to in-unit faculty (based partly on COACHE survey results); we also discussed whether to draft a resolution now or first consult with the Provost. Dr. King informed us that if we wanted Senate to consider a resolution this year, we needed to draft and approve it during this month’s meeting, and the committee agreed to draft the resolution immediately. Taking members’ suggestions about wording, Dr. Scott composed a draft to which the committee made further revisions. Dr. Walters made the motion to approve the completed resolution, and Dr. Cash second the motion. The committee unanimously approved the resolution (see attached), which can now be forwarded to Steering.

3. Faculty Salary Equity: Dr. Walters reported from Steering that because the previous cycle's CBA negotiations have concluded and administrative discretionary raises can be given, the Provost has confirmed that the faculty identified by the Faculty Salary Equity Study will be given raises as proposed at the last Senate meeting by the Working Group.
4. Evaluation of Endowed Chairs: FE Associate Director Cooney reported that Faculty Excellence was gathering feedback about a guidelines draft, which should be ready to share with us by the next Personnel meeting.

VIII. New Business:

1. Telecommuting Policy: Dr. Walters reported that the Faculty Excellence Advisory Committee for Work-Life Balance has recommended that the flexibility afforded by UCF's telecommuting policy also apply to out-of-unit faculty. Dr. Walters also reported that Steering has asked our committee to consider this topic next year.

IX. Dr. King adjourned the meeting at 12:30pm.

Comments from Steering concerning emeritus policy resolution:

The Steering Committee voted to return the resolution and suggested policy revisions back to the Personnel Committee for revision based on the following concerns from the minutes:

Comment: The suggested policy revisions, line 14 through 18, includes faculty that is different than the current policy and different from the Senate's definition of faculty.

Question: What specific groups?

Answer: Administrative faculty, instructional specialists and instructional designers.

Question: Do we have to specify positions? Can't we just leave it at UCF Faculty members?

Answer: It's a possibility.

Response: Seems like leaving it at all UCF faculty is more inclusive and accounts for changes over the years.

Question: Isn't Emeritus traditionally given to professors?

Answer: It used to be only for full professors. Many years ago, the policy was changed to include associate professors. Not sure if the definition of faculty was asked to be added or not.

Comment: They Senate bylaws will need to be re-visited if the definition of faculty is changed.

Comment: If these new positions are added, the membership of the committee should also be changed to ensure representation.

Response: We just changed the committee membership to include only tenured faculty in the evaluation of Emeritus.

Comment: This diminishes the honor of Emeritus.

Question: What was the rationale for adding associate professors that didn't achieve full professor?

Answer: The focus of the university shifted to research, however, we had many associate professors that wouldn't necessarily qualify for full professor due to the research component, but were very accomplished educators and scholars.

1                                   **Resolution 2017-2018-13 Emeritus Policy Revisions**

2  
3   **Whereas**, the November 28, 2016 policy changed the application for Emeritus status to  
4 occur within five years after retiring; and

5  
6   **Whereas**, these and other policy changes resulted in unintentional consequences for  
7 faculty continuing their involvement with the University after retirement but before  
8 official retirement status, such as serving on graduate committees; and

9  
10   **Whereas**, the ability for our distinguished emeritus faculty to maintain their ongoing  
11 research, academic, and service endeavors for the improved image of the University  
12 after retirement requires the continued use of the email address they have used  
13 throughout their careers; and

14  
15   **Whereas**, the unit voting for Emeritus was not clear; therefore

16  
17   **BE IT RESOLVED** that UCF Policy 4-502.2, Emeritus Status be revised as attached.

*Returned to the Personnel Committee on February 8, 2018.*



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2  
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<b>SUBJECT:</b> Faculty Emeritus Status	<b>Effective Date:</b>	<b>Policy Number:</b> <u>4-502.3</u>
	<b>Supersedes:</b> 4-502.2 <del>4</del>	<b>Page Of</b> 1
	<b>Responsible Authority:</b> Provost and Executive Vice President	

4

5 **APPLICABILITY/ACCOUNTABILITY**

6 This policy applies to all UCF faculty members and vice presidents who wish to be  
7 considered for an emeritus status appropriate to their rank or position.

8 **POLICY STATEMENT**

9 *The title emeritus is provided to ~~individuals-retired faculty, or in anticipation of the~~  
10 retirement of a faculty member, effective upon full retirement from the university  
11 who have achieved a ~~eminence~~distinguished record of research, teaching and/or  
12 service during their academic careers, and it. The title serves as an honor to the  
13 individual and to the university.*

14 This policy applies to all UCF faculty members, which includes tenured faculty,  
15 research faculty, clinical faculty, university librarians, instructors, lecturers,  
16 administrative faculty, instructional specialists and instructional designers, who  
17 wish to be considered for an emeritus status appropriate to their rank or position,  
18 and who:

19 ~~Faculty members and vice presidents who wish to be considered for emeritus status~~  
20 ~~must:~~

- 21 • apply within two years before fully retiring from UCF, or up to five years  
22 after fully retiring from UCF (where fully retiring means not within

23 DROP or phased retirement);

- 24 ● ~~be fully retired and not within DROP or phased retirement;—~~
- 25 ● ~~have been a permanent employee at UCF for a minimum of five years; —~~
- 26 ● ~~have held the rank of professor, associate professor, university librarian,~~  
27 ~~or—associate university librarian for five years or have held the~~  
28 ~~equivalent rank of professor or associate professor a minimum of five~~  
29 ~~years if non-tenured immediately prior to retirement;—~~
- 30 ● have an established record of distinguished performance in teaching,  
31 research, scholarship, or other professional achievement including  
32 contributions and service to UCF and the UCF community.

33 The president may grant (or deny) emeritus status on an exception basis and may  
34 rescind emeritus status at any time.

35  
36 **PROCEDURES**

37 Nominations or applications are made during the Fall semester to the head of the  
38 unit with which the candidate is affiliated. The candidate will provide to the unit  
39 head an application that contains the specific title sought by the applicant, a one  
40 page summary of accomplishments, current curriculum vitae, and other evidence to  
41 support the major distinguished professional contributions and university activities  
42 while at UCF.

43 The unit head will present the candidate's application to the ~~tenured and tenure-~~  
44 ~~earning~~ unit members, and a secret vote by all voting members of the unit (as  
45 defined by the unit's bylaws) will be taken. The results of the vote and the  
46 candidate's application will be forwarded to the dean or equivalent administrator.  
47 The dean or equivalent administrator will provide a detailed letter including the  
48 support or lack of support for the candidate's application, the results of the vote,  
49 and supporting information regarding the appropriateness of the award to Faculty  
50 Excellence by February 1.

51 An advocate who is educated on the merits of the candidate will present the  
52 candidate's application to the committee. The Commencements, Convocations, and  
53 Recognitions Committee will consider the merits of each application as  
54 documented by the nominee, member vote, and responsible administrator. Only  
55 faculty members on the committee may vote on applications for emeritus status.

56 The chair of the Commencements, Convocations, and Recognitions Committee  
57 will transmit the committee's recommendation to the provost or appropriate vice  
58 president, who, in turn, will make recommendations to the president. The president  
59 will determine the awarding of emeritus status, considering all the evidence  
60 assembled.

61 The chair of the Commencements, Convocations, and Recognitions Committee  
62 will inform the chair of the Faculty Senate or appropriate vice president of the  
63 president's recommendation. No award will be considered final and official until it  
64 is formally announced by the president. Candidates will be notified in writing of  
65 the decision to award or not award emeritus status by the chair of the  
66 Commencements, Convocations, and Recognitions Committee.

67

68 ~~If awarded, the title of emeritus status shall be placed after the functional title of~~  
69 ~~the awardee.~~

70 **PRIVILEGES**

71 Individuals awarded emeritus status will be afforded the following privileges, in  
72 addition to the privileges afforded to all retired faculty, as specified in the UCF  
73 Collective Bargaining Agreement (section 24.4):

- 74 ● ~~use of university affiliation in all publications and other works~~use of the  
75 John C. Hitt Library,—
- 76 ● retention of their current UCF email address (subject to UCF Email  
77 Provisioning, De-provisioning, and Use Policy, 4-106);
- 78 ● emeritus university ID card;
- 79 ● ~~computer account for email,~~—
- 80 ● departmental office or laboratory space where possible and requested;
- 81 ● conducting university or departmental seminars by mutual agreement,
- 82 ● status as a non-voting ex-officio member of ~~her or his~~the department  
83 from which they retired;
- 84 ● invitations to academic and university functions in their areas of interest;
- 85 ● may march in academic processions with other faculty, such as  
86 commencement ceremonies;
- 87 ● faculty privileges in discounts (such as for tickets, bookstore purchases,

**Commented [PESC1]:** Note: these privileges are subject to bargaining. They currently include:

23.4

(a) Employees who are retired from the University shall be eligible, upon request, and on the same basis as employees, subject to University policies, to receive the following benefits at the University.

- (1) Retiree identification card;
- (2) Use of the University library (i.e., public rooms, lending and research service);
- (3) Listing in the University directory;
- (4) Placement on designated University mailing lists;
- (5) A free University parking decal for use by the retiree;
- (6) Use of University recreational facilities (retirees may be charged fees different from those charged to other employees for the use of such facilities);
- (7) The ability to enroll in courses at the University without payment of fees, on a space available basis, subject to the provisions of Florida Statutes;
- (8) A mailbox in the department/unit from which they retired, subject to availability; and
- (9) University sponsored e-mail address. The University shall forward e-mails from the employee e-mail account (name@ucf.edu) to the retiree's e-mail account for 12 months.

(b) In accordance with University policy, and on a space available basis, the University is encouraged to grant a retiree's request for office or laboratory space.

(c) With the exception of retirees who participated in the Optional Retirement Program and for whom provisions have been made, as stipulated in Section 24.5(a)(5) of this Agreement, retirees of any State-administered retirement system are entitled to health insurance subsidy payments in accordance with Section 112.363, Florida Statutes.



88 and athletic events). ~~and~~  
89 ~~exemption from parking fees.~~

90 If awarded, the title that the emeritus faculty members may hold are of the form  
91 “last title held, Emeritus”, for example Professor Emeritus, Associate Research  
92 Professor Emeritus, Instructor Emeritus, or Associate University Librarian  
93 Emeritus, etc. Those who retire from named chair positions may retain the chair  
94 title, suffixed by “Emeritus”, for example “Chatlos Foundation Endowed Chair,  
95 Emeritus”. The title emeritus confers a lifetime academic appointment. However,  
96 any retired faculty member awarded emeritus status in a named professorship or  
97 chair will not receive a stipend for the endowment for the professorship or chair  
98 after retiring.

99

#### 100 **RELATED DOCUMENTS**

101 UCF Faculty Senate Resolution 1994-1995-9:

102 [http://facultysenate.ucf.edu/resolutions/1994\\_1995/index.asp](http://facultysenate.ucf.edu/resolutions/1994_1995/index.asp)

103 UCF Faculty Senate Resolution 2011-2012-6:

104 [http://facultysenate.ucf.edu/resolutions/2011\\_2012/index.asp](http://facultysenate.ucf.edu/resolutions/2011_2012/index.asp)

#### 105 **INITIATING AUTHORITY**

106 President

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