

**Faculty Senate Personnel Committee**

Wednesday, January 15, 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 November 20, 2019 meeting
- 5) Announcements and recognition of guests
  - a. Senate Resolution 2019-2020-19: Summer compensation
- 6) Old business-
  - a. Deceased Faculty Announcement  
Handout 10- Steve King & Linda Walters
  - b. Resolution 2019-2020-19: Supplemental Summer Appointments  
Handout 11- Faculty Affected  
Handout 12- Notes from Steering  
Handout 13- editable copy of Resolution 2019-2020-19
  - c. Updates on other topics currently being addressed
- 7) New business-
  - a. Continue to examine assigned topics  
Handout 03 (first two pages)
  - b. Past Resolutions  
Handout 03 (last page)
- 8) Other topics
- 9) Adjournment

**Faculty Senate Personnel Committee**  
**Meeting Minutes**  
**Wednesday, November 20, 2019**  
**11:30-12:30 pm**  
**Location: HPA 1 Rm 335**

**Members Present**

Stephen King (Chair and Senate Liaison), Mason Cash, Kendall Cortelyou-Ward, Myunghee Kim, Karol Lucken, Nina Orlovskaya, Michael Proctor, Blake Scott, Kristine Shrauger, Vladimir Solonari, Edwin Torres, Martine Vanryckeghem, Linda Walters, Nora Warshawsky

- Call to order was given at 11:30 a.m.
- Roll call was taken. Kristine Schrauger agreed to take notes.
- Minutes of November 20, 2019 were approved.
- Announcements and recognition of guests: Jana Jasinski and Lucretia Cooney.
  - Periodic Faculty Salary Analyses is on the agenda at the November Faculty Senate meeting.
- Old Business:
  - Emeritus Status (<https://policies.ucf.edu/rfc.asp>) and retaining email account with UCF
    - Emeritus faculty can retain their ucf.edu account for one year after retirement. They can then acquire a knight.ucf.edu.
    - The ucf.edu is for paid employees only and Emeritus faculty are no longer employed by UCF.
    - Wondering if ucf.edu accounts could be forwarded to a knights.ucf.edu account and if so, for how long? Indefinitely, 1 year, 2 years, or 5 years?
    - Is there a physical cost to maintaining an account?
  - Supplemental Summer appointment
    - Removed questionable language
    - Simplified the title: Supplemental Summer Appointments for Graduate Restricted Registration Classes
    - Need to look for some numbers to back up: investigate how many faculties are supervising without pay? Registration versus faculty employed? What about undergraduate zero credit classes?
    - Made grammatical corrections in the *Be It Resolved* clause:
    - Moved to forward to Steering
- New Business
  - Travel is moving forward.
  - Out of Unit Status – clarification
    - Out of Unit have administrative functions
    - Need to press Senate to create two types of Out of Unit Status....
    - Need to look further into 10.945 Florida Statute for more clarification.
  - Evaluation of VP and Vice Provosts

- They are evaluated by someone above them, but faculty would like to create a policy whereas faculty could evaluate them.
  - This evaluation could be done similarly to how the Deans are evaluated by Staff.
  - This would be rotated every 5 years.
  - Further discussion ensued.
- No UCF procedure is in place as to standardized mechanism for reporting deaths of employees on campus. Could Personnel look into this? Steve King and Linda Walters will work on this

## Personnel Committee Steering Assigned Topics for 2019-2020 Faculty Senate

Steering #	Committee Assignment	Topic	Description	Referred By	Status
4	Personnel Committee	Faculty administrative action	Consistent investigation and consequences for faculty administrative action regarding sexual harassment or other issues of misconduct.	Deans Meeting 5-31-19	
5	Personnel Committee	Faculty facing administrator and vice president reviews.	The Senate was heavily involved in the review of administrators and vice presidents pre-BOT during the 90's. Previously approved administrative review resolutions were approved and placed in the Faculty Handbook (1971-1972-3, 1978-1979-5, 1983-1984-5, 1991-1992-13). With the evolution of the BOT and Faculty Excellence, faculty need more involvement in the review process.	Self and Steering 5-29-19	
12	Personnel	Faculty Grievances	Grievances should be heard by a faculty panel instead of one administrator making the final decision. Obtain statistics on grievances from Contract Compliance & Administration Support on historical total number grievances by type, gender, etc. to identify a trend. Also research/benchmark other universities process.	Steering 4-4-19	
17	Personnel	Summer Work Assignments	Current discrepancies in the compensation for faculty that are required to have graduate students take thesis hours during the summer, independent of other responsibilities.	Personnel 3-6-19	
18	Personnel	Out-of-unit Faculty Benefits	Resolution 2017-2018-12 was denied. Work with the Faculty and Staff Benefits Committee in upcoming year to address issue.	Personnel 3-6-19	
19	Personnel	Emeritus Resolution 2017-2018-13	Policy update proceeding, examine to see if points raised in resolution are addressed in the policy.	Personnel 3-6-19	
2018-2019-1	Personnel	Faculty Excluded from Awards.	Faculty with minor administrative roles (out-of-unit) are now excluded from awards based on the Collective Bargaining Agreement. The impact on the faculty evaluation based on the inability to apply and be selected for an award. <b>Response: Pegasus Award now includes out-of-unit.</b>	Steering 4-5-18	Committee monitoring.
2018-2019-2	Personnel	Payment Structure for Awards.	Excellence and Pegasus Professor awards should be more prestigious than individual accomplishment awards such as TIP, RIA, and SoTL and the financial benefit should be more than a one-time payment.	Steering 4-5-18	Continuing Issues regarding TIP, RIA, SoTL, etc.

2018-2019-12	Personnel	Faculty Salary Compression Study	Update to study for all faculty. <b>Comment: Request both equity AND compression studies in upcoming year.</b> Steering 4-4-19: Identify the annual pay raises around the State.	Self 8-8-18	Not addressed
2018-2019-14	Personnel	Faculty Retention	Colleges are struggling with faculty retention.	Dean meetings 8-8-18	Faculty Excellence is examining via COACHE response.
2017-2018-16	Personnel	Spousal Conflict of Interest Resolution; Resolution 2016-2017-13	Keep informed of progress the UCF Research Conflict of Interest committee is making on issue. Policy didn't resolve specific issues.	2017-2018-16	Personnel

## Five Year Denied Resolution Review Request

The Steering Committee requests the committee review the previous resolutions denied by the Provost at the time and determine if the resolution should be modified and re-submitted, request the Senate vote to appeal the decision to the President, or if the resolution should not be re-addressed.

The committee should discuss and submit the following to the Steering Committee with the committee's recommendation.

Resolution #	Title	Description	Denied	Committee Rec. (Re-Write, Appeal, or Kill)
2017-2018-12	<a href="#">Personal and Family Benefits for Out-of-Unit Faculty</a>	Personal and family policies, including paid parental leave, afforded to in-unit faculty be extended to all out-of-unit faculty.	4-16-2016 Dooley	
2016-2017-13	<a href="#">Fair and equal enactment of the UCF Employment of Relatives Policy</a>	Remove the second sentence of paragraph in the Employment of Relatives Policy 3-008.2.	3-24-2017 Whittaker	
2015-2016-4	<a href="#">Paid Family Emergency Leave Policy and Procedures for UCF Faculty</a>	Work with UFF-UCF to develop equitable, consistent policies and procedures to provide paid family emergency leave for faculty and address the list of examples and conditions.	3-28-2016 Whittaker	
2014-2015-2	<a href="#">Parental Leave Policy and Procedures for UCF Faculty Birth/Adoption</a>	Work with UFF-UCF to develop equitable, consistent policies and procedures to provide paid family emergency leave for faculty and address the list of examples and conditions.	3-4-2015	

## Deceased Faculty Announcement

At UCF we promote multidisciplinary research, teaching, and service. As such, our faculty reach is campus-wide. When a faculty death occurs, it is no longer appropriate to only notify the faculty member's college.

For CURRENT faculty, we suggest a short email from Faculty Excellence to all faculty and staff with a link to a brief life/campus biography, photo, and memorial service information. This should occur within a short timeframe to enable campus-wide faculty to participate in the individual's celebration of life.

For EMERITUS faculty, we suggest including this information at the bottom of the monthly faculty newsletter, with the name and a link for more information.

Summer 2019 - 9 month faculty with no summer assignment teaching thesis/dissertation hours

Summer 2019 FTE	No Summer Assignment
Row Labels	Count of INSTRUCTOR_ID
<b>COLLEGE OF ARTS &amp; HUMANITIES</b>	<b>6</b>
1-Professor	3
2-Associate Professor	1
3-Assistant Professor	2
<b>COLLEGE OF BUSINESS ADMINISTRATION</b>	<b>2</b>
2-Associate Professor	2
<b>COLLEGE OF COMMUNITY INNOVATION AND EDU</b>	<b>1</b>
1-Professor	1
<b>COLLEGE OF ENGINEERING/COMPUTER SCIENCE</b>	<b>5</b>
1-Professor	3
2-Associate Professor	2
<b>COLLEGE OF HEALTH PROFESSIONS AND SCI</b>	<b>1</b>
1-Professor	1
<b>COLLEGE OF OPTICS &amp; PHOTONICS</b>	<b>3</b>
1-Professor	2
3-Assistant Professor	1
<b>COLLEGE OF SCIENCES</b>	<b>3</b>
1-Professor	2
2-Associate Professor	1
<b>GRAD-Institute for Simulation and Training</b>	<b>1</b>
3-Assistant Professor	1
<b>NICHOLSON SCHOOL OF COMMUNIC AND MEDIA</b>	<b>1</b>
1-Professor	1
<b>Grand Total</b>	<b>23</b>

Note: IKM-500



### **Procedural Comments:**

If we are able to adapt the resolution so that the changes can be presented at the scheduled senate meeting as an amendment, we can speed up the process by 1-2 months.

I included an editable Word format copy of the resolution that includes line numbers.

Any changes to the resolution that are presented as an amendment (strongly encouraged), need to be marked in red.

### **Subject matter Notes from Steering meeting 01/09/2020:**

Motion and second to approve Resolution 2019-2020-19 Supplemental Summer Appointments for Graduate Restricted Registration Classes for the January 23, 2020, Senate meeting. Open for discussion.

Dr. King indicated that the Collective Bargaining Agreement states that faculty not on a summer contract should not work over the summer. Students required to be continuously enrolled are required to complete thesis and dissertation courses with their graduate faculty member even if the faculty member is not on a summer contract.

Discussion regarding clinical doctoral students required to take zero credit courses for a doctoral capstone. A member expressed concern that since the capstone is not a dissertation that they would be excluded.

A member asked if Restricted Registration courses could also mean graduate-level independent study or directed research courses? Dr. King noted that independent study courses weren't discussed. Dr. Jasinski pointed out that the Graduate Policy requires continuous enrollment, which is different than independent or directed research courses that are not required.

A member asked why on line 11 is there a distinction of students supported or not supported by external research funding? Members don't think it matters how the student is funded.

A member reiterated that the Graduate Policy requires graduate thesis and dissertation students to be continuously enrolled and must enroll over the summer. Dr. King noted that zero credit hour courses were not included. The thesis and dissertation courses are required; the students pay tuition, providing a revenue stream. Therefore the instructor on record should be paid for the work over the summer.

A member asked how wide-spread the issue is across the university. Dr. Jasinski provided a handout indicating that for Summer 2019, 23 faculty taught thesis and dissertation required hours without a summer contract.

A member asked if the Personnel Committee addressed the trickle-down impact on the departments

when it comes to summer funding and the potential push-back? Dr. King indicated that the resolution asks the Provost and Dean of the College of Graduate Studies to develop a compensation policy. A member asked if a department can assign a summer dissertation advisors to cover students that don't have a faculty member on summer contract? Dr. Self noted probably, but it would be an unintended consequence.

A member indicated that the resolution might not be perfect, but it does identify the issue and asks for a solution. The resolution needs to be presented and amended on the Senate floor or returned to the Personnel Committee. The Personnel Committee is meeting on January 16, 2020. The committee will address all the issues raised to determine amendments. The Provost commented that the resolution needs to be clear what it is solving for in the two populations (funded vs. unfunded). A member indicated that the expectation would be to eliminate the "students not supported by sponsored research" throughout the resolution. Another member commented that the requirement is not just restricted but for a master's thesis. The bargaining agreement already covers thesis and dissertation for faculty with a summer contract. This resolution covers faculty with zero summer contract that have students enrolled in required courses to maintain graduate status.

Brief discussion if the capstone should be included with a thesis or dissertation. A capstone can mean something different based on the program. Correct the typographical errors, including line 38, "to fore."

A member asked if the Personnel Committee can circulate changes to the Steering members before the Senate meeting to make sure all concerns are addressed? All proposed changes are presented on the Senate floor. Everyone should be prepared to make wording changes. Dr. Self clarified that if the Senate returns the resolution to the committee for work, the resolution must be submitted to Steering again.

Motion and second to approve Resolution 2019-2020-19 Supplemental Summer Appointments for Graduate Restricted Registration Classes for the January 23, 2020, Senate meeting.

Vote: 1 opposed, remaining in favor; motion passes.

Dr. King requested members email ideas to him before Wednesday to make sure they are addressed at the Personnel Committee meeting.

1           **Resolution 2019-2020-19 Supplemental Summer Appointments for**  
2                           **Graduate Restricted Registration Classes**

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4   **Whereas**, the College of Graduate Studies exceeded 10,000 students for the first time in AY  
5 2019 and continues to grow; and

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7   **Whereas**, instruction of thesis and dissertation students, whether a Fall, Spring, or  
8 Summer semester, is within the course and scope of paid employment of approved  
9 Graduate Faculty; and

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11   **Whereas**, College of Graduate Studies thesis and dissertation students not supported by  
12 sponsored research desiring to register for Restricted Registration courses in a Summer  
13 semester expect to (1) receive instruction from their chosen and approved Graduate  
14 Faculty instructor; (2) make tuition payments to UCF for that instruction, and (3) produce  
15 Student Credit Hours that add to State of Florida SCH-based supplemental E&G funding of  
16 the University; and

17  
18   **Whereas**, University of Central Florida BOT-UFF Collective Bargaining Agreement (CBA)  
19 paragraph 8.6 (d) states, “Supplemental summer appointments shall be made in  
20 accordance with Section 1012.945, Florida Statutes (the "twelve hour law")” which  
21 mandates assignments and hence compensation be “in proportion to 12 classroom hours”;  
22 and

23  
24   **Whereas**, while some Colleges issue proportional supplemental summer appointments for  
25 thesis or dissertation supervision, others refuse to do so; and

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27   **Whereas**, Graduate Faculty that supervise their graduate students without a summer  
28 supplementary appointments are uncompensated while Graduate Faculty without an  
29 appointment who do not supervise in the summer leave thesis and dissertation students  
30 faced with finding alternative support or requesting a leave of absence; and

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**Whereas**, the Sr. Associate Dean & Director of Interdisciplinary Studies College of Graduate Studies identified “difficulties that we are faced with regarding 9-month students who have 12-month responsibilities and the need for faculty to serve as mentors during their “off” months” and expects resolution “will require changes in CGS policy, Faculty Senate and perhaps with the union”; and

**Whereas**, in contrast to fore mentioned situation, the University of Central Florida Division of Digital Learning currently offers equitable opportunity for Faculty to receive a proportional supplemental summer appointments for the Course Redesign Initiative; therefore

**Be it Resolved** that the Provost in consultation with the Dean of the College of Graduate Studies develop a compensation policy in accordance with the proportionality provisions of Section 1012.945, Florida Statutes (the "twelve hour law") and administer procedures that enable Graduate Faculty to apply for a supplemental E&G summer appointment if they have thesis or dissertation students not supported by external research funding seeking enrollment in one or more summer Restricted Registration courses, and if they are without a summer supplemental appointment or if an existing summer supplemental appointment FTE is not proportional to assigned classroom contact hours.

*Approved by the Personnel Committee on November 20, 2019.*