

Faculty Senate Personnel Committee

Wednesday, January 17, 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 November 15, 2017 meeting
- 5) Announcements and recognition of guests
 - a. Reminder that our P&T resolutions will be discussed and voted on at Full Senate meeting on January 18, 2018 (next day)
 - b. P&T guidelines for Non-Tenure Track Faculty-subcommittee formed, yet to meet
- 6) Old Business
 - a. Emeritus policy- subcommittee met, recommendations to existing policy (see attachments)
 - b. Out of unit parental leave policy: None exists
 - c. Evaluation of Endowed Chairs: Status check *Lucretia Cooney*
- 7) New business-
 - a. Telecommuting policy: *Linda Walters*
- 8) Other topics
- 9) Adjournment

Faculty Senate
Personnel Committee Meeting
Wednesday, November 15, 2017
11:30 am – 12:30 pm
Location: Millican Hall room 395E

MINUTES

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

In Attendance:

Stephen King (Chair), Myunghee Kim, Karol Lucken, Yuanwei Qi, , Vladimir Solonari, Martine Vanryckeghem, Valerie Storey, John Venecek, Konstantine Vodopyanov

Recognized committee members David Harrison and Waldemar Karwowski participated via conference call.

Valerie A. Storey volunteered to be minute's taker for the meeting.

Minutes

Motion to approve the minutes of October 18, 2017 meeting was made and seconded. October meeting minutes were approved as recorded with no comments.

Recognition of Guests

Lucretia Cooney, Faculty Excellence

Linda Sullivan, Assistant Vice President, Institutional Knowledge Management. Member of the Faculty Salary Equity Study working group.

Andre Watts, Associate Director Analytics and Decision Support, Institutional Knowledge Management. Member of the Faculty Salary Equity Study working group.

Sarah Lovel, Institutional Knowledge Management

Announcements

Sub committees to meet early December.

Next full committee meeting Wednesday, January 17, 2018

Old Business

None

New Business

1. **Faculty Salary Equity Study**- Summary of the UCF Working Group's Findings & Recommendations circulated to committee members.
 - Presentation from Linda Sullivan & Andre Watts on data analysis process and outcomes
 - n 935 tenure/tenure-earning faculty salaries, single year "snapshot" study-November, 2016
 - Summary of Findings to be distributed to Faculty Senate & the full study will then be made publicly available
 - Major equity issues focused on rank of Associate Professor

Faculty Senate
Personnel Committee Meeting
Wednesday, November 15, 2017
11:30 am – 12:30 pm
Location: Millican Hall room 395E

- Provost been briefed on study findings & recommendations
 - Discussion focused on the contribution of RIA, TIP, SoTL awards to salary inequities. Noted that these awards been eliminated in many universities. Suggestion that the Working Group conducts focus groups to get at the “why” behind the data.
2. **Notice of Teaching Assignments**-Committee’s attention directed to
- Article 9 (9.3) of the Collective Bargaining Agreement (<http://www.collectivebargaining.ucf.edu/proposals/2015-2018FB/2015-11-12AITAdArticlesBOOK.pdf>) and
 - UCF Regulation 3.032 (http://regulations.ucf.edu/docs/notices/UCF-3.032FacultyAssignments_finalJune09_000.pdf).
 - Chairs to be aware of current guidelines.
 - Committee Chair to raise the issue at the next Senate meeting i.e. need for Chairs to abide by current UCF regulations as this is not currently happening in all college’s
3. **On-line Courses-Concern**- Focused on the lack of policy re ownership & usage. Committee’s attention directed to
- Article 18 of the Collective Bargaining Agreement (<http://www.collectivebargaining.ucf.edu/proposals/2015-2018FB/2015-11-12AITAdArticlesBOOK.pdf>) and
 - Policy statement on copyright material <http://policies.ucf.edu/documents/2-103.2UseOfCopyrightedMaterial.pdf>
 - Major across campus issue
4. **Out-of-unit Parental leave policy**-No current policy
5. **Evaluation of Endowed Chairs**-Newly posted UCF draft Policy 2-209, now open for public comment over the next two weeks (<http://policies.ucf.edu/rfc/2-209PrivatelyFundedNamedFacultyandAcademicLeadershipPosition.pdf>). Lucretia Cooney will review the draft policy and give feedback to the committee.

Meeting closed at 12:30pm

Next Meeting Wednesday, January 17th, 2018

SUBJECT: Emeritus Status	Effective Date: 11/28/2016	Policy Number: 4-502.2	
	Supersedes: 4-502.1	Page 1	Of 3
	Responsible Authority: President		

DATE OF INITIAL ADOPTION AND EFFECTIVE DATE 4/28/2005

APPLICABILITY/ACCOUNTABILITY

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

POLICY STATEMENT

The title emeritus is provided to individuals who have achieved eminence, and it serves as an honor to the individual and to the university. Faculty members and vice presidents who wish to be considered for emeritus status must:

- apply within five years after retiring from UCF;
- be fully retired and not within DROP or phased retirement;
- have been a permanent employee at UCF for a minimum of five years;
- have held the rank of professor, associate professor, university librarian, or associate university librarian for five years or have held the equivalent rank of professor or associate professor a minimum of five years if non-tenured immediately prior to retirement;
- have an established record of distinguished performance in teaching, research, scholarship, or other professional achievement including contributions and service to UCF and the UCF community.

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

PROCEDURES

Nominations or applications are made to the head of the unit with which the candidate is affiliated. The candidate will provide to the unit head an application that contains the specific title sought by the applicant, a one page summary of accomplishments, current curriculum vitae, and other evidence to support the major professional contributions and university activities while at UCF. The unit head will present the candidate's application to the tenured and tenure-earning unit members, and a vote will be taken. The results of the vote and the candidate's application will be forwarded to the dean or equivalent administrator. The dean or equivalent administrator will provide a detailed letter including the support or lack of support for the candidate's application, the results of the vote, and supporting information regarding the appropriateness of the award to Faculty Excellence by February 1.

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

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

The chair of the Commencements, Convocations, and Recognitions Committee will inform the chair of the Faculty Senate or appropriate vice president of the president's recommendation. No award will be considered final and official until it is formally announced by the president. Candidates will be notified in writing of the decision to award or not award emeritus status by the chair of the Commencements, Convocations, and Recognitions Committee. If awarded, the title of emeritus status shall be placed after the functional title of the awardee.

PRIVILEGES

Individuals awarded emeritus status will be afforded the following privileges:

- use of the John C. Hitt Library,
- computer account for email,
- departmental office space where possible and requested,
- conducting university or departmental seminars by mutual agreement,
- status as a non-voting ex-officio member of her or his department, and
- exemption from parking fees.

RELATED DOCUMENTS

UCF Faculty Senate Resolution 1994-1995-9:

http://facultysenate.ucf.edu/resolutions/1994_1995/index.asp

UCF Faculty Senate Resolution 2011-2012-6:

http://facultysenate.ucf.edu/resolutions/2011_2012/index.asp

INITIATING AUTHORITY

President

POLICY APPROVAL (For use by the Office of the President)	
Policy Number: 4-502.2	
University Policies and Procedures Committee Chair:	 Date: <u>11/23/16</u>
President or Designee:	 Date: <u>11/28/16</u>

History 4-502 4/28/2005; 4-502.1 1/12/2006



1
2
3

SUBJECT: Faculty Emeritus Status	Effective Date:	Policy Number: 4-502.3
	Supersedes: 4-502.2 4	Page Of 1
	Responsible Authority: 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 eminencedistinguished 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 will be
45 taken. The results of the vote and the candidate's application will be forwarded to
46 the dean or equivalent administrator. The dean or equivalent administrator will
47 provide a detailed letter including the support or lack of support for the candidate's
48 application, the results of the vote, and supporting information regarding the
49 appropriateness of the award to Faculty Excellence by February 1.

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

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

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

66

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

69 PRIVILEGES

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

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

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

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

98

99 **RELATED DOCUMENTS**

100 UCF Faculty Senate Resolution 1994-1995-9:

101 http://facultysenate.ucf.edu/resolutions/1994_1995/index.asp

102 UCF Faculty Senate Resolution 2011-2012-6:

103 http://facultysenate.ucf.edu/resolutions/2011_2012/index.asp

104 **INITIATING AUTHORITY**

105 President

106