

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 Uppall, 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: _____
(Print Name Signature)

Host College/Area: _____ Date: _____
(Print Name Signature)

Home Dept./Unit: _____ Date: _____
(Print Name Signature)

Home College/Area: _____ Date: _____
(Print Name Signature)

Other Dept./Unit if appropriate: _____ Date: _____
(Print Name Signature)

Other College/Area if appropriate: _____ Date: _____
(Print Name Signature)

Provost or Designee: _____ Date: _____
(Print Name Signature)