

Faculty Senate Meeting
Minutes of
January 28, 2016

Keith Koons, chair, called the meeting to order at 4:03 p.m. The roll was circulated for signatures.

MINUTES

Motion to approve the minutes of November 12, 2015 was made and seconded. The minutes were approved as recorded.

RECOGNITION OF GUESTS

Erin Butler, Director of First Year Experience
Cyndia Muñiz, President of the Latino Faculty & Staff Association
Kristy McAllister, Academic Affairs Information and Publication Services
Fernando Rivera, Sociology Department
Stephen King, Burnett School of Biomedical Sciences and Personnel committee member
Lucretia Cooney, Associate Director, Faculty Excellence

ANNOUNCEMENTS

Dr. Koons welcomed Sumit Jha from the College of Engineering and Computer Science to the Senate for 2015-2017, replacing Pawel Wocjan. Announced several interim senators for the Spring semester including: Linan An, College of Engineering and Computer Science; Lori Forlaw, College of Nursing; and Ramon Hinojosa, College of Sciences.

Announced a request from Erin Butler for faculty volunteers to assist the First Year Experience in an initiative called “Re-imagining the First Year.” The goal of the initiative is to improve the first year for students. Anyone interested should contact Erin Butler.

The Faculty Senate website tab for Meetings displays the Senate and Steering committee meeting dates. This page has been updated to include the meeting schedules and agendas for all Senate Operational (Budget & Administrative, Parking Advisory, and Personnel) committees.

Some automatic updates have been completed to the Constitution and Bylaws. These changes included: deleting reference to the obsolete position of Strategy, Marketing, Communications and Admissions from the Strategic Planning Council; changed all reference to the Office of Undergraduate Studies to the College of Undergraduate Studies; changed the reference to Information Technology Administration to Information Technology and Resources; deleted the word “Procedures” from the Budget and Administrative Committee name in the Constitution; and changed the name of the Travel Committee to Travel Awards Committee.

The list of all changes to the proposed Constitution was emailed to all senators. We are now in a required 30-day review period. Dr. Koons reminded everyone to review the proposed changes before the February 25 Senate meeting.

Apportionment for 2016-2017 next senate year and the call for elections is now complete. Names of elected senators must be submitted by March 1, 2016.

The Senate in 2013-2014, passed a resolution calling for a committee to review the TIP, RIA, and SoTL programs for possible changes. Academic Affairs formed committees that met last year and into the Fall 2015 semester. Recommendations received were not synthesized nor actionable. The Steering committee sent the recommendations to the Personnel committee to review and synthesize a single set of recommendations. The Personnel committee referred the issue back to the Steering committee due to inadequate time in the remainder of the Senate year. The Steering committee will form an ad-hoc committee to develop a synthesized actionable document. Dr. Koons requested volunteers to serve on the ad hoc committee. Anyone interested should email the Senate office.

OLD BUSINESS

None.

REPORT OF THE PROVOST

UCF Downtown

We have nearly 100% of personal giving commitments to the downtown campus from top administrators at UCF. We are between \$9.5 and \$10 million of the \$20 million needed. Governor Scott and the Legislature now supports the downtown campus. Keep an eye open for more philanthropic announcements within the next couple of weeks. Corporate support has come from the Orlando Magic, CFE Federal Credit Union, Orange County, and Valencia College.

Inclusive Education

Last Thursday, the Governor signed a bill to create the Florida Center for Students with Exceptional Abilities at the University of Central Florida. Acknowledged Adam Meyer, the Director of Student Disability Services and the whole Inclusive Education group for creating the program. Six students started this Fall and as of the Spring semester we have 10 students.

The new bill creates a center at UCF to train and certify other universities around the state to offer inclusive education programs. This bill was vetoed last year. This is a positive indication of the progress made with the Legislature and the Governor.

Strategic Planning Process

Early in January, the three strategic planning commissions convened for a day-long retreat to review data, feedback, and to begin developing language for the final plan. The three commissions will have reports done and submitted by end of the first week of February. The steering committee will synthesize to create a stronger plan. We anticipate

bringing the plan back to the Senate and other stakeholders prior to submission to the Board of Trustees. Everything is posted on the strategic planning website at www.ucf.edu/strategic-planning.

Strengthening Research and Graduate Education

We have invited three visitors from institutions similar to ours to look at our work in the area of research and graduate education March 27 through March 29. This committee will review and advise UCF on how to meet goals in these areas. The visitors are: Dr. Panch Panchanathan (chair), Senior Vice President of Knowledge Enterprise Development for Arizona State University; Dr. Marion Underwood, Dean of Graduate Studies and Associate Provost for UT Dallas; and Dr. Caroline Whitacre, Vice President for Research at Ohio State University.

The University Budget committee recently approved allocating a two million dollar increase toward graduate fellowships and stipends. This is in the form of three new initiatives that will add 125 new, 1-year fellowships for Ph.D students to help reach our goal of increasing awarded Ph.Ds from 300 to 400 annually; increase the number of tuition waivers by 20%; and to raise the minimum graduate stipend, which hasn't been raised in twenty years.

COACHE Survey

Priority setting committee has identified five priority areas including: nature of work, including research, service, and teaching; personal and family policies; recognition and appreciation; department leadership and quality; and promotion policies. The strategy committee is now forming committees to work on each area. The chairs/co-chairs of these committees are:

Linda Walters and Robert Wood – personal and family policies

Jana Jasinski and Bill Self – promotion

Jennifer Kent-Walsh and Fernando Rivera – departmental leadership

Debbie Hahs-Vaughn and Daniel Murphree – nature of work

Debbie Reinhart and Jeff Stout – recognition and appreciation

Visit the www.facultyexcellence.ucf.edu/coache to review results and take a survey to indicate interest in helping to address any of the issues identified through the survey.

Vice Provost for Faculty Excellence and International Affairs and Global Strategies

Announced Dr. Cynthia Young as the new Vice Provost. Thanked Dr. Young for her interim service.

Faculty Hiring

We hired 200 new faculty this past year, of which 100 were new positions. Faculty Excellence has been working with these new faculty to provide them with resources and support. Complimented the group for networking across disciplines. We are now hiring another 100 faculty for Fall 2016. Of the 100 new positions, 33 are designated for

clusters; 50 to colleges; and 17 for the targeted opportunity program. Fifty of these positions are currently posted with over 2,500 applicants.

College of Arts & Humanities Dean Search

Search committee conducted 10-15 Skype interviews from the first round of 40 applicants. A smaller group will be selected for airport interviews followed by three to four applicants for campus interviews.

Question: Will the Downtown building layout include offices with doors, or will it be an open layout plan? The way we work now is different than in the past. Collaborative space enables higher productivity. This will not be the case for faculty offices, but it may be for students and staff. What I would like to see is open space with configurable subspaces. Thus, if you want a private office, you can configure it. Faculty who will be moving downtown will be part of the planning.

Question: We heard the College of Arts & Humanities Dean search was not going to hold airport interviews, is this true? The budget was just approved yesterday, so they are doing airport interviews.

Question: Any response to the Governor's demand regarding 100% job placement, specifically for psychology students? Our goal should be to help our students plan.

Question: What exactly are we hoping to get from the visit to advise UCF on graduate-research growth? Kristy McAllister can provide you with the agenda and the charge letter for the committee. We are aiming to double research funding - \$300 million; increase graduate enrollment with focus on degrees; and increase our total research degrees from 16% to 25%.

NEW BUSINESS

UCF Latino Faculty and Staff Association (LaFaSA) presentation—Dr. Cyndia Muñiz
Dr. Muñiz provided the Senate with an overview of the mission, vision, goals, membership information, and upcoming events of the UCF Latino Faculty and Staff Association. The association currently has three positions available on the Board of Directors and would like to see faculty representation on the board. Since the launch in October, the association has 70 members. The Hispanic Federation has committed \$6,500 to the LaFaSa to help organize a peer mentoring program.

Resolution 2015-2016-3 Appointment and Evaluation of Department Chairs/Unit Heads

The resolution was submitted by the Personnel committee. Extra copies of the resolution and the rationale for the changes are provided at the sign-in table. The resolution was approved and put forward by steering committee, therefore no second is needed and open for discussion at this time.

College of Medicine expressed a concern. Due to limited faculty size, there are some who occupy two administrative roles. Is there a conflict with the provision of the resolution that prohibits one person from serving in two roles, or is this a special

circumstance that is allowed for in the resolution? COM does not intend for this to be indefinite as faculty size grows. Who plays deciding role as to what qualifies as a special circumstance? “I suppose that is done by the Dean in consultation with the Provost and Academic Affairs.” The intent of the committee was to set the framework without being too rigid. It became clear in the committee that all have different experiences. Our goal was to set basic parameters on special circumstances, but to allow the Dean to address the circumstances, as needed. The Provost indicated that he would attempt to interpret the intent of the resolution.

Discussed language regarding selection of chair/unit head and role of search committee. The intent is for the search committee to get input from the faculty and other stakeholders and to make a recommendation. Expressed concern that it’s not clear what is meant by recommendation and whether a recommendation of acceptable/unacceptable is considered a vote from a search committee. The recommendation is not for one person; it’s a recommendation on what to do. It is expected that the Dean and faculty will establish specific procedures and guidelines submitted to Faculty Excellence since all units have different needs. The aim of the committee is to give flexibility to each unit and college to develop procedures for hiring.

Motion and second to amend the resolution.

1. Appointment section, fifth sentence.
The search committee will ~~make a recommendation~~ present a summary report which includes faculty and stakeholder feedback to the dean/hiring official.
2. Appointment section, third sentence.
For appointment of a new (non-interim) department chair/unit head, the procedure requires a search committee that includes faculty in the department/unit.
3. Appointment section, fourth sentence.
All faculty in the department/unit, and other relevant stakeholders, ~~should~~ shall have the ability to provide feedback concerning the strengths and weaknesses of candidates to the search committee.

Discussion on the motion. Discussed whether shall or will is stronger; if a percentage of faculty on the search committee should be specified; and if a recommendation is stronger than a report. Comments regarding the emergency summer meeting and how the resolution does not provide the specifics requested.

Question to the Provost: What voice do faculty have? My concern with the requirement of a vote is that it places a mark on the record of a person who might be hired. I am open to faculty expressing unacceptability. The non-negotiable part of this is that the faculty voice will be represented to the hiring official. The effort here is to ensure faculty voice is heard in selecting a unit head or chair.

Question: Is there any instance under this resolution where a Dean can appoint a chair without a hiring process? This would not be possible unless an interim.

Question: Is there a limitation to how long someone would serve as interim chair? This is not addressed in the resolution.

Comment: Five-year commitment for chairs might be too long for active researchers, and so writing it in might be problematic.

Discussion closed; vote called on the motion to amend the resolution. All opposed; motion fails.

Motion and second to amend the resolution.

1. Appointment section, fourth and fifth sentence.

All faculty in the department/unit, and other relevant stakeholders, ~~should~~ will have the ~~ability~~ opportunity to provide feedback concerning the strengths and weaknesses of candidates to the search committee. The search committee will ~~make a~~ present their recommendations, including a report of feedback from faculty and stakeholders, to the dean/hiring official.

2. Appointment section, third sentence.

For appointment of a new (non-interim) department chair/unit head, the procedure requires a search committee that includes faculty in the department/unit.

Open for discussion. Clarified recommendations is plural. Discussed the perception and interpretation of using “shall” versus “will” and “ability” versus “opportunity.”

Discussion closed; vote called on the motion to amend the resolution. All in favor; motion passes.

Motion and second to amend the resolution.

1. Service Eligibility, second sentence.

A school/department's regular (non-interim) chair/unit head typically serves a term of three to five years.

2. Service Eligibility, fourth sentence.

Normally, a department chair/unit head will not serve more than ~~two successive five-year terms~~ ten consecutive years.

3. Review & Reappointment section, fourth sentence.

If the chair wishes to stand for reappointment, a full review for reappointment will take place during the ~~fifth~~ final year of the term.

Open for discussion. Discussed terminology and that the purpose is to allow a span of years the chair typically serves; this prevents the assumption of five years and allows departments to choose a term that fits the need.

Discussion closed; vote called on the motion to amend the resolution. Point of Information; clarify verbiage on the second and third change in the motion, prior to the vote.

Point of Order called to verify a quorum since some senators have left. Quorum established. Vote called. All in favor; motion passes.

Question asked regarding the legality of the sentence “That vote will be unrecorded and the results will be known only to the dean” in the Review & Reappointment section. Personnel decisions do not fall under Sunshine law and discussed how this is accomplished.

Motion and second to amend the resolution.

Appointment Section, third sentence.

For appointment of a new department chair/unit head, the procedure requires a search committee that is comprised of a minimum of 50% of full-time non-visiting ~~includes~~ faculty in the department/unit.

Open for discussion. Concern expressed that the limitation of the percentage of faculty in a department is difficult due to the varied size of departments. Clarified that the amendment refers to 50% of search committee, not department. Discussed eligibility difficulties. Request made to read the amendment. Concern expressed regarding the complication of having to define faculty.

Discussion closed. Vote called; voice vote was inconclusive. Dr. Koons called for a show of hands for verification: tied vote; chair votes against; motion fails.

Dr. Koons called for a vote on the resolution as amended. One opposed; motion passes. The resolution as approved read:

Resolution 2015-2016-3 Appointment and Evaluation of Department Chairs/Unit Heads

Whereas, the University of Central Florida seeks to sustain growth, productivity, and excellence in education and research; therefore

Be it Resolved that the Faculty Senate endorses the following guidelines for appointment and evaluation of department chairs/unit heads, and that these guidelines be incorporated into university policy.

Service Eligibility

All schools/departments must have a full-time department chair/unit head. A school/department's regular (non-interim) chair/unit head typically serves a term of three to five years. The appointment is renewable annually. Normally, a department chair/unit head will not serve more than two then consecutive years. Except under special circumstances, no one with another administrative appointment should serve concurrently as a department chair/unit head, and no department chair/unit head should serve concurrently in any other administrative position.

Appointment

Each college dean/hiring official, upon consultation with that college's faculty, will establish, publish, and follow that college/unit's procedure for the appointment of

department chair/unit head. These procedures must be filed with and approved by the Office of Faculty Excellence. For appointment of a new (non-interim) department chair/unit head, the procedure requires a search committee that includes faculty in the department/unit. All faculty in the department/unit, and other relevant stakeholders, will have the opportunity to provide feedback concerning the strengths and weaknesses of candidates to the search committee. The search committee will present their recommendations, including a report of feedback from faculty and stakeholders, to the dean/hiring official. After due consideration, the dean or hiring official will select a candidate for department chair/unit head. If applicable, the faculty of the department/unit will vote on the award of tenure to the selected candidate following established University procedures. The final appointment of the candidate is subject to approval by the provost and the president.

Review & Reappointment

Each college dean, upon consultation with that college's faculty, will establish, publish, and follow that college/unit's procedure for the annual review and reappointment of department chair/unit head by the faculty. These procedures must be filed with and approved by the Office of Faculty Excellence. Department/unit faculty and others whom the dean deems appropriate will conduct the review. If the chair wishes to stand for reappointment, a full review for reappointment will take place during the final year of the term. The dean can institute an interim review at his or her own initiative or as a consequence of a request by the department faculty. All faculty in the department/unit, and other relevant stakeholders, should have the ability to provide feedback concerning the strengths and weaknesses of the chair/unit head to this review committee. The reappointment process shall include a confidential retention vote by faculty. That vote will be unrecorded and the results will be known only to the dean. Eligible voters include all full-time non-visiting faculty, but eligibility may be extended by vote of all eligible faculty.

LIAISON COMMITTEE REPORTS

Budget and Administrative Committee – Joseph Harrington

Representatives from the Library made a presentation on the Library budget and the Library is the lowest funded in the State University System. We are not aware of any existing or new product or services that would be lost would not be implemented if the budget is not increased. They requested a share of overhead however, there is a procedure in place for budget requests. We suggested to the Steering committee that the Library make a presentation to the full Senate.

Parking Advisory Committee – Bari Hoffman-Ruddy

The committee last met in November. Next meeting scheduled for February 15. Will have an update at the next Senate meeting.

Personnel Committee – Ana Leon

Completed work on the 2015-2016-3 Appointment and Evaluation of Department Chairs/Unit Heads resolution. Committee submitted a new resolution to the Steering committee on paid family emergency leave however, the committee recognizes that the resolution will have to go through collective bargaining. Working on joint and secondary appointments for clarity. Scheduling discussions with faculty with joint appointments and faculty in charge of clusters. After joint appointments, the committee will work on Emeritus issue.

Graduate Council – Annette Khaled

Policy committee passed two changes. The first change is to allow those students that completed all coursework and thesis/dissertation hours to enroll for one credit hour per semester until they graduate. We also currently have a 3-year and 7-year certificate. We eliminated the 3-year certificate. Both policy changes are being reviewed by Graduate Studies.

Undergraduate Council – Kelly Allred

Committees have been meeting and completing regular business.

OTHER BUSINESS

None.

ADJOURNMENT

Motion to adjourn made and seconded. The committee adjourned at 5:59 p.m.

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Approved by the Faculty Senate on January 28, 2016.