

## M E M O R A N D U M

**TO:** All Faculty Senate Members

**FROM:** Dr. Manoj Chopra  
Chair, Faculty Senate

**DATE:** January 25, 2008

**SUBJECT:** Faculty Senate Meeting Thursday, January 31, 2008

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### Meeting Agenda

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **MINUTES OF *NOVEMBER 29, 2007 AND JANUARY 17, 2008***
4. **ANNOUNCEMENTS AND RECOGNITION OF GUESTS**
5. **OLD BUSINESS - NONE**
6. **NEW BUSINESS**
  - BOG/BOT Update - Dr. Chase and Chopra
  - Resolution 2007-2008-5 Evaluation of Directors Chairs - (see handout)
7. **STANDING COMMITTEE LIAISONS REPORTS**
  - ◆ Budget and Admin – Dr. K. Belfield
  - ◆ Graduate Council – Dr. A. Liberman
  - ◆ Personnel – Dr. D. Chakrabarti
  - ◆ UPCC – Dr. R. Pennington
8. **OTHER BUSINESS**

**Resolution 2007-2008-5 Appointment and Evaluation of  
School Directors and Department Chairs**

**Whereas**, the University of Central Florida needs to create new or restructure existing schools/departments to sustain growth, productivity and excellence in education and research,

**Be it resolved**, that the Faculty Senate endorses the following guidelines for appointment and evaluation of regular directors and department chairs.

All schools/departments must have an appointed director/chair.

A school/department's director/chair serves a term of five years although the appointment is renewable annually. Normally, a director/chair will not serve more than two successive five-year terms.

Each college dean, upon consultation with that college's faculty, will establish a procedure for the appointment and reappointment of directors/chairs. Except in rare occasions, college deans should not serve as directors/chairs. Departmental faculty and others the dean deems appropriate will conduct the review. Eligible voters include all tenured and tenure-track faculty, but eligibility may be extended at the college level by vote of the tenured and tenure-track faculty. College procedures require a record of the vote for appointment and reappointment.

The faculty of the school/department will evaluate directors/chairs annually. A full review for reappointment will take place during the fifth year. The dean at his or her own initiative or as a consequence of a request can institute an interim review by the department faculty of the director/chair under college procedures. After due consideration, the dean will nominate a candidate for director/chair, whose appointment is subject to approval by the provost and the president.