

**Faculty Senate Personnel Committee**

Wednesday, January 09, 2019

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 December 5, 2018 meeting
- 5) Announcements and recognition of guests
- 6) Resolution to consider
  - a. University Promotion and Tenure Committee procedures for Non Tenure Earning faculty. Discussion and vote: Steve King  
Handout 21: Resolution
- 7) New business-
  - a. COACHE survey discussion: Jana Jasinski
- 8) Old Business
  - a. Payment structure for awards discussion: subcommittee  
Karol Lucken & Scott Carter  
Handout 20
  - b. Faculty Retention discussion: Jana Jasinski
- 9) Other topics
- 10) Adjournment

## Faculty Senate Personnel Committee

### Meeting Minutes

Wednesday, December 5, 2018

11:30 am – 12:30 pm

Location: Millican Hall Room 395-E

Call to Order: 11:30

Present: Stephen King (chair), Yoon Choi, Manoj Chopra, Kendall Cortelyou-Ward, Muyunghie Kim, Karol Lucken, Michael Proctor, Alfons Schulte, Kelly Semrad, Vladimir Solonari, Linda Walters, Romain Gaume, Nora Warshawsky

- 1) Note taker volunteered- Nora Warshawsky
- 2) Approve minutes of November 7<sup>th</sup> meeting.
- 3) Announcements:
  - a. Guests Recognized: Lucretia Cooney and Jana Jasinski (Faculty Excellence)

- 4) New Business/Topics for Discussion:

**Non tenure earning faculty and the UCF University Promotion and Tenure Committee.** The committee was asked to review the current promotion process of the Non-Tenure Track (NTT) Faculty. This group includes Regular, Research, Clinical, and Multi-Year professors as well as Medical Librarians.

The University Promotion Review Committee has experienced increasing workload due to the growing faculty in general. Additionally, the university is hiring more NTT faculty, thus increasing the workload of the University promotion review committee for NTT faculty.

The current process is not well defined and now inconsistent with the Tenure Track faculty promotion process. Last year the Personnel committee recommended that the requirement for University review be omitted for those Tenure Track and Tenured faculty seeking promotions that were approved unanimously at the College level.

At the University Review level, the current practice has been to substitute the standing, elected College member of the committee with a NTE Faculty member of equal or higher rank from the specific College when a NTE faculty promotion is being discussed and voted on. This began with limited numbers but the numbers at each session have steadily grown over the course of time.

After much discussion the framework of a resolution was approved for the chair to put into writing for the January meeting. This was approved in a motion 11 approve, 0 disapprove, one abstention.

The main points for the resolution to include were 1) to allow unanimous cases to bypass the University committee similar to how Tenure track cases already proceed and 2) to replace a single member of the committee with a voting non-tenure earning faculty from the same college as the person under consideration to help interpret the guidelines and responsibilities for non tenure earning faculty within that college to the entire committee.

- 5) Updates to close issues:

- a. Awards for out of unit faculty: Pegasus awards now open so the process appears to be moving.

- b. Program review: Faculty can ask their administrators for a copy of all program reviews that have taken place.

- 6) Meeting adjourned.

**Resolution 2018-2019-X University Promotion and Tenure Committee  
Procedures for Non Tenure Earning Faculty**

**Whereas**, Non Tenure Earning Assistant and Associate faculty with titles including Regular, Multi-year, Clinical, and Research Professors, as well as Medical Librarians, currently undergo a review by the UCF University Promotion and Tenure Committee after Dean or Unit Head review but before Provost review; and

**Whereas**, Tenure Earning Faculty already have a procedure in place bypassing the University Promotion and Tenure Committee for unanimous positive votes at all earlier steps in the process; and

**Whereas**, one of the primary roles of the University Promotion and Tenure Committee is to advise the Provost about applications that have received conflicting evaluations and votes at earlier steps of the review process; and

**Whereas**, all applications between 2013-2018 that received unanimous positive votes at all levels before the University Promotion and Tenure Committee review were approved by the Provost and the UCF Board of Trustees; and

**Whereas**, bypassing the University Promotion and Tenure Committee for all Non-Tenure Earning Faculty that have received unanimous positive votes at all previous levels – that is, forwarding such cases directly from the Dean’s/ Unit Head’s review to the Provost – would enable the University Promotion and Tenure Committee to maintain a reasonable workload and focus on applications that most need its evaluation; therefore

**Be it Resolved** that beginning in the 2019-2020 promotion and tenure cycle, all Non Tenure Earning Assistant and Associate Faculty with titles including Regular, Multi-year, Clinical, and Research Professors, as well as Medical Librarians that receive unanimous positive votes at all levels before the University Promotion and Tenure Committee will bypass this committee and their cases will be forwarded directly from Dean or Unit Head

review to the Provost. The Provost may still ask the University Promotion and Tenure Committee to review any such cases if he/she needs the University Promotion and Tenure Committee's advisement about them; and

**Be it Further Resolved** that for those cases that are not unanimous and that go to the University Promotion and Tenure Committee, that the Committee membership be altered as follows to help represent the College or Unit's non-tenure earning guidelines and responsibilities to the University Promotion and Tenure Committee. For each non-tenure earning case, the standard committee member from that faculty member's College or Unit will be replaced by a Non-Tenure Earning faculty member at or above the rank being considered and from within the same College or Unit. This replacement faculty member will vote on the case in place of the standard committee member from that College or Unit. If there is no appropriate replacement available within the College or Unit, then a non-tenure earning replacement from another College or Unit will be utilized, and will replace the standing member from his/her own College or Unit to ensure a single vote for every College or Unit at the committee. The Dean or Unit Head of the faculty member under consideration for promotion will appoint the replacement faculty member.