

**Faculty Senate**  
**Steering Committee Meeting**  
Minutes of **July 19, 2017**

William Self, chair, called the meeting to order at 12:05 p.m. Dr. Self explained that the Steering Committee serves as the Faculty Senate as needed over the summer. The meeting was called to address proposals brought forward by the University Promotion and Tenure (P&T) Committee.

The roll was circulated for signatures. Recognized Steering Committee members Margaret Ann Zaho and Damla Turgut, participating via conference call. Quorum was established.

**MINUTES**

Motion to approve the minutes of April 6, 2017 was made and seconded. The minutes were approved as recorded.

**RECOGNITION OF GUESTS**

Stephen King, College of Medicine, Senate Personnel Committee  
Konstantin Vodopynov, College of Optics and Photonics, Senate Personnel Committee  
Paul Giordano, College of Arts and Humanities, Senate Personnel Committee  
Kristy McAllister, Academic Affairs, Coordinator of Information/Publication Services  
Charlie Piper, Associate Director of Contract Compliance and Administrator Support  
Ashley Connors, Academic Affairs Contract Compliance and Administrator Support  
Elizabeth Klonoff, Vice President for Research and Dean of the College of Graduate Studies  
Ronnie Korosec, Associate Provost and Chief of Staff for Academic Affairs  
Blake Scott, College of Arts and Humanities, University Promotion and Tenure Committee  
Lucretia Cooney, Associate Director of Faculty Excellence  
Peter Jacques, College of Sciences, Senate Personnel Committee  
Mason Cash, College of Arts and Humanities, Senate Personnel Committee  
Obi Nwakanma, College of Arts and Humanities, Faculty Senator  
Michele Upvall, College of Nursing, Senate Personnel Committee (phone)

**ANNOUNCEMENTS**

None.

**OLD BUSINESS**

None.

**REPORT OF THE PROVOST**

None.

## **NEW BUSINESS**

William Self communicated the purpose of the emergency meeting was to discuss recommendations from the 2016-2017 University Promotion and Tenure Committee. The proposals were distributed to all invitees via email prior to the meeting. A three page handout to support the proposals was distributed to the attendees reflecting Projected Applications for Promotion for 2017-2018 through 2021-2022, Promotion and Tenure Application Recommendations data, and Non-tenure Earning Applications data reviewed by the committee.

Chair Self opened the floor to Blake Scott to summarize the need for the proposals based on the 2016-2017 work load. Dr. Scott discussed the anticipated increase in applications for the committee in the upcoming years and what a reasonable work load would be for the committee. The committee consensus was that the committee work load was above their capacity in 2016-2017. The number of applications had almost doubled in 2016-2017 as compared to 2015-2016. An additional issue raised was the committee configuration, in that the committee did not feel qualified to review institutes and center applications, as there was not a committee member to provide representation of the institutes and centers. This was discussed as an issue that can be addressed in the *Bylaws*. Dr. Scott further indicated that the issue in the UCF Regulation 3.0175 Promotion of Full-time Non-tenure-earning, Research and Clinical Faculty has been addressed, but not for the tenure-earning faculty regulation. The University P&T committee also had difficulty assessing non-tenure earning applications with only one representative from the College of Medicine representing all of the colleges' non-tenure earning applications. There was also confusion regarding the *Bylaw* for the University Promotion and Tenure Committee membership, in that any college sending a non-tenure earning application to the Promotion and Tenure Committee needs to have a non-tenure earning representative on the committee, which has not been the practice in the past.

Chair Self thanked the leadership of the University Promotion and Tenure Committee for their hard work and for bringing the issue to the Senate's attention. He mentioned that in a couple of years we will peak (estimated) applications at around 120. There are several proposals that have been put forward. The Faculty Senate leadership has met with college leadership in the past days and weeks and discussed the University P&T workload issue with them. Other institutions operate differently to efficiently review applications. The University Promotion and Tenure Committee plays an important role in oversight of the college department and college process.

Dr. Scott indicated the committee discussed their role in the promotion and tenure process and the consensus was that the committees' most important role was to serve as an advisory committee to the provost to sort out cases where there were conflicting votes. Chair Self noted the floor is open for discussion.

Clarification: You are suggesting that anything with 80% or more positive vote from the department and college should bypass the University Promotion and Tenure Committee and go directly to the provost for approval?

Remarks: The consensus among other stakeholders in the university was that they were the most comfortable with 100% positive votes instead of the other thresholds.

Question: In the working of the committee, how much time is spent on each unanimous application and discussion?

Answer: Every person on the committee reviews the file whether 100% unanimous or not, but it takes less time than those applications with conflicting votes. The time is incremental in how the time adds up. It's the review of the initial and secondary reviewer in developing the draft review comments that takes time. Regardless of the conflicting or 100% agreed votes, it still takes the same amount of time to review.

Clarification: There are two reviewers that write up the draft of the University Promotion and Tenure comments to a single application. Then, the comments are brought to the committee for discussion and finalization. If there is a formal bypass, then there is no write-up on the review.

Answer: Only if there was a caveat that the provost can ask for clarification.

Question: This is only for unanimous positive votes?

Answer: Yes.

Clarification: In terms of non-tenure earning promotion, you are suggesting that all applications bypass the University Promotion and Tenure Committee. Will there still be a provision for conflict review? In other words, can the college committee request review by the University Promotion and Tenure Committee?

Answer: I can see the benefit of that and a parallel committee to handle. Based on updated data, it appears this last year was an anomaly for non-tenure earning applications. Non-tenure applications don't result in increased workload.

Response: In the future, the College of Medicine might be significantly increasing clinical hires due to the new hospital. It is likely to increase numbers in the future.

Comment: Likewise, the provost wants to increase post-doc's that may transition permanent non-tenure hires in the future.

Chair called for other discussion.

Comment: When you look at a process and try and reduce the application load, when you completely remove a category of applications, you remove a certain level of the perspective of the other applications. That is true for the positive and the non-tenure earning applications. The applications are supposed to be held to the same standards. It might make more sense to make a sub-group and split-up the workload and not have everyone on the committee review every application and not necessarily have everyone vote on every application. If there is a separate committee, there is a little bit of danger that the two would get out of synch.

Remarks: We went back and forth between a parallel committee rather than bypassing the committee. There were substantial concerns about the equitable nature of the process and the susceptible process of having different types of reviews. The university committee is foremost focused on comparing the application against the written standards and not against individuals.

Question: What is the normal process? Are applications reviewed at random, most unanimous, by college?

Answer: Last year, we had a designated time to handle non-tenure earning so that the additional non-tenure earning reviewer didn't have to sit through all applications. Otherwise, it was mostly alphabetical. But there may be ways to streamline the process if we reviewed by college.

Comment: There have been a lot of suggestions, but the bottom line is the write-up. Let's say there is a 110 applications with 45 applications that are unanimous. There isn't a formal bypass, but the first meeting might be more like a NIH review in that the 45 unanimous applications are being presented to the committee as all positive. After reviewing the applications, the committee is asked if any need to be discussed. If no, then a standard write-up is presented to the provost, but they are still reviewed by the committee members. As a faculty member, I would be concerned if there was a bypass and a different level of review.

Comment: As soon as you do something different, the department and college will vote differently.

Response: It opens the process up for one member of the committee to create an inequitable scrutiny on an application.

Comment: This is the one major instance where faculty sue the university.

Comment: I came from a union university that only resolved conflicts and it wasn't an issue. It's really about the culture. Everyone was glad that the university committee never looked at their application.

Response: It would be good if the University Promotion and Tenure Committee had examples of how other universities handle the process and bring examples. Some universities review the total number of applicants no matter what the number.

Response: We looked at major research universities and we were surprised at the number that either bypass unanimous applications, treat the college level as the final review, or had duplicate committees at the university level.

Comment: Most of the important context is going to occur at the department or college level; comparing apples to apples to those that know the criteria. It may be a concern, but I think it will be taken care of at the department and college level.

Response: Also, if the collective impact Strategic Plan is integrated in the criteria, it will be reviewed at the department and college level.

Response: But it would be potentially the unanimous applications. If it was a discussion over interdisciplinary research not being to the same level as disciplinary research you would expect a mixed vote or negative vote for the committee to review.

Question: What are the restrictions on the University Promotion and Tenure Committee changing its' own internal process?

Response: We are bound by the University Regulation.

Question: Does that mean that everyone on the committee must review every application?

Response: I believe so. The language is parallel to the department, college, and university level. Especially whether a member can vote or not. The member has to review the file and be present for discussion in order to vote.

Comment: But the language refers to all applications must be reviewed, not that each individual committee member must review each application.

Question: So for the unanimous applications you could have partial committee vote?

Response: Technically, probably.

Comment: That would need to be addressed in the *Bylaws* of the committee.

Response: The committee is ready to address regulation changes, but felt the first step was to bring the issue to the Senate.

Comment: Don't think you can just leave the decision to the college, as different departments may result in different standards based on the size of the unit. The University Promotion and Tenure Committee is the quality check.

Response: One college informed the Senate that they are now multiple departments specifically for this process.

Response: It's the "who," not the structure. Larger colleges don't know everyone in every department, where a smaller college probably knows everyone.

Question: With Dr. Young leaving the university what impact will this have on the proposals?

Response: Asked to clarify.

Question: It appeared that provost Young was the driving force behind the shortened Cumulative Progress Evaluation (CPE) for Associate Professors and was in favor of a more streamlined process for promotion and tenure. With Dr. Young leaving, do we know who her replacement will be and are they in line with the same thinking?

Answer: The idea was presented by the provost because of the large work load in the future and his interest in ensuring that all applications were carefully reviewed and vetted. The provost tasked Dr. Young with the role of creating the language and idea behind the issue. There are multiple areas that provided input and reviewed the proposals. Dr. Young has already identified Dr. Jana Jasinski to serve in an interim role until the national search is concluded and is adequately prepared to step in for Dr. Young.

Comments: Ensuring equity and a high standard is important, but looking at the data, it looks like what is driving this is the applications that receive very high reviews at the department and college level are always being approved by the university committee. Most of the work is already being done at the department and college level only to have the university committee spend a lot of time reviewing the same applications. Also, the standards submitted by the colleges and departments have to be approved by Faculty Excellence.

Chair noted that the Steering Committee doesn't have a resolution and asked for any motions by the Steering Committee?

Motion and second to make the issue a top priority for the Senate Personnel Committee in August.

Comment: This would be acceptable for this year since the projections don't show a major increase for the next year and this will allow for any change to go into effect the following year.

Vote: All in favor; no opposed; no abstained; motion passes.

Request: The minutes from this Steering Committee meeting be sent to the Personnel Committee.

Question: The smaller recommendation that is less controversial is having the Office of Research elect an Institutes and Centers faculty member as a voting member of the University Promotion and Tenure Committee. That would be a big improvement for next year.

Response: It's in the purview of the Personnel Committee and can be added to the agenda item, but would require a resolution for a *Bylaw* change.

Question: Why add a faculty member from the ORC?

Answer: The Institutes and Centers do have tenure line applications housed at nanoscience.

#### **OTHER BUSINESS**

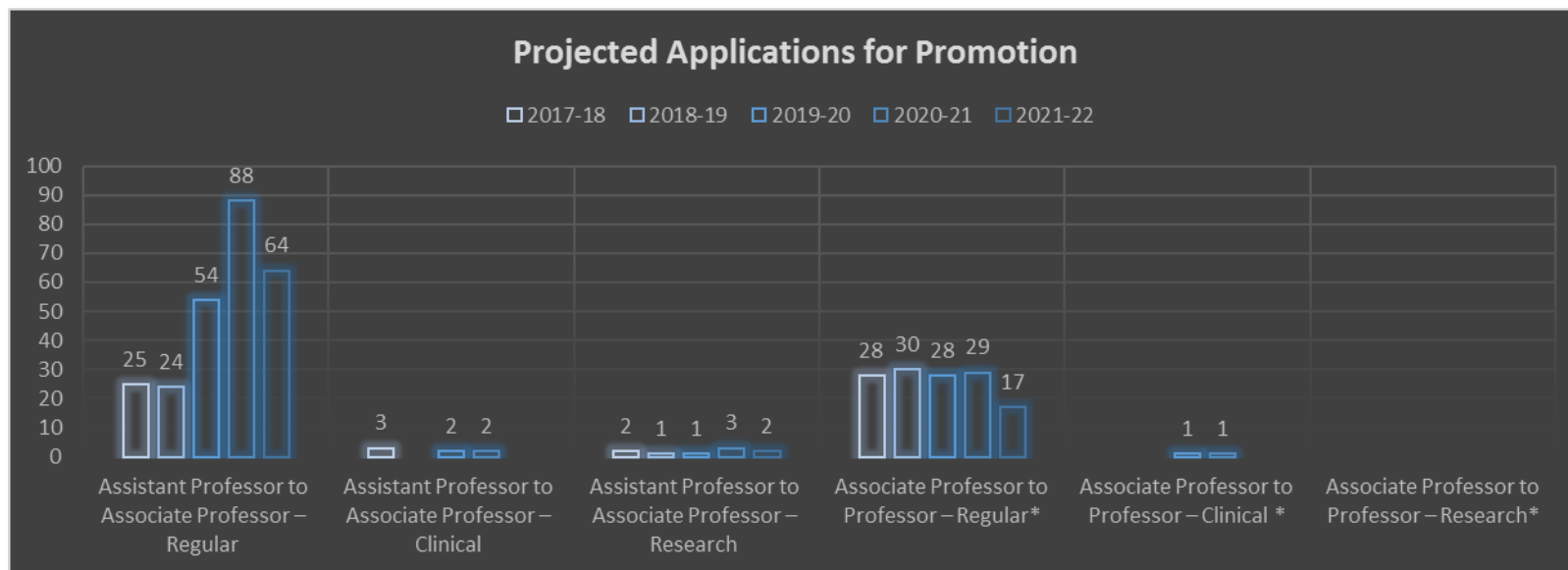
None.

#### **ADJOURNMENT**

Motion to adjourn made and seconded. The committee adjourned at 12:40 p.m.

**Expected Applications for Promotion 2017-18 through 2021-22**

Rank <sup>12</sup>	2017-18	2018-19	2019-20	2020-21	2021-22
<b>Assistant Professor to Associate Professor – Regular</b>	<b>25</b>	<b>24</b>	<b>54</b>	<b>88</b>	<b>64</b>
<b>Assistant Professor to Associate Professor – Clinical</b>	<b>3</b>		<b>2</b>	<b>2</b>	
<b>Assistant Professor to Associate Professor – Research</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>3</b>	<b>2</b>
<b>Associate Professor to Professor – Regular</b>	<b>28</b>	<b>30</b>	<b>28</b>	<b>29</b>	<b>17</b>
<b>Associate Professor to Professor – Clinical</b>			<b>1</b>	<b>1</b>	
<b>Associate Professor to Professor – Research</b>					
<b>Total</b>	<b>58</b>	<b>55</b>	<b>86</b>	<b>123</b>	<b>83</b>



<sup>1</sup> These figures do not account for tenure clock adjustments.

<sup>2</sup> Based on seven year average in rank of assistant professor. Please keep in mind this is an estimation based on the time in rank, and does not take into account all associate professors that have been in rank for more than seven years at the academic year presented above.

**Non-Tenure Earning Applications Reviewed by University P T Committee**

Year	Total Applications	Non-Tenure Earning Applications*	Research	Clinical	Medical Librarian	Promotion to			
						Associate Professor	Professor	Medical Assistant Librarian	Medical Librarian
2016-17	79	12	6	5	1	9	2		1
2015-16	42	4	1	2	1		3	1	
2014-15	33	3		3		3			
2013-14	35	2		2			2		

\*Non-Tenure Earning applications reviewed by University Committee include Research, Clinical and Medical Librarians.



**Promotion and Tenure Application Recommendations  
2013/14 - 2016/17**

	#Applications	Unanimous Positive	% Unanimous Positive	Thresholds*								
				>90% Positive	% >90%	# Approved by Provost	>85% Positive	% >85%	# Approved by Provost	>80% Positive	% > 80%	# Approved by Provost
<b>2016-17</b>												
TTE Promotion to Associate Professor	36	20	56%	25	69%	25	28	78%	28	29	81%	29
TTE Promotion to Professor	30	13	43%	18	60%	18	19	63%	19	21	70%	21
Tenure Only	1	1	100%	1	100%	1	1	100%	1	1	100%	1
<b>Total TTE</b>	<b>67</b>	<b>34</b>	<b>51%</b>	<b>44</b>	<b>66%</b>	<b>44</b>	<b>48</b>	<b>72%</b>	<b>48</b>	<b>51</b>	<b>76%</b>	<b>51</b>
NTE Promotion to Associate Professor	7	3	43%	6	86%	6	6	86%	6	6	86%	6
NTE Promotion to Professor	4	3	75%	3	75%	3	3	75%	3	3	75%	3
NTE Promoton to Medical Librarian	1	1	100%	1	100%	1	1	100%	1	1	100%	1
<b>Total NTE</b>	<b>12</b>	<b>7</b>	<b>58%</b>	<b>10</b>	<b>83%</b>	<b>10</b>	<b>10</b>	<b>83%</b>	<b>10</b>	<b>10</b>	<b>83%</b>	<b>10</b>
<b>Total Applications</b>	<b>79</b>	<b>41</b>	<b>52%</b>	<b>54</b>	<b>68%</b>	<b>54</b>	<b>58</b>	<b>73%</b>	<b>58</b>	<b>61</b>	<b>77%</b>	<b>61</b>
<b>2015-16</b>												
TTE Promotion to Associate Professor	19	13	68%	14	74%	14	15	79%	15	16	84%	16
TTE Promotion to Professor	18	7	39%	9	50%	9	11	61%	11	13	72%	13
Tenure Only	1	0	0%	0	0%	0	0	0%	0	0	0%	0
<b>Total TTE</b>	<b>38</b>	<b>20</b>	<b>53%</b>	<b>23</b>	<b>61%</b>	<b>23</b>	<b>26</b>	<b>68%</b>	<b>26</b>	<b>29</b>	<b>76%</b>	<b>29</b>
NTE Promotion to Associate Professor	1	1	100%	1	100%	1	1	100%	1	1	100%	1
NTE Promotion to Professor	2	2	100%	2	100%	2	2	100%	2	2	100%	2
NTE Promoton to Medical Asst Librarian	1	1	100%	1	100%	1	1	100%	1	1	100%	1
<b>Total NTE</b>	<b>4</b>	<b>4</b>	<b>100%</b>	<b>4</b>	<b>100%</b>	<b>4</b>	<b>4</b>	<b>100%</b>	<b>4</b>	<b>4</b>	<b>100%</b>	<b>4</b>
<b>Total Applications</b>	<b>42</b>	<b>24</b>	<b>57%</b>	<b>27</b>	<b>64%</b>	<b>27</b>	<b>30</b>	<b>71%</b>	<b>30</b>	<b>33</b>	<b>79%</b>	<b>33</b>
<b>2014-15</b>												
TTE Promotion to Associate Professor	11	7	64%	8	73%	8	8	73%	8	8	73%	8
TTE Promotion to Professor	18	8	44%	8	44%	8	8	44%	8	8	44%	8
Tenure Only	1	1	100%	1	100%	1	1	100%	1	1	100%	1
<b>Total TTE</b>	<b>30</b>	<b>16</b>	<b>53%</b>	<b>17</b>	<b>57%</b>	<b>17</b>	<b>17</b>	<b>57%</b>	<b>17</b>	<b>17</b>	<b>57%</b>	<b>17</b>
NTE Promotion to Associate Professor	3	3	100%	3	100%	3	3	100%	3	3	100%	3
NTE Promotion to Professor	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
<b>Total NTE</b>	<b>3</b>	<b>3</b>	<b>100%</b>	<b>3</b>	<b>100%</b>	<b>3</b>	<b>3</b>	<b>100%</b>	<b>3</b>	<b>3</b>	<b>100%</b>	<b>3</b>
<b>Total Applications</b>	<b>33</b>	<b>19</b>	<b>58%</b>	<b>20</b>	<b>61%</b>	<b>20</b>	<b>20</b>	<b>61%</b>	<b>20</b>	<b>20</b>	<b>61%</b>	<b>20</b>
<b>2013-14</b>												
TTE Promotion to Associate Professor	17	13	76%	15	88%	15	15	88%	15	16	94%	16
TTE Promotion to Professor	14	4	29%	5	36%	5	5	36%	5	5	36%	5
Tenure Only	2	1	50%	2	100%	2	2	100%	2	2	100%	2
<b>Total TTE</b>	<b>33</b>	<b>18</b>	<b>55%</b>	<b>22</b>	<b>67%</b>	<b>22</b>	<b>22</b>	<b>67%</b>	<b>22</b>	<b>23</b>	<b>70%</b>	<b>23</b>
NTE Promotion to Associate Professor	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
NTE Promotion to Professor	2	2	100%	2	100%	2	2	100%	2	2	100%	2
<b>Total NTE</b>	<b>2</b>	<b>2</b>	<b>100%</b>	<b>2</b>	<b>100%</b>	<b>2</b>	<b>2</b>	<b>100%</b>	<b>2</b>	<b>2</b>	<b>100%</b>	<b>2</b>
<b>Total Applications</b>	<b>35</b>	<b>20</b>	<b>57%</b>	<b>24</b>	<b>69%</b>	<b>24</b>	<b>24</b>	<b>69%</b>	<b>24</b>	<b>25</b>	<b>71%</b>	<b>25</b>

\*Not including chair/dean votes