

**MEMORANDUM**

**TO: Faculty Senate Steering Committee**  
**FROM: Faculty Senate Office**  
**DATE: August 6, 1996**  
**SUBJECT: Minutes of Steering Committee meeting held on June 4, 1996**

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The Steering Committee meeting was called to order at 2:10 p.m. by Dr. Richard Tucker, Chair. The roll was circulated. Minutes of April 25, 1996 were unanimously approved. Members present: Drs. S. Goodman, N. Modani, J. Leeson, R. Reedy, P. Taylor, T. Ellis, R. Joels, J. McBrayer, B. Petrasko, Ms. Carole Hinshaw, Provost Gary Whitehouse, and Vice Provost Frank Juge.

**New Business**

Dr. Tucker informed the Steering Committee that it has been appointed to provide advisory input on the procedures to implement a new Professorial Excellence Program (PEP). Any suggested procedures will be reviewed by the Deans and Provost's office for their final decision. Dr. Tucker distributed information with general guidelines to help the Committee with their discussions.

Dr. Juge announced that TIP awards will continue at three/5th's of funding, assuming the Legislature will follow the same guidelines as in the past three years. An eligible faculty will be able to receive both the TIP and PEP awards plus regular annual salary increases. Faculty members who received a TIP award the first year of the program will again be eligible for a TIP award this year. There was some discussion on how Faculty Senate can reaffirm existing TIP criteria while suggesting changes which would make faculties eligible who were excluded in previous years. Faculty applying should have a good record in teaching and publications. Dr. Juge recommended that the Committee confirm requirement procedures and propose changes as needed. Dr. Tucker asked Dr. Modani if he would volunteer to serve as chair of the subcommittee to reexamine TIP criteria. Dr. Modani agreed, and Drs. Reedy and Joels volunteered to serve with Dr. Modani.

Discussion continued with questions formulated by Dr. Tucker regarding the Professorial Excellence Program (PEP). PEP awards would provide 9% raises to eligible full professors with ten or more years of service who are judged to have "sustained excellence and high merit in scholarship, teaching, and service since the last promotion." Other employees with equivalent ranks, such as librarians, engineers, and administrators will also be eligible. The faculty on phased retirement will not be eligible. The number of faculty eligible and the amount of PEP allocated to UCF is still to be determined.

**Recommendations:**

- 1) College and University level reviews.
- 2) Committee membership to be tenured faculties with less than ten years as full professors and associate professors.
- 3) Criteria must include “sustained excellence” since last promotion.
- 4) Deans will review college recommendations.
- 5) Librarians and other professional equivalents should be included at the university level reviews.
- 6) External reviewers will be an important component of the reviews.
- 7) All folders must be examined for thoroughness. Only one, 3-inch notebook will be accepted. Once a folder has been handed in, no additions will be accepted after the deadline.
- 8) Collect summaries of all evaluations.
- 9) Limited faculty member reviews to rebut a folder.

Final eligibility guidelines will be approved by the Board of Regents. The proposal should be ready by September 15, 1996. A subcommittee consisting of Drs. Tucker, Juge, Ellis, and Modani will write guidelines for PEP. Dr. Tucker will forward the first draft of guidelines to the Steering Committee within the next few days.

### **Other**

The Committee discussed Dr. Huddleston’s recommendation that Tuesday and Thursday “free times” from 4-5:15 be eliminated beginning Spring, 1997. Classes will be scheduled during that time. The Scheduling Committee did not dissent on that recommendation. The continuation of the dedicated Faculty Senate meeting time on Thursday, 4-5:15 p.m. was assured along with the usual meeting room until Spring, 1997. This change is necessary due to the lack of classroom space. “Free time” will be reinstated when the new Communications building is completed. Dr. Modani expressed concern that endorsing the scheduling change would lead to the loss of the “free time” altogether. Dr. Tucker will discuss this further with Dr. Huddleston and Provost Whitehouse.

Dr. Tucker announced that the Faculty Senate Office will be moving to the Phillips Hall building in early July. The location will be announced later. He also requested input regarding his idea of a reception for all new and returning faculty senators at the August 29 Senate meeting. It was unanimously approved with recommendations as to the location. Kathy will research the President’s Board Room and the President’s Dining Room.

The Steering Committee meeting to be held on August 22, will be held at 1:30 p.m. rather than the standing time of 4:00 p.m. The Faculty Assembly has been scheduled for the same afternoon at 3:00 p.m.

Dr. Tucker announced that the Standing Committees are well into completion. Also, Dr. Tucker will be on vacation beginning June 8 through June 24, 1996.

The meeting adjourned at 3:45 p.m.