

MEMORANDUM

Date: February 24, 2012
TO: Members of the Steering Committee
FROM: Ida Cook
Chair, Faculty Senate
SUBJECT: **STEERING COMMITTEE MEETING on March 1, 2012**

Meeting Date: Thursday, March 1, 2012
Meeting Time: 4:00 – 6:00 p.m.
Meeting Location: College of Arts and Humanities, Room 192A

A G E N D A

1. **Call to Order**
2. **Roll Call**
3. **Minutes of February 2, 2012**
4. **Announcements and Recognition of Guests**
5. **Report of the Provost**
6. **Old Business**

None.
7. **New Business**
 - Resolution 2011-2012-6 Emeritus Policy Revisions (*from the Personnel Committee*)
 - Resolution 2011-2012-7 Student Perception of Instruction Administration Period
 - Graduate Faculty Policy (*from the Graduate Council*)
 - Faculty Eligibility for RIA awards – *Patrick Murphy*
 - 2012-2013 Joint Committee Vacancies
 - Appointment of TIP eligibility appeals committee
 - Appointment of Nominating Committee
8. **Committee Reports**
 - Budget and Administrative Committee – *Arlen Chase*
 - Graduate Council – *Jim Moharam*
 - Parking Advisory Committee – *Reid Oetjen*
 - Personnel Committee – *Arlen Chase*
 - Undergraduate Council – *Kelly Allred*
9. **Other Business**
10. **Adjournment**

Faculty Senate Steering Committee Meeting
Minutes of
February 2, 2012

Dr. Robert Pennington, Faculty Senate Vice Chair, called the Faculty Senate Steering Committee to order at 4:02 p.m. The roll was circulated for signatures.

RECOGNITION OF GUESTS

Diane Chase, Executive Vice Provost, Academic Affairs
John Weishampel, Biology and Faculty Fellow, Academic Affairs
Elizabeth Hale, Computer Services
Ginger Neilson, Computer Services
David Kuhn, Faculty Development, Faculty Affairs
Lyman Brodie, Interim Director, Faculty Affairs

MINUTES

Motion to approve the minutes of January 5, 2012 was made, seconded and carried. The minutes were approved as recorded.

REPORT OF THE PROVOST

Electronic Promotion and Tenure Process

Provost Tony Waldrop asked Lyman Brodie, Interim Director of Faculty Affairs, to discuss the status of the electronic promotion and tenure (EP&T) process. Brodie reported that they are proposing to go forward with the EP&T system next year on a limited basis; only two colleges (Science and Nursing) will use the new system. Using only two schools will ensure that the process is smooth, and will allow for a higher ratio of support staff to users in the event that issues arise. The system will be rolled out to the entire university the following year. The Faculty Center for Teaching and Learning and the Faculty Multimedia Center will provide support to faculty using the system. There will be extensive training for all those involved in the promotion and tenure process. Brodie asked the committee for approval to go forward with the EP&T process.

Members of the Steering committee offered support for adopting the new electronic system. Brodie explained that Faculty Affairs will be shortly requesting the names of candidates, committee members, department chairs, and all others involved in the process. This will allow them to assign the appropriate security in the system and identify those who will need training. The senator from the Libraries noted that the library is looking at establishing an institutional repository for works created by faculty, and suggested that plans to add book two to the EP&T system should allow for an interface with the institutional repository.

Waldrop requested the committee's feedback on moving forward with two colleges. The consensus of the committee was that it was a good idea to do so. In response to questions about security, David Kuhn stated that people will access the system using their PIDs, which will allow for specific security to be granted to different users. Individuals will only be able to view parts they need for a specific period of time. Users will not be able to download materials from the files. They are still discussing whether printing will be disabled.

Privacy Statement

Waldrop discussed concerns that had been raised at the last Senate meeting about the recent privacy statement that was sent out to many members of the faculty and staff. Waldrop has asked Sherry Andrews, Associate General Counsel, to look into the issue. They have determined that the form may need clarification, and all employees do not need to sign it. Andrews is working with Human Resources to determine what will be needed to be compliant with FERPA rules.

OLD BUSINESS

Appointment of a selections committee for the University Excellence in Professional Service Awards

Pennington solicited volunteers to serve on the selections committee for the Excellence in Professional Service Award. Senators Patrick Murphy, Bobby Everett, and Bob Pennington volunteered. Faculty Senate Chair Ida Cook will chair the selections committee.

Strategic Planning Council Update

Members of the Strategic Planning Council reported on the Council's progress. Kevin Belfield reported that the Visions, Goals and Emphases subcommittee has completed its work. Reid Oetjen reported that the Imperatives, Initiatives, and Measures subcommittee has several more weeks of work before they can bring their work back to the full Council. Belfield noted that the full Council will be coming together in the next few weeks. Waldrop thanked all who have become involved in the process. On behalf of Cook, Manoj Chopra asked about the timeline for completing the plan. Waldrop stated that while there is no specific timeline, the faster it is completed the better. However, he added that he will not take it to the Board of Trustees until it is finished. Chopra expressed Cook's concern that, while there has been good participation by faculty and the administration, the deans are not involved. Waldrop agreed that it was important to get the deans involved.

NEW BUSINESS

Comparison of Student Perception of Instruction (SPoI) Response Rate

A report regarding the Student Perception of Instruction (SPoI) response rate for fall 2011 was distributed. The committee reviewed the report, which contained data for both the original SPoI and the pilot test of the new SPoI. Pennington pointed out that the overall response rates were comparable, but not for all categories. The committee discussed the completion discrepancies between classes of different sizes and at different levels. Executive Vice Provost Diane Chase explained that a breakdown of the data in those ways is not yet available due to a failure of the software used to do the analysis.

The committee discussed whether the pilot test should be repeated this semester. Several senators questioned whether it would be useful to do so without the results of the current pilot test in hand. Concern was raised that administering both surveys might cause response fatigue in students. The consensus of the committee was that there was no need for another trial set of data at this juncture. If a second set is recommended after the pilot data has been analyzed, another pilot can be scheduled for summer.

Motion made to go forward this semester with only the original version of the SPoI, and not repeat the pilot test. Motion seconded and carried.

A question was raised about whether students' surveys should be included in the data analysis if they only answer one question in the survey. Chase noted that the new reports will let faculty know how many students answered each question, which they can compare to the total number of respondents.

OTHER BUSINESS

The committee's decision regarding SPOI will be added to the Senate agenda as an information item. The agenda will also include a second reading of the resolutions that propose changes to the bylaws.

COMMITTEE REPORTS

Budget and Administrative Committee – *Arlen Chase*

As Arlen Chase was not present, there was no report.

Graduate Council – *Jim Moharam*

The Policy committee continues to work on the issue of revising the graduate faculty policy. The current policy includes two categories of graduate faculty—associate and full status. The committee is looking at eliminating those categories, and Moharam asked if that will need a vote by the Senate. Pennington replied that since the original policy that was established by Senate vote, a modification of the policy will require a vote.

The purpose of the policy is to ensure that graduate students get proper guidance from faculty. Issues arose with the policy when some faculty were demoted from full to associate during seven year program reviews. The committee is now proposing that if faculty are participating in graduate education, they are a member of the graduate faculty. A smaller subset will be eligible to supervise dissertations.

Pennington reminded the Committee that March is the last meeting of the Senate. In order to close this issue, Moharam will encourage the Policy committee to bring the issue to the March Steering meeting.

Parking Advisory Committee – *Reid Oetjen*

The committee looked into the issue of reciprocity for faculty from other campuses. Reciprocity already exists between campuses that require faculty to pay for parking. Faculty who park for free at their own campuses are able to purchase daily parking as needed at other campuses. The committee also discussed the addition of more motorcycle spots at the College of Medicine. In addition, the committee reviewed ridership for the Saturday shuttle to the COM which averages 2-4 persons.

Personnel Committee – *Arlen Chase*

As Arlen Chase was not present, there was no report.

Undergraduate Policy and Curriculum Committee – *Kelly Allred*

Nothing to report.

ADJOURNMENT

Motion to adjourn made and seconded. The meeting adjourned at 5:08 p.m.

Resolution 2011-2012-6 Emeritus Policy Revisions
(from the Personnel Committee)

Whereas, the current policy governing emeritus status does not address the status of individuals who are on phased retirement, DROP, or who have been re-hired, and

Whereas, the current policy governing emeritus status does not consider the diversity of faculty titles, and

Whereas, the Commencements, Convocations and Recognition Committee has requested clarification on the qualifications to be considered when awarding emeritus status,

Be It Resolved, that the Policy 4-502.1, Faculty Emeritus Status, be revised to reflect the following changes:

- Applicants for emeritus status must apply no later than five years after retiring from UCF
- Applicants must be fully retired from UCF (not in DROP or phased retirement)
- Applicants must have been a permanent employee at UCF for a minimum of five years
- The policy should not specify the titles/positions of those who are eligible to apply
- Non-tenure track faculty should hold the equivalent rank of eligible tenured faculty
- Qualifications for eligibility should include that applicants must have made major professional contributions in research/scholarship or teaching or service (including contributions and service to UCF and the UCF community)

Be It Further Resolved that:

- Applicants must provide their unit head with materials supporting their application
- Only faculty may vote on applications for emeritus status

Suggested wording is provided in the attached.



SUBJECT: Faculty—Emeritus Status	Effective Date: 1-12-06	Policy Number: 4-502.1	
	Supersedes: 4-502.1	Page 1	Of 3
	Responsible Authority: Provost and Executive Vice President		

APPLICABILITY/ACCOUNTABILITY:

This policy applies to all UCF faculty members who wish to be considered for an emeritus status appropriate to their rank or position.

POLICY STATEMENT:

Applicants for emeritus status must apply within five years of retiring from UCF, be fully retired from UCF (that is, faculty members may not apply while in DROP or phased retirement), and have been a permanent employee at UCF for a minimum of five years.

~~Faculty~~ Tenured faculty who wish to be considered for emeritus status must ~~be retiring or have retired from UCF, have been a permanent employee at UCF for a minimum of five years,~~ have been tenured at UCF; ~~and must and~~ have held the rank of professor or associate professor at UCF for a minimum of five years immediately prior to retirement.

Non-tenure track faculty who wish to be considered for emeritus status must ~~be retiring or have retired from UCF, have been a permanent employee at UCF for a minimum of five years,~~ have held the equivalent rank of professor or associate professor, (e.g. university librarian, associate university librarian) at UCF for a minimum of five years immediately prior to retirement.

An applicant for emeritus status must have made major professional contributions in research/scholarship or teaching or service (including contributions and service to UCF

and the UCF community) while at UCF, remained active, and achieved eminence, so that the title Emeritus will be an honor to the individual and to the university.

PROCEDURES:

Nominations or applications are made to the head of the unit with which the candidate is affiliated. The candidate will provide to the unit head a one page written summary of their accomplishments that presents the case for their satisfying the criteria for emeritus status. This should be supported by a ~~current~~ well organized, up to date, curriculum vitae-vita along with a dossier of other evidence of their major professional contributions and university activities accomplished by the candidate. ~~and other evidence to support the major professional contributions and university activities accomplished by the candidate while on the UCF faculty.~~ The unit head will present the candidate's dossier to the unit faculty and a vote will be taken. The results of the vote and the candidate's dossier will be forwarded to the unit's responsible administrator, which is in most cases a dean. The administrator will forward all information for all nominations, along with the administrator's evaluation comments of the candidate's application to the ~~chair~~ chair of the Commencements, Convocations, and Recognitions Committee by February 1.

The Commencements, Convocations, and Recognitions Committee will consider the merits of each individual's application as documented by the nominee, faculty vote, unit chair, and responsible administrator. Only faculty members of the committee may vote on applications for emeritus status.

The chair of the Commencements, Convocations, and Recognitions Committee will transmit the committee's recommendation to the provost, who, in turn, will make recommendations to the president. The president will determine the awarding of emeritus status, considering all the evidence assembled.

The chair of the Commencements, Convocations, and Recognitions Committee will inform the chair of the Faculty Senate of the president's recommendation. No award will be considered final and official until it is formally announced by the president.

RELATED DOCUMENTS:

UCF Faculty Senate Resolution 1994-1995-

9 http://pegasus.cc.ucf.edu/~fsenate/resolutions/1994-1995_resolutions.html

Resolution 2011-2012-7 Student Perception of Instruction Administration Period
(from the Steering Committee)

Whereas, faculty have expressed concern over the low response rate to the online Student Perception of Instruction (SPOI), and

Whereas, Resolution 1987–1988–16 currently mandates that SPOI be administered in the final ten days of instruction each term, and

Whereas, Faculty Senators have expressed concern that the SPOI not be administered during final exams,

Be It Resolved, the online SPOI be administered during the last 15 days of instruction in each term, closing one hour before the official final exam period begins.

Memorandum

TO: Faculty Senate Steering Committee

FROM: Graduate Council

SUBJECT: Revised Graduate Faculty Policy

DATE: February 23, 2012

The Graduate Council recommends adopting the attached revision to a current policy entitled "University-Wide Qualifications for Participation in Graduate Education (Graduate Faculty and Graduate Faculty Scholars)." The policy revision resolves a number of concerns regarding the current policy.

- Creates a single category of Graduate Faculty, removing the Full and Associate sub-categories. All graduate faculty are eligible to teach graduate courses, serve as members of thesis and dissertation committees, and serve as chairs or co-chairs of master's thesis committees.
- Establishes a separate eligibility of graduate faculty to serve as the chair of a dissertation committee. Bases this eligibility on a set of criteria for scholarly currency. These criteria are established by each graduate program and approved by the department chair/unit director.
- Maintains a requirement for thesis or dissertation committee experience, but in a manner that may be independent of the Chair. For instances in which the Chair has not served on a thesis or dissertation committee that has successfully graduated a student, another member of the committee who has this experience must be designated to serve as a vice chair.