Faculty Senate Personnel Committee Meeting
Wednesday, March 16, 2016--11-12:30 PM
Location: COHPA, HPA I, room 335

AGENDA

I. Meeting called to order-A. Leon

II. Selection of meeting minutes taker for this meeting—need a minutes take for each meeting

III. Review & Approval of February 16, 2016 meeting minutes

IV. Old Business
Update on Paid Emergency Family Leave: Status—Linda Walters

V. New Business
- o Faculty Study Salary: Results—Cynthia Young
- o Emeritus Status: Criteria And Process

VI. Other Business

VII. Update from the Office of Faculty Excellence-C. Young

VIII. Update from the Faculty Senate Steering Committee-L. Walters

IX. Review of items for next meeting

X. Next meeting dates & times: TBD after new Senate is in place

XI. Adjournment

**FACULTY SENATE PERSONNEL
COMMITTEE MEETING MINUTES
Wednesday, February 17,
2016
11:00 AM - 12:30 PM
Location: COHPA, HPA I,
Room 304**

Present: Mason Cash, Ramon Hinojosa, Robert Folger, Paul Giordino, Debbie
Hahs-Vaughn, Richard Harrison, Stephen King, Waldemar Karwowski,
Jonathan Knuckey, Linda Walters, Lucretia Cooney (Ex-Officio from
Faculty Excellence). Guests included: Dr. Chris Parkinson & Jade A.
Laderwarg, MBA, SHRM-CP, Faculty Cluster Initiative, Faculty
Excellence.

The meeting was called to order at 11:00 am by Richard Harrison. Waldemar Karwowski
volunteered to take minutes.

Minutes of the January 20, 2016 meeting: Reviewed and approved with one abstention.

OLD BUSINESS

<u>Joint Appointments and Faculty Cluster Hiring</u>

Chris Parkinson outlined procedures regarding faculty hires for Cluster Initiative. Provost website
provides all the relevant information.

All salaries for new cluster hires are coming from the Provost Office and return to Provost's office
if the position is not filled or discontinued for any reason. All cluster hires will have a home unit.
Cluster hires do not have to have joint (primary or secondary) appointments (see figure below).
<u>Joint appointment</u> involves shared finances between home and host unit, while with a <u>secondary
joint appointment</u> only home unit is responsible financially. The hiring contract will specify faculty
responsibilities, salary sharing (if any), and faculty evaluation responsibilities by the respective
unit(s).
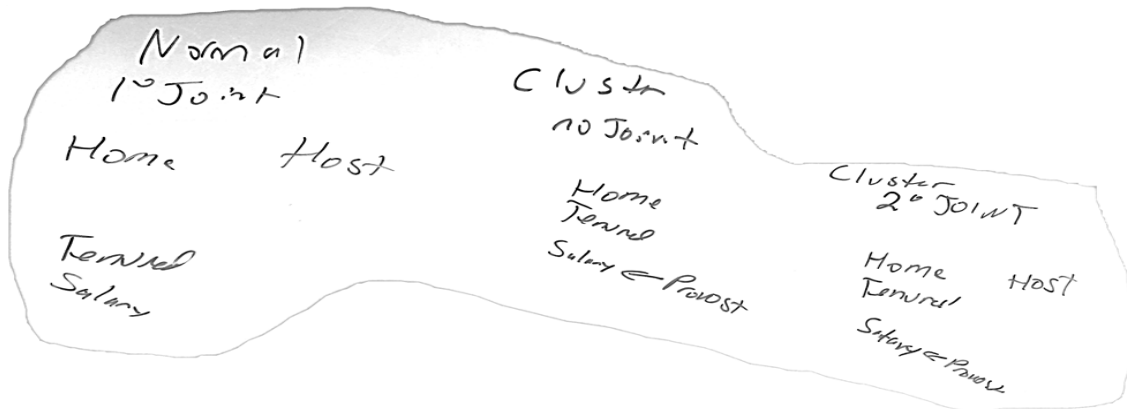
Normal hire: 1st joint		Cluster hire: no joint	Cluster hire: 2nd joint	
Home	Host	Home	Home	Host
Tenured		Tenured	Tenured	
Salary		Salary from Provost	Salary from Provost	

ACTION ITEM:

Based on the discussion, a motion has been made, seconded and approved that, *whereas cluster hire appointments will be made as secondary joint not as primary joint (paid by the Provost's office), the evaluation of faculty who have joint appointments is clearly defined and no further action is needed from the Personnel Committee*.

NEW BUSINESS

Richard Harrison reported on the following three items:

Review of TIP, RIA and SOTL

An ad hoc subcommittee of the full Senate was formed to review and reconcile the TIP, RIA and SOTL documents.

Status of Senate Resolution 2008-2009-1

Full Senate at its meeting on January 28, 2016 passed Senate Resolution 2008-09-1 "Appointment of and Evaluation of School Directors and Department Chairs."

Resolution – Paid Family Emergency Leave

Resolution on Paid Family Emergency Leave was forwarded from the Steering Committee to full Senate to be considered at February 27th meeting.

Update from the Office of Faculty Excellence – Lucretia Cooney

Faculty Excellence is working on the Faculty P&T dossier review. Personnel Committee was asked to provide input on the recommended changes shown below (Attachment A: Table: Summary of Dossier Recommendations (by Group Making the Recommendation) A discussion on the presented changes ensued.

After comprehensive discussion, the following motions were made, seconded and approved by vote (in order of item numbers specified in the last column of the attached *Table: Summary of Dossier Recommendations (by Group Making the Recommendation*):

Items 1, 2, 3, 4, 5, 7, 9 and 11were approved as presented.

Items 6, 8 and 10 were approved with revised text as follows.

Item 6:
Indicate how author order is specified (e.g., first author provides the greatest contribution).

Item 8:

The intent of voting on promotion and/or tenure files is that everyone will both read and participate in the discussion before casting a vote. With electronic folder access, the recommendation is to be as inclusive as possible. Only faculty who participate in the committee discussion in person or virtually (e.g., phone, Skype) may vote. Colleges/units that do not have sufficient access to conference in multiple parties can make arrangements to use MH 395E.

In the event a committee member cannot attend the face-to-face committee meeting, but is able to participate virtually, the committee member will have their vote included, for example by faxing or calling in their vote or completing a confidential Qualtrics vote (email is not recommended as they fall under public document request).

Item 10:

Departments should be encouraged to review their P&T criteria to clearly specify whether or not citation metrics are to be used in the evaluation process, and in accordance with Resolution 2004-2005 Citation Indices.

OTHER BUSINESS

Due to lack of time the following business items were deferred to March meeting:
- o Paid Emergency Family Leave: Status
- o Faculty Study Salary: Results
- o Emeritus Status: Criteria And Process

NEXT MEETING DATE AND TIME

Last Committee meeting in Spring 2016: Wednesday, March 16, 11 a.m. (COHPA, Building I, Room 335)

ATTACHMENT A

Table: Summary of Dossier Recommendations (by Group Making the Recommendation)

Current Practice	Recommendation	Recommending Group			
		Pegasus Professor Council	University P&T Committee	Office of Faculty Excellence	**Item number**
No formalized procedure in place	Include ORC funding report in the dossier that includes all active grants and contracts while in current rank *(instructions for downloading this file have been provided by ORC and included in the dossier contents document)*	XX			**1**
Current regulation 3.015: "employee's annual performance evaluations for the last five years"	Years of supporting evidence for annual assignments, annual evaluations, CPEs, and student evaluations: past five years (or since arriving at UCF, if less than five years)			XX	**2**
No formalized procedure in place	Include a summary table for annual evaluations and CPEs *(a template will be provided the Office of Faculty Excellence)*		XX		**3**
No formalized procedure in place	Include a summary table for annual assignments *(a template will be provided the Office of Faculty Excellence)*			XX	**4**
No formalized procedure in place	For co-authored grants, list your role (e.g., PI, Co-PI, senior personnel) and percentage of credit (*not* IDC) assigned within UCF.			XX	**5**
No formalized procedure in place	Indicate how author order is specified in your field (e.g., first author provides the greatest contribution).			XX	**6**

Summary of Procedural Recommendations (by Group Making the Recommendation)

Current Practice	Recommendation	Recommending Group			
		Pegasus Professor Council	University P&T Committee	Office of Faculty Excellence	**Item number**
This can be done now, however it may not be widely understood by faculty who move into administrator roles.	All faculty administrators who hold rank and tenure may participate at department level promotion and tenure vote if they are not participating elsewhere (e.g., department chair, college or university committee).	XX			**7**
No formalized procedure in place	The intent of voting on promotion and/or tenure files is that everyone will *both* read and participate in the discussion before casting a vote. With electronic folder access, the recommendation is to be as inclusive as possible. Best practice: all faculty who vote will also participate in the committee discussion in person or virtually (e.g., phone, Skype). *Colleges/units that do not have sufficient access to conference in multiple parties can make arrangements to use MH 395E.* In the event a committee member cannot attend the face-to-face committee meeting, the committee member may fax or call in their vote or complete a confidential Qualtrics vote (email is not recommended as they fall under public document request).	XX			**8**
This can be done now, but is not regularly practiced. CBA article 10, section 10.2, currently states: "Employees eligible for promotion to professor may, at their option and upon written request, be similarly apprised of their progress toward promotion."	Associate professors are *strongly encouraged* to have two CPEs completed prior to applying for promotion. Ideally, one would occur at year three in rank as associate and the second the year prior to applying for promotion. Inclusion of the CPEs in the dossier is optional for associate professors.	XX			**9**
Current Practice	Recommendation	Recommending Group			
		Pegasus Professor Council	University P&T Committee	Office of Faculty Excellence	**Item number**
Lack of standardization; Resolution 2004-2005-7 citation indices *(see appendix)*	Reporting of citation metrics as evidence of scholarly recognition should be at the *discretion of the department,* with appropriate language (either using or not using) included in departmental promotion guidelines.	XX			**10**
This can be done now, however it may not be widely understood	One year non-renewal if dossier is withdrawn during the tenure process or if tenure is denied at the end of the tenure clock			XX	**11**

APPENDIX

Resolution 2004-2005-7 Citation Indices

Whereas, citation indices are being used by Florida's universities and by Florida's BOG to inform hiring, promotion, and tenure decisions and to make evaluative judgments concerning faculty and institutions, and

Whereas, some journals in various fields, e.g. humanities, arts, and social sciences, are often excluded, journal articles in press are not included in databases, lag between appearance of a citation and appearance in the index occurs, and journals are not consistently indexed nor indexed retrospectively when added to databases, and

Whereas, most citation indices only include peer-reviewed journals and frequently exclude incorporate peer-reviewed books, peer-reviewed book chapters, conference proceedings, technical reports, and dissertations, and

Whereas, publication of books and of book chapters is highly desirable by much of the academic community and, in fact, serves as a more desirable form of publication than a journal article for some members of the academic community,

Be it resolved that if citation indices are used relative to the faculty or the institution of the University of Central Florida, their limitations will be addressed; for example, books and book chapters from university and reputable commercial presses shall be included along with other indicators of accomplishment.

Approved by the Faculty Senate on March 31, 2005. Transmitted to Provost Terry Hickey on April 4, 2005.

Approved by Provost Hickey on June 1, 2005.

DOSSIER CONTENTS – ASSISTANT AND ASSOCIATE PROFESSORS

NOTE: INTERNET EXPLORER IS THE RECOMMENDED BROWSER FOR THE PROMOTION SYSTEM

CANDIDATE INFORMATION

Within the evaluation system's promotion and tenure system, the candidate completes the required fields, indicated by an asterisks (*), on the candidate information page. Each candidate selects "promotion & tenure," "promotion only," or "tenure only."

Within the promotion and tenure system, the candidate also electronically certifies the accuracy of reported publications, contracts, and grants.

DOSSIER ATTACHMENTS

1. Summary Statement

Include a one-page summary that highlights your major accomplishments and summarizes your future research and creative activities, teaching, and service plans.

2. Curriculum Vita

Include your *most current vita on the day the dossier is due* to the Department Chair or Unit/School Director *(i.e., this will be an updated vita relative to the vita that was submitted to external reviewers and which is uploaded in step 3).* Only one version of your vita need be completed for both promotion and tenure. The vita should be concise and complete.

Please include higher education background and relevant employment history. Include relevant information for research, teaching, and service. This may include, among others, a list of publications, contracts and grants awarded, creative activities, honors and awards, theses and dissertations directed, professional and university service (including relevant service to public schools), and similar service. The listing of publications should be presented by category of work (e.g., articles, books, proceedings, reviews, notes, and letters), and sorted by date of publication with the most recent work located at the top pf each section. Please indicate which publications were refereed. Additionally, clearly indicate how author order is specified in your field (e.g., first author provides the greatest contribution). The bibliographic style of the academic discipline should be followed in citing publications (e.g., pagination should be included if required by bibliographic style for the discipline). Presentations at meetings or conferences should be listed separately, with invited presentations indicated as appropriate. For co-authored grants, list your role (e.g., PI, Co-PI, senior personnel) and percentage of credit *(not IDC)* assigned within UCF. Please consult with your Department Chair or Unit/School Director for assistance in the development of this important section.

3. Curriculum Vita Sent to External Reviewers

Include the curriculum vita sent to external reviewers.

4. College Guidelines

Include your college's promotion and tenure guidelines in this section (where applicable).

5. Department Guidelines

Include your department's promotion and tenure guidelines in this section (where applicable).

6. Annual Assignments

Upload a single PDF of the past five years (or since arriving at UCF, if less than five years) of your UCF annual assignments in chronologically ascending order. The first page of this file should be a one-page summary table that lists annual assignments by year for all categories for which you had assigned duties (e.g., research, teaching, service). *(See appendix for example.)*

7. Annual Evaluations

Upload a single PDF of the past five years, (or since arriving at UCF, if less than five years) of your UCF annual evaluations in chronologically ascending order.   The first page of this file should be a table that provides, by year, the overall ranking (e.g., outstanding, above satisfactory, etc.) for all categories for which you were ranked (e.g., research, teaching, service). *(See appendix for example.)*

8. Cumulative Progress Evaluations *(required for faculty seeking tenure; optional for associate professors seeking promotion)*

Upload a single PDF of all your cumulative progress evaluations in chronologically ascending order. The first page of this file should be a table that provides, by evaluation period, the overall rating (above expectation, at expectation, or below expectation) for all raters (department, department chair, dean). *(See appendix for example.)*

9. Office of Research and Commercialization (ORC) Funding Report

Upload a single PDF of your ORC funding report (see accompanying directions). This report should include all active grants and/or contracts *while in current rank.* If this is not applicable, upload a blank page. *(See appendix for instructions on running this report.)*

10. External Reviewers' Letters and Credentials

Upload a single PDF, which includes all the external reviewer letters and a short summary of the qualifications of each reviewer. For each summary, specify who prepared the summary and/or the source (e.g., provided by the reviewer, copied from the reviewer's public information online, or written by the candidate based on online (e.g., vita) or other information).

11. Research & Creative Activities Summary and Evidence

Include a two to three page summary of your research and creative activities. In addition to the two to three page summary, include the following:

- Research accomplishments
- Future research plans
- All other information you deem relevant (e.g., evidence to support research and creative activities)

The research and creative activities section should be uploaded as one single PDF.

12. Teaching Activities Summary and Evidence

Include a one to two page summary of your teaching philosophy and instructional activities. In addition to the one to two page summary, include the following.

- If you are an *Assistant Professor,* include all student evaluation summaries since your hire date at UCF.
- If you are an *Associate Professor,* include the past five years of student evaluation summaries (or since your hire date at UCF, if less than five years).
- All other information you deem relevant (e.g., evidence of student learning and other evidence to support teaching activities).

The teaching section should be uploaded as one single PDF.

13. Service Activities Summary and Evidence

Include a one to two page summary of your service activities. In addition to the one to two page summary, include the following:

- All other information you deem relevant (e.g., evidence to support service activities)

The service activities section should be uploaded as one single PDF.

14. Other Assigned Duties

Include other assigned duties and applicable supporting materials/evidence.

15. Additions to Dossier

Use this section to upload a single PDF of each new accomplishment that happens after the dossier has been submitted (e.g., new awards, publications, recent professional recognition, etc.). Additions can be submitted until the Provost and Executive Vice President makes the final decision.

16. Other

Use this section to upload a single PDF of information unrelated to sections 1 *(Summary Statement)* through *15 (Additions to Dossier).*

Annual Assignments Summary

Semester & Year	% FTE ASSIGNMENT			
	Research	Teaching	Service	Other

Annual Evaluations Summary

Evaluation Period	OVERALL RATING		
	Research	Teaching	Service

Cumulative Progress Evaluation Summary

Evaluation Period	Department	OVERALL RATING	
		Department or Unit Head	Dean

UNIVERSITY OF CENTRAL FLORIDA

RESEARCH & COMMERCIALIZATION

How to Run Award Reports

The following web application is used to generate research individual reports as well as reports for the colleges/centers and departments at the University of Central Florida. ***Note: Candidates will generate only the individual award reports.***

AURORA (A University Resources Online Reporting Application)

https://reports.research.ucf.edu/

To log into AURORA you will use your NID and NID password (Single Sign-On credentials)

To run Department award reports (applicable to department chairs/directors):

1. Click on the Department Tab in AURORA
2. Click on the 'Awards' link in the ORC Authorized – Awards/Proposals section
3. Select the college and corresponding department
4. Choose the Fiscal Year radio button and select 2014-2015 for FY15
5. Choose excel or PDF
6. Finally, click generate report

To run Individual award reports (applicable to candidates):

1. Click on the Individual Tab in AURORA
2. Click on the 'Awards' link in the ORC Authorized – Awards/Proposals section
3. Type in the name of the researcher
4. Chose the Fiscal Year radio button and select 2014-2015 for FY15
5. Choose excel or PDF
6. Finally, click generate report

*The award reports are shown with credit split.

Please contact Jason Kuhns for any questions or concerns at Jason.Kuhns@ucf.edu