Faculty Senate Personnel Committee
Wednesday, March 21, 2018
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 February 21, 2018 meeting

5) Announcements and recognition of guests

   a. Reminder that our "Emeritus Policy Resolution" (2017-2018-13) will be discussed and voted on at Full Senate meeting on March 22, 2018 (next day)

   b. This is our last meeting for the current academic year

6) Old Business
   a. Evaluation of Endowed Chairs: *Lucretia Cooney*

   b. Non Tenure Track Promotion guidelines: *Blake Scott*

   c. Review of topics assigned for 2017-2018 year: *Steve King*

7) New business- List of topics for next year: *Steve King*

8) Other topics

9) Adjournment

Members present: Stephen King (Chair), Mason Cash, Yuanwei Qi, Blake Scott, Vladimir Solonari, Martine Vanryckeghem, Po-Ju Chen, Valerie Storey, Michael Valenti, John Venecek, Konstantine Vodopyanov, Muyunghee Kim, Linda Walters.

Guests: Kristine Shrauger (Library) and Lucretia Cooney (Faculty Excellence)

Motion to approve minutes of previous meeting: Approved.

Notices:
   A. **Resolution about Out of Unit Parental Leave** on agenda for tomorrow's senate meeting. There are concerns about how to cost this out.

   Comment: costs for parental leave are recouped by decreasing sick-leave buyout on retirement. This should be stressed in full discussion.

   B. **Emeritus policy changes:** has been returned to this committee. Will discuss today.

Old Business:
   A. **Non tenure track faculty subcommittee:**

   Blake Scott: 11 non-tenure track faculty came before University T&P committee over recent years. Anticipate a "steady stream" of such faculty in the future.

   There isn't a clear distinction in what these faculty do, based on their title. Some non-tenure track clinical faculty do lots of research. E.g. Some in CoM, are doing very similar duties to those on tenure track.

   COHPA, Medicine, Nursing, have faculty in these positions. New "academic health sciences center" and "urban education" might also have such faculty

   Example: non-tenure track clinical or research faculty (assistant or Associate Professors) going for promotion (not tenure), go up to university level T&P committee.

   Currently, when a case like this comes to university P&T committee, a non-tenured representative at same or higher rank, who can speak to the specifics of the assignment and duties of the candidate, will replace the Tenured member from that college on the University T&P committee, for discussion of this case.

   An existing regulation (VIII.O.2.b) http://www.facultysenate.ucf.edu/constitution/index.asp#PandT) regarding the university level T&P committee constitution is unclear.

> VIII.O.2.b: "Whenever a non-tenure-earning faculty member, clinician or researcher, hereafter referred to as non-tenure-earning faculty, is a candidate for promotion, the University Promotion and Tenure committee, as constituted in part P2A, shall be augmented by the addition of non-tenure-earning faculty who hold a rank higher than those faculty who are being reviewed. The role of additional committee members is limited to the review and evaluation of non-tenure-earning promotion candidates. Non-tenure-earning faculty shall not comprise more than one-third of the augmented total University Promotion and Tenure Committee membership. The non-tenure-

earning committee members from each college that has non-tenure-earning faculty are to be elected at large by the non-tenure-earning faculty of that college. If there are fewer than ten non-tenure-earning faculty in the college, the tenured and tenure-earning faculty will also vote. Each additional member shall be an active teacher, clinician, or researcher within his/her particular field. No member of the committee may be a member of any college or department/school promotion and tenure committee. Also exempted from service are faculty who served on the committee within the last two years, unless a college has only one eligible professor, and those who are candidates for promotion unless otherwise specified in UCF Regulation 3.0175. Terms of service shall be two years, staggered."

This needs to be made more specific (open to different interpretations). E.g. does the committee always need such a person, or only in years where they have such cases?

Proposal: Blake Scott will draft resolutions for consideration on this. This procedure for representation should probably be consistent at other levels (e.g. college and department committee). Need faculty who understand these assignments to help evaluate the case when they come up for promotion, and who can design or adapt the T&P criteria for the department.

B. Emeritus Policy.

Two Issues: Definition of Faculty already exists in Senate Bylaws, so the list of faculty designations in the proposed policy is unnecessary. But it does not include "Faculty Administrator" or "Instructional Designer". Should the definition to be more inclusive?

Some (at Steering) have a sentiment that only full professor should be able to apply, based on research record.

Discussion of the existing policy, and

Resolution to amend the proposed policy at lines 13-17 (changes in *italics*) to read: **"**This policy applies to all UCF faculty members, *as defined in the Faculty Senate Bylaws, as well as instructional specialists and instructional designers,* who wish to be considered for an emeritus status appropriate to their rank or position…"

Note: those awarded emeritus status, have this attached to their current rank on retirement (Emeritus Associate Professor, Emeritus Librarian). So the possibility of ranks other than Full professor earning the title "emeritus" does not "diminish the honor" of the title Emeritus as some at steering objected.

Meeting Adjourned at 12:30 pm.

Steering Topics for 2017-2018 Faculty Senate

Steering #	Committee Assignment	Topic	Description	Referred By	Status
2	Personnel	Promotion and Tenure Guidelines and Process. *(Regulation 3.015 & 3.0175, CBA Articles 14 & 15)*	Improve the Promotion and Tenure Guidelines and Process to manage workload.	Fevzi Okumus, & Blake Scott P&T Committee	**Complete** Resolution 2017-2018-7
4	Personnel	Insufficient notice of teaching assignment, including: summer and evening courses, and changes in course mode. *(Regulation 3.032, CBA Article 9, CBA Article 8.6)*	Some faculty are uncomfortable teaching at night others are caught off guard and need to make child care arrangements. Changing mode requires extensive preparation (i.e., face-to-face to mixed mode). Faculty need to know what income to count on for the summer. This is becoming a faculty satisfaction issue.	Steering 4-6-17	**Complete** Faculty Excellence reminding chairs at chairs council
15	Personnel	Emeritus Policy *(Policy 4-502.2)*	Changes in Nov 2016 require applying for Emeritus within 5 years <u>after</u> retiring. Faculty retiring not yet granted Emeritus can't continue on graduate student committees. There are also application timing issues. Dr. Young formed a sub-group now headed by Eloy Hernandez to draft changes to the policy. Sub-group wants to work with Personnel committee on changes. High priority before November. New policy. Would it be better to have an automatic program instead of an application-based program?	Personnel Committee	**Complete** Resolution 2017-2018-13
20	Personnel	On-line courses *(Regulation 2-0330, CBA Article 18)*	Establish clear policies on the use of an on-line course by faculty members other than the one designated as the expert in the area and who fully developed all content and work for the course. Discussion: Faculty have to give permission to allow content. Policy is part of web courses. Some may be pressured to allow.	Karol Lucken 4-24-17	**Discussed**, no further action was taken
24	Personnel	Out-of-Unit Parental Leave Policy.	Out of unit, 9-month faculty would like the same benefit as in-unit faculty.	Steering 4-6-17	**Complete** Resolution 2017-2018-12
33	Personnel	Follow-up on Salary study; implementation and gender gap study.	Further understanding of the initial gender equity report is needed. How is the deeper study being designed? What will it address?	Oetjen, Steering 4-7-16	**Complete** 1-11-18 CBA being ratified and 80 faculty identified will be addressed using ADI
34	Personnel	No regular process of evaluation for endowed chairs; should a process be instituted, and what should it be? *(Regulation 3.010, CBA Article 10)*		Dean Sole CON 7-19-16	Still awaiting information from Faculty Excellence.

35	Personnel	Committee chairs, reward and accountability for service (including service during the summer).		Harrington 8-11-16	No progress; other issues more time sensitive.
37	Personnel	Joint Appointments with COM *(https://provost.ucf.edu/files/Joint_SecondaryJoint-Instructions-Form-07.29.16.pdf)*	Difficulty in arranging joint appointments between CREOL and COM because COM faculty are out-of-unit.	Dean Saleh 2016	**Tabled**
38	Personnel	Telecommuting Policy (http://hr.ucf.edu/files/telecommuting_man.pdf) (https://hr.ucf.edu/files/telecomm_forms.pdf)	Work-Life Balance Faculty Excellence Advisory Group requests a transparent and fair policy, especially for the non-teaching/research faculty (CDL, library, etc.)	Walters – Steering 1-11-18	**Tabled for next year**