

**Faculty Senate Personnel Committee  
Meeting Minutes  
March 4, 2011  
3:00 P.M., PH 406I**

Attendance: Kevin Haran, Chair; Jeff Allen, Angie Bushy (phone), Debopam Chakrabarti, Seth Elsheimer, Robert Folger, Pieter Kik, Tammie Kaufman, Lee Ross, Cory Watkins, Wilfred Wienke, Lin Huff-Corzine.

**1. Promotion of Non Tenure-Earning Research Faculty in Centers and Institutes and Clinical Faculty in Health-Related Professions**

Hard copies were distributed of the draft of guidelines for promotion of Non Tenure-Earning Research Faculty in Centers and Institutes and Clinical Faculty in Health-Related Professions. The committee first discussed if the University P & T Committee would need to review these candidates. Prof. Kaufman asked if there was a reason NOT to have the University committee involved. Discussion concerned criteria for promotion, titles, differences in expectation for research from other disciplines. It was agreed that the position title (Assistant / Associate Professor), even though non-tenure earning, was a reason to include the University committee. The committee discussed the possible composition of the review committees.

**Based on the various topics discussed, the consensus was that the University committee should be part of the review process. Dr. Huff-Corzine will revise the guidelines reflecting this addition for the Personnel Committee to review.**

Discussion then focused on which clinical faculty at UCF would be included in this proposed promotion ladder. Prof. Wienke asked about clinical faculty NOT teaching in the health-related areas. **Following a discussion on this topic, the committee agreed that the guidelines should cover all clinical faculty on campus. The committee recommends that the document title be edited to read as follows:**

**"PROMOTION OF NON TENURE-EARNING RESEARCH  
AND CLINICAL FACULTY"**

\*\*Prof. Haran advised the committee that the revised draft of the guidelines will be e-mailed to the Personnel Committee for review and vote to present to the March 18 meeting of the Steering Committee.

## **2. Discussion of Electronic P & T Dossiers**

The committee discussed the idea of a possible electronic format for Promotion and Tenure Dossiers. As explained by Dr. Huff-Corzine, the rationale for this proposal would be for improved security and storage of files. (Academic Affairs no longer has room for P & T files to be stored for the time necessary to review these documents.) Dr. Huff-Corzine mentioned that according to Joel Hartman, the technology required for the transition to digital files is now available. She added that this electronic format would make compiling information for annual reporting, TIP application, etc. more efficient. The committee expressed concern over security of the file contents. Prof. Kaufman suggested a piloting this format, where the electronic version could be put forward with the traditional hard copy of the file. She also asked how the file could be updated once it has been submitted. The committee asked how long this electronic copy would be stored by the university. (Dr. Huff-Corzine said the university is required to keep the P & T file 25 years after a faculty member leaves UCF.) The committee discussed the topic of making electronic files available to outside reviewers and how this information may differ from the original dossier. **After much discussion, the committee agreed that the electronic files were "inevitable" and that the concept should be tested.** Prof. Folger drafted initial language for a resolution, as follows:

**Given current advances in electronic storage and future developments, the Personnel Committee recommends that the University look into the feasibility and security of using electronic storage and distribution for the process of tenure and promotion decisions. The consideration of this methodology might include the use of a pilot program.**

The committee chair will forward this the the Personnel Committee in a resolution format for a vote to present to the March 18 meeting of the Steering Committee.

## **3. Discussion of Promotion of Full-Professors**

The committee discussed the idea of promotion for full professors. Dr. Huff-Corzine explained that the University of Florida has such a plan as an incentive for their faculty. Prof. Haran mentioned that this promotion (at UF) is in the form of a new title and salary raise. Prof. Wienke suggested that research be done on what the national criteria is for this type of promotion and that would be important for candidates to know what is expected. It was mentioned that due to the current economic climate, this is not the time to pursue promotion for full professors.

**After further discussion, the committee agreed that this topic be tabled.**

Meeting adjourned at 4:15 p.m.

Meeting minutes respectfully submitted by Kevin Haran