

Faculty Senate Personnel Committee

Meeting Minutes (taken by Linda Walters)

Wednesday, March 6, 2019

11:30 am – 12:30 pm

Location: Millican Hall Room 395-E

Members present: Stephen King (chair), Mason Cash, Yoon Choi, Robert Folger, Jonathan Knuckey, Michael Proctor, Kelly Semrad, Vladimir Solonari, Martine Vanryckeghem, Linda Walters, Nora Warshawsky, Kendall Cortelyou-Ward, Edwin Torres, John Venecek, Manoj Chopra.

- 1) Meeting called to order by King at 11:30 am.
- 2) King asked for minute-taker volunteer and L. Walters agreed.
- 3) Motion to approve 2/6 minutes. Friendly amendment to add missing content from Dr. Proctor from February's meeting. Motion passed including amendment.
- 4) King recognized guests Lucretia Cooney and Jana Jasinski from Faculty Excellence.
- 5) Old business: Dr. Jasinski shared information on retention rates at UCF vs national averages. National departure for non-retirements for T/TE faculty is 5%; UCF is at 3.5%. National departure for non-retirements for non-tenure earning faculty is 10%; UCF is at 9.8%
- 6) Both current resolutions from personnel committee will be debated next year in Faculty Senate. One at Steering is focused on non-tenure earning faculty NOT going through the University committee when applying for promotion. Second resolution is focused on clarity and transparency of travel policies for faculty. With a few friendly amendments, Personnel Committee voted for this to move on to Faculty Senate Steering Committee at this meeting.
- 7) Chair reviewed spreadsheet with all tasks assigned to committee at start of academic year. Updates for each task are included on spreadsheet. Of note is that the committee will be requesting a joint salary study to include both equity and compression for this upcoming academic year. Heated conversations ensued about hiring family members on grants, and allowing faculty to retain faculty email accounts after retirement. Comment made for program reviews – if you ask supervisor for review, they are required to give it to you. Questions about value of SOTL awards also raised.
- 8) Meeting adjourned at 12:30

Travel Policy Guidelines for Faculty

Whereas faculty travel on official business requires strict following of University policy and involves considerable paperwork and approvals at various levels, and

Whereas the UCF Travel Manual is intended for use by faculty who travel on official University business, by members of the faculty's unit that approve and oversee over see travel, and by members of the UCF Finance and Accounting Department that oversee travel procedures across the University, and

Whereas the UCF Travel Manual does not provide sufficient clarity for many situations that arise or may arise specifically for faculty as they perform their duties while traveling on official business, and

Whereas the application of UCF travel policy differs significantly between units in areas such as the issuance of University Purchasing cards (P-cards) to traveling faculty, booking air fare tickets and hotel rooms in advance of travel with UCF-approved funds, advance payment of 80 per cent of estimated lodging and meals expenses for faculty traveling for more than five days, and the level of flexibility allowed for the initially planned budget, and

Whereas such lack of clarity and inconsistencies in travel policy application creates unnecessary burdens and difficulty for the travel faculty, therefore

Be it resolved that the Finance and Accounting Department will develop a clear set of Guidelines in consultation with faculty for faculty traveling on UCF business, that will clearly explain to the faculty what procedures, information and documentation they must supply while requesting approval of their travel and what reimbursements and under what conditions faculty are entitled to them when submitting a report after travel completion.