

MEMORANDUM

Date: March 1, 2018
TO: Members of the Steering Committee
FROM: William Self
Chair, Faculty Senate
SUBJECT: **STEERING COMMITTEE MEETING on March 8, 2018**

Meeting Date: Thursday, March 8, 2018

Meeting Time: 4:15 – 6:00 p.m.

Meeting Location: Millican Hall, room 395E

A G E N D A

1. **Call to Order**
2. **Roll Call**
3. **Approval of Minutes of *February 8, 2018***
4. **Announcements and Recognition of Guests**
5. **Report of the Provost**
6. **Old Business**
7. **New Business**
 - Resolution 2017-2018-13 Emeritus Policy Revisions
 - Resolution 2017-2018-16 In Honor of Martha Hitt, First Lady of the University of Central Florida
 - Academic Restructure - April Caucus for Steering and Committee on Committees
 - Appointment of Nominating Committee
8. **Liaison Committee Reports**
 - Budget and Administrative Committee – *Bari Hoffman-Ruddy*
 - Information Technology Committee – *Joseph Harrington*
 - Parking, Transportation and Safety Committee – *Margaret Ann Zaho*
 - Personnel Committee – *Linda Walters*
 - Graduate Council – *Jim Moharam*
 - Undergraduate Council – *Kevin Murphy*

9. Other Business

10. Adjournment

**Faculty Senate
Steering Committee Meeting
Millican Hall, room 395E
Minutes of February 8, 2018**

William Self, chair, called the meeting to order at 4:00 p.m. The roll was circulated for signatures.

MINUTES

Motion and second to approve the minutes of January 8, 2018. The minutes were approved as recorded.

RECOGNITION OF GUESTS

Barry Mauer, Associate Professor, College of Arts & Humanities
Blake Scott, Professor, College of Arts & Humanities and Faculty Senator
Manoj Chopra, Professor, College of Engineering & Computer Sciences and Presidential Search Committee member
Kristy McAllister, Information/Publication Services, Academic Affairs
Jana Jasinski, Interim Vice Provost for Faculty Excellence
Lucretia Cooney, Associate Director, Faculty Excellence
Stephanie Krick, Instructor, College of Health & Public Affairs
Helen Pratt Marrett, Lecturer, College of Education & Human Performance
Liz Klonoff, Research & Commercialization and College of Graduate Studies

ANNOUNCEMENTS

None.

OLD BUSINESS

None.

REPORT OF THE PROVOST

Task Forces

The transition teams are starting to meet. The Academic Health Sciences Center (AHSC) transition team is led by Deborah German, the Urban Innovation and Education transition team is co-led by Sissi Carroll and Ross Wolf. The new interdisciplinary inter-college school transition team is led by Robert Littlefield. The school will report to a council consisting of the deans with faculty in the school and an equal number of elected faculty. Jeff Moore will serve as chair of the council that will govern the new school.

Academic Affairs is developing a set of milestones to ensure all transition teams are moving forward with a similar process. These milestones include recommending naming, leadership structure and order, and finalizing institutes and centers. We also put together a group of staff to support the budget, operations, human resources, fundraising, faculty affairs, and registrar for moving courses.

Sanford-Burnham Building

Sanford-Burnham is eventually leaving Florida and moving their operations back to San Diego, leaving the building vacant. The Governor wants private enterprise in the building to create new jobs. The County, City, and Tavistock are major shareholders in the building. Mayor Jacobs requested a public presentation. Florida Hospital worked with Moffitt Cancer Research Center and presented a proposal to the County Commission. UCF worked with Provision Healthcare and Sarah Cannon Cancer Research Center (division of Hospital Corporation of America) to present a proposal. The Commissioners expressed the desire to explore the UCF proposal further. Florida Hospital has since withdrawn their proposal. This week Mayor Dyer sent a letter to UCF and the county asking the county to proceed with negotiations with UCF and partners. This means UCF will have a cancer research and treatment center. Sarah Cannon Cancer Research Center offers a large number of clinical trials. The building contains around 65,000 square feet of wet labs on two floors that will be rent free. As UCF moves forward with the Academic Health Science Center, including the College of Nursing, Burnett Biomedical Sciences, and the College of Medicine, we immediately have wet labs available for the units. Because the main campus is short on wet labs, we may move other units out there, if interested, on a temporary basis.

COACHE Survey

The initial COACHE survey was conducted in 2015. In February, a follow-up survey will be sent out to determine if the initiatives taken show any improvement. The survey will be open for two months and includes tenured, tenure-earning, instructors, and lecturers. Please encourage your colleagues to complete the survey.

Provost Forums

Yesterday, we held the third forum on Student Success. The provost thanked everyone that attended and participated on-line. The next forum on Funding and Philanthropy will be held in the Morgridge International Reading Center on April 3, 2018 from 3:00 – 4:00 p.m.

Provost College Visits

The half day college visits start with the College of Medicine on February 16. The provost will visit each college to learn what each college is doing to reach college-level goals.

Research Funding

As of yesterday, UCF is 33% ahead of this time last year. Last year, research funding was at \$91,300,000 and this year we are at \$121,500,000. If we sustain a 30% increase this year, we will be on the right trajectory to have doubled research awards.

Author Reception

Dr. Whittaker thanked Faculty Excellence and the Office of Research for co-hosting the first UCF Faculty Authors celebration Tuesday. One way of measuring our impact is measuring the production of scholarly works. In 2014, UCF produced 1,600 peer reviewed articles. In 2016, UCF produced 2,800 peer reviewed articles.

Marchioli Collective Impact Innovation Award

Nominations for an innovative program or project that shows measurable outcomes and can be scaled is due March 9. Awardees will receive \$5,000 cash or a grant to continue their work. This Fall, Ronald DeMara won taking real-time assessment data in a lab setting to help tutor students. Applications can be submitted at <https://www.ucf.edu/strategic-plan/files/2018/01/UCF-Marchioli-Collective-Impact-Award-Nomination-Form.pdf>.

Upcoming Resolutions

The provost voiced support for the resolutions on out-of-unit benefits, Emeritus revisions, and participation on university committees. He expressed concern for the cost impact of implementing the resolution on benefits for out-of-unit faculty.

A member questioned why the Collective Bargaining process takes so long and asked if the process can be completed prior to the first paycheck in the Fall semester. The provost indicated that the salaries negotiated in the final agreement was the same as it was in August. The union kept bringing new items to the table not previously discussed which resulted in more time for review and comment.

NEW BUSINESS

Resolution 2017-2018-12 Personal and Family Benefits for Out-of-Unit Faculty Benefits

This resolution was brought forward by the Personnel Committee based on an issue on the topic list.

Motion and second to place the resolution on the February 22, 2018 Senate agenda. No discussion.

Vote: all in favor; motion passes.

Resolution 2017-2018-13 Emeritus Policy Revisions

Changes made to the policy in November 2016 resulted in negative consequences due to a gap in retirement. The resolution was brought forward by the Personnel Committee.

Motion and second to place the resolution on the February 22, 2018 Senate agenda. Open for discussion.

A discussion ensued regarding faculty included in the policy that differs from the Senate's definition of faculty. One member felt that leaving the policy to include all UCF faculty members would be more inclusive and account for changes over time. It was noted that the Senate bylaws and the committee membership would need to be re-visited if the definition of faculty is changed. A member questioned the rationale for adding associate professors to Emeritus. Even though the focus of the university shifted to research, UCF had many associate professors that wouldn't necessarily qualify for full professor due to the research component, but were very accomplished educators and scholars.

Motion to table the resolution; withdrawn.

A Personnel Committee member indicated a committee sub-group researched other Universities and the general sense was Emeritus should distinguish long standing leadership.

Motion and second to return the resolution to the Personnel Committee with concerns for revision.

Vote: 2 opposed, remaining in favor; motion passes.

Resolution 2017-2018-14 Faculty Participation on University Committees

Resolution 2017-2018-9 Faculty Participation on University Committees was tabled at the last Senate meeting for revision. The language in the Be It Resolved has been modified to communicate the intent of the resolution.

Motion and second to place the resolution on the February 22, 2018 Senate agenda. Open for discussion.

Dr. Self noted that the provost indicated that his only concern would be the workload issue, and ensuring all committees are identified.

Motion and second to place the resolution on the February 22, 2018 Senate agenda.

Vote: All in favor; motion passes.

Resolution 2017-2018-15 In Honor of John C. Hitt, president of the University of Central Florida

The idea to develop the resolution was discussed at the last Steering Committee meeting. Worked with several individuals to develop the resolution presented.

Motion and second to place the resolution on the February 22, 2018 Senate agenda. Open for discussion.

Motion to amend line 36:

“positively influence the future of UCF and our ~~Orlando~~ Central Florida city-state for generations to come.”

No second; motion fails.

Motion and second to amend line 36:

“positively influence the future of UCF and Central Florida ~~our Orlando city-state~~ for generations to come.”

Vote: all in favor; motion passes.

Motion and second to place amended resolution on the February 22, 2018 Senate Agenda.

Vote: all in favor; motion passes.

During the last Steering Committee meeting, there was interest in having the resolution framed or made into a plaque. Is there still interest in having this done? Yes.

Electronic Reporting System Update – Jana Jasinski

Last March, three companies were invited to campus regarding a faculty reporting system. Interfolio emerged as the leader. We are putting the project on hold since the reporting system is not yet connected to the promotion and tenure process and due to the recent academic realignment. If you have ideas regarding electronic reporting system or know of any faculty using Interfolio, please give us their feedback.

Presidential Search Update – Manoj Chopra

The search committee has met four times. On February 15, the committee will review the applicants and submit a list of ten finalists. Starting February 12, Parker Executive Search will be releasing applicants on a daily basis. The semifinalists will visit campus February 22 and 23. By February 23, we will have three to five finalists that will be on campus for 2-day interviews March 1 through March 8. The Board of Trustees will interview the finalists March 9 and at the conclusion will name the president-elect. On March 28 and 29, the Board of Governors will interview the president-elect for confirmation. As a search committee member, I must submit a single question that will be asked across all applicants. If you have a question you think should be asked from a faculty perspective, please email me. If you would like to suggest an applicant, contact Parker Executive Search.

A member questioned who the applicants are and why the information is not available on the UCF website. The applicants are published by the media through a public information request and the General Counsel's Office can answer why the applicants are not published on the website.

Resolution 2017-2018-6 Endorsement of University of Chicago Statement on Freedom of Expression – Blake Scott and Barry Mauer

Several concerns were raised after the Senate passed the resolution. Blake Scott and Barry Mauer are here to discuss some of the concerns and implications of the resolutions.

Dr. Scott discussed the concerns and implications of the resolution. He indicated that some senators have circulated an amended version however, many don't think a statement is needed at all. Dr. Mauer discussed the effect the resolution has made after it was passed.

Dr. Self indicated that the senators were probably not aware of the implications of the resolution. We have the ability to ask the Senate to vote to revoke the resolution, and we can work to get that on the Senate agenda. A piece of Florida legislation up for a vote will eliminate free speech zones at universities and will likely pass.

2018-2019 Senate Elections

Based on the impending restructure of academic units, the College of Medicine, College of Health and Public Affairs, and the College of Education and Human Performance has been asked to elect senators for a 1-year term in the current election. This ensures that all existing senate seats expire at the end of Spring 2019. This isn't a perfect solution, but a stop gap measure.

Dr. Self noted that two departments will be split between colleges, so two senate seats will have different representation after the reorganization takes effect. When the College of Arts & Sciences split, it was a clean division between departments. We don't intend to have a new election in August since apportionment was completed based on the old structure. The new structure will be apportioned for the 2019-2020 Senate year. The new academic units need to vote on the allocation of Senate seats. The at-large seats will continue to serve whatever unit they are moved to until the next election. The constitution defines a senate term as a two-year term. Senate terms are changed to one-year term whenever a college needs to re-stagger the seats or when a replacement senator takes over a remaining term. The bylaws don't specifically indicate that terms can be changed; nor does it prevent it.

Resolution 2017-2018-11 Guidelines for Centers and Institutes at the University of Central Florida

A quorum was lost during the last Senate meeting which prevented action on the resolution. The resolution is now placed as old business for the February 22 Senate meeting. The concern was centered on passing a resolution that could inadvertently jeopardize faculty that currently have tenure in a center or institute. A possible amendment was passed out.

Discussed the outcome of a faculty member unable to find a tenure home and the status of the Nanoscience Center faculty. No other discussion.

Non-Tenure Faculty Senate Representation/Appportionment Discussion

Multiple faculty have questioned why instructors and lecturers are included in apportionment as general faculty but not eligible to be elected as senators. Should we revisit this as a bylaw change to allow instructors and lecturers to be elected as senators? At the Advisory Council of Faculty Senates Meeting, Florida State University indicated they are revising their constitution for the first time since 1989 and are considering changing the definition of faculty to be more inclusive. The University of Florida include a large number of faculty that are out of the tenured and tenure-track ranks and they have a constitution revision committee that meets every two years.

A discussion ensued regarding how other institutions apportion senate seats. The issue will be added to the topic list.

A guest commented that the non-tenure earning faculty university committee has been tasked with identifying leadership opportunities for non-tenure earning faculty. Whether

you can serve as a coordinator or director of a program is different in every department. We were looking at different ways to be engaged and involved in leadership roles.

LIAISON COMMITTEE REPORTS

Budget and Administrative Committee – *Bari Hoffman-Ruddy*

The committee met two times since the last report. The committee discussed the lengthy waiting list at the Creative School, the travel awards, and the telephone system moving toward Skype for Business. Dr. Self indicated that the oversight for the travel awards will be moving to Faculty Excellence within the next couple of months.

Information Technology Committee – *Joseph Harrington*

Discussing changes in the way the Student Perception of Instruction (SPoI) are collected and who has access to the information. Most of the information is available on-line and some faculty expressed concern that the information will become public. Noted many committee members are unaware of the basic process of formulating a resolution, especially non-senators.

Parking, Transportation and Safety Committee – *Margaret Ann Zaho*

The committee discussed traffic lights and the issue of drivers turning right on red without stopping, and the need for protected pedestrian crossing. Some pedestrian buttons will be installed at some cross walks. The committee also discussed the difficulty in driving and parking on campus during graduation. Some of the bus routes may be changed and changing the access to HPA1. Discussed golf carts and limiting access. Montel Watson will attend the February meeting. Orange County will be establishing pedestrian cross roads and bicycle routes around campus. Crosswalks will be created away from traffic lights.

Personnel Committee – *Linda Walters*

Discussed and worked on resolutions submitted to Steering.

Graduate Council – *Jim Moharam*

The committee reviewed two proposals for a doctoral program in Social Work and Communications. The Policy Committee changed the policy to allow retired faculty to chair dissertation or thesis committees for one year after retirement.

Undergraduate Council – *Kevin Murphy*

Committees are conducting regular business.

OTHER BUSINESS

The Student Government Association would like to change the room layout for Senate meetings. The SGA meets every Thursday at 7:00 p.m. A handout was distributed showing the current layout and the proposed layout. On March 14, 2018 at noon, Key West will be set up to test the proposed layout. The proposed layout means one microphone would be shared between four senators. This change would allow all 75 senators to sit at the tables.

ADJOURNMENT

Motion to adjourn made and seconded. The committee adjourned at 6:00 p.m.



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SUBJECT: Faculty Emeritus Status	Effective Date:	Policy Number: 4-502.3
	Supersedes: 4-502.2+	Page Of 1
	Responsible Authority: Provost and Executive Vice President	

4

5 **APPLICABILITY/ACCOUNTABILITY**

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

8 **POLICY STATEMENT**

9 *The title emeritus is provided to ~~individuals-retired faculty, or in anticipation of the~~
10 ~~retirement of a faculty member, effective upon full retirement from the university~~
11 ~~who have achieved a eminencedistinguished record of research, teaching and/or~~
12 ~~service during their academic careers, and it.~~ The title serves as an honor to the
13 individual and to the university.*

14 This policy applies to all UCF faculty members as defined in the Faculty Senate
15 Bylaws, as well as instructional specialists and instructional designers, who wish to
16 be considered for an emeritus status appropriate to their rank or position, and who:

17 ~~Faculty members and vice presidents who wish to be considered for emeritus status~~
18 ~~must:~~

- 19 • apply within two years before fully retiring from UCF, or up to five years
20 after fully retiring from UCF (where fully retiring means not within
21 DROP or phased retirement);
- 22 • ~~be fully retired and not within DROP or phased retirement;~~

- 23 • have been a permanent employee at UCF for a minimum of five years; –
- 24 • ~~have held the rank of professor, associate professor, university librarian,~~
- 25 ~~or associate university librarian for five years or have held the~~
- 26 ~~equivalent rank of professor or associate professor a minimum of five~~
- 27 ~~years if non-tenured immediately prior to retirement;~~
- 28 • have an established record of distinguished performance in teaching,
- 29 research, scholarship, or other professional achievement including
- 30 contributions and service to UCF and the UCF community.

31 The president may grant (or deny) emeritus status on an exception basis and may
32 rescind emeritus status at any time.

33

34 PROCEDURES

35 Nominations or applications are made during the Fall semester to the head of the
36 unit with which the candidate is affiliated. The candidate will provide to the unit
37 head an application that contains the specific title sought by the applicant, a one
38 page summary of accomplishments, current curriculum vitae, and other evidence to
39 support the major distinguished professional contributions and university activities
40 while at UCF.

41 The unit head will present the candidate's application to the ~~tenured and tenure-~~
42 ~~earning~~ unit members, and a secret vote by all voting members of the unit (as
43 defined by the unit's bylaws) will be taken. The results of the vote and the
44 candidate's application will be forwarded to the dean or equivalent administrator.
45 The dean or equivalent administrator will provide a detailed letter including the
46 support or lack of support for the candidate's application, the results of the vote,
47 and supporting information regarding the appropriateness of the award to Faculty
48 Excellence by February 1.

49 An advocate who is educated on the merits of the candidate will present the
50 candidate's application to the committee. The Commencements, Convocations, and
51 Recognitions Committee will consider the merits of each application as
52 documented by the nominee, member vote, and responsible administrator. Only
53 faculty members on the committee may vote on applications for emeritus status.

54 The chair of the Commencements, Convocations, and Recognitions Committee
55 will transmit the committee's recommendation to the provost or appropriate vice

56 president, who, in turn, will make recommendations to the president. The president
57 will determine the awarding of emeritus status, considering all the evidence
58 assembled.

59 The chair of the Commencements, Convocations, and Recognitions Committee
60 will inform the chair of the Faculty Senate or appropriate vice president of the
61 president's recommendation. No award will be considered final and official until it
62 is formally announced by the president. Candidates will be notified in writing of
63 the decision to award or not award emeritus status by the chair of the
64 Commencements, Convocations, and Recognitions Committee.

65
66 ~~If awarded, the title of emeritus status shall be placed after the functional title of~~
67 ~~the awardee.~~

68 PRIVILEGES

69 Individuals awarded emeritus status will be afforded the following privileges in
70 addition to the privileges afforded to all retired faculty, as specified in the UCF
71 Collective Bargaining Agreement (section 24.4):

- 72 ● use of university affiliation in all publications and other works~~use of the~~
73 ~~John C. Hitt Library,~~—
- 74 ● retention of their current UCF email address (subject to UCF Email
75 Provisioning, De-provisioning, and Use Policy, 4-106);
- 76 ● emeritus university ID card;
- 77 ● ~~computer account for email,~~—
- 78 ● departmental office or laboratory space where possible and requested;
- 79 ● conducting university or departmental seminars by mutual agreement,
- 80 ● status as a non-voting ex-officio member of ~~her or his~~ the department
81 from which they retired;
- 82 ● invitations to academic and university functions in their areas of interest;
- 83 ● may march in academic processions with other faculty, such as
84 commencement ceremonies;
- 85 ● faculty privileges in discounts (such as for tickets, bookstore purchases,
86 and athletic events), and
87 exemption from parking fees.

Commented [PESC1]: Note: these privileges are subject to bargaining. They currently include:
23.4

(a) Employees who are retired from the University shall be eligible, upon request, and on the same basis as employees, subject to University policies, to receive the following benefits at the University.

- (1) Retiree identification card;
- (2) Use of the University library (i.e., public rooms, lending and research service);
- (3) Listing in the University directory;
- (4) Placement on designated University mailing lists;
- (5) A free University parking decal for use by the retiree;
- (6) Use of University recreational facilities (retirees may be charged fees different from those charged to other employees for the use of such facilities);
- (7) The ability to enroll in courses at the University without payment of fees, on a space available basis, subject to the provisions of Florida Statutes;
- (8) A mailbox in the department/unit from which they retired, subject to availability; and
- (9) University sponsored e-mail address. The University shall forward e-mails from the employee e-mail account (name@ucf.edu) to the retiree's e-mail account for 12 months.

(b) In accordance with University policy, and on a space available basis, the University is encouraged to grant a retiree's request for office or laboratory space.

(c) With the exception of retirees who participated in the Optional Retirement Program and for whom provisions have been made, as stipulated in Section 24.5(a)(5) of this Agreement, retirees of any State-administered retirement system are entitled to health insurance subsidy payments in accordance with Section 112.363, Florida Statutes.

88 If awarded, the title that the emeritus faculty members may hold are of the form
89 “last title held, Emeritus”, for example Professor Emeritus, Associate Research
90 Professor Emeritus, Instructor Emeritus, or Associate University Librarian
91 Emeritus, etc. Those who retire from named chair positions may retain the chair
92 title, suffixed by “Emeritus”, for example “Chatlos Foundation Endowed Chair,
93 Emeritus”. The title emeritus confers a lifetime academic appointment. However,
94 any retired faculty member awarded emeritus status in a named professorship or
95 chair will not receive a stipend for the endowment for the professorship or chair
96 after retiring.

97

98 **RELATED DOCUMENTS**

99 UCF Faculty Senate Resolution 1994-1995-9:

100 http://facultysenate.ucf.edu/resolutions/1994_1995/index.asp

101 UCF Faculty Senate Resolution 2011-2012-6:

102 http://facultysenate.ucf.edu/resolutions/2011_2012/index.asp

103 **INITIATING AUTHORITY**

104 President

105

1 **Resolution 2017-2018-16 In Honor of Martha Hitt,**
2 **First Lady of the University of Central Florida**

3
4 **Whereas**, Martha Hitt has graciously, eloquently, and honorably represented the University of
5 Central Florida since March 1, 1992, as the First Lady; and

6
7 **Whereas**, as the First Lady, Mrs. Hitt has hosted numerous university functions and events over
8 the past 26 years at the Burnett House, which she helps to manage; and

9
10 **Whereas**, the First Lady has served on various committees involving the university, including
11 the selection committee for students who serve on the President’s Leadership Council; and

12
13 **Whereas**, Mrs. Hitt has been actively involved in the UCF Town and Gown to strengthen
14 relationships between the University of Central Florida and the community; and

15
16 **Whereas**, Mrs. Hitt has been a long-time ex-officio member of the board of directors of the
17 Learning Institute for Elders (LIFE) at UCF and one of the non-profit organization’s greatest
18 cheerleaders; and

19
20 **Whereas**, Mrs. Hitt is an honorary chairwoman of the University Women’s Club; therefore,

21
22 **BE IT RESOLVED** that the Faculty Senate expresses its deepest appreciation to Martha Hitt for
23 26 years of wonderfully representing the University of Central Florida and as a generous
24 benefactor to the University.