

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

William Self, chair, called the meeting to order at 4:15 p.m. The roll was circulated for signatures.

MINUTES

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

RECOGNITION OF GUESTS

Kristy McAllister, Information/Publication Services, Academic Affairs
Jana Jasinski, Interim Vice Provost for Faculty Excellence
Ann Miller, Nicholson School of Communication, College of Sciences

ANNOUNCEMENTS

Resolution 2017-2018-5 Faculty Senate Bylaw Change, Governance in Academic Units and Resolution 2017-2018-7 Faculty Senate Bylaw Change, University Promotion and Tenure Committee and Procedures has been approved by the provost. The *Bylaws* have been updated and the approved resolutions have been forwarded to Dr. Jana Jasinski for implementation.

OLD BUSINESS

None.

REPORT OF THE PROVOST

Ronnie Korosec provided the report of the provost.

Transition Teams

The transition teams are meeting weekly to determine organizational structure, possible names, a process for selecting leadership, and staffing. The transition teams will submit the preliminary information by March 12, 2018 to the transition coordinating team. The official school and college names will be announced by March 20, 2018. The decision on the administrative structure and staffing will be made by the end of March.

Presidential Search

The final candidate interview was conducted today. Feedback on all the candidates should be submitted by the end of today at <https://www.ucf.edu/leadership/presidential-search/>. The feedback is provided to the Board of Trustees for consideration. A press conference is expected tomorrow naming the president-elect subject to confirmation by the Florida Board of Governors.

COACHE Survey

The follow-up COACHE survey is open until April to gather faculty perceptions of their workplace experience. The first survey was administered in Spring 2015. For details regarding the findings, strategies and progress based on the Spring 2015 results, see <https://facultyexcellence.ucf.edu/coache/>.

Vice Provost for Faculty Excellence Search

The position description for the vice provost position will be posted March 9. The chair of the search committee is Stephen King, chair of the Faculty Senate Personnel Committee.

NEW BUSINESS

Resolution 2017-2018-13 Emeritus Policy Revisions

The resolution was returned to the Personnel Committee for modifications. The resolution itself has not changed. The committee altered the definition of faculty in the suggested policy to be inclusive.

Motion and second made to place the resolution on the March 22, 2018 Senate agenda. Open for discussion. Discussed vice presidents that don't hold faculty positions.

Motion and second made to amend line 15:

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

Discussion ensued as to the purpose and expectation of Emeritus. A member pointed out that Emeritus is an honor and recognition for service over time. A question was raised as to the appropriateness of providing a written policy statement. Dr. Self indicated that administration would be accepting the resolution, however, they may change the suggested policy statement.

Vote: 3 opposed, remaining in favor; vote by hand requested.

Vote: 4 opposed, 10 in favor; amendment passes.

Motion and second made to place the resolution on the March 22 Senate agenda.

Vote: all in favor; motion passes.

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

As discussed at the February Senate meeting, this resolution honors Mrs. Hitt for her contributions to the university.

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

Discussed language, accomplishments of Mrs. Hitt, and the order of the clauses resulting in several motions for amendments.

Motion and second made to amend line 8:

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

Vote: all in favor; amendment passes.

Motion and second made to move the clause on line 13 to line 7, making it the second whereas clause.

Vote: all in favor; amendment passes.

Motion and second made to insert a new whereas clause above line 7 as the second whereas clause:

Whereas, Martha Hitt has been a tireless advocate and mentor for women faculty, staff, students, and members of the community; and

Vote: all in favor; amendment passes.

Motion and second made to insert a new whereas clause after the Town and Gown clause:

Whereas, Mrs. Hitt has brought recognition and attention to women's athletics; and

Motion to amend the pending motion to strike ~~attention~~ and insert visibility. No second; amendment fails.

Motion and second to amend the pending motion to strike ~~recognition~~ and insert visibility and strike ~~attention~~ and insert respect; amendment fails.

Motion and second to amend the pending motion to strike ~~attention~~ and insert respect.

Vote: all in favor; motion passes. Amended motion reads:

Whereas, Mrs. Hitt has brought recognition and respect to women's athletics; and

Motion and second to amend the pending motion:

Whereas, as an unwavering supporter, Mrs. Hitt brought recognition and respect to UCF women's athletics; and

Vote: All in favor; amendment passes.

Motion and second made to amend line 10 by striking ~~various~~ and inserting numerous.

Vote: All in favor; amendment passes.

Motion and second made to amend line 23 by striking ~~wonderfully~~ and inserting honorably.

Vote: All in favor; amendment passes.

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

Vote: All in favor; motion passes.

Amended resolution reads:

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

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

Whereas, Martha Hitt has been a tireless advocate and mentor for women faculty, staff, students, and members of the community; and

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

Whereas, as an unwavering supporter, Mrs. Hitt has brought recognition and respect to UCF women's athletics; and

Whereas, as the First Lady, Mrs. Hitt has hosted numerous university functions and events over the past 26 years at the Burnett House; and

Whereas, the First Lady has served on numerous committees involving the university, including the selection committee for students who serve on the President's Leadership Council; and

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

Whereas, Mrs. Hitt is an honorary chairwoman of the University Women's Club; therefore,

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

Academic Restructure – April Caucus for Steering and Committee on Committees

At the first Senate meeting of 2018-2019 in April, each college holds a caucus to elect senators to Steering and Committee on Committees. Since the restructure goes into effect July 1, we need to make sure that the new college has one representative. We will remain in session after the caucus concludes to ensure every college is represented. If not, a motion to suspend the rules needs to be made to allow 1 extra seat on Steering for 2018-2019.

Appointment of Nominating Committee

Annual committee formed to present the slate of officers for the 2018-2019 Senate. The committee is chaired by the Senate past chair and two or three additional Steering members. Linda Walters, Kevin Coffey, and Damla Turgut volunteered to serve.

LIAISON COMMITTEE REPORTS

Budget and Administrative Committee – Bari Hoffman-Ruddy

The last meeting of the semester occurred yesterday to discuss the long waiting list at the Creative School. The committee requested the assistant director of the Creative School, Kimberly Nassoioy attend the meeting in the Fall to discuss the wait list and the potential of creating a school near the downtown campus.

Information Technology Committee – Joseph Harrington

Committee met February 23 and decided to work with Joel Hartman and his team to improve the Student Perception of Instruction (SPoI) process instead of forming a resolution. Looking specifically at creating the survey in Canvas to allow students more flexibility in the timing of completing the surveys, faster turnaround, and better data.

Parking, Transportation and Safety Committee – Margaret Ann Zaho

The committee discussed golf cart safety relating to pedestrian safety and speed limits. Policies and procedures may need to be developed. Continued discussion regarding pedestrian cross walks, bicycle routes, and traffic lights especially near the softball stadium. Also discussed safety in parking garages and oversized truck parking. A member asked for a contact person for two faculty members to gain temporary access to golf carts for a study. The question will be sent to the chair of the committee.

Personnel Committee – Linda Walters

The committee focused on the revised Emeritus resolution and policy.

Graduate Council – Jim Moharam

The Program Review and Awards Committee considered three proposals for a new masters in Cognitive Sciences, a masters in Emergency and Crisis Management, and a PhD in Aerospace and Engineering.

Undergraduate Council – Kevin Murphy

No report.

OTHER BUSINESS

Faculty Salary Equity Study

At the November Senate meeting on the Faculty Salary Equity Study, a senator asked if the data could be re-run without awards (TIP, RIA, & SoTL). IKM researched and determined they can't be taken out since the awards are added to the base salary, and any subsequent increases or changes are calculated on the total salary. Since the work of the Ad Hoc committee is now complete, the committee is officially discharged. Dr. Self thanked Linda Sullivan, Linda Walters, Tian Tian, Debbie Hahs-Vaughn, Ana Leon, Mason Cash, Bridget Rubenking, Grace White, Andre Watts, Alyssa Mullins, Zachary Merritt, Amanda Miller, Nancy Myers, and Sarah Lovel for their work on the committee.

A member requested the provost provide an update at the next Senate meeting regarding the status of addressing the equity adjustments for the 80 faculty identified in the salary gender study.

Student Perception of Instruction Response Rate Ad Hoc Committee

An Ad Hoc committee was formed in January 2017 to look at how to improve the collection of data and increasing the response rate. Since SPoI has been assigned to the Information Technology Committee, this Ad Hoc committee is now discharged. Dr. Self thanked Joe Harrington, Scott Warfield, and Kevin Murphy for volunteering to serve on the Ad Hoc committee.

Freedom of Speech

Based on senator and faculty feedback, and the pending approval of Florida Senate Bill 4, Dr. Self suggested a Steering Ad Hoc Committee be formed to include other stakeholders around campus. Discussed the option of one or two Ad Hoc Committees, the role of the committee, and the need for civil debate.

Motion and second made to create an inclusive Ad Hoc Committee on Freedom of Speech with the charge to address issues of freedom of expression and speech at UCF, to consider Resolution 2017-2018-6 and the tabled rescinding of the resolution, and to form the parameters of good freedom of expression and freedom of speech and debate.

Vote: All in favor; motion passes.

Kent Butler, Margaret Zaho, Anastasia Salter, and Ann Miller volunteered to serve.

Committee Staffing

A member discussed the staffing of the Senate committees based on issues raised at the college level. Dr. Self discussed the role of the Committee on Committees and the Faculty Senate Bylaws. The bylaws can be reviewed and ad ex officio members with expertise. If passed, Resolution 2017-2018-14 Faculty Participation on University Committees will help identify university level committees.

Classroom Safety

A member raised the issue of classroom safety in regards to active shooter protocols and making it a top priority. Dr. Self indicated the issue has been added to the topic list and he will follow-up with the provost to see if the chair of the Faculty Senate has been added to the charge with the ability to bring requests to the Facilities Budget Committee.

ADJOURNMENT

Motion to adjourn made and seconded. The committee adjourned at 5:50 p.m.

1 **Resolution 2017-2018-13 Emeritus Policy Revisions**

2
3 **Whereas**, the November 28, 2016 policy changed the application for Emeritus status to
4 occur within five years after retiring; and

5
6 **Whereas**, these and other policy changes resulted in unintentional consequences for
7 faculty continuing their involvement with the University after retirement but before
8 official retirement status, such as serving on graduate committees; and

9
10 **Whereas**, the ability for our distinguished emeritus faculty to maintain their ongoing
11 research, academic, and service endeavors for the improved image of the University
12 after retirement requires the continued use of the email address they have used
13 throughout their careers; and

14
15 **Whereas**, the unit voting for Emeritus was not clear; therefore

16
17 **BE IT RESOLVED** that UCF Policy 4-502.2, Emeritus Status be revised as attached.

Returned to the Personnel Committee on February 8, 2018.

Approved by the Faculty Senate Steering Committee on March 8, 2018.



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SUBJECT: Faculty Emeritus Status	Effective Date:	Policy Number: 4-502.3
	Supersedes: 4-502.2+	Page Of 1 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 eminence distinguished 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 administrators, instructional specialists and instructional
16 designers, who wish to be considered for an emeritus status appropriate to their
17 rank or position, and who:

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

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

- ~~● be fully retired and not within DROP or phased retirement;—~~
- ~~● have been a permanent employee at UCF for a minimum of five years; —~~
- ~~have held the rank of professor, associate professor, university librarian, or associate university librarian for five years or have held the equivalent rank of professor or associate professor a minimum of five years if non-tenured immediately prior to retirement;—~~
- have an established record of distinguished performance in teaching, research, scholarship, or other professional achievement including contributions and service to UCF and the UCF community.

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

PROCEDURES

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

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

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

55 The chair of the Commencements, Convocations, and Recognitions Committee
56 will transmit the committee's recommendation to the provost or appropriate vice
57 president, who, in turn, will make recommendations to the president. The president
58 will determine the awarding of emeritus status, considering all the evidence
59 assembled.

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

66

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

69 PRIVILEGES

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

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

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.

87 and athletic events). ~~and~~
88 ~~exemption from parking fees.~~

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

98

99 **RELATED DOCUMENTS**

100 UCF Faculty Senate Resolution 1994-1995-9:

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

102 UCF Faculty Senate Resolution 2011-2012-6:

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

104 **INITIATING AUTHORITY**

105 President

106

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

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5 Central Florida since March 1, 1992, as the First Lady; and

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7 **Whereas**, Martha Hitt has been a tireless advocate and mentor for women faculty, staff, students,
8 and members of the community; and

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11 relationships between the University of Central Florida and the community; and

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13 **Whereas**, as an unwavering supporter, Mrs. Hitt has brought recognition and respect to UCF
14 women’s athletics; and

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16 **Whereas**, as the First Lady, Mrs. Hitt has hosted numerous university functions and events over
17 the past 26 years at the Burnett House; and

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19 **Whereas**, the First Lady has served on numerous committees involving the university, including
20 the selection committee for students who serve on the President’s Leadership Council; and

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

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

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28 **BE IT RESOLVED** that the Faculty Senate expresses its deepest appreciation to Martha Hitt for
29 26 years of honorably representing the University of Central Florida and as a generous
30 benefactor to the University.

Approved by the Faculty Senate Steering Committee on March 8, 2018.