

M E M O R A N D U M

TO: Faculty Senate Steering Committee
FROM: Faculty Senate Office
DATE: January 3, 1995
SUBJECT: Minutes of Fac. Sen. Steering Meeting of November 18, 1994

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The meeting was called to order by Dr. Modani, Chair, at 4:05 p. m. The roll was circulated. The minutes of September 22, 1994 meeting were unanimously approved. Members present were: Drs. Armstrong, Cook, Cunningham, Hatfield, Hosni, Koons, Sheridan, Wink, and Wood. Provost Whitehouse and Dr. Frank Juge were also in attendance.

OLD BUSINESS: None.

NEW BUSINESS:

Resolution 1994-1995-2 proposed by the Personnel Committee was considered. This resolution deals with mid-term tenure review and a similar resolution was sent back to the Personnel Committee last year for clarification. Members agreed to some minor word changes suggested by Dr. Modani. He was asked to consult with Dr. Davis on these word changes before the resolution was discussed by the Senate.

RESOLUTION 1994-1995-2

Present SUS policy requires that a faculty member shall normally be considered for tenure during the fifth year of continuous service in a tenure earning position. Each faculty member shall be apprised in writing once each year of their progress toward tenure. This is a separate component of the annual evaluation and is intended to provide assistance and counseling to candidates to help them qualify themselves for tenure.

At present, annual appraisal of progress toward tenure is initiated by the department chair. With the transition at all levels of administration, performance appraisal for progress toward tenure may lack consistency over the probationary period and the process may vary from academic unit to academic unit.

In an attempt to provide additional feedback to the candidate as to the progress toward tenure and to ameliorate inconsistencies which may later emerge at tenure decision time between various recommending groups, be it therefore resolved:

There shall be a comprehensive review conducted at the end of three years of tenure credit for tenure earning faculty by a committee of the candidate's department. This committee shall be comprised of at least three elected tenured members of the department.

Based on the established guidelines for tenure appraisal, this committee shall make an evaluation and assessment of progress in the areas of teaching, research and service. Strengths, weaknesses, and suggestions for improvement based upon a file submitted by the candidate shall be summarized on the tenure appraisal form and reported to the candidate and department chair.

During a discussion on a resolution, Dr. Juge pointed out that this evaluation will be in addition to the annual tenure appraisal and be advisory in nature. Dr. Modani said that this mid-term review will be more comprehensive than annual appraisals and will focus on a longer time period. The results of the review are to be provided to the candidate and to the department chair. After some additional discussion, members agreed to send the resolution for consideration by the Senate at its December 8, 1994 meeting.

Resolution 1994-1995-3 proposed by the Personnel Committee was considered. This resolution is in response to a suggestion to lengthen the term of service on the Promotion and Tenure Committee.

RESOLUTION 1994-1995-3

Whereas new procedures have been put in place in the 1993-1994 academic year for the University Tenure and Promotion Committee and their effectiveness has not yet been fully assessed, the procedures should remain in effect as currently stated. In no less than three years, the committee and its composition should be evaluated by previous members for effectiveness.

Since this resolution recommends a continuation of current policy, members questioned its necessity. Discussion followed. Members agreed not to forward this resolution to the Senate and initiate a review of the composition and the term of service on the Promotion and Tenure Committee during 1996-1997 academic year.

Resolution 1994-1995-4 proposed by the Personnel Committee was considered. This resolution is in response to a request by Dr. Juge that UCF adopt specific tenure criteria. Currently, UCF relies on BOR criteria.

RESOLUTION 1994-1995-4

Whereas current promotion and tenure guidelines and criteria have been workable and flexible in the past, be it resolved that these guidelines be followed until the appropriate departmental and college committees review their specific procedures and make recommendations to the Faculty Senate Personnel Committee for possible changes in these guidelines.

Dr. Juge explained that BOR has asked that each SUS institution review its tenure criteria to ensure that an appropriate emphasis is placed on teaching and teaching related scholarship. Dr. Davis indicated to Dr. Modani that the current procedures at UCF seem to be working and the Personnel Committee would like to have a suggested draft for specific criteria for UCF. Members directed Dr. Modani to provide the Personnel Committee with draft criteria. Dr. Juge would assist in the technical aspects of the draft. Members agreed that there was no need for the resolution.

OTHER BUSINESS:

Dr. Wink expressed her concern about two items: problems with down time for the e-mail system and the limited number of dial-up lines. Provost Whitehouse commented that improving e-mail access was one of the suggested projects for the differential tuition committee, but the committee did not recommend this project. He suggested that the Budget Committee make a recommendation regarding this problem.

In response to a question about the background of the candidates for the Vice Provost for Information Technologies and Resources, Provost Whitehouse said that the job description specified a minimum of masters degree. Dr. Modani asked if the person hired will have a tenured faculty rank. Provost Whitehouse responded that he did not think so.

Dr. Modani stated that some faculty have asked about summary information on the results of the compression model used last year. Provost Whitehouse and Dr. Juge stated that it was not available but agreed to provide it in near future.

Dr. Modani asked the members to suggest names for serving as grand marshals and faculty representatives for the December 1994 commencement. Suggestions included faculty members Kilbride, Paul, Thompson, Rothberg, Addicks, and Kennedy.

Dr. Modani reported that the committees for the Administrative Review of the three Deans have been formed and the process is under way. The TIP process in each of the colleges seems to be moving smoothly and the names of the winning candidates should be known before December 17. Dr. Modani reminded everyone that the official announcement of TIP winners would come from Academic Affairs. Since there were no appeals regarding TIP candidacies, the Oversight Committee is disbanded.

Provost Whitehouse briefed the members on a recent BOR meeting. Decisions concerning UCF included: approval of a parking garage, with about 1300 spaces, to be located near the Education building, approval of the acquisition of the Research Pavilion located in the Research Park, approval of the President's home, and approval of about 1700 FTEs for next academic year. Provost Whitehouse commented on the concerns regarding revenue limitation and its impact on funding for the SUS and for UCF.

Dr. Cook said that the Sabbatical Committee has met. Dr. Juge said that seven Type I sabbaticals are available for next year.

The meeting adjourned at 5:05 p. m.