

# MEMORANDUM

**Date:** October 26, 2017  
**TO:** Members of the Steering Committee  
**FROM:** William Self  
Chair, Faculty Senate  
**SUBJECT:** **STEERING COMMITTEE MEETING on November 2, 2017**

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Meeting Date: Thursday, November 2, 2017

Meeting Time: 4:00 – 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 *October 5, 2017***
4. **Announcements and Recognition of Guests**
5. **Report of the Provost**
6. **Old Business**
  - None
7. **New Business**
  - Resolution 2017-2018-7 Faculty Senate Bylaw Change, University Promotion and Tenure Committee and Procedures
  - Resolution 2017-2018-8 Faculty Senate Bylaw Change, University Promotion and Tenure Committee – Membership
  - Faculty & Staff Benefits Committee – Membership
  - Ad Hoc Committee – Undergraduate Curriculum Handbook
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 October 5, 2017**

William Self, chair, called the meeting to order at 4:01 p.m. The roll was circulated for signatures.

**MINUTES**

Motion and second to approve the minutes of August 17, 2017. The minutes were approved as recorded.

**RECOGNITION OF GUESTS**

Jana Jasinski, Interim Vice Provost for Faculty Excellence

Liz Klonoff, Vice President for Research and dean of the College of Graduate Studies

**ANNOUNCEMENTS**

Dr. Self welcomed Laura Gonzalez from the College of Nursing serving as an interim senator and Steering Committee member for Mindi Anderson.

**OLD BUSINESS**

None.

**REPORT OF THE PROVOST**

None.

**NEW BUSINESS**

Resolution 2017-2018-5 Faculty Senate Bylaw Change, Governance in Academic Units

An informal working group led by Kevin Coffey modified the original resolution from 2016-2017 that was denied by the provost.

Motion to place the resolution on the October 19 Senate agenda for a 30-day review prior to discussion at the November Senate meeting followed by possible amendment and vote at the January Senate meeting. Since the resolution was brought forward from the working group, no second is needed. The resolution is open for discussion.

Comment: Line 25 originally indicated one meeting per month. It's been changed to one meeting per semester. Keeping one per month as the guideline helps units not working well, but doesn't force units to have monthly meetings if they do not need it. The change to once a semester was voted down in the Senate. Also, don't know why all the "should" has been changed to "shall".

Response: These questions can be addressed in the Senate.

Motion to change line 25: strike "semester shall" and insert "month should". No second, motion fails. No other discussion.

Motion to place the resolution on the October 19 Senate agenda. Vote: All in favor; motion passes.

Resolution 2017-2018-6 Endorsement of University of Chicago Statement on Freedom of Expression

This resolution was brought forward by Ann Miller, a College of Sciences senator. The resolution asks for the support of the Faculty Senate on the statement.

Motion and second to place the resolution on the October 19 Senate agenda. Open for discussion. Motion and second to amend line 41: strike "In a word". Vote: all in favor; motion passes.

Question: How many schools have endorsed the statement?

Answer: Not sure, but there is a website you can look at

<https://www.thefire.org/cases/fire-launches-campaign-in-support-of-university-of-chicago-free-speech-statement/>.

Question: Is there a reason we changed the original language?

Answer: The changes were minor relating to UCF instead of the University of Chicago.

Briefly discussed the wording found at the beginning of lines 20 and 25. The remaining changes can be handled at the Senate meeting.

Motion and second to place the resolution on the October 19 Senate agenda. Vote: All in favor; motion passes.

Ad Hoc Committee on Faculty Participation on University Committees

The name of the Ad Hoc Committee was created at the August 17 Steering Committee meeting based on the topic list issue relating to the need for the Faculty Senate to be involved in ensuring that committees developed and maintained by the administration are staffed with faculty and have faculty contributing to their mission. This is especially true for University committees.

Question: How do we even know when a committee is formed?

Answer: That is one of the issues and there is no process to inform the Senate in order to identify if faculty should be appointed to a committee.

Comment: The last time the Senate tried to ensure faculty were appointed to search committees for school directors, it was denied.

Dr. Self asked if anyone would like to volunteer to serve on the Ad Hoc Committee. Bari Hoffman-Ruddy and Michelle Kelley volunteered. If anyone else would like to volunteer, contact Bill Self.

## **LIAISON COMMITTEE REPORTS**

### Budget and Administrative Committee – Bari Hoffman-Ruddy

The committee met twice. At the first meeting, the committee discussed funding for graduate assistants and is currently gathering more data. At the October 4 meeting, the committee focused on the insufficient funding of the Travel Awards program.

Question: Is there a clear direction or guidelines for the awards? It seems like the reasons for the travel funds are all over the place.

Response: Last year, the committee decided to award travel to conferences and to receive awards. It may be too early to get too concerned since the committee is trying to determine the application volume.

Comment: If there isn't a clear opinion of committee members, maybe the committee could seek opinions from Senate members, or the faculty at large via a survey.

Question: Can we advocate that the fund be increased?

Response: The issue of lack of funding for faculty programs came up last spring. The number of faculty new hires is rising, yet budgets are remaining the same. We can keep advocating this going forward, or maybe a resolution needs to be drafted.

### Information Technology Committee – Joseph Harrington

The committee met September 25 with meetings scheduled every two-weeks. Discussed the multi-factor authorization issue. Human Resources may be the most effected, having to authenticate every few minutes. Also discussed using faculty owned devices for authenticating. There is a security dongle that can be purchased that connects via USB, but UCF IT isn't funded to purchase a \$50.00 dongle for employees. The committee also discussed the Student Perception of Instruction (SPoI) in regards to UCF students need to access data in an easier manner in addition to chairs and directors accessing tools to analyze the data. The last issue raised was a better way to navigate and get directions on campus, especially if you are walking from building to building.

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

The committee has not met due to the hurricane closure. The next scheduled meeting is Monday, October 9 in the College of Sciences.

### Personnel Committee – Linda Walters

The committee met September 20. Discussed the University Promotion and Tenure Committee caseload issue due to the increase in faculty, the role of the committee, and the right to be evaluated by faculty in your college. For centers and institutes and the medical school, this would be someone from those divisions or the Office of Research. Lucretia Cooney is gathering data on how many recommendations from the committee have been overturned by the provost. The committee also discussed an issue regarding the Emeritus policy. Since faculty can't apply for Emeritus status until they have retired, there is a gap between when they apply and when Emeritus is granted. Faculty on student committees at the time of retirement can no longer serve on the committees until Emeritus status is granted. In addition, discussed faculty short notice regarding teaching assignments, change in mode, or summer courses. The committee is recommending the issue be brought up at the chairs council. Teaching assignment is in the Collective

Bargaining Agreement with the disclaimer, if possible. Comment made that the mode change isn't occurring by the chair, but scheduling. A reminder was voiced that the committee can ask Bill to discuss the issue with the provost, or the committee can draft a resolution that encourages chairs and directors to provide as much notice as possible.

#### Graduate Council – Jim Moharam

Three of the committees have met twice and the Policy Committee has met once. Discussed the 7-year rule. The current policy applies to coursework being completed within 7 years at which time the student must file a petition or re-take the courses. A new policy is being considered that changes the 7-year rule to finish a master's degree from the day of admission. The new policy has been supported by the associate deans and the committee. Students that applied for a combined master's and doctorate program would only have 7-years to complete the degree. Discussing how this would be implemented in the catalog. Comment regarding how this policy would be problematic for the student that only takes two courses a semester due to full-time work, parenting, and other time commitments that prevents them from attending full-time. For those students, a 6-year program can go well beyond the 7-year deadline. For the Humanities, the average time to complete a degree is 6.9 years, which may be too close to the 7-year deadline.

#### Undergraduate Council – Kevin Murphy

No update available.

### **OTHER BUSINESS**

#### Faculty Salary Equity Study - Presentation

Linda Sullivan with Institutional Knowledge Management would like to provide the Senate with an update on the Salary Equity Study on October 19. A working group worked over the summer to further the analysis and is ready to provide a final report.

Motion and second to schedule the presentation for October 19. Vote: All in favor; motion passes.

#### Conflict of Interest - Compliance Committee

Dr. Harrington indicated that this committee meets with Dr. Klonoff once a month. The committee is looking for input on the following ideas:

1. Rather than giving a 15% summer buyout in the Spring semester, spread the buyout over a 12-month appointment so faculty can accrue and take annual leave. This is a compliance issue for the faculty and university. What are the implications of doing this? Would faculty be in favor of this idea? Does it have to be mandatory?

Question: If soft money, do faculty accrue leave?

Answer: Yes, if a 12-month contract.

Comment: At other universities, if you can show you have contract money to cover your summer salary, they give you a 12-month fiscal contract and accrue leave. If it's your first year getting a grant, you have a 9-month academic contract and a summer fiscal contract. After that, it's a 12-month fiscal contract.

Comment: If a 9-month faculty member goes to a 12-month contract, they lose the paid parental leave benefit.

Comment: Should bring this up at the October Senate meeting so faculty are informed and can provide feedback.

2. Reviewing the Conflict of Interest form in regards to ambiguous language and options that if selected, won't let you change it.

If there are items in the Conflict of Interest that are concerning, please email Doug Backman at [dbackman@ucf.edu](mailto:dbackman@ucf.edu).

## **ADJOURNMENT**

Motion to adjourn made and seconded. The committee adjourned at 5:04 p.m.

1                   **Resolution 2017-2018-7 Faculty Senate Bylaw Change, University Promotion and**  
2   **Tenure Committee and Procedures**

3  
4 **Whereas**, the university has, in recent years, markedly increased the number of tenure-line faculty  
5 hired, resulting in an increase from 43 to 79 applications reviewed by the University Promotion and  
6 Tenure committee between 2015-2016 and 2016-2017; and

7  
8 **Whereas**, Faculty Excellence projects the University Promotion and Tenure committee’s caseload to  
9 steadily increase to over 120 applications by 2020-2021; and

10  
11 **Whereas**, the University Promotion and Tenure Committee estimates the maximum number of  
12 applications to review to be around 50 for a reasonable caseload; and

13  
14 **Whereas**, one of the primary roles of the University Promotion and Tenure Committee is to advise the  
15 Provost about applications that have received conflicting evaluations and votes at earlier steps of the  
16 review process; and

17  
18 **Whereas**, applications forwarded to the University Promotion and Tenure Committee having received  
19 unanimous positive votes at all previous levels comprise a substantial percentage of the University and  
20 Promotion Committee’s caseload (38 out of 79 in 2016-2017) and would not need this committee’s  
21 evaluation of conflicting evaluations; and

22  
23 **Whereas**, all applications between 2013-2017 that received unanimous positive votes at all levels  
24 before the University Promotion and Tenure Committee review were approved by the Provost and UCF  
25 BOT; and

26  
27 **Whereas**, bypassing the University Promotion and Tenure Committee for all applications that have  
28 received unanimous positive votes at all previous levels—that is, forwarding such cases directly from  
29 the Dean’s review to the Provost—would enable the University committee to maintain a reasonable  
30 workload and focus on applications that most need its evaluation; therefore

31  
32 **Be it resolved** that, beginning in the 2018-2019 promotion and tenure cycle, all tenure-line promotion  
33 and tenure cases that receive unanimously positive votes at all levels before the University Promotion  
34 and Tenure Committee will bypass this committee and be forwarded directly from the Dean’s review  
35 to the Provost. The Provost may still ask the University Promotion and Tenure Committee to review  
36 any such tenure-line cases if he/she needs the committee’s advisement about them; and

37  
38 **Be it further resolved** that the *Bylaws* of the *Faculty Constitution* be amended as follows:

39  
40 Section VIII. Joint Committees and Councils

41 **University Promotion and Tenure Committee**

42 1. Duties and Responsibilities.

- 43     a. To review and evaluate all **assigned** applications for promotion and tenure and make  
44         recommendations to the provost and executive vice president.

1                   **Resolution 2017-2018-8 Faculty Senate Bylaw Change, University Promotion and Tenure**  
2   **Committee - Membership**

3  
4   **Whereas**, the University Promotion and Tenure committee has expressed that it does not, as currently  
5 constituted, have adequate expertise to evaluate applications from faculty whose primary tenure  
6 home is in a center or institute overseen by the Office of Research and Commercialization (ORC) rather  
7 than in an academic college, and has recommended that an elected representative of these faculty be  
8 added as a committee member; and  
9

10 **Whereas**, the University Promotion and Tenure committee does not currently include an elected  
11 member among faculty whose primary tenure home is in a center or institute overseen by ORC rather  
12 than in an academic college; therefore  
13

14 **Be it resolved** that, beginning in the 2017-2018 promotion and tenure cycle, if ORC is the primary  
15 tenure home for any tenure-line faculty, the University Promotion and Tenure committee shall include  
16 a representative elected among tenure-line faculty overseen by ORC.  
17

18 **Be it further resolved** that the *Bylaws* of the *Faculty Constitution* be amended as follows:  
19

20 Section VIII. Joint Committees and Councils

21 **University Promotion and Tenure Committee**

22 2. Membership.

- 23       a. Committee membership for review of tenured and tenure-earning faculty for tenure and  
24       promotion:

25       The committee shall consist of one faculty member from each college. Each member shall  
26       hold the rank of tenured professor and be an active scholar within his or her particular field. If  
27       ORC is the primary tenure home for any tenure-line faculty, the University Promotion and  
28       Tenure committee shall include a representative elected among tenured professors overseen  
29       by ORC. The committee members are elected at large from their respective colleges by  
30       tenured and tenure-earning faculty. The chair is elected annually by the committee members.  
31       No member of the committee may be a member of a college or department/school  
32       promotion and tenure committee. Also exempted from service are faculty who served on the  
33       committee within the last two years, unless a college has only one eligible professor, and  
34       those who are candidates for promotion unless otherwise specified in UCF Regulation 3.015.  
35       Terms of service shall be two years, staggered.