

Faculty Senate Personnel Committee

Wednesday, November 20, 2019

11:30 am – 12:30 pm

Location: HPA1 room 335

AGENDA

- 1) Call to order
- 2) Roll Call
- 3) Selection of minutes taker for the meeting
- 4) Review and approval of minutes of October 16, 2019 meeting
- 5) Announcements and recognition of guests
 - a. Senate Resolution 2019-2020-17: Periodic Faculty Salary Analyses
- 6) Old business-
 - a. Policy: Emeritus Status
Handout 06 - Martine Vanryckeghem
<https://policies.ucf.edu/rfc.asp>
 - b. Resolution: Supplemental Summer Appointments
Handout 07 - Michael Proctor
- 7) New business-
 - a. Continue to examine assigned topics
Handout 03 (first two pages)
 - i. Out of unit faculty status update
Handout 08 – Steve King
 - ii. Administrative review update
Handout 09- Steve King
 - iii. Grievance policy update – Steve King
 - iv. Other assigned topics
 - b. Past Resolutions - Steve King
Handout 03 (last page)
- 8) Other topics
- 9) Adjournment

Faculty Senate Personnel Committee
Meeting Minutes
Wednesday, October 16, 2019
11:30-12:30 pm
Location: HPA 1 Rm 335

Members Present

Members present: Stephen King (Chair and Senate Liaison), Robert Folger (Vice Chair), Rodrigo Amezcua Correa, Mason Cash, Yoon Choi, Wingyan Chung, Timothy Hawthorne, Karol Lucken, Nina Orlovskaya, Michael Proctor, Blake Scott, Kristine Shrauger, Vladimir Solonari, Edwin Torres, Linda Walters, Nora Warshawsky

Meeting was called to order by Chairman King at 11:30 am.

K. Lucken volunteered to take the minutes.

Minutes

The meeting minutes of September 18, 2019 were approved with the minor exception of the meeting location being amended.

Recognition of Guests

Guests in attendance included Lucretia Cooney and Jana Jasinski from Faculty Excellence.

Announcements

King noted the upcoming first reading of a Faculty Senate resolution regarding non-tenure track personnel having membership on this committee.

Old Business

Periodic Faculty Salary Analyses Resolution

Discussed the Walters/King draft of a resolution for faculty salary analyses to address the problem of salary compression. Modifications to the draft were as follows: On Line 3, the words "over time" were inserted following the word unadjusted. On Line 4, the word "being" was inserted after the word salaries.

Modifications to the "be it resolved" section were as follows. On Line 1, the word "administration" was inserted following UCF and the words "tenure and tenure track faculty" were inserted after the word data. On Line 2 of this section, the words "in consultation with Faculty Senate" were inserted added after the word determine.

It was discussed that information from other institutions for comparative purposes would be helpful in structuring this salary analysis. It was also mentioned that the term "periodic" might be defined as roughly every 3 to 5 years, with the understanding that such a study was a time-consuming undertaking.

The resolution passed.

Supplemental Summer Appointments

Returned to the working draft of the resolution to address confusion in summer appointment compensation policy. It was recognized there were departmental and college level variations in the enforcement of the existing policy found in the CBA. Considerable discussion was had around the exact meaning of the university's policy on employee and volunteer status. It was decided that determining the meaning of this clause would be taken up later. Modifications to the draft included striking the term "diametrically opposite" and "sister" references. In the "be it further resolved" section, the reference to "Dean of the Graduate School" was removed.

A subcommittee to finalize the draft was created, consisting of M. Proctor and V. Solonari.

University Emeritus Policy

The policy remains in limbo. There is a desire to create separate terms for attaining faculty emeritus status and administrative emeritus status.

Faculty Retention

B. Scott and N. Warshawsky will continue to monitor this issue.

Supplemental Summer Appointments: Proportional E&G Funding Support for Graduate Restricted Registration Classes without offsetting costs

Whereas, the College of Graduate Studies exceeded 10,000 students for the first time in AY 2019 and continues to grow, and

Whereas, instruction of thesis and dissertation students, whether a Fall, Spring, or Summer semester, is within the course and scope of paid employment of approved Graduate Faculty, and

Whereas, College of Graduate Studies thesis and dissertation students not supported by sponsored research desiring to register for Restricted Registration courses in a Summer semester expect to (1) receive instruction from their chosen and approved Graduate Faculty instructor; (2) make tuition payments to UCF for that instruction, and (3) produce Student Credit Hours that add to State of Florida SCH-based supplemental E&G funding of the University, and

Whereas, University of Central Florida BOT-UFF Collective Bargaining Agreement (CBA) paragraph 8.6 (d) states, "Supplemental summer appointments shall be made in accordance with Section 1012.945, Florida Statutes (the "twelve hour law")" which mandates assignments and hence compensation be "in proportion to 12 classroom hours", and

Whereas, while some Colleges issue proportional supplemental summer appointments for thesis or dissertation supervision, others refuse to do so, and

Whereas, Graduate Faculty that supervise their graduate students without a summer supplementary appointments are uncompensated while Graduate Faculty without an appointment who do not supervise in the summer leave thesis and dissertation students faced with finding alternative support or requesting a leave of absence, and

Working Draft of Alternative C: Assuming NO change to the CBA based on the precedent set by the Digital Learning Course Redesign Initiative issuance of supplemental summer appointments

Whereas, the Sr. Associate Dean & Director of Interdisciplinary Studies College of Graduate Studies identified “difficulties that we are faced with regarding 9-month students who have 12-month responsibilities and the need for faculty to serve as mentors during their “off” months” and expects resolution “will require changes in CGS policy, Faculty Senate and perhaps with the union”, and

Whereas, in contrast to fore mentioned situation, the University of Central Florida Division of Digital Learning currently offers equitable opportunity for Faculty to receive a proportional supplemental summer appointments for the Course Redesign Initiative; therefore

Be it Resolved that the Provost in consultation with the Dean of the College of Graduate Studies develop a compensation policy in accordance with the proportionally provisions of Section 1012.945, Florida Statutes (the "twelve hour law") and administer procedures that enables Graduate Faculty to apply for a supplemental E&G summer appointment if they have thesis or dissertation students not supported by external research funding seeking enrollment in one or more summer Restricted Registration courses and if they are without a summer supplemental appointment or if an existing summer supplemental appointment FTE is not proportional to assigned classroom contact hours.

**DRAFT
NOVEMBER 2019**

SUBJECT: <u>Faculty</u> Emeritus Status	Effective Date: 11/28/2016	Policy Number: 4-502.23
	Supersedes: 4-502.12	Page Of 1 4
	Responsible Authority: <u>Provost and Executive Vice President for Academic Affairs</u> President	

DATE OF INITIAL ADOPTION AND EFFECTIVE DATE 4/28/2005

APPLICABILITY/ACCOUNTABILITY

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

POLICY STATEMENT

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

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

- apply within two years five years before after retiring from UCF, or up to five years after retiring from UCF (where retiring means the following:

- ~~;~~
- have met the retirement eligibility criteria for the retirement plan in which they are currently participating (Florida Retirement System Pension Plan, Florida Retirement System Investment Plan, or the State University System Optional Retirement Program); and
- have completed and submitted all applicable retirement paperwork to the UCF Human Resources Benefits Section before their retirement date~~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, or nominator 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 distinguished~~major~~ professional contributions and university activities while at UCF.

~~T~~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 the end of the Fall semester. by February 1.

~~A~~An advocate who is educated on the merits of the candidate will present the candidate's application to the Commencements, Convocations, and Recognitions Committee~~committee. The Commencements, Convocations, and Recognitions Committee~~who 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.

The chair of the Commencements, Convocations, and Recognitions Committee will transmit the committee's recommendations to the provost ~~and vice president of Academic Affairs or appropriate vice president~~, who, ~~will review in turn, will and~~ make recommendations to the president. The president will determine the awarding of emeritus status, considering all the evidence assembled.

The chair of the Commencements, Convocations, and Recognitions Committee will inform the chair of the Faculty Senate ~~or appropriate vice president~~ of the president's recommendation. No award will be considered final and official until it is formally announced by the president. Candidates will be notified in writing of the decision to award or not award emeritus status by the chair of the Commencements, Convocations, and Recognitions Committee. ~~If awarded, the title of emeritus status shall be placed after the functional title of the awardee.~~

PRIVILEGES

Individuals awarded emeritus status will be afforded the following privileges, in addition to the privileges afforded to all retired employees (University Benefits for Retired Employees Policy 3-001.3):

- use of university affiliation in all publications and other works
- a UCF sponsored email account (subject to UCF Email Provisioning, De-provisioning, and Use Policy 4-016.1);
- emeritus university ID card;
- ~~use of the John C. Hitt Library,~~
- ~~computer account for email,~~
- departmental office or laboratory space where possible and requested (for a defined period of time if available);
- the opportunity to conducting university or departmental seminars by mutual agreement,
- status as a non-voting ex-officio member of the her or his department unit from which they retired as defined by department unit bylaws; and
- invitations to academic and university functions in their areas of interest;
- the opportunity to march in academic processions with other faculty, such as commencement ceremonies;
- faculty and staff privileges that require an id card.

If awarded, the title that the emeritus faculty and administrator members may hold are of the form "last rank or title held, Emeritus", for example Pegasus Professor Emeritus, Associate Professor Emeritus, Associate Research Professor Emeritus, Instructor Emeritus, or Associate University Librarian Emeritus, etc. exemption from parking fees.

RELATED DOCUMENTS

UCF Faculty Senate Resolution 1994-1995-9:

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

UCF Faculty Senate Resolution 2011-2012-6:

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

[UCf Faculty Senate Resolution 2017-2018-13;](#)

http://www.faculty senate.ucf.edu/resolutions/2017_2018/

INITIATING AUTHORITY [Provost esident](#)

History 4-502 4/28/2005; 4-502.1 1/12/2006

Out-of-unit Summary

All data from Fac Ex
as of October 2019

total # out of unit 316

with admin fxn 186

no admin fxn 130

Depts of no admin fxn

CoM UCF-Connect 3

Burnetts Sch Biomedical Sci 60

Other CoM departments 67

of the out-of-unit faculty

# 12 mo-no admin fxn	74	
#12 mo- with admin fxn	168	
#12 mo appt		242

# 9 mo -no admin fxn	56	
# 9 mo -with admin fxn	18	
# 9 mo appt		74

total out of unit

316

German	Deborah	12M Fac	Professor of Medicine	Vice Pres., Medical Affairs
White	Daniel	Exec Svc	VP & Athletic Director	Vice President
Morsberger	Michael	Exec Svc	Vice President for Advancement	Vice President
Ehasz	Maribeth	12M Fac	Faculty Administrator	Vice President
Cole	Ward	Exec Svc	VP & General Counsel	Vice President
Owen	Janet	Exec Svc	VP, Government Relations	Vice President
Crudele	Dennis	A&P Reglr	Interim Chief Financial Officer	Vice President
Bishop	Rhonda	Exec Svc	VP, Risk Mgmt & Compliance	Vice President
Hartman	Joel	12M Fac	Faculty Administrator	Vice President
Heston	Grant	Exec Svc	Chief of Staff & VP Comm & Mar	Vice President
Holsenbeck	Daniel	Exec Svc	Sr Counsel to the President	Vice President
Klonoff	Elizabeth	12M Fac	Professor	Vice President, Research
Cavanagh	Thomas	12M Fac	Faculty Administrator	Vice Provost
Bowdon	Melody	12M Fac	Professor	Vice Provost
Jasinski	Jana	12M Fac	Professor	Vice Provost
Jones	James	12M Fac	Faculty Administrator	Vice Provost