

MEMORANDUM

Date: October 29, 2010
TO: Members of the Steering Committee
FROM: Ida Cook
Chair, Faculty Senate
SUBJECT: **STEERING COMMITTEE MEETING on November 4, 2010**

Meeting Date: Thursday, November 4, 2010
Meeting Time: 4:00 – 6:00 p.m.
Meeting Location: College of Arts and Humanities, Room 192A

A G E N D A

1. **Call to Order**
2. **Roll Call**
3. **Minutes of *October 7, 2010***
4. **Announcements and Recognition of Guests**
 - Provost's update
5. **Old Business**
 - Review of faculty feedback on the Constitution
6. **New Business**
 - Resolution 2010-2011-1 (from Personnel)
 - Senate Agenda Item: "Study Union" presentation
7. **Standing Committee Reports**
 - Budget and Administrative Committee – *Arlen Chase*
 - Graduate Council – *Stephen Goodman*
 - Personnel Committee – *Jeffrey Kaplan*
 - Undergraduate Policy and Curriculum Committee – *Marie Léticée*
8. **Other Business**
9. **Adjournment**

Faculty Senate Steering Committee Meeting

Minutes of October 7, 2010

Dr. Ida Cook, Faculty Senate Chair, called the Faculty Senate Steering Committee to order at 4:00 p.m. The roll was circulated for signatures. The minutes of September 9, 2010 were approved as recorded.

RECOGNITION OF GUESTS

Diane Chase, Executive Vice-Provost Faculty Affairs.

Elliot Vittes, Interim Vice-Provost and Dean of Undergraduate Studies

Lin Huff-Corzine, Associate Vice Provost for Faculty Affairs

Pat Bishop, Vice Provost and Dean of Graduate Studies

David Jenkins, Texas Christian University

ANNOUNCEMENTS

Provost's Update

The Provost has attended several retreats in order to answer several questions, including: (1) What is the identity of UCF? (2) Has it changed as a result of the economic downturn? and (3) Should it change? Based on the discussions, he is currently considering several different scenarios. Once UCF's identity is known, we need to ask if we can get there and the financial cost of doing so. The committee agreed that financial ramifications must be considered.

Provost Waldrop asked for input on the issue of promotion and tenure letters. Recently, an issue was brought to his attention that there has been reluctance on the part of some outside reviewers to write letters due to the fact that candidates are able to view their letters. What is the Steering Committee's opinion on having faculty sign waivers enabling the outside reviewer letters to be confidential?

The Steering Committee overwhelmingly felt that candidates need the chance to rebut what the outside reviewer may write, as this is fundamental to the process. Changing the current policy would be violating a principle that has worked well for UCF. The Steering Committee expressed concern that we might be changing the process due to an isolated event in one college. Perhaps this is a problem with the chair or a particular candidate for promotion and tenure. The particular case in question did not sound serious enough to change policy which would effectively deny candidates the right to fully present their case.

OLD BUSINESS

Dr. Cook announced that the Senate will be meeting again next Thursday, October 14, to continue the review of the Constitution. A Faculty Assembly will be called on December 1, 2010 to vote on the revised Constitution. Dr. Cook thanked everyone for their input and effort.

NEW BUSINESS

Strategic Plan

Admiral Harms was unable to attend today's meeting. Dr. Cook spoke about the President's five goals and stated that they will not change. A handout was distributed that had originally been presented to a Subcommittee of the Board of Trustees. Much of the information on the one-page sheet is purely a draft and many items listed under the goals can be considered partial and acting as a placeholder.

Dr. Cook solicited input from Steering Committee members for Admiral Harms. Suggestions included:

1. How do the regional campuses fit in and how is this relationship going to be sustained? Sustaining those relationships is key, as many faculty lines depend on the regional campus.
2. The Steering Committee wanted to ensure that the strategic plan does not lose site that we are a diverse university. Not only are we multicultural, but we have other differences include learning, need, and achievement. This diversity makes us great.
3. The areas of Sustainability & STEM might be combined due to similarity.

Provost Waldrop asked the Steering Committee for a list of challenges. Challenges identified included:

1. Competition of for-profit universities (not including state colleges)
2. Do we continue to take 2+2 system? (Direct Connect guarantees them the opportunity to come to UCF.)
3. Meeting the remedial needs of the students that we face, including the writing ability of our students.

The strategic plan needs to include measurable objectives and outcomes, which should be explicit and connected to resources and costs. Dr. Cook will keep the committee updated on further developments to the strategic plan. The Board of Trustees has requested that the plan be presented at the November meeting. The plan will not be brought to the Senate for action, but Dr. Cook has brought the issue to the Steering Committee today to garner input, which she will present on behalf of the faculty.

The consensus of the Steering Committee was that the faculty should have been part of the process to develop the plan. It was noted that the administration did try to solicit faculty input through roundtable discussions several years ago. A motion was made to invite Admiral Harms to present the plan at the October 21, 2010 Faculty Senate meeting. Motion seconded. An alternate motion was made to cancel the October 21 meeting, as there is no other business to deal with. The question was called. The motion to invite Admiral Harms to the October 21 Senate meeting was approved.

Appointment and Reappointment of Chairs

A question has been raised about the procedure involved in the appointment and reappointment of department chairs and directors, in particular, who makes up the committee doing the evaluating. Motion made to refer this matter to the Personnel Committee. Motion seconded and approved.

STANDING COMMITTEE REPORTS

Budget and Administrative Committee Update - Arlen Chase

The committee has not met.

Graduate Council – Stephen Goodman

The Graduate Policy Committee has met once since the last Steering Committee meeting. The Policy Committee began listing and prioritizing agenda items for this year. The committee is scheduled to meet next on October 13, 2010.

The Graduate Curriculum Committee has met once since the last Steering Committee meeting. The Curriculum Committee reviewed one proposal for a graduate certificate program revision and 22 course action requests. The committee is scheduled to meet next on October 13, 2010.

The Graduate Appeals and Awards Committee has met twice since the last Steering Committee meeting. The Appeals and Awards Committee reviewed a total of 17 graduate appeal petitions. The committee is scheduled to meet next on October 21, 2010.

The Graduate Program Review Committee met once since the last Steering Committee meeting. The Program Review Committee reviewed its agenda of program reviews and graduate faculty reviews for the year. The committee is scheduled to meet next on October 8, 2010.

For more detail on Graduate Council committee agendas and minutes, visit the Graduate Council website at <http://www.graduatecouncil.ucf.edu/GraduateCouncil.aspx>

Personnel Committee – Jeffrey Kaplan

The committee is discussing the process for promotion of non-tenure earning research and clinical faculty.

Undergraduate Policy and Curriculum Committee – Marie Léticée

The committee met on September 14, 2010 and elected Jill Fjelstul as chair and Jeff Kaplan as vice chair. The consent agenda and the action agenda were approved. An ad hoc committee was established to discuss tracks and specializations. The October 12, 2010 meeting was cancelled due to lack of agenda.

The question was posed as to whether a Polycom (teleconferencing) connection was sufficient for establishing a quorum. Each committee needs to vote at the beginning of the year and can develop procedures to allow Polycom or other teleconferencing options.

OTHER BUSINESS

Service learning students from the College of Nursing have developed an initiative to make UCF a breastfeeding-friendly campus. Steering Committee members were urged to support the creation of policy to provide sufficient space and privacy for breastfeeding mothers.

Dr. Cook reminded Steering Committee members to select their college's Grand Marshal or Faculty Representative for graduation if they were contacted about doing so (not all colleges will be selecting one).

Motion made to cancel the October 21, 2010 Senate meeting if Admiral Harms is unable to attend. Motion seconded and approved.

ADJOURNMENT

The meeting adjourned at 5:20 p.m.

6C7-## PROMOTION OF NON TENURE-EARNING ASSISTANT AND ASSOCIATE PROFESSORS

- 1) **Scope.** This regulation shall apply to all full-time non tenure-earning research and clinical faculty at the rank of Assistant Professor and above who are not otherwise covered by the Collective Bargaining Agreement.
- 2) **Policy.**
 - a) The University of Central Florida (UCF) adheres to the provisions of *any applicable* collective bargaining agreement regarding promotion procedures.
 - b) There shall be sufficient discipline flexibility in interpretation of the standards for promotion so that individuals may have a reasonable expectation of fulfilling the requirements.
 - c) It is the responsibility of the candidate to ensure that the promotion dossier is accurate, complete, and meets established deadlines for submission.
 - d) Faculty serving on promotion committees charged with reviewing and making promotion recommendations shall hold rank at or above the rank to which the candidate is applying.
 - e) At any stage in the process, the provost's representative may put the review of the applicant's dossier on hold until any and all issues that arise are resolved. If this occurs, the faculty member will be notified.
 - f) A college, department, school, center, or unit may implement or modify, with approval of the provost or provost's designee, criteria for evaluation in addition to those in subsection (4) below.
 - g) When an applicant is serving in an administrative position (e.g., chair, unit head, dean), his or her immediate supervisor shall either direct the process or appoint an appropriate person to manage the applicant's promotion process.
- 3) **Eligibility.**
 - a) Promotion to associate professor. Promotion from assistant to associate professor calls for substantial demonstration of professional accomplishments beyond the doctoral or terminal degree level of the specific discipline. The degree of teaching, research or scholarly/creative activity, and service shall be appropriate to the candidate's home unit and his/her assigned duties.
 - b) Promotion to professor. The rank of professor reflects not only an individual's contributions within the institution, but also denotes a status and level of significant achievement among one's disciplinary peers on a national or

international level. Substantial contributions of a continuing nature in each of the assigned areas beyond that expected of an associate professor are necessary components for the achievement of the rank of professor.

4) Criteria.

- a) Promotion is awarded when the respective committees concur that the candidate meets the qualifications for appointment to the rank to which the candidate applies. The criteria include, as appropriate, increased skill in teaching, increased knowledge in the field of specialty, increased recognition as an authority in the field, and potential for continued professional growth.
- b) The university shall ensure that, as appropriate to the candidate's assigned duties, teaching is defined and evaluated broadly. Specifically, all types of teaching, including but not limited to lecture classes, independent studies, student mentoring, thesis and dissertation supervision, practicums, clinical oversight, experiential education, and internships shall be considered instruction, and included within the applicant's dossier.
- c) Assessment of competency in teaching and teaching effectiveness, as appropriate to the candidate's position, shall include evaluation of all materials provided in the candidate's dossier, including but not limited to reviews of the teaching (by peers, students, administrators, and the candidates themselves); and supporting documentation (teaching-related scholarship, innovative course materials and/or teaching methodologies, curriculum development, special teaching responsibilities, teaching-related grants, awards or public recognition of teaching).
- d) As a Ph.D.-granting research university, UCF places significant emphasis on the research or scholarly/creative activities of faculty members seeking promotion, as appropriate. Consideration shall be given to all evidence related to research or scholarly/creative activities in the candidate's dossier including, but not limited to publications, grants, research presentations, awards, clinical contributions, and other successes.
- e) The candidate should include, as appropriate, evidence of sustained performance in teaching, research or scholarly/creative activities, service, and other assigned duties in the dossier.
- f) The recommendation by the provost to the president of an applicant for promotion signifies that the provost is satisfied that the individual will continue to make significant professional contributions to the university and the academic community at the level to which the promotion is recommended.

5) Procedures for Granting Promotion.

- a) Candidates for promotion shall submit a dossier in accordance with the format available on the Faculty Affairs web site.
- b) Recommendations for promotion to associate professor and to full professor shall begin with a review(s) by the department, school, center, or unit promotion committee; followed by reviews by the department chair or school/center director, or unit head; college/unit promotion committee; college dean or vice president; university promotion committee; provost; and president.
- c) All recommendations, including those made by department chairs, school/center directors, unit heads, deans, and committees must be complete but concise, and cite reasons for the recommendations based on evidence contained in the candidate's dossier. Any additional information or materials used in the deliberations must be included in the dossier. (See 5(f)(7)(a, b) below for directions about how and where to add materials to a dossier.)
- d) Split votes and abstentions shall be explained within the written recommendation. (Refer to Faculty Affairs)
- e) **Outside reviews.** Faculty considered for promotion shall have all relevant materials, including but not limited to, documentation of one's research or scholarly/creative activities, and the current curriculum vitae included in their dossier. *If relevant to the position*, the applicant's expanded curriculum vitae and supporting documentation will be sent to an even number of at least four outside reviewers for evaluation. The outside reviewers are to be selected using the following procedures.
 - 1) The department chair, school/center director, or unit head and the department/unit promotion committee shall jointly nominate a panel of an even number of at least four outside reviewers; and the faculty member being considered for promotion shall nominate a panel of an even number of at least four outside reviewers. The final panel of outside reviewers shall be comprised of an even number of at least four individuals: half selected by the applicant from the panel prepared by the department chair, school/center director, or unit head in consultation with the promotion committee, and half selected by the department chair, school/center director, or unit head in consultation with the promotion committee from the panel recommended by the faculty candidate. A minimum of two additional names, beyond those already identified, from each list shall be ranked and designated as alternates in the event that a proposed outside reviewer does not accept the assignment or does not complete the review on time. Should a reviewer from either the applicant or the department's list be unable to complete this task, an alternate reviewer shall be chosen from the appropriate applicant or departmental list. The final composition of reviewers must include an equal number from both the applicant and the departmental lists.

- 2) Under no circumstances shall a dissertation advisor, post-doctoral mentor, or close collaborative colleague serve as a reviewer of the applicant's materials.
 - 3) Outside reviewers' comments shall be based upon the candidate's current professional curriculum vitae; selected materials; and department, school, center, unit, college, and/or university guidelines, as available. These documents shall be provided to the reviewers by the department chair, school/center director, or unit head in consultation with the candidate.
 - 4) In all instances, a standard letter provided by the Office of Faculty Affairs shall be used and modified, as appropriate, by the department chair, school/center director, or unit head for the purpose of submitting a dossier to the outside reviewers. The candidate is not permitted to discuss their dossier with the outside reviewers.
 - 5) Outside reviewers are to primarily provide comments about the significance of the candidate's research or scholarly/creative activities within their discipline or area of study. However, the reviewer should provide a balanced assessment taking into consideration teaching assignments and other assigned duties as documented in the dossier.
- f) **Dossier.** When complete, recommendations for promotion in the dossier will be accompanied by supporting materials as listed below:
- 1) Copies of all existing university, college, and department/school/unit promotion guidelines;
 - 2) Comments and recommendations completed by the department chair, school/center director, or unit head and the dean in a format to be provided by the Office of Faculty Affairs;
 - 3) The applicant's UCF annual performance evaluations for the period under consideration;
 - 4) An evaluation and recommendation by the department, school, center, or unit promotion committee members ranked at or above the level sought;
 - 5) An overall summary statement and individual summary statements written by the applicant describing his/her teaching, research or scholarly/creative activities, and service;
 - 6) Teaching, research or scholarly/creative activities, and service support materials compiled by the applicant;

- 7) Changes in applicant dossier.
 - (a) Until the provost acts on the dossier, the candidate may update the dossier. Notices of publication acceptance or other types of new documentation are to be signed and dated by the applicant, and placed in the front of the dossier. No changes to the curriculum vitae may be made after it has been placed in the dossier.
 - (b) Materials added or alterations made to the dossier by anyone other than the candidate shall be initialed, dated, and shared with the candidate, who must be given five calendar days from time of receipt to respond to the entry before the dossier moves forward.
- 8) Candidates may withdraw their dossier at any time prior to the provost's final action on the dossier by requesting this action in writing to the administrative level where the dossier resides at the time of the request.

g) Department, school, center, or unit promotion committees.

- 1) Department, school, center, or unit promotion committees shall be established within each unit. Each committee is charged with providing promotion recommendations to the chair, director, or unit head.

When possible:

- (a) All full-time tenured and non tenure-earning associate and full professors shall make recommendations regarding promotion to associate professor.
 - (b) All full-time tenured and non tenure-earning full professors shall make recommendations regarding promotion to full professor.
 - (c) In instances when (a) and (b) above cannot be met, the committee composition shall be determined by the department chair/school director/unit head in cooperation with the dean or vice president and with the approval of the provost or provost's designee. (Refer to p.5 of Promotion and Tenure Regulations.)
- 2) Administrators holding faculty appointments who do not directly supervise the candidate, who meet the requirements of the previous section, and who will not otherwise make a recommendation may participate on the department/school/center/unit promotion committee.
 - 3) Faculty members serving on the college promotion committee and department chairs, school/center directors, and unit heads must not

participate in the discussion or vote on the candidate(s) applying for promotion.

- 4) The committee chair shall be a member of the committee elected by majority vote of its members and shall call the committee into session to transact such business as required.
- 5) The committee shall be professional and discriminating in its decision-making and base its review on consideration of the facts and supportive evidence contained in the candidate's dossier.
- 6) The promotion committee shall prepare a written evaluation and recommendation for each dossier reviewed. Each committee member shall vote on each case and the result shall be recorded. Split votes and abstentions shall be explained within the written recommendation.
- 7) The recommendation and the evaluation shall be forwarded to the department chair, school/center director, or unit head along with the promotion dossier.
- 8) Under no circumstances shall a committee be comprised of fewer than three persons.
- 9) If anyone involved in the promotion process has a personal or professional relationship that may create a potential conflict of interest with the candidate under consideration, he or she must declare the nature of the relationship before any discussion takes place and the provost's representative shall be informed about this potential conflict of interest. The specific nature of the relationship must be noted in the information provided to the provost's representative and in any written evaluation. If after consultation, the provost's representative feels that the process would be compromised by the participation of any individual, that faculty member must recuse himself/herself from discussion and voting on that particular case.
- 10) A committee member may only vote on dossiers that he or she has personally reviewed.
- 11) The committee chair shall forward a copy of the voting record and the committee's evaluation and recommendation to the department chair, school/center director, or unit head. Split votes and abstentions shall be explained within the written recommendation.
- 12) The department chair, school/center director, or unit head shall, within five calendar days, notify the candidate of the committee's evaluation and recommendation.

- 13) Candidates may review the committee's evaluation and recommendation and provide comments on the committee's evaluation and recommendation in writing within five calendar days after receipt of notice of the committee's decision. This response shall be placed in the candidate's dossier.

h) College/unit promotion committee.

- 1) Each college/unit shall elect a promotion committee. If practicable, this committee consists of at least three full professors, at least one of whom should be tenured.
- 2) College/unit representatives shall be professors elected by a majority vote of the tenured and non tenure-earning faculty in the college/unit. Exempted from service are faculty not eligible because of prior service within the last two years, faculty serving at the department, school, center, or unit level, and faculty who are candidates for promotion. In instances where this is not possible, a special election shall be established by the dean's/vice president's representative with approval of the provost or provost's designee.
- 3) Members of the college/unit promotion committee shall be elected at department or unit meetings in the spring semester prior to committee service. The dean/vice president or designee shall serve as the election official.
- 4) Each committee member shall serve a term of two years. Committee members are generally not allowed to serve two successive terms, except when elected from departments, schools, centers, or units with only one eligible professor. Vacancies are filled during the term in which they occur from the area of the vacating member for the remainder of that person's term.
- 5) If anyone involved in the promotion process has a personal or professional relationship that may create a potential conflict of interest with the candidate under consideration, he or she must declare the nature of the relationship before any discussion takes place and the provost's representative shall be informed about this potential conflict of interest. The specific nature of the relationship must be noted in the information provided to the provost's representative and in any written evaluation. If after consultation, the provost's representative feels that the process would be compromised by the participation of any individual, that faculty member must recuse himself/herself from discussion and voting on that particular case.
- 6) A committee member may only vote on dossiers that he or she has personally reviewed.

- 7) Administrators holding faculty appointments who do not directly supervise the candidate, who meet the requirements of the previous section, and who will not otherwise make a recommendation may participate on the college promotion and tenure committee.
- 8) The committee shall be professional and discriminating in its decision making and base recommendations on consideration of the facts and supportive evidence contained in the candidate's dossier.
- 9) The dean/vice president or designee convenes the first meeting to charge the committee with the assignment, assist in the election of a committee chair, and provide additional assistance as required. The committee chair shall be a member of the committee elected by a majority vote of its members, and shall call the committee into session to transact such business as required.
- 10) A quorum shall consist of the attendance of all of the committee members, when practicable. However, a quorum may consist of the attendance of the majority of the committee members but never shall be less than three.
- 11) Committee members shall evaluate and vote on each case considered, and the result shall be recorded. Split votes and abstentions shall be explained within the written recommendation.
- 12) The committee chair shall forward a copy of the committee's evaluation and recommendation and dossier to the dean.
- 13) The dean/vice president shall, within five calendar days, provide the committee's evaluation and recommendation to the candidate. The candidate may review and provide comments on the committee's evaluation and recommendation in writing within five calendar days after receipt of said notice. The candidate's response shall be placed in their promotion dossier.

i) University promotion committee.

- 1) Each college/unit shall elect a faculty member to serve on the university promotion committee. If practicable, this committee consists of at least three tenured and non tenure-earning faculty members holding the rank at or above the rank to which candidates are applying.
- 2) University committee members shall be professors elected by a majority vote of the tenured and non tenure-earning faculty in the college/unit. Exempted from service are faculty not eligible because of prior service within the last two years, faculty serving at the department, school, center, or unit level, college/unit level, and faculty who are candidates for promotion. In instances where this is not possible, a special election shall be established by the dean's representative with approval of the provost or provost's designee.

- 3) Members of the university promotion committee shall be elected at department or unit meetings in the spring semester prior to committee service. The dean/vice president or designee shall serve as the election official.
- 4) Each committee member shall serve a term of two years. Committee members are generally not allowed to serve two successive terms. Vacancies are filled during the term in which they occur from the area of the vacating member for the remainder of that person's term.
- 5) If anyone involved in the promotion process has a personal or professional relationship that may create a potential conflict of interest with the candidate under consideration, he or she must declare the nature of the relationship before any discussion takes place and the provost's representative shall be informed about this potential conflict of interest. The specific nature of the relationship must be noted in the information provided to the provost's representative and in any written evaluation. If after consultation, the provost's representative feels that the process would be compromised by the participation of any individual, that faculty member must recuse himself/herself from discussion and voting on that particular case.
- 6) A committee member may only vote on dossiers that he or she has personally reviewed.
- 7) Administrators holding faculty appointments who do not directly supervise the candidate, who meet the requirements of the previous section, and who will not otherwise make a recommendation may participate on the college promotion and tenure committee.
- 8) The committee shall be professional and discriminating in its decision making and base recommendations on consideration of the facts and supportive evidence contained in the candidate's dossier.
- 9) The provost or designee convenes the first meeting to charge the committee with the assignment, assist in the election of a committee chair, and provide additional assistance as required. The committee chair shall be a member of the committee elected by a majority vote of its members, and shall call the committee into session to transact such business as required.
- 10) A quorum shall consist of the attendance of all of the committee members, when practicable. However, a quorum may consist of the attendance of the majority of the committee members but never shall be less than three.
- 11) Committee members shall evaluate and vote on each case considered, and the result shall be recorded. Split votes and abstentions shall be explained within the written recommendation.

- 12) The committee chair shall forward a copy of the committee's evaluation and recommendation and dossier to Faculty Affairs.
 - 13) Faculty Affairs shall, within five calendar days, provide the committee's evaluation and recommendation to the candidate. The candidate may review and provide comments on the committee's evaluation and recommendation in writing within five calendar days after receipt of the notice. The candidate's response shall be placed in their promotion dossier.
- j) All candidate dossiers, if not withdrawn, will be reviewed by the provost and the president. Final decisions shall be made by the president and rendered in writing.
 - k) Promotion will normally become effective at the beginning of the succeeding academic year.
 - l) **Notice of Denial and Grievance Process.**
 - 1) **Notice of Denial.** If any employee is denied promotion, the employee shall be notified in writing by the university within ten (10) days or as soon as possible thereafter, of that decision. Upon written request by an employee within twenty (20) days of the employee's receipt of notice of denial of promotion, the university shall provide the employee with a written statement of the reasons for denial of promotion.
 - 2) **Grievability.** An in-unit employee who receives written notice of denial of promotion may, in accordance with the provisions and requirements of the then current collectively bargained grievance procedure, contest the decision because of an alleged violation of a specific provision of the collective bargaining agreement. A non-unit employee who receives written notice of denial of promotion may, in accordance with the provisions and requirements of the university's non-unit grievance procedure Regulation 6C7-3.0132, contest the decision because of an alleged violation of university regulation, policy, or procedure. In either case, time limits for filing such grievances shall be as set forth in the applicable procedure.

Authority: New (DATE)

Resolution 2010-2011-1 Promotion of Non Tenure-Earning Assistant and Associate Professors

(From the Personnel Committee)

Whereas, Non Tenure-Earning Assistant and Associate Professors are actively engaged as teaching or research or clinical faculty at UCF, and

Whereas, Non Tenure-Earning Assistant and Associate Professors are integral parts of many UCF departments, and

Whereas, Non Tenure-Earning Assistant and Associate Professors should have incentives to excel, and

Whereas, such promotions would make UCF competitive for the highest quality professionals,

Be It Resolved, that the Faculty Senate Personnel Committee recommends that the UCF administration develop policy and procedures giving all Non Tenure-Earning Assistant and Associate Professors an opportunity for advancement.

Submitted Constitutional Revisions
submitted for review at the Nov. 4, 2010 Steering Committee meeting

Submitted by Barry Baker, University Libraries:

Bylaws, Section VIII. Joint Committees and Councils

G. Library Advisory Committee

2. Membership.

The committee shall consist of one faculty member from each academic unit, one college dean, and one department chair, all selected by the Committee on Committees (in consultation with the director of Libraries). Other members include one undergraduate student (appointed by the president of the Student Government) and one graduate student (appointed by the vice provost and dean of the College of Graduate Studies based on recommendations made by the president of the Graduate Student Association and the dean of the student's college). The director of the University Libraries shall serve as an ex officio member. The chair of the committee shall be a faculty member of the committee elected at the first meeting at the beginning of each academic year. Terms of service shall be three years, staggered, with the exception of the student members, who shall serve for one year.

Deleted: (appointed by the dean of the student's college). The graduate student appointment rotates annually and alphabetically by college

Submitted by Bill Merck, Administration and Finance:

Bylaws, Section VIII. Joint Committees and Councils

N. University Master Planning Committee

2. Membership.

The committee shall consist of: one faculty member from each academic unit, two of whom shall be members of the Faculty Senate (selected by the Committee on Committees in consultation with the provost and the vice president for Academic Affairs); two additional faculty members from Biology and Environmental Engineering (selected by the vice president for Administration and Finance or designee); one administrator from Academic Affairs (appointed by the provost and vice president for Academic Affairs); and two students (appointed by the president of Student Government). The president shall appoint the chair of the committee. The director of Environmental Health and Safety and the assistant director of Facilities Planning shall function as support staff to the committee. Terms of service shall be three years, staggered, with the exception of the student members, who shall serve for one year. The chair of the committee is appointed annually by the president from the membership of the committee

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Bylaws, Section VIII. Joint Committees and Councils

O. University Parking and Transportation Advisory Committee

2. Membership

The committee shall consist of two faculty members selected by the Faculty Senate Parking Advisory Committee, two students (appointed by the president of Student Government); two staff members (nominated by the USPS Council in consultation with the vice president for Administration and Finance); and one administrative and professional employee (nominated by the vice President for Administration and finance). The vice president for Administration and Finance will appoint one additional member to serve as chair. A vice chair will be elected from within the membership. Terms of service shall be one year.

Submitted by Maribeth Ehasz, SDES, and Patricia Bishop, Graduate Studies

Constitution, Article IV. Committees and Councils.

D. Types of Committees and Councils

3. Joint Committees and Councils.

b. University Admissions and Standards Committee.

The University Admissions and Standards Committee considers appeals of admissions and readmissions of undergraduate students. Additionally, the committee considers appeals of decisions concerning administrative record changes made by the Office of Undergraduate Studies for undergraduate students and the College of Graduate Studies for graduate students.

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Bylaws, Section VIII. Joint Committees and Councils

B. Admissions and Standards Committee

1. Duties and Responsibilities.

a. To consider all undergraduate student admissions that do not meet the minimum university admissions standards and that are referred to it by the Undergraduate Admissions Office.

b. To consider all undergraduate student appeals of readmission decisions or academic standing.

c. To consider undergraduate student appeals of decisions that have been made by the Office of Undergraduate Studies concerning late withdrawals, late drops, late adds, and medical withdrawals.

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d. To consider continuation of undergraduate students who fail to meet CLAST requirements in accordance with appropriate rules and regulations.

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e. To consider graduate student appeals of decisions that have been made by the College of Graduate Studies concerning late withdrawals, late drops, late adds, and medical withdrawals.

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2. Membership.

The committee shall consist of six faculty members, at least three of whom are graduate faculty, selected by the Committee on Committees (in consultation with the vice president for Student Development and Enrollment Services), one student nominated by the president of the Student Government, and six members from the professional staff (selected by the vice president for Student Development and Enrollment Services). A representative from the professional advising office for each college may serve as a non-voting resource person to assist the committee members. The vice president for Student Development and Enrollment Services (or designee) will serve as chair and identify other ex officio members. The chair will make every effort to ensure that areas relating to Admissions and Standards are represented. Terms of service shall be three years, staggered, with the exception of the student member, who shall serve for one year.

Noted during Senate Office editing as possibly requiring clarification:

Constitution, Article II. Faculty Senate

B. Apportionment

Annually prior to election, the membership of the Faculty Senate shall be apportioned equitably among the academic units based on the number of members of the general faculty in each academic unit. The number of elected members of the Senate will be apportioned among the academic units based on the number of faculty in each unit, Specific restrictions are that each academic unit shall have at least two elected voting members and no academic unit will have a number of voting elected members larger than one-fifth of the total elected voting membership of the Faculty Senate. The specific quotas shall be computed as set forth in the Senate *Bylaws*, Section II.B.

Deleted: , with the restrictions

Bylaws, Section VI. Senate Operational Committees

A. Steering Committee

1. Composition

- d. In the event of a vacancy on the Steering Committee, the senators of that academic unit shall elect a replacement from amongst its membership.

Deleted: Vacancies on the Steering Committee are filled by election from and by the senators of the vacating member's academic unit

Bylaws, Section VII. Senate Curricular Committees

Certain committees shall be designated as Senate curricular committees. Even though there is no voting by proxy for Senate meetings, Senate curricular committees may adopt policies at the start of the year to allow voting by proxy. According to *Robert's Rules of Order* (latest edition) proxies should be written, be for a specific meeting, and be given to the committee chair before the start of a meeting.

Deleted: The list of committees and councils shall be updated as necessary. Committee membership selection shall be made in accordance with the bylaws.