

UNIVERSITY OF CENTRAL FLORIDA
Faculty Senate Steering Committee

MEMORANDUM

TO: Faculty Senate Steering Committee
FROM: Faculty Senate Office
DATE: November 21, 1997
SUBJECT: Minutes of meeting held on November 6, 1997

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The Steering Committee was called to order by Dr. Richard D. Tucker, Chair, at 4:07 p.m. The roll was circulated for signatures. Minutes of October 9, 1997 were unanimously approved. Members present: Drs. Steven Goodman, Naval Modani, Glenn Cunningham, Terri Fine, Phillip Taylor, Taylor Ellis, Rosie Joels, James McBrayer, Jean Kijek, Ms. Carol Hinshaw, and Provost Gary Whitehouse. Guest: Dr. Glenn Boreman, Chair, Personnel Committee.

ANNOUNCEMENTS

Dr. Tucker announced that November 19, 1997 is the deadline date for sending names of the grand marshals and faculty representatives to the Registrar's Office. Commencement is December 20, 1997 and time is running out for nominations.

Provost Whitehouse announced that the budget review process is in the educational phase. He distributed the 1997-1998 Review of Budget Processes outline for the Steering Committee to peruse. He stated that there were two stages, the Educational stage and the Corrective stage. In the Educational stage there would be three workshops: a) Overviews of central budget methods (state, SUS, UCF), b) Overviews of major-unit budget methods (colleges, etc.), and c) Continuation of the foregoing item. These meetings are open to the faculty. The locations will be announced. In the Corrective stage, there will be a half day mini retreat on Wednesday, December 10, 1997 from 2:00-5:00 p.m.

Dr. Tucker announced that the Strategic Planning Council is in the implementation process of forming a committee to study the budget allocation. It will consist of the UCF Budget Committee, plus others, including the chair of the Faculty Senate Budget & Administrative Procedures Committee.

Dr. Whitehouse also announced that the Office of Student Affairs is undergoing potential changes. He plans to form a Student Affairs Committee to look at options and the enhancement in relationships between Academic Affairs and Student Affairs. Nominations are expected from Student Government, Faculty Senate, and the Office of Student Affairs. Dr. Whitehouse stated that he needs the appointments as soon as possible. Send nominations to Dr. Tucker.

OLD BUSINESS

Dr. Terri Fine reported that the subcommittee met on Monday after the last Senate meeting, but she has not heard from Student Government; therefore, there is nothing to report.

Dr. Tucker was pleased to report that Dr. Charles H. (Chuck) Reilly, Industrial Engineering and Management Systems, has volunteered to serve as chair of the Student Evaluation Form Committee. Karen Smith, Director, Faculty Center for Teaching and Learning, has volunteered to work with the committee regarding development aspects. Dr. Tucker will meet with Dr. Reilly on November 18 to look at evaluation of teaching. More details on the committee will be reported at the next Faculty Senate meeting on November 20, 1997.

Dr. Tucker also announced that Larry Aleamoni from the University of Arizona will continue to provide feedback to the UCF survey instrument.

NEW BUSINESS

Dr. Glenn Boreman, Chair of the Personnel Committee, reported on the Sustained Performance Evaluation proposal. The Personnel Committee made a few changes, and the Steering Committee recommended a few more. Below are the underlined additions and one change.

WHO MUST BE EVALUATED: Every faculty member who has been in rank for at least seven years since being hired at UCF, since being promoted, or since achieving tenure shall be reviewed every seven years unless the faculty member falls into one of the categories enumerated below:

WHO NEED NOT BE EVALUATED: (A) Any faculty member who has received a TIP award, a PEP award, or any university-level teaching or research performance award (e.g., Distinguished Professor award) within the last seven years. For these faculty members, the seven-year clock will re-start from the date of the award. (B) Untenured faculty members, adjunct instructors, research associates and other non-tenure earning members of the professional staff.

PROCEDURES:

I. Each department (or schools, where there are no departments) evaluation committee will, in concert with the department chair, director, or dean (where there are no departments), review the previous six years' annual evaluations of each tenured faculty member of the department who has been in rank as an associate or full professor for seven or more years after being hired at UCF, after the last promotion, or after receiving tenure, except those faculty awardees identified in the second paragraph above. The annual evaluations shall include all materials in the evaluation file for the faculty member.

II. The department evaluation committee will recommend to the dean one of the following for each person considered under the SPE. The person evaluated shall be given the opportunity to append a concise response to the evaluation before it is sent to the next level.

1. Any person whose annual evaluations have been satisfactory and without a ranking of conditional or unsatisfactory in any area of assignment for that period shall be judged "satisfactory"

in the SPE. * original wording: "...not be judged less than satisfactory in the SPE."

Dr. Modani moved to approve the changes and Dr. McBrayer seconded. It was approved unanimously.

Revisions to PEP and TIP

Dr. Modani explained the highlighted changes that were made to the (PEP) Professional Excellence Award guidelines and (TIP) The Teaching Incentive Program. Discussion followed regarding funding. The priority in the BOR budget request for 1988-1999 indicates that if funds are available next year, they will be dispersed in the order of first PEP, second TIP and third SPE. Dr. Modani stated that there would be enough funds from awards redistribution to fund three PEP awards at UCF this year. It was moved and seconded to accept the changes/revisions and they were approved unanimously. The documents will be forwarded to Provost Whitehouse.

Dr. Cunningham reported on qualifications for emeritus status for retired faculty. He stated he had met with Dr. Juge. All recommendations are forwarded to Dr. Whitehouse from the Deans' offices, whether recommended or not recommended. The Provost or President will announce the results.

OTHER

Dr. Tucker stated that the two resolutions from the Budget and Administrative Procedures Committee were approved by the Provost on October 24, 1997.

Dr. Tucker also stated that Dr. Modani and Dr. Cunningham are working on revisions to the UCF Faculty Constitution. If there are any recommendations from the Senate, please forward them to Dr. Modani. Dr. Tucker has copies of Faculty Senate Constitutions from other SUS institutions. The UCF Faculty Senate needs to study the current standing committees and determine if any need to be added or deleted.

Dr. Tucker reported that he had received a copy of a drafted letter from Dr. Michael Knox, Chair of ACFS, University of South Florida, to Regent Uhlfelder regarding Faculty Senate participation in the Board of Regents. At the last ACFS meeting there was much discussion regarding faculty participation. Feedback from Dr. Cook to Dr. Tucker was shared with the Steering Committee. Dr. Tucker asked for additional feedback to be sent to him for forwarding to Dr. Knox.

Meeting adjourned at 5: 15 p.m.

SUSTAINED PERFORMANCE EVALUATION (SPE) PROPOSAL

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WHO NEED NOT BE EVALUATED: (A) Any faculty member who has received a TIP award, a PEP award, or any **university-level teaching or research performance award** (e.g, Distinguished Professor award) within the last seven years. For these faculty members, the seven-year clock will re-start from the date of the award. (B) Untenured faculty members, adjunct instructors, research associates and other non-tenure earning members of the professional staff.

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II. The department evaluation committee will recommend to the dean one of the following for each person considered under the SPE. The person evaluated shall be given the opportunity to append a concise response to the evaluation before it is sent to the next level.

1. Any person whose annual evaluations have been satisfactory and without a ranking of conditional or unsatisfactory in any area of assignment for that period **shall be judged satisfactory in the SPE.**

2. A person whose record includes a pattern of "conditional or unsatisfactory" ratings in any area of assignment during those years and who has not met previous requirements for improvement shall develop a professional improvement plan in concert with his/her supervisor. The professional improvement plan shall include specific performance targets and a time period for achieving the targets. Annual reviews at the department level shall be required. Departments are encouraged to develop peer review committees to review performance and assist the faculty member. In the event that the faculty member and his/her supervisor cannot agree upon the elements to be included in the performance improvement plan, the faculty member may appeal to the provost, who will make the final determination.

III. The president of the university (or a designated representative) shall consider each recommended professional improvement plan. The president or representative shall give final approval for each professionals improvement plan. Specific resources identified in an approved professionals improvement shall be provided by the university.

IV. After the professional improvement plan has been approved, the faculty member's supervisor shall meet periodically with him or her to review progress toward meeting the performance targets. It is the responsibility of the faculty member to attain the performance targets specified in the professional improvement plan. Progress shall be reviewed by the evaluation committee on an annual basis until such time as the faculty member has achieved the performance targets.

V. These procedures shall take effect in the spring semester 1998-1999. At that time, all eligible faculty shall be reviewed. These procedures will be reviewed and updated annually.

November 6, 1997