

## Faculty Senate Personnel Committee

### Meeting Minutes

Wednesday, November 7, 2018

11:30 am – 12:30 pm

Location: Millican Hall Room 395-E

Call to Order: 11:30

Present: Stephen King (chair), J. Scott Carter, Yoon Choi, Kendall Cortelyou-Ward, Robert Folger, Muyunghie Kim, Jonathan Knuckey, Karol Lucken, Michael Proctor, Alfons Schulte, Blake Scott, Kelly Semrad, Vladimir Solonari, Martine Vanryckeghem, Linda Walters, Romain Gaume, John Venecek,

Guests: Lucretia Cooney (Faculty Excellence)

- 1) Note taker volunteered- Karol Lucken
- 2) Review Minutes of Previous Meeting- Minutes amended in Section 3a, changing the language of "...taking up the issue of promotion for *out-of-unit* faculty" to read "*non-tenure track* faculty." Minutes subsequently approved.
- 3) Announcements:
  - a. None
  - b. Guests Recognized
- 4) New Business/Topics for Discussion:
  - a. **Summer Work Assignments Outside of Paid Work Time**

Data was presented by Michael Proctor (from a working group of Michael Proctor and Nora Warshawsky) on the problem of uncompensated summer work. Considerable discussion was devoted to thesis/dissertation work and other service performed in the summer that is not compensated or included in FTEs. It was also noted that, in some colleges, summer workloads or productivity in general are excluded from FTE, AESP and annual evaluations. Clarification on the university policy on compensation for thesis/dissertation hours was requested of Faculty Excellence. Lucretia Cooney noted that some of this may be a problem of departmental [non] compliance with university policy. The matter will be forwarded to Dr. Jasinski. A subcommittee was also established to delve more deeply into the summer work problem. Members consist of Blake Scott, Kelly Semrad, and Michael Proctor.

The recent issue of misappropriated funds and non-compensation of faculty and students during that time due to a supposed lack of operational funds was determined to be outside the scope of this committee.
  - b. **Travel Policy**

Dr. Solonari revisited inconsistencies in travel policies across departments and colleges and would like clarification on justification for travel, travel payment procedures, and university policy. It was noted that some departments pay for travel arrangements in advance (e.g., hotel, airfare), while other departments require the faculty member to incur the expense up front, followed by later reimbursement upon presentation of receipts. It was also noted that some departments issue P-cards, however, it was suggested that this occurred in the context of grants or other external resources. Dr. Folger proposed that committee members forward their individual concerns about travel policy to Dr. Solonari to enable a complete summary of issues to consider and/or forward.
- 5) Returning Topics Updates

- a.** Joint Appointments. Steve King presented information from Faculty Excellence that found there were few 50/50 appointments and of those, there are no in/out unit appointments. The current in/out of unit appointments are of 51/49 status appointments. This means that there is no issue in how to determine ultimate faculty status as it simply corresponds to the in/out of unit status of the 51% (or higher) appointment. This issue is resolved as far as the Personnel committee is concerned.
- b.** Telecommuting Policy. Steering Committee will examine how best to share information about current policy.
- c.** Reward & Accountability for Service. Steering committee is considering whether to use faculty senate as a test case for plan development.
- d.** Evaluation of Endowed Chairs/Procedure for Renewal. A subcommittee of Steve King, Blake Scott, Robert Folger, and Yoon Choi presented draft procedure for the renewal of endowed/named chairs/professorships. Some language was amended in the evaluation document and work continues through combined efforts of Faculty Excellence and Blake Scott.

6) Other topics Emeritus policy update. Last year's Resolution 2017-2018-13 provides guidance for a new emeritus policy. However, the actual policy based on the Resolution has not been completed by the Provost's office. So faculty going up for emeritus will likely utilize the current policy, and not the policy with proposed updates. Clarifications were made that chairs cannot develop policy for emeritus that is in conflict with current UCF-wide emeritus policy.