

**Personnel Committee**  
**Meeting Agenda**  
**October 13, 2021 – Web (Zoom), 11:30 a.m.**

- I. Call to order and quorum
- II. Approval of prior meeting minutes (9/15/21)
- III. Recognition of guests
- IV. Old business
  - a. Faculty exit and stay interviews (subcommittee to report on initial findings and discuss with the rest of the committee)
  - b. Faculty involvement in hiring
  - c. Review and update list of topics assigned to committee
- V. New business
  - a. In-unit vs. out-of-unit benefits and other terms and conditions of employment
- VI. Adjournment



# Faculty Senate

## Personnel Committee

Minutes for 9/15/2021, 11:30 a.m. -12:30 p.m.

Meeting held on Zoom:

<https://ucf.zoom.us/j/96301800707?pwd=NVZHdWlNdThuQlVjQldoVEpoSmVZdz09>

1. Call to order at 11:32 a.m.
2. In attendance: Edwin Torres Areizaga, Adam Parrish, Nadine Dexter, Jacqueline Lamanna, Rodrigo Amezcua Correa, Nicole Dawson, Richard Harrison, Luca Argenti, Mark Ehrhart, Yoon Choi, Blake Scott, Michael Proctor, Lucretia Cooney, Guest- Jana Jasinski
3. Minutes of 04/07/2021 were approved.

Minutes of 8/25/2021 were requested. Edwin will follow up.

### 4. Old Business

#### a) Required Digital Training for Faculty and Staff

It was decided that this item should not be prioritized by the committee. The issue seems to have resolved itself.

#### b) Extension of Tenure Clocks under COVID

It was decided that this item should not be prioritized by the committee. Departments can develop their own COVID statements.

### 5. New Business

#### a) Faculty Evaluation and Improvement (from Steering)

It was noted that this issue was resolved in the meeting of 04/07/2021.

#### b) Faculty Involvement in Hiring

Edwin will follow up with the individual who sent the request to gather more information.

#### c) Medical Librarian Promotion Process

Nadine Dexter will discuss the draft pathway for librarian promotion with Jana Jasinski.

#### d) New Policies for Review

##### i) Title IX Grievance Policy



# Faculty Senate

It was noted that there are no qualifications listed for advisors to complainants or respondents, and that advisors should be qualified. Furthermore, it seemed odd that advisors may not participate directly in meetings or hearings, except in cases involving student respondents. Edwin will submit comments on the policy.

ii) Retention of External Legal Counsel

The committee had no comment on this policy.

iii) Communication with Prosecuting Authority

The committee had no comment on this policy.

6. Announcements

- a) Agenda items for the next meeting include: An update on exit and stay interviews, and a new discussion about faculty involvement in the hiring process.
- b) Please send any additional item to Edwin.

7. Meeting adjourned at 12:23 p.m.

Important links for review on personnel committee

Process of hiring

<https://oie.ucf.edu/documents/SearchScreeningGuidelines.pdf>

## Steering Assigned Topics for 2021-2022 Faculty Senate

Steering #	Committee Assignment	Topic	Description	Referred By	Status
11	Personnel 8-27-21	Faculty Involvement in Hiring	Investigate or survey the degree to which faculty are involved in hiring new faculty in each department, determine the guidelines given to chairs in each college and whether/how they differ, collect UCF procedures from Faculty Excellence and the Office of Institutional Equity, and develop standards and best practices the Senate recommends for hiring, recognizing that "who may teach" (i.e., hiring) is one of the four Academic Freedoms established in the landmark Supreme Court case Sweezy v. New Hampshire, 354 U.S. 234 (1957).	Orlovskaya 8-26-21	In progress  Initial discussion was held at the September 2021 meeting. The committee determined that more background information was needed before taking any action. We will re-take this issue on the October meeting
2020-2021-4	Personnel 8-20-20	Anonymizing Supervisor Surveys	Addressing the problem of creating surveys that are truly anonymous	Filler 4-27-20	Data should be gathered about standards of anonymity. <b>CONTINUE</b>
2020-2021-10	Personnel 9-24-20	Required Digital Training for Faculty and Staff	A recurring problem with required UCF digital training is subjective questions (FERPA training), unrealistic quiz passing scores, no means to request feedback to know what was missed (FERPA Training), and erroneous scoring (ECCT).	Dennis Filler 9-22-20	This topic was discussed in the personnel committee. Initially there was a concern about the number required training and overlapping deadlines. In the last meeting of the personnel committee (Sept 2021), it was decided that the issue seemed to have resolved itself. Therefore, the committee decided that no further action is needed.
2020-2021-21	Personnel Committee	Extension of Tenure Clocks under COVID	Address concerns from faculty members regarding extension of tenure clocks under COVID.	Steering Kelly Semrad 11-12-20	Developed an Optional Statement of COVID-19 Repercussions; Given to Faculty Excellence. <b>CONTINUE</b>  Yes, this issue was discussed last year. The committee thought that the one-year extension was appropriate and that there was no need for a second year's extension. Furthermore, the committee believed that the optional covid

					statement was appropriate.
2019-2020-4	Personnel Committee	Faculty administrative action	Consistent investigation and consequences for faculty administrative action regarding sexual harassment or other issues of misconduct.	Deans Meeting 5-31-19	<b>Steering</b> should determine if this remains a topic for Personnel. I think the status is still the same.
2019-2020-12	Personnel	Faculty Grievances	Grievances should be heard by a faculty panel instead of one administrator making the final decision. Obtain statistics on grievances from Contract Compliance & Administration Support on historical total number grievances by type, gender, etc. to identify a trend. Also research/benchmark other universities process.	Steering 4-4-19	Data should be gathered about grievance policies across the SUS. <b>CONTINUE</b> I'm not sure how much discussion was held on this issue. However, in a unionized environment grievances processes typically part of a collective bargaining agreement. Therefore, I'm not sure how much oversight the personnel committee can have on this issue. I will bring it back to committee.
2019-2020-18	Personnel	Out-of-unit Faculty Benefits	Resolution 2017-2018-12 was denied. Work with the Faculty and Staff Benefits Committee in upcoming year to address issue.	Personnel 3-6-19	Re-write targeted toward out-of-unit faculty with no administrative roles. <b>CONTINUE</b> The issue of out of unit benefits remains a complex one. This particular resolution dealt with parental leave. Last year, the committee thought that given the COVID pandemic and resource constraints, that it might be a bit challenging to advocate for this benefit again. However, the committee will be discussing the benefits offered to out of unit vs. in-unit faculty and staff in coordination with the benefits committee and make recommendations in the future.

2019-2020-19	Personnel	Emeritus Resolution 2017-2018-13	Policy update proceeding, examine to see if points raised in resolution are addressed in the policy.	Personnel 3-6-19	Committee monitoring. <b>CONTINUE</b> I'm not sure where we sit on this one.
2018-2019-2	Personnel	Payment Structure for Awards.	Excellence and Pegasus Professor awards should be more prestigious than individual accomplishment awards such as TIP, RIA, and SoTL and the financial benefit should be more than a one-time payment.	Steering 4-5-18	TIP eligibility Resolution not approved in Senate. Issues remain regarding TIP, RIA, SoTL, <b>CONTINUE</b> The committee held some initial discussions on this issue. However, the committee decided that no further action was needed.
2018-2019-12	Personnel	Faculty Salary Compression Study	Update to study for all faculty. <b>Comment: Request both equity AND compression studies in upcoming year.</b> Steering 4-4-19: Identify the annual pay raises around the State.	Self 8-8-18	Both equity and compression studies were conducted. Resolution 12 addresses consistent data sets. <b>CONTINUE</b> The salary study was conducted last year. Recommendations were forwarded to the appropriate administrators. At the moment these recommendations are under review.
2018-2019-14	Personnel	Faculty Retention	Colleges are struggling with faculty retention.	Dean meetings 8-8-18	Data should be gathered about faculty that we did not retain. <b>CONTINUE</b> - The committee is interested in a related topic – exit and stay interviews. There is a subcommittee to investigate these processes.
2017-2018-16	Personnel	Spousal Conflict of Interest Resolution; Resolution 2016-2017-13	Keep informed of progress the UCF Research Conflict of Interest committee is making on issue. Policy didn't resolve specific issues. <b>Response: Current policy didn't resolve specific issues. UCF Research Col committee supposed to address. Issue may need input from Compliance &amp; Ethics.</b>	Personnel Committee	Keep Open – Other input to occur There was a discussion on this issue, but I don't believe that the committee took any action.

