

## Faculty Senate Personnel Committee

Wednesday, October 18, 2017

11:30 am – 12:30 pm

Location: Millican Hall room 395E

### AGENDA

- 1) Call to order
- 2) Roll Call
- 3) Selection of minutes taker for the meeting
- 4) Review and approval of minutes of September 20, 2017 meeting
- 5) Announcements and recognition of guests
- 6) Old Business-
  - a. **Emeritus Policy** issues with new policy (Guest: Florencio Hernandez)
    - i. **Attachments: UCF Revised Emeritus Guidelines**
  - b. **Promotion and Tenure Guidelines:** New discussion and resolutions (Blake Scott)
    - i. **Attachments:** *Blake Scott emailed several to all committee members*
  - c. **Notice of teaching assignments:** summer, evening, and change of modes – *Discussion: what steps to take?*
- 7) New business- *Topics assigned by Faculty Senate Steering Committee*
  - a. **Salary study follow up:** gender gap study, implementation of responses (will invite members to future meeting: Nov 15, Dec 20, Jan 17, or subgroup)
  - b. **On-line courses:** lack of policy on ownership and usage of class material
  - c. **Out-of-unit Parental leave policy:** no current policy
  - d. **Evaluation of endowed chairs:** no regular process in place
- 8) Other topics
  - a. **Study abroad.** No set policy on number of students for classes in order to be paid.
- 9) Adjournment

**Faculty Senate Personnel Committee**  
Meeting Minutes for Wednesday, September 20, 2017  
11:30 am – 12:30 pm  
Location: Millican Hall room 395E

- 1) Meeting called to order at 11:30
- 2) Members in attendance: Stephen King (Chair), Scott Carter, Mason Cash, Waldemar Karwowski, Muyunghie Kim, Jonathan Knuckley, Yuanwei Qi, Blake Scott, Vladimir Solonari, Linda Walters, Po-Ju Chen, Valerie Storey, Michael Valenti, John Venecek, Konstantine Vodopyanov
- 3) Linda Walters volunteered to be minutes taker for the meeting
- 4) Minutes of April 12, 2017 meeting were approved as ammended
- 5) Announcements: Meeting schedule for remainder of 2016/2017 was provided
- 6) Recognition of guests: Lucretia Cooney and Jana Jasinski from Faculty Excellence
- 7) Old Business-*none*
- 8) New business- *Topics assigned by Faculty Senate Steering Committee*

**Promotion and tenure issues**

The discussion was led by Blake Scott. He headed a committee on this topic last academic year and they have identified some issues and potential solutions for these issues in the form of 3 resolutions.

Issues:

- 1) Caseload issue for university committee. This is expected to increase dramatically between 2019-2022.
- 2) Role of university committee?
- 3) Right to be evaluated by people who understand your faculty position for folks in Centers and Institutes and Medical School (or possibly person from ORC as representative).

Lively discussion on all topics ensued. No general agreement was reached but conversation revolved around:

-Possibility of having a non-voting person on university committee only to represent specific faculty folder.

-Should 100% positive vote be needed to bypass university committee? 80%? COEHP representative read a statement that they want all folders to continue to be read by university committee.

-Question asked: Does Provost ever overturn university committee vote? If yes, then what is their role? Lucretia Cooney was going to research this and

provide answer at next meeting.

-Parts of P and T regulations are unclear – we need to clarify and then follow these regulations.

-Blake offered to use this discussion to revisit the three resolutions and produce new language for personnel to discuss at their next meeting.

### **Emeritus Policy**

There appears to be a “gap in faculty coverage” that appears between the time when people retire and when they become emeritus. The gap occurs because you cannot apply for emeritus status until you officially retire. This leaves faculty with students in an untenable situation because they can no longer serve on committees.

-Suggestion: Write a resolution to change this. It will then need to be bargained.

### **Teaching Assignments**

This was brought to personnel committee due to concerns from faculty who were asked to undertake assignments that they were not sure they were required to accept. This includes night assignments, summer assignments, changes in delivery mode, etc. It was stated that collective bargaining has this in their document (Article 9). Unfortunately, it appears that not all chairs follow the rules.

-Suggestion: Strongly remind chairs at chairs council.

### **Salary Equity**

A new study is near completion. We should invite IKM and the committee to present new findings.

9) Adjournment at 12:30 pm

**Promotion and Tenure**

**University Committee Recommendations Differing from Provost**

	<b>University Committee YES. Provost NO.</b>	<b>University Committee NO. Provost YES.</b>
<b>2016-17</b>		
TTE Promotion to Associate		
TTE Promotion to Full		3
Tenure Only		
NTE Promotion to Associate		
NTE Promotion to Full		
<b>Total 2016-17</b>	<b>0</b>	<b>3</b>
<b>2015-16</b>		
TTE Promotion to Associate		1
TTE Promotion to Full	2	1
Tenure Only		
NTE Promotion to Associate		
NTE Promotion to Full		
<b>Total 2015-16</b>	<b>2</b>	<b>2</b>
<b>2014-15</b>		
TTE Promotion to Associate		
TTE Promotion to Full	1	4
Tenure Only		
NTE Promotion to Associate		
NTE Promotion to Full		
<b>Total 2014-15</b>	<b>1</b>	<b>4</b>
<b>2013-14</b>		
TTE Promotion to Associate		
TTE Promotion to Full		3
Tenure Only		
NTE Promotion to Associate		
NTE Promotion to Full		
<b>Total 2013-14</b>	<b>0</b>	<b>3</b>
<b>TOTAL - Last 4 Years</b>	<b>6</b>	<b>21</b>



**(Revised Version of policy number 4-502.2. Subject: Emeritus Status)**

**POLICY STATEMENT**

*The title Professor Emeritus is an honorific title conferred upon retired faculty who have distinguished themselves during the course of their academic careers with an extraordinary performance in teaching, research and/or service. The title serves as an honor to the individual and to the university*

This policy applies to all UCF faculty members, which includes tenured faculty, research faculty, clinical faculty, university librarians, instructors, lecturers, administrative faculty, instructional specialists and instructional designers, who wish to be considered for an emeritus status appropriate to their rank or position. The title that the emeritus faculty members may hold are of the form “last title held, Emeritus”, for example Professor Emeritus, Associate Research Professor Emeritus, Instructor Emeritus, or Associate University Librarian Emeritus etc. Those who held chair positions may retain the chair title, suffixed by “Emeritus”, for example “Chatlos Foundation Endowed Chair, Emeritus”. The titles emeritus confer lifetime academic appointments.

The emeritus titles may be given to a retired member of the faculty or in anticipation of the retirement of a faculty member, effective upon full retirement from the university. The conferring of these titles is not automatic upon retirement.

Faculty members who wish to be considered for emeritus status must:

- Apply within two years before retiring from UCF or after retirement and no later than five years after retiring from UCF; The request for emeritus status must be received by the BOT at least one year prior to the date of retirement, if the prerequisites of emeritus status are to become effective by that date; Applicants must not be in DROP or phased retirement;
- Have been a permanent employee at UCF for a minimum of ten consecutive years immediately preceding their retirement; Those who do not have 10 years, may be referred to the president at the discretion of the Commencements, Convocations, and Recognitions Committee (CCRC) on faculty evaluations;
- Demonstrate an established record of distinguished performance that is well above the norm, in teaching, research, scholarship or other professional achievement including contributions and service to the University community.

Persons who hold an emeritus title at other institutions normally are not eligible for an emeritus title at the University.

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 of each academic year 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, statement of impact and contributions to the university and its community, current curriculum vitae, two letters of recommendation and other evidence to support the major professional contributions and university activities while at UCF.

The unit head will present the candidate’s application to the Faculty unit members, and a secret vote 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 February 1.

An advocate who is educated on the merits of the candidate will present the candidate's application to the Commencements, Convocations, and Recognitions Committee (CCRC). The Committee will consider the merits of each application as documented by the applicant or nominee, members vote, and responsible administrator. Only faculty members on the committee may vote on applications for emeritus status.

The CCRC will only approve emeritus status for those candidates who have demonstrably made extraordinary scholarly contributions in research and/or teaching, well above the norm for their field, or who have made outstanding contributions to the university.

The chair of the Commencements, Convocations, and Recognitions Committee will transmit the committee's recommendation to the provost or appropriate vice president, who, in turn, will 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.

## **PRIVILEGES & RESPONSIBILITIES**

Individuals awarded emeritus status will be afforded the following privileges:

- listed with the faculty in the bulletin of the department or college
- emeritus permanent university ID card permitting the use of all Library facilities,
- faculty privileges in purchasing athletic, convocations and other tickets,
- receive campus-wide news publications,
- departmental office space where possible and requested,
- conducting university or departmental seminars by mutual agreement,
- invited to academic and University functions in the areas of their interests,
- may be invited to attend Academic Senate meetings with voice but without vote,
- to march in academic processions such as commencement,
- may be invited to attend faculty meetings with a status as a non-voting ex-officio member of her or his department,
- exemption from parking fees.
- use of University affiliation in all publications and other works, and
- in addition, holders of an emeritus title will be granted all privileges and perquisites of retired faculty

**Please note:** Any retired faculty member awarded emeritus status in a named professorship or chair must not receive a stipend for the endowment for the professorship or chair after retirement.

**Promotion and Tenure  
University Committee Analysis**

Year	Total Applications**	Total Non-Tenure Earning	Unanimous Positive	% Unanimous Positive	Thresholds*																											
					>90% Positive	% >90%	# Approved by Provost	>85% Positive	% >85%	# Approved by Provost	>80% Positive	% >80%	# Approved by Provost	>75% Positive	% >75%	# Approved by Provost	>70% Positive	% >70%	# Approved by Provost	>65% Positive	% >65%	# Approved by Provost	>60% Positive	% >60%	# Approved by Provost	>55% Positive	% >55%	# Approved by Provost	>50% Positive	% >50%	# Approved by Provost	
2016-17	79	12	41	52%	54	68%	54	57	72%	57	60	76%	60	64	81%	64	67	85%	67	68	86%	67	69	87%	68	73	92%	72	74	94%	73	
2015-16	42	4	24	57%	27	64%	27	30	71%	30	33	79%	33	34	81%	34	34	81%	34	34	81%	34	34	81%	34	34	81%	34	36	86%	35	
2014-15	33	3	19	58%	20	61%	20	20	61%	20	20	61%	20	22	67%	21	23	70%	22	25	76%	24	26	79%	24	28	85%	25	28	85%	25	
2013-14	35	2	20	57%	24	69%	24	24	69%	24	25	71%	25	25	71%	25	26	74%	25	27	77%	25	28	80%	25	30	86%	25	31	89%	25	
Average			26	55.94%																												

\*Not including chair/dean votes

\*\*Includes Non-Tenure Earning