

MEETING MINUTES
FACULTY SENATE PERSONNEL COMMITTEE
October 18, 2023 11:30-12:30

In attendance: Shawn Burke, Rodrigo Amezcua Correa, Vladimir Gatchev, Richard Harrison, Juhee Kang, Karol Lucken (chair), Matthew Mosher, Michael Proctor, Kristina Tollefson (vice chair), Martine Vanryckeghem.

Absent Members: Baiyun Chen, David Harris, Donna Neff.

Guests: Jana Jasinski

1. Call to Order: Confirmation of quorum
2. Recorder: Richard Harrison
3. September 20, 2023 minutes: Approved
4. Recognition of Guests: Jana Jasinski (Vice Provost for Faculty Excellence)
5. Announcements: None.
6. Ongoing/Unfinished Business
 - Joint/Secondary Faculty Appointment Guidelines
Chair Lucken posted numerous comments on proposed joint/secondary faculty appointment guidelines in the Personnel Committee folder on Teams. The general sentiment of the faculty is that this is an opportune time to address the issue. It was suggested that teaching responsibilities for faculty with joint appointments need to be specified in the guidelines. There also is the potential problem of faculty with joint/secondary appointments having to divide time between two or more UCF campuses (e.g., Lake Nona campus and Main campus). Motion to accept guidelines and forward to Jana Jasinski/Faculty Excellence
 - SPIs/Evaluation of Teaching
Five members of Personnel have agreed to serve on a subcommittee to address this topic: Burke, Lucken, Mosher (chair), Neff, and Vanryckeghem. Chair Lucken met with Kevin Yee, Director of the Faculty Center for Teaching and Learning (FCTL) to discuss SPIs/evaluations. There is an advisory committee comprised of 12 faculty from across the university, working with FCTL, which has made some preliminary recommendations. It was agreed that the Personnel subcommittee should work with the advisory committee to craft questions/rubrics which are more objective rather than subjective. It was noted that research has shown that SPIs have sexist, racist, and international biases. Any recommendations for SPIs/Evaluation of Teaching will be in the form of a Faculty Senate resolution to be forwarded to the Provost.
 - Resubmission of 2022-2023 Faculty Senate Resolution on Faculty Involvement in Hiring
The full Faculty Senate approved a resolution
[https://faculty senate.ucf.edu/resolution/resolutions-2022-2023/#Resolution_2022-2023-15_Faculty_Involvement_in_the_Hiring_of_TenuredTenure-EarningResearch_TTER_Faculty] at its March 23, 2023 meeting. The resolution was denied

by the Provost. As was discussed at the September 20, 2023 Personnel Committee meeting, a subcommittee comprised of Lucken and Vanryckeghem are in the process of reviewing the Provost's rationale for denying the resolution, with an eye toward redrafting the resolution to address the Provost's concerns. A suggestion was made that, at the very least, a search manager/chair should provide some aggregate data (e.g., number of applicants, ratio of male/female) to the faculty within department. This information is collected by University Human Resources. However, the Provost would need to direct Human Resources to supply that data to respective departments.

- UCF Big 12 Conference Faculty Fellowship Program
The full Faculty Senate is interested in this program. Chair Lucken will provide further information about the program to the Personnel Committee. Big 12 Conference members that have such a program include Iowa State, Kansas State, Texas Tech, and West Virginia. Each participating university has their own policy. The Senate seeks to draft a policy so UCF also can participate. A suggestion was made to ask interested Senators to serve on a Personnel subcommittee that would draft a policy or make a recommendation about adopting an existing policy for review by the Senate Steering Committee.
- E & G and Other Budget Data/Potential New Revenue Streams
Awaiting report and data from University Finance and Administration which will be released in early November 2023.
- Ongoing Solicitation of Faculty Success Ideas
No report. Mention was made that the issue of SPIs/Evaluation of Teaching, addressed earlier in this meeting, is one of the suggestions that has been made for faculty success.

7. New Business

- In the Promotion and Tenure process, what occurs should a candidate apply "earlier" than the typical sixth year of continuous service? Should the College and department be notified that a candidate is applying "early"? Should the criteria be time-in-rank or quality of research?
- With regard to outside review letters, guidelines state the following:

The department chair or unit head and the department or unit promotion and tenure committee shall jointly nominate four (4) outside reviewers in ranked order; and the faculty member being considered for promotion shall nominate their own four (4) outside reviewers in ranked order. The candidate will select two (2) reviewers from the department's or unit's list. The department chair or unit head, in consultation with the department or unit promotion and tenure committee, shall select two (2) reviewers from the candidate's list.

What occurs if a dossier contains five or more outside review letters? Vice Provost Jasinski stated that again, according to the guidelines, no more than four letters should be included in the dossier. Candidates and search managers/chairs should request outside letters

sequentially, but sometimes candidates and search managers/chairs send an e-mail blast to numerous potential outside reviewers with the hope of receiving at least four letters.

- Interfolio is a third-party faculty information system. How secure is the data stored within that system? Vice Provost Jasinski stated that UCF IT vets all third-party systems for data security.

8. Other Business: None.

9. Adjournment: 12:35 p.m.