

# MEMORANDUM

**Date:** October 13, 2016  
**TO:** All Faculty Senate Members  
**FROM:** Keith Koons  
Chair, Faculty Senate  
**SUBJECT:** Faculty Senate Meeting on October 20, 2016

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Meeting Date: Thursday, October 20, 2016  
Meeting Time: 4:00 - 6:00 p.m.  
Meeting Location: Student Union Key West, Room 218

## A G E N D A

1. **Call to Order**
2. **Roll Call**
3. **Approval of Minutes of *September 22, 2016***
4. **Announcements and Recognition of Guests**
5. **Report of the Provost**
6. **Old Business**  
None.
7. **New Business**
  - Amendments/vote on resolutions brought forward by Steering on August 11, 2016.
    - Resolution 2016-2017-1 Faculty Senate Bylaw Change, Section VIII. Joint Committees and Councils
    - Resolution 2016-2017-2 Faculty Senate Bylaw Change, Various Joint Committees and Councils
    - Resolution 2016-2017-3 Faculty Senate Bylaw Change, University Promotion and Tenure Committee
    - Resolution 2016-2017-4 Faculty Senate Bylaw Change, Undergraduate Council and Committees
    - Resolution 2016-2017-5 Faculty Senate Bylaw Change, Graduate Council and Committees
    - Resolution 2016-2017-6 Faculty Senate Bylaw Change, Parking Advisory and University Parking and Transportation Committees
    - Resolution 2016-2017-7 Faculty Senate Bylaw Change, Information Technology Resource Advisory Committee
    - Resolution 2016-2017-8 Faculty Senate Bylaw Change, Nominating Committee
    - Resolution 2016-2017-9 Faculty Senate Bylaw Change, Governance in Academic Units

- Resolution 2016-2017-10 Faculty Senate Bylaw Change, Restore Section IV.I. Resolutions
- Resolution 2016-2017-11 Faculty Senate Bylaw Change, Section IX. Amendments

**8. Committee Reports**

- Budget and Administrative Committee – *Pradeep Bhardwaj*
- Personnel Committee – *Stephen King*
- Parking Advisory Committee – *Ahmad Elshennawy*
- Undergraduate Council – *Kelly Allred*
- Graduate Council – *Zixia Song*

**9. Other Business**

**10. Adjournment**

**Faculty Senate Meeting**  
Minutes of  
**September 22, 2016**

Keith Koons, chair, called the meeting to order at 4:02 p.m. The roll was circulated for signatures.

**MINUTES**

Motion to approve the minutes of August 25, 2016 was made and seconded. The minutes were approved as recorded.

**RECOGNITION OF GUESTS**

Greg Schuckman, Assistant Vice President of University Relations and Director of Federal Relations

Kristy McAllister, Academic Affairs Information and Publication Services

**ANNOUNCEMENTS**

The Office of Faculty Excellence has an opportunity for faculty to help brainstorm ideas for an electronic system that will be used for faculty reporting, such as faculty annual reports, as well as used by administrators for accessing aggregate data (reports on faculty productivity related to publications, honors and awards, and more).

The system will either be developed in-house or licensed through a third-party vendor. The first step in the process is to brainstorm what that system would be and what it would look like (i.e., the business processes it would support and functionality for multiple users including faculty and administrators). Three brainstorming meetings, facilitated by the Office of Faculty Excellence, will provide opportunities for faculty to brainstorm and sketch out ideas for the system. Faculty who plan to attend are asked to please come prepared to discuss what would be valuable for this system (e.g., reporting, scheduled activities, ad hoc functions) from your perspective as a faculty, administrator, or other. To best accommodate schedules, three sessions are scheduled. A RSVP is not necessary.

- Friday, September 30 from 1:30-2:30 p.m., Classroom Building 1, room 205
- Tuesday, October 11 from 12:00-1:00 p.m., Classroom Building 1, room 205
- Wednesday, October 12 from 10:00-11:00 a.m., Classroom Building 1, room 205

Question: Have you done any benchmarking or researched what other universities are doing?

Answer: Yes, there are outside vendors that other universities use, whereas other institutions develop their own product.

We will send out a follow-up email to all senators with the information.

Dr. Koons informed the senators about the Advisory Council of Faculty Senates (ACFS) which is represented by faculty members from all the State University System institutions. The elected chair of ACFS has a seat on the Board of Governors. The ACFS is holding a meeting tomorrow at New College in Sarasota. Drs. Koons, Oetjen, and Self are attending representing UCF.

### **OLD BUSINESS**

None.

### **REPORT OF THE PROVOST**

Dr. Elizabeth Dooley attended on behalf of the provost. No report at this time, but will answer any questions.

### **NEW BUSINESS**

#### Federal Research Opportunities

Dr. Koons introduced Greg Schuckman, Assistant Vice President for University Relations and Director of Federal Relations. Indicated that the Federal fiscal year starts October 1. Since there is no an approved budget yet, congress will have to pass a continuing resolution to fund the government through December 9. This means all agencies will see a half percent reduction in funding based on the budget this fiscal year until a new budget is approved. The agencies will likely process request for proposals (RFP) slower and more conservatively.

Prior to 2012, earmarks in the budget directed specific funding toward an institution or project. Between 2001 and 2010, UCF benefited from over \$67 million in earmarks. UCF is unique in that we sent out a request for proposals internally for faculty to submit ideas through a white paper process, followed by proposals to a committee. The committee is co-chaired by Greg Schuckman, Liz Klonoff, and other members including administrators, board of trustees, and an external stakeholder. The committee invites and listens to faculty presentations. After the presentations, the committee makes recommendations on priorities to Dr. Hitt. This process is a great way to achieve more funding and recognition. This process was postponed in 2012 when congress put a ban on earmarking. Soft earmarking still occurs, but instead of being directed to a specific institution, increased funding is requested to an agency for a specific purpose.

Regardless of what happens in the presidential election, UCF would like to be prepared with a list of federal priorities, so the internal process will proceed. Mr. Schuckman is on campus through Wednesday meeting with several colleges and institutes. White papers are due October 10. The committee will determine which white papers will be invited to submit proposals by November 23. November 29, the committee will hold an all-day session to here presentations.

Question: In the past, certain agencies made it clear that if you received an earmark you would not receive any other federal funds. Is there anything else you can do for us besides getting earmarks?

Answer: There are two agencies we do nothing with; the National Science Foundation (NSF) and the National Institutes of Health (NIH). These agencies want nothing to do with earmarks. The Department of Defense is friendly to earmarking.

Question: For the internal federal priorities list, do we submit white papers through our dean or directly to you?

Answer: Proposals go through the dean. All the paperwork and information is available on the Office of Research website at

[http://www.research.ucf.edu/FY2018\\_UCF\\_FederalPrioritiesInformation\\_FullProposalFormat.pdf](http://www.research.ucf.edu/FY2018_UCF_FederalPrioritiesInformation_FullProposalFormat.pdf).

#### Approval of TIP, RIA, and SoTL Documents

Dr. Koons pointed out that last year the Steering Ad Hoc Committee on Awards submitted recommended changes to the award documents to the provost. These recommendations are under consideration by administration through the bargaining process with UFF. Since bargaining is still underway, the only change to the procedures to be approved are the dates.

Motion and second to approve the TIP, RIA, and SoTL documents. Open for discussion. A senator pointed out that the College of Medicine documents are included even though the College of Medicine is not included in bargaining. What is going to happen with these documents? Since these are the same documents, administration probably did not want to change at this time.

Question: Is this going to be a yearly problem if the approval happens before bargaining is complete?

Answer: If changes are approved through bargaining, the changes would go into effect the following year.

Discussion closed. Vote: all in favor, motion passes.

#### Discussion of Resolutions Brought Forward by Steering on August 11, 2016

Dr. Koons noted that the eleven resolutions presented impact the Bylaws of the Faculty Constitution. This meeting is devoted to discussion. The resolutions will be subject to amendments and voting at the October meeting. If you have a substantial amendment, please bring to the next meeting in printed form.

Question: Last year there was question regarding the process for the Constitutional change, can you clarify?

Answer: The Constitutional change is a more rigorous process. All the resolutions this year are only changes to the bylaws which is not as rigorous and is defined as needing two successive meetings of the Senate.

Dr. Koons introduced each resolution, allowing time for comments or discussion. Clarification requested on red versus black text. Red underlined text indicates new language where red strikethrough text indicates deletions of current language. Black text indicates existing language.

- Resolution 2016-2017-1 Faculty Senate Bylaw Change, Section VIII. Joint Committees and Councils – no discussion.
- Resolution 2016-2017-2 Faculty Senate Bylaw Change, Various Joint Committees and Councils – no discussion.
- Resolution 2016-2017-3 Faculty Senate Bylaw Change, University Promotion and Tenure Committee – no discussion.
- Resolution 2016-2017-4 Faculty Senate Bylaw Change, Undergraduate Council and Committees – no discussion.
- Resolution 2016-2017-5 Faculty Senate Bylaw Change, Graduate Council and Committees. None of the committees currently have the associate deans as ex officio members. Don't really see the need in adding ten additional members. This change models the Undergraduate committees where the associate deans responsible for curricular items are included. Some members of the graduate council don't seem to think adding them is a good idea. Suggested senators talk to members of the graduate council to see what they think. Typically the associate dean attends when an item in their college is on the agenda. Different from the undergraduate committees where the associate deans present the information. Before a policy change is presented, the graduate studies executive committee discusses a change with the associate deans for feedback. Statement made that ex officio doesn't mean compulsory attendance and not counted as part of the quorum. Ex officio members are members of the committee and meant to serve as a resource. For the undergraduate committees, even if the associate deans don't have an item, they are still helpful in the whole process, but don't know if this would be true for the graduate level. Suggested everyone check around and touch base with their respective associate dean to find out more from those individuals that deal with curricular items to determine how or if this resolution needs to be modified.
- Resolution 2016-2017-6 Faculty Senate Bylaw Change, Parking Advisory and University Parking and Transportation Committees – no discussion.
- Resolution 2016-2017-7 Faculty Senate Bylaw Change, Information Technology Resource Advisory Committee – no discussion.
- Resolution 2016-2017-8 Faculty Senate Bylaw Change, Nominating Committee – no discussion.

- Resolution 2016-2017-9 Faculty Senate Bylaw Change, Governance in Academic Units. In reference to line 17 and 18; strongly opposed to monthly meetings, seems very micro-management. Comment that monthly is not required, but helps if you want to meet. The term faculty meeting doesn't appear in any UCF document. This defines a model for a department. Many departments operate fine and the intent was not to make a well run department meet. This doesn't seem necessary if you have senior faculty. Some units have no senior faculty. Line 27 regarding posting online. Does this mean website or email? Can be posted on an intranet, but accessible to the faculty. If email, new faculty do not have access. At what level is this for (dean, chairs, program directors, etc.)? All levels. Regarding line 17 and 18. Requirement seems excessive, would rather see "must meet on a regular basis each semester" and leave what regular means to the departments. B.1. is missing input to the agenda from faculty. Impromptu survey with a show of hands with how many currently have monthly meetings; majority raised their hands. Asked how many meet every two months; couple of hands raised. Asked how many every semester; just a couple of hands raised. Asked if anyone has not had a meeting within the last year; no hands raised. Comment made that it is a good practice to have minutes. Would like to see "faculty of a unit are entitled to request a meeting" to have a clear mandate of the right of the faculty. Would like to strike all reference to unit bylaws. Unit operates fine and don't want to develop bylaws. Bylaws are happening anyway, Faculty Excellence is requesting copies of bylaws. Seems the language is disconnected. Requires information posted online, but only suggests there should be a meeting.
- Resolution 2016-2017-10 Faculty Senate Bylaw Change, Restore Section IV.I. Resolutions – no discussion.
- Resolution 2016-2017-11 Faculty Senate Bylaw Change, Section IX. Amendments – no discussion.

## **COMMITTEE REPORTS**

### Budget and Administrative Committee – Pradeep Bhardwaj

Meeting scheduled for October 5, nothing to report at this time.

### Personnel Committee – Stephen King

Held first meeting. Discussed the five topics assigned by Steering. Formed subcommittees to work on two topics. Had the most discussion on the Nepotism policy. Referred to a 1977-1978-19 and 1991-1992-16 resolutions. Current UCF Policy has contradictory statements.

### Parking Advisory Committee – Ahmad Elshennawy

Nothing to report at this time.

Undergraduate Council – Kelly Allred

Met on September 13. Discussed the potential need to update the academic rigor report, which is temporarily tabled. Also discussed the need to document and for timely communication regarding course and program changes. Next meeting October 11.

Graduate Council – Zixia Song

Each committee has met and conducting normal business.

**OTHER BUSINESS**

None.

**ADJOURNMENT**

The meeting adjourned at 5:10 p.m.



## Proposed Amendment to Resolutions Presented at October 20 Senate Meeting

### 2016-2017-9 Governance in Academic Units

Amendment Sponsor: Vladimir Solonari

#### B. Meetings

1. ~~Department/school faculty meetings called by and presided over by the leader should occur at least monthly during the Fall and Spring semesters.~~ Meetings of Department/school faculty will be regularly called by and presided over by the leader. Their frequency will depend on the needs and usages of the units. At least one meeting per semester shall be held. Chairs and directors should meet at least monthly with the college dean. Meetings should run according to the latest edition of *Robert's Rules of Order*, or other rules as specified in the unit's bylaws (note the quorum and recusal rules therein).

1                   **Resolution 2016-2017-1 Faculty Senate Bylaw Change, Section VIII. Joint**  
2                                           **Committees and Councils**

3   **Whereas**, vacancies and replacements for Senators and Senate committee members are specified in Article  
4   II.C. of the Constitution, resulting in replacements completing the remaining term; and

5   **Whereas**, Joint Committees and Councils do not specify committee member replacements; and

6   **Whereas**, nine Joint Committees have voting and ex officio members with continuing terms by virtue of the  
7   committee members position; therefore

8   **BE IT RESOLVED** that the *Bylaws* of the *Faculty Constitution* be amended as follows to specify replacement  
9   members, ensure committee terms remain staggered, and to define a continuing committee member:

10                                           **SECTION VIII.**

11                                           **Joint Committees and Councils**

12   Joint committees and councils have a broad range of responsibilities at the university level but do not report  
13   to the full Faculty Senate at each meeting. It is the responsibility of the joint committees and councils to  
14   report any policy change recommendations to the Faculty Senate Steering Committee for consideration and  
15   to comply with the relevant provisions of Article IV of this *Constitution*. All joint committees and councils  
16   will hold meetings at least once a semester during the regular academic year. The first meeting of the  
17   academic year will be held upon the call of the administrator(s) to whom the committee reports.  
18   Subsequent meetings will be held upon the call of the committee chair. If a meeting is not scheduled by the  
19   second month in the semester, the Faculty Senate chair will, upon the request of any member of the  
20   committee, arrange for a meeting location and time, and notify members. No action can be taken at  
21   committee meetings unless a majority of the voting membership is present.

22   Even though there is no voting by proxy for Senate meetings, joint committees and councils may adopt  
23   policies at the start of the year to allow voting by proxy. According to *Robert’s Rules of Order* (latest edition)  
24   proxies should be written, be for a specific meeting, and be given to the committee chair before the start of  
25   a meeting. If a non-elected committee member is absent or unable to serve for eight weeks or longer, an  
26   interim or permanent replacement will be appointed for the remaining term. If a committee member is  
27   appointed a member by virtue of the position held which will not change over multiple committee terms,  
28   those members may be listed as continuing members. When the continuing member ceases to hold the  
29   position that entitles him/her to such membership, membership on the committee ends.

30   Each committee will maintain minutes of its meetings and the chair of each committee shall forward (except  
31   for University Athletics Committee, and the University Promotion and Tenure Committee), in a timely  
32   manner, copies of meeting agendas and minutes to the chair of the Faculty Senate. By the end of the spring  
33   semester, each committee will submit a brief written annual report of its activities to the chair of the Faculty  
34   Senate.

*Approved by the Faculty Senate Steering Committee August 11, 2016.*

1                   **Resolution 2016-2017-2 Faculty Senate Bylaw Change, Various Joint**  
2                   **Committees and Councils**

3   **Whereas**, several committees designate the chair of the committee as the committee administrator or  
4   designee without defining the chair as voting or non-voting; and

5   **Whereas**, the Academic Calendar, Undergraduate Common Program Oversight, and University Master  
6   Planning committee administrators mutually agreed that a faculty member should be elected annually by  
7   the membership as the chair; and

8   **Whereas**, several committees lack the flexibility to appoint ex officio members; and

9   **Whereas**, the Admissions and Standards committee lacks the flexibility to add additional faculty members;  
10   and

11   **Whereas**, the University Honors Committee is vague in determining faculty representation from the regional  
12   campuses and the Commencement, Convocations, and Recognitions committee did not define the faculty  
13   rank requirement for committee appointment; therefore

14   **BE IT RESOLVED** that the *Bylaws* of the *Faculty Senate Constitution* be amended as follows:

15   **Academic Calendar Committee**

16       2. Membership.

17           The committee shall consist of one faculty member from each academic unit selected by the  
18           Committee on Committees and one student nominated by the president of the Student  
19           Government. No more than two of the faculty members of the committee shall hold a rank of  
20           assistant dean or higher. The vice president for Student Development and Enrollment Services ~~(or~~  
21           designee) will (ex officio) serve as chair and shall identify ~~other~~ ex officio members. ~~The chair will~~  
22           makeing every effort to ensure that areas relating to the Academic Calendar are represented. The  
23           number of ex officio members shall not exceed the number of faculty members. The chair of the  
24           committee shall be a faculty member elected annually by the membership. Terms of service shall be  
25           two years, staggered, with the exception of the student member, who shall serve for one year.

26   **Admissions and Standards Committee**

27       2. Membership.

28           The committee shall consist of at least six faculty members ~~(~~at least three of whom shall be graduate  
29           faculty), selected by the Committee on Committees (in consultation with the vice president for  
30           Student Development and Enrollment Services), one undergraduate student nominated by the  
31           president of the Student Government, one graduate student nominated by the president of the  
32           Graduate Student Association (in consultation with vice provost and dean of the College of Graduate  
33           Studies), and six members from the professional staff (selected by the vice president for Student  
34           Development and Enrollment Services). A representative from the professional advising office for  
35           each college may serve as a non-voting resource person to assist the committee members. The vice  
36           president for Student Development and Enrollment Services ~~(or designee)~~ (ex officio) will serve as  
37           chair and identify other ex officio members. The chair will make every effort to ensure that areas  
38           relating to Admissions and Standards are represented. Terms of service shall be three years,  
39           staggered, with the exception of the student member, who shall serve for one year.

40 **Commencements, Convocations, and Recognitions Committee**

41 2. Membership.

42 The committee shall consist of one tenured faculty member from each academic unit, and one  
43 Associate or University Librarian selected by the Committee on Committees (in consultation with  
44 the president), two students selected by the president of the Student Government (in  
45 consultation with the president) and the president and the provost and executive vice president  
46 or their designees. The president (or designee) shall identify other ex officio members. The chair  
47 is appointed annually by the president from the faculty membership. Terms of service shall be  
48 two years, staggered, with the exception of the student members, who shall serve for one year.

49 **Strategic Planning Council**

50 2. Membership.

51 The committee shall consist of one faculty member from each academic unit (selected by the  
52 Committee on Committees in consultation with the provost and executive vice president); one  
53 student (appointed by the president of the Student Government); the chair of the Faculty Senate;  
54 one staff member (selected by the USPS Staff Council); one department chair (appointed by the  
55 provost and executive vice president); one faculty representing the regional campuses  
56 (appointed by the vice provost for Regional Campuses); one alumnus or alumna (selected by the  
57 president of the Alumni Association); and the provost and executive vice president. The provost  
58 and executive vice president (ex officio), in concert with the vice presidents of the administrative  
59 and academic divisions, will identify remaining members in an effort to ensure widespread  
60 representation across the university. The council chair shall be appointed by the president from  
61 the membership of the council. Terms of service are three years, staggered, with the exception  
62 of the student members, who shall serve for one year.

63 **Undergraduate Common Program Oversight Committee**

64 2. Membership.

65 The committee shall consist of at least fifteen faculty members, with at least one faculty member  
66 from each of the colleges with undergraduate programs and one professional librarian (selected  
67 by the Committee on Committees in consultation with the college deans and the vice provost and  
68 dean of the College of Undergraduate Studies). The Committee on Committees shall consider  
69 Membership shall reflect the proportion of general education credit offered between the  
70 colleges. If possible, members of the general faculty responsible for general education courses  
71 shall serve on the committee. The vice provost and dean of the College of Undergraduate  
72 Studies ~~(or designee)~~ (ex officio) shall ~~chair the committee and will~~ identify other ex officio  
73 members, making every effort to ensure that areas relating to Undergraduate Common Program  
74 Oversight are represented. The chair of the committee shall be a faculty member elected  
75 annually by the membership. Terms of service shall be two years, staggered.

76 **University Bookstore Advisory Committee**

77 2. Membership.

78 The committee shall consist of one faculty member from each academic unit (selected by the  
79 Committee on Committees), two staff members (nominated by the USPS Staff Council), one  
80 student (nominated by the president of the Student Government), one representative from  
81 Academic Affairs, the bookstore manager, and the director of Business Services. The bookstore  
82 manager shall identify ex officio members. The chair shall be elected annually from its faculty  
83 membership. Terms of service shall be two years, staggered, with the exception of the student  
84 member, who shall serve for one year.

85 **University Honors Committee**

86 2. Membership.

87 The committee shall consist of one faculty member from each academic unit, and one  
88 representative from each of the regional campuses with students participating in the Honors  
89 Program (selected by the Committee on Committees in consultation with the dean of The  
90 Burnett Honors College), and three student representatives recommended by the dean of  
91 Burnett Honors College). The dean of The Burnett Honors College (ex officio) will chair the  
92 committee and identify other ex officio members. Terms of service shall be two years, staggered,  
93 with the exception of the student members, who shall serve for one year.

94 **University Master Planning committee**

95 2. Membership.

96 The committee shall consist of one faculty member from each academic unit, two of whom shall  
97 be members of the Faculty Senate (selected by the Committee on Committees in consultation  
98 with the provost and executive vice president); two additional faculty members from Biology and  
99 Environmental Engineering (selected by the vice president for Administration and Finance or  
100 designee); one administrator from Academic Affairs (appointed by the provost and executive vice  
101 president); and two students (appointed by the president of the Student Government). The vice  
102 president for Administration and Finance (or designee) (ex officio) shall ~~chair the committee. The~~  
103 ~~chair shall~~ identify other voting and ex officio members, ~~and will make~~ing every effort to ensure  
104 that areas relating to University Master Planning are represented. The director of Environmental  
105 Health and Safety and the assistant director of Facilities Planning shall function as support staff to  
106 the committee. The chair of the committee shall be a faculty member elected annually by the  
107 membership. Terms of service shall be three years, staggered, with the exception of the student  
108 members, who shall serve for one year.

*Approved by the Faculty Senate Steering Committee August 11, 2016.*

1       **Resolution 2016-2017-3 Faculty Senate Bylaw Change, University Promotion and**  
2                                   **Tenure Committee**

3       **Whereas**, UCF Regulation 3.015 and 3.0175 exempts faculty from serving on the committee who have  
4       served on the committee within the last two years or are candidates for promotion; and

5       **Whereas**, the committee *Bylaws* do not exempt those that have served in the last two years or are  
6       candidates for promotion; therefore

7       **BE IT RESOLVED** that the *Bylaws* of the *Faculty Senate Constitution* be amended as follows exempt from  
8       service, faculty who served on the committee within the last two years or are candidates for promotion:

9       **University Promotion and Tenure Committee**

10                 2. Membership.

11                     a. Committee ~~M~~membership for review of tenured and tenure-earning faculty for tenure  
12                     and promotion:

13                                 The committee shall consist of one faculty member from each college. Each member shall  
14                                 hold the rank of tenured professor and be an active scholar within his or her particular  
15                                 field. The committee members are elected at large from their respective colleges by  
16                                 tenured and tenure-earning faculty. The chair is elected annually by the committee  
17                                 members. No member of the committee may be a member of a college or  
18                                 department/school promotion and tenure committee. Also exempted from service are  
19                                 faculty who served on the committee within the last two years, unless a college has only  
20                                 one eligible professor, and those who are candidates for promotion unless otherwise  
21                                 specified in UCF Regulation 3.015. Terms of service shall be two years, staggered.

22                     b. Committee membership for review of non-tenure-earning ranked faculty, clinicians and  
23                     researchers for promotion:

24                                 Whenever a non-tenure-earning faculty member, clinician or researcher, hereafter  
25                                 referred to as non-tenure-earning faculty, is a candidate for promotion, the University  
26                                 Promotion and Tenure committee, as constituted in part P2A, shall be augmented by the  
27                                 addition of non-tenure-earning faculty who hold a rank higher than those faculty who are  
28                                 being reviewed. The role of additional committee members is limited to the review and  
29                                 evaluation of non-tenure-earning promotion candidates. Non-tenure-earning faculty shall  
30                                 not comprise more than one-third of the augmented total University Promotion and  
31                                 Tenure Committee membership. The non-tenure-earning committee members from each  
32                                 college that has non-tenure-earning faculty are to be elected at large by the non-tenure-  
33                                 earning faculty of that college. If there are fewer than ten non-tenure-earning faculty in  
34                                 the college, the tenured and tenure-earning faculty will also vote. Each additional  
35                                 member shall be an active teacher, clinician, or researcher within his/her particular field.  
36                                 No member of the committee may be a member of any college or department/school  
37                                 promotion and tenure committee. Also exempted from service are faculty who served on  
38                                 the committee within the last two years, unless a college has only one eligible professor,  
39                                 and those who are candidates for promotion unless otherwise specified in UCF Regulation  
40                                 3.0175. Terms of service shall be two years, staggered.

1                   **Resolution 2016-2017-4 Faculty Senate Bylaw Change, Undergraduate**  
2                   **Council and Committees**

3           **Whereas**, the Undergraduate Policy and Curriculum committee transmits recommendations to the  
4 vice provost and dean of the College of Undergraduate Studies without the ability to submit  
5 recommendations to the Faculty Senate Steering committee; and

6           **Whereas**, the assistant or associate deans are designated as ex officio resource members on both  
7 committees, but not specified in the membership for the Course Review committee; therefore

8           **BE IT RESOLVED** that the *Bylaws* of the *Faculty Constitution* be amended as follows to allow the  
9 committee to make recommendations to the Steering committee and formally specify the assistant  
10 or associate deans as an ex officio member of the Course Review committee:

11           **Undergraduate Council**

12           a. Duties and Responsibilities.

- 13                           iii. To transmit its recommendations to the vice provost and dean of the College of  
14 Undergraduate Studies, who submits his/her recommendations to the provost  
15 and executive vice president. The council may also make recommendations to  
16 the Steering Committee of the Faculty Senate.

17           **1. Undergraduate Policy and Curriculum Committee**

18           a. Duties and Responsibilities.

- 19                           vi. To transmit its recommendations to the vice provost and dean of the College of  
20 Undergraduate Studies, who submits his/her recommendations to the provost  
21 and executive vice president. The committee may also make recommendations  
22 to the Steering Committee of the Faculty Senate.

23           b. Membership.

24           The Undergraduate Policy and Curriculum Committee shall consist of the chair of the  
25 Undergraduate Council and fifteen faculty members, with at least one representative from  
26 each of the academic units. Faculty membership shall proportionally represent the  
27 number of faculty of the colleges, and an effort shall be made to include members of the  
28 college curricular committees. The ex officio members ~~will~~ include the vice provost and  
29 dean of the College of Undergraduate Studies (or designee) and the assistant or associate  
30 dean (or designee) whose responsibilities include undergraduate curricular issues from  
31 each of the colleges. Terms of service are two years, staggered.

32           **2. Undergraduate Course Review Committee**

33                   b. Membership.

34                   The Undergraduate Course Review Committee shall consist of the vice chair of the  
35                   Undergraduate Council and fifteen faculty members, with at least one representative from  
36                   each of the academic units, ~~and the vice provost and dean of the College of~~  
37                   ~~Undergraduate Studies or his/her designee (ex officio)~~. Faculty membership shall  
38                   proportionally represent the number of faculty of the colleges, and every effort shall be  
39                   made to include members of the college curricular committees. The ex officio members  
40                   include the vice provost and dean of the College of Undergraduate Studies (or designee)  
41                   and the assistant or associate dean (or designee) whose responsibilities include  
42                   undergraduate curricular issues from each of the colleges. Terms of service are two years,  
43                   staggered.

*Approved by the Faculty Senate Steering Committee August 11, 2016.*



1                   **Resolution 2016-2017-5 Faculty Senate Bylaw Change, Graduate**  
2                                           **Council and Committees**

3     **Whereas**, recommendations from the Graduate Council and Graduate Policy committee are required to be  
4 submitted to the Steering committee and/or Senate for approval prior to submission to the vice provost and  
5 dean of the College of Graduate Studies; and

6     **Whereas**, this is not a requirement for the Undergraduate committees and delays the review and approval  
7 process; and

8     **Whereas**, the assistant or associate deans are not ex officio members of the committees eliminating an  
9 important resource for committee members; therefore

10    **BE IT RESOLVED** that the *Bylaws of the Faculty Constitution* be amended as follows to eliminate the  
11 requirement of submitting recommendations to the Steering committee while allowing submission if  
12 necessary, and to add the assistant or associate deans as ex officio resources to the Graduate Policy and  
13 Graduate Curriculum committees:

14                   **Graduate Council**

15                   a. Duties and Responsibilities.

16                                   iii. To transmit its recommendations to the ~~Steering Committee that will normally~~  
17 ~~submit these recommendations to the Faculty Senate for action and that, if~~  
18 ~~approved, will be submitted to the vice provost and dean of the College of~~  
19 ~~Graduate Studies, who submits his/her recommendations~~ to the provost and  
20 executive vice president. The council may also make recommendations to the  
21 Steering Committee of the Faculty Senate.

22                   **1. Graduate Policy Committee**

23                   a. Duties and Responsibilities.

24                                   iii. To transmit its recommendations to the ~~Faculty Senate Steering Committee that~~  
25 ~~will normally submit these recommendations to the Faculty Senate for action~~  
26 ~~and that, if approved, will be submitted vice provost and dean of the College of~~  
27 ~~Graduate Studies, who submits his/her recommendations~~ to the provost and  
28 executive vice president. The committee may also make recommendations to  
29 the Steering Committee of the Faculty Senate.

30                   b. Membership.

31                   The Graduate Policy Committee shall consist of one graduate faculty member from each  
32 academic unit, at least four of whom are members of the Faculty Senate, and a graduate  
33 student, ~~and the vice provost and dean of the College of Graduate Studies (ex officio) or~~  
34 ~~her/his designee~~. The graduate student representative will be appointed by the chair of  
35 the council based on recommendations made by the president of the Graduate Student  
36 Association and the vice provost and dean of the College of Graduate Studies. The ex  
37 officio members include the vice provost and dean of the College of Graduate Studies (or  
38 designee) and the assistant or associate dean (or designee) whose responsibilities include  
39 graduate curricular issues from each of the colleges. The council chair will serve as the  
40 chair of the Graduate Policy Committee. Terms of service shall be three years, staggered.

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**3. Graduate Curriculum Committee**

b. Membership.

The Graduate Curriculum Committee shall consist of one graduate faculty member from each academic unit, at least four of whom are members of the Faculty Senate, and a graduate student, ~~and the vice provost and dean of the College of Graduate Studies (ex officio) or her/his designee~~. The graduate student representative will be appointed by the chair of the council based on recommendations made by the president of the Graduate Student Association and the vice provost and dean of the College of Graduate Studies. The ex officio members include the vice provost and dean of the College of Graduate Studies (or designee) and the assistant or associate dean (or designee) whose responsibilities include graduate curricular issues from each of the colleges. The council vice chair will serve as the chair of the Graduate Curriculum Committee. Terms of service shall be three years, staggered.

*Approved by the Faculty Senate Steering Committee August 11, 2016.*

1                   **Resolution 2016-2017-6 Faculty Senate Bylaw Change, Parking**  
2                   **Advisory and University Parking and Transportation Committees**

3   **Whereas**, due to membership of the University Parking and Transportation Advisory committee, only two  
4 faculty members from the Senate Parking Advisory committee are part of faculty membership; and

5   **Whereas**, in 2010 the Faculty Senate created the Parking Advisory committee to allow one faculty member  
6 from each academic unit to participate in parking and transportation issues; and

7   **Whereas**, the Parking Advisory committee is limited in scope to parking issues; and

8   **Whereas**, the Parking Advisory committee does not recommend changes through the University Parking and  
9 Transportation Advisory committee; therefore

10 **BE IT RESOLVED** that the *Bylaws* of the *Faculty Constitution* be amended as follows to modify the name and  
11 duties of the Parking Advisory committee; modify the name and duties of the University Parking and  
12 Transportation Advisory committee; and allow more than one faculty member from each academic unit on  
13 the Senate operational committee:

14  
15 **Faculty Senate Parking, Transportation and Safety Advisory Committee**

16           1. Duties and Responsibilities.

17           a. To evaluate and recommend policies and procedures to the University Parking and  
18 Transportation Advisory Committee concerning parking, transportation, and campus  
19 safety and security that will foster a mutually beneficial ~~parking~~ environment for faculty,  
20 staff, students, and visitors in the university community.

21           ~~b. To elect two committee members to serve on the University Parking and Transportation~~  
22 ~~Advisory Committee. At the first meeting of the new committee, these representatives~~  
23 ~~will be elected annually from its membership. To make recommendations to the~~  
24 ~~Steering Committee of the Faculty Senate.~~

25           2. Membership.

26           The committee shall consist of at least one faculty member from each academic unit ~~and~~, the vice  
27 president for Administration and Finance his/her designee (ex officio)~~;~~, and the UCF Chief of Police  
28 or his/her designee (ex officio). Committee members shall be selected by the Committee on  
29 Committees. The committee chair must be a current Faculty Senate member and shall be elected  
30 annually by its membership at the first meeting of the committee after the new Faculty Senate is  
31 elected, normally in the early fall term. The chair of the Faculty Senate Parking, Transportation and  
32 Safety committee or designee will serve as an ex officio member on the University Parking and  
33 Transportation committee. Terms of service are two years, staggered.

34 **University Parking and Transportation ~~Advisory~~ Committee**

35 1. Duties and Responsibilities.

- 36 a. ~~To serve as the principal advisory body to the president through the vice president for~~  
37 ~~Administration and Finance, recommending policies and regulations that govern traffic and~~  
38 ~~parking on the UCF campus. To recommend to the vice president for Administration and Finance~~  
39 ~~changes to the UCF regulations that govern traffic and parking on the UCF campus.~~
- 40 b. To review programs or services designed to improve traffic, transportation, or parking services  
41 to the UCF community.
- 42 c. To review and approve special parking permits and 24-hour reserved parking spaces.
- 43 d. To review and approve conversion of metered, faculty/staff parking spaces, or drop-off and pick-  
44 up spaces.

45 2. Membership.

46 The committee shall consist of two faculty members (selected by the Committee on Committees.  
47 The chair of the Faculty Senate Parking, Transportation and Safety committee or designee will serve  
48 as an ex officio member Faculty Senate Parking Advisory Committee); two students (appointed by  
49 the president of the Student Government); two staff members (appointed by the USPS Staff  
50 Council); and one administrative and professional employee (appointed by the vice president for  
51 Administration and Finance). The vice president for Administration and Finance or designee (ex  
52 officio) will identify other ex officio members. The vice president for Administration and Finance will  
53 appoint one additional member to serve as chair. Terms of service shall be ~~one~~ two years, staggered  
54 with the exception of the student members, who shall serve for one year.

55 Automatic changes to Constitution Committee reference:

56 The Faculty Senate Parking, Transportation and Safety Advisory Committee.

57 The Faculty Senate Parking, Transportation and Safety Advisory Committee evaluates and makes  
58 recommendations recommends to the University Parking and Transportation Advisory Committee  
59 concerning policy or procedures and concerns relating to parking and traffic services, transportation,  
60 and safety needed by all segments of the university community.

61 University Parking and Transportation ~~Advisory~~ Committee.

62 The University Parking and Transportation ~~Advisory~~ Committee recommends to the vice president for  
63 Administration and Finance concerning ~~policies and~~ regulations governing traffic and parking on the UCF  
64 campus.

*Approved by the Faculty Senate Steering Committee August 11, 2016.*

## 1 Resolution 2016-2017-7 Faculty Senate Bylaw Change, Information Technology 2 Resource Advisory Committee

3 **Whereas**, in 2015 the McCladrey's review of the Information Technologies and Resources (IT&R) division  
4 resulted in IT&R forming the IT Strategic Governance committee and the IT Professionals committee; and

5 **Whereas**, these new committees represent administrators and IT professionals; and

6 **Whereas**, the Faculty Senate Information Technology Resource Advisory Joint committee membership  
7 represents faculty, IT administrators and professional staff; therefore

8 **BE IT RESOLVED** that the *Bylaws* of the *Faculty Senate Constitution* be amended as follows to elevate the  
9 Information Technology Resource Advisory committee to a Senate operational committee, with automatic  
10 updates to the Faculty Constitution:

### 11 Information Technology ~~Resource Advisory~~ Committee

#### 12 1. Duties and Responsibilities.

- 13 a. To assist in the determination and evaluation of faculty information technology needs and  
14 to review general policies in this area.
- 15 b. To review changes to educational media and communications recommended by the vice  
16 president for Information Technology and Resources.
- 17 c. To advise the vice president for Information Technology and Resources on university and  
18 faculty needs and interests in developing information technology resources to enhance the  
19 campus environment for teaching, learning, research, other scholarly activities, and service.
- 20 ~~d.—To consider and advise on ways that faculty development of information technology  
21 resources and materials for teaching, learning, research, other scholarly activities, and  
22 service can be considered within the process of tenure and promotion review. To make  
23 recommendations to the Steering Committee of the Faculty Senate.~~
- 24 ~~e.—To inform the Faculty Senate on developments, activities, and directions in campus  
25 information technology resources.~~

#### 26 2. Membership.

27 The committee shall consist of at least one faculty member from each academic unit selected by  
28 the Committee on Committees ~~and (in consultation with~~ the vice president for Information  
29 Technology and Resources or his/her designee (ex officio). ~~Other members shall be designated by  
30 the vice presidents of the administrative and academic divisions, up to six of whom shall be  
31 voting members. The vice president for Information Technology and Resources will identify other  
32 ex-officio members and make every effort to ensure that areas relating to Information  
33 Technology are represented. The committee chair of the committee shall be a faculty member of  
34 the committee elected annually by the membership. The committee chair must be a current  
35 Faculty Senate member and shall be elected annually by its membership at the first meeting of  
36 the committee after the new Faculty Senate is elected, normally in the early fall term. Terms of  
37 service shall be ~~three~~ two years, staggered.~~

38 Automatic changes to Constitution Committee reference:

39 Information Technology ~~and Resources Advisory~~ Committee.

40 The Information Technology ~~Resource Advisory~~ Committee evaluates and recommends ~~to the vice~~  
41 ~~president of Information Technology and Resources on~~ policy and procedures concerning information  
42 technology and resources ~~policy~~.

*Approved by the Faculty Senate Steering Committee August 11, 2016.*

1           **Resolution 2016-2017-8 Faculty Senate Bylaw Change, Nominating Committee**

2   **Whereas**, the Faculty Senate *Bylaws* Section VI. Senate Operational Committees; A.5. Subcommittees of the  
3 Steering Committee; b. Nominating Committee specifies the past chair, who serves as the chair of the  
4 committee; and

5   **Whereas**, the *Bylaws* do not specify the process if no past chair is available; therefore

6   **BE IT RESOLVED** that the *Bylaws* of the *Faculty Constitution* be amended as follows to define the procedure  
7 in the event a past chair is not available:

8   b.       **Nominating Committee**

9           This committee consists of the Senate past chair, who shall serve as chair of the committee, and two  
10 other Steering Committee members. If the immediate past chair is not available, the Steering  
11 Committee must elect a faculty member to serve in this role. Prior to the first meeting of the new  
12 Senate, the Nominating Committee recommends to the Steering Committee a list of up to four  
13 willing candidates for each of the Senate offices. (For nomination procedures, see *Bylaws*, Section  
14 III.B.)

*Approved by the Faculty Senate Steering Committee August 11, 2016.*

1                   **Resolution 2016-2017-9 Faculty Senate Bylaw Change, Governance**  
2                   **in Academic Units**

3   **Whereas**, the *Faculty Senate Constitution* contains Article VII. Governance in Academic Units, specifying that  
4 each academic unit of the university shall provide for non-administrative faculty representation in its  
5 governance; and

6   **Whereas**, the *Bylaws* do not provide details regarding governance in Academic Units; therefore

7   **BE IT RESOLVED** that the *Bylaws* of the *Faculty Constitution* be amended as follows to include a new Section  
8 IX. Governance in Academic Units with the Constitution Article VII automatically updated to reflect, as set  
9 forth in Senate Bylaws, Section IX:

10                                           **SECTION IX.**  
11                                           **Governance in Academic Units**

12   A. Operation and Bylaws

13       Each academic unit, and departments and schools whose leader holds an administrative appointment,  
14       must operate according to written bylaws approved by the unit’s general faculty as defined in *Bylaws*  
15       Section I. Definition of Faculty.

16   B. Meetings

17       1. Department/school faculty meetings called by and presided over by the leader should occur at least  
18       monthly during the Fall and Spring semesters. Chairs and directors should meet at least monthly  
19       with the college dean. Meetings should run according to the latest edition of *Robert's Rules of*  
20       *Order*, or other rules as specified in the unit's bylaws (note the quorum and recusal rules therein).

21       2. Membership and Voting.

22       All general faculty should attend and participate in unit meetings. Unit bylaws will designate voting  
23       rights.

24       3. Records.

25       Proposed meeting agendas must be posted by the leader in advance of the meetings. Minutes must  
26       be circulated to the members before the next meeting and offered for approval at the next meeting.  
27       Agendas and approved minutes must be posted online in a manner accessible and easily navigable  
28       by all unit faculty.

29   C. Records

30       1. Except for records deemed confidential under law or university policy, leaders must have no unit  
31       records that are confidential from their own faculty.

32       2. Unit policies; budgets; formal plans; meeting agendas, minutes, and exhibits; committee records  
33       (including membership, agendas, minutes, and exhibits); and other public data relevant to unit  
34       members must be posted online in a manner accessible and easily navigable by all unit faculty.

35   D. Steering Committee

36       Each unit is strongly encouraged to have a steering or executive committee to advise the unit  
37       leadership.

*Approved by the Faculty Senate Steering Committee August 11, 2016.*



1 **Resolution 2016-2017-10 Faculty Senate Bylaw Change, Restore Section IV.I.**  
2 **Resolutions**

3 **Whereas**, when the *Faculty Constitution* was separated into two separate documents, *Faculty Constitution*  
4 and *Bylaws*, language regarding the process of adopting Senate resolutions was inadvertently left out of the  
5 *Bylaws*; and

6 **Whereas**, currently the language regarding the process of adopting Senate resolutions is contained in the  
7 Faculty Handbook; therefore

8 **BE IT RESOLVED** that the *Bylaws* of the *Faculty Senate Constitution* be amended as follows to restore the  
9 Resolution language by inserting a new I. Resolutions, under Section IV. Meetings of the Senate:

10 I. Resolutions

11 As the elected body of the general faculty, the Faculty Senate may formulate its opinion upon any  
12 subject of interest to the university and adopt appropriate resolutions. Resolutions addressing those  
13 areas of authority legally reserved to the president and Board of Trustees are advisory. Each  
14 resolution adopted by the Faculty Senate is forwarded to the provost and executive vice president  
15 who shall act upon the recommendation within 60 days. The provost and executive vice president  
16 shall have veto power over any resolution by the Senate. The veto with rationale shall be  
17 communicated in writing to the Faculty Senate and the chair of the Faculty Senate. The Senate, by a  
18 two-thirds majority vote, may appeal to the president any resolution vetoed. A subsequent veto by  
19 the president shall be communicated in writing to the Faculty Senate and to the chair of the Faculty  
20 Senate. The Senate, by a two-thirds majority vote, may appeal to the Board of Trustees any  
21 resolution vetoed. A decision by the Board of Trustees is final.

*Approved by the Faculty Senate Steering Committee August 11, 2016.*

1       **Resolution 2016-2017-11 Faculty Senate Bylaw Change, Section IX. Amendments**

2       **Whereas**, the current language in Section IX of the Bylaws is not specific and can be interpreted in multiple  
3 ways; therefore

4       **BE IT RESOLVED** that the *Bylaws* of the *Faculty Senate Constitution* be amended to better communicate the  
5 process to amend the *Bylaws*:

6       **SECTION IX. Amendments**

7       ~~The Faculty Senate may amend its own bylaws by the affirmative vote of a majority of Senate members~~  
8 ~~present and voting at a meeting with a quorum. The text of a proposed bylaw or amendment to a current~~  
9 ~~bylaw must be made available electronically to the members of the Faculty Senate at least thirty days prior~~  
10 ~~to the meeting at which it will be considered. Proposals should be included on the agenda of two successive~~  
11 ~~meetings of the Senate. In cases of emergency, however, the policy requiring two successive meetings can~~  
12 ~~be waived.~~

- 13       A. The Faculty Senate may amend its own bylaws by the affirmative vote of a majority of Senate  
14 members present and voting at a meeting with a quorum.
- 15       1. A proposed amendment must be included on the agenda of at least two successive meetings of  
16 the Senate.
- 17       2. The text of a proposed bylaw or amendment to a current bylaw must be made available  
18 electronically to the members of the Faculty Senate at least thirty days prior to the first meeting.
- 19       3. The proposed amendment is subject to amendment and vote at the second or subsequent  
20 Senate meeting.
- 21       4. In cases of emergency, established by the Steering Committee, the requirement of requiring two  
22 successive meetings can be waived.
- 23       B. If there is a change in the designation of an office, the title of an official, the name of a committee,  
24 the references to the bylaws or constitution, or the correction of a minor error that has no  
25 substantial effect, the bylaws and the constitution will be automatically adjusted to reflect the  
26 change. Such changes will be reported to the Faculty Senate.

*Approved by the Faculty Senate Steering Committee August 11, 2016.*