

Faculty Senate Personnel Committee

Meeting Minutes – October 22, 2025 (11:30 AM – after 12:30 PM, via Zoom)

In Attendance: Shawn Burke, Joel Cramer (ex-officio), Vladimir Gatchev, Nancy Harrington, Stephen Holmes, Geraldine Luzincourt, Rachel Mulvihill, Matthew Mosher, Danielle Pratt, Jorge Ridderstaat, Kurt Stresau, Kristina Tollefson, Shelly Wyatt

Recorder: Danielle Pratt

Call to Order

Chair Matthew Moser called the meeting to order shortly after 11:30 AM once quorum was achieved.

Approval of Minutes

Minutes from the September 24, 2025 meeting were approved unanimously.

Recognition of Guests

Joel Cramer from Faculty Excellence attended as an ex-officio guest.

Announcements

Matthew noted that Gerald Hector is scheduled to attend the November 12 meeting; however, he may be on administrative leave. If unavailable, Rebeca Richards may join in his place.

Ongoing / Unfinished Business

Faculty Salary Study

Matthew shared updated administrative compensation data, noting recent salary increases among senior leadership. Committee members agreed to defer further discussion until the November meeting, when Rebeca Richards is expected to join. Joel confirmed that the faculty salary study data should still be available later this academic year.

New Business

Search and Screening Guidelines

- Joel presented proposed UCF Search and Screening Guidelines and requested committee feedback.
- Faculty hiring represents approximately 3% of all university hires; searches typically take a full academic year.
- Delays often result from deans waiting on budget confirmations, though all budgets were distributed in June 2025.
- Offer letter and employment agreement will be combined into a single PDF.
- Positions will auto-post to HigherEdJobs and LinkedIn.

- Faculty consultation will be required in determining whether to use a search committee, search panel, hybrid, or exemption model.
- Concerns were raised about defining 'your faculty' in the consultation checkbox; Joel suggested the committee refine the wording.
- The committee emphasized the importance of preserving faculty autonomy in the hiring process.
- Subcommittee formed to review and propose clearer language: Stephen Holmes, Shawn Burke, and Kristina Tollefson.

Interfolio Faculty Information System

- Joel reported on the Interfolio system and ongoing concerns following Elsevier's acquisition. Interfolio contract extended through December 31, 2026 after service issues. John Buckwalter and Rebecca Richards requested a faculty recommendation by February 15, 2026 on whether to renew or transition to another system.
- Alternative systems under review include Watermark Faculty Success, Academic Analytics (integrates automatically with faculty data), and UF's new system (unspecified platform).
- Two working groups proposed: Faculty Senate Personnel Steering Committee (faculty-led) and Administrative Support Committee (Academic Affairs and system administrators). Recommendation will determine whether UCF renews with Interfolio or transitions beginning Fall 2026 (with overlap during implementation).
- Subcommittee Formed: Shelly Wyatt, Nancy Harrington, and Geraldine Luzincourt to work with Joel and Jessica Lovelace to coordinate vendor demos and gather faculty feedback.

Other Business (Deferred)

Assignment of Duties / Workload Guidelines

Faculty credit for online course usage

AESP ratings

Joint appointment policies

Multi-year assessment of non-tenure-earning faculty

Adjournment

Meeting adjourned shortly after 12:30 PM.