

**Faculty Senate Personnel Committee Meeting**  
**Wednesday, September 16, 2015--11-12:30 PM**  
**Location: COHPA, HPA I, room 335**

**AGENDA**

**I. Meeting called to order-A. Leon**

**II. Selection of meeting minutes taker for this meeting—need a minutes take for each meeting**

**III. Review & Approval of February 11, 2015 meeting minutes**

**IV. Old Business**

**Updates from Last Year's Discussions & Business:**

- **Discussion in Personnel Committee & Tabled for 2015-2016 Committee Work**
  - Emeritus status
  - Discussion on allocation of new faculty positions across Colleges and process for determining number of positions for each College
  - Promotion of Instructors and Lecturers
    - Departments should have revised P&T criteria for promotion of Instructors and Lecturers by the end of this year. Criteria should be in place & now the Personnel Committee can revisit this during 2015-2016. Are criteria in place?
- **Discussed in Personnel Committee & Referred Out (by administration) to Other Committees**
  - Paid Family Medical Leave—Personnel Committee wrote & submitted resolution on this- Provost did not approve the resolution since it was referred out to bargaining process
  - TIP/RIA/SoTL Revisions—committee formed by administration to look at the issues
  - Discussion on Faculty Survey regarding working conditions—administration set up team to examine COACHE results—A. Leon invited to be a member.
  - Salary Compression/Inversion—HR working on salary study?

**V. New Business Recommended by Steering Committee:**

Committee needs to determine order of items to be addressed during this semester and the Spring semester.

- Senate Resolution 2008-2009-1 (priority issue)
- Appointment and evaluation of School Directors and Department Chairs—issue surrounding the use of the term “vote”.
- Suggested modification of the University Promotion and Tenure Committee for promotion consideration of non-tenured faculty.
- Joint appointments—need to be reviewed and clearly defined (tenure, teaching duties, etc.).
- Clarify Emeritus status requirements—specifically how to show national status?
- Problem of salary compression; desire for more awards for junior faculty and staff

**VI. Updates from the Steering Committee—R. Harrison**

**VII. Updates from Faculty Relations/Administration-L. Cooney**

**VIII. Next meeting dates & times:**

- October 14, 2015-11-12:30, HPA 1, rm 335
- November 18, 2015-11-12:30, HPA 1, rm 335

**IX. Adjournment**

**Faculty Senate Personnel Committee Meeting Minutes  
Wednesday, February 11, 2015**

I. Meeting opened at 2:10.

II. Minutes from November 18, 2014 were approved with one abstention (committee member was not at the 11/18/14 mtg).

**III. Old Business**

**Action Items:**

- a. Update on the COM request for change in ‘title of tenure’—(A. Leon & R. Harrison)

**Discussion on Tenure for CoM.**

It was reported that two candidates for COM are going through this new process right now. Additionally, Dr. Brodie indicated that the College has moved on the process of editing documents, and streamlining process—especially as this pertains to new titles. The above candidates going through the process now will serve as “test cases” for this revised process.

- b. Update on the Parental Leave Resolution—(A. Leon & R. Harrison)—see attached resolution previously sent to committee.

**Parental Leave Resolution.**

- Policy suggestion sent to Steering. Approved unanimously. will be on agenda for next Senate meeting.
- Expect an amendment in Senate adding a clause to the effect that this will also help with recruitment and retention.

**Paid Family Medical Leave.**

A second resolution will suggested for placing on the Agenda for March Steering committee, regarding Paid Family Medical Leave.

**Action:** Wait to see what happens at Senate, regarding the first resolution-Paid Parental Leave. More than likely the second resolution, will be taken up during the 2015-1016 academic year.

**IV. New Business: Committee’s Review of Items Reviewed by Committee So Far**

**Salary Compression/Inversion.**

Update: Folks in HR are collecting data on Salaries. Have been meeting to discuss how to collect and present the information.

**Action:** Perhaps put on the agenda for next year.

**Emeritus status.**

Many things on Provost’s desk last year that did not get finished. Policy was approved, but not copied into the published policies. (See Resolution 2011-2012-6 Emeritus Policy Revisions: [http://www.facultysenate.ucf.edu/resolutions/2011\\_2012/index.asp](http://www.facultysenate.ucf.edu/resolutions/2011_2012/index.asp) and the

attached Suggested wording ) This will be discussed by Dr. Brodie at his Feb 18<sup>th</sup> meeting with the Provost.

**Discussion on Faculty Survey regarding working conditions.**

- COACHE survey from Harvard was chosen. Faculty have been receiving emails about it today. Exit survey not implemented, though.
- **Action:** Wait and see what will happen with the COACHE survey results—see if there is a need to follow up with Exit survey discussion for next year-2015-2016. Dr. Leon, as the Chair of the Personnel Committee was invited to participate as a member of the Advisory Board for the COACHE survey.

**Discussion on allocation of new faculty positions across Colleges and process for determining number of positions for each College**

Some chairs and deans have decided, with little faculty input the scope of new positions—some members felt this is happening across colleges.

Questions were raised as to how this committee can address this concern. After some discussion the committee decided that there might be different approaches/strategies to take, including faculty discussing the issue with their respective Chairs and Deans.

**Other Action Recommended on This Item:**

- Dr. Brodie will mention this in meeting with Provost.
- Richard Harrison will recommend that a discussion of this issue be placed on Steering Committee agenda for March meeting.

**Promotion of Instructors and Lecturers**

Departments should have revised P&T criteria for promotion of Instructors and Lecturers by the end of this year.

**Action:** wait until these criteria are in place—this committee to revisit during 2015-2016 academic year.

**TIP RIA SOTL revisions.**

Dr. Brodie informed the committee that a diverse committee of faculty and administration is currently being formed to look at potential improvements for Incentive and Excellence awards.

**Action:** Consider discussion/monitoring on this for next year--Wait to hear more about this committee and outcomes.

**V. Updates from the Steering Committee—R. Harrison**

- Steering discussed COACHE Survey.
- Student response to Foundations of Excellence survey excellent. Faculty response less so.

- Repeal of Concealed Weapons legislation. Has sailed through one House Committee. All universities are hoping that a former member of FL Senate, not President of FSU might be able to stop this.
- Textbook affordability, etc. This will be a challenge for faculty if books are to kept for 3 years and ordered way in advance.
- Downtown Campus. Presentation at BOG meeting soon.
- Cluster hires. Some concern about how different colleges are handling the “grassroots” process differently. Questions surfaced about how FTEs will be managed across disciplines, significance of cluster activities for tenure considerations, etc.

## **VII. Faculty Relations/Administration Updates-L. Brodie**

Already covered in our other discussions.

Meeting adjourned at 3:33 pm.

**Emergency Faculty Senate Steering Committee Meeting**  
Minutes of  
**June 24, 2015**

Keith Koons, chair, called the meeting to order at 9:03 a.m. The roll was circulated for signatures. Recognized Robert Folger, CBA and Bari Hoffman-Ruddy, COHPA on conference call. Quorum was established.

While waiting on Provost Whittaker, Dr. Koons communicated the purpose of the emergency meeting was to discuss the May 27, 2015 letter from the Provost regarding Faculty Senate Resolution 2007-2008-5 Appointment and Evaluation of School Directors and Department Chairs (Revised). Dr. Koons informed the attendees that he responded to the Provost expressing concern and asking for clarification on four main points:

1. Authority. The Faculty Senate is an advisory body to the president and provost of the university. Resolutions passed by the Senate are delivered to the provost, who has the authority and responsibility to approve or veto them. However, any authority for the provost to nullify a resolution from a previous year which has been approved by a previous provost and incorporated into official UCF policy is not stated in the Constitution.
2. Intent. Senate Resolution 2007-2008-5 provides an important voice for faculty in the appointment and reappointment of chairs and directors – their immediate supervisors. By taking out that opportunity for faculty input, the concept and benefits of shared faculty governance are diminished.
3. Rationale. The letter dated May 27, 2015 stated a conflict with Article 4 of the Collective Bargaining Agreement. Article 4 speaks about management rights of the Board of Trustees. How is this a conflict with faculty input on chairs and directors?
4. Current enforcement of policies. The letter stated a conflict with current hiring practices. By approving 2007-2008-5, Provost Hickey took the step of adopting the elements of the resolution as official UCF policy. It seems that current hiring practices should follow approved policy, not the other way around.

Dr. Koons welcomed Provost Whittaker and informed him of what transpired in the meeting thus far.

#### **MINUTES**

Motion to approve the minutes of April 9, 2015 was made and seconded. The minutes were approved as recorded.

#### **RECOGNITION OF GUESTS**

Stephen Kuebler, Faculty Senator, COS, Chemistry

Joseph Harrington, Faculty Senator, COS, Physics

Elsie Olan, Faculty Senator, CEDHP, School of Teaching, Learning and Leadership

Bob Jones, Faculty Senator, CAH, School of Visual Arts and Design

Lucretia Cooney, Faculty Excellence

Sherry Andrews, Associate General Counsel, General Counsel's Office

Diane Chase, Vice Provost, Academic Program Quality

Manoj Chopra, Interim Vice Provost and Dean of Undergraduate Studies

## **OLD BUSINESS**

There is no old business.

## **NEW BUSINESS**

Dr. Koons turned the floor over to Provost Whittaker. The Provost first clarified principles of faculty voice and selection of a chair. The hiring authority has the ultimate responsibility and accountability for choosing the best person for the position. The most important stakeholder group is the faculty. Faculty have to provide their voice to the hiring manager in order for the hiring manager to make a reasonable choice. The point of discussion are the words “vote” and “public vote.” What are the best ways for faculty voice to be expressed to a hiring manager? In dean searches, he prefers to receive the summarized input from committees so individual input is protected since all records are open to public record.

The Provost requested the Steering Committee reconsider the resolution and consider what the best mechanism is for allowing faculty input, and to what point the input is recorded. Faculty do vote on the tenure for external candidates. He suggested a discussion on the nature of the word “vote.”

The Provost agreed to limit the conversation to Directors and Chairs since the level of faculty input for a Dean is different than the current issue. Discussion continued on the following points:

- Voting process in the resolution is not a binding vote; advisory in nature. Why is the vote problematic? The resolution does not specify the vote to be anonymous, instead allows departments to formulate procedures; allowing potential for variability. Having the hired candidate know faculty were not in favor of hiring. Discussion continued on a candidate or hired chair knowing the vote; whether the vote is anonymous; internal versus external; pros and cons.
- The terminology used in a vote (e.g., outstanding, acceptable, unacceptable), and how hiring managers interpret.
- Resolution compels all departments to vote. He prefers we not require every department to vote.
- Faculty allowed to vote; different in reappointment and search process.
- Resolution was implemented in Faculty Handbook. According to Sherry Andrews, Associate General Counsel, the Faculty Handbook is not University policy. Policy would have to be formulated and go through the University Policy or Regulation Development procedure.
- Once a Faculty Senate Resolution is passed and accepted by administration, follow-up and implementation is up to administration not the Faculty Senate. The specific procedures should be handled by each college and the Provost. Resolution 2010-2011-5 Revision to Policy Concerning Appointment and Evaluation of Chairs and Directors asked for clarity; also not implemented.

- Confusion surrounding search votes, hiring votes with tenure for external candidates, and internal hiring votes.
- Lack of procedures and inconsistent college communication of appointment of directors and chairs (how selected, why recommended not selected, etc.). Annual evaluation of chairs not happening consistently. Lack of faculty recourse.
- Currently, feedback in some form is given, but the resolution is not implemented in colleges. Should be same feedback as the 5-year or annual review or same procedure as tenure.
- Resolution allows colleges to determine at what point the faculty vote is reviewed (e.g., to the search committee, to the dean after the search committee recommends, etc.). The Provost prefers the input go through the search committee.
- The Provost is uncomfortable with the word “vote,” “recorded vote,” or defining which faculty provide feedback. Is more comfortable with text feedback or even compelling feedback.

A suggestion was made to the Provost that he can take the current resolution and direct the deans to develop procedures that he would support.

Motion made to send this issue to the Personnel Committee to include anonymous feedback, guidelines not clear enough and not practiced. Motion seconded.

Discussion continued regarding the previous bullet points and whether the issue should be sent to the Personnel Committee. An approved resolution in the past can't be changed, a new resolution would need to be formulated. Would be helpful to know the intent of the resolution (search or hiring).

Clarify motion: draft multiple resolutions including: hiring, reappointment, 5-year review, and annual review.

Senate needs to work with Administration so the Senate is notified when a resolution is implemented into policy, regulation, or procedures. The university community also needs to know of changes.

The Provost requested a revised resolution that articulates principles, keeps the request simple and flexible, and includes a mechanism where violations are handled. He was asked to compel the deans to come up with policies.

Question: Is there anywhere where the status of Faculty Senate resolutions is defined as permanent and binding? It seems like the only way a resolution can't be revoked is if it's in official UCF policy. Dr. Koons expressed the expectation is after a resolution is approved by the senate and the provost, action is taken by administration to implement the policy, procedure or confirm acceptance, if just a statement. The Provost agreed with the expectation and indicated that this resolution is too ambiguous to accept or deny. He indicated that what is missing is his feedback to the Senate once accepted on how administration will proceed.

Motion and second was made to send the topic to the Personnel committee. Motion repeated for conference callers. Vote: four opposed, motion passes. Topic will be sent to the Personnel committee at the start of the 2015-2016 senate session.

Clarification: The Provost was asked if he discussed the issue with the chair or other senate leadership prior to sending the memo. He indicated no, and that he should have.

Suggestion made to appoint a Parliamentarian in charge of clarifying procedures. Dr. Koons indicated it is up to the chair to appoint a Parliamentarian and asked everyone to let him know if they were interested.

### **OTHER BUSINESS**

No other business.

### **ADJOURNMENT**

Motion to adjourn made and seconded. The committee adjourned at 10:32 a.m.



**2015-2016 PERSONNEL COMMITTEE**

8/27/2015

<b>Name</b>	<b>College</b>	<b>Department</b>	<b>Term</b>	<b>Senator</b>	<b>Voting</b>	<b>Email</b>
<b>Senate Representatives</b>						
Carter, Scott	Sciences	Sociology	2015-2017	Yes	Voting	Carter@ucf.edu
Cash, Mason	Arts & Humanities	Philosophy	2015-2017	Yes	Voting	Mason.Cash@ucf.edu
Chopra, Manoj	Engineering & Computer Science	Civil, Environmental, and Construction Engineering	2015-2017	Yes	Voting	Manoj.Chopra@ucf.edu
Folger, Robert	Business	Management	2015-2017	Yes	Voting	rfolger@ucf.edu
Giordano, Paul	Arts & Humanities	Modern Languages and Literatures	2015-2017	Yes	Voting	Paul.Giordano@ucf.edu
Hahs-Vaughn, Debbie	Education & Human Performance	Educational and Human Sciences	2015-2017	Yes	Voting	Debbie.Hahs-Vaughn@ucf.edu
Harrison, Richard	Libraries	Research and Information Services	2015-2017	Yes	Voting	Richard.Harrison@ucf.edu
Kim, Myunghee	Sciences	Political Science	2015-2017	Yes	Voting	Myunghee.Kim@ucf.edu
Knuckey, Jonathan	Sciences	Political Science	2015-2017	Yes	Voting	Jonathan.Knuckey@ucf.edu
Leon, Ana <i>Chair</i>	Health & Public Affairs	Social Work	2014-2016	Yes	Voting	ana.leon@ucf.edu
Walters, Linda <i>Steering Liaison</i>	Sciences	Biology	2015-2017	Yes	Voting	Linda.Walters@ucf.edu
Xu, Yunjun	Engineering & Computer Science	Mechanical and Aerospace Engineering	2014-2016	Yes	Voting	yunjun.xu@ucf.edu
<b>Faculty Representatives</b>						
Dickson, Duncan	Hospitality	Tourism, Events, and Attractions	2015-2017	No	Voting	Duncan.Dickson@ucf.edu
King, Stephen	Medicine	Biomedical Sciences	2015-2017	No	Voting	Stephen.King@ucf.edu
Upvall, Michelle	Nursing	Nursing	2015-2017	No	Voting	Michelle.Upvall@ucf.edu

**2015-2016 PERSONNEL COMMITTEE**

8/27/2015

<b>Name</b>	<b>College</b>	<b>Department</b>	<b>Term</b>	<b>Senator</b>	<b>Voting</b>	<b>Email</b>
Wu, Shin-Tson	Optics	Optics and Photonics	2014-2016	No	Voting	swu@creol.ucf.edu
<b>Administrators</b>						
Cooney, Lucretia	Academic Affairs	Faculty Excellence	Continuing	No	Ex officio	lucretia@ucf.edu
Young, Cynthia	Academic Affairs	Provost designee	Continuing	No	Ex officio	Cynthia.Young@ucf.edu

## Appointment/Selection of Department Chair Resolutions by the Faculty Senate

Resolution Title		Link
9	2010-2011-5 Revision of Policy Concerning Appointment and Evaluation of Chairs and Directors	<a href="http://facultysenate.ucf.edu/resolutions/2010_2011/index.asp#res5">http://facultysenate.ucf.edu/resolutions/2010_2011/index.asp#res5</a>
8	2008-2009-1 Appointment and Evaluation of School Directors and Department Chairs (Revised)	<a href="http://facultysenate.ucf.edu/resolutions/2008_2009/index.asp#res1">http://facultysenate.ucf.edu/resolutions/2008_2009/index.asp#res1</a>
7	2007-2008-5 Appointment and Evaluation of School Directors and Department Chairs ( <b>not approved</b> )	<a href="http://facultysenate.ucf.edu/resolutions/2007_2008/index.asp#res5">http://facultysenate.ucf.edu/resolutions/2007_2008/index.asp#res5</a>
6	1990-1991-8 Modification of 1989-1990-8 Appointment of Department Chairs	<a href="http://facultysenate.ucf.edu/resolutions/1990_1991/index.asp#res8">http://facultysenate.ucf.edu/resolutions/1990_1991/index.asp#res8</a>
5	1989-1990-8 Appointment of Department Chairs ( <b>not approved</b> )	<a href="http://facultysenate.ucf.edu/resolutions/1989_90/index.asp#res8">http://facultysenate.ucf.edu/resolutions/1989_90/index.asp#res8</a>
4	1978-1979-15 Procedures for Reviewing and Selecting Departmental Chairmen	<a href="http://facultysenate.ucf.edu/resolutions/1978_1979/index.asp#res15">http://facultysenate.ucf.edu/resolutions/1978_1979/index.asp#res15</a>
3	1976-1977-12 Faculty Election of Chairpersons ( <b>not approved</b> )	<a href="http://facultysenate.ucf.edu/resolutions/1976_1977/index.asp#res12">http://facultysenate.ucf.edu/resolutions/1976_1977/index.asp#res12</a>
2	1973-1974-5 Appointment of Department Chairmen	<a href="http://facultysenate.ucf.edu/resolutions/1973_1974/index.asp#res5">http://facultysenate.ucf.edu/resolutions/1973_1974/index.asp#res5</a>
1	1973-1974-2 Selection of Department Chairman ( <b>returned to committee</b> )	<a href="http://facultysenate.ucf.edu/resolutions/1973_1974/index.asp#res2">http://facultysenate.ucf.edu/resolutions/1973_1974/index.asp#res2</a>

## Topics for Personnel Committee 2015-2016 Senate

	Committee Assignment Action	Topic	Referred By
1	Personnel	Senate Resolution 2008-2009-1 Appointment and Evaluation of School Directors and Department Chairs- issue surrounding the term "vote."	Provost and Steering Committee.
2	Personnel	Suggested modification of the University Promotion and Tenure Committee for promotion consideration of non- tenured faculty.	Lucretia Cooney, Faculty Excellence
3	Personnel	Problem of salary compression; desire for more awards for junior faculty and staff	Mike Frumkin, Dean CHOPA
	<p style="text-align: center;"><b><i>Term "junior" needs to be clarified. The Provost received national data; waiting on SUS comparison. Check with Gary Tyson at FSU who is doing a study.</i></b></p> <p><b><i>Discussion:</i></b></p>		
4	Personnel	Top faculty getting recruited away by other schools, desire for more Trustee professorships.	Michael Georgiopoulus, Dean CECS
5	Personnel	Joint appointments - need to be reviewed and clearly defined (tenure, teaching duties, etc).	Steering April 9, 2015 - Jim Moharam
6	Personnel	Clarify emeritus status requirements: how to show national status?	Foard Jones, Associate Dean CBA
	<p style="text-align: center;"><b><i>The Provost suggested working with Cynthia Young on this issue.</i></b></p> <p><b><i>Discussion:</i></b></p>		