

Faculty Senate Personnel Committee

Wednesday, September 18, 2019

11:30 am – 12:30 pm

Location: HPA1 room 335

AGENDA

- 1) Call to order
- 2) Roll Call
- 3) Selection of minutes taker for the meeting
- 4) Review and approval of minutes of March 6, 2019 meeting
- 5) Announcements and recognition of guests
 - a. Meeting schedule for the academic year
 - b. Status of Last year's Resolutions:

Non-Tenure-Earning Faculty:	Upcoming Senate meetings
Handout 01	
Travel Policy:	Not approved
- 6) Old business- none
- 7) New business-
 - a. Travel Policy Resolution: Steve King
 - i. Handout 02
 - b. 2019-2020 Assigned Topics Steve King
Handout 03 (first two pages)
 - c. Past Resolutions Steve King
Handout 03 (last page)
- 8) Other topics
- 9) Adjournment

Faculty Senate Personnel Committee

Meeting Minutes (taken by Linda Walters)

Wednesday, March 6, 2019

11:30 am – 12:30 pm

Location: Millican Hall Room 395-E

Members present: Stephen King (chair), Mason Cash, Yoon Choi, Robert Folger, Jonathan Knuckey, Michael Proctor, Kelly Semrad, Vladimir Solonari, Martine Vanryckeghem, Linda Walters, Nora Warshawsky, Kendall Cortelyou-Ward, Edwin Torres, John Venecek, Manoj Chopra.

- 1) Meeting called to order by King at 11:30 am.
- 2) King asked for minute-taker volunteer and L. Walters agreed.
- 3) Motion to approve 2/6 minutes. Friendly amendment to add missing content from Dr. Proctor from February's meeting. Motion passed including amendment.
- 4) King recognized guests Lucretia Cooney and Jana Jasinski from Faculty Excellence.
- 5) Old business: Dr. Jasinski shared information on retention rates at UCF vs national averages. National departure for non-retirements for T/TE faculty is 5%; UCF is at 3.5%. National departure for non-retirements for non-tenure earning faculty is 10%; UCF is at 9.8%
- 6) Both current resolutions from personnel committee will be debated next year in Faculty Senate. One at Steering is focused on non-tenure earning faculty NOT going through the University committee when applying for promotion. Second resolution is focused on clarity and transparency of travel policies for faculty. With a few friendly amendments, Personnel Committee voted for this to move on to Faculty Senate Steering Committee at this meeting.
- 7) Chair reviewed spreadsheet with all tasks assigned to committee at start of academic year. Updates for each task are included on spreadsheet. Of note is that the committee will be requesting a joint salary study to include both equity and compression for this upcoming academic year. Heated conversations ensued about hiring family members on grants, and allowing faculty to retain faculty email accounts after retirement. Comment made for program reviews – if you ask supervisor for review, they are required to give it to you. Questions about value of SOTL awards also raised.
- 8) Meeting adjourned at 12:30

1 **Resolution 2019-2020-1 Faculty Senate Bylaw Change**
2 **Promotion Procedures for Non-Tenure Earning Faculty**

3
4 **Whereas**, Non-Tenure Earning Assistant and Associate Professors, as well as Assistant and
5 Associate Medical Librarians, who are candidates for promotion currently undergo a
6 review by the UCF University Promotion and Tenure Committee after Dean or Unit Head
7 review but before Provost review, and

8
9 **Whereas**, all other Non-Tenure Earning faculty with titles including Instructor and
10 Associate Instructor, Lecturer and Associate Lecturer, Assistant and Associate Librarian,
11 and Assistant and Associate Instructional Designer do not undergo a review by the UCF
12 Promotion and Tenure Committee after Dean or Unit Head review but before Provost
13 review, and

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15 **Whereas**, bypassing the University Promotion and Tenure Committee for all Non-Tenure
16 Earning Faculty regardless of title – that is, forwarding such cases directly from the Dean’s/
17 Unit Head’s review to the Provost – would enable the University Promotion and Tenure
18 Committee to maintain a reasonable workload and focus on tenured and tenure track
19 applications; therefore

20
21 **Be it Resolved** that all Non-Tenure Earning Assistant and Associate candidates for
22 promotion will bypass the University Promotion and Tenure committee and their cases will
23 be forwarded directly from Dean or Unit Head review to the Provost, and

24
25 **Be it Further Resolved** that Section VIII of the University of Central Florida Bylaws be
26 amended to remove paragraph 0.2.b.

Approved by the Faculty Senate Steering Committee on April 4, 2019.

Resolution 2019-2020-5 Travel Policy Guidelines for Faculty

Whereas, faculty travel on official business requires strict following of University policy and involves considerable paperwork and approvals at various levels; and

Whereas, the UCF Travel Manual is intended for use by faculty who travel on official University business, by members of the faculty's unit that approve and oversee travel, and by members of the UCF Finance and Accounting Department that oversee travel procedures across the University; and

Whereas, the UCF Travel Manual does not provide sufficient clarity for many situations that arise or may arise specifically for faculty as they perform their duties while traveling on official business; and

Whereas, the application of UCF travel policy differs significantly between units in areas such as the issuance of University Purchasing cards (P-cards) to traveling faculty, booking air fare tickets and hotel rooms in advance of travel with UCF-approved funds, advance payment of 80 per cent of estimated lodging and meals expenses for faculty traveling for more than five days, and the level of flexibility allowed for the initially planned budget; and

Whereas, such lack of clarity and inconsistencies in travel policy application creates unnecessary burdens and difficulty for the travel faculty; therefore

Be it resolved that the Finance and Accounting Department, in consultation with stakeholders, will develop a clear set of guidelines for traveling on UCF business. The guidelines will clearly explain to the traveler the policies and procedures for travel, including without restriction information or documentation required for travel approval or reimbursement, policies to be followed while traveling, what reimbursements may be claimed and any conditions thereon, and how to be reimbursed; and

Be it further resolved that the Finance and Accounting Department assess the implementation of travel procedures across the university and take appropriate action to ensure uniformity.

Approved by the Faculty Senate Steering Committee on April 4, 2019.

Approved by the Faculty Senate on April 18, 2019.

Personnel Committee Steering Assigned Topics for 2019-2020 Faculty Senate

Steering #	Committee Assignment	Topic	Description	Referred By	Status
4	Personnel Committee	Faculty administrative action	Consistent investigation and consequences for faculty administrative action regarding sexual harassment or other issues of misconduct.	Deans Meeting 5-31-19	
5	Personnel Committee	Faculty facing administrator and vice president reviews.	The Senate was heavily involved in the review of administrators and vice presidents pre-BOT during the 90's. Previously approved administrative review resolutions were approved and placed in the Faculty Handbook (1971-1972-3, 1978-1979-5, 1983-1984-5, 1991-1992-13). With the evolution of the BOT and Faculty Excellence, faculty need more involvement in the review process.	Self and Steering 5-29-19	
12	Personnel	Faculty Grievances	Grievances should be heard by a faculty panel instead of one administrator making the final decision. Obtain statistics on grievances from Contract Compliance & Administration Support on historical total number grievances by type, gender, etc. to identify a trend. Also research/benchmark other universities process.	Steering 4-4-19	
17	Personnel	Summer Work Assignments	Current discrepancies in the compensation for faculty that are required to have graduate students take thesis hours during the summer, independent of other responsibilities.	Personnel 3-6-19	
18	Personnel	Out-of-unit Faculty Benefits	Resolution 2017-2018-12 was denied. Work with the Faculty and Staff Benefits Committee in upcoming year to address issue.	Personnel 3-6-19	
19	Personnel	Emeritus Resolution 2017-2018-13	Policy update proceeding, examine to see if points raised in resolution are addressed in the policy.	Personnel 3-6-19	
2018-2019-1	Personnel	Faculty Excluded from Awards.	Faculty with minor administrative roles (out-of-unit) are now excluded from awards based on the Collective Bargaining Agreement. The impact on the faculty evaluation based on the inability to apply and be selected for an award. Response: Pegasus Award now includes out-of-unit.	Steering 4-5-18	Committee monitoring.
2018-2019-2	Personnel	Payment Structure for Awards.	Excellence and Pegasus Professor awards should be more prestigious than individual accomplishment awards such as TIP, RIA, and SoTL and the financial benefit should be more than a one-time payment.	Steering 4-5-18	Continuing Issues regarding TIP, RIA, SoTL, etc.

2018-2019-12	Personnel	Faculty Salary Compression Study	Update to study for all faculty. Comment: Request both equity AND compression studies in upcoming year. Steering 4-4-19: Identify the annual pay raises around the State.	Self 8-8-18	Not addressed
2018-2019-14	Personnel	Faculty Retention	Colleges are struggling with faculty retention.	Dean meetings 8-8-18	Faculty Excellence is examining via COACHE response.
2017-2018-16	Personnel	Spousal Conflict of Interest Resolution; Resolution 2016-2017-13	Keep informed of progress the UCF Research Conflict of Interest committee is making on issue. Policy didn't resolve specific issues.	2017-2018-16	Personnel

Five Year Denied Resolution Review Request

The Steering Committee requests the committee review the previous resolutions denied by the Provost at the time and determine if the resolution should be modified and re-submitted, request the Senate vote to appeal the decision to the President, or if the resolution should not be re-addressed.

The committee should discuss and submit the following to the Steering Committee with the committee's recommendation.

Resolution #	Title	Description	Denied	Committee Rec. (Re-Write, Appeal, or Kill)
2017-2018-12	Personal and Family Benefits for Out-of-Unit Faculty	Personal and family policies, including paid parental leave, afforded to in-unit faculty be extended to all out-of-unit faculty.	4-16-2016 Dooley	
2016-2017-13	Fair and equal enactment of the UCF Employment of Relatives Policy	Remove the second sentence of paragraph in the Employment of Relatives Policy 3-008.2.	3-24-2017 Whittaker	
2015-2016-4	Paid Family Emergency Leave Policy and Procedures for UCF Faculty	Work with UFF-UCF to develop equitable, consistent policies and procedures to provide paid family emergency leave for faculty and address the list of examples and conditions.	3-28-2016 Whittaker	
2014-2015-2	Parental Leave Policy and Procedures for UCF Faculty Birth/Adoption	Work with UFF-UCF to develop equitable, consistent policies and procedures to provide paid family emergency leave for faculty and address the list of examples and conditions.	3-4-2015	