

MEMORANDUM

Date: September 15, 2016
TO: All Faculty Senate Members
FROM: Keith Koons
Chair, Faculty Senate
SUBJECT: Faculty Senate Meeting on September 22, 2016

Meeting Date: Thursday, September 22, 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 *August 25, 2016***
4. **Announcements and Recognition of Guests**
5. **Report of the Provost**
6. **Old Business**
None.
7. **New Business**
 - Federal Research Opportunities – *Greg Schuckman*
 - Approval of TIP, RIA, and SoTL documents
 - Discussion of 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
August 25, 2016

Keith Koons, chair, called the meeting to order at 4:04 p.m. The roll was circulated for signatures.

MINUTES

Motion to approve the minutes of April 21, 2016 was made and seconded. The minutes were approved as recorded.

RECOGNITION OF GUESTS

Rick Schell, Vice President and Chief of Staff, Office of the President
Joe Adams, Communications Specialist, Office of the President
Elizabeth Klonoff, Vice President of Research and Dean of the College of Graduate Studies
John Weishampel, Associate Dean for the College of Graduate Studies
Lyman Brodie, Associate Dean for the College of Arts and Humanities
Lisa Guion Jones, Associate Provost for Strategy and Special Assistant to the President
Christine Dellert, Assistant Vice President for Strategic Communications & Marketing
Shannon O'Donoghue, Associate Director for Constituent Relations
Tairi Perez, Information Specialist for Constituent Relations

ANNOUNCEMENTS

Dr. Koons informed the senators about the stadium Knights Clear Bag policy that will go into effect for all home football games. A handout was provided at the entrance and asked the senators to spread the word to prevent issues when entering the stadium.

Welcomed George Weremchuk to the Senate as an interim senator for the Fall semester. Dr. Weremchuk is filling in for Wanda Raimundi-Ortiz. Dr. Koons asked for a senator volunteer to serve on the University Master Planning committee for 2016-2019. The committee typically meets four times a year.

Dr. Koons introduced Elizabeth Klonoff, Vice President for Research and Dean of the College of Graduate Studies. Dr. Klonoff will be making herself available to faculty. A schedule will be sent out communicating open meetings at each of the colleges. Several initiatives are underway and Dr. Klonoff wants to hear faculty concerns and issues. She will be returning to San Diego tomorrow followed by full-time at UCF in October.

OLD BUSINESS

None.

REPORT OF THE PROVOST

Provost Whittaker welcomed Dr. Klonoff and all of the Senators. UCF had just over 39,000 summer students. Faculty set a record for research funding at \$145.75 million, an increase of 9.3%.

UCF Collective Impact – Strategic Plan

A three page summary of the Strategic Plan was distributed. The provost pointed out the goals to double research awards by 2021 to \$250 million, and to grow graduate student enrollment from 8,000 to 10,000 students by 2021. UCF also wants to increase Post-doctoral appointees from 68 to 200, which is also a pre-eminence measure.

This Fall, full-time faculty reached 1,803, up from 1,604 in the Fall of 2014. We are adding another 45 faculty positions next year. The increase in faculty represents a \$34.5 million dollar investment in faculty salary, which is about 80% of the performance funding received over the past two years. Next year, we will be adding 45 new tenured and tenured track faculty positions using state performance funding. This will bring new faculty positions added to 245 over a three year period. This includes at least twenty faculty for new clusters; approximately ten faculty for targeted opportunity hires; and fifteen faculty distributed to the colleges. Dr. Cynthia Young is heading the initiative. Three million from the pre-emerging eminence funding has been allocated in the next budget year to recruit and attract National Academy members. To support the additional faculty, we are allocating 21 new staff positions. Announced a Faculty Cluster 2.0 information session being held on August 30 in the Harris Engineering building, room 101 at 3:00 p.m.

A top priority is institutionalizing the Collective Impact - Strategic Plan. Thanked everyone that participated in the development of the plan. Introduced Dr. Lisa Guion Jones serving as Associate Provost for Strategy and Special Assistant to the President. Dr. Jones was an ACE Fellow last year and worked heavily on the Strategic Plan. Dr. Jones will now lead the effort to institutionalizing the plan. Dr. Manoj Chopra will be serving part-time as Assistant Director for Strategy in addition to working with the Faculty Cluster initiative.

Briefly discussed the charges on the second page of the handout and the metrics that impacts everyone. Each dean has set 2020 challenges. The challenges indicate for each college what they can uniquely do to help reach metric goals. As faculty, you will be mostly involved in retention rate, graduation rate, quality of education, graduate student advising, and research awards. Lisa Guion Jones offered to give the Senate a briefing at a later date on the strategies for implementing the Strategic Plan.

UCF Downtown

Last month, UCF selected SchenkelShultz, RAMSA, and Skanska team to complete the design and engineering work for UCF Downtown. Earlier today, UCF announced the official opening date for the Downtown campus as Fall 2019. The UCF Downtown team is forming an implementation team with faculty, administrators, and staff from UCF and Valencia College focusing on: student experience, academic experience, and community

engagement. This is an opportunity to be involved and details are forthcoming. As we enter the design process, the architects will be involving faculty groups.

Question: Does UCF have an enrollment figure for the Fall semester?

Answer: Not until add/drop is complete.

NEW BUSINESS

Dr. Jim Moharam has been appointed the Faculty Senate Parliamentarian for 2016-2017. Senate committee liaisons to the Steering Committee have been established:

Budget and Administrative:	Nina Orlovskaya
Parking Advisory:	Bari Hoffman-Ruddy
Personnel:	Linda Walters
Graduate Council:	Jim Moharam
Undergraduate Council:	Kelly Allred

Topics brought forward for 2016-2017 have been assigned to Senate committees by the Steering committee. The topics and the assigned committees were distributed with the agenda.

Resolutions 2016-2017-1 through 2016-2017-11 distributed with the agenda have been approved by the Steering committee for discussion at the September 22 Senate meeting. These resolutions represent By-law changes. The resolutions may be amended and voted on at the October 20 Senate meeting.

Welcome and Remarks - President Hitt

Dr. Koons thanked and introduced President Hitt for his time and generous reception. Dr. Hitt thanked the Senators for their service and for their willingness to participate in the governance of our university. Invited everyone to the Faculty Assembly being held in the Student Union, August 26 at 3:00 p.m. to hear several key updates.

The latest preliminary data indicates the average incoming freshman have an average GPA of 4.04, up from 4.0 last year. The average SAT2 score is 1266, up five points over last year. Both figures represent all-time highs. For freshman in the Burnett Honors College, the average GPA is 4.4 with an average ST2 score of 1408. We enrolled 77 freshman National Merit Scholars this Fall. This enrollment will likely put UCF in the top ten nationally for public universities. Early Fall enrollment is just over 64,439, an increase of 2.1 from last Fall. Much of our advancement as a university stems from five goals of undergraduate education, international prominence, international focus, inclusivity and diversity, and to be a leading partnership university. Thanked the faculty for their commitment and dedication.

Question: Even though we have hired more faculty, our faculty to student ratio has not improved. Can this be addressed with the Legislature to increase faculty when enrollment goes up?

Answer: We probably won't see the Legislature agree to fund growth in the immediate future. The Provost has additional ideas on how we might gain additional funding for our efforts.

Senator Statement: Now that UCF has become a Hispanic serving institution, would like that highlighted more.

Response: We look forward to celebrating this achievement in the next year or two. We were under 24 last year, this year we are at 24.5. Once we reach 25, the designation is given the following year.

OTHER BUSINESS

None.

ADJOURNMENT

The meeting adjourned at 4:35 p.m.



*Karen L. Smith Faculty Center for Teaching and Learning
Classroom Building I, Room 207
Phone: (407) 823-3544*

**UNIVERSITY OF CENTRAL FLORIDA
COLLEGE OF MEDICINE
Scholarship of Teaching and Learning Awards Program
2016-2017 Procedures**

(Approved by the Faculty Senate Steering Committee, **September XX**, 2016)

Applications must be submitted to the Faculty Center for Teaching and Learning (FCTL), Classroom Building I, Room 207 no later than 5:00 p.m. on Wednesday, March 22, 2017.

I. Program Overview

The Office of Academic Affairs provides the funding for these awards. For academic year 2016-2017, UCF will sponsor one (1) award for the Scholarship of Teaching and Learning (SoTL) for the College of Medicine. In any given academic year, if any former recipients of SoTL awards leave their employment at UCF, the award(s) will remain within the College of Medicine for “recycling” as **additional** SoTL awards for the following academic year.

II. Funding

Regardless of their contract length (9 months or 12 months), award recipients will receive a \$5,000 increase to their base salary retroactive to August 8, 2016, the start of the 2016-2017 contract.

III. Faculty Eligibility Criteria

A faculty member is considered “eligible” for the SoTL award if all the following criteria are met:

1. The faculty member must be on a full-time, 9- or 12-month tenured or tenure-track appointment with the rank of professor, associate professor, or assistant professor; or be a full-time 9- or 12-month employee who is appointed to a rank that is equivalent to professor, associate professor, or assistant professor; or be on a full-time appointment as an instructor or a lecturer; or be on a multiyear non-tenure-track appointment. Faculty members on visiting (or similarly temporary) appointments and faculty members on less than full-time appointments are not eligible for these awards.
2. The faculty member must have at least four years of continuous service at UCF. Specifically, the faculty member must be employed at UCF **on or prior** to August 8, 2012.
3. No faculty member may receive the award more than **once every five years**. Previous award recipients who received a SoTL increase that became effective August 8, 2012, or later are not eligible for a SoTL award this year. Faculty members who received the award in 2011-2012 or earlier are eligible to apply for the 2016-2017 awards.

IV. Award Criteria

The criteria for evaluating applicants' portfolios include the following four major categories (to be applied as is appropriate for a specific discipline):

1. Value or impact of Scholarship of Teaching and Learning efforts both within the discipline and to the teaching and learning community (e.g., serving as an editor or a peer reviewer for a SoTL journal, presenting SoTL research results at professional conferences and other forums within and outside UCF).
2. Peer recognition of research and creative efforts in the same or related disciplines.
3. Publication of research and creative efforts in the same or related disciplines.
4. External grant and contract support for SoTL activities appropriate to the applicant's discipline.

V. Application Materials and Required Sections of the 1-inch Portfolio

1. Table of contents.
2. Nomination letter from the dean, director, chair, or a colleague written specifically in reference to this award. Self-nominations are also accepted. The letter should stress the nominee's achievements in dissemination of knowledge relating to the Scholarship of Teaching and Learning.
3. Statement of Scholarship of Teaching and Learning philosophy (250 words maximum, 12-point font).
4. Summary of the nominee's SoTL accomplishments during the award period (100 words maximum, 12-point type).
5. *Curriculum Vitae* with Scholarship of Teaching and Learning grants and research **highlighted**. Applicants may include brief annotations in the CV to help the committee understand why specific entries fit into the SoTL category. Applicants who have won the SoTL award in previous years should not highlight entries from the previous award period(s).
6. Narrative on the impact of the applicant's Scholarship of Teaching and Learning research describing research methodologies, teaching and assessment innovations, impacts on student learning, dissemination of results, and plans for further action (500 word maximum, 12-point font).
7. Appendices: Evidence of SoTL accomplishments, including copies of book covers and tables of contents, first two pages of articles or other publications, executive summaries of grants, or other appropriate materials and evidence of student learning from SoTL research. Student work samples or other evidence of student learning from a SoTL research study must be de-identified.

VI. Evaluation and Award Process

The award winners will be determined by a college-level committee consisting of at least three and no more than five tenured, tenure-earning, or multiyear elected faculty members and the executive director of the FCTL. All committee members shall be voting members for the purposes of these awards. Faculty candidates for the award are not eligible to serve on this committee. The executive director of the FCTL will convene the first meeting of the committee and the committee chair shall be elected at this first scheduled meeting of the committee. Awardees may be invited to submit an article for publication in UCF's *Faculty Focus*.

College of Medicine Scholarship of Teaching and Learning Awards 2016-2017 Schedule

September xx, 2016	Faculty Senate Steering Committee completes its review of SoTL Award requirements for College of Medicine.
October xx, 2016	SoTL Award criteria distributed to College of Medicine faculty.
December 15, 2016	College of Medicine election of three to five SoTL Review and Selection Committee members. Names are to be sent to Melody Bowdon in the UCF Faculty Center for Teaching and Learning by December 15, 2016.
January 2017	SoTL Workshop may be scheduled for COM faculty upon request of Dean's Office.
March 22, 2017	SoTL portfolios due to FCTL by 5:00 p.m.
April 15, 2017	Committee's recommendation due to Dania Suarez in Academic Affairs.
April 22, 2017	FCTL to notify all applicants of outcome.



*Karen L. Smith Faculty Center for Teaching and Learning
Classroom Building I, Room 207
Phone: (407) 823-3544*

**UNIVERSITY OF CENTRAL FLORIDA
SCHOLARSHIP OF TEACHING AND LEARNING AWARDS PROGRAM
2016–2017 Procedures**

(Approved by the Faculty Senate Steering Committee, September xx, 2016)

Applications must be submitted to the Faculty Center for Teaching and Learning (FCTL), Classroom Building I, Room 207 no later than 5:00 p.m. on Wednesday, March 22, 2017.

I. Program Overview

The Office of Academic Affairs provides the funding for these awards. For the academic year 2016-2017, UCF will sponsor ten (10) awards for the Scholarship of Teaching and Learning (SoTL). In any given academic year, if any former recipients of SoTL awards leave their employment at UCF, the award(s) will be “recycled” as **additional** SoTL awards for the following academic year.

II. Funding

Regardless of their contract length (9 months or 12 months), award recipients will receive a \$5,000 increase to their base salary retroactive to August 8, 2016, the start of the 2016-2017 contract. The actual dollar amount awarded for the academic year 2016-2017 will reflect the employee’s FTE for the year.

III. Faculty Eligibility Criteria

A faculty member is considered “eligible” for the SoTL award if all the following criteria are met:

1. The faculty member must be on a full-time 9- or 12-month appointment as an instructor, associate instructor, associate lecturer, assistant professor, associate professor, or professor.
2. The faculty member must have at least four years of continuous service at UCF. Specifically, the faculty member must have been employed at UCF **on or prior** to August 8, 2012.
3. No faculty member may receive the award more than **once every five years**. Previous award recipients who received a SoTL increase that became effective August 8, 2012, or later are not eligible for a SoTL award this year. Faculty members who received the award in 2011-2012 or earlier are eligible to apply for the 2016-2017 award.

IV. Award Criteria

The criteria for evaluating applicants' portfolios include the following four major categories (to be applied as is appropriate for a specific discipline):

1. Value or impact of Scholarship of Teaching and Learning efforts both within the discipline and to the teaching and learning community (e.g., serving as an editor or a peer reviewer for a SoTL journal, presenting SoTL research results at professional conferences and other forums within and outside UCF).
2. Peer recognition of research and creative efforts in the same or related disciplines.
3. Publication of research and creative efforts in the same or related disciplines.
4. External grant and contract support for SoTL activities appropriate to the applicant's discipline.

V. Application Materials and Required Sections of the 1-inch Portfolio

1. Table of contents.
2. Nomination letter from the dean, director, chair, or a colleague written specifically in reference to this award. Self-nominations are also accepted. The letter should stress the nominee's achievements in dissemination of knowledge relating to the Scholarship of Teaching and Learning.
3. Statement of Scholarship of Teaching and Learning philosophy (250 words maximum, 12-point font).
4. Summary of the nominee's SoTL accomplishments during the award period (100 words maximum, 12-point font).
5. *Curriculum Vitae* with Scholarship of Teaching and Learning grants and research **highlighted**. Applicants may include brief annotations in the CV to help the committee understand why specific entries fit into the SoTL category. Applicants who have won the SoTL award in previous years should not highlight entries from the previous award period(s).
6. Narrative on the impact of the applicant's Scholarship of Teaching and Learning research describing research methodologies, teaching and assessment innovations, impacts on student learning, dissemination of results, and plans for further action (500 word maximum, 12-point font).
7. Appendices: Evidence of SoTL accomplishments, including copies of book covers and tables of contents, first two pages of articles or other publications, executive summaries of grants, or other appropriate materials. Student work samples or other evidence of student learning from a SoTL research study must be de-identified.

VI. Evaluation and Award Process

The award winners will be determined by a university-level committee consisting of one (1) tenured and annually elected faculty member from each of the colleges and the executive director of the FCTL. The elected faculty members, preferably and to the extent possible, should have demonstrated accomplishments in the area of scholarship of teaching and learning. All committee members shall be voting members for the purposes of these awards. Faculty candidates for the award are not eligible to serve on this committee. The executive director of the FCTL will convene the first meeting of the committee, and the committee chair shall be elected at this first scheduled meeting of the committee. Winners may be invited to submit a SoTL-focused article for publication in the Faculty Center's *Faculty Focus*.

Scholarship of Teaching and Learning Awards 2016-2017 Schedule

September xx, 2016	Faculty Senate Steering Committee completes its review of SoTL Award requirements.
October xx, 2016	SoTL Award criteria distributed to all faculty.
December 1, 2016	Each college holds election for a SoTL Review and Selection Committee member. Names are to be sent to Melody Bowdon by December 1, 2016.
January 19 and February 1, 2017	SoTL workshops for all faculty in Faculty Center, CB1 205.
March 22, 2017	SoTL portfolios due to FCTL by 5:00 p.m.
April 15, 2017	Committee's recommendations due to Dania Suarez in Academic Affairs.
April 22, 2017	FCTL will notify all applicants of outcome.



Faculty Excellence
Division of Academic Affairs
Millican Hall, Suite 351
Phone: (407) 823-1113
E-mail: facultyexcellence@ucf.edu

COLLEGE OF MEDICINE

RESEARCH INCENTIVE AWARDS PROGRAM

2016-2017 Procedures

(Approved by the Faculty Senate Steering Committee, DATE)

I. Program Overview

Research Incentive Awards (RIA) are now available to faculty in the College of Medicine. For 2016-2017, there will be two (2) new RIAs in addition to any recycled awards that may exist. The Office of Academic Affairs provides the funding for the new awards, whereas funding for recycled awards comes from the college. The specifics of the RIA program were developed through consultation between the Office of Academic Affairs and approved by the Faculty Senate Steering Committee.

II. Funding and Allocation of Awards:

Regardless of the contract length (9-months or 12-months), award recipients will receive a \$5,000 increase to their base salary retroactive to August 8, 2016, the start of the 2016-2017 contract.

In any given academic year, if any former recipients of RIA awards leave their employment at UCF, the award(s) will remain within the College of Medicine for “recycling” as **additional** RIA awards for the following academic year.

III. Faculty Eligibility

Nominations for the awards may be made by faculty, students, staff, alumni, or by self-nomination. The successful nominee must have an outstanding research, scholarly, or creative record that advances the body of knowledge in their field. The actual dollar amount awarded for the academic year 2016-2017 will be based on 9-month or 12 month employment.

Nominees from the college must be full-time faculty holding tenured, tenure-earning, or multiyear appointments. All candidates must have served continuously since August 8, 2012, the start of the 2012-2013 academic year. No candidate may be selected for the RIA award more than **once every five years**. *Faculty who received a RIA effective August 8, 2011 or earlier are eligible to apply.*

IV. Application and Supporting Documentation

The accompanying application form must be used for all nominations. Documentation and materials supporting the nominee's research or creative accomplishments must accompany each application.

V. Evaluation and Award Process

A review committee comprised of five (5) faculty members, one nominated by the Dean and the four most recent RIA winners will select the recommended awardees. Candidates for an award are not eligible to serve on peer review committees.

The criteria for evaluating applicants' files provided here in no order of preference will include the following major categories, which are to be applied as appropriate for the discipline:

- value or impact of research and creative efforts both within the discipline and to society
- recognition of research and creative efforts by the individual's peers in the same or related disciplines
- publication and presentation of research and creative efforts
- external grant and contract support for the research and creative efforts appropriate to the candidate's discipline
- The peer review committee should take into consideration the fraction of time assigned (FTE) for research for all applicants.

The president, on recommendation from the provost and the vice president for research and commercialization, will give the final approval for award recipients. After the approval by the president, Academic Affairs will notify all nominees of the results. In addition, the college will notify the all nominees of the results, which will include an explanation of the reasons for its recommendations.

**UNIVERSITY OF CENTRAL FLORIDA
RESEARCH INCENTIVE AWARD
2016-17 Application and Nomination Form**

College of Medicine

PERSONAL DATA

Name _____ Rank or Title _____

Department _____

A. RESEARCH ACTIVITIES

Primary Area: In 100 words or less, describe your primary area of research or creative activity.

Secondary Area: In 100 words or less, describe the individual's secondary (if any) areas of interest.

Achievements: In 300 words or less, describe the research or creative achievements, including dates for these activities, discuss such things as any new discoveries, major contributions to the field, creativeness, originality, significant breakthroughs, and so on.

Research and Creative Activity Outlets and Recognition: In no more than one page, describe how refereed research publications or other research or creative dissemination exceed the norm in the field. In addition to the one-page statement, list all products and referred publications formulated over the last five (5) years and designate each as having international, national, regional, state, or local consumers. Finally, please list all of your major awards or other evidence of recognition, including major funding.

B. SUPPORTING MATERIALS

Candidate's Vita

Supporting Materials: Candidates may attach, or include, a maximum of three examples of their work. Examples should be from the last five (5) years and selected to provide evidence of quality rather than quantity.

Candidate's Signature

Date

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.

41
42
43
44
45
46
47
48
49
50
51
52
53
54

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.



Faculty Excellence
Division of Academic Affairs
Millican Hall, Suite 351
Phone: (407) 823-1113
E-mail: facultyexcellence@ucf.edu

RESEARCH INCENTIVE AWARDS PROGRAM

2016-2017 Procedures

(Approved by the Faculty Senate Steering Committee, DATE, 2016)

I. Program Overview

UCF Research Incentive Awards (RIA) are available to faculty in the College of Arts and Humanities, College of Business Administration, College of Education and Human Performance, College of Engineering and Computer Science, College of Health and Public Affairs, College of Optics and Photonics, College of Nursing, College of Sciences, Rosen College of Hospitality Management, and Institutes and Centers (I&C).

For 2016-17, there are up to 20 new RIA awards available. If a Research Incentive Award recipient of a college, or institute or center, leaves university employment, their award will remain within the college, or will revert to the vice president for research (I&C awards only) for "recycling." These recycled awards will become additional UCF Research Incentive Awards for the following academic year. The Office of Academic Affairs provides the funding for these awards. The specifics of the RIA program were developed through consultation between the Office of Academic Affairs and the Faculty Senate Steering Committee. Additional awards are also available at-large (as detailed later) for all faculty and research staff, including those not in a college, institute, or center.

II. Funding and Allocation of Awards:

Regardless of the contract length (9-months or 12-months), award recipients will receive a \$5,000 increase to their base salary retroactive to August 8, 2016, the start of the 2016-17 contract. The actual dollar amount awarded for the academic year 2016-17 will be based on 9-month or 12-month employment.

III. Faculty Eligibility

Nominations for the awards may be made by faculty, students, staff, alumni, or by self-nomination. The successful nominee must have an outstanding research, scholarly, or creative record that advances the body of knowledge in their field.

Nominees from the colleges must be full-time faculty holding tenured or tenure-earning positions. Nominees from the institutes and centers must be full-time employees in research staff positions who have served as principal investigators on contracts and grants awarded to UCF by an outside sponsor. Nominees from other academic units applying for an at-large award must be full-time faculty holding tenured or tenure-earning positions. All candidates must have served

continuously since August 8, 2012, the start of the 2012-13 academic year. No candidate may be awarded a RIA more than **once every five years**. *Faculty who received a RIA effective August 8, 2011 or earlier are eligible to apply.* I&C faculty who are members of academic departments should apply through their respective college.

IV. Application and Supporting Documentation

The accompanying application form must be used for all nominations. Documentation and materials supporting the nominee's research or creative accomplishments must accompany each application.

V. Evaluation and Award Process

Each college will **elect** a peer review committee* of at least five (5) **tenured** faculty that will select its recommended awardees. Dean of a college may nominate a maximum of two additional **tenured** faculty members to the committee. The Research Council will serve as the peer review committee and will select the recommended I&C awardees. A committee consisting of one representative from each college committee and one representative from the Research Council will serve as the university peer review committee to select the recommended at-large awardees. Nominees for at-large awards will include the runner-ups submitted from each college committee and I&C.

The criteria for evaluating applicants' files will include the following major categories to be applied as is appropriate for the discipline:

- Value or impact of research and creative efforts both within the discipline and to society;
- Recognition of research and creative efforts by the individual's peers in the same or related disciplines;
- Publication and presentation of research and creative efforts;
- External grant and contract support for the research and creative efforts appropriate to the candidate's discipline;
- All peer review committees should take into consideration the fraction of time assigned (FTE) for research for all applicants.

The president, on recommendation from the provost and the vice president for research and commercialization, will give the final approval for award recipients. After the approval by the president, each college, institute, and center will notify all nominees of the results, including an explanation of the unit's reasons for its recommendations.

**Candidates for an award are not eligible to serve on peer review committees.*

UNIVERSITY OF CENTRAL FLORIDA
RESEARCH INCENTIVE AWARD
2016-17 Application and Nomination Form

PERSONAL DATA

Name _____ Rank or Title _____

College _____ Department _____

A. RESEARCH ACTIVITIES

Primary Area: In 100 words or less, describe your primary area of research or creative activity.

Secondary Area: In 100 words or less, describe the individual's secondary (if any) areas of interest.

Achievements: In 300 words or less, describe the research or creative achievements, including dates for these activities, discuss such things as any new discoveries, major contributions to the field, creativeness, originality, significant breakthroughs, and so on.

Research and Creative Activity Outlets and Recognition: In no more than one page, describe how refereed research publications or other research or creative dissemination exceed the norm in the field. In addition to the one-page statement, list all products and refereed publications formulated over the last five (5) years and designate each as having international, national, regional, state, or local consumers. Finally, please list all of your major awards or other evidence of recognition, including major funding.

B. SUPPORTING MATERIALS

Candidate's Vita

Supporting Materials: Candidates may attach, or include, a maximum of three examples of their work. Examples should be from the last five (5) years and selected to provide evidence of quality rather than quantity.

Candidate's Signature

Date



Faculty Excellence
Division of Academic Affairs
Millican Hall, Suite 351
Phone: (407) 823-1113
facultyexcellence@ucf.edu

COLLEGE OF MEDICINE

UNIVERSITY OF CENTRAL FLORIDA TEACHING INCENTIVE PROGRAM 2016-17 PROCEDURES

(Approved by the Faculty Senate Steering Committee, **DATE, 2016**)

The Office of Academic Affairs provides the funding for new awards. The specifics of the COM-TIP program were developed through consultation between the Office of Academic Affairs and the Faculty Senate Steering Committee.

I. Awards:

Regardless of the contract length (9-months or 12-months), award recipients will receive a \$5,000 increase to their base salary retroactive to August 8, 2016, the start of the 2016-17 contract.

II. Eligibility Criteria:

A faculty member will be considered “**eligible**” for an award if all the following criteria are met:

1. The faculty member must be on a full-time, 9- or 12-month tenured or tenure-track appointment with the rank of professor, associate professor, or assistant professor; or be a full-time 9- or 12-month employee who is appointed to a rank which is equivalent to professor, associate professor, or assistant professor; or be on a full-time appointment as an instructor or a lecturer; or be on a multi-year non tenure-track appointment. Faculty on visiting (or similar temporary) appointments and faculty on less than full-time appointments are not eligible for these awards.

2. The faculty member must have a substantial teaching commitment at the University through classroom instruction during the **past four** academic years (2012-13, 2013-14, 2014-15 and 2015-16).

3. No faculty member may be selected for a COM-TIP more than once **every five** years. Specifically, any faculty member who received a COM-TIP increase in previous years that became effective August 8, 2012, or later is not eligible for a COM-TIP this year. Further, any faculty member who received a COM-TIP increase that was effective August 8, 2011, or earlier is eligible for a COM-TIP this year.

III. Productivity Criteria:

An eligible faculty member will be considered a “**candidate**” for the award if the following teaching productivity criteria are met:

1. Total Credit Hour Productivity (CHP) **or** total Graduate Hour Productivity (GHP) must be at or above the college, school, department, or unit median for **eligible** faculty. A **unit** is defined as any degree granting academic unit not within an established college. CHP and GHP are defined as the sum of classroom, web and media-enhanced credit hours (SCH) generated for the last eight fall and spring semesters (for academic years 2012-13, 2013-14, 2014-15, and 2015-16).

2. For CHP, SCH is defined as the total student credit hours (**total = undergraduate plus graduate**) from the final end of semester assignment reports. For GHP, SCH is defined as the total student credit hours (**graduate only**) from the final end of semester assignment reports. In either case, SCH excludes student credit hours for individualized instruction such as independent studies, practicums, internships, supervised research, dissertations, and theses. SCH also excludes student credit hours for overload assignments.

3. The total number of candidates for the award in the college is equal to the number of candidates based on CHP criterion **plus** the number of candidates based on GHP criterion.

IV. Allocation of Awards to the College:

1. The funding from the Office of Academic Affairs provides for new COM-TIP awards. For year 2016-17, there will be a minimum of 2 awards for the college.

2. In any given academic year, if any former recipients of COM-TIP awards leave their employment at UCF, the award(s) will remain within their respective colleges or units for “recycling” as **additional** COM-TIP awards for the following academic year.

3. The number of new and “recycled” COM-TIP awards will be communicated to the college and to the Faculty Senate Steering Committee as soon as these data become available.

V. Faculty Senate Oversight Committee:

The Faculty Senate COM-TIP Oversight Committee, the Faculty Senate Steering Committee, will review faculty appeals of their eligibility or of data relative to their productivity and make recommendations to the Provost’s representative. Further, this committee will also review the data on allocation of new awards to the college as well as the data on “recycled” awards. No appeals of Selection Committee’s recommendations will be considered.

VI. Criteria for Awards and Process for Selection of Award Winners:

1. Establishment of selection criteria and selection of award winners from the list of candidates for award as determined above will be the responsibility of faculty in the college.

2. The College of Medicine TIP selection committee will include six members, one nominated by the Dean, four most recent TIP award winners in the College of Medicine and a student member selected in accordance with the criteria developed by the Criteria and

Procedures Committee. The TIP Selection Committee and Criteria and Procedures Committee will include the same committee members except participation by a student member in the Selection Committee.

The documents prepared by the Selection Criteria and Procedures Committees will be subject to approval by the Provost's representative. Further, these documents will be provided to the Faculty Senate Oversight Committee. Faculty candidates for the award are not eligible to serve on the Selection Committee.

3. Selection criteria shall include teaching quality and effectiveness, continuing commitment to instruction, consideration of class size (large versus small), and innovation and creativity in instruction. Candidates will be asked to prepare a portfolio containing teaching assignments, student evaluations, and other supporting documentation for the past **four** academic years (2012-13, 2013-14, 2014-15, and 2015-16).

The Selection Criteria and Procedures Committee shall specify the **maximum** permissible size of the faculty portfolio (for example, one 2-inch three-ring binder or a 6-page written document).

4. The Selection Committee will review faculty portfolios and recommend award recipients to the Provost. The President will give the final approval for awards to the successful faculty members.



Faculty Excellence
Division of Academic Affairs
Millican Hall, Suite 351
Phone: (407) 823-1113
facultyexcellence@ucf.edu

UNIVERSITY OF CENTRAL FLORIDA
UCF-TEACHING INCENTIVE PROGRAM (UCF-TIP)
2016-17 PROCEDURES

(Approved by the Faculty Senate Steering Committee, **DATE, 2016**)

The Office of Academic Affairs provides the funding for these awards and the specifics of the UCF-Teaching Incentive Program (TIP) program were developed through consultation between the Office of Academic Affairs and the Faculty Senate Steering Committee.

I. Awards:

Regardless of the contract length (9-months or 12-months), award recipients will receive a \$5,000 increase to their base salary retroactive to August 8, 2016, the start of the 2016-17 contract. The actual dollar amount awarded for the academic year 2016-17 will reflect the employee's FTE for the year.

II. Eligibility Criteria:

A faculty member will be considered "**eligible**" for an award if all the following criteria are met:

1. The faculty member must be on a full-time, 9- or 12-month tenured or tenure-track appointment with the rank of professor, associate professor, or assistant professor; or be a full-time 9- or 12-month employee who is appointed to a rank which is equivalent to professor, associate professor, or assistant professor; or be on a full-time appointment as an instructor, associate instructor, lecturer, or associate lecturer; or be under a multi-year non tenure-track appointment. Faculty on visiting (or similar temporary) appointments and faculty on less than full-time appointments are not eligible for these awards.
2. The faculty member must have a substantial teaching commitment at the University through classroom instruction during the past four academic years (2012-13, 2013-14, 2014-15, and 2015-16).
3. No faculty member may be selected for a UCF-TIP more than once every five years. Specifically, any faculty member who received a UCF-TIP increase in previous years that became effective August 8, 2012 or later is not eligible for this year's UCF-TIP. Further, any faculty member who received a UCF-TIP increase that was effective August 8, 2011 or earlier is eligible for this year's UCF-TIP.

III. Productivity Criteria:

An eligible faculty member will be considered a “**candidate**” for the award if the following teaching productivity criteria are met:

1. Total Credit Hour Productivity (CHP) **or** total Graduate Hour Productivity (GHP) must be at or above the college or department (or school) or “**unit**” median for **eligible** faculty. A **unit** is defined as any degree granting academic unit not within an established college. CHP and GHP are defined as the sum of classroom, web and media-enhanced credit hours (SCH) generated for the last eight fall and spring semesters (for academic years 2012-13, 2013-14, 2014-15, and 2015-16).
2. For CHP, SCH is defined as the total student credit hours (**total = undergraduate plus graduate**) from the final end of semester assignment reports. For GHP, SCH is defined as the total student credit hours (**graduate only**) from the final end of semester assignment reports. In either case, SCH excludes student credit hours for individualized instruction such as independent studies, practicums, internships, supervised research, dissertations, and theses. SCH also excludes student credit hours for overload assignments.
3. The total number of candidates for the award in the college is equal to the number of candidates based on CHP criterion **plus** the number of candidates based on GHP criterion.

IV. Allocation of Awards to the College:

1. The funding from the Office of Academic Affairs provides for new UCF-TIP awards. For year 2016-17, there are up to 40 new awards. These new awards will be allocated to the college in proportion to the total number of faculty candidates determined above (rounded to the nearest integer), and shall have a minimum of one award.
2. In any given academic year, if any former recipients of UCF-TIP awards leave their employment at UCF, the award(s) will remain within their respective colleges or units for “recycling” as **additional** UCF-TIP awards for the following academic year.
3. The number of new and “recycled” UCF-TIP awards will be communicated to the college and to the Faculty Senate Steering Committee as soon as these data become available.

V. Faculty Senate Oversight Committee:

The Faculty Senate UCF-TIP Oversight Committee will review faculty appeals of their eligibility or of data relative to their productivity and make recommendations to the Provost. Further, this committee will also review the data on allocation of new awards to the college as well as the data on “recycled” awards. No appeals of Selection Committee’s recommendations will be considered.

VI. Criteria for Awards and Process for Selection of Award Winners:

1. Establishment of selection criteria and selection of award winners from the list of candidates for award as determined above will be the responsibility of faculty in respective college.

2. There will be two college (or unit) level committees **elected annually**: the Selection Criteria and Procedures Committee and the Selection Committee. Both committees will be composed of **elected** faculty and will have **departmental representation**. Both committees, to the extent possible, will be composed of faculty who previously won state-funded TIP or UCF-TIP awards. In addition to the faculty members, the Selection Committee will have a student member selected in accordance with the document prepared by each of the Selection Criteria and Procedures Committee. This document prepared by each of the Selection Criteria and Procedures Committees will be subject to approval by the Provost. Further, these documents will be provided to the Faculty Senate Oversight Committee. Faculty candidates for the award are not eligible to serve on the Selection Committee.
3. Selection criteria shall include teaching quality and effectiveness, continuing commitment to instruction, consideration of class size (large versus small), and innovation and creativity in instruction. Candidates will be asked to prepare a portfolio containing teaching assignments, student evaluations, and other supporting documentation for the past **four** academic years (2012-13, 2013-14, 2014-15, and 2015-16).

The Selection Criteria and Procedures Committee shall specify the **maximum** permissible size of the faculty portfolio (for example, one 2-inch three-ring binder).

4. The Selection Committee will review faculty portfolios and recommend award recipients to the Provost. The President will give the final approval for awards to the successful faculty members.