

MEMORANDUM

Date: September 16, 2010
TO: All Faculty Senate Members
FROM: Ida Cook
Chair, Faculty Senate
SUBJECT: Faculty Senate Meeting on September 23, 2010

Meeting Date: Thursday, September 23, 2010
Meeting Time: 4:00-6:00 p.m.
Meeting Location: Student Union Key West, Room 218

AGENDA

1. **Call to Order**
2. **Roll Call**
3. **Approval of Minutes of August 26, 2010**
4. **Announcements and Recognition of Guests**
 - Provost's Update
5. **Old Business**
 - Constitutional Revisions -- To help move discussion forward, please bring written drafts of your recommended revisions/changes to the meeting, if possible.
6. **New Business**

None.
7. **Standing Committee Updates**
 - Budget and Administrative Committee – *Carla Poindexter*
 - Graduate Council – *Jim Moharam*
 - Personnel Committee – *Kevin Haran*
 - UPCC – *Jill Fjelstul*
8. **Adjournment**

If the discussion of the Constitutional revisions is not completed, the Senate will recess instead of adjourn, and the meeting will be resumed on subsequent Thursdays until the business is completed. If needed, the resumed meetings will be held:

 - Thursday, September 30 at 4:30 p.m. in CL1 105
 - Thursday, October 14 at 4:00 p.m. in Student Union Key West, room 218

Faculty Senate Meeting
Minutes of
August 26, 2010

Dr. Ida Cook, Faculty Senate Chair, called the meeting to order at 4:08 p.m. The roll was circulated for signatures. The minutes of April 22, 2010 were approved as recorded. Dr. Cook reminded senators that a reception hosted by President Hitt will immediately follow the meeting.

RECOGNITION OF GUESTS

Diane Chase, Academic Affairs; Elliot Vittes, Undergraduate Studies; Lin Huff-Corzine, Faculty Affairs; Keith Tribble and Torey Brewer, University Athletics; Missy Murphey, University Libraries; Shannon O'Donoghue and Shana Roen, Constituent Relations; Mairin Brzica, Jennifer Russell, and Brian Stark, Barnes and Noble; Stephanie Gray, UCF Bookstore; Chad Binette, News and Information; Kate Dorminy, student.

ANNOUNCEMENTS

Rich Gause, Senator from the Libraries, invited all to see the results of the renovation of the second floor of the Library.

Provost Update:

Provost Waldrop gave an overview of his activities since coming to UCF. He has been making the rounds and has met with Faculty Senate officers Ida Cook and Manoj Chopra, and will be meeting with them monthly. The provost provided an update on budget issues. He has been asked to prepare several scenarios involving 5% and 15% cuts, and has also been asked to submit requests for supplemental funds. He spoke briefly about the US News & World Report rankings, in which UCF was recognized as one of the top ten up-and-coming universities. He announced his commitment to working with the faculty, staff, and students to address any concerns, including faculty/student ratios.

OLD BUSINESS

None.

NEW BUSINESS

Constitutional Revisions – *Manoj Chopra*

An ad-hoc committee consisting of Drs. Ida Cook, Manoj Chopra, Arlen Chase, Robert Pennington, Steve Goodman, Reid Oetjen, and Rich Gause was tasked with revising the current Faculty Constitution. The committee solicited input from faculty and administrators throughout the university. The committee has now completed its work and tomorrow will be emailing a draft of the revised Constitution for review and subsequent discussion at the Faculty Senate meeting on September 23.

Dr. Chopra provided an overview of the major changes, including:

- Creation of a separate main body of the Constitution and a set of *Bylaws*
- Revisions in order to include the College of Medicine faculty in the Senate
- Updated descriptions, membership, and duties of the various committees
- Significant changes in terminology
- A policy to address excessive absences from Senate meetings

A discussion of the Constitution ensued in which Senate Chair Ida Cook expressed a desire that approval of the changes be completed by the end of the Fall semester so that the new apportionment and elections rules can be used in January 2011. She explained the timeline necessary to have approval completed before Spring semester. Discussion of the revisions will begin on the Senate meeting on September 23, and the meeting will be recessed and resumed on subsequent Thursdays as necessary, until the October 21 Senate meeting. If the Senate provisionally accepts the changes on October 21, the Constitution draft will be distributed to the general faculty for review and feedback, with the ultimate goal of holding a full faculty assembly on December 2 to vote on the Constitution.

State of the University Address – President John Hitt

President John Hitt addressed the Senate and thanked Dr. Cook for her service to Board of Trustees, university, and faculty. President Hitt thanked the senators for their service in making the university stronger. He shared information on enrollment and announced that UCF had another good year and student numbers were larger than predicted. Currently we have 56,100 students enrolled versus 53,500 last fall, a little over 5% increase in student credit hours (SCH). These numbers make UCF the largest university in the state and the 3rd largest in the United States. Our graduate students number 8,500 which represents the top 20 in the country in terms of enrollment. Over the past year, we have hired 186 faculty to accommodate this growth. Dr. Hitt is pleased with the number and the quality of students at UCF. We currently admit less than half of the incoming freshmen who apply, and half of those who are admitted attend classes. He shared some statistics of the incoming freshman class. Grants last year exceeded all expectations – UCF was awarded 133.3M in grants, a 9.1% increase over the previous year. UCF continues to build new facilities. President Hitt invited the senators to visit the College of Medicine (COM), and see their new 170,000sq. ft., \$85M facility. The COM admitted 60 students for the class of 2014. The current enrollment is 101, and they plan to enroll 80 students in 2011, 100 students in 2012, and 120 students in 2013.

University Athletics - Keith Tribble

Mr. Keith Tribble, Director of Athletics and Executive Vice President, thanked the faculty for what they do for our student athletes. Mr. Tribble emphasized the importance of academics over athletics and he noted that he reiterates that with students. When he meets new recruits he tells them his first job to graduate student-athletes, and secondary to that is to compete for championships.

Mr. Tribble provided an overview of the academic statistics of our athletes. UCF leads all Conference USA public institutions with 3.0 GPA or higher in the conference. UCF had more honor roll students since 2006 than the private institutions in the conference. UCF's graduate success rate for the NCAA was 80% while, the national average is 77%. Mr. Tribble noted that less than 1% of our student-athletes will play at the next level; and so they need to graduate and be prepared to enter the workforce. Mr. Tribble spoke about the mandatory eight hours of study hall for all student-athletes with a GPA below 3.0, and again thanked the faculty for their efforts.

October 6, 2010 Midweek Football Game

Mr. Chad Binette, Associate Director of News and Information, discussed the cancelation of afternoon classes on October 6 due to the mid-week football game. The Athletics Department's

goal is to accommodate as many classes as possible. Classes will end at 12:20 p.m. and all buildings will close at 12:30 p.m. Mr. Binette emphasized that towing will start at 12:30 p.m. for those parked in the Gold Zone. More information about the mid-week football game is available at <http://www.ucfgameday.com> under the Game Day → Faculty Notice link. Further communication regarding this event will be forthcoming.

NOOKstudy and e-Textbooks – *Stephanie Garay and Mairin Brzica*

Ms. Stephanie Garay, UCF Bookstore Textbook Manager, introduced Barnes and Noble representative Ms. Mairin Brzica, who demonstrated the NOOKstudy software. NOOKstudy is an application which students must download and install in order to access and read Barnes & Noble e-Textbooks. The software allows students to highlight sections, make notes, create citations from the text, and print pages; however, each publisher has its own restrictions determining the number of pages that can be printed. The software operates on both Macs and PCs, and new applications for the iPad and iPhone are forthcoming. More information and the software download are available at www.nookstudy.com/college

E-textbooks could offer a significant cost-savings for students. There are hundreds of e-textbooks available and the cost-savings vary from publisher to publisher (up to 50% in some instances). Examination copies for faculty are not yet available, but the bookstore is working with publishers to allow for them.

ADJOURNMENT

Motion to adjourn made and seconded. Meeting adjourned at 5:17 p.m.

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UCF Faculty Constitution

Proposed Revisions

1/28/2010

8/23/2010

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PREAMBLE

Within the legal structure of the University of Central Florida
and in cognizance of the reality that the university can only
function properly when goodwill is nurtured and maintained by
the president, administrators, and faculty, this constitution
establishes the means for faculty participation in the governance
of the
University of Central Florida.

28 **CONSTITUTION OF THE FACULTY**

29 **OF THE UNIVERSITY OF CENTRAL FLORIDA**

30 ARTICLE I. General Faculty 4

31 ARTICLE II. Faculty Senate 5

32 ARTICLE III. Jurisdiction 6

33 ARTICLE IV. Committees and Councils 7

34 ARTICLE V. Meetings 11

35 ARTICLE VI. Governance in Academic Units 12

36 ARTICLE VII. Amendments 12

37 ARTICLE VIII. Compliance 13

38

39

40 **BYLAWS TO THE CONSTITUTION OF THE FACULTY**

41 **OF THE UNIVERSITY OF CENTRAL FLORIDA**

42 SECTION I. Definition of Faculty 14

43 SECTION II. Senate Membership 14

44 SECTION III. Officers of the Faculty Senate 16

45 SECTION IV. Meetings of the Senate 18

46 SECTION V. Attendance 20

47 SECTION VI. Senate Operational Committees 20

48 SECTION VII. Senate Curricular Committees 25

49 SECTION VIII. Joint Committees and Councils 31

50 SECTION IX. Amendments 43

51

52 **CONSTITUTION OF THE FACULTY**
53 **OF THE UNIVERSITY OF CENTRAL FLORIDA**

54
55 **ARTICLE I.**
56 **General Faculty**

57 **A. Faculty Participation in University Governance**

58 Faculty participation in the governance of the University of Central Florida shall be provided
59 for by a constituent body, the **general faculty**, and its representative body, the Faculty
60 Senate.¹ The general faculty is an advisory body to the president of the University of Central
61 Florida.²

Commented [LS1]: The term "general faculty" has been adopted to replace "faculty assembly", which had been used to refer to the faculty body. This aims to clear up the confusion caused by having "faculty assembly" refer to both a group and an event.

Deleted: Faculty Assembly

62 **B. Membership**

63 Membership in the general faculty of the University of Central Florida shall consist of all
64 full-time faculty members. Department chairs are considered to be members of the general
65 faculty. Titles of these persons shall be set forth in the Senate *Bylaws, Section I*.³

66 **C. Meetings**

67 **An assembly of** the general faculty of the University of Central Florida shall meet at least
68 annually in the fall semester of each academic year. At this annual meeting, the president of
69 the university shall present a general message to the faculty on the state of the university.
70 The general faculty may meet at other times upon the call of the president or the chair of the
71 Faculty Senate or upon written request to the president by fifteen percent of the general
72 faculty.

73 **The following shall be invited as non-voting guests:** the president, provost, vice presidents,
74 vice provosts, deans of colleges, the director of Libraries, and the university registrar.⁴

75 The presiding officer of the general faculty shall be the president of the University of Central
76 Florida or in his/her absence the **provost and vice president for Academic Affairs**. In the
77 absence of both, the president shall designate the presiding officer. The president shall
78 appoint members of the general faculty to serve as parliamentarian and secretary.⁵

Commented [LS2]: The provost's full title has been updated throughout the document.

Deleted: provost and executive vice president

79 **Fifteen percent** of the members of the general faculty shall constitute a quorum.⁶

Deleted: The secretary of the Faculty Assembly shall be appointed by the president of the Faculty Assembly and shall keep the minutes of the proceedings and perform such other duties as are set forth in the constitution or as shall be directed by the Faculty Assembly or its presiding officer.

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80 The method of voting to be used shall be at the discretion of the presiding officer. However,
81 at the request of twenty-five members, a vote by secret ballot shall be mandatory.⁷

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82 Meetings shall be conducted according to *Robert's Rules of Order* (latest edition).⁸
83 Summaries of actions taken by an assembly of the general faculty shall be sent electronically
84 to each member within one week following each meeting.⁹ Special committees of the

Commented [LS3]: This has been changed from 20%.

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Deleted: the Faculty Assembly

Deleted: Records of proceedings of the Faculty Assembly shall be kept by the secretary and shall be made public unless designated as closed by the membership or the president.

¹ 1.0 – Footnotes indicate the corresponding section in the old constitution.

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⁸ 2.4.7

⁹ 2.1.2

99 ~~general faculty may be appointed by the president or may be elected by, an assembly of the~~
100 ~~general faculty.~~ The president shall be an ex officio member of all committees of the ~~general~~
101 ~~faculty.~~¹⁰

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102 For any meeting at which an appeal of a Faculty Senate action is to be considered, the
103 proposal to be considered shall be the first order of business.¹¹

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105 ARTICLE II.
106 Faculty Senate

107 The Faculty Senate shall be the legislative body of the university thereby providing a forum for
108 mutual exchange of ideas between senior administrators and faculty. In this capacity, the Senate
109 shall take cognizance of, and may legislate with respect to matters which concern colleges,
110 schools or other major academic units, or which are otherwise of general university interest. In
111 exercising its legislative function, the Senate shall make such rules, regulations, ~~and bylaws~~ as it
112 may deem advisable for the fulfillment of its duties.¹²

113 A. Membership

114 The membership of the Faculty Senate shall be selected from the ~~general faculty.~~ ~~Eligible~~
115 ~~members~~ are those persons employed by the University of Central Florida during the regular
116 academic year ~~and~~ whose primary assignment is to carry out the academic mission of the
117 university, namely, teaching, research and academic service. Titles of these persons shall be
118 set forth in the Senate *Bylaws*, Section I.A.¹³

Deleted: of the University of Central Florida who

119 The Faculty Senate shall be composed of seventy-five elected members. ~~Members are~~
120 ~~apportioned among and represent the academic units of the University of Central Florida in~~
121 ~~accordance with the apportionment criteria contained in Section B of Article II. Academic~~
122 ~~units shall be each college and the University Libraries.~~ In establishing representation, the
123 Faculty Senate may determine that a unit be represented that is not a recognized college.

124 B. Apportionment

125 Annually prior to election, the membership of the Faculty Senate shall be apportioned
126 equitably among the academic ~~units,~~ based on the number of members of the general faculty
127 in each ~~academic unit,~~ The number of elected members of the Senate will be apportioned
128 among the academic units based on the number of faculty in each unit, ~~with the restrictions~~
129 ~~that each academic unit shall have~~ at least two elected voting members, ~~and~~ no academic unit
130 will have a number of voting elected members larger than one-fifth of the ~~total~~ elected voting
131 membership of the Faculty Senate. The specific quotas shall be computed as set forth in the
132 Senate *Bylaws*, Section II.B.¹⁴

Deleted: colleges and libraries,

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133 C. Elections

134 1. Eligibility for election to Senate.

¹⁰ 2.1.4

¹¹ 2.4.4

¹² 3.1

¹³ 3.2

¹⁴ 3.3.1

145 Members of the general faculty eligible to be elected to the Faculty Senate shall be
146 full-time members of the general faculty as specified in the *Bylaws*, Section II.A.¹⁵

147 2. Eligibility for participation in elections.

148 Each member of the general faculty is eligible to vote in the election of the faculty
149 senators from the academic unit of which he or she is a member. Visiting faculty,
150 regardless of their rank or duration of appointment, are not eligible to participate in
151 elections.¹⁶

Deleted: college/campus/

152 3. Terms.

153 The term of each Senate seat shall be two years, beginning the first Senate meeting
154 following the confirmation of elections results by the office of the Faculty Senate. A
155 person may seek re-election for more than one term.¹⁷

156 4. Vacancies and Absences.

157 If a senator is to be absent or unable to serve, an alternate selected in accordance with
158 the *Bylaws*, Section V.A, shall be appointed on an interim or permanent basis. When
159 a senator is unable to complete his/her term, the alternate will fill the vacated seat for
160 the remainder of the unexpired term.¹⁸ If the senator intends to reassume his/her seat,
161 the Faculty Senate office must be notified in advance of his/her absence. Interims
162 shall only be appointed for absences greater than eight weeks but no longer than one
163 academic year.

Commented [LS4]: Interims are new to the constitution.

164 5. Time of Election.

165 An annual election shall be held in the spring term of each year as specified in the
166 bylaws. Results of these elections will published on the Faculty Senate website.

167 D. Officers

168 The Faculty Senate shall have a chair, vice chair, past chair, and secretary.¹⁹ The chair shall
169 appoint a member of the Faculty Senate to serve as the parliamentarian.²⁰ The duties of the
170 officers are described in the *Bylaws*, Section III.A.

171 When a Senate chair completes his or her elected term as a senator, he or she shall continue
172 as an ex officio member of the Faculty Senate until his or her successor is replaced by a new
173 Senate chair. Unless he or she is also an elected senator, the past chair shall serve as a non-
174 voting ex officio member. The elected chair of the Faculty Senate shall remain a member
175 until the end of his or her Senate term.²¹

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177 ARTICLE III.

178 Jurisdiction

179 A. Responsibilities

¹⁵ 3.4.1

¹⁶ 3.5.1

¹⁷ 3.2

¹⁸ 3.6.2

¹⁹ 3.7

²⁰ 3.7.2.1

²¹ 3.2

181 The Faculty Senate operates according to the principles of shared governance. The Senate
182 serves as the main channel of communication between faculty members and the central
183 administration of the university. The Senate constitutes the principal advisory body to the
184 president and provost and vice president for Academic Affairs of the university. In this
185 capacity, the Senate has the responsibility to review and make recommendations to them
186 concerning decisions of the university on all matters pertaining to the welfare of the
187 university, focusing particularly on those related to the academic mission. Senators shall
188 report Senate activities regularly to their constituencies.

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189 The Senate may discuss and take a position on any subject of university concern, and may
190 initiate policies on these matters, either directly or through its committees. The Senate
191 appoints faculty members to serve on the Senate committees as well as Joint committees and
192 councils; these committees carry out much of the work of the Senate. Faculty members are
193 afforded an opportunity each year to participate in committee service. The Senate has a
194 significant role in the appointment of academic administrators, as well as the periodic
195 performance reviews of such administrators.

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ARTICLE IV. Committees and Councils

199 A. Purpose and Classification

200 Service on university committees and councils is the primary means of direct participation in
201 university governance by faculty. There are three classes of committees and councils staffed
202 by the Faculty Senate: Senate operational committees, Senate curricular committees and
203 councils, and joint committees. The creation, restructuring, or dissolution of Senate and joint
204 committees and councils is proposed on the Senate floor and is recommended to the president
205 of the university by a majority vote of the Senate. The purviews, structures and procedures
206 of Senate operational committees, Senate curricular committees and councils and joint
207 committees are more fully set forth in the Senate bylaws. Ad hoc Senate committees may be
208 established by the Senate or by the Steering Committee.²²

Commented [15]: New terminology for committees. Standing committees were broken up into "Senate operational committees" and "Senate curricular committees." Reporting committees are now called "joint committees and councils."

209 B. Committee Governance

210 Rules and policies of the Senate govern the operation of its committees. Senate committees
211 may adopt temporary rules and policies necessary to the operation of committees. These
212 temporary rules must be consonant with the constitution and the bylaws and are reported to
213 the Faculty Senate office as they are adopted. Such changes are subject to subsequent
214 approval by the Senate.

215 C. Types of Committees and Councils

216 1. Senate Operational Committees.

217 Senate Operational Committees serve to expedite the efficient functioning of the
218 Senate and its affairs and to address matters relating to faculty interests and functions.
219 Committees and membership selection shall be made in accordance with the bylaws.

220 a. Steering Committee.

²² 3.10.1

222 The Steering Committee of the Faculty Senate serves as the “executive
223 committee” of the Faculty Senate. It advises the chair of the Senate and assists
224 the chair in determining the agenda for Senate meetings.²³

225 i. Committee on Committees.

226 A subcommittee of the Steering Committee serves as the Committee
227 on Committees. This committee will be chaired by the Senate vice
228 chair. The membership and responsibilities of the Committee on
229 Committees is as specified in the bylaws.²⁴

230 ii. Nominating Committee.

231 A subcommittee of the Steering Committee serves as the Nominating
232 Committee. This committee will be chaired by the past chair of the
233 Senate. The membership and responsibilities of the Nominating
234 Committee is as specified in the bylaws.

Commented [LS6]: New to the constitution. Added to reflect current practice.

235 b. Budget and Administrative Procedures Committee.

236 The Budget and Administrative Procedures Committee evaluates and
237 recommends policies and procedures concerning university budget with special
238 emphasis on the academic budget.²⁵

239 c. Personnel Committee.

240 The Personnel Committee studies and recommends academic personnel policy
241 and standards, including university-wide promotion and tenure criteria.²⁶

242 d. Faculty Senate Parking Advisory Committee.

243 The Faculty Senate Parking Advisory Committee recommends to the University
244 Parking and Transportation Advisory Committee concerning policy and
245 concerns relating to parking and traffic services needed by all segments of the
246 university community.

Commented [LS7]: New committee – reasons detailed in comments in the Bylaws, Section VI.D.

247 2. Senate Curricular Committees and Councils.

248 Senate Curricular Committees govern college and university curricular and academic
249 policies and procedures in cooperation with the Office of Undergraduate Studies
250 and/or the College of Graduate Studies. Committees and membership selection shall
251 be made in accordance with the bylaws.

252 The Senate Curricular Committees and Councils are:

253 a. Undergraduate Council.

254 The Undergraduate Council reports to the Senate on undergraduate policy and
255 curricular matters. The committees of the Undergraduate Council are:

256 i. Undergraduate Policy and Curriculum Committee

257 ii. Undergraduate Course Review Committee

Commented [LS8]: The rationale for this structural change is explained in detail in the bylaws Section VII.

²³ 3.10.3

²⁴ 3.10.3.1.2

²⁵ 3.10.7.2.1

²⁶ 3.10.6.2.1

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b. Graduate Council.

The Graduate Council reports to the Senate on graduate policy and curricular matters. The committees of the Graduate Council are:

- i. Graduate Policy Committee
- ii. Graduate Appeals Committee
- iii. Graduate Curriculum Committee
- iv. Graduate Program Review and Awards Committee

3. Joint Committees and Councils.

Faculty involvement is important for the disposition of certain key university issues with academic and administrative implications. In the spirit of shared governance, these issues are dealt with by joint committees. These committees are established and dissolved by the president and the Senate. The faculty are represented by members nominated by the Committee on Committees. Composition of the joint committees and councils varies and is specified in the Senate bylaws. Joint committees, councils, or task forces shall report to the Senate and to the president or the responsible administrators designated in the bylaws. At any time, the president or Senate may evaluate the effectiveness of joint committees in conjunction with the Steering Committee. Through the mechanism established in Article IV of this *Constitution*, such committees may be mutually restructured. The committee responsibilities and membership are defined in the *Bylaws*, Section VIII.

The Joint Committees are:

- a. Academic Calendar Committee.
The Academic Calendar Committee recommends to the provost and vice president for Academic Affairs regarding the academic calendar.²⁷
- b. Admissions and Standards Committee.
The Admissions and Standards Committee considers appeals for admissions, readmission, and waivers of undergraduate academic policies or standards.²⁸
- c. Commencements, Convocations, and Recognition Committee.
The Commencement, Convocations, and Recognitions Committee makes recommendations to the president and the provost and vice president for Academic Affairs regarding commencements, convocations, awards, honorary degrees, emeritus status, and other forms of recognition.²⁹
- d. Faculty Center for Teaching and Learning Advisory Committee.
The Faculty Center for Teaching and Learning Advisory Committee makes recommendations to the Center director on professional improvement and instructional research activities that will enhance teaching and learning

Commented [LS9]: The Awards function was separated from the Appeals committee and added to Program Review per recommendations from and approval of the Graduate Council

Commented [LS10]: New terminology. Joint committees and councils were formerly called reporting committees. The was changed because these committees are not primarily staffed by senators. They include other faculty members and administrators.

Deleted: and include members appointed by the president, and the members are nominated by the Committee on Committees to represent the faculty.

Deleted: provost and executive vice president (or designee).

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²⁷ 3.10.19
²⁸ 3.10.9
²⁹ 3.10.17

302 excellence and improve assessment and evaluation in all learning
303 environments.³⁰

304 e. Faculty and Staff Benefits Committee.

305 The Faculty and Staff Benefits Committee recommends to the vice president of
306 Administration and Finance on policies and programs that revise the benefits
307 provided faculty and staff.³¹

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308 f. Information Technology Resource Policy Committee.

309 The Information Technology Resource Policy Committee recommends to the
310 vice provost of Information Technologies and Resources on information
311 technology resources policy.³²

Deleted: , organizational structure, and budget

312 g. Library Advisory Committee.

313 The Library Advisory Committee provides advice to the Libraries concerning
314 materials and services needed by faculty and students in their teaching and
315 research endeavors.³³

316 h. Research Council.

317 The Research Council recommends to the vice provost for Research and
318 Commercialization on the interests of the faculty in research and scholarly
319 activity at the university.³⁴

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320 i. Strategic Planning Council.

321 The Strategic Planning Council recommends to the vice president for Strategy,
322 Marketing, Communications, and Admissions policies to support the
323 university's strategic planning process, including academic planning,
324 institutional effectiveness, accountability, budget planning, and student services.
325 ³⁵

Deleted: university president on all strategic planning issues

Commented [LS14]: Change recommended by Vice President Al Harms.

326 j. Undergraduate Common Program Oversight Committee.

327 The Undergraduate Common Program Oversight Committee provides oversight
328 of courses and alternative plans to fulfill the General Education Program,
329 diversity and technology requirements, as well as other program requirements
330 common to all undergraduate students.³⁶

331 k. University Athletics Advisory Committee.

332 The University Athletics Advisory Committee ³⁷serves as an advisory and
333 recommending body for intercollegiate athletics on policies and procedures that
334 relate specifically to student-athlete welfare and academic progress.

Deleted: recommends to the president on academic policy for student athletes.

Deleted: The primary focus of the committee is to nurture and foster academic integrity through an oversight of academics matters related to University Athletics

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³⁰ 3.10.11

³¹ 3.10.13

³² 3.10.10

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³⁴ 3.10.8

³⁵ 3.10.21

³⁶ 3.10.22

³⁷ 3.10.18

- 347 l. University Bookstore Advisory Committee.
 348 The University Bookstore Advisory Committee advises the bookstore
 349 management concerning materials and services needed by all segments of the
 350 university community.³⁸
- 351 m. University Honors Committee.
 352 The University Honors Committee recommends to the dean of The Burnett
 353 Honors College on policies and plans for the college.³⁹
- 354 n. University Master Planning Committee.
 355 The University Master Planning Committee recommends to the vice president
 356 for Administration and Finance on short- and long-range issues related to land
 357 use, facilities planning, and future development of the campus, taking into
 358 account the protection and preservation of natural resources on the campus.⁴⁰
- 359 o. University Parking and Transportation Advisory Committee.
 360 The University Parking and Transportation Advisory Committee recommends
 361 to the vice president of Administration and Finance concerning policies and
 362 regulations governing traffic and parking on the UCF campus.⁴¹
- 363 p. University Promotion and Tenure Committee.
 364 The University Promotion and Tenure Committee reports to the provost and
 365 vice president for Academic Affairs, its recommendations on all applications for
 366 promotion and tenure.⁴²
- 367 q. University Travel Committee.
 368 The University Travel Committee makes recommendations to the provost and
 369 vice president for Academic Affairs regarding special travel awards to faculty.⁴³

Deleted: Honors Program

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Commented [LS16]: Mission description edited for clarity.

Deleted: on all matters concerning policies and plans for development and construction on the campus.

Deleted: The committee considers short-range as well as long-range issues related to land use, facilities planning, and future development of the campus. The committee also considers protection and preservation of natural resources on the campus.

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Commented [LS17]: Edited to reflect current practice.

Deleted: Parking Services management

Deleted: policy and concerns relating to parking services needed by all segments of the university community

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ARTICLE V. Meetings

- 373 A. The Faculty Senate shall meet in regular session each month during fall and spring semesters
 374 and as necessary during the summer term or as specified by the bylaws of the Senate.⁴⁴
- 375 B. Special meetings may be held at any time at the call of the Senate chair, the president of the
 376 university, the provost and vice president for Academic Affairs, or by written request of one
 377 third of the Faculty Senate.⁴⁵
- 378 C. All meetings of the Faculty Senate shall be open to members of the university community.
 379 The president of the university, provost and vice president for Academic Affairs, and vice

Deleted: both

³⁸ 3.10.23

³⁹ 3.10.16

⁴⁰ 3.10.14

⁴¹ 3.10.24

⁴² 3.10.20

⁴³ 3.10.15

⁴⁴ 3.9.1

⁴⁵ 3.9.2

398 presidents shall be extended privileges of the floor upon request; other non-members may be
399 granted privileges of the floor upon written request or upon the invitation of the chair of the
400 Faculty Senate.⁴⁶

401 D. Minutes of the meetings of the Faculty Senate shall be available electronically to all members
402 of the university community at large.

Deleted: the faculty of the university and to

403 E. There is no voting by proxy for Senate meetings, elections, or votes.⁴⁷

404

405 ARTICLE VI.

406 Governance in Academic Units

Deleted: College

407 Each academic unit of the university shall provide for non-administrative faculty representation
408 in its governance.⁴⁸

Deleted: college

409

410 ARTICLE VII.

411 Amendments⁴⁹

412 A. Amendments to the constitution may be considered by the Faculty Senate upon (1)
413 recommendation of the Faculty Senate Steering Committee or (2) written request of fifteen
414 percent of the members of the general faculty. The text of a proposed amendment must be
415 made available electronically to the members of the Faculty Senate at least thirty days prior
416 to the meeting at which it will be considered.⁵⁰

Deleted: ten

417 A proposed amendment must receive an affirmative majority vote of the members of the
418 Faculty Senate who are present, after which the text of such amendment shall be made
419 available electronically to all members of the general faculty for their review and
420 consideration. Members of the general faculty have fourteen days from initial distribution to
421 provide input to the Faculty Senate Steering Committee.

422 The Faculty Senate Steering Committee shall consider all input from the members of the
423 general faculty for potential revisions to the amendment. The revised text of the proposed
424 amendment shall be made available electronically to all members of the general faculty at
425 least thirty days prior to a meeting of the general faculty. At such meeting, the proposed
426 amendment will be voted upon if a quorum is present. For final adoption, the proposed
427 amendment must receive an affirmative two-thirds vote of those who are present.

428 If a quorum is not achieved at this meeting of the general faculty, a subsequent called
429 meeting of the Faculty Senate shall consider the proposed amendment for final adoption. At
430 this called meeting of the Faculty Senate, all members of the general faculty shall be invited
431 to attend and participate. For final adoption, a proposed amendment must receive an
432 affirmative two-thirds vote of the members of the Faculty Senate who are present.

433 B. Upon final adoption by the Faculty Senate, an amendment shall be transmitted to the provost
434 and vice president for Academic Affairs and the president of the university for action. Within

⁴⁶ 3.9.3

⁴⁷ 3.9.7

⁴⁸ 4.0

⁴⁹ 5.0

⁵⁰ 5.1

439 thirty days the president shall either approve the amendment or refer the amendment back to
440 the Faculty Senate for reconsideration. Such a referral should include the reasons for the
441 action. If the latter action is taken and the Faculty Senate again approves the amendment as
442 originally adopted, it will be sent to the president for further consideration. An amendment
443 shall become effective at such time as it receives the president's approval.⁵¹

444 C. If there is a change in the designation of an office, the title of an official, the name of a
445 committee, or the references to the bylaws, the constitution will be automatically adjusted to
446 reflect the change. Such changes will be reported to the Faculty Senate.⁵²

447 D. This constitution may be amended by the Board of Trustees in accordance with the Florida
448 Board of Governor's Regulation Development Procedure for State University Boards of
449 Trustees.⁵³

Deleted: or replaced at any time

450

451 ARTICLE VIII.

452 Compliance

Commented [LS18]: New to the constitution.

453 The provisions of this *Constitution* shall not be construed in any manner so as to conflict with the
454 laws of the State of Florida, the policies of the Board of Governors, or policies of the Board of
455 Trustees or contractual agreements between the Board of Trustees and bargaining agents.

456

⁵¹ 5.2

⁵² 5.1

⁵³ 5.3

458 BYLAWS TO THE CONSTITUTION OF THE FACULTY
459 **OF THE UNIVERSITY OF CENTRAL FLORIDA**

461 SECTION I.
462 Definition of Faculty

463 A. Titles

464 Persons employed full-time by the University of Central Florida during the regular academic
465 year are members of the general faculty if they hold one of the following academic titles:⁵⁴

- 466 1. Eminent Scholar.
- 467 2. Professor, Associate Professor, or Assistant Professor.
- 468 3. University Librarian, Associate University Librarian, or Assistant University
469 Librarian (professional librarians of comparable rank of A2).
- 470 4. Senior Lecturer or Lecturer.
- 471 5. Senior Instructor, Instructor, or Instructor Librarian. ||

472 University employees who hold these academic titles are considered members of the
473 general faculty unless their appointing academic unit certifies their primary assignment to
474 be in administrative support areas of the university instead of in direct pursuit of
475 teaching, research and academic service missions of the university.⁵⁵ In advance of
476 Senate elections, the office of the Faculty Senate will verify with each academic unit the
477 list of faculty who are to be counted toward Senate apportionment.

478 B. Faculty Characteristics

479 The following principles shall be considered by the Senate in resolving ambiguous cases for
480 university employees within an academic unit whose titles do not appear in the *Bylaws*,
481 Section I.A:

- 482 1. They are hired through nationally competitive processes.
- 483 2. They are retained and promoted using national, peer-reviewed criteria.
- 484 3. They participate, to some degree, in teaching, research, and service.
- 485 4. They are eligible for tenure or they are full-time regular faculty with multi-year
486 contracts.
- 487 5. Their primary employer is the University of Central Florida.
- 488 6. They hold a terminal degree in their field.
- 489 7. They are hired by their faculty peers.

491 SECTION II.
492 Senate Membership

493 A. General Eligibility

⁵⁴ 2.2.1

⁵⁵ 2.2.2

Commented [LS19]: The position titles of Senior Lecturer and Senior Instructor in items 4 and 5 are pending bargaining.

494 Those defined as members of the general faculty in *Bylaws, Section 1.A* shall be eligible to
495 be elected to the Faculty Senate, with the exception of Lecturers, Instructors, and Instructor
496 Librarians; Senior Lecturers and Senior Instructors are eligible to serve on the Faculty
497 Senate. ⁵⁶ Visiting faculty, regardless of their rank or duration of appointment, are not
498 eligible to serve on the Faculty Senate.⁵⁷

Deleted: Faculty

Commented [LS20]: Titles for instructors and lecturers are pending bargaining. Their eligibility to serve on Senate is newly proposed here.

499 B. Apportionment

500 The Faculty Senate shall be composed of seventy-five elected members equitably
501 apportioned among and representing the academic units of the University of Central Florida
502 in accordance with the following apportionment criteria.

Deleted: Only full-time professors, associate professors, and assistant professors with tenured, tenure-earning, or multi-year appointments, and professional librarians of comparable rank shall be eligible for election to the Faculty Senate.

Deleted: colleges and libraries

503 Apportionment will be made only once each year, based on the number of individuals who
504 are members of the general faculty and are listed as faculty on official records of the
505 university on the first day of the spring semester of that year.⁵⁸

Deleted: with full-time tenured, tenure-earning, or multi-year appointments, librarians of comparable rank, and full-time instructors with continuing contracts who

506 Each academic unit will have a minimum of two representatives, and no academic unit may
507 have more than 1/5 of the total number of members in the Senate. The number of elected
508 members of the Faculty Senate will be apportioned among the academic units as follows.⁵⁹

Deleted: colleges and

509 The number of senators representing an academic unit will be determined by rounding the

Deleted: a college, library, or

$$\text{Number of senators} = 75 \times \left(\frac{\text{Number of general faculty in an academic unit}}{\text{Number of general faculty in the university}} \right)$$

510 above calculated value to the nearest whole number.⁶⁰ Librarians who are not part of the
511 University Libraries unit are counted as part of their colleges' faculty.

Deleted: A unit is defined as any degree granting academic unit, not within an established college, and shall have proportionate representation on the Faculty Senate as defined above.

512 C. Nomination and Election of Senators

513 Senators representing an academic unit shall be elected by a vote of the general faculty of
514 that academic unit. Each academic unit shall decide on a mechanism for conducting
515 elections (e.g., college assembly, paper or electronic ballot) as guided by *Robert's Rules of*
516 *Order* (latest edition). Visiting faculty, regardless of their rank or duration of appointment,
517 are not eligible to vote.

Deleted: eligible

Deleted: that college or

Deleted: college or

518 Each academic unit shall, by majority vote of its faculty, decide on a system of internal
519 allocation of Senate representation; e.g., at academic unit level, by department, by proportion
520 to department size, by a combination of department and academic unit representation, etc.

Deleted: college or

Deleted: college/

Deleted: college/

521 Each academic unit shall annually inform the chair of the Faculty Senate of the details of
522 such allocation and any subsequent changes in it.⁶¹

Deleted: college

523 No later than the fourth week of the spring semester, the Faculty Senate office will provide
524 each academic unit with a list of faculty eligible for election to the Faculty Senate and the

Deleted: Steering Committee

Deleted: college or

⁵⁶ 3.4

⁵⁷ 3.4.1

⁵⁸ 3.3.2

⁵⁹ 3.3.1

⁶⁰ 3.3

⁶¹ 3.3.3

548 number of seats to be filled. On receiving this information, the academic unit will conduct an
549 election.⁶²

550 Each academic unit will report election results to the Faculty Senate office no later than
551 March 1. In order to provide a current list of alternate members of the Senate, each academic
552 unit will also forward the number of votes cast for each candidate for any at large election.⁶³

553 The chair of the Faculty Senate will certify all Senate elections.

554

555

556

SECTION III. Officers of the Faculty Senate

557 A. Officers

558 Officers of the Senate as specified in the *Constitution* shall be the chair, the vice chair, the
559 past chair, and the secretary.⁶⁴

560 1. Chair. The duties and functions of the chair are:

- 561 a. To preside at Faculty Senate Meetings;⁶⁵
- 562 b. To serve as chair of the Senate Steering Committee;⁶⁶
- 563 c. To represent the Faculty Senate on any matter within the Senate's jurisdiction or
564 as requested by the provost and vice president of Academic Affairs, president,
565 or Board of Trustees;
- 566 d. To serve as a full voting member of the Advisory Council of Faculty Senates;⁶⁷
- 567 e. To serve as an ex officio voting member of the Board of Trustees;
- 568 f. To oversee the office of the Faculty Senate;
- 569 g. To perform such other duties as may be directed by the Senate.
- 570 h. To appoint a parliamentarian.⁶⁸

571 2. Vice Chair. The duties and functions of the vice chair are:

- 572 a. To act as chair in the event the chair is absent or otherwise unable to act;⁶⁹
- 573 b. To serve as chair of the Committee on Committees;⁷⁰
- 574 c. To serve on the Senate Steering Committee;⁷¹
- 575 d. To perform such other duties as may be directed by the Senate.

576 3. Past Chair. The duties and functions of the past chair are:

Deleted: college/

Deleted: college/

Deleted: forward a list of elected senators

Deleted: Steering Committee

Commented [LS23]: Added a date instead of the previous "no later than the eighth week," which had caused confusion for colleges.

Deleted: the eighth week of the spring semester

Deleted: college/

⁶² 3.5.1

⁶³ 3.5.2

⁶⁴ 3.7

⁶⁵ 3.7.2.1

⁶⁶ 3.10.3.1.1

⁶⁷ 3.11

⁶⁸ 3.7.2.1

⁶⁹ 3.7.2.1

⁷⁰ 3.10.3.1.2

⁷¹ 3.10.3.1

- 583 a. To act as chair in the event both the chair and vice chair are absent or otherwise
 584 unable to act;
- 585 b. To serve as chair of the Nominations Committee;
- 586 c. To serve on the Senate Steering Committee;⁷²
- 587 d. To serve as a full voting member of the Advisory Council of Faculty Senates;⁷³
- 588 e. To perform such other duties as may be directed by the Senate.
- 589 4. Secretary. The duties and functions of the secretary are:
- 590 a. To oversee
- 591 i. the record of the minutes of the meetings of the Faculty Senate;⁷⁴
- 592 ii. the transmission of all notices required under constitution and bylaws
 593 of the Senate;
- 594 b. To serve on the Senate Steering Committee.⁷⁵
- 595 c. To perform such other duties as may be directed by the Senate.

596 B. Election of Officers

597 As the first order of business at the first meeting of the new Senate in April, the Senate shall
 598 elect from its voting membership by majority vote a chair, vice chair and secretary to
 599 perform the duties and functions as described in Section A. Each of the officers has a one-
 600 year term, beginning immediately following the annual election.⁷⁶

601 No later than April 1, the Faculty Senate office shall make public a list of all Faculty Senate
 602 members for the coming year and issue a call to the general faculty for nominations for
 603 Faculty Senate officers from this list. In the eleventh week of the spring semester, the
 604 Nominating Committee shall select up to four willing candidates for each office from among
 605 the candidates nominated by the faculty. In addition, the Nominating Committee may add
 606 additional nominees for each office not previously put forward by the faculty.⁷⁷

607 At least one week prior to the first meeting of the new Faculty Senate, the Faculty Senate
 608 office shall distribute the names and biographical statements of nominees to all members of
 609 the Faculty Senate. Additional nominations for each office shall also be accepted from the
 610 floor of the Faculty Senate.⁷⁸

611 Voting for officers will be conducted by secret ballot. Election of officers will be by
 612 majority of those senators present and voting. There shall be no voting by proxy.⁷⁹

613 Should the chair of the Faculty Senate resign that office, the vice chair shall assume the
 614 office of chair, and the Steering Committee shall appoint a vice chair for the remainder of the

- Deleted: the ninth week of the spring semester
- Deleted: Steering Committee
- Deleted: send
- Deleted: to all members of the faculty and professional librarians and request
- Deleted: Faculty Senate Steering
- Deleted: Faculty Senate Steering
- Deleted: Nominations for each office shall also be accepted from the floor of the Faculty Senate.
- Deleted: Steering Committee
- Deleted: The first order of business at the first meeting of the new Senate will be the nomination and election of Faculty Senate officers for the coming year.

⁷² 3.10.3.1.1

⁷³ 3.11

⁷⁴ 3.7.2.2

⁷⁵ 3.10.3.1.1

⁷⁶ 3.8.3

⁷⁷ 3.8.2

⁷⁸ 3.8.2

⁷⁹ 3.8.3

628 term. Should the vice chair or secretary resign, the Steering Committee shall appoint
629 replacements to those positions.⁸⁰

630

631

SECTION IV.
Meetings of the Senate

632

633 A. Rule of Order

634 Meetings shall be conducted according to *Robert's Rules of Order* (latest edition).⁸¹

635 B. Senate Agenda

636 The agenda for regular meetings of the Faculty Senate shall be as follows.⁸²

637 Call to Order

638 Roll Call

639 Minutes

640 Announcements and Recognition of Guests

641 Report of the Provost

642 Old Business

643 New Business

644 Committee Reports

645 Other Business

646 Adjournment

647 C. First Meeting

648 The newly elected Faculty Senate will hold its first meeting during or before the last week of
649 the spring semester.⁸³

650 The first order of business at the first meeting of the new Senate will be the election of
651 Faculty Senate officers for the coming year.⁸⁴ (For nomination and election procedures, see
652 Bylaws, Section III.C.)

Deleted: nomination and

653 The second order of business at the first meeting of the new Faculty Senate will be the
654 establishment of the Steering Committee.⁸⁵ Each academic unit shall have at least one

Deleted: college

655 member of the Steering Committee (elected by the academic units' senators at the first
656 meeting).⁸⁶ The number of Steering Committee members to which an academic unit is

Deleted: college

657 entitled is proportional to the size of that unit's general faculty, as outlined in Bylaws, Section
658 VI.A.

Deleted: college

Deleted: proportionate to Senate representation

⁸⁰ 3.7.2.3

⁸¹ 3.9.8

⁸² 3.9.9

⁸³ 3.8.1

⁸⁴ 3.8.3

⁸⁵ 3.8.4

⁸⁶ 3.8.5

664 The third order of business at the first meeting of the new Faculty Senate will be the
665 establishment of the Committee on Committees. The senators from each academic unit shall
666 nominate one of their Steering Committee representatives to serve on the Committee on
667 Committees.

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668 D. Regular Meeting

669 As specified in the *Constitution*, Article V. An agenda shall be sent electronically to each
670 senator at least one week prior to the meeting.⁸⁷

671 E. Special Meetings

672 As specified in the *Constitution*, Article V. Special meetings shall be called only with
673 written notice of the meeting and its agenda sent to members one week prior to the meeting,
674 time permitting.

675 F. Quorum

676 A quorum for any meeting of the Senate shall consist of a majority of the Faculty Senate
677 membership.⁸⁸

678 G. Voting Privileges

679 Any member of the faculty shall have the right to attend meetings of the Senate. Only
680 senators shall not be entitled to a vote.

681 H. Voting Procedures

682 Except in elections, voting in the Senate shall ordinarily be by voice; but, at the discretion of
683 the presiding officer or upon the request of any member, a vote shall be taken by show of
684 hands; or at the request of ten members a vote shall be taken by written ballot.⁸⁹

685 I. Addressing the Senate

686 Any member of the general faculty shall have the privilege of addressing the Faculty Senate
687 when recognized. The Faculty Senate, after open debate, may by 2/3 vote of those senators
688 present, place limitations on this right at any Faculty Senate meeting.⁹⁰

Deleted: and without prior permission being given

689 Representatives of the Student Government, administrators, any member of the general
690 faculty, or other interested parties may attend the Faculty Senate meetings as
691 nonparticipating observers.⁹¹ Prior to the spring term meeting of the newly elected Faculty
692 Senate, one student (designated by the president of the Student Government) shall have the
693 privilege of participating in debate.⁹²

694 Persons who by their training and experience are qualified to contribute to the discussion of
695 particular items of business may be invited by the chair of the Faculty Senate or the provost
696 and vice president for Academic Affairs.

697 J. Conduct of Senate Business

⁸⁷ 3.9.5

⁸⁸ 3.9.6

⁸⁹ 3.9.7

⁹⁰ 3.9.4

⁹¹ 3.9.3.1

⁹² 3.9.3.3

- 700 1. In the conduct of its business, the Senate shall be guided by the customary rules of
 701 parliamentary procedure, insofar as these are not modified by the provisions of this
 702 *Constitution* or its bylaws. In cases of dispute recourse shall be to *Robert's Rules of*
 703 *Order* (latest edition).
- 704 2. Decisions in the Senate shall be taken by majority vote of the members present and
 705 voting, except as provided by the constitution and bylaws.

706
 707 SECTION V.
 708 Attendance

709 A. Vacancies

710 If a senator resigns his or her seat, this seat shall be declared vacant by the chair of the
 711 Faculty Senate, and shall be filled by a faculty member from the same academic unit. If a
 712 vacating member was elected at the department level, the replacement shall also be elected at
 713 the department level. If a vacating member was elected at the academic unit level for an at-
 714 large position, the Faculty Senate Steering Committee will select the first alternate member
 715 from the most recent list provided by the academic unit.⁹³

Deleted: college or

Deleted: college

Deleted: college

716 B. Determination of Attendance

717 Attendance shall be determined by the signing of an attendance roster at the beginning of
 718 each Senate meeting. Correction of the electronic attendance roster shall occur no later than
 719 the following Senate meeting by contacting the office of the Faculty Senate.

720 C. Excessive Absence

Commented [LS25]: New to the Constitution.

721 A senator who misses more than half of the regularly scheduled Senate meetings in an
 722 academic year for which an alternate has not been assigned is presumed to have resigned
 723 from the Faculty Senate. The Senate Secretary shall inform the Senate at the next regular
 724 meeting of resignations because of absence. Vacancies shall be filled as per the *Bylaws*,
 725 [Section V.A.](#)

726
 727 SECTION VI.

728 Senate Operational Committees

Commented [LS26]: Operational Committees were previously called Standing Committees

729 The Faculty Senate will establish Senate Operational Committees, which report to the full
 730 Faculty Senate at each meeting of the Faculty Senate. Terms of service for all committees are
 731 staggered. Committee members continue to serve until their replacements are appointed.⁹⁴

Deleted: and normally end within the spring semester of each year

Deleted: , however,

732 The chair of each committee, directed by majority vote of the committee membership, shall bring
 733 policy matters to the Faculty Senate Steering Committee for consideration. Even though there is
 734 no voting by proxy for Senate meetings, Senate Operational Committees may adopt policies at
 735 the start of the year to allow voting by proxy. According to *Robert's Rules of Order* (latest
 736 edition) proxies should be written, be for a specific meeting, and be given to the committee chair
 737 before the start of a meeting.⁹⁵

Deleted: A committee member designated as *ex officio* member is a contributing member who takes part in all discussions and serves as a resource person but is non-voting and cannot serve as the chair of the committee unless specified otherwise.

⁹³ 3.6.2

⁹⁴ 3.10.1

⁹⁵ 3.10.1

748 **A. Steering Committee**

749 1. Composition.

750 The Steering Committee is composed of the chair of the Faculty Senate, the vice
751 chair, the secretary of the Faculty Senate, and the immediate past chair of the Senate.
752 In addition to the current officers and the immediate past chair of the Faculty Senate,
753 the total number of senators on the Steering Committee shall be no greater than one-
754 fifth (15) of the total number of senators (75) and apportioned as provided below.
755 Steering Committee members shall be elected by a majority vote of senators present
756 and voting within each of the academic units. There shall be no voting by proxy.⁹⁶

757 a. Each academic unit will have one representative on the Steering Committee.⁹⁷

758 b. The apportionment of the remaining seats of the Steering Committee (after the
759 provision in Section VI, A.1.a is implemented) shall be derived as follows:⁹⁸

760 c. Vacant seats shall be allocated in descending order of the calculation in *Bylaws*.

$$\left(\frac{\text{Number of general faculty from each academic unit with 5 or more senators}}{\text{Total number of general faculty from all academic units with 5 or more senators}} \right) \times \text{remaining}$$

761 Section VI.A.1.b until all seats are filled.

762 d. Vacancies on the Steering Committee are filled by election from and by the
763 senators of the vacating member's academic unit.¹⁰⁰

764 2. Duties and Responsibilities of the Steering Committee.

765 a. To serve as the "executive committee" of the Faculty Senate.¹⁰¹

766 b. To act on behalf of the Senate on matters declared by the chair of the Faculty
767 Senate to be of an emergency nature. Any action taken in this respect by the
768 Steering Committee shall be reported by the chair of the Faculty Senate to the
769 members of the Faculty Senate at or before the next regular meeting. The
770 Senate shall then review such action. The chair of the Faculty Senate will give
771 the members of the Senate advance notice of the emergency meeting of the
772 Steering Committee, if feasible.¹⁰²

773 c. To serve as an advisory body of the chair of the Faculty Senate on any matter
774 which the chair of the Faculty Senate brings before it. Meetings of an advisory
775 nature need not be announced or reported to the Faculty Senate either before or
776 after they occur.

777 d. To monitor Senate elections and maintain election records.¹⁰³

Deleted: members of

Deleted: colleges

Deleted: college and

Deleted: with less than five Senate members

Deleted: , including one representative from the libraries.

Commented [LS28]: Equation rephrased to clarify the process, correct a typographical omission in the last version of the Constitution, and reduce the possibility of a tie.

Deleted: members

Deleted: for colleges with five or more Senate members

Deleted: The number of Steering Committee members representing an academic unit will be determined by rounding the above calculated value to the nearest whole number.

Deleted: ⁹⁹

Deleted: college

⁹⁶ 3.8.5

⁹⁷ 3.8.5.1

⁹⁸ 3.5.5.2

¹⁰⁰ 3.8.5.4

¹⁰¹ 3.10.3

¹⁰² 3.10.3.2.1.6

¹⁰³ 3.10.3.2.1

- 790 e. To develop Faculty Senate agendas. Items may be added to the agenda at any
 791 meeting of the Senate under new business by majority vote. Final action on the
 792 resolutions not on the agenda cannot be taken prior to the next Senate
 793 meeting.¹⁰⁴
- 794 f. To consider resolutions forwarded by Senate committees and to forward them to
 795 the full Senate or refer them back to the Senate committee.¹⁰⁵
- 796 g. To appoint from its membership liaisons to each of the Senate committees who
 797 shall serve as non-voting members of these committees. Liaisons shall act as a
 798 resource to the committees and report on committee activities at Steering
 799 Committee meetings.
- 800 h. To act as a committee on amendments to the constitution and the bylaws.¹⁰⁶
- 801 i. To periodically review Senate operational, curricular, and joint committees and
 802 councils. Creation of new committees and changes in any committee's charter,
 803 membership, or duties and responsibilities shall be conveyed to the Faculty
 804 Senate for consideration as amendments to the bylaws.¹⁰⁷
- 805 j. To serve as a faculty advisory body to the president of the university and to the
 806 provost and vice president for Academic Affairs when requested.
- 807 k. To act in executive session when the Faculty Senate is not in session. In this
 808 capacity, a majority of the committee shall constitute a quorum. All
 809 recommendations made as the Senate's "executive committee" shall be reported
 810 to the Senate and be subject to review and approval by the Faculty Senate.¹⁰⁸
- 811 l. To request information from any member of the faculty or administration and
 812 invite any such person to meet with it for consultation or advice on matters
 813 within its jurisdiction.¹⁰⁹
- 814 m. To establish ad hoc committees to facilitate its work.¹¹⁰
- 815 3. Meetings
- 816 The Steering Committee will normally meet two weeks prior to the regular Faculty
 817 Senate meeting, at the discretion of the chair of the Faculty Senate, who will chair
 818 this committee.
- 819 4. Quorum
- 820 A quorum for meetings of the Steering Committee shall consist of fifty percent of the
 821 voting members.¹¹¹
- 822 5. Subcommittees of the Steering Committee
- 823 a. Committee on Committees.

Deleted: all committees, including the

Deleted: deemed appropriate by the Committee on Committees

Commented [LS30]: Moved from Committee on Committees to reflect current practice.

Deleted: Steering Committee

Deleted: <#>To consult with the president and/or provost and executive vice president on any matter that he/she may call to its attention

Deleted: . ¶

Deleted: special

¹⁰⁴ 3.10.3.2.2
¹⁰⁵ 3.10.3.2.3
¹⁰⁶ 3.10.3.2.4
¹⁰⁷ 3.10.3.2.2.1
¹⁰⁸ 3.10.3.2.6
¹⁰⁹ 3.10.3.2.7
¹¹⁰ 3.10.3.2.8
¹¹¹ 3.10.3.2.6

832 The senators from each academic unit shall elect their representatives to the
833 Committee on Committees from amongst the unit's Steering Committee
834 members. Members of the Committee on Committees are elected at the first
835 Senate meeting of the year to a one-year term. Should a vacancy occur on the
836 Committee on Committees, the senators from the academic unit in which the
837 vacancy occurs shall designate a replacement. This committee will be chaired
838 by the Senate vice chair. The committee responsibilities are:

Deleted: The Faculty Senate shall elect a

Deleted: Committee on Committees which will solicit nominations for membership on the committees of the Senate and the university joint committees. The Committee on Committees is

Deleted: composed of one representative from each college/campus/unit.

Deleted: For the purposes of this committee a quorum shall consist of eight members. Each year members of the Committee on Committees are elected by the senators of each college/campus/unit in the spring semester to a one-year term that begins the following fall semester.

839 i. To solicit committee preferences from senators for membership on the
840 committees of the Senate and to review and recommend committee
841 membership.

842 ii. To consult with the faculty and deans of their academic units to
843 identify nominees for university joint committees and councils and to
844 review and recommend committee membership.

845 iii. To provide the Steering Committee of the Faculty Senate with a list of
846 nominees for all Senate operational and curricular committees and the
847 responsible university administrator with nominations for joint
848 committees and councils. The Committee on Committees shall take
849 into consideration minority and female representation, and to the
850 extent possible, take into consideration approximate proportionate
851 representation of the academic units to serve on Senate and joint
852 committees.¹¹²

Deleted: university

Deleted: provost and executive vice president

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Deleted: upon request.

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Deleted: various colleges and

853 iv. To determine the interest of faculty (by survey or other appropriate
854 means) in serving on the various Senate and joint committees and to
855 obtain names from department chairs, deans, and others of faculty
856 members whom they believe have the requisite interest and experience
857 to serve on specific committees.¹¹³

858 b. Nominating Committee.

Commented [LS33]: New to the constitution. Added to reflect current practice.

859 This committee consists of the Senate past chair, who shall serve as chair of the
860 committee, and two other Steering Committee members. Prior to the first
861 meeting of the new Senate, the Nominating Committee recommends to the
862 Steering Committee a list of up to four willing candidates for each of the Senate
863 offices. (For nomination procedures, see Bylaws, Section III.C.)

Deleted: <#>The Committee on Committees shall periodically review all committees, including the Senate standing and reporting committees. Creation of new committees and changes in any committee's charter, membership, or duties and responsibilities deemed appropriate by the Committee on Committees shall be conveyed to the Faculty Senate Steering Committee for consideration as amendments to the Bylawsbylaws.*

864 B. Budget and Administrative Committee

Deleted: will be chaired by

865 1. Duties and Responsibilities.

Deleted: elected by the Steering Committee

866 a. To evaluate and recommend policies and procedures concerning university
867 budget with special emphasis on the academic budget.¹¹⁴

Deleted: .

868 b. To make recommendations on any administrative procedure that affects faculty
869 members in the performance of their work.¹¹⁵

¹¹² 3.10.3.2.2.2

¹¹³ 3.10.3.2.2.3

¹¹⁴ 3.10.7.2.1

¹¹⁵ 3.10.7.2.2

- 897 c. To participate in the academic planning process as appropriate.¹¹⁶
- 898 d. To make recommendations to the Steering Committee of the Faculty Senate.¹¹⁷

899 2. Membership.

900 The committee shall consist of at least fourteen tenured or tenure-earning faculty
901 members or professional librarians of comparable rank, at least eight of whom are
902 current members of the Faculty Senate, the provost and vice president for Academic
903 Affairs, and the vice president for Administration and Finance, or their designees (ex
904 officio). Committee members shall be selected by the Committee on Committees, in
905 consultation with the provost and vice president for Academic Affairs. It is expected
906 that each academic unit shall have one representative. The remaining members are
907 unrestricted with regard to academic unit affiliation. Terms of service are two years,
908 staggered. The committee chair must be a current Faculty Senate member and shall be
909 elected annually by its membership at the first meeting of the committee after the new
910 Faculty Senate is elected, normally in the early fall term.¹¹⁸

Deleted: college and the libraries

Deleted: college

911 C. Personnel Committee

912 1. Duties and Responsibilities.

- 913 a. To study and recommend academic personnel policy and standards, including
914 promotion and tenure criteria.¹¹⁹
- 915 b. To be responsible for procedures to evaluate administrators and department
916 chairs and oversee such evaluations.¹²⁰
- 917 c. To consider other matters related to the professional well-being of the faculty,
918 including academic freedom.¹²¹
- 919 d. To make recommendations to the Steering Committee of the Faculty Senate.¹²²

Deleted: university-wide

920 2. Membership.

921 The committee shall consist of at least one faculty member from each academic unit
922 and the provost and vice president for Academic Affairs or his/her designee (ex
923 officio). All committee members must be tenured faculty holding the rank of
924 associate professor or professor or professional librarians of comparable rank.
925 Committee members shall be selected by the Committee on Committees, in
926 consultation with the provost and vice president for Academic Affairs. The
927 committee chair must be a current Faculty Senate member and shall be elected
928 annually by its membership at the first meeting of the committee after the new
929 Faculty Senate is elected, normally in the early fall term.¹²³

Deleted: college

Deleted: Each college shall have at least one representative and the provost and executive vice president or his/her designee (ex officio). The remaining members are unrestricted with regard to college affiliation.

930 D. Faculty Senate Parking Advisory Committee

Commented [LS34]: The Faculty Senate Parking Advisory Committee is being established to enable participation to the university parking committee.

¹¹⁶ 3.10.7.2.4

¹¹⁷ 3.10.7.2.3

¹¹⁸ 3.10.7.2.1

¹¹⁹ 3.10.6.2.1

¹²⁰ 3.10.6.2.2

¹²¹ 3.10.6.2.3

¹²² 3.10.6.2.4

¹²³ 3.10.6.2.1

939 1. Duties and Responsibilities.

- 940 a. To recommend policies to the University Parking and Transportation Advisory
941 Committee that will foster a mutually beneficial parking environment for
942 faculty, staff, students, and visitors in the university community.
- 943 b. To elect two committee members to serve on the University Parking and
944 Transportation Advisory Committee. At the first meeting of the new
945 committee, these representatives will be elected annually from its membership.

Commented [i35]: Multiple discussions have resulted in the Univ. Parking and Transportation committee accepting two senators selected by the senate to serve on their committee.

946 2. Membership.

947 The committee shall consist of one faculty member from each academic unit and the
948 vice president for Administration and Finance or his/her designee (ex officio).
949 Committee members shall be selected by the Committee on Committees. The
950 committee chair must be a current Faculty Senate member and shall be elected
951 annually by its membership at the first meeting of the committee after the new
952 Faculty Senate is elected, normally in the early fall term.

953
954 SECTION VII.

955 Senate Curricular Committees

Commented [LS36]: Curricular committees were previously called Standing committees

956 Certain committees shall be designated as Senate curricular committees. The list of committees
957 and councils shall be updated as necessary. Committee membership selection shall be made in
958 accordance with the bylaws. Even though there is no voting by proxy for Senate meetings,
959 Senate curricular committees may adopt policies at the start of the year to allow voting by proxy.
960 According to *Robert's Rules of Order* (latest edition) proxies should be written, be for a specific
961 meeting, and be given to the committee chair before the start of a meeting.

962 As the elected representatives of the faculty, the Faculty Senate is responsible for all university
963 curricular committees and councils.

964 Senate Curricular Committees and Councils are:

965 A. Undergraduate Council

Commented [LS37]: We are proposing to create an Undergraduate Council that is structurally similar to the Graduate Council. UPCC and UCRC would be committees of the Undergraduate Council. This structure would make it possible to create additional committees in the future.

966 a. Duties and Responsibilities.

- 967 i. To report to the Senate on undergraduate policy and curriculum
968 matters. Business is conducted by the two committees of the council,
969 which examine and formulate policies and procedures and review
970 undergraduate course action requests and requests for new programs,
971 among other matters.

- 972 ii. To review all matters referred by committees of the Undergraduate
973 Council.

- 974 iii. To transmit its recommendations to the vice provost and dean of
975 Undergraduate Studies, who submits his/her recommendations to the
976 provost and vice president for Academic Affairs.

977 b. Membership.

978 The council shall consist of all of the members of the committees of the
979 Undergraduate Council and the vice provost and dean of Undergraduate Studies

(ex officio). Only faculty members with full-time tenured, tenure-earning, or regular faculty with multi-year appointments or professional librarians of comparable rank are eligible for membership. The Committee on Committees shall select the faculty members for all committees of the Undergraduate Council and shall solicit nominees from the deans of the respective academic units as well as from the vice provost and dean of Undergraduate Studies, among others. The committee chair and the vice chair must be current Senate members and are elected annually by the membership of the council at the first meeting after the new Senate is elected, normally early in the fall term. The elected chair of the council will serve as the chair of the Undergraduate Policy and Curriculum Committee. The vice chair will serve as the chair of the Undergraduate Course Review Committee.¹²⁴

1. Undergraduate Policy and Curriculum Committee

a. Duties and Responsibilities.

- i. To study, review, and provide recommendations on undergraduate policies, instruction, and standards.¹²⁵
- ii. To study, review, and provide recommendations on university-wide undergraduate degree requirements, including the General Education Program (GEP), foreign language requirements or proficiency, admission standards, instruction, and baccalaureate academic honors.¹²⁶
- iii. To study and review recommendations from the University Common Program Oversight Committee and to transmit recommendations to the Faculty Senate for approval.
- iv. To review and make recommendations on all proposals for planning or implementation of new undergraduate degree programs, minors, and elimination of existing programs that will be submitted by the committee to the Office of Academic Affairs prior to submission to the Board of Trustees for final approval.¹²⁷
- v. To review the university program review reports and make recommendations on any policy or curriculum changes that might appear warranted based on the program reviews.¹²⁸
- vi. To transmit its recommendations to the vice provost and dean of Undergraduate studies, who submits his/her recommendations to the provost and vice president for Academic Affairs.¹³⁰

b. Membership.

Commented [LS38]: The description of UCPOC states that it recommends to the UPCC. All changes to GEP must be approved by the Senate.

Deleted: five-year

Deleted: <#>To review all matters referred by the Undergraduate Course Review Committee.¹²⁹

Deleted: Faculty Senate Steering Committee, which will normally submit these recommendations to the provost and executive vice president

Commented [LS40]: Changed to reflect current practice

¹²⁴ 3.10.4.1.1.

¹²⁵ 3.10.4.2.1.1

¹²⁶ 3.10.4.2.1.2

¹²⁷ 3.10.4.2.1.3

¹²⁸ 3.10.4.2.1.4

¹³⁰ 3.10.4.2.1.6

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The Undergraduate Policy and Curriculum Committee shall consist of the chair of the Undergraduate Council and fifteen faculty members, with at least one representative from each of the academic units. Faculty membership shall proportionally represent the number of faculty of the colleges, and an effort shall be made to include members of the college curricular committees. The ex officio members will include the vice provost and dean of Undergraduate Studies (or designee) and the assistant or associate dean (or designee) whose responsibilities include undergraduate curricular issues from each of the colleges.

2. Undergraduate Course Review Committee

a. Duties and Responsibilities.

- i. To review all undergraduate course additions, revisions or deletions, and special topics course requests and transmit its recommendations to the vice provost and dean of Undergraduate Studies for approval. The vice provost and dean of Undergraduate Studies will inform the Undergraduate Policy and Curriculum Committee of any related mandated curricular changes.¹³²
- ii. ¹³³
- iii. To make recommendations on the allocation of the **Material and Supplies Fee** to the vice provost and dean of Undergraduate Studies, who submits his/her recommendations to the provost and vice president for Academic Affairs.

b. Membership.

The Undergraduate Course Review Committee shall consist of the vice chair of the Undergraduate Council, and fifteen faculty members, with at least one representative from each of the academic units, and the vice provost and dean of Undergraduate studies or his/her designee (ex officio). Faculty membership shall proportionally represent the number of faculty of the colleges, and an effort shall be made to include members of the college curricular committees.

B. Graduate Council

a. Duties and Responsibilities.

- i. To report to the Senate on graduate policy and curriculum matters. Business is conducted by the four committees of the council, which examine and formulate policies and procedures, hear petitions for variances from graduate program, college, or university requirements, and review graduate course action requests and requests for new programs, among other matters.¹³⁵

Deleted: at least twenty-four voting

Deleted: ex officio members

Deleted: . Terms of service shall be two years, staggered. At least fifteen will be current members of the Faculty Senate from the colleges and academic units, and one will be a member of the Faculty Senate from the Library. The remaining members

Deleted: may or may not be members of the Faculty Senate but will be faculty members of the curriculum committees (preferably the faculty chair person) of each of the colleges.

Deleted: Each college shall have at least one member on the committee

Deleted: .

Deleted: Members shall be selected from the various colleges by the Committee on Committees of the Faculty Senate

Deleted: . Nominations are open and will be solicited from, among others, the deans of the respective colleges. Only faculty members with full-time tenured, tenure-earning, or regular faculty with multi-year appointments are eligible for membership. The committee chair and the vice chair must be current Senate members, and are elected annually by the committee its membership at the first meeting of the committee after the new Senate is elected, normally early in the fall term. The vice chair will serve as the chair of the Undergraduate Course Review Committee.^{131¶}

Deleted: To make recommendations to the chair of the Undergraduate Policy and Curriculum Committee and to the chair of the Faculty Senate who forwards them to the provost and executive vice president, unless there are issues that in the opinion of the Faculty Senate Steering Committee require the full Undergraduate Policy and Curriculum Committee review and subsequent recommendation the Steering Committee of the Faculty Senate.

Commented [LS43]: New to the Constitution. The UCRC has been performing this duty for several years.

Deleted: Policy and Curriculum Committee

Deleted: fourteen

Deleted: colleges

Deleted: provost and executive vice president

Deleted: Members shall be selected by the Committee on Committees. The

Deleted: vice chair of the Undergraduate Policy and Curriculum Committee will serve as the chair of the subcommittee.¹³⁴

Commented [LS45]: Graduate Council changes have been reviewed and approved by Patricia Bishop.

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¹³² 3.10.4.2.2.1
¹³³ 3.10.4.2.2.2
¹³⁵ 3.10.5

- 1098 ii. To review all matters referred by committees of the Graduate
 1099 Council.¹³⁶
- 1100 iii. To transmit its recommendations to the Steering Committee that will
 1101 normally submit these recommendations to the Faculty Senate for
 1102 action and that, if approved, will be submitted to the provost and vice
 1103 president for Academic Affairs.¹³⁷
- 1104 iv. To review all graduate programs within the university on a periodic
 1105 basis per Board of Trustees guidelines. The review process will
 1106 include the university program review reports and recommendations
 1107 based on the review of the annual college reports on the status of
 1108 graduate programs.¹³⁸

Deleted: seven-year

1109 b. Membership.

1110 ~~The council shall consist of all of the members of the committees of the~~
 1111 ~~Graduate Council~~ and the vice provost and dean of the College of Graduate
 1112 Studies (ex officio). ~~Only tenured associate or full professors or professional~~
 1113 ~~librarians of comparable rank~~ are eligible to serve on the council, and they must
 1114 meet the qualifications for participating in graduate education as specified by
 1115 the council and published at
 1116 www.graduatelcouncil.ucf.edu/policy/approvedpolicies. ~~The Committee on~~
 1117 ~~Committees shall select the faculty members for all committees of the Graduate~~
 1118 ~~Council and shall solicit nominees~~ from the deans of the respective ~~academic~~
 1119 ~~units~~ as well as from the vice provost and dean of the College of Graduate
 1120 Studies, among others. The council chair and vice chair must be current Faculty
 1121 Senate members and are elected annually by the membership of the council at
 1122 the first meeting after the new ~~committee is constituted~~, normally ~~early~~ in the
 1123 fall term. The elected chair of the council will serve as the chair of the Graduate
 1124 Policy Committee. The vice chair of the council will serve as the chair of the
 1125 Graduate Curriculum Committee.¹³⁹

Deleted: The council shall consist of no less than 20 faculty members, at least eight of whom are current Faculty Senate members, a senator from the libraries,

Deleted: Terms of service shall be three years, staggered.

Deleted: Each college shall have at least one member on the council, and the

Deleted: . Nominations are open and will also be solicited

Deleted: colleges

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Deleted: , and all members of the Graduate Council will be integrated into the four committees. All Graduate Council members will serve on at least one committee.

1126 **1. Graduate Policy Committee**

1127 a. Duties and Responsibilities.

- 1128 i. To examine existing policies and procedures and recommend new
 1129 policies and procedures with regard to graduate education, including
 1130 but not limited to policies and procedures affecting admissions,
 1131 academic progress, and financial support for graduate students.¹⁴⁰
- 1132 ii. To review all matters referred by the vice provost and dean of the
 1133 College of Graduate Studies.¹⁴¹

¹³⁶ 3.10.5.2.1.1

¹³⁷ 3.10.5.2.1.2

¹³⁸ 3.10.5.2.1.3

¹³⁹ 3.10.5.1.1

¹⁴⁰ 3.10.5.2.2.1

¹⁴¹ 3.10.5.2.2.2

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iii. To transmit its recommendations to the Faculty Senate Steering Committee that will normally submit these recommendations to the Faculty Senate for action and that, if approved, will be submitted to the provost and vice president for Academic Affairs.¹⁴²

b. Membership.

The Graduate Policy Committee shall consist of one graduate faculty member from each academic unit, at least four of whom are members of the Faculty Senate, a graduate student, and the vice provost and dean of the College of Graduate Studies (ex officio) or her/his designee. The council chair will serve as the chair of the Graduate Policy Committee. Terms of service shall be three years, staggered. 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.¹⁴³

Deleted: four Senate members, four non-Senate members

Deleted: The Committee on Committees shall select members, members and, to the extent possible, taking into consideration representation of various colleges.

2. Graduate Appeals Committee

a. Duties and Responsibilities.

i. To hear petitions for variances from established policies governing post-baccalaureate, certificate, or graduate degrees regardless of the administrative level from which the policy emanated including the graduate program, the college, or the university.¹⁴⁴

Commented [LS46]: Awards functions were added to the Program Review committee per recommendation from the Graduate Council.

Deleted: and Awards

Deleted: A petition usually begins with the student and is initially reviewed at the program level, followed by a college review before arriving at the Graduate Council Appeals

Deleted: Committee. Denial at a lower level should not impede the flow of the petition to the next level of review. The Appeals Committee reserves the right to call whomever necessary to explain or offer additional information about a specific petition.

ii. To hear other cases as referred by the vice provost and dean of the College of Graduate Studies including but not limited to, appeals of adverse admissions decisions; adverse administrative decisions and appeals originating in *The Golden Rule* and requiring a decision by the vice provost and dean of the College of Graduate Studies.¹⁴⁵

Deleted: applicant

Deleted: student appeals of

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iii. To hear all requests from graduate program directors for exceptions to graduate policies and procedures.¹⁴⁶

Deleted: The Appeals Committee reserves the right to call whomever necessary to explain or offer additional information about a specific appeal.

iv. ¹⁴⁷To identify graduate program practices that have policy implications and refer them to the vice provost and dean of the College of Graduate Studies.

Deleted: To monitor graduate program practices and make recommendations as appropriate.

v. To review all matters referred by the Graduate Council.¹⁴⁸

Deleted: ¶

b. Membership.

The Graduate Appeals Committee shall consist of at least one graduate faculty member from each academic unit, a graduate student, and the vice provost and dean of the College of Graduate Studies (ex officio) or her/his designee. The council chair will appoint the chair of the Graduate Appeals Committee. Terms

Deleted: To review nominees for the University Excellence in Graduate Teaching Award and make recommendations to the provost and executive vice president.

Deleted: <#>All conclusions of deliberations by the Graduate Appeal Committee are considered recommendations to the vice provost and dean of the College of Graduate Studies who makes the final decision

Deleted: for the university. The vice provost and dean will then notify the appropriate persons of the decision, including students, programs, and colleges.¶

Deleted: eight graduate faculty members

Deleted: The Committee on Committees shall select members and, to the extent possible, take in to consideration representation of other various colleges not represented above.

¹⁴² 3.10.5.2.2.3
¹⁴³ 3.10.5.1.2
¹⁴⁴ 3.10.5.2.3.1
¹⁴⁵ 3.10.5.2.3.2
¹⁴⁶ 3.10.5.2.3.3
¹⁴⁷ 3.10.5.2.3.5
¹⁴⁸ 3.10.5.2.3.6

1222 of service shall be three years, staggered. The graduate student representative
1223 will be appointed by the chair of the council based on recommendations made
1224 by the president of the Graduate Student Association and the vice provost and
1225 dean of the College of Graduate Studies.¹⁴⁹

1226 3. Graduate Curriculum Committee

1227 a. Duties and Responsibilities.

- 1228 i. To review curricular issues related to graduate education and make
1229 recommendations to the vice provost and dean of the College of
1230 Graduate Studies.¹⁵⁰
- 1231 ii. To review changes to existing graduate programs (such as hours,
1232 thesis/non-thesis options).¹⁵¹
- 1233 iii. To review new tracks or options to existing graduate programs and
1234 deletions of tracks or options.¹⁵²
- 1235 iv. To review new certificate programs and the deletion of existing
1236 certificate programs.¹⁵³
- 1237 v. To review all requests for additions, revisions, and deletions of
1238 graduate and special topic courses.¹⁵⁴
- 1239 vi. To review all matters referred by the vice provost and dean of the
1240 College of Graduate Studies.¹⁵⁵

1241 b. Membership.

1242 The Graduate Curriculum Committee shall consist of one faculty member from
1243 each academic unit, at least four of whom are members of the Faculty Senate. a
1244 graduate student, and the vice provost and dean of the College of Graduate
1245 Studies (ex officio) or her/his designee. The council vice chair will serve as the
1246 chair of the Graduate Curriculum Committee. Terms of service shall be three
1247 years, staggered. The graduate student representative will be appointed by the
1248 chair of the council based on recommendations made by the president of the
1249 Graduate Student Association and the vice provost and dean of the College of
1250 Graduate Studies.¹⁵⁶

1251 4. Graduate Program Review and Awards Committee

1252 a. Duties and Responsibilities.

- 1253 i. To review graduate programs as part of the program review cycle,
1254 identify factors that promote quality in graduate programs, and update
1255 faculty status for those faculty members participating in the graduate

Deleted: and make recommendations to the vice provost and dean of the College of Graduate Studies.

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Deleted: and make recommendations to the vice provost and dean of the College of Graduate Studies.

Deleted: four Senate members,

Deleted: . The Committee on Committees shall select members and, to the extent possible, take into consideration representation of various colleges.

Commented [i50]: Added Awards function to committee per recommendation from the Graduate Council.

Deleted: serve on program

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¹⁴⁹ 3.10.5.1.3

¹⁵⁰ 3.10.5.2.4.1

¹⁵¹ 3.10.5.2.4.2

¹⁵² 3.10.5.2.4.3

¹⁵³ 3.10.5.2.4.4

¹⁵⁴ 3.10.5.2.4.5

¹⁵⁵ 3.10.5.2.4.6

¹⁵⁶ 3.10.5.1.4

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programs. The committee reports findings and recommendations to the vice provost and dean of the College of Graduate Studies.¹⁵⁷

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Deleted: Division

ii. To review proposals of new graduate programs and deletion of existing programs that will be submitted to this committee by the vice provost and dean of the College of Graduate Studies. The vice provost and dean of the College of Graduate Studies will forward the resulting recommendations to the provost and vice president for Academic Affairs. Following all necessary reviews and approvals, the recommendations will be submitted to the Board of Trustees for their review and approval.¹⁵⁸

iii. To review nominees for the graduate student awards for teaching, thesis, and dissertation given by the College of Graduate Studies and for the Excellence in Graduate Teaching Award. Recommendations are forwarded to the vice provost and dean of the College of Graduate Studies.¹⁵⁹

Deleted: graduate student awards
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Deleted: executive vice president
Deleted: To monitor graduate program practices and make recommendations as appropriate.
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To review all matters referred by the Graduate Council.
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Deleted: five Senate members, five non-Senate members,
Deleted: The Committee on Committees shall select members so that each college is represented on this committee.

b. ¹⁶⁰¹⁶¹Membership.

The Graduate Program Review and Awards Committee shall consist of one faculty member from each academic unit, at least four of whom are members of the Faculty Senate, and the vice provost and dean of the College of Graduate Studies (ex officio) or her/his designee. The council chair will appoint the chair of the Graduate Program Review and Awards Committee. Terms of service shall be three years, staggered.¹⁶²

Deleted: To monitor graduate program practices and make recommendations as appropriate.
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To review all matters referred by the Graduate Council.
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Deleted: five Senate members, five non-Senate members,
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SECTION VIII.

Joint Committees and Councils

Commented [LS51]: Joint committees were previously called Reporting committees

Joint committees and councils have a broad range of responsibilities at the university level but do not report to the full Faculty Senate at each meeting. It is the responsibility of the joint committees and councils to report any policy change recommendations to the Faculty Senate Steering Committee for consideration and to comply with the relevant provisions of Article IV of this Constitution. All committees should meet at least once a semester. Meetings will be held upon call by the chair. No action can be taken at committee meetings unless a majority of the voting membership is present.¹⁶³

Even though there is no voting by proxy for Senate meetings, joint committees and councils may adopt policies at the start of the year to allow voting by proxy. According to Robert's Rules of Order (latest edition) proxies should be written, be for a specific meeting, and be given to the committee chair before the start of a meeting.¹⁶⁴

¹⁵⁷ 3.10.5.2.5.1
¹⁵⁸ 3.10.5.2.5.2
¹⁵⁹ 3.10.5.2.5.4
¹⁶⁰ 3.10.5.2.3.5
¹⁶¹ 3.10.5.2.3.6
¹⁶² 3.10.5.1.5
¹⁶³ 3.10.1
¹⁶⁴ 3.10.1

1322 Each committee will maintain minutes of its meetings and the chair of each committee shall
1323 forward (except for University Athletics Committee, and the University Promotion and Tenure
1324 Committee), in a timely manner, copies of meeting agendas and minutes to the chair of the
1325 Faculty Senate. By the end of the spring semester, each committee will submit a brief written
1326 annual report of its activities to the chair of the Faculty Senate.¹⁶⁵

1327 **A. Academic Calendar Committee**

1328 1. Duties and Responsibilities.

- 1329 a. To recommend the academic calendar and to insure compliance with the rules
1330 and regulations of the state of Florida and the university Board of Trustees.¹⁶⁶
1331 b. To consider the impact of changes in the academic calendar on students and
1332 faculty.¹⁶⁷

1333 2. Membership.

1334 The committee shall consist of one faculty member from each academic unit selected
1335 by the Committee on Committees and one student nominated by the president of the
1336 Student Government. No more than two of the faculty members of the committee
1337 shall hold a rank of assistant dean or higher. The vice president for Student
1338 Development and Enrollment Services (or designee) will serve as chair and identify
1339 other non-voting ex officio members. The chair will make every effort to ensure that
1340 areas relating to the Academic Calendar are represented. The number of ex officio
1341 members shall not exceed the number of faculty members. Terms of service shall be
1342 two years, staggered, with the exception of the student member, who shall serve for
1343 one year.¹⁶⁸

Deleted: college

1344 **B. Admissions and Standards Committee**

1345 1. Duties and Responsibilities.

- 1346 a. To consider all undergraduate student admissions that do not meet the minimum
1347 university admissions standards and that are referred to it by the Undergraduate
1348 Admissions Office.¹⁶⁹
1349 b. To consider all undergraduate student appeals of readmission decisions or
1350 academic standing.¹⁷⁰
1351 c. To consider all undergraduate student appeals of university academic policies or
1352 standards.¹⁷¹
1353 d. To consider continuation of students that fail to meet CLAST requirements in
1354 accordance with appropriate rules and regulations.¹⁷²
1355 e. To recommend undergraduate admissions policy to the Faculty Senate.¹⁷³

¹⁶⁵ 3.10.1

¹⁶⁶ 3.10.19.2.1

¹⁶⁷ 3.10.19.2.2

¹⁶⁸ 3.10.19.1

¹⁶⁹ 3.10.9.2.1

¹⁷⁰ 3.10.9.2.2

¹⁷¹ 3.10.9.2.3

¹⁷² 3.10.9.2.4

1357 2. Membership.
 1358 The committee shall consist of ~~six faculty members~~ selected by the Committee on
 1359 Committees (in consultation with the vice president for Student Development and
 1360 Enrollment Services), one student nominated by ~~the president of the Student~~
 1361 ~~Government, and six members from the professional staff (selected by the vice~~
 1362 ~~president for Student Development and Enrollment Services)~~. A representative from
 1363 the professional advising office for each college may serve as a non-voting resource
 1364 person to assist the committee members. The vice president for Student Development
 1365 and Enrollment Services (or designee) will serve as chair and identify other non-
 1366 voting ex officio members. The chair will make every effort to ensure that areas
 1367 relating to Admissions and Standards are represented. Terms of service shall be three
 1368 years, staggered, with the exception of the student member, who shall serve for one
 1369 year.¹⁷⁴

Commented [LS52]: Change is intended to allow interested faculty to serve, regardless of college affiliation.
Deleted: one faculty member from each college

1370 C. Commencements, Convocations, and Recognition Committee

- 1371 1. Duties and Responsibilities.
- 1372 a. To examine and review commencement and convocation procedures and to
 1373 make recommendations for future commencements and convocations, taking
 1374 into account budgetary implications.¹⁷⁵
 - 1375 b. To make recommendations to the president regarding speakers for
 1376 commencements and convocations.¹⁷⁶
 - 1377 c. To make recommendations regarding the number and kinds of commencements
 1378 and convocations.¹⁷⁷
 - 1379 d. To ~~review proposals for~~ awards, ~~emeritus status, honorary degrees, and any~~
 1380 other recognition or honors bestowed by the university and to make
 1381 recommendations to the president.¹⁷⁸
 - 1382 e. To ~~recommend~~ the standards and criteria by which to judge the qualifications
 1383 for awarding honorary degrees.¹⁷⁹
 - 1384 f. To ~~recommend~~ criteria for the selection of those to be honored by the university
 1385 with the designation distinguished alumnus.¹⁸⁰
 - 1386 g. To serve as a selection committee for those to be named distinguished
 1387 alumni.¹⁸¹

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Deleted: all
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Deleted: memorials, building names,
Commented [LS53]: Changes recommended by VP Schell.
Deleted: establish
Deleted: establish

1388 2. Membership.
 1389 The committee shall consist of one faculty member from each ~~academic unit~~ selected
 1390 by the Committee on Committees (in consultation with the president), two students

Deleted: college

¹⁷³ 3.10.9.2.5
¹⁷⁴ 3.10.9.1
¹⁷⁵ 3.10.17.2.1
¹⁷⁶ 3.10.17.2.2
¹⁷⁷ 3.10.17.2.3
¹⁷⁸ 3.10.17.2.4
¹⁷⁹ 3.10.17.2.5
¹⁸⁰ 3.10.17.2.6
¹⁸¹ 3.10.17.2.7

1399 selected by the president of the Student Government (in consultation with the
1400 president) and the president and the provost and vice president for Academic Affairs
1401 or their designees. The chair is appointed annually by the president from the faculty
1402 membership. Terms of service shall be two years, staggered, with the exception of
1403 the student members, who shall serve for one year.¹⁸²

1404 D. Faculty Center for Teaching and Learning Advisory Committee

1405 1. Duties and Responsibilities.

1406 To advise the director of the Faculty Center for Teaching and Learning on matters
1407 related to the following:

- 1408 a. Supporting and developing faculty professional development in areas of
1409 teaching, learning and scholarship of teaching for all faculty, including full-
1410 time, adjunct and graduate teaching assistants.
- 1411 b. Overseeing and administering professional teaching development activities.
- 1412 c. Coordinating the nomination, review and selection of faculty fellowships and
1413 other awards for creative teaching and the innovative use of technology in
1414 teaching and learning.
- 1415 d. Administering and reviewing an annual assessment of the Faculty Center for
1416 Teaching and Learning activities.
- 1417 e. Considering and recommending to the Faculty Senate and administration
1418 regarding the needs and activities of the Faculty Center for Teaching and
1419 Learning.

1420 2. Membership.

1421 The committee consists of a minimum of at least one faculty member from each
1422 academic unit and a faculty member representing the regional campuses, who shall be
1423 the voting members of the committee. The chair of the committee shall be a faculty
1424 member elected annually by the membership. The ex officio non-voting members of
1425 the committee shall be the vice provost for Information Technologies and Resources
1426 (or designee) and the directors (or their designees) of offices that impact teaching and
1427 learning, who shall be designated by the director of the Faculty Center for Teaching
1428 and Learning. Terms of service shall be three years, staggered. Faculty members of
1429 the committee are selected by the Committee on Committees in consultation with the
1430 director of the Faculty Center for Teaching and Learning and the college deans.¹⁹²

1431 ¹⁹³

1432 E. Faculty and Staff Benefits Committee

1433 1. Duties and Responsibilities.

- 1434 a. To study fringe benefits and other benefits and services provided to all faculty
1435 and staff of the university in relation to those offered in other institutions.¹⁹⁴

¹⁸² 3.10.17

¹⁹² 3.10.11.1

¹⁹³ 3.10.13.1

¹⁹⁴ 3.10.13.2.1

Commented [LS54]: The duties and responsibilities and membership of this committee have been updated to reflect current practice and approved by FCTL director Melody Bowdon.

Deleted: <#>To solicit

Deleted: input from faculty regarding their need for instructional support; i.e., workshops, seminars, individual or team support.¹⁸³ ¶
<#>To encourage the development of faculty research projects on instructional innovation.¹⁸⁴ ¶

<#>To oversee recurring activities including but not limited to: UCF faculty conferences to promote excellence in teaching and learning; orientation for new faculty, adjuncts, and graduate teaching assistants; adjunct teaching workshops; testing and evaluation workshops; and the graduate teaching assistants professional development series.¹⁸⁵ ¶

<#>To provide input for a calendar of professional development activities for each academic year.¹⁸⁶ ¶

<#>To select and approve presentations by national speakers sponsored by the FCTL.¹⁸⁷ ¶

<#>To review nominations and select recipients

Deleted: of FCTL faculty fellowships and the creative teaching with technology awards.¹⁸⁸ ¶

<#>To inform the Faculty Senate on activities of the FCTL and opportunities for using these services.¹⁸⁹ ¶

<#>To advise the administration on faculty interest in and need for professional development activities for the university.¹⁹⁰ ¶

<#>To recommend reward structures and recognition for faculty engaged in professional development activities.¹⁹¹ ¶

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Deleted: ten voting members;

Deleted: six faculty members, the vice president for Administration and Finance, the vice president for Research and Commercialization, vice provost and dean of the College of Graduate Studies, and the vice provost for Information Technologies and Resources.

Deleted: are

Deleted: Computer Services, Instructional Resources, Course Development and Web Services, the Faculty Center for Teaching and Learning, and Libraries.

Deleted: for faculty members are

Deleted: the vice provost for Information Technologies and Resources

Deleted: Selection criteria emphasize representation of technology intensive areas and programs.

Deleted: <#>Meetings

Deleted: ¶

The committee will meet at least once each term and upon call by the chair.

Deleted: Each regular meeting of the committee will be announced two weeks prior to the meeting date. One week prior to the meeting, each member of the committee will receive an agenda containing minutes of previous meetings, matters to be acted on or discussed, and all relevant background material. No action can be taken at the meeting unless a majority of the voting membership is present.¶

- 1486 b. To examine, analyze, and make recommendations on insurance and other
 1487 benefit programs offered for consideration and implementation by the
 1488 university.¹⁹⁵
- 1489 c. To make recommendations to the president on any proposed changes in benefits
 1490 provided to the faculty and staff.¹⁹⁶
- 1491 d. To report the results of fringe benefits and other related faculty and staff
 1492 benefits studies to the Senate.¹⁹⁷
- 1493 e. A quorum shall be five or more voting members.
- 1494 2. Membership.

Commented [LS58]: Recommended by Mark Roberts, Chief Human Resources Officer.

1495 The committee shall consist of one faculty member from each academic unit, selected
 1496 by the Committee on Committees, seven staff members selected by the USPS
 1497 Council, and two members from the Retiree's Association (one retired faculty and one
 1498 retired staff) nominated by the president of the UCF Retirement Association. The
 1499 benefits coordinator from the Office of Human Resources and the director of Human
 1500 Resources shall serve as non-voting ex officio members. The chair is appointed
 1501 annually by the director of Human Resources from the faculty members of the
 1502 committee. Terms of service shall be two years, staggered.

Deleted: college

1503 **F. Information Technology Resource Advisory Committee**

Deleted: Policy

1504 1. Duties and Responsibilities.

Deleted:

- 1505 a. To assist in determination and evaluation of faculty information technology
 1506 needs and to review general policies in this area.¹⁹⁸

Deleted: recommend

- 1507 b. To review changes to educational media and communications recommended by
 1508 the vice provost for Information Technology and Resources.

- 1509 c. To advise the vice provost for Information Technology and Resources on
 1510 university and faculty needs and interests in developing information technology
 1511 resources to enhance the campus environment for teaching, learning, research,
 1512 other scholarly activities, and service.¹⁹⁹

Deleted: the administration

- 1513 d. To consider and advise on ways that faculty development of information
 1514 technology resources and materials for teaching, learning, research, other
 1515 scholarly activities, and service can be considered within the process of tenure
 1516 and promotion review.²⁰⁰

- 1517 e. ²⁰¹To inform the Faculty Senate on developments, activities, and directions in
 1518 campus information technology resources.²⁰²

Deleted: To encourage the use of information technology resources to enhance teaching and research and to advise on means such as seminars and workshops for the professional development of faculty and staff.

1519 2. Membership.

Deleted: ¶

¹⁹⁵ 3.10.13.2.2
¹⁹⁶ 3.10.13.2.3
¹⁹⁷ 3.10.13.2.4
¹⁹⁸ 3.10.10.2.1
¹⁹⁹ 3.10.10.2.2
²⁰⁰ 3.10.10.2.3
²⁰¹ 3.10.10.2.4
²⁰² 3.10.10.2.5

1530 The committee shall consist of one faculty member from each academic unit selected
1531 by the Committee on Committees (in consultation with the vice provost for
1532 Information Technologies and Resources). Other members shall be designated by
1533 the vice presidents of the administrative and academic divisions, up to six of whom
1534 shall be voting members. The vice president for Instruction Technology and
1535 Resources will identify other non-voting ex officio members and make every effort to
1536 ensure that areas relating to Information Technology are represented. The chair of the
1537 committee shall be a faculty member of the committee elected annually by the
1538 membership. Terms of service shall be three years, staggered.²⁰³

Deleted: college and the University Libraries

Deleted: for faculty members

1539 G. Library Advisory Committee

1540 1. Duties and Responsibilities.

- 1541 a. To facilitate communication between the Libraries and its academic clientele.²⁰⁴
- 1542 b. To act as advocates of the Libraries in university-wide decision-making
1543 groups.²⁰⁵
- 1544 c. To act as an Advisory Council to the Libraries administration.²⁰⁶
- 1545 d. ↓

Deleted: The committee meets

Deleted: three times a year (one brief early session to elect a chair for the year and two regular meetings, one each semester). Special ad hoc meetings may be called for emergencies if requested by members, the Faculty Senate, or the director of Libraries.

Deleted: college, one librarian

1546 2. Membership.

1547 The committee shall consist of one faculty member from each academic unit, one
1548 college dean, and one department chair, all selected by the Committee on Committees
1549 (in consultation with the director of Libraries). Other members include one
1550 undergraduate student (appointed by the president of the Student Government) and
1551 one graduate student (appointed by the dean of the student's college). The graduate
1552 student appointment rotates annually and alphabetically by college. The director of
1553 the University Libraries shall serve as a non-voting ex officio member. The chair of
1554 the committee shall be a faculty member of the committee elected at the first meeting
1555 at the beginning of each academic year. Terms of service shall be two years,
1556 staggered, with the exception of the student members, who shall serve for one year.²⁰⁷
1557 ²⁰⁸

1558 H. Research Council

1559 1. Duties and Responsibilities.

- 1560 a. To recommend to the Faculty Senate such policies as it deems necessary and
1561 appropriate with respect to research activities, facilities, personnel, and
1562 patents.²⁰⁹
- 1563 b. To consult with and advise the vice president for Research and
1564 Commercialization on the stimulation of and support for research activities,

²⁰³ 3.10.10.1

²⁰⁴ 3.10.12.2.1

²⁰⁵ 3.10.12.2.2

²⁰⁶ 3.10.12.2.3

²⁰⁷ 3.10.12.1

²⁰⁸ 3.10.12.2.4

²⁰⁹ 3.10.8.2.1

- 1573 including policies for allocation of monies to be invested in UCF research
 1574 endeavors.²¹⁰
- 1575 c. To assist in the evaluation of research programs within the university and advise
 1576 on new research centers and institutes and the evaluation of performance of
 1577 existing centers and institutes.²¹¹
 - 1578 d. To recommend policies that will foster a strong, mutually productive
 1579 relationship between research centers and institutes and departments.²¹²
 - 1580 e. To speak for the faculty on governmental, industrial, and other private sector
 1581 and Foundation support of the research programs of the university.²¹³
 - 1582 f. To review the activities of the committees that deal with the use of human
 1583 subjects or animals in research.²¹⁴
 - 1584 g. To review the activities of the committee that deals with copyrights and patents.
 1585 ²¹⁵
 - 1586 h. To review and make recommendations to the vice president for Research and
 1587 Commercialization on internal research grants and awards.²¹⁶
 - 1588 i. To work with the vice president for Research and Commercialization in
 1589 establishing guidelines for submissions and review of research proposals.²¹⁷
 - 1590 j. To recommend policies to promote the responsible conduct of research by UCF
 1591 faculty, staff, and students.

Commented [LS60]: New item, recommended by ORC.

1592 2. Membership.

1593 The committee shall consist of one faculty member from each academic unit (selected
 1594 by the Committee on Committees in consultation with the vice president for Research
 1595 and Commercialization and with college deans) and two faculty members from the
 1596 institutes and/or centers (designated by the vice president for Research and
 1597 Commercialization). Selection criteria shall include a productive record of
 1598 research/scholarly activity. Only faculty members holding the rank of associate
 1599 professor or professor or professional librarians of comparable rank shall be eligible
 1600 for membership. The vice president for Research and Commercialization (or
 1601 designee) shall serve as a non-voting ex officio member. Terms of service shall be
 1602 three years, staggered. The chair of the council shall be elected annually by its
 1603 membership.²¹⁸

Deleted: college and the University Libraries

1604 I. Strategic Planning Council

Commented [LS61]: Changes recommended by Vice President Al Harms to reflect the committee's current purview.

1605 1. Duties and Responsibilities.

²¹⁰ 3.10.8.2.2
²¹¹ 3.10.8.2.3
²¹² 3.10.8.2.4
²¹³ 3.10.8.2.5
²¹⁴ 3.10.8.2.6
²¹⁵ 3.10.8.2.7
²¹⁶ 3.10.8.2.8
²¹⁷ 3.10.8.2.9
²¹⁸ 3.10.8.1

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- ²¹⁹
- a. To advise and assist the vice president for Strategy, Marketing, Communications and Admission in developing and updating the university's strategic plan.
 - b. To recommend policies to support the university's strategic planning process, including academic planning, institutional effectiveness, accountability, budget planning, and student services.²²⁰
 - c. To recommend to the provost and vice president of Academic Affairs the university's academic plan and any budget or academic actions necessary to support those recommendations.²²¹
 - d. ²²²
2. ²²³ Membership.
- The committee shall consist of one faculty member from each academic unit (selected by the Committee on Committees in consultation with the vice president for Strategy, Marketing, Communications and Admissions); one student (appointed by the president of the Student Government); the chair of the Faculty Senate; one staff member (selected by the USPS Council); one department chair (appointed by the provost and vice president for Academic Affairs); one faculty representing the regional campuses (appointed by the vice provost for Regional Campuses); one alumnus or alumna (selected by the president of the Alumni Association); and the vice president for Strategy, Marketing, Communications and Admissions. The vice president for Strategy, Marketing, Communications and Admissions, in concert with the vice presidents of the administrative and academic divisions, will identify remaining members in an effort to ensure widespread representation across the university. The council chair shall be appointed by the president from the membership of the council. Terms of service are three years, staggered, with the exception of the student members, who shall serve for one year.²²⁴

²¹⁹ 3.10.21.2.1
²²⁰ 3.10.21
²²¹ 3.10.21.2.2
²²² 3.10.21.2.3
²²³ 3.10.21.2.4
²²⁴ 3.10.21
²²⁵ 3.10.22.2.1
²²⁶ 3.10.22.2.2

J. Undergraduate Common Program Oversight Committee

- 1. Duties and Responsibilities.
 - a. To monitor that students fulfill common undergraduate program requirements such as General Education Program, diversity, Gordon Rule, foreign language, and CLAST as outlined in the undergraduate catalog.²²⁵
 - b. To monitor that all courses and syllabi submitted to fulfill the university diversity requirement meet the established definition of diversity.²²⁶

Deleted: To develop and recommend to the president the university goals and any budget or academic actions necessary to support those goals

Deleted: to the president

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Deleted: To develop and recommend to the president the university's Mission Statement.

Deleted: To study and make recommendations to the president on any planning issues as requested by the president.

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Deleted: Other committee members shall be designated by

Deleted: . The vice president for Strategy, Marketing, Communications and Admissions

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Deleted: and will make every effort to ensure that areas relating to Strategic Planning are represented.

- 1663 c. ²²⁷To review and approve alternative diversity plans for those units in which
 1664 some students cannot meet the diversity graduation requirement via the General
 1665 Education Program or a course in the major. ²²⁸
- 1666 d. To make recommendations to the Undergraduate Policy and Curriculum
 1667 Committee on changes to the General Education Program. ²²⁹
- 1668 e. To work with the Faculty Center for Teaching and Learning, The Burnett
 1669 Honors College, the Office of Diversity Initiatives, and other units as
 1670 appropriate to develop lectures, workshops, and other opportunities to permit
 1671 faculty development related to the diversity requirement. ²³⁰
- 1672 f. To oversee the creation of survey instruments and other assessment materials
 1673 regarding the General Education Program and to work with the deans and chairs
 1674 to incorporate the results into the General Education Program. ²³¹
- 1675 g. To review initiatives directed towards enhancing undergraduate academic
 1676 experience. ²³²

Deleted: To collect and review syllabi of approved diversity courses.

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Deleted: review proposals and all other changes to the General Education Program and transmit

Deleted: oversee the development and effective administration of

2. Membership.

The committee shall consist of at least one faculty member from each of the colleges with undergraduate programs and one professional librarian (selected by the Committee on Committees in consultation with the college deans and the dean of Undergraduate Studies). Membership shall reflect the proportion of general education credit between the colleges. Only members of the general faculty responsible for general education courses are eligible to serve on the committee. The vice provost and dean of Undergraduate Studies (or designee) shall chair the committee and will identify other members, making every effort to ensure that areas relating to Undergraduate Common Program Oversight are represented. Terms of service shall be two years, staggered. ²³³

Deleted: three faculty members from the College of Sciences, two faculty members from the College of Arts and Humanities (reflecting the proportion of general education credit between the two colleges), at least one faculty from each of the other colleges with undergraduate programs.

Deleted: .

Deleted: The dean of Undergraduate Studies shall chair the committee.

Deleted: tenured or tenure-earning faculty members, and full-time instructors

Deleted: and will make

K. University Athletics Advisory Committee

1. Duties and Responsibilities.

- 1690 a. To nurture and foster academic integrity through an oversight of academics
 1691 matters related to University Athletics.
- 1692 b. To supervise the relationship of the university to the athletic conference in
 1693 which it holds membership and the National Collegiate Athletic Association and
 1694 to insure that university policies and procedures are being followed in order to
 1695 maintain the integrity of the university with NCAA rules and regulations. ²³⁴

²²⁷ 3.10.22.2.3

²²⁸ 3.10.22.2.4

²²⁹ 3.10.22.2.5

²³⁰ 3.10.22.2.6

²³¹ 3.10.22.2.7

²³² 3.10.22.2.8

²³³ 3.10.22.1

²³⁴ 3.10.18.2.1

- 1713 c. To insure that the university's athletic program is in keeping with the
 1714 educational objectives of the university.²³⁵
- 1715 d. To review the academic advisement, retention, and admissions of athletes.²³⁶
- 1716 e. To recommend to the Faculty Senate policies that would ensure the academic
 1717 integrity of the athletic programs.²³⁷
- 1718 f. ~~To serve as an advisory and recommending body for intercollegiate athletics~~
 1719 ~~on policies and procedures that relate specifically to student-athlete welfare and~~
 1720 ~~academic progress.~~²⁴⁰

1721 2. Membership.

1722 The committee shall consist of one faculty member from each academic unit (selected
 1723 by the Committee on Committees in consultation with the provost and vice president
 1724 for Academic Affairs or designee), three students (the president of the Student
 1725 Government, a senator, and a student at large), the NCAA faculty representative, and
 1726 one staff member (nominated by the USPS Council). The NCAA faculty
 1727 representative will identify other ex officio non-voting members and will make every
 1728 effort to ensure that areas relating to University Athletics are represented. Terms of
 1729 service shall be three years, staggered, with the exception of the student members,
 1730 who shall serve for one year. The committee chair shall be designated annually by the
 1731 president.²⁴¹

1732 L. University Bookstore Advisory Committee

1733 1. Duties and Responsibilities.

- 1734 a. To recommend policies that will foster a cooperative, mutually productive and
 1735 beneficial relationship between the bookstore and its customers in the university
 1736 community.²⁴²
- 1737 b. To develop scholarship selection criteria, review applications, and select
 1738 scholarship recipients each year to receive free course textbooks and other
 1739 awards for each semester.²⁴³

1740 2. Membership.

1741 The committee shall consist of one faculty member from each academic unit (selected
 1742 by the Committee on Committees), two staff members (nominated by the USPS
 1743 Council), one student (nominated by the president of the Student Government), one
 1744 representative from Academic Affairs, the bookstore manager, and the director of
 1745 Business Services. The chair shall be elected annually from its faculty membership.

Deleted: and fiscal

Commented [LS62]: Items previously called e and f were deleted because they deal with fiscal oversight. Since Athletics is now a Direct Support Organization (DSO) its budget is no longer subject to Senate approval.

Deleted: To review the budget as proposed by the Director of Athletics prior to submission of that budget to the president.²³⁸

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 <#>To monitor and review periodically the administration of the athletic budget.²³⁹¶

Deleted: college

Deleted: a Staff Council representative, a representative from Administration and Finance, a representative from Student Development and Enrollment Services, a community representative (nominated by the Executive Committee of the UCF Foundation), a representative of the Alumni Council, a representative of the Knight Boosters, and the Athletic Director (ex officio).

Deleted: for faculty members are

Deleted: college and the libraries

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²³⁵ 3.10.18.2.2

²³⁶ 3.10.18.2.3

²³⁷ 3.10.18.2.4

²⁴⁰ 3.10.18.2.7

²⁴¹ 3.10.18.1

²⁴² 3.10.23.2.1

²⁴³ 3.10.23.2.2

1762 Terms of service shall be two years, staggered, with the exception of the student
1763 member, who shall serve for one year.²⁴⁴

1764 M. University Honors Committee

1765 1. Duties and Responsibilities.

1766 a. To consider and recommend fundamental policies and procedures relating to
1767 The Burnett Honors College, including the general direction of the college and
1768 its programs, requirements, faculty participation, and curricular matters.²⁴⁵

1769 ~~b. To make recommendations to the dean of The Burnett Honors College on~~
1770 ~~matters requiring judgments regarding faculty and student awards, scholarships,~~
1771 ~~and other benefits.~~

1772 ~~c. To make recommendations to the dean of The Burnett Honors College as~~
1773 ~~required, on disciplinary matters relating to The Burnett Honors College~~
1774 ~~including the removal of a student from the program.~~²⁴⁶

1775 2. Membership.

1776 The committee shall consist of one faculty member from each academic unit, and one
1777 representative from each of the regional campuses participating in the Honors
1778 Program (selected by the Committee on Committees in consultation with the dean of
1779 The Burnett Honors College), and three student representatives (recommended by the
1780 dean of Burnett Honors College). The dean of The Burnett Honors College will chair
1781 the committee and serve as an ex officio non-voting member. Terms of service shall
1782 be two years, staggered, with the exception of the student members, who shall serve
1783 for one year.²⁴⁷

1784 N. University Master Planning Committee

1785 1. Duties and Responsibilities.

1786 ~~a. To review short-range as well as long-range issues related to land use, facilities~~
1787 ~~planning, and future development of the campus, including protection and~~
1788 ~~preservation of natural resources on the campus.~~

1789 ~~b. To make recommendations to the president regarding matters of aesthetics and~~
1790 ~~suitability for minor projects and modifications of the campus landscape,~~
1791 ~~utilities, and building exteriors.~~

1792 ~~c. To review signage, site furniture, public art, and some temporary installations.~~

1793 ~~d. To serve as a clearinghouse for communication to the campus community.~~

1794 ~~2.~~²⁴⁸²⁴⁹²⁵⁰²⁵¹²⁵²²⁵³²⁵⁴ Membership.

244 3.10.23.1
245 3.10.16.2.1
246 3.10.16.2.2
247 3.10.22.1
248 3.10.14.2.1
249 3.10.14.2.2
250 3.10.14.2.3
251 3.10.14.2.4
252 3.10.14.2.5

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Deleted: and one representative from each of the area campuses participating in the Honors Program,

Deleted: of the committee and will normally chair the committee.

Commented [i64]: Deletions and changes recommended by VP for Administration and Finance Bill Merck.

Deleted: To ensure that the University Facilities Master Plan and the Land Use Plan accommodate and support the academic plan of the university.

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To develop and recommend policies for land use to guide the development of the University Facilities Master Plan and the Land Use Plan.

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To guide the development of the University Facilities Master Plan and the Land Use Plan and to recommend these plans to the president for review and approval.

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To review and make recommendations to the president on all changes to the University Facilities Master Plan and the Land Use Plan.

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To monitor the execution of the University Facilities Master Plan and the Land Use Plan.

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To review and make recommendations regarding the PECO priority list for construction and renovation on the campus.

Deleted: ¶
To guide development and implementation of environmentally sound policies that is sensitive to the protection of campus flora and fauna.

Deleted: ¶

1829 The committee shall consist of: one faculty member from each academic unit, two of
 1830 whom shall be members of the Faculty Senate (selected by the Committee on
 1831 Committees in consultation with the provost and vice president for Academic
 1832 Affairs); two additional faculty members from Biology and Environmental
 1833 Engineering (selected by the vice president for Administration and Finance or
 1834 designee); one administrator from Academic Affairs (appointed by the provost and
 1835 vice president for Academic Affairs); and two students (appointed by the president of
 1836 the Student Government). The vice president for Administration and Finance, who
 1837 shall chair the committee, will identify other members and will make every effort to
 1838 ensure that areas relating to University Master Planning are represented. The director
 1839 of Environmental Health and Safety and the assistant director of Facilities Planning
 1840 shall function as support staff to the committee. Terms of service shall be three years,
 1841 staggered, with the exception of the student members, who shall serve for one year.
 1842 The chair of the committee is appointed annually by the president from the
 1843 membership of the committee.²⁵⁵

1844 O. University Parking and Transportation Advisory Committee

1845 1. Duties and Responsibilities.

- 1846 a. To serve as the principle advisory body to the president through the vice
 1847 president of Administration and Finance, recommending policies and
 1848 regulations that govern traffic and parking on the UCF campus.²⁵⁶

1849 2. Membership.

1850 The committee shall consist of two faculty members (selected by the Faculty Senate
 1851 Parking Advisory Committee), two students (appointed by the president of the
 1852 Student Government); two staff members (nominated by the USPS Council); one
 1853 administrative and professional employee (nominated by vice president of
 1854 Administration and Finance). The vice president for Administration and Finance will
 1855 appoint one additional member to serve as chair. Terms of service shall be one
 1856 year.²⁵⁷

1857 P. University Promotion and Tenure Committee

1858 1. Duties and Responsibilities.

- 1859 a. To review and evaluate all applications for promotion and tenure and make
 1860 recommendations to the provost and vice president for Academic Affairs.²⁵⁸
 1861 b. To maintain the confidentiality of all personnel records and matters under its
 1862 jurisdiction.²⁵⁹
 1863 c. To function as an advisory committee to the provost and vice president for
 1864 Academic Affairs.²⁶⁰

²⁵³ 3.10.14.2.6

²⁵⁴ 3.10.14.2.7

²⁵⁵ 3.10.14.1

²⁵⁶ 3.10.24.2.1

²⁵⁷ 3.10.24.1

²⁵⁸ 3.10.20.2.1

²⁵⁹ 3.10.20.2.1

Deleted: The

Deleted: committee consists of the following voting members: one faculty member from each of the colleges and one faculty member from biology or environmental engineering, one department chair, the vice president for Administration and Finance, two academic administrators selected by the provost and executive vice president, one administrator selected by the vice president for Student Development and Enrollment Services, the director of Facilities Planning, the director of Physical Plant, and a student nominated by the Student Government. The director of Environmental Health and Safety and the associate director of Facilities Planning shall function as support staff to the committee. Each college dean may designate a representative from his/her office to serve as a non-voting resource person on the committee. Faculty members of the committee are selected by the Committee on Committees with advice from the provost and executive vice president. Terms of service for the faculty representatives and the three administrators (selected by the provost and executive vice president and the vice president for Student Development and Enrollment Services) shall be three years, staggered. Term of service for the student representative shall be one year. The chair of the committee is appointed annually by the president from the membership of the committee. ¶

Deleted: recommend policies that will foster a mutually beneficial parking environment for faculty, staff, students and visitors in the University community.

Deleted: one

Deleted: from each college

Deleted: Committee on Committees

Deleted: the chair of the Faculty Senate;

Deleted: A&P

Deleted: representative selected on a rotating basis from the various colleges

Deleted: the college's dean

Deleted: The Parking Services manager and a representative selected by the vice president for Administration and Finance shall serve as non-voting ex officio members.

Deleted: for the student members and two years, staggered, for the other members. The chair shall be elected annually from its faculty membership.

- 1905 d. To submit all policy concerns to the Faculty Senate Steering Committee and the
1906 provost and vice president for Academic Affairs.²⁶¹
1907 e. To submit an annual report of their activities to the chair of the Faculty Senate
1908 by the end of the spring semester, while complying with the rules set out by the
1909 Collective Bargaining Agreement relating to confidentiality.²⁶²

1910 2. Membership.

1911 The committee shall consist of one faculty member from each college. Each member
1912 shall hold the rank of tenured professor and be an active scholar within his or her
1913 particular field. The committee members are elected at large from their respective
1914 colleges by tenured and tenure-earning faculty. The chair is elected annually by the
1915 committee members. No member of the committee may be a member of a college or
1916 department/school promotion and tenure committee. Terms of service shall be two
1917 years, staggered.²⁶³

1918 **Q. University Travel Committee**

1919 1. Duties and Responsibilities.

- 1920 a. To develop guidelines for travel awards to faculty.²⁶⁴
1921 b. To make announcements to the faculty regarding availability and procedures for
1922 application for travel awards.²⁶⁵
1923 c. To solicit applications for travel awards.²⁶⁶
1924 d. To review faculty applications for travel awards and make recommendations to
1925 the provost and vice president for Academic Affairs for making these awards.
1926 ²⁶⁷

1927 2. Membership.

1928 The committee shall consist of one faculty member from each academic unit (selected
1929 by the Committee on Committees), and the provost and vice president for Academic
1930 Affairs (ex officio) or designee. The chair is elected annually from the faculty
1931 membership. Terms of service shall be two years, staggered.²⁶⁸

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1933 **SECTION IX.**

1934 **Amendments**

1935 The Faculty Senate may amend its own bylaws by the affirmative vote of a majority of Senate
1936 members present and voting at a meeting with a quorum. The text of a proposed bylaw or
1937 amendment to a current bylaw must be made available electronically to the members of the

²⁶⁰ 3.10.20.2.2

²⁶¹ 3.10.20.2.3

²⁶² 3.10.20.2.4

²⁶³ 3.10.20.1

²⁶⁴ 3.10.15.2.1

²⁶⁵ 3.10.15.2.2

²⁶⁶ 3.10.15.2.3

²⁶⁷ 3.10.15.2.4

²⁶⁸ 3.10.15.1

1939 Faculty Senate at least thirty days prior to the meeting at which it will be considered. Proposals
1940 should be included on the agenda of two successive meetings of the Senate. In cases of
1941 emergency, however, the policy requiring two successive meetings can be waived.²⁶⁹
1942

²⁶⁹ 5.1