

Faculty Senate Personnel Committee

Wednesday, September 05, 2018

11:30 am – 12:30 pm

Location: Millican Hall room **332a**

AGENDA

- 1) Call to order
- 2) Roll Call
- 3) Selection of minutes taker for the meeting
- 4) Review and approval of minutes of March 21, 2018 meeting
- 5) Announcements and recognition of guests
- 6) Meeting schedule for remainder of 2018/2019
- 7) Old Business-*none*
- 8) New business- *Topics assigned by Faculty Senate Steering Committee or through initial charging meeting*
 - a. Program review: faculty access to review in a timely manner
1-2017-18_APR_schedule
 - b. Payment structure for awards: amounts per awards
 - c. Evaluation of endowed chairs
 - 2-Endowed_Professor_Appointment_Process_2018
 - 3-Endowed_Professor_Renewal_Process_2018)
 - 4-Policy-2-208PrivatelyFunded....
 - d. Faculty salary compression study: how to update
 - e. Faculty retention: how to improve
 - f. Telecommuting policy/ work-life balance for all faculty classifications
 - g. Out of unit paid parental leave
 - h. Out of unit faculty and status for awards designated for in unit faculty
 - i. Joint appointments between in unit and out of unit faculty
 - j. Reward and accountability for service
 - 5-Reward-Accountability-Service
 - k. Summer work assignments outside of paid work time.
- 9) Other topics
- 10) Adjournment

Minutes of Senate Personnel Committee.

11:30 am, March 21, 2018. MH 395E.

Members present: Stephen King (Chair), Mason Cash, Scott Carter, Karol Lucken, Yuanwei Qi, Blake Scott, Vladimir Solonari, Linda Walters, Po-Ju Chen, Valerie Storey, Michael Valenti, John Venecek, Konstantine Vodopyanov, Alfons Schulte.

Guests: None

Motion to approve minutes of previous meeting: Approved.

Notices:

A. Emeritus policy changes: will go to full senate tomorrow.

Old Business:

Non Tenure Track Promotion guidelines: Blake Scott

Revise “fuzzy language” in earlier resolution.

Colleges elect an additional non-Tenure-Earning rep for the University T&P committee when they have a non-TE Assistant or Associate professor candidate for promotion (e.g. clinical faculty). They only vote on Non-TE candidates, and the TE rep only votes on TE candidates. No more than 1/3 of committee’s votes can be by NonTE representatives.

Discussion of this proposed change to the policy. A non-tenured (e.g. clinical) faculty member explaining and contextualizing the case seems a good idea. But should tenured members be replaced by non-tenured representatives for such votes?

Questions:

- Should the current committee be augmented, with regard to discussing the cases? (80% yes)
- Committee only non-tenure track: No.
- Should then non-tenured person be able to vote? (1/3 yes)

Discussion of having an elected non-TE representative to review and explain and discuss the case, but not vote.

Note: Faculty Excellence is creating a similar process to deal with such cases at the college level.

This was not resolved. Will be brought back to this committee next year.

Evaluation of Endowed Chairs: Lucretia Cooney

No New Information

Review of topics assigned for 2017-2018 year: Steve King ,

Did not get to on-line courses, endowed chairs, telecommuting.

New business-

Suggested topics for next year: Steve King

Freedom of Expression. There is a proposed replacement that has been sent to steering. However, the Governor has banned designated “free speech” zones on campus, so this will need re-examination.

Meeting Adjourned at 12:32 pm.



Academic Program Review (APR) Cycle and Tentative Schedule Class of 2017-18

March 2017	colleges review seven-year APR schedule; contact academic affairs (AA) with any concerns
March/April 2017	college and program representatives attend AA program review orientation
May 26, 2017	college submits recommendations for external consultants to AA for Program Review Committee (PRC) consideration (format provided by AA)
June 9, 2017	deadline for college, AA, and Institutional Knowledge Management (IKM) to jointly resolve APR trend data questions
June and July 2017	PRC reviews and ranks consultant nominations; AA procures consultants
June 30, 2017	supplemental review materials due to AA (send via USB to Coral Rojas in MH-338), including, as applicable: current faculty CVs; college and department strategic plans; representative sample of course syllabi, program handbook(s); faculty annual evaluation standards and procedures; faculty workload policies; promotion and tenure standards; most recent program accreditation or certification results and recommendations; representative sample of UG and grad theses and dissertations, other supplemental review materials (see complete list provided by AA)
July 14, 2017	college submits reports of major program changes since last review (for BOG) and response to recommendations from prior review (for BOT) to AA (format provided by AA)
August 4, 2017	IR re-releases APR trend data to include refreshed/missing 2016-17 data
August 11, 2017	graduate faculty (re-)nominations due to College of Graduate Studies (renewal required for all) (<i>contact: Ms. Emily Stettner</i>)
September 1, 2017	college submits <i>Contributing Faculty Activity Worksheet(s)</i> to AA
October 6, 2017	college submits self-study report(s) to AA
October/November 2017	AA disseminates review materials to consultants
November 17, 2016	2016-17 institutional effectiveness results and 2017-18 institutional effectiveness plans due to AA for dissemination to consultants
Fall 2017 and early Winter 2018	consultant site visits (itineraries finalized sufficiently in advance of visit)
February and March 2018	AA disseminates consultant reports to units
March 2018	colleges and PRC separately review materials and prepare draft list of program strengths, weaknesses, and recommendations*
April and May 2018	PRC, college, and department/unit collaboratively develop final recommendations
May 2018	PRC finalizes recommendations for provost's review
June/July 2018	college dean discusses recommendations with provost or designee during standing appointment
September 2018	AA submits review results summaries to UCF Board of Trustees' (BOT) Educational Program's Committee (EPC) – dean should plan to attend in case of questions
December 2018	AA submits review results summaries to Florida Board of Governors
Summer/Fall 2019	dean provides implementation status update to EPC (requires completion of a brief status report approximately six weeks prior, in a format provided by AA)

*Prior to preparing draft recommendations, colleges should work with department leadership to review self-studies, program review trend data, and consultants' reports. Please consider the five elements of program review (centrality, quality, comparative advantage, demand, and cost) and develop program strengths, weaknesses, and recommendations for program improvement.

Procedure for Initial Appointment of Endowed/Named Chairs/Professorships

Endowed/Named chairs/professorships/fellowships are established as mechanisms to both retain outstanding UCF faculty and attract exceptional faculty to UCF. Designation and use of funds are governed by a fund gift agreement unique to each chair/professorship and other policies for use of named faculty positions funded with philanthropy. Unless the terms of the endowed/named chair/professorship/fellowship indicate otherwise (i.e. associated with an administrative role), endowed/named chairs/professorships/fellowships have the *potential* for renewal with **sustained preeminence**. Endowed chairs and named professorships awarded for a term limit shall be reviewed within six months of the expiration of their term or during their fifth year, whichever is sooner. Endowed chairs and named professorships that are awarded without term will be reviewed during their **fifth year**.

Appointment to an endowed/named chair/professorship shall consider excellence in research, scholarship, and/or creative activities. Appointment criteria include:

1. Must be a full time regular faculty member.
2. Recognition as a “foremost scholar” in their chosen area of expertise. Thus, a faculty member considered for an endowed/named chair/professorship/fellowship should be known as an eminent scholar in their discipline.
3. Evidence of positive impact of the scholar on others at UCF or, in the case of recruited faculty, impact on others at the institution from which they are coming.

The following materials for consideration of appointment to an endowed/named chair/professorship must be forwarded to Faculty Excellence:

1. Letter from the Dean of the college making the nomination for appointment. This letter should set forth the qualifications and record of achievements upon which the nomination is based.
2. Current curriculum vitae.

The dean will forward a nomination letter and a current CV to Faculty Excellence who will coordinate the review by the Provost. The decision to appoint lies with the Provost. Appointments shall be granted for a period of **five years** with the *potential* for reappointment.

Note: Deans are reminded that the TOP Preeminence program allows for preeminent faculty to potentially be recruited to UCF without a search with approval from the Provost (or their designee). Please reach out to Faculty Excellence for details on this program.

Procedure for Renewal of Endowed/Named Chairs/Professorships

Endowed/Named Chairs/Professorships/Fellowships are established as mechanisms to both retain outstanding UCF faculty and attract exceptional faculty to UCF. Endowed/Named chairs/professorships/fellowships may be awarded with or without term. Designation and use of funds are governed by a fund gift agreement unique to each chair/professorship and other policies for use of named faculty positions funded with philanthropy. Endowed/Named chairs/professorships/fellowships awarded for a term limit shall be reviewed within six months of the expiration of their term or during their fifth year, whichever is sooner. Endowed/named chairs/professorships/fellowships that are awarded without term will be reviewed during their fifth year. Renewal of an endowed/named chair/professorship/fellowship will be based on evidence of sustained preeminence and impact.

This review will consider sustained excellence in research, scholarship, and/or creative activities. Faculty under review have the *potential* for reappointment to the endowed/named chair/ professorship/fellowship.

The faculty member under review shall forward the following materials to their college dean:

1. Current curriculum vitae.
2. A one-page summary of impact for the five years under review in the areas of research, scholarship, and/or creative activities.

A committee, chaired by the Dean of the college where the endowment is housed, with members consisting of three faculty members appointed by the dean will evaluate all of the accomplishments of the faculty under review, dating from their initial appointment as endowed/named chair/professorship/fellowship to the date of notification of review. The committee, who serves in an advisory capacity, will prepare a summary of accomplishments for the Provost and submit to Faculty Excellence. Renewal appointment is at the discretion of the Provost.

The faculty member under review will be notified in writing of the outcome of their review.



UNIVERSITY OF CENTRAL FLORIDA

Office of the President

SUBJECT: Privately Funded Named Faculty and Academic Leadership Positions	Effective Date: 12/5/2017	Policy Number: 2-209	
	Supersedes:	Page 1	Of 5
	Responsible Authority: Provost and Executive Vice President		

Note: For any named faculty position established after the effective date above and for previously established positions where terms of the fund gift agreement permit, the following policies are in place.

APPLICABILITY/ACCOUNTABILITY

This policy applies to named faculty positions, funded through gifts to endowment and current operating funds, including but not limited to assistant professorships, associate professorships, professorships, chairs, preeminent professorships, deanships, directorships, visiting professorships, research and clinical professorships, and professors of practice established by University of Central Florida Foundation (UCFF) fund gift agreements.

PREAMBLE

This policy establishes protocols for appointment of named faculty and academic leadership positions funded through philanthropic gifts to endowment and current operating funds. This policy also establishes management policies for spending accounts associated with named faculty and academic leadership positions, including faculty

positions funded through endowment and those funded for a term of years through current operating funds.

POLICY STATEMENT

The University of Central Florida (UCF) encourages the establishment of named, endowed faculty, and academic leadership positions funded by private philanthropy as a way to strengthen UCF's preeminence by supporting outstanding faculty members. Responsibility for identifying philanthropic gift priorities for named faculty positions lies with the colleges and departments, with approval by the provost and the president in consultation with the vice president for advancement and chief executive officer of the UCFF. Responsibility for securing and managing private philanthropy gifts for the benefit of UCF lies with UCFF. Responsibility for stewarding gifts in support of the faculty, both endowment and current operating funds, rests with UCFF, the university, and the faculty members appointed to named faculty positions.

The UCFF Board of Directors Investment Committee establishes UCFF spending policies including the annual spending from endowment which may fluctuate.

Expenditure of funds will be approved based on university and UCFF policies and procedures and in accordance with the fund gift agreement associated with the respective faculty position.

DEFINITIONS

Current operations. Current operating funds are held by the UCFF and are generally intended to be spent in the year in which they are received.

Endowment. Gifts for endowment provide financial support for the university, in perpetuity. Endowment funds are invested by the UCFF, a direct support organization of the university, which is responsible to receive and manage private gifts for the benefit of UCF. Funds for spending are allocated annually based on the spending policies of UCFF.

Fund gift agreement. Use of funds held by the UCFF are governed by a fund gift agreement. Gift agreements are typically signed by the donor or donors, the CEO of the UCFF or their designee, and the university personnel with fiduciary responsibility for expenditures of the funds.

Named academic leadership positions. Named academic leadership positions are intended for use by faculty members appointed to lead colleges, departments, units, and programs of the university.

Named faculty positions. Named faculty positions are intended for use by teaching and research faculty including assistant professors, associate professors, professors, preeminent professors, visiting professors, and professors of practice.

Spending allocations and spending accounts. Spending accounts are established by the UCFF to hold annual spending allocations from endowment and/or gifts for current operations. The fund gift agreement contains language specifying the university officials with fiduciary responsibility for expenditure of funds.

GENERAL POLICY

Spending Allocations

Spending allocations are to be used in accordance with the terms of the fund gift agreement, under the oversight of the university officials (i.e. deans) specified in the fund gift agreement. Annual spending may be used to fund a salary supplement, provided use of spending for salary is not excluded in the fund gift agreement.

For positions funded through endowment, spending accounts may hold up to a three-year rolling average of annual spending allocations. The amount exceeding a three year rolling average of spending allocation on June 30 will revert to corpus on July 1 of the next fiscal year and the next year's spending allocation may be held in corpus. The dean of the college may make a request to the provost to hold more than three years of spending and decisions will be made on a case by case basis with final approval required by the provost or their designee in consultation with the CEO of UCFF.

Faculty positions may also be funded through gifts for current operations. Current operating dollars are generally intended to be expended in the year in which they are received or over a period of up to five years. Should current operating funds go unspent for a year or more, the holder will be asked to provide a spending strategy for available funds.

In the case of gifts directed to support an academic leadership position, for example, a dean or program director, the funds may be used to support both the academic unit and the holder's scholarship, teaching, research, and public service in accordance with university policy and procedure and the fund gift agreement. An interim dean or program director may not carry the title of the named leadership position but may have access to the spending allocation, with approval by the provost or designee.

Appointments

Appointment to a college or department based named faculty position is made by the provost or their designee upon recommendation of the dean of a college where the position resides and may include recommendations from deans of colleges where the faculty member has a primary joint appointment(s). When such positions are vacated, the position returns to the college or department named in the fund gift agreement for reappointment

within the college. Appointment to a university-level named faculty position is made by the provost or designee in consultation with deans. When such positions are vacated, the named position returns to the Office of the Provost for reappointment within the university.

All appointments will be reviewed after a period of no more than five years and reappointment of the holder made upon evidence of sustained excellence as determined by policies and standards of the Office of the Provost.

A single faculty member may hold *only* one named faculty or academic leadership position with associated funding at any given time. Named academic leadership positions (i.e. deans, department chairs, school or program directors) are held for the term of the leadership appointment and are relinquished when the holder steps down from the appointment.

Holders of named faculty positions will carry the name of the professorship or academic leadership position as stated in the fund gift agreement and are expected to be good stewards of the funds available, including but not limited to spending in accordance with university policy and procedure and in accordance with the fund gift agreement, *and reporting the impact of the funds to the donor(s) annually*. When a vacancy occurs, the dean is responsible for reporting the plan for future use of the funds to the provost and as appropriate, to the donor.

Retired faculty relinquish the named faculty position upon retirement. Emeritus faculty may continue to hold the named faculty title with approval of the provost and without access to the associated spending allocation.

CONTACTS

For more information or to report suspected noncompliance with this policy, please contact the Office of the Provost.

RELATED DOCUMENTS

UCF Policy 2-202.1 UCF Foundation Solicitation of Charitable Gifts
<http://policies.ucf.edu/documents/2-202.1UCFFoundationSolicitationOfCharitableGifts.pdf>

UCF Policy 4-502.2 Emeritus Status
<http://policies.ucf.edu/documents/4-502.2EmeritusStatus.pdf>

INITIATING AUTHORITY

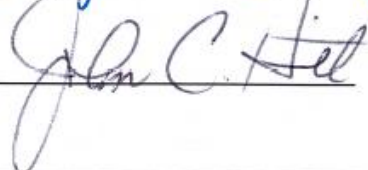
Provost and Executive Vice President

POLICY APPROVAL
(For use by the Office of the President)

Policy Number: 2-209

Initiating Authority:  Date: 12/1/17

University Policies and
Procedures Committee Chair:  Date: 11/29/2017

President or Designee:  Date: 12/5/17

Reward and Accountability for Service

We have all been on committees that have members who never show up or who show up but don't speak, and who don't volunteer to do work nor do it when they are assigned. If those committees are successful, it is due to the commitment of a few dedicated people who do far more than their share. This needs to end. Those who put in the work need to be rewarded, and those who do not work need to feel the same consequences as those who do not do their full teaching duties or shirk scholarship. This is a university-wide problem. The Faculty Senate should institute accountability in its own operations, modeling it for and recommending it to departments throughout UCF. We could

- 1 Have Chairs report member activity to the Senate Chair, who in turn sends those results to members' departments for inclusion in the annual evaluation process.
- 2 Recognize and if possible incentivize high contributors. Incentives could include:
 - access to administrative support for service (e.g., arranging meetings)
 - (partial) teaching or research assistantship for a grad student to relieve faculty time for service
 - travel support to a professional meeting for self or student of choice college and university prizes with salary bonus
 - college and university prizes with funds deposited in overhead account
 - reserved parking space
 - better position in departmental office selection order
 - recognition on departmental/college web page, or elsewhere
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- 3 Fully and transparently account for service time in annual assignments and evaluations. For cases of high service commitment (e.g., >30%), should a portion of pay come from the bodies benefiting from the service, if they are outside the department/college? Should a pool for that purpose be made from the salaries of low-service faculty? This would ensure that each department supplied its share of service.