

**Faculty Policy Council Minutes**  
**August 30, 2004**  
**Room 158, Norman Hall**

**Members present:** Ellen Amatea, Dale Campbell, Maureen Conroy,  
Hazel Jones, Ester de Jong, Mirka Koro-Ljungberg, Linda Lamme, Tracy  
Linderholm, Terry Scott, Larry Tyree

**Members absent:** None

**Others Present:** Dean Catherine Emihovich, Associate Deans Jeri Benson & John Kranzler

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Conroy called the meeting to order at 2:04 p.m.

**Agenda and Minutes**

*1. Approval of the agenda for August 30, 2004*

Lamme made a motion to approve the August 30, 2004 meeting agenda with an addition as requested by Conroy. Tyree seconded the motion. The FPC unanimously approved the agenda as amended.

*2. Approval of the minutes of the May 10, 2004 meeting*

Campbell made a motion to approve the May 10, 2004 minutes as submitted. Tyree seconded the motion. The FPC unanimously approved the minutes.

**Announcements**

*1. Fall Faculty Meeting*

Conroy announced the fall faculty meeting would be held September 13, 2005 in the Terrace Room from 3:00 p.m. to 5:00 p.m. She reported that the meeting's main purpose would be to work on feedback regarding the faculty climate survey and to introduce of new faculty.

*2. 2004-2005 FPC meeting Dates*

Conroy announced the Faculty Policy Council meeting to be held September 13, 2005 (on the same day as the faculty meeting) will be shortened to one hour, 2:00 p.m. to 3:00 p.m. She reviewed the list of Policy Council Meeting dates provided to members and reminded members to contact their alternates in advance if they cannot attend a meeting.

Dean Emihovich reminded members of centennial celebration preparations already underway. She noted that a celebration committee has already been formed, and that the celebration will kickoff simultaneously with the capital campaign. She would like to have one faculty member from each department to head up planning activities for the centennial. The major planning work would go on this semester. She asked members to go back to their departments and see if anyone is interested in working on these. There will be a meeting on September 15, 2004 at 3:30 in the Dean's Conference Room. Diane in the Dean's Office is coordinating it.

Dean Emihovich announced a new development director, Margaret Gaylord. Gaylord comes from the Queen of Peace Church where she helped to raise \$9 million for a new building. Dean Emihovich also announced a new PR director, Larry Lansford. He will be contacting people and working with different departments to make the college more visible.

Dean Emihovich provided a draft handout of the Faculty Senate ad hoc Joint Committee on Tenure Report. Conroy suggested that this document might be available on the Faculty Senate Webpage. Dean Emihovich pointed out three major areas of the report that will be controversial. 1) Language about stopping the tenure clock (page 13). 2) On page 16 of the report, item number 4 suggests there be a formal letter regarding progress toward tenure, but it is not clear who writes this letter. 3) On page 19, the definition of distinction is being debated. The word distinction lacks clarity. Also on page 19 the senate recommends a vote. Dean Emihovich noted that any college wide vote is a matter of public record due to the Sunshine Laws. Conroy asked whether this is also true at the department level. Dean Emihovich responded that if the vote is recorded, then it is public information. Conroy asked about the timetable of this report. Amatea responded that she understands there is a desire to move this along pretty quickly.

Dean Emihovich reminded members about the upcoming UF Presidential inauguration and passed out a brochure about it. She stated that two people from the College of Education will be at the president's roundtable.

### Action items

#### *1. Assignment of FPC members to committees*

Conroy reminded members that part of serving on the FPC is serving on a committee as the liaison between the committee and FPC. As members of the committee their responsibility is to call the first meeting and that with the exception of the College Curriculum Committee, FPC member should not chair the committee if possible. A list of committees was provided.

Conroy requested volunteers for committees.

Faculty & Budgetary Affairs Committee: Esther DeJong

It also met last year to do the Dean's evaluation. Campbell served on the Agenda Committee last year.

Tyree volunteered for the Agenda Committee. Conroy solicited other volunteers. There were none. Campbell moved to nominate Tyree and Amatea seconded the nomination. All were in favor.

## **Informational Items**

### *1. Faculty Feedback on UF Climate*

Conroy informed members that she, Dean Emihovich, Jones, and Dean Benson met to brainstorm ways to get faculty involved in discussions about the climate survey and providing feedback to the Dean. By October 7, faculty need to have responses prepared for the three questions posed by the president (as discussed in the Dean's Report). To accomplish this goal, the aforementioned group decided to hold the fall faculty meeting early. They plan to focus that meeting on getting faculty feedback. The group also decided to ask the Faculty & Budgetary Affairs Committee and the Long-Range Planning Committee to provide recommendations. Finally, the group also decided to create an Open Faculty Forum for those who couldn't make the other meetings. Conroy added that if a faculty member cannot make any of the meetings, he or she could email her directly. She emphasized the importance of getting as many people involved as possible.

Lamme suggested that departments also review the survey data. Dean Emihovich responded that department chairs have already had the survey data for two weeks and were asked to discuss it at their department meetings.

De Jong asked if all the faculty discussions needed to occur by October 7. Conroy and Dean Emihovich answered affirmatively.

Amatea suggested a structured format for involving people during the faculty meeting, such as breaking out into groups. Lamme added that the grouping should not be by department. Dean Emihovich informed members that she will also introduce new faculty at the meeting. To frame discussion of the climate survey, she plans to present the changes that have already been made which show some significant movement forward. She stressed the importance of keeping people thinking about the future.

Dean Emihovich pointed out difficulties in communication. She believes people want to know why things happen and how to help shape the direction of what's happening. They should be able to have this without being involved in doing all the work. Conroy stated that faculty may feel like they are not being informed about what FPC is doing. If posting the minutes on the Web after every meeting doesn't do it, what will? If FPC members don't share what gets discussed, who will? In the special education department FPC members are on the agenda at every department meeting.

### *2. Plan for change in mail servers*

Conroy stated that the FPC would consider policy regarding indirect costs from grants and how costs are shared across departments.

Conroy stated that the research advisory committee looked at a new policy for the B.O. Smith endowed professorships and has made recommendations for its use. Dean Emihovich explained that it is essentially an endowed research fund that can be used for a GA, travel etc... Although a single professor has held this professorship in the past, after reviewing the endowment, Dean Emihovich has decided to restructure how the fund is allocating. Currently she is considering gearing the research professorships toward associate professors and would like to be able to appoint two people starting in the spring semester. She related this position to the president's goal of raising money to support faculty research. She stated that the college is currently underfunded in terms of the research support the faculty receives.

Conroy stated that PFC members need to review the procedures for evaluating the Dean.

Conroy discussed last year's merit money and the lack of a policy on how to use merit money. She stated that last year administration relied on procedures created by each department. Productivity over three years was considered, as well as compression in relation to productivity. Raises for assistant professors did not come from the merit money. No one should feel that this compromised his or her raise. Tyree expressed concern that the president was quoted in the paper as saying that faculty received 4% raises when this is not true. Dean Emihovich explained that the 4% figure was reduced by 0.33%, which went to a pool of funds, and then they set aside 3.67% of faculty base salary for raises. She stated that the president was very clear to the deans that it did not mean that 3.67% would be handed out across the board. Each chair was given a pool of money based on the faculty in their department and made decisions on ranking of faculty within their department. Conroy explained that many people were not working during the summer, but decisions needed to be made. There was not a lot of faculty input. She would like to revisit this issue. Unfortunately, people didn't realize that the raise was based on merit. Dean Emihovich responded that the president and the provost were very clear on the fact that it was merit money. Campbell stated that state employees usually get a fixed rate of increase and expressed concern that faculty can end up getting less money appropriated for raises overall under the merit system. Dean Emihovich commented that there has been no state raise. She stated that there are some faculty who are extraordinarily productive and highly compressed and that she needs to take that into consideration. She expressed the need for a college-wide policy shaped by FPC. Conroy stated that the agenda committee would look at that.

Benson asked how it is decided what goes to committee and what gets discussed in FPC. Conroy responded that all items for consideration come to the Agenda committee. The Agenda committee decides how matters are handled, by forwarding appropriate actions to the administration, to appropriate committees, or by establishing ad hoc committees to deal with issues that cannot be addressed elsewhere. The Agenda Committee reports to the FPC about the disposition of all matters referred to it.