

## MINUTES

Faculty Affairs Committee Meeting

Monday October 23, 2006, 2-3:15pm

Pendergrass Agricultural and Veterinary Library

Group Study Room A113B

<http://www.lib.utk.edu/agvet/>

Members: Beauvais Lyons (Chair), Basil Antar, Jennifer Beals, Muammer Cetingok, George Dodds, Joanne Hall, Julia Malia, Molly Royse, Neal Shover

Not Present: John Wodarski, Gary Ubben,

Guest: Kathy Greenberg

1. Approval of the Minutes of September 18, 2006. (approved)

2. Report from the Committee Chair

- George and Beauvais will review the MFE for places to integrate the resolution on Scholarly publication that was assed by the Faculty Senate last May.
- There was some discussion of how to proceed regarding the issue of merit raises and the November 21, 2006 Senate resolution. George Dodds advocated against reaffirming the prior resolution, as it is already on the record. If we are to offer a reaffirmation, it ought to be part of a new resolution on the issue. Maummer indicated that the Chancellor should be asked for an update on the status of the January merit pool at today's senate meeting. Beauvais said he would do this. He also suggested that it might be constructive for President Gross to send all members of the Board of Trustees a letter with a copy of the resolution in advance of their November meeting.
- Prior to the meeting, he committee received copies of recent communications with Provost Holub regarding the status of the evaluation and retention of department heads. After some discussion, and in response to Provost Holub's suggestions, it was agreed that we would ask Caucus Chairs to inventory Faculty Handbook compliance regarding the evaluation and reappointment of department heads (Chapters 1.4.4 and 1.4.5). It was also suggested that President Gross send an email to all faculty (via the faculty info list) flagging the issue and the role of faculty in the process.
- Beauvais indicated that he will not be able to attend the November 6<sup>th</sup> Senate Executive Committee meeting at Andy Holt Tower, 8<sup>th</sup> floor conference room. George Dodds (who is chair of Library) indicated a willingness to represent the committee.

3. Outreach and the Manual for Faculty Evaluation. Last week Beauvais and Julia met with Lynn Champion on better integrating outreach objectives into the Manual for Faculty Evaluation. The proposed changes are:

- B, 2, new b any statements from administrators, community collaborators or peer reviews regarding engagement in outreach teaching.
- new alphabetical list from c-h.
- C, 2 add a new first sentence: Research and Scholarship of discovery, application and integration are all recognized.
- C, 3 add a new first sentence: Creative activities that involve discovery, application and integration are all recognized.

- C, 5                    add: “outreach and community engagement,” before identify new patents in parenthesis.
- D, 2, c                Change “Professional Service” to “Professional Activities in Service to the Public”
- D, 2, c, I            change to: Service, outreach and community engagement for public and private organizations or institutions in which the candidate uses his/her professional expertise.

These proposed changes were briefly discussed and will be an action item later in the year with any other proposed changes to the MFE.

#### 4. Discussion of Ombudsperson Report (Greenberg)

Kathy discussed a “Common Practices of the Ombudspersons Office” and “Frequently asked Questions” documents that is being developed for distribution to all faculty through Faculty Info, and to be posted on the Provost’s web site and the Senate web site. There was discussion of limitations on the role of the Ombudspersons related to individual grievances – and not facilitating group meetings between more than one faculty member. There was also discussion of the hourly rate to compensate Ombudspersons. According to the Ombudspersons, their work has saved faculty careers and prevented litigation against the university. In response to a question from Beauvais, Kathy indicated that last year that the extra service was around \$10,000 of work. The Office of the Provost may not be aware of the benefits of the Ombudspersons, as all of the cases are done in confidence.

Regarding specific issues addressed in the report the key items are:

- (1) problems with department bylaws, many of which were not corrected as a result of the case. Beauvais will send a letter to all department heads requesting a copy of their bylaws.
- (2) There is a need for more explicit procedures in the Manual for Faculty Evaluation to make sure there is a report from the Deans to the faculty member under promotion and tenure review to make sure there are no factual errors in the document at each level of review. This happened in five cases last year. There needs to be better clarity with administrators regarding communications with faculty members under review. Beauvais suggested the Ombudspersons review the MFE and make specific suggestions for revision for our November 20<sup>th</sup> meeting.
- (3) The need for exit interviews for junior faculty who leave prior to tenure. According to the report, the Faculty Affairs committee should establish a process for this. Beauvais suggested that he would talk to Alan Chesney from Human Resources regarding the number of faculty who have left the university for other positions and the prospect of developing a system for exit interviews. He will report on this at our next meeting.

There are other matters in the report will be discussed again at the next meeting on Monday November 20 at UC 218.

#### 5. Adjournment at 3:15pm