

## MINUTES

Faculty Affairs Committee Meeting  
Monday February 5, 2-3:15pm  
University Center, room 218

Members Present: Beauvais Lyons (Chair), Basil Antar, Jennifer Beals, Muammer Cetingok, Julia Malia, Molly Royse, Gary Ubben, Neal Shover.

Members Absent: Joanne Hall, John Wodarski.

Guests: Alan Chesney, Susan Martin

1. The Minutes of November 20, 2006 were approved without revision.

2. Report from the Committee Chair

George Dodds has resigned from the Faculty Senate. B. Lyons briefly discussed the Reappointment Schedule for Department Heads included in the Faculty Senate meeting packet. The document has served to make sure heads on the main and west campuses are in compliance with the handbook (1.4.6), and to help the committee next year.

3. Discussion of Exit Interviews with Alan Chesney

In preparation for the discussion, Janet Doty's "Exit Interview: State of the Practice" and Penn State University's Exit Interview survey results were distributed.  
([http://www.psu.edu/president/pia/planning\\_research/reports/facultyexitsurvey/](http://www.psu.edu/president/pia/planning_research/reports/facultyexitsurvey/))

A. Chesney stated his bias against exit interviews, and that they are provided for employees who leave if they request it. He indicated that not many do. He stated that exit interviews might be more useful if they were conducted one year after departure. He also talked about the Employee Satisfaction Survey – and a survey question whether the employee "had considered leaving the university in the past six months." If the demographic information is specific enough, this information might be useful. There was some concern about how to do this while maintaining confidentiality. G. Ubben talked about the need for exit interview questions that included questions that focus on institutional procedures, organization, working conditions, etc. M. Cetingok suggested that there are a number of faculty on campus with expertise that could assist with developing an effective survey. G. Ubben said the task might be shared with Grady Bogue who might have a PhD student interested in a dissertation on this issue. B. Lyons called attention to the 4-year survey compiled for the Provost's Office, and noted some problems with it, including how it was compiled (presumably through department heads), the lack of more specific demographics (gender, race, discipline, rank, etc.) in the results. He pointed to the exit survey results from Penn State University as a possible model. S. Martin said that the Provost felt the 4-year survey was inadequate, and that there are plans to implement exit interviews. She also indicated that the campus is participating in a Harvard University Study focusing on the experience of tenure-track faculty. Citing the Doty article, B. Lyons recommended that exit interviews should be conducted by a human resources staff member outside of the faculty member's department or college.

4. Discussion of the Proposed Faculty Handbook change regarding ORNL-UT Joint Faculty with Susan Martin.

The September 19 draft was discussed. It was suggested that the second to last sentence be modified to read "Their performance for the university is evaluated on an annual basis in accordance with department bylaws." Susan Martin agreed to present this to the General Counsel's Office and to prepare the proposed change for inclusion in the March 5 Faculty Senate agenda for first reading with final approval at the April meeting.

## 5. Discussion of the Manual for Faculty Evaluation with Susan Martin

The committee reviewed notes from October and November meetings as posted at:

<http://web.utk.edu/~senate/minutes/2006-07/FacultyAffairsCommMinutes-20061023.pdf>

<http://web.utk.edu/~senate/minutes/2006-07/FacultyAffairsCommMinutes-20061120.pdf>

Items discussed include:

- a) proposed changes regarding outreach from the October 23<sup>rd</sup> meeting.
- b) agreement that departments and colleges will be asked to post their bylaws on their web site. Susan will raise this issue at the next Dean's Council meeting.
- c) need to make sure there is proper notification of any insertions in tenure and promotion dossiers. Susan will write a note to the DDH list stressing this matter.
- d) Beauvais will compile a complete set of proposed revisions to the MFE from our meeting this fall that he and Susan will review in a couple weeks in preparation for the March committee meeting.

## 6. Adjournment, 3:15pm

NEXT MEETING: Monday March 5, 2007, 2pm, UC 218.