

2005-2006 Faculty Affairs Committee Final Report

Senate Bylaws: Faculty Affairs Committee. Membership shall consist of nine faculty members with three-year staggered terms. The Chairperson shall be appointed by the Committee on Nominations and Appointments.

This committee shall concern itself with the development of criteria and procedures for faculty appointment, promotion, evaluation, the granting of tenure, and discharge for cause. It will check college, school, and department bylaws for compliance with the Faculty Handbook. The committee is responsible for reviewing proposed revisions and recommending changes to the Faculty Handbook following review provisions as set forth in the *Faculty Handbook*, and for reviewing the *Manual for Faculty Evaluation*.

Members: Beauvais Lyons (Chair), Basil Antar, Muammer Cetingok, George Dodds, Les Essif, John Wodarski, Jennifer Beals, Joanne Deeken, Ed Jepson, Bart Rohrbach.

Minutes: All minutes for the committee are posted on the Faculty Senate web site. The committee met in September, October, November, February, March and May, usually in the afternoon preceding Faculty Senate meetings to take allow for greater participation by Memphis and UTSI-based senators on the committee. Both Vice-Chancellor Anne Mayhew and Associate Vice-Chancellor Susan Martin attended meetings of the committee at different points during the year. Associate Dean Bill Dunne, a former member of the committee also attended a couple meetings and participated in committee emails.

This year the committee accomplished the following:

1. The committee finalized Chapter 7 (Compensated Outside Activities) of the *Faculty Handbook*, which was approved by the Faculty Senate at the October 17, 2005 meeting.
2. The committee worked with Susan Martin to review the new Department Head Manual developed by the Office of the Chancellor, and offered several suggestions for the improvement of the manual.
3. At the initiation of President Kennedy, and in discussions with Anne Mayhew, the committee formulated a merit pay policy proposal. The committee chair consulted Faculty Trustee Richard Rice in the formulation of a resolution that was approved by the Faculty Senate at the November 21, 2005 meeting.
4. The committee worked with Susan Martin and the Teaching Council to review the *Manual for Faculty Evaluation* and to update the Best Practices Documents (Formerly Appendices A, B, C and the Best Practices in Mentoring Document). The committee also considered the process for future revisions to the *Manual for Faculty Evaluation*.
5. The committee proposed several refinements to the Department Head Evaluation Form. The new draft has been posted on the Faculty Senate web site and was brought to the attention of the Council of Deans through President Kennedy. The committee has also been working with Julie Little of ITC to make this evaluation form available in the future through Blackboard.