

Agenda
UTK Faculty Senate Executive Committee
February 9, 2009

I. CALL TO ORDER

II. REVIEW OF MINUTES

Minutes of the Executive Committee meeting of January 12, 2009

III. REPORTS

President's Report (J. Nolt)

Provost's Report (S. Martin)

Chancellor's Report (J. Cheek)

IV. OLD BUSINESS

Faculty Affairs Committee Update on Handbook Revisions (J. Heminway)

Update on Research Council Policy Statements (J. Hall)

Update on the Work of the Program Review, Reallocation and Reduction Task Force (J. Nolt)

V. NEW BUSINESS

A Concern about the Accuracy of THEC Data on Low-Performing Programs (D. Birdwell)

Efficiency and Effectiveness Task Force Proposal for Changes to the Senate Bylaws (C. White)

Attachments

Minutes of January 12 Executive Committee Meeting

Proposed Faculty Senate Bylaws Changes

Summary of Proposed Bylaws Changes

Faculty Senate Executive Committee
MINUTES
January 12, 2009

Present: Denise Barlow, Doug Birdwell, Toby Boulet, Marianne Breinig, Donald Bruce, Paul Crilly, Becky Fields, Joanne Hall, Margo Holland, Joan Heminway, Suzanne Kurth, India Lane, Catherine Luther, Beauvais Lyons, Susan Martin, John Nolt, David Patterson, Carl Pierce, Wornie Reed, John Romeiser, Jan Simek, Anne Smith, and Tse-Wei Wang

Guest: Scott Simmons (Graduate Assistant)

I. CALL TO ORDER

J. Nolt called the meeting to order at 3:32 p.m.

II. REVIEW OF MINUTES

The minutes of the November 3, 2008, meeting were corrected. Heminway said on p. 2, paragraph 2 "*Manual for Faculty Evaluation*" should replace "*Faculty Handbook*" and "*Handbook does*" should replace "*Bylaws do*" on p. 4. "He" should be added on p. 4. Lyons asked to substitute "should" for "could" on p. 3. The corrected minutes were moved, seconded, and approved.

III. REPORTS

President's Report (J. Nolt)

More bad news related to the budget emerged, namely cuts of large but unknown degree. Nolt relayed that he had been interviewed by the media and asked for feedback on what he had said. In December Nolt said the faculty was "distressed" when President Petersen announced former football coach P. Fulmer would work for the University at a relatively high salary and then announced a hiring freeze, and this received wide coverage. Nolt also described the administration as top-heavy and asked about the disparity between academics and athletics.

Nolt said he would welcome suggestions and comments. His emphasis in the media has been on one central message: keep teachers in the classroom. Making a case for tuition increase is linked to the argument about keeping teachers in the classroom. Nolt pointed out that the basic way that people related to UT is through students. Research and service activities are not salient for many. P. Crilly pointed out that research should be self-supporting. Nolt responded that much of it is not. D. Barlow noted that the F & A rate for proposals is always negotiated down. T. Wang said media accounts of the importance of college degrees would fit with the teaching argument. D. Birdwell thought the research argument might need to be made in some form. Nolt said it was important, but the research argument needs to be secondary to the teaching one. J. Hall said UT was a bargain. Nolt concurred saying there were many ways to make that argument.

Nolt identified a number of issues he had been raising: tuition cap removal and increases, information about the Governor's Chairs money, money committed to Cherokee Farm development, performance contracting for energy improvements, and system reorganization.

Tennessee University Faculty Senates. Nolt is organizing a meeting of TUFs April 3-5. The organization is open to all state-funded 4 year schools of higher education and is separate from any institutional structure.

At the next meeting of the Senate, A. Haynes, lobbyist and J. DPietro (UT & UTSI) will be present.

B. Lyons asked about submitting to bond, that is, could utility savings be bonded. The BOT seemed resistant to performance contracting. Birdwell expressed concern that removal of the tuition cap would be

penalizing the best students with a 50% increase. It was pointed out that those students also generate the greatest demand. The case of Florida was introduced as an example of combining two state educational systems like the Tennessee BOT and Board of Regents.

D. Patterson suggested Congressman Duncan's newsletter maligns research activities of university professors. He then asked whether there was any sense of change, for example, the elimination of sports programs at UTC.

Both Lyons and Nolt had attended the BOT's Efficiency and Effectiveness Committee meeting. Lyons responded that the athletic programs at UT Martin and UT Chattanooga were controlled by the campuses and it appeared unlikely they would be closed. It appeared possible that UTSI programs would be moved and that there would be administrative streamlining. The BOT has people representing a variety of constituencies making dramatic change unlikely. Nolt said his impression was that there would not be much change. Lyons said there were some studies being done on combining campuses. M. Holland, Athletic Committee, said she was told the saving would be negligible given the small administration.

Provost's Report (S. Martin)

S. Martin reported proposed reductions had been received the previous Monday. Meetings have been held and forwarded to the system. She agreed that students/instruction should come first. She was continuing the process of budget review with the Deans. They are trying to maximize the money available for instruction.

Course Evaluations. Currently tens of thousands of dollars are spent on paper evaluations of courses. D. Cunningham has indicated that they have developed some techniques to improve online response rates. In response to a question about which entity addressed evaluations, I. Lane said that evaluations were under the domain of the Teaching Council. She indicated that there had been substantial resistance to them. It was suggested that as with online grades, people may adjust to them. Birdwell noted that at Georgia Tech course evaluations were required of students or they would not receive their grades. Nolt referred the issue to Lane and the Teaching Council.

Chancellor's Report (J. Simek)

J. Simek noted that although the times were difficult, the campus might come out of the cycle better off than the worst case scenarios projected. The current base budget cut appears like it would be somewhat under 14%. He cautioned that there could be another recision, but it would be handled like the one this year was, i.e., as a one time event. THEC has again mandated discrepant funding for non formula units, but the system is stepping in. The approach is to have Academic Affairs units develop a strategy for an 8% reduction. If a 14% reduction is required, it will be accommodated for by reductions in units outside of Academic Affairs. Units have been asked to keep the tenured and tenure-track faculty intact. Lecturers and part time teachers may disappear. Large scale program cuts are not being explored, but there may be contractions (e.g., Nursing) and program realignments. Support structures will change. University-wide administration will have to incur significant cuts and that will affect relationships with the campus. Simek indicated he was more sanguine than before about the impact of budget cuts.

There are two revenue enhancement proposals. One involves transferring development functions from the campus to the UT Foundation. In accord with "best practices" development activities pay for themselves and typically are operated through foundations. Such a change would have to have system and BOT support. The other involves tuition increases. In any case, the situation should be seen as bad, as people will lose jobs.

Patterson asked about Peterson's morning e-mail that mentioned a process for reviewing academic programs. Simek said the focus was on a process for the future. Martin distributed a draft system document on program reduction to the campus Program Review, Redirection and Reallocation Task Force. One suggestion would be to reconcile the system and campus documents. Nolt said much of what

the campus proposed fit with the system document. Simek noted the campus had had program review processes in place and the goal was to not create an onerous burden for the campus. Patterson asked about the provision of new faculty computers through the Faculty Refresh Program. Patterson thought student IT funds were used for it, but Barlow clarified that it was not supported by student fees. Simek said the campus administration was not dismayed about not being able to replace computers this year, as faculty members do not need new ones every three years. Lyons asked about rate of return for endowment accounts, as those rates affected departments' plans for expenditures. Barlow said the last time we were underwater new projections were made that were not low enough. New figures should be distributed soon. Lyons asked that they be sent to academic departments. Crilly asked about taxing all gifts to the University. Simek replied "yes," the cost is taken out of the campus E & G budget.

IV. OLD BUSINESS

UT Alcohol on Campus Task Force Report (D. Patterson)

Patterson had distributed a memo dated October 15, 2008 listing pros and cons. The Task Force supported the sale of alcohol at Thompson-Boling Arena. The sale of alcohol there requires the Student Handbook be changed. Simek had talked to T. Rogers about initiating the process of change. A proposed change to the policy governing the consumption of intoxicants on campus by University employees ("excepting University sanctioned events") was sent to the Chancellor. Nolt thanked Patterson for the report.

V. NEW BUSINESS

Consultation on Cumulative Performance Review/Tenure Termination (J. Nolt)

The Cumulative Performance Review Process is initiated when a person receives a rating of "unsatisfactory" in two out of five consecutive years or a combination of "needs improvement" or "unsatisfactory" in any three out of five consecutive years. Nolt said a recommendation had been received from a CPR committee to which he had appointed two people. The committee recommendation went to the Chancellor and he sent it to Nolt for a recommendation. Boulet and Birdwell raised a question about the role of the Appeals Committee. In other words, would endorsing a CPR decision prohibit an appeal to the Appeals Committee, as the rules for CPR are not clear? Nolt said he thought that supporting a CPR report recommending termination would not preclude filing of either an administrative or committee appeal. Heminway agreed tribunals would be available. The questions being raised by the Appeals Committee current and former chairs related to Ch 5 of the *Faculty Handbook* and some places in Ch. 3. It appears both Chapters could be used to support an appeal process. Birdwell asked whether there was a precedent of someone not currently employed challenging a decision. Heminway said she had experienced appeals held over after employment. Birdwell indicated that people at previous stages in the process might not have had full information. Nolt proposed one way cases could be handled would be for the Executive Committee to assign them to a committee, for example the Appeals Committee, before sending them back to the Chancellor with a recommendation. Pierce said as he reads the documents, the Chancellor needs to consult. The Executive Committee could delegate its responsibility to another committee. That recommendation would not have to come back to the Executive Committee, its report could go directly to the Chancellor. Patterson clarified that a CPR committee can recommend termination rather than developing an improvement plan. He asked whether there was prior Appeals Committee involvement in the case. There had been. Lyons stressed how useful faculty improvement plans could be. Patterson asked for the chief academic officer's opinion. Martin said there appeared to be some confusion about the process. Simek said his role as Chancellor was to ask for the Senate President's advice. Heminway moved that the case be sent to the Appeals Committee for appropriate review. Lyons seconded. Wang asked about setting a time frame for a recommendation. Martin asked Heminway about whether sending a case to committee would affect opportunities for appeal. Pierce noted that the faculty member does not have to lodge the appeal, which adds to the confusion. Birdwell said some language is in potential conflict with BOT policy. Pierce noted policy in the *Handbook*. He expressed concern that a motion delegating should be (in accord with policy) limited to remediation. Heminway responded that the case was beyond remediation given the CPR report. Pierce said termination was separate from mandatory transmission to the Appeals Committee. Faculty Affairs Committee would decide on making a decision to

proceed to termination without a remediation plan. Boulet commented if it were mandatory that it goes to the Appeals Committee, he would be against the motion, drawing on Pierce's interpretation. Heminway commented that the Provost thought the paragraph was out of "synch." It was approved before the BOT policies were. There are duplicate review processes. Ch. 5 provides opportunities for substantive review already undertaken by CPR committees and also opportunities for procedural review. The Faculty Affairs Committee hopes to address the problem after looking at other issues related to the *Manual for Faculty Evaluation*. Heminway said she was willing to withdraw her motion. Pierce suggested that given the ambiguity of the written materials any decision should err on the side of more process for the faculty member. Birdwell asked about the 30 day window and Wang replied that is was for the request not completion of the review. Birdwell said he thought it was the appropriate time for Appeals Committee review. Heminway suggested that 3.1.2.1 could be followed and she would revise her motion. The motion seconder agreed to the motion revision. Heminway asked whether the Chancellor and Provost would be willing to follow the process in the *Handbook*. There could be a meeting with the person and then the case would go to the Appeals Committee. Martin replied that she would not like to make a decision without reviewing all of the policies. Pierce suggested that a motion to table would resolve the situation. A motion to table was moved and seconded. Motion passed. It was agreed that discussions would be held with the Chancellor and Provost before the next meeting.

Research Council Policy Statements (J. Hall)

J. Hall noted the institution was vulnerable without policies. The data policy requires keeping data at least three years. The language objected to in an early version concerned "ownership" of data. It was noted that L. Gross had identified a number of problems with earlier drafts. Heminway noted the substitution of "ultimate responsibility" for "ownership" within the document. Pierce suggested that the titling within the document parallel the words changes, that is, state "ultimate responsibility" rather than "ownership."

M. Holland drew attention to the material on distribution of tangible research property 6.A.1. The faculty in the life science has expressed concern about impact on the transfer of materials (e.g., biological) to research collaborators on other campuses. Heminway volunteered to send the document to those with comments on the previous version. Nolt said the document could be considered at the next Executive Committee meeting. Lyons suggested posting this version on the web to increase the number of comments on it, particularly public comments. Nolt agreed to post it on the Faculty Senate web site. Lyons suggested G. Reed could post it and perhaps put it in an issue of *Quest*. Wang raised concern about data access when that access is restricted by the research sponsor.

Proposed Faculty Senate Legislative Committee (J. Nolt, B. Lyons)

Nolt met with Hank Dye and Anthony Hayes. The system is open to having faculty participate in legislative efforts, in fact is actually encouraging it. J. Shefner suggested creating an event to educate legislators. Shefner agreed to head an ad hoc task force. The central theme would be "keep teachers in the classroom." Nolt contacted Haynes to set up a meeting and sought Executive Committee approval of the Committee. Lyons pointed out short term and long term dimensions. Nolt explained that it would be an organizing committee. Birdwell moved and Wang seconded a motion to establish a committee. Motion passed.

Proposed 2009-2010 Senate Calendar (T. Boulet)

T. Boulet noted that he had to make adjustments in the "typical" meeting dates for both semesters. He followed as close as possible to the recommendations in the Bylaws, while recognizing events important to various groups. Approval of the proposed 2009-2010 calendar was moved and seconded. Motion passed.

Proposed Budget Resolution (D. Bruce)

Nolt introduced the proposed resolution. Adoption of the proposed budget was moved and seconded. Motion passed.

Committee on Honorary Degree Nominations (J. Nolt)

Action on making nominations for honorary degrees was approved by the Graduate Council and as a consequence appears in the Council minutes to be approved at the next Senate meeting. The proposed policy stipulates five tenured faculty members would serve on the selection committee. Five people had been selected to serve until the end of the academic year: Glenn Graber, Russ Hirst, Carolyn Hodges, David Patterson and Candace White. Crilly asked about the lack of representation from Engineering on the nominations committee. Breinig pointed out that in addition there was an approval committee with three faculty members. C. Pierce pointed out that constituency representation was not feasible. Birdwell moved to Table the motion, Hall seconded. Motion to table failed. A motion to approve the proposed committee members was made and seconded. Motion passed. Patterson suggested that great benefit would be derived from awarding honorary degrees.

Report on Changes in Policy for 403(b) Plans (J. Heminway, B. Fields)

Changes were made to 403(b) plan policies at the system level that aroused concern for some faculty members. Before the recent changes, investment was relatively open. With tax changes, plan changes had to be made by January 2009. The plans now have to look more like 401(k) plans. The questions focus not on with whom investments can be made, but rather on which plans are eligible. Questions were not resolved at a meeting in December. Basically people were asked to make decisions without information. Assurances were made but not provided. Birdwell suggested that one could be worse off if money were already in them (possible need to transfer funds). Heminway said they started out saying the changes were required when in fact only a plan is required.

Report on UT Faculty Council Activities (B. Lyons, T. Boulet, J. Nolt)

With focus on the Efficiency and Effectiveness teleconference, Lyons expressed concern about Peterson portraying tenure as challenging. Lyons also expressed concern over the cost shifting associated with outsourcing. Boulet was at the meeting and felt President Peterson gave a better impression in a small group. He argued follow through was essential. Nolt thanked Boulet for representing him at the meeting. Birdwell commented that the problems of outsourcing could be seen by looking at campus classrooms. Lyons argued it works, if it is done right.

Meeting adjourned at 5:43 p.m.

1 **PROPOSED FACULTY SENATE BYLAWS CHANGES**

2 **DRAFT: February 3, 2009**

3
4 ~~Proposed Text to be Deleted~~
5 Proposed New Text

6
7 **ARTICLE III. Committees.**

8
9 **Section 1. General Aspects of Committees.** Committee, subcommittee, and council
10 memberships for a given academic year shall be approved by the Senate at the last Senate
11 meeting of the spring term of the preceding year. Whenever possible, Chairpersons of all
12 committees and councils shall be elected senators. Chairpersons may be selected ~~by their~~
13 ~~committee members or by~~ the Committee on Nominations and Appointments in
14 compliance with bylaw subsections for each committee, subcommittee, or council.

15
16 Members shall be nominated in consultation with current committee Chairpersons and
17 through regard for preferences shared by each Senator for personal committee
18 membership. To further communication and collaboration throughout the University, the
19 Chairperson of each committee has the discretion to recommend members who may or
20 may not be elected Senators. The Committee on Nominations and Appointments shall
21 approve these members when they are recommended. ~~Most committees shall also have~~
22 ~~ex-officio members who will not be voting members. Most committees shall use some~~
23 ~~form of staggered membership as designated in committee subsections. Senate~~
24 Committees shall have at least 25 percent new members each year, with at least 30
25 percent of committee members continuing service from the prior year. The President of
26 the Senate is an ex-officio member of all standing committees.

27
28 Prior to or at the beginning of each academic year, the Chairperson of each committee
29 will meet with the Executive Council to share committee goals for the upcoming year,
30 review the bylaws concerning duties for that committee, and discuss other information
31 relevant to that committee.

32
33 **Section 2. Committee on Nominations and Appointments.** Membership shall consist
34 of the chairs of each college or division caucus. Membership shall be for a one-year term
35 to begin in June of each academic year. The President-Elect of the Faculty Senate shall be
36 the Chairperson of the Committee on Nominations and Appointments.

37
38 It shall be the duty of the Committee on Nominations and Appointments to nominate
39 faculty members, and ~~in some cases~~ Chairpersons to the Faculty Senate for all special
40 and standing committees, subcommittees, and councils except the Undergraduate and
41 Graduate Councils. The nominations shall be made in compliance with Article III,
42 Sections 1 and 3. The Senate President shall retain responsibility for all nominations of
43 faculty to administrative committees and other bodies. The Committee on Nominations

1 and Appointments shall render a report to the Senate at its regular May meeting of each
 2 year and at other times as may be required.

3
 4 This committee shall also recruit two nominees for Faculty Senate President Elections
 5 and two nominees for elections for the campus representative to the University Faculty
 6 Council.

7
 8 **Section 3. Standing and Special Committees.** The Committees of the Faculty Senate
 9 are:

10
 11 **A. Appeals Committee.** Membership shall consist of at least 18 tenured faculty
 12 members appointed ~~to staggered three-year terms~~ by the Faculty Senate Committee on
 13 Nominations and Appointments with the advice and consent of the Faculty Senate. At
 14 least one member of the committee must have legal expertise. This committee shall have
 15 no ex-officio members, and no member shall be an administrator at the level of
 16 department head or above. The Chairperson shall be appointed by the Faculty Senate
 17 Committee on Nominations and Appointments.

18
 19 The function of the Faculty Senate Appeals Committee is to gather evidence and make
 20 recommendations to the Chief Academic Officer of the University for the disposition of
 21 cases within its jurisdiction. The Faculty Senate Appeals Committee does not replace the
 22 role of faculty and administrators in making employment-related decisions. Instead, it is
 23 guided by the aim of maximizing the protection of the principles of academic freedom
 24 and due process. In all cases, faculty members are entitled to notice regarding grounds on
 25 which administrative action has been taken. All matters before the Faculty Senate
 26 Appeals Committee are kept in strict confidence, subject to state open records laws.

27
 28 The jurisdiction of the Faculty Senate Appeals Committee includes complaints regarding
 29 violations of due process and fairness in tenure or promotion decisions, annual
 30 performance reviews, and violations of provisions contained in the *Faculty Handbook*
 31 and in collegiate and departmental bylaws.

32
 33 ~~**B. Athletics Committee.** Membership shall consist of twelve faculty members~~
 34 ~~appointed to two-year staggered terms. Ex-officio members shall include the chief campus~~
 35 ~~administrative officer charged with academic affairs (or designee), the Director of~~
 36 ~~Athletics, the Director of Women's Athletics, the faculty chairperson of the UT Athletics~~
 37 ~~Board, the Director of Student Recreation, two student athletes appointed by the~~
 38 ~~Athletics Department, and two students elected by the Student Senate. The Committee~~
 39 ~~will also include the following non-voting ex-officio members: the Director of the~~
 40 ~~Thornton Advising Center, the Associate Director of Women's Athletics Compliance, the~~
 41 ~~Associate Director of Men's Athletics Compliance. The Committee on Nominations and~~
 42 ~~Appointments shall appoint the Chairperson of the Athletics Committee for a one-year~~
 43 ~~term.~~

1
2 ~~This committee shall concern itself with academic aspects of intercollegiate athletics as~~
3 ~~well as the intramural athletics program. It may also concern itself with any other~~
4 ~~athletics matters which the committee deems appropriate and which lie within the~~
5 ~~purview of the Faculty Senate.~~

6
7 **~~C. B. Budget and Planning Committee.~~** Membership shall consist of at least ten
8 ~~faculty members appointed to two-year staggered terms.~~ Ex-officio members shall include
9 the chief financial officer for the campus. The committee shall elect the Chairperson for a
10 one-year term at the last meeting of the Spring semester.

11
12 The duties of the committee are: (1) to provide for campus-wide faculty input into the
13 University budgeting process; (2) work with the UT System Relations Committee to
14 monitor the UT system budget including the Athletics Department; (3) to encourage the
15 use of faculty expertise in budget matters; (4) to inform the faculty, through the Senate,
16 concerning budget matters. Both long-range and short-term aspects of its role will receive
17 the committee's attention, including budget priorities, THEC formulas and planning for
18 projects of the University or other entities that may eventually result in changes to
19 campus facilities.

20
21 The primary concern of the committee will be policy. The committee is not expected to
22 become involved in detail and comprehensive investigations necessary as a basis for
23 budget decisions.

24
25 **~~D. C. Executive Committee~~ Council of the Faculty Senate.**

26
27 ~~(4)~~ Membership shall consist of the Chairpersons of the Standing Committees of the
28 Senate; the officers of the Senate, including the Immediate Past President; and up to two
29 at-large faculty members. ~~and one administrator who is an elected Senator.~~ The council
30 will include the elected faculty representative to the University Faculty Council. Ex-
31 officio non-voting members shall include the Chief Academic Officer(s) and the chief
32 officer in charge of business and finance. The Chairperson of the Executive Committee
33 shall be the President of the Senate.

34
35 The ~~committee~~ council shall represent the Senate as needed in meetings with the
36 administration and other groups, shall handle necessary business on an emergency and
37 interim basis between Senate meetings, shall recommend and review assignments to other
38 committees, and shall establish ad hoc committees on behalf of itself or as directed by the
39 Senate.

40
41 The ~~committee~~ council shall concern itself with the formulation and review of the long
42 and short range educational policies of the University as represented by the monetary
43 allocations made in the budget.

1
2 The ~~committee~~ council shall not concern itself with individual salaries nor with college or
3 departmental allocations, except as they may relate to the aforementioned educational
4 policy decisions.

5
6 When campus or system administrative appointments are to be filled and where it is
7 appropriate for faculty to be of assistance in the recruitment and screening of candidates,
8 the Executive ~~committee~~ Council will assist in the selection of the faculty members of
9 such screening committees and lend its counsel to the development of procedures for
10 recruitment and screening of such candidates.

11
12 The ~~committee~~ council shall annually review the Bylaws and make appropriate
13 recommendations to the Senate for amendments. It shall also review any revisions
14 suggested by members or committees of the Senate. (This latter duty shall in no way
15 prevent members or committees from bringing amendments directly to the Senate for
16 consideration.) It is the responsibility of the President-Elect to make sure that revisions
17 to the bylaws are accurately ~~communicated to the Information Officer.~~ updated on the
18 Faculty Senate website.

19
20 ~~(2) The Executive Council of the Executive Committee. Membership shall consist of the~~
21 ~~President, the President Elect, the immediate Past President, the Secretary, and at least~~
22 ~~four other members of the Executive Committee. The Chairperson of the Executive~~
23 ~~Council shall be the President of the Senate.~~

24
25 The Executive Council shall be empowered to represent the Senate in all urgent matters
26 that may arise after the last scheduled Senate meeting in the spring and before the first
27 scheduled Senate meeting in the fall, during which time a quorum will be seven members
28 of the Council including the President of the Faculty Senate. ~~The Executive Council shall~~
29 ~~prepare annually a Statement of Objectives for the Senate, based on consultations with~~
30 ~~the Standing Committees and with appropriate administration officers, and shall present~~
31 ~~the Statement of Objectives for review and approval by the Executive Committee and the~~
32 ~~Senate at their first meetings in the Fall. Any activities of the Executive Council shall be~~
33 ~~reported to the Executive Committee and the Senate at the earliest scheduled opportunity.~~

34
35 **~~E. D. Faculty Affairs Committee.~~** Membership shall consist of nine faculty members
36 ~~with three-year staggered terms.~~ The Chairperson shall be appointed by the Committee
37 on Nominations and Appointments.

38
39 This committee shall concern itself with the development of criteria and procedures for
40 faculty appointment, promotion, evaluation, the granting of tenure, retirement and
41 discharge for cause. ~~It will check college, school, and department bylaws for compliance~~
42 ~~with the *Faculty Handbook*.~~ The committee is responsible for reviewing proposed
43 revisions and recommending changes to the *Faculty Handbook* following review

1 provisions as set forth in the *Faculty Handbook*, and for reviewing the *Manual for Faculty*
2 *Evaluation*.

3
4 ~~F. Faculty and Staff Benefits Committee.~~ **E. Benefits and Professional Development**
5 **Committee.** Membership shall consist of ten faculty members and shall invite
6 ~~appropriate campus administrators as needed, with three-year staggered terms. Ex-officio~~
7 ~~members shall include the University Treasurer, Director, Office of Retirement Services,~~
8 ~~and the Executive Director of Human Resources for the University (or their designees).~~
9 The Chairperson shall be appointed by the Committee on Nominations and
10 Appointments. ~~and should have been an active member of the committee prior to serving~~
11 ~~as Chairperson.~~

12
13 Duties of the committee shall include (1) suggesting administrative actions that would
14 permit and encourage professional development; monitoring and evaluating the resulting
15 actions and programs; (2) initiating activities to facilitate the development of faculty
16 members as professionals; monitoring and evaluating these activities and resulting
17 programs; (3) developing a policy of professional leave (sabbatical leave) and monitoring
18 the resulting program; (4) enhancing and expanding international teaching and research
19 opportunities for faculty, and strengthening opportunities for participation of scholars
20 and artists from outside the U. S.; (5) examine, clarify, and make recommendations to the
21 Faculty Senate on issues and concern on retirement, leave, faculty welfare, insurance, and
22 fringe benefits; cooperate with committees addressing similar concerns on other higher
23 education campuses in Tennessee; (6) receive representation from and provide
24 representation to any other Faculty Senate or University task force or committee
25 addressing issues directly related to faculty and staff benefits. When appropriate, the
26 Committee will cooperate with other Faculty Senate committees on base salary issues
27 that are related to faculty and staff benefits.

28
29 **G. F. Graduate Council.** Membership shall consist of faculty representatives chosen for
30 three-year terms from the schools and colleges of the University engaged in graduate
31 work, and two graduate students appointed by the Graduate Student Senate. Members
32 shall be chosen in the spring term for terms to commence at the start of the next fall term.

33
34 Representatives shall be apportioned among the schools and colleges according to the
35 number of graduate students enrolled in the college or school in the previous fall term,
36 using the following table:

37
38 Graduate Students Representatives Total Graduate Council
39 1 - 300 1
40 301 - 500 2
41 501 - 700 3
42 Etc.

43

1 Representatives must regularly teach graduate courses or supervise graduate study and
 2 must (1) hold full-time or continuing part-time appointment with the rank of assistant
 3 professor or higher, and (2) perform academic duties consisting of at least half-time
 4 teaching, research, service or departmental administration. Ex-officio members (without
 5 vote) shall be the Dean of Libraries, the Dean of Outreach and Continuing Education, the
 6 Director of the Center for International Education, and the Chair of the Research Council
 7 or their designees. In addition, the administrative officer having primary responsibility
 8 for graduate curriculum in each college or school shall serve as ex-officio member
 9 (without vote) of the Graduate Council if that person is not a college or school
 10 representative. The Chair of the Graduate Council ~~shall be a faculty member from the~~
 11 ~~Graduate Council elected for a two-year term by voting members of the Graduate~~
 12 ~~Council. The election of the Chair will take place at the last meeting of the Spring~~
 13 ~~semester.~~ is a faculty member from the Council who serves for a one-year term, following
 14 a one-year term as Vice-Chair and Chair-Elect.

15
 16 The Graduate Council shall report its actions to the Executive Committee of the Faculty
 17 Senate. The agenda and minutes of the Graduate Council meetings will be distributed
 18 electronically to all senators at least five business days prior to the next senate meeting.
 19 Implementation follows approval of the changes at that meeting. Any curricular change
 20 may be reopened for review and its implementation delayed at the will of the Executive
 21 Committee, or the full Senate.

22
 23 **H. G. Library and Information Technology Committee.** Membership shall consist of
 24 ~~six~~ ten faculty members representing broad interests with experience in library policies,
 25 educational and/or information technology and research that are appointed ~~to three-year~~
 26 ~~staggered terms~~ by the Committee on Nominations and Appointments. One
 27 undergraduate student selected by the Student Government Association and one graduate
 28 student selected by the Graduate Student Senate. ~~The Chairperson shall be elected by the~~
 29 ~~members of the committee and shall serve a two-year term.~~ The Chairperson shall be
 30 appointed by the Committee on Nominations and Appointments.

31
 32 Voting ex-officio members shall include the Dean of the Libraries, ~~(or designees)~~ the chief
 33 information officer of the Office of Information Technology, the chief information officer
 34 for the Knoxville campus, and the director of the Innovative Technology Center. ~~Non-~~
 35 ~~voting ex-officio members shall include other leaders of the Office of Information~~
 36 ~~Technology, specifically the executives responsible for engineering services, and customer~~
 37 ~~technology support, and also a representative of University outreach distance education.~~

38
 39 Duties of the committee include: (1) identifying, reviewing, and recommending
 40 information technology policies, (2) representing the Senate on key university
 41 committees that address information technology, and (3) reporting to the Senate on key
 42 information technology issues and developments that affect the campus, and (4) ensuring
 43 that library services and collections meet the teaching, research, and public service needs

1 of the University community with particular focus on library policies and procedures
2 that facilitate use of resources.

3
4 ~~**I. Library Committee.** Membership shall consist of one faculty representative from each
5 college or school, except in the case of Arts and Sciences that shall be represented by
6 three faculty members, one from each of the major divisions of the college. One student
7 representative may be selected by the Graduate Student Senate and one by the
8 Undergraduate Academic Council. Ex-officio members shall include the Dean of
9 Libraries and the Associate Dean of Libraries (or designees). The Committee on
10 Nominations and Appointments shall select the Chairperson.~~

11
12 ~~The Committee's duties include working with the Dean of Libraries to ensure that library
13 services and collections meet the teaching, research, and public service needs of the
14 University community. Particular focus shall be placed on library policies and procedures
15 that facilitate use of resources.~~

16
17 ~~**J. Nominating Committee.** Membership shall consist of five members of the Senate
18 who serve a one-year term and are appointed by the Committee on Nominations and
19 Appointments. None of the members shall be a member of the Committee on
20 Nominations and Appointments. No ex-officio members will be appointed. The
21 Committee on Nominations and Appointments shall appoint the Chairperson. This
22 committee shall nominate two candidates for the President-Elect. The committee shall
23 solicit nominations from the University Faculty at large and shall prepare a ballot that
24 includes biographical information on all candidates.~~

25
26 ~~This committee shall nominate two candidates for position of faculty representative to
27 the University Faculty Council. The committee shall solicit nominations for the
28 University Faculty Council from the University Faculty at large and shall prepare a ballot
29 that includes biographical information on all candidates. Elections shall be held every
30 third academic year in the spring.~~

31
32 ~~**K. Professional Development Committee.** The membership of the Committee shall
33 consist of a minimum of nine faculty members serving one-year terms and representing
34 the diversity of programs on the campus. Ex-officio members shall be the chief campus
35 academic officer with primary responsibility for academic affairs and the chief campus
36 academic officer with primary responsibility for graduate education (or their designees).
37 The Committee on Nominations and Appointments shall appoint the Chairperson.~~

38
39 ~~Duties of the committee shall include (1) suggesting administrative actions that would
40 permit and encourage professional development; monitoring and evaluating the resulting
41 actions and programs; (2) initiating activities to facilitate the development of faculty
42 members as professionals; monitoring and evaluating these activities and resulting
43 programs; (3) developing a policy of professional leave (sabbatical leave) and monitoring~~

1 ~~the resulting program; (4) enhancing and expanding international teaching and research~~
 2 ~~opportunities for faculty, and strengthening opportunities for participation of scholars~~
 3 ~~and artists from outside the U. S.~~

4
 5 **L. H. Research Council.** Membership shall consist of no fewer than 15 appointed
 6 faculty or faculty/administrator representatives chosen by the Committee on
 7 Nominations and Appointments ~~for staggered three-year terms.~~ In addition, there shall be
 8 three graduate students selected by the Graduate Student Senate. Ex-officio members shall
 9 include the chief academic officer responsible for research, the Associate Vice President of
 10 the Office of Research, the Dean of Libraries and college level administrators with
 11 responsibility for research (or their designees). The composition of the Council shall
 12 reflect balance among externally funded and institutionally supported research, between
 13 research and other creative activity, and between disciplines. Members must be actively
 14 engaged in research or other creative activity and must (1) hold full-time or continuing
 15 part-time appointment with the rank of assistant professor or higher, and (2) perform
 16 academic duties consisting of at least half-time teaching, research, service or
 17 departmental administration. Ex-officio members shall be the Dean of Libraries and up to
 18 two additional designees. ~~The Council members shall elect the Chairperson for a one-~~
 19 ~~year term.~~ ~~The Chairperson must have served at least one year on the Council prior to~~
 20 ~~election.~~ appointment by the Committee on Nominations and Appointments. The
 21 members of the Council may elect co- or vice Chairpersons.

22
 23 The Research Council acts as an advisory body to the chief university officer for
 24 research. The Council shall promote excellence in research and other creative activity
 25 through the study and recommendation of policies. The Council shall sponsor programs
 26 to communicate an understanding and appreciation of research and other creative activity
 27 to the University community and the community at large. The Council co administers
 28 some programs of the Office of Research as requested by the chief university officer for
 29 research. Areas of concern include research incentives and support, intradisciplinary and
 30 interdisciplinary research activities, compliance with State, Federal and University
 31 regulations governing the conduct of research, rights to and commercialization of
 32 intellectual property, the broad range of research infrastructure including all forms of
 33 telecommunications and computational support, and other appropriate matters. Further,
 34 the Research Council shall concern itself with the institutional policy on research grants
 35 and funding, with copyright and patent policy, with protection of investigators, with the
 36 protection of human subjects of research, with the protection of experimental animals,
 37 and with policies affecting compliance of research activities with environmental and
 38 occupational health and safety requirements. Further, the Research Council shall
 39 encourage publications and the development of specialized research facilities for
 40 intercollegiate and/or interdisciplinary uses and with any other policies pertaining to
 41 research programs. The Council shall also encourage the advertisement of research
 42 successes of The University of Tennessee, Knoxville researchers. When appropriate, the
 43 Council shall report its actions for approval to the Faculty Senate.

1
2 ~~**M. Student Concerns Committee.** Membership shall consist of four faculty members,~~
3 ~~Vice Chancellor of Student Affairs, a representative from the Dean of Students' Office,~~
4 ~~President of the Student Government Association, Vice-President of the Student~~
5 ~~Government Association, Director of Student Services, President of the Faculty Senate,~~
6 ~~President Elect of the Faculty Senate, and President of the Graduate Student Senate. The~~
7 ~~chairperson shall be a faculty member appointed by the Committee on Nominations and~~
8 ~~Appointments.~~

9
10 ~~This committee shall serve as a liaison between the Faculty Senate and student~~
11 ~~government organizations. It shall make recommendations to the Faculty Senate on~~
12 ~~matters of mutual concern.~~

13
14 **N. I. Teaching and Learning Council.** Membership shall consist of fifteen faculty
15 members nominated to the Senate by the Committee on Nominations and Appointments,
16 as well as three graduate students, three undergraduate students, selected by the Student
17 Government Association. The faculty members should have currently active
18 teaching/advising responsibilities. ~~Members shall serve for three-year staggered terms~~
19 ~~with 1/3 of the terms expiring each year.~~ All colleges offering instruction at the graduate or
20 undergraduate level will have at least one representative. Attempts will be made to
21 distribute the other representatives among the colleges of the university. The three
22 graduate students are elected to serve on the Council by the Graduate Student Senate in
23 consultation with the Chairperson. The three undergraduate students are elected to serve
24 on the Council by the Student Government in consultation with the Chairperson. Ex-
25 officio members shall include the Dean of Undergraduate Academic Affairs, ~~and the~~
26 ~~Associate Dean of the Graduate School and the Director of the Tennessee Teaching and~~
27 ~~Learning Center.~~ The Teaching Council shall elect the Chairperson for a one-year term at
28 the last meeting of the spring semester; the Chairperson takes office at the first meeting of
29 the fall semester. Should the Teaching Council so decide, the Council may have co-
30 Chairpersons who operate within the same procedures as a single Chairperson.

31
32 The Teaching Council is a committee of the Faculty Senate that works to advance
33 excellence in teaching and academic advising at UTK. Areas of concern for the Teaching
34 Council include incentives for recognizing quality instruction and advising, methods for
35 improving instruction at a campus and departmental level, guidelines for routine and
36 disciplinary evaluation of teaching, academic advising, and curriculum. For example, the
37 Teaching Council examines policy issues related to teaching on the UTK campus and
38 works with the chief academic officer to recognize excellence in teaching and advising.
39 The Teaching Council works with the Center for Undergraduate Excellence to run a
40 yearly campus-wide program that involves faculty and staff in addressing issues central
41 to improving instruction and advising. The Teaching Council works with both the
42 Graduate School and the Center for Undergraduate Excellence to develop practical means
43 of improving and rewarding instruction and advising on campus.

1
 2 **Θ. J. Undergraduate Council.** Voting membership shall consist of representatives
 3 chosen for three-year terms from the schools and colleges of the University granting
 4 baccalaureate degrees, one member of the ROTC faculty, and four students designated by
 5 the Undergraduate Academic Council. Members shall be chosen in the spring term for
 6 terms to commence at the start of the next fall term. Representatives shall be apportioned
 7 among the baccalaureate degree-granting units according to the number of degrees
 8 granted during the prior academic year, using the following table:
 9

Baccalaureate Degrees Granted	Total Undergraduate Representatives	Council
1-300	1	
301 - 500	2	
501 - 700	3	
Etc.		

16
 17 In the College of Arts and Sciences, representatives shall be apportioned among the
 18 Divisions of Social Sciences, Humanities and Natural Sciences. Members must (1) hold
 19 full-time or continuing part-time appointment with the rank of assistant professor or
 20 higher, and (2) perform academic duties consisting of at least half-time teaching,
 21 research, service or departmental administration. Ex-officio members (without vote) shall
 22 be the Dean of Admissions and Records, the Dean of Outreach and Continuing
 23 Education, the Dean of Libraries, the Director of the Center for International Education,
 24 the Director of the Chancellor's Honors Program and the Chair of the Standing
 25 Committee on Advising (or their designees). In addition, the administrative officer
 26 having primary responsibility for undergraduate curriculum in each college or school
 27 shall serve as an ex-officio member (without vote) of the Undergraduate Council if that
 28 person is not a college or school representative. The Chair of the Undergraduate Council
 29 shall be a faculty member from the Undergraduate Council elected for a two-year term by
 30 voting members of the Undergraduate Council. The election of the Chair will take place
 31 at the last meeting of the Spring semester.
 32

33 The Undergraduate Council shall concern itself with standards for admission, retention,
 34 and graduation; with curricular matters in the undergraduate programs; with the
 35 development of interdisciplinary programs; with the approval of new programs and any
 36 other matters of educational policy pertaining to undergraduate programs. The Council
 37 shall report its actions for approval to the Executive Committee of the Faculty Senate.
 38 The agenda and minutes of the Undergraduate Council meetings will be distributed
 39 electronically to all senators at least five business days prior to the next senate meeting.
 40 Implementation follows approval of the changes at that meeting. Any curricular change
 41 may be reopened for review and its implementation delayed at the will of the Executive
 42 Committee, or the full Senate.
 43

1 **K. University System Relations Committee.** Membership shall consist of at least eight
2 faculty members including the elected campus representative to the University Faculty
3 Council and the Faculty NCAA Representative. During years when the campus has a
4 faculty representative on the UT Board of Trustees, this person will also serve on the
5 committee. The chairperson shall be a faculty member appointed by the Committee on
6 Nominations and Appointments.

7
8 The committee will provide for faculty input into University of Tennessee system-
9 activities including Athletics, Research, ORNL, Information Technology, the Cherokee
10 Campus and with the Board of Trustees and the Tennessee Legislature. The committee
11 shall work with the Budget and Planning committee to monitor UT System budget and
12 Athletics Department budgets.

13 .
14
15 **Section 4. Other Committees.** Such other committees, standing and special, as may be
16 established from time to time. The members of all committees shall hold office for one
17 year from the time of their appointment, unless otherwise specified. Membership of
18 these committees may include any faculty unless Senators are designated, as well as
19 students and staff. ~~The President of the Senate is an ex-officio member of all standing~~
20 ~~committees.~~

21
22 **Section 5. Committee Vacancies.** In the event of a vacancy in faculty membership of
23 the Committee on Nominations and Appointments or of any committee, the Faculty
24 Senate shall fill such vacancy by an election at the next regular meeting. The new members
25 shall be elected for the unexpired portion of the term vacated.

26
27 **Section 6. Committee Reports.** Each standing or special committee shall submit a
28 written report to the Senate at least once during the academic year.
29
30
31

Summary of Proposed Bylaws Changes

General Aspects of Committees (Art. III, Sect. 1)	Edit to indicate that committee chairpersons will be chosen by the Committee on Nominations & Appointments, with the exception of the Graduate and Undergraduate Councils; remove references to staggered terms for committee members.	The change matches reality to the bylaws. Without sufficient administrative support, it is not possible to keep up with terms of individual committee members.
Committee (Art. III, Sect. 2)	Key Proposed Actions	Rationale for Actions
Committee on Nominations and Appointments	Add to charge– <i>This committee shall recruit two nominees for Faculty Senate President and two nominees for the campus representative to the University Faculty Council.</i>	Nominating Committee has a single function. The change would increase input into nominations of senate officers.
Appeals Committee	Add – <i>at least 18 members</i>	The workload sometimes requires more members.
Athletics Committee	Delete from bylaws as standing committee	Athletics is a system entity and policy-making does not occur in this committee. The Senate needs to position itself at the policy intersections: NCAA compliance and monitoring athletics budget, which can be done by 1) building direct ties with the Athletics Board through the Executive Council; 2) adding Athletics budget oversight to the charge of the Budget & Planning Committee; and 3) adding the NCAA faculty rep to the proposed new University System Relations Committee. Issues concerning student/athletes will be handled by the Teaching & Learning Council.
Budget & Planning	Add to charge – <i>work with the University System Relations Committee to monitor the UT system budget including the Athletics Department</i> Add – <i>at least 10 members</i>	See above and also University System Relations Committee

Executive Committee	<p>1) Change name to Executive Council of the Faculty Senate Add – <i>The Council will include the elected Faculty Representative to the University Faculty Council</i></p> <p>2) Change voting status of ex-officio members to non-voting</p> <p>3) In the summer, <i>a quorum will be 7 members of the Executive Council</i></p>	Name change reflects smaller size and reflects change eliminating Executive Council of the Executive Committee. The Executive Council will assume summer duties held by the Executive Council of the Executive Committee.
Executive Council of the Executive Committee	Delete from bylaws as a subcommittee of the Executive Committee	Function will be covered by members of Exec. Committee
Faculty Affairs Committee	Delete – <i>It will check college, school, and department bylaws for compliance with the Faculty Handbook.</i>	The task of reviewing bylaws for Handbook compliance is an administrative responsibility and should be assumed by the chief academic officer.
Faculty and Staff Benefits Committee	Delete from bylaws as a standing committee	New Benefits & Professional Development committee will assume charge. Relatively few policy issues fall to this committee. .
Benefits and Professional Development Committee	Add to bylaws as a standing committee	Streamlines committee structure and increases efficiency by merging charges of Faculty and Staff Benefits and Professional Development. One committee could easily handle these policy issues.
Graduate Council	Add – <i>The chair is a faculty member from the Council who serves for a one-year term, following a one-year term as Vice-Chair and Chair-Elect..</i>	Complies with approved bylaws changes of the Graduate Council.
Library & Information Technology Committee	Add to bylaws as a standing committee	Policy issues overlap of Library and information technology are increasingly connected; increases efficiency by merging charges.

Library Committee	Delete from Bylaws as a standing committee	See Library & Information Technology Committee
Nominating Committee	Delete from bylaws as standing committee	See Committee on Nominations and Appointments
Professional Development Committee	Delete from bylaws as a standing committee	This committee rarely deals with policy, and in fact was not staffed for several years. Functions will be covered by new Benefits and Professional Development Committee.
Information Technology Committee	Delete from Bylaws as a standing committee	See Library & Information Technology Committee
Teaching and Learning Council	Add to bylaws as a standing committee	This committee will assume the charge of the Teaching Council, will work with the Teaching and Learning Center, and will look at educational policies other than curricular issues. Administrative duties for the Chancellors Teaching Awards will move to the Provost.
Student Concerns Committee	Delete from Bylaws as a standing committee	Student academic issues will be handled by the Teaching and Learning Council; the senate president and Executive Council build lines of communication with SGA and GSS presidents.
Research Council	Add – <i>Chair will be appointed by Committee on Nominations & Appointments</i>	Complies with Art. III, Sect. 1 of bylaws
Teaching Council	Delete from Bylaws as a standing committee	The charge will move to Teaching & Learning Council.
Undergraduate Council	None	
University System Relations Committee	Add to bylaws as a standing committee	Many policies are determined at the system or state level. The committee will provide faculty input system-reporting entities including athletics, ORNL, Cherokee Farms campus, Board of Trustees and legislature.