

Minutes of the Faculty Senate Faculty Affairs Committee

Meeting of October 27, 2008

Present: Joan Heminway (Chair); Yang Zhong; Roxanne Hovland; Norman Magden; Julia Malia; Molly Royse; Steve Thomas; Sara Gardial (by invitation)

The meeting was held in the Faculty Lounge of the College of Law at approximately 2:10 p.m.

I. Unfinished Business

A. Minutes of the September 29, 2008 meeting were approved as amended.

B. J. Heminway reviewed the process for the draft resolutions concerning changes in the Reappointment of Department Heads and a change in timing for Annual Faculty Evaluations. The former resolution had been presented to the Faculty Senate Executive Committee in the form approved at this Committee's last meeting and was sent back to this Committee for revision to add the requirement of a faculty vote. The draft presented for approval today reflects that change. She indicated that it would be advisable to submit both resolutions to the Faculty Senate Executive Committee as soon as possible so that implementation would be more prompt and convenient. It was pointed out that these draft resolutions had been reviewed by department heads and by college deans. She also noted that the Agricultural Campus (UTIA) was now aware of these draft resolutions and had issued comments.

J. Heminway asked that the Committee vet both draft resolutions at this meeting and request a speedy procedure for having them approved by the Faculty Senate, assuming approval by the Faculty Senate Executive Committee. J. Heminway pointed out that the *Faculty Handbook* does not specify that all Senate approvals require two readings, which has become a standard only through practice. J. Heminway will try to convince Senate President John Nolt to speed up the process by going to only one reading.

C. J. Heminway presented additional changes she made since the Committee last viewed the draft resolution regarding *Faculty Handbook* Section 1.4.6 (Reappointment of Department Heads) for final committee approval. The changes include using the word "shall" instead of "will" and the underlined sentences having to do with "Voting Faculty" and the written documentation of the basis of the mandatory faculty vote to be sent to the dean for review.

A motion was made and seconded to approve the final draft resolution with these changes. The motion unanimously passed.

- D. Changes by J. Heminway were also introduced for the draft resolution concerning Annual Faculty Evaluations in general and the timing of said evaluations in particular. Changes include an added underline sentence in the second “WHEREAS” that provides exception from the resolution statements for the tenured and the non-tenured faculty at the University of Tennessee Institute of Agriculture and the University of Tennessee Space Institute. In essence, the draft resolution provides for switching annual evaluations to the fall semester and for the evaluations to be based on the academic year rather than the calendar year, for the UTK campus only. It was pointed out that this designation does not appear at all in the *Faculty Handbook* and that, accordingly, the changes proposed in this regard amend only the *Manual for Faculty Evaluation*.

R. Hovland offered some questions regarding the proposal to conduct a three-year review at each annual evaluation, which J. Heminway thought would not be relevant at this time. She advised discussion on this later in the meeting when that proposal will be considered.

The draft resolution having to do with Annual Faculty Reviews with changes received a motion and a second to approve. The motion passed.

- E. Discussion continued regarding further recommended changes to the *Manual for Faculty Evaluation* (Part II). The Committee reviewed changes on page one of the draft document circulated before the meeting (under A. GENERAL INFORMATION). This review will continue at the next meeting from page two of the document.
- F. The next Committee meeting is on Monday, November 24, 2008 at 2:00 PM. Committee members were asked to be prepared to schedule meetings during the Spring 2009 semester at the next meeting. Notification of regrets expected.

Respectfully submitted.

Norman Magden
October 30, 2008