

**Minutes of the Faculty Senate Faculty Affairs Committee
Meeting of February 16, 2009**

Present: Joan Heminway (Chair); Roxanne Hovland; Norman Magden; Julia Malia; Molly Royse; Steve Thomas; Gary Ubben; Yang Zhong

The meeting was held in the Faculty Lounge of the College of Law and was called to order when a quorum was reached at approximately 2:05 p.m.

Unfinished Business

- The minutes of the January meeting were unanimously approved with no changes being noted. J. Heminway reported that she had followed up on Y. Zhong's question regarding the evaluation of non-research teaching track faculty in his and other departments, and that the Vice Provost for Faculty Affairs, S. Gardial, had indicated that there is no separate form for evaluating these faculty members, and that department heads use the "NA" evaluation category in evaluating research and service for those faculty members.
- J. Heminway requested that the committee's March meeting be changed from March 9 at 2:00 pm to March 2 at 2:00 pm. The committee gave its unanimous consent. J. Heminway promised to circulate a notice of the time and place of the meeting.
- The department head reappointment changes to the *Faculty Handbook* are still in process at the University level.
- The discussion of changes to the Cumulative Performance Review process was deferred at the request of the Chair.
- The committee then went over the revised drafts of the proposed amendments to the annual review and retention review processes. J. Heminway raised a few small changes to the annual review draft, including (1) moving UTSI to a fall annual review and retention review cycle (as requested by the Dean at UTSI) and (2) clarifying that the contents of faculty activity reports are to be customized in accordance with college and department bylaws. J. Heminway then highlighted certain changed items and indicated the resolution of open issues relating to the retention review process. J. Heminway acknowledged gratefully and accepted the comments of S. Thomas, who had conveyed his comments to the committee by memorandum in advance of the meeting. J. Heminway also indicated that UTIA would be using the same form as UTK and UTSI for retention reviews, allowing for removal in the document of references to the existing Annual Recommendation on Retention form. The committee then asked a number of questions and further revisions were made. J. Heminway promised to get clean copies and revised marked copies of each out to the committee members for final review.
- J. Heminway next led a discussion regarding the proposed annual review and retention review form (Faculty Annual Review Report) for the proposed pilot program in which annual review performance and planning evaluations will be done on a five-category scale rather than the existing four-category merit pay scale adopted by the Board of Trustees of The University of Tennessee. She explained that, in meetings with S. Gardial after the committee's last meeting, she had conveyed the committee's sense that labels and descriptions for the proposed five-category scale needed changes. She also shared

with the committee her personal view (which she also had shared with S. Gardial) that the problem with the originally proposed five-category scale is that each category appears to work off a different metric (rather than being keyed to the express purposes and objectives for annual performance and planning reviews). S. Gardial has the committee's views under advisement and is working with J. Heminway to revise the form accordingly. J. Heminway promised to circulate the revised form for review in advance of the March 2 meeting of the committee.

- Discussion of the Faculty External Compensation and Consulting Annual Application and Approval Form was deferred until the March 2 meeting of the committee. J Heminway indicated that the March 2 meeting would focus on review and approval of this form and the Faculty Annual Review report form, as well as review and approval of all resolutions relating to the annual review and retention review changes considered by the committee since the fall.

There was no further business to conduct at the meeting, and so it was adjourned.

Respectfully submitted,

Joan Heminway