

MINUTES

Faculty Affairs Committee Meeting
Monday September 19, 2005, 2-3pm
University Center 216

Members Present: Beauvais Lyons (Chair), Basil Antar, Jennifer Beals, Muammer Cetingok, Joanne Deeken, Les Essif, John Wodarski, Charles Norman

Members Absent: Bart Rohrbach, Ed Jepson, Bill Dunne, George Dodds

1. Approval of the Minutes of May 2nd, 2005, approved without revision.

2. Review of Goals for the Year and Committee Assignments

- Finalize Chapter 7, Faculty Handbook. Present the new chapter for a first reading in September and for action in October.

- Review Manual for Faculty Evaluation. A final copy of the manual will be provided by Susan Martin soon. Invite Susan to attend our October meeting.

- Work with departments and colleges to revise bylaws to conform with the Faculty Handbook and the Manual for Faculty Evaluation. Develop a guidelines document for the MFE to assist in bylaws compliance. First draft of the guidelines from MFE for October. Maumer was concerned that the documents would be too big. Joanne said we might try to communicate through the caucus chairs or the deans to assure compliance with the new handbook, possibly through the Council of Deans.

- Review Faculty Evaluation and Merit raise procedures and make recommendations for campus wide policies.

- Work to standardize evaluation of department heads and deans and work to implement the five-year terms for department heads (Faculty Handbook, Chapter 1: http://chancellor.tennessee.edu/facultyhandbook/1_4_6.shtml) Beauvais will mail the current version of the form to the committee. A sub-committee needs to be formed to look at the forms and delivery mechanisms – working with OIT. Les and Joann will work with Beauvais on this.

- Assist Associate Vice-Chancellor Susan Martin in helping to develop an effective department head manual. We will ask Susan Martin for a list of invitees/attendees for the retreat scheduled for this weekend. There was some concern if UTSI is included in the training session.

- Revisit the work of the Department Leadership Task Force (2002-2003 - Glenn Graber and Bill Lyons) and continue to evaluate how to strengthen Department Head system and

make Department Heads more accountable to faculty. Beauvais will get an electronic copy of the report and send it to the committee.

3. Discussion of Merit Raise Policies and Procedures (Charles Norman and Beauvais Lyons)

There was discussion of variation in the guidelines. Charles discussed how they developed their salary plan that was submitted to Sylvia Davis. Some guidelines were based on the most recent review, some used data from the past three years. The committee discussed some perceived problems with the system. There was concern that faculty who meet expectations received a rate that was below increases in the cost of living. It is clear that we need more information to develop a set of recommendations that also address issues of compression and equity. Beauvais will initiate communications with Sylvia Davis or Denise Barlow plans from budget units for awarding merit June 7th memo). John (chair), Maummer and Charles are on the sub-committee.

4. Adjournment at 3:15pm