

BY-LAWS FOR THE DEPARTMENT OF NUTRITION

I. The Faculty

1.1. Composition of the Faculty

1.1.1 The full-time tenured or tenure-track faculty of the Department of Nutrition shall be composed of all persons in the department who hold the rank of Professor, Associate Professor or Assistant Professor and who each have been appointed for a period of not less than one academic year and who hold either academic year or twelve-month appointments.

1.1.1.1. The Emeritus faculty shall consist of all persons in the department who are Professors at the time of retirement and who have distinguished themselves or special cases of long and meritorious service, associate professors, in their career by exhibiting excellence in teaching, demonstrating national recognition in scholarship, and demonstrating a distinguished professional service record.

1.1.1.2 The joint appointment faculty shall consist of all persons in the Department involved in teaching and research in the Department and in one or more other departments and who hold the rank of Professor, Associate Professor, Assistant Professor, or Instructor.

1.1.1.2.1. The primary department with which each joint appointment faculty member is affiliated is the “home” department and through which all matters of promotion, salary raise, and tenure are processed.

1.1.2 The non-tenure-track faculty shall consist of full-time term and part-time term, non-tenure-track faculty, with titles and responsibilities as defined in the Faculty Handbook.

1.1.2.1. The adjunct faculty shall consist of all persons in the Department, with titles and responsibilities as defined in the Faculty Handbook.

1.1.2.1.1. The adjunct faculty may serve on departmental committees or provide consultation related to curricula, and collaborate on research.

1.1.2.1.2 Adjunct faculty who are non-University personnel with a doctoral degree and needed expertise may serve on graduate student committees, subject to approval by the Graduate School.

1.2. Voting Faculty

1.2.1 The voting faculty shall be all tenured and tenure-track faculty with a primary appointment in the Department of Nutrition.

1.2.1.1. Non-tenure-track faculty with the rank of Assistant Professor or higher and with full-time appointments in the Department of Nutrition can be considered for voting privileges. Voting privilege shall be awarded by a majority vote of the voting faculty.

1.3. Terms of Employment and Evaluation Procedure for Faculty

1.3.1 Selection of Tenure-Track Faculty

1.3.1.1 All procedures shall be consistent with the most current version of the UT Search Procedures: Guidelines to Conducting Upper-Level Faculty and Staff-Exempt Searches.

1.3.1.2 The Department Head shall consult with the voting faculty about program needs and the progress

of any authorized searches.

- 1.3.1.3 The Department Head shall appoint an ad hoc search committee in consultation with the voting faculty, as defined in 1.2, for the purpose of securing candidates.
- 1.3.1.4 The committee shall be comprised of at least two faculty members from the Department and one faculty member outside the Department, depending upon the nature of the position.
- 1.3.1.5 The committee shall follow University policy and procedures for conducting searches.
- 1.3.1.6 The Search Committee will evaluate and recommend the top candidate(s) for consideration by the Department Head. Top candidates do not have to be submitted in any ranked order unless so requested by the Department Head, who has the final responsibility of forwarding a candidate's name for consideration to the Dean.

1.3.2 Selection of Emeritus Faculty

- 1.3.2.1. Emeritus faculty status shall be recommended to the Dean by the Department Head following majority vote of the voting faculty (see 1.1.3.1) for those who are Professors at the time of retirement. Emeritus rank shall be awarded as described in The University of Tennessee Faculty Handbook at the discretion of the chief academic officer of the university and upon the recommendations of the Department Head and Dean.

1.3.3. Selection of Joint Faculty

- 1.3.3.1 Joint appointments shall be conditional on a majority vote by the voting faculty, approval by the Department Head in Nutrition and the Department Head in the "home" department.
- 1.3.3.2 Joint appointment faculty shall be awarded the same rank as their "home" department
- 1.3.3.3 All joint faculty appointments shall be subject to formal review within 5 years of appointment.

1.3.4 Selection of non-tenure track teaching, research, and clinical faculty

- 1.3.4.1. Non-tenure track teaching faculty appointments shall be at the rank of Instructor, Lecturer, Distinguished Lecturer, Senior Lecturer, Adjunct Faculty, and Visiting Faculty
 - 1.3.4.1.1. Instructors are appointed through a formal search process for a tenure-track faculty position and as described in 1.3.1.
 - 1.3.4.1.2. Lecturers, Distinguished Lecturers, Senior Lecturers and Visiting Faculty shall be determined by formal departmental review of credentials and vote of the voting faculty.
 - 1.3.4.1.2.1. Lecturers, Distinguished Lecturers, Senior Lecturers and Visiting Faculty appointments shall be recommended, based on majority vote, by the Department Head to the Office of the Chancellor or Provost after approval of the dean.
 - 1.3.4.1.2.2. The Head can make a recommendation without prior faculty approval, if an immediate faculty replacement is required.
 - 1.3.4.1.3. Adjunct teaching faculty shall be determined by formal departmental review of credentials and vote of the voting faculty.
 - 1.3.4.1.3.1. Adjunct teaching faculty shall have ranks of adjunct professor, adjunct associate professor, adjunct assistant professor, or adjunct lecturer

- 1.3.4.1.3.2. Adjunct teaching faculty shall provide uncompensated or part-time compensated service.
- 1.3.4.1.3.3. Adjunct teaching faculty appointments shall be recommended, based on majority vote, by the Department Head to the Office of the Chancellor or Vice President after approval of the dean and chief academic officer.
- 1.3.4.1.3.4. The Head can make a recommendation without prior faculty approval, if an immediate faculty replacement is required.
- 1.3.4.1.4. Non-tenure track teaching faculty appointments shall be subject to formal performance review annually by the department head, consistent with the Manual for Faculty Evaluation.
- 1.3.4.2 Non tenure-track research faculty appointments shall be at the rank of Research Assistant Professor, Research Associate Professor, Research Professor, Adjunct Research Faculty, and Visiting Research Faculty
 - 1.3.4.2.1 Non-tenure track research faculty shall be selected to meet research needs based on budget and research space available as determined by the research project's director and the Department Head
 - 1.3.4.2.2 Adjunct research faculty shall be selected to meet research needs based on budget and research space available as determined by the research project's director and the Department Head.
 - 1.3.4.2.2.1. Adjunct research faculty shall have ranks of adjunct professor, adjunct associate professor, adjunct assistant professor, or adjunct lecturer
 - 1.3.4.2.2.2. Adjunct research faculty shall provide uncompensated or part-time compensated service.
 - 1.3.4.2.2.3. Adjunct research faculty appointments shall be recommended, based on majority vote, by the Department Head to the Office of the Chancellor or Vice President after approval of the dean and chief academic officer.
 - 1.3.4.2.2.4. The Head can make a recommendation without prior faculty approval, if an immediate faculty replacement is required.
 - 1.3.4.2.3 Non-tenure track research faculty appointments are renewable annually subject to continued availability of funding to support the position and demonstrate independent research program, and formal performance review for retention, consistent with the Manual for Faculty Evaluation.
 - 1.3.4.2.4. Performance of non-tenure track research faculty shall be evaluated annually by the Department Head and with a written record of the evaluation on file.
- 1.3.4.3. Non tenure-track clinical faculty appointments shall be at the rank of Clinical Instructor, Clinical Assistant Professor, Clinical Associate Professor, Clinical Professor, Visiting Clinical Faculty, and Adjunct Clinical Faculty are made by the Department Head for a term of one year or less.
 - 1.3.4.3.1 Non-tenure track clinical faculty shall be selected to meet instructional needs and provide professional services.
 - 1.3.4.3.1.1. Non-tenure track clinical faculty shall be determined by formal departmental review of credentials and majority vote of the voting faculty.

1.3.4.3.2. Adjunct clinical faculty shall be determined by formal departmental review of credentials and majority vote of the voting faculty.

1.3.4.3.2.1. Adjunct clinical faculty shall have ranks of adjunct professor, adjunct associate professor, adjunct assistant professor, or adjunct lecturer

1.3.4.3.2.2. Adjunct clinical faculty shall provide uncompensated or part-time compensated service.

1.3.4.3.2.3. Adjunct clinical faculty appointments shall be recommended, based on majority vote, by the Department Head to the Office of the Chancellor or Vice President after approval of the dean and chief academic officer.

1.3.4.3.2.4. The Head can make a recommendation without prior faculty approval, if an immediate faculty replacement is required.

1.3.2.3.3. Non-tenure track clinical faculty appointments are renewable annually subject to continued availability of funding and formal performance review for retention, consistent with the Manual of Faculty Evaluation.

1.3.5. Review/Evaluation of Faculty

1.3.5.1. Planning conferences will be held for each faculty member with the Department Head annually. This shall take place in accordance with University policy, procedures and guidelines as outlined by the Manual of Faculty Evaluation and the Office of the Chancellor.

1.3.5.2. A Review/Evaluation of each faculty member's contributions and performance shall be conducted each year in accordance with University policy, procedures and guidelines as outlined by the Manual of Faculty Evaluation and the Office of the Chancellor.

1.3.5.3. The Department Head shall share with the individual faculty member a summary of review(s) and keep on file

1.3.5.4. The Department Head is responsible for an annual retention review of probationary faculty in accordance with University procedure for considering tenure, promotion and retention. Probationary faculty will prepare material for review according to guidelines outlined in the Manual of Faculty Evaluation.

1.3.5.5. Probationary faculty evaluations will be conducted in accordance with the policy and procedures outlined in the Manual of Faculty Evaluation.

1.3.6. Promotion and Tenure of Tenure-Track Faculty

1.3.6.1. Promotion and Tenure of faculty follows guidelines, policy and procedures outlined in the Faculty Handbook and the Manual for Faculty Evaluations

1.3.6.2. All tenured faculty, except the Department Head, at or above the rank at which the faculty are being considered shall comprise the Department Promotion and Tenure Committee (DPTC).

1.3.6.3. The Department Head will initiate the process for consideration of probationary faculty members for tenure and promotion. The faculty member will submit all materials relevant to consideration for promotion and tenure to the Department Head. The Head and the faculty member shall work together to ensure that efforts and achievements are documented fully prior to consideration for tenure and promotion by the DPTC.

1.3.6.4. Any member(s) of the DPTC shall upon request by the candidate review and offer suggestions for strengthening the relevant materials and submit advisory recommendations to the candidate.

- 1.3.6.5. In the fall of each year, the DPTC will meet and elect a chair who will call a meeting to discuss the candidate's record.
- 1.3.6.5.1. The Department Head will attend meetings at his/her discretion, if asked by the DPTC to provide clarification and interpretation to matters pertaining to promotion and tenure, but shall not participate in the deliberations for a candidate's promotion and tenure review.
- 1.3.6.5.2. Following discussion, a secret ballot of the DPTC will be taken, recorded, and reported to the Department Head. The ballot will have space for written comments on strengths and weaknesses and a space for recording the vote. A majority vote will be considered a positive retention vote. The vote of the tenured faculty is advisory to the head.
- 1.3.6.5.3. The Chair of the DPTC will write a report summarizing the meeting deliberations and recording the vote, which has been circulated and approved by all members of the DPTC and submit to the Department Head.
- 1.3.6.6. The following criteria will be used by the DPTC to determine professional excellence and contribution to the University's mission.

Teaching and Advising

Teaching effectiveness may be determined by, (among other things) required student and peer evaluations, course syllabi, handouts and tests, evidence of creative or innovative teaching, development of new courses or significant changes or development in established courses or those not taught within an extended period of time, written and/or verbal comments from students and colleagues who have observed in (educational settings (i.e., classroom, laboratory).

Mentoring of graduate student research as a form of "out-of-classroom" teaching and outcome measures, such as publications by the graduate students, that demonstrate, in part, quality and effectiveness of teaching.

Supplemental materials to be evaluated for teaching and advising may include evidence of interest and effectiveness in academic advising, recruitment of potential students, and retention of current students; and evidence of quality supervision of teaching assistants, graduate students, or field placement students.

Note: Teaching loads are determined by the Department Head based on, in part, resources, the teaching needs and research goals of the department and productivity of the faculty. Newly hired faculty in the Department of Nutrition are typically not assigned teaching in their first semester to allow them to establish their research, promote grant writing, adequately prepare for their teaching assignment the following semester, and provide time to initiate graduate student research. During the interview process and following their hiring, new faculty are told that grant-writing activity during their first year is expected. A typical teaching load for academic year appointments is 1-2 courses per semester based on overall effort and productivity in other areas of job performance (i.e., research, service, outreach, administrative duties). Expectations of grant support carries with it a teaching load of ~1 course/semester, depending upon the needs and resources of the department. With this reduced teaching load, good teaching evaluations are expected.

Research, Scholarship and Creative Activity

Each faculty member is expected to provide direction and leadership to a specific line of scholarship that will lead to recognition of that faculty member as an independent scholar with

particular expertise within the selected area of study.

Tenure-leading faculty are expected to be continually involved in the discovery and investigation process. The expectation is that outcomes of this process should have an impact on the field in terms of theoretical understandings or applications of knowledge to practice.

Impact of research, scholarship and creative activity is important. Measures of impact may include perceived quality of journals as determined by faculty, recognition of published materials (perhaps evidenced by invited presentations) and use by professionals in the field (evidenced by citations or adoption).

Faculty are expected to be involved in an active research/scholarship/creative activity program that leads to publication in peer-reviewed journals of national scope. It is expected that all faculty maintain a strong level of scholarly productivity, as demonstrated by publication of a department average or two refereed publications/faculty each year. While this is a department goal, it nevertheless establishes a general benchmark for individual faculty members depending upon his/her type of research.

There is an expectation (not a requirement) that graduate students culminate their research (theses and dissertations) experiences with authorship on at least one peer-reviewed paper and to present a paper at a national scientific meeting. The expectation for this is greater for doctoral students. While this is not a requirement, it is clearly understood that faculty have an obligation to insure high quality of work by graduate students, and publishing a peer-reviewed paper in acceptable journals (as determined by the faculty) is an example of this.

It is preferred that graduate students contribute to a peer-reviewed paper such that they can be the first author on papers, when possible. This falls within the statement above, *“Development of scholarship potential in others is also considered important.”* It also is understood that the faculty member(s) will be publishing with the graduate student, because they (h/she) were (was) instrumental in the research with regards to research question development, funding, guiding of the research process and manuscript preparation (While some disciplines frown upon faculty publishing with their graduate students, this is not only expected, but encouraged within the Nutrition department). Typically, in the nutrition discipline the faculty member is the corresponding author (primary credit) and the faculty member’s name typically appears last in the list of authors in the manuscript. However, there are no hard and fast rules on this. Faculty are expected to clarify in their dossier what their role in the research publication was as per the guidelines in the Manual for Faculty Evaluations.

Issued patents are considered as evidence of scholarly activity.

No formal distinction is made between joint or single authorship. However, faculty must demonstrate the ability to lead a distinctive research effort and be recognized as an independent scholar. This guideline suggests that tenure-leading faculty must demonstrate contributions and expertise distinctive from collaborators.

Scholarly books with a national audience will be considered to be evidence of success. However, tenure-leading faculty should be aware that this activity can only be a part of the process and that nationally refereed publications must also be part of that faculty member’s activities.

Technical reports and regional reports, unless disseminated to a broad audience (national) and subject to an accepted adjudicated review process as determined by faculty, are generally not considered sufficient evidence of scholarship.

Presentations of research papers at professional conferences are considered an interim step to publication and in and of themselves are not evidence of successful scholarship.

Faculty are expected to seek funding to maintain a consistent, sustained and high-quality research program. Faculty are expected to seek and obtain resources (i.e., grants and contracts) to fund a research program of significance and national stature. It is expected that all faculty should submit at least two research project grant applications (this can include program projects, training grants) annually for faculty members who do not currently have extramural funds. Faculty who do have such funds will be responsible for submitting renewal and/or new applications as necessary to ensure continuity of funding.

Intramural funding is considered to be an intermediate step towards extramural funding in a similar way that abstracts are an intermediate step to adjudicated manuscripts.

Extramural funding is another interim step in the research process. Although obtaining funds (esp. in nationally competitive programs) is considered evidence of scholarly achievement, the critical evidence lays in the outcomes of such grant activities (i.e., publications, patents, or programs).

The faculty member is obligated to generate extramural funding to support their independent research. While collaborating on grants is encouraged, being the principal author (first author or corresponding author of a peer reviewed manuscript) and principal investigator of at least one grant, or playing a significant role that is equivalent to that of the principal author and investigator of at least one grant (i.e., lead investigator of a site of a multi-site trial) is necessary to establish the faculty member as an independent investigator prior to the faculty member receiving tenure and/or being promoted to the rank of associate professor. Federal (e.g., NIH, USDA, USDHHS) and professional organizations (e.g., American Heart Association, AHA, ASTPHND) funding is preferred, but industry support is also acceptable. The level of funding and the stringency of review can be taken into account. For example, funding from a federal agency carries more weight than support from a commodity group, such as the California Walnut Commission. An associate professor is obligated to continue to be the principal author and principal investigator on grants that generate extramural funding to support and progress in their on-going independent research as described above.

The development of scholarship potential in others will also be considered to be important, especially for tenured faculty. This includes the involvement of undergraduate and graduate students in the research process, joint authorship with students, and mentoring of professional skills in other faculty.

Service on or chairing graduate committees (even those that lead to theses or dissertations), in and of itself, is not considered scholarship but rather falls within the instructional role.

Membership on editorial boards of nationally recognized professional journals is considered evidence of professional leadership and thus is recognized as service rather than research. However, it is recognized that the scholarly history of the faculty member contributes to his/her being asked to serve.

Service

Service is an important function of the university, although the importance to individual faculty members' contribution to departmental goals will vary with tenure status and departmental, college and university needs. To fulfill these needs, faculty members typically serve in the capacity of department representative as needed by the department. It is encouraged that faculty members focus their service activities, as opposed to trying to serve the department on as many committees as possible.

Service should be viewed as consisting of three components: university operations, professional leadership, and community outreach.

University operations involve participation, representation and leadership in departmental, college, and university governance. For most tenure-leading faculty the level of expectation should focus

more towards the department and college and more towards the participation and representation roles. Tenured faculty are expected to assume leadership roles at the department, college and university levels. Service activities should operate to make the department and college more efficient and/or effective in meeting defined goals.

Typically, junior faculty are only asked to be engaged in light service activities early in their careers and discouraged from assuming too many service activities which may negatively influence their ability to excel in research and teaching. With time, faculty are asked to assume more service responsibilities, in line with the needs of the department and service loads associated with other faculty within the department.

Faculty providing excellent service serving the department on department, college, or university committees are encouraged to remain in one position until such time as the faculty member chooses to rotate off the committee or a more suitable replacement is identified. This promotes the best interest of the department, faculty member and rest of the faculty and is viewed more favorably than serving on as many different committees as possible.

All faculty are encouraged to become involved in their professional organizations (eg., committee assignments, organization of symposia, etc.)

Tenure-leading faculty should assume leadership roles in the profession, including professional or industry-based organizations. Tenure-leading faculty are expected to be somewhat involved and active in professional organizations and in on-campus organizations. Excellence in professional leadership for tenured faculty is evidenced by providing direction and/or resources to the profession, field or industry. Service as an active officer professional or industry-based groups can be evidence of that professional leadership. The expectation is that faculty provide service to the field beyond the campus

Membership on editorial boards of nationally recognized professional journals or as organizers of professional conferences or reviewers for granting agencies is considered evidence of professional leadership and thus is recognized as service.

Community or industry outreach can demonstrate excellence and contribution to the service function of the university. However, service to community organizations, not based within the field of the faculty member, is regarded as a personal volunteer activity, and does not fall within these service guidelines.

Service is not a substitute for the establishment of a solid record of independent research and with quality instruction.

- 1.3.6.7. The responsibilities of individual faculty members differ depending upon their job descriptions and assignments made in consultation with the Department Head. The weighing of criteria, therefore, will differ in terms of the amount of effort directed to activities by assignments.

All tenure track faculty are expected to be involved in research, and funded research may affect the amount of faculty time released from instruction. Therefore, faculty members with Agricultural Experiment Station appointments or external grants and contracts may have additional time released for research.

Some of the important factors to consider in weighing criteria are: teaching load; courses that include a laboratory experience; responsibility for clinical, intern, or student teaching supervision, large class enrollments; level of course; involvement in directing thesis and dissertations; total number of course preparations or new course preparations; research involvement; fieldwork supervision; number and category of advisees; and service activities.

Faculty responsibilities include an obligation for excellence in teaching, research or other

scholarly endeavors, and professional activities including public and institutional service related to the faculty member's position. In addition, faculty are expected to demonstrate professional integrity by competent performance of and willingness to accept and cooperate in appropriate assignments and duties.

1.3.7. Promotion of Lecturers and Senior Lecturers Faculty (see Attachment)

- 1.3.7.1. Promotion of Lecturers and Senior Lecturers follows guidelines, policy and procedures adopted in December 2011 upon review and approval by the Chancellor, Provost, Council of Deans, and the Non-Tenure Track Advisory Board., the Faculty Handbook and the Manual for Faculty Evaluations
- 1.3.7.2. Lecturers will be eligible for consideration for promotion to Senior Lecturer after 5 years at rank as Lecturer, and Senior Lecturers will be eligible for consideration for promotion to Distinguished Lecturer after 3 years at rank of Senior Lecturer.
- 1.3.7.3 The promotion process is neither a requirement of continued employment nor is it an entitlement for years of service or meeting minimal standards. These promotions will be awarded based upon evidence of:
 - a. exceptional merit (consistently exceeding performance expectations),
 - b. continued professional development, and
 - c. contribution to the unit, campus, and beyond within the faculty member's assigned role.
- 1.3.7.4. All tenure track faculty, except the Department Head, shall comprise the ad hoc committee to determine promotion for Lecturers and Senior Lecturers to the next rank. The chair of the ad hoc committee should be a member of DPTC.
- 1.3.7.5. The Department Head will initiate the process for consideration of promotion in conjunction with the Chair of the ad hoc committee. The faculty member will submit all materials relevant to consideration for promotion to the Department Head (as outlined in the attachment at the end of this document). The Head and the faculty member shall work together to ensure that efforts and achievements are documented fully prior to consideration for promotion.
- 1.3.7.6. Any member of the tenure track faculty shall upon request by the candidate review and offer suggestions for strengthening the relevant materials and submit advisory recommendations to the candidate.
- 1.3.7.7. Consideration for promotion shall be voted upon at least two weeks prior to the required submission date of documents to the Dean's office (based on the annual timeline established by the Provost's office) following the convening of a special session of eligible faculty. The chair of the ad hoc committee will preside over this meeting.
 - 1.3.7.7.1. The Department Head will attend meetings at his/her discretion or if asked by the Chair of the ad hoc committee to provide clarification and interpretation to matters pertaining to promotion, but shall not participate in the deliberations for a candidate's promotion review.
 - 1.3.7.7.2. Following discussion, a secret ballot of the members of the committee will be taken, recorded, and reported to the Department Head. A majority vote will be considered a positive promotion vote. The vote of the tenure track faculty is advisory to the head.
 - 1.3. 7.7.3. The Chair of the ad hoc committee will write a report summarizing the meeting deliberations and recording the vote, which will have been circulated and approved by all members of the committee and submit to the Department Head.

- 1.3.7.8. The criteria for promotion have been outlined in an attachment to this document.
- 1.3.8 Promotion of non-tenure track faculty, including Practice, Clinical and Research Assistant/Associate Professors
- 1.3.8.1. Promotion of non-tenure track faculty follows guidelines, policy and procedures outlined in the latest revision of the Faculty Handbook.
- 1.3.8.2. The criteria for promotion for non-tenure track faculty will be based on the same criteria as tenure-track faculty who have similar teaching, research, professional practice and service expectations and as outlined in this document.
- 1.3.8.2.1 For those non-tenure track faculty who's teaching, research and service expectations are not similar to those of tenure track faculty, their criteria will be adjusted based on their job descriptions and the level of emphasis in one or more of those areas.
- 1.3.8.3. Faculty of Practice, Clinical and Research Assistant/Associate Professors will be eligible for consideration for promotion to the next rank after 5 years at the previous rank.
- 1.3.8.4. As part of the review process for promotion, these faculty will submit annually similar dossiers as those submitted each year by the tenure track faculty to be reviewed by faculty at a higher rank. The review will be based on the performance of the previous five years in the annual dossiers required by the UTK Faculty Handbook. For those interested in going up for promotion, it is recommended they begin submitting their dossier's within three years of the request to the department head for review by the review committee to get appropriate feedback. This review is for promotion purposes only and is independent of the annual review of non-tenure track faculty by the department head as outlined in the Manual for Faculty Evaluations.
- 1.3.8.5. All faculty at the rank being sought, except the Department Head, shall comprise an ad hoc committee to determine promotion for Practice, Clinical and Research Assistant/Associate Professors to the next rank.
- 1.3.8.6. The Department Head will initiate the process for consideration of promotion in conjunction with the Chair of the ad hoc committee. The faculty member will submit the dossier and all materials relevant to consideration for promotion to the Department Head. The Head and the faculty member shall work together to ensure that efforts and achievements are documented fully prior to consideration for promotion.
- 1.3.8.7. Consideration for promotion shall be voted by the member of the ad hoc committee upon at least two weeks prior to the required submission date of documents to the Dean's office (based on the annual timeline established by the Provost's office, if there is one) following the convening of a special session of eligible faculty. The chair of the ad hoc committee will preside over this meeting.
- 1.3.8.7.1. The Department Head will attend meetings at his/her discretion or if asked by the Chair of the ad hoc committee, to provide clarification and interpretation to matters pertaining to promotion, but shall not participate in the deliberations for a candidate's promotion review.
- 1.3.8.7.2. Following discussion, a secret ballot of the members of the committee will be taken, recorded, and reported to the Department Head. A majority vote will be considered a positive promotion vote. The vote of the tenured track faculty is advisory to the head.
- 1.3.8.7.3. The Chair of the ad hoc committee will write a report summarizing the meeting deliberations and recording the vote, which will have been circulated and approved by all members of the committee and submit to the Department Head.

II. The Students

2.1 Student Constituency of the Department

- 2.1.1. For the purpose of selecting student representatives from the college to university committees, from the department to college committees, and from the department to department committees, the student constituency shall be all students who have declared with the Registrar a major or a major preference in an academic program administered in the department.

III. Department Organizations

3.1. Department Head

- 3.1.1. The Department Head is responsible for educational, research and service programs of the Department. This responsibility includes budgetary matters, physical facilities and personnel matters under his/her jurisdiction, taking into account departmental faculty input.
 - 3.1.1.1. Decisions related to these responsibilities shall be reported to the faculty as per Section 3.3 at Department Faculty meetings.
 - 3.1.1.2. Should the Department Head be temporarily unable to meet these designated responsibilities, the Department Head shall select a department designee, whose identity is made known to the faculty.
- 3.1.2. The Department Head shall be subject to regular review.
 - 3.1.2.1. Faculty and staff of the department shall review the Department Head annually through evaluation of performance of assigned duties. The review of the Department Head is administratively managed by the Dean of the college who will review the summary of the results with the Department Head.

3.2 Department Faculty Meetings

- 3.2.1. The faculty of the Department will meet at regular intervals each month as determined by the faculty and/or the Department Head. In addition, the CMN and PHN faculty will also meet monthly to discuss the specific issues pertinent to each concentration. Classes will not be scheduled during regular faculty meeting times. The usual and any additional meetings shall be called by the Department Head.
- 3.2.2. The Department Head or designee shall attend and chair all Department Faculty Meetings.
- 3.2.3. Robert's Rules of Order, newly revised, shall constitute the parliamentary authority for the conduct of the meetings of the department.
- 3.2.4. An agenda of items for the Department Faculty Meetings shall be prepared by the Department Head or designee or faculty petitioners.
 - 3.2.4.1. All faculty, graduate and undergraduate students may submit items for the agenda.
 - 3.2.4.2. All matters requiring faculty action, as described by the By-Laws, the Faculty Handbook or other University policies, shall be placed on the agenda of items.
 - 3.2.4.3. The agenda shall include a section for new business that may be introduced at the time of the meeting.
- 3.2.5. Minutes of the Department Faculty Meetings shall be prepared by the Department Head's designee and distributed to all faculty within two weeks of the meeting. Minutes shall consist of names of faculty

members present, not present; announcements; reports; and actions involving vote of the faculty. The minutes shall be kept on file in the department office.

3.3. Standing Committees of the Department

3.3.1. Members of Committees shall be appointed by the Department Head after consultation with the individuals to be appointed.

3.3.2. Department Advisory Board (DAB)

3.3.2.1. The DAB shall function as an advisory body of the faculty to the Department Head.

3.3.2.2. Function

3.3.2.2.1. The DAB shall advise the Department Head regarding decisions where faculty opinion is desired and consultation with all departmental faculty is not practical.

3.3.2.3. Composition. The Department Head will appoint members based on: expertise, undergraduate and graduate representation, program areas, and other college and university responsibilities of the faculty. Appointments will be made by September 1 of each year.

3.3.3. Graduate Committee (GC)

3.3.3.1. The GC shall consist of at least two faculty members and additional members appointed by the Head if appropriate to the tasks of the Committee.

3.3.3.2. The GC shall be responsible for reviewing and developing graduate policies and procedures. Recommendations for major changes will be presented to the voting faculty for action. Approved policies and procedures will be included in an annual revision of the Department of Nutrition Graduate Handbook.

3.3.3.3. The GC shall be responsible for reviewing projects involving the use of human subjects as prescribed by the University Committee on Research Participation.

3.3.3.4. The Graduate Committee shall be responsible for recommending allocations of assistantships to the department head.

3.3.3.4.1. Each current Graduate Teaching Assistant will be evaluated by his/her supervising faculty member and a recommendation will be made by the faculty members and GC on retention to the Department Head.

3.3.4. Undergraduate Committee (UC)

3.3.4.1. The UC shall consist of at least two faculty members and additional members appointed by the Head if appropriate to the tasks of the Committee.

3.3.4.2. The UC shall be responsible for reviewing and developing undergraduate policy procedures and curriculum. Recommendations for major changes will be presented to the voting faculty for action.

3.4. Selection of Graduate Assistantship is the responsibility of the Department Head with advise from Graduate Committee.

IV. Grievance and Hearing Procedures

- 4.1. All faculty members and students shall have the right to due process in settling grievances which may arise.
- 4.2. Procedures for resolving faculty grievances are outlined in the UTK Faculty Handbook.
- 4.3. Procedures for resolving student grievances are outlined in Hilltopics and in the University Catalogs.

V. By-Laws

- 5.1. Initial Approval
 - 5.1.1. Initial approval of these By-Laws shall be a shared responsibility of the Department Head and the faculty. Final approval shall be determined by a majority vote of the voting faculty.
- 5.2. Amendments
 - 5.2.1. Proposed amendments to these By-Laws may be forwarded by any department member to the Department Head. Proposed changes shall be distributed to the voting faculty of the Department at least one week prior to the faculty meeting at which the proposed change(s) is/are to be discussed.
- 5.3. The Faculty shall act as a final authority on interpretation of the Department By-Laws with shared responsibility with the Department Head
- 5.4. Note of Intent
 - 5.4.1. It is not the intent of these By-Laws to limit or discourage the rights of groups or individuals, either faculty or students, from initiating actions or resolving problems, or the rights of the Department Head to discuss and formulate programs of action with groups or individuals.

VI. Glossary

- 6.1. Shared Responsibility: a deliberative body of faculty and/or students makes recommendations in conjunction with an administrator authorized to make decisions.
- 6.2. Delegated Authority: A deliberative body of faculty and/or students is authorized to make decisions on specified matters. Such decisions are subject to administrative review, but will be altered only in exceptional circumstances and the reason(s) for altering the decision will be shared.

These by-laws were revised, reviewed and last approved at the Faculty Retreat, August 15, 2014.

Attachment:

Guidelines for UTK Lecturer Promotion Process

Note: The following guidelines were adopted in December 2011 based upon review and approval by the UTK Chancellor, Provost, Council of Deans, and the Non-Tenure Track Faculty Advisory Council.

Beginning in the academic year 2011-12, the University of Tennessee will implement a promotion process for non-tenure-track faculty carrying the title of Lecturer. This promotion process will enable these faculty members to move forward to attain the ranks of Senior Lecturer or Distinguished Lecturer, in accordance with the candidate's qualifications and accomplishments.

Following the descriptions in the Faculty Handbook, these promotions will take place typically after a minimum of five years of service for promotion to Senior Lecturer and a minimum of three years for Distinguished Lecturer. Only continuous full-time, regular Lecturers will be eligible for these promotions.

The promotion process is neither a requirement of continued employment nor is it an entitlement for years of service or meeting minimal standards. These promotions will be awarded based upon evidence of:

1. exceptional merit (consistently exceeding performance expectations),
2. continued professional development, and
3. contribution to the unit, campus, and beyond within the faculty member's assigned role.

The department and/or college by-laws should specify the criteria for lecturer promotions in each unit. An approved promotion in rank is recognized by a change in title and a base salary adjustment. An increasing length of appointment may also accompany such promotions.

A Career Ladder Proposal for Lecturers

Lecturers are hired principally to teach so excellence in teaching and learning is required. Excellent teaching is exhibited in a variety of ways including engaging students in the learning process, incorporating collaborative and experiential learning experiences, the ability to facilitate student learning, course content and scope, rigor, test construction and depth of knowledge expected on examinations, and scope and quality of learning and evaluation activities.

Lecturer Rank

The initial hire for an NTTF lecturer would typically be at the lecturer rank. An NTTF may stay at this level for an indefinite period of time on renewable, one-year contracts. **The primary criterion to be considered for appointment at this rank is:**

- **Excellent instruction** as evidenced by student evaluations, supervisor reviews, peer reviews, and annual departmental evaluations.

Other examples of evidence used to determine excellent instruction may include:

- Participation in department meetings and workshops related to programs of instruction.
- Well-developed instructional materials as required by the program.
- **Current information and materials provided in the classroom and laboratory**
- Adherence to the policies and procedures outlined the University of Tennessee Teaching Guide.

Senior Lecturer Rank

Typically, after a minimum of five years as a Lecturer, exceptional faculty members would be eligible to be promoted to the position of Senior Lecturer. Promotion to the rank of senior lecturer may be accompanied by a renewable contract of up to three years. The main criterion for promotion to Senior Lecturer would be:

- **Demonstration of distinction in teaching** of undergraduate courses as evidenced by student evaluations, supervisor evaluations, peer evaluations, and annual departmental evaluations.

Examples of evidence used to determine distinction may include:

- Professional development
- Exemplary development of new courses, instructional materials, and syllabi, and new/revised curricular development
- Advising and/ or mentoring
- Awards or other recognition for teaching
- Administration or service
- Scholarly or creative work in the scholarship of teaching as well as in the discipline
- Incorporating collaborative and experiential learning experiences, the ability to facilitate student learning, course content and scope, rigor, test construction and depth of knowledge expected on examinations, and scope and quality of learning and evaluation activities.

Distinguished Lecturer Rank

Senior Lecturers who have demonstrated outstanding achievement in two or more of the areas and have demonstrated ongoing distinction in teaching since their promotion to Senior Lecturer may be promoted to the position of Distinguished Lecturer. The time frame for this promotion would be flexible, but a three-to-five year term as a Senior Lecturer would typically be expected before initiating the promotion process. Promotion to the rank of distinguished lecturer may be accompanied by a renewable contract of up to five years.

Process for Promotion

The annual evaluation process will form the basis for the promotion process and will focus on the specific duties assigned to the faculty member. Lecturers are hired principally to teach, and the annual evaluation and promotion processes must focus on establishing that the individual has an exceptional record of teaching based upon multiple sources. The lecturer's responsibilities and contributions may also include service and research/ creative work which should be evaluated where appropriate.

Contents of the Dossier

Lecturers who are being considered for promotion will assemble a dossier for consideration by the participants in the process. This dossier should reflect the role and responsibilities assigned to the lecturer, but would generally consist of a relevant subset of the following materials as requested by the department head or dean and *as supplied by the lecturer*:

1. A complete Curriculum Vitae
2. Statement of professional accomplishment and direction
3. Evidence of teaching excellence, including but not limited to:
 - 3.1. the faculty member's teaching philosophy
 - 3.2. review of SAIS scores
 - 3.3. sample comments from student evaluations
 - 3.4. examples of course materials and syllabi
 - 3.5. examples of graded assignments
 - 3.6. grade distributions
 - 3.7. course or curricular development
 - 3.8. pedagogical innovation
 - 3.9. student advising and mentoring
 - 3.10. honors and awards.
 - 3.11. participation in TennTLC workshops and training
 - 3.12. participation in undergraduate research
 - 3.13. achievement of learning outcomes for instructional courses

4. Where appropriate, evidence of service excellence, including but not limited to:
 - 4.1. administrative responsibilities within the program or unit,
 - 4.2. program- or course-coordination across multiple sections
 - 4.3. support for extra-curricular student organizations and activities,
 - 4.4. participation in the unit's governance activities and committees, and
 - 4.5. professional-related outreach activities in the campus, community, or discipline.
5. Other evidence of quality and contribution

In addition, the following recommended materials should be *supplied by the department head or dean*:

1. Copies of annual faculty reviews during the review period
2. Peer evaluations of instruction
3. Evaluation of student advising or mentoring
4. Any other supporting materials that are deemed relevant