

**RESOLUTION FROM THE FACULTY AFFAIRS COMMITTEE
OF THE FACULTY SENATE
PROPOSED FOR ADOPTION AT A MEETING OF THE
FACULTY SENATE TO BE HELD ON
October 17, 2011**

WHEREAS, under Article III, Section 2.G. of the Bylaws of the Faculty Senate, the Faculty Affairs Committee of the Faculty Senate “is responsible for reviewing proposed revisions and recommending changes to the *Faculty Handbook* in accordance with the amendments procedures set forth in the *Faculty Handbook*,” and for reviewing proposed revisions and recommending changes to the *Manual for Faculty Evaluation* in accordance with the amendments procedures set forth in the *Manual for Faculty Evaluation*,” and

WHEREAS, the Office of the Provost recommended that the Faculty Senate Faculty Affairs Committee review and recommend proposed revisions to the *Manual for Faculty Evaluation* concerning whether facsimile or pdf copies of external evaluation letters will be accepted; and

WHEREAS, under Section 8.3 of the *Faculty Handbook*, the Faculty Senate Faculty Affairs Committee “is responsible for recommending changes, which should have input from the chancellor, the vice president, and their administrative staff including deans for consideration by the Faculty Senate Executive Council and final consideration by the full Faculty Senate;” and

WHEREAS, the Faculty Senate Faculty Affairs Committee has reviewed —and sought (i) input from the chancellors of UTK and UTIA and (ii) consideration by the Faculty Senate Executive Council on— the various sections of the *Faculty Handbook* and the *Manual for Faculty Evaluation* related to this issue; now, therefore it is

RESOLVED, that the language in Part IV, Section B.4.c of the *Manual for Faculty Evaluation* be changed so as to not require a hard copy be submitted. The section will be changed as follows:

c. Letters from external evaluators must be submitted ~~by regular mail~~ on institutional letterhead and carry the evaluator’s signature. These letters, or their images, may be submitted via regular mail, e-mail, or facsimile. ~~Letters submitted via e-mail or facsimile are acceptable in cases of critical timing, but they should be followed by a mailed original.~~ If a mailed letter is received after an e-mail or a facsimile, then both versions should be retained in the candidate’s dossier.