

**JOINT RESOLUTION FROM THE FACULTY AFFAIRS COMMITTEE AND THE TEACHING AND  
LEARNING COUNCIL OF THE FACULTY SENATE  
PROPOSED FOR ADOPTION AT A MEETING OF THE  
FACULTY SENATE TO BE HELD ON  
APRIL 2, 2012**

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, there is a need for a document separate from the *Faculty Handbook* and the *Manual for Faculty Evaluation* in which to house faculty and administrative resources and recommendations such as best practices documents; now, therefore it is

RESOLVED, that a document entitled *Resources Manual* be created by the Faculty Senate in which to house best practices recommendations and other faculty and administrative and University resources as deemed fit by the Faculty Senate. The scope of the contents of the *Resources Manual* and the details of its maintenance shall be as follows:

1. The document shall be titled *Resources Manual*.
2. Items shall be added to the *Resources Manual* or existing wording modified through the following process:
  - a. A recommendation is made to a Faculty Senate standing committee or Faculty Senate ad hoc committee that a document be included in the *Resources Manual*. A Faculty Senate standing or ad hoc committee may also take it upon itself to recommend that a document be included in the *Resources Manual*.
  - b. The recommending committee asks the Faculty Affairs Committee to review and consider the document.
  - c. The Faculty Affairs Committee, after perhaps requesting changes to the document, votes on whether to bring the document before the Executive Council for consideration. If the vote is affirmative, then
  - d. the Executive Council, after perhaps requesting changes, votes on whether to bring the document before the Faculty Senate. If the Executive Council vote is affirmative, then
  - e. the Faculty Senate votes on the document. If the Faculty Senate vote is affirmative then
  - f. the document is forwarded to the Provost for his or her approval. If the Provost approves the document, then it will be included in the *Resources Manual*.
3. Items shall be removed from the *Resources Manual* through the same process by which items were added.
4. Items eligible for inclusion in the *Resources Manual* consist of

- a. Best practices recommendations
  - b. Other faculty and administrative resources
5. Procedural requirements or standards by which faculty, staff, or students must be evaluated *may not* be included in the *Resources Manual*; such items must be placed in either the *Faculty Handbook* or the *Manual for Faculty Evaluation*.

FURTHER RESOLVED, that the Preamble to the *Resources Manual* be

“This *Resources Manual* is intended to be a repository of best practices suggestions and helpful resources for faculty, staff and administrators. The documents contained herein reflect the careful consideration of Faculty Senate. In these documents, a "best practice" is a method or technique that, through experience, research or evaluation has shown to achieve reliable and superior results. A "best practice" is expected to evolve over time and is to be used as a guide rather than prescribed practice, procedure, policy, or contractual obligation. These resources are provided by the University of Tennessee Knoxville Faculty Senate and the Office of the Provost for internal use only and are not approved or endorsed by the UT Board of Trustees or Office of General Counsel.

FURTHER RESOLVED, that the Best Practices Statements on pages 60 through 79 in the *Manual for Faculty Evaluation* be inserted into the *Resources Manual*.