

Minutes of the Faculty Affairs Committee meeting on 9/21/2011

11:10 Called to order

Members present: Bill Hofmeister, via Skype, Phillip Daves, Sherry Cox, Robyn Blakeman, Feng Chen, Pam Angelle, Seddik Djouadi, and Carla Sommardahl.

Members introduced themselves.

The minutes of the 8/26/2011 meeting were approved.

Phillip Daves reported that the Senate approved the anti-discrimination resolution for the Faculty Handbook and the resolution regarding how advising and mentoring are handled in the Manual for Faculty Evaluation.

The Committee voted 7 to 0 with no abstentions to approve the resolution for the change to the appendix to the manual for faculty evaluation that shows the department head sends NTTF reappointment letters, not the Provost. Resolution attached.

The Committee voted 7 to 0 with no abstentions to approve the resolution for the change to the manual for faculty evaluation that allows for the submission of a pdf or fax copy of an external evaluation. Resolution attached.

Brief discussion of upcoming issues. See the agenda.

Individual committee members were assigned a state school to research their faculty handbook's treatment of freedom of speech rights in light of the recent Garcetti vs Ceballos ruling. Assignments were as follows:

Hoffmeister—Oregon

Daves—Georgia

Cox—UNC

Blakeman—Wisconsin

Chen—UC Davis

Angelle—UT Austin

Djouadi—Ga. Tech

Sommardahl—UVA

There was no new business

Meeting adjourned at 11:40

**RESOLUTION FROM THE FACULTY AFFAIRS COMMITTEE
OF THE FACULTY SENATE
PROPOSED FOR ADOPTION AT A MEETING OF THE
FACULTY SENATE TO BE HELD ON
September 19, 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. The images of such letters Letters submitted via e-mail or facsimile are also 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.

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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 the correction of language about the re-appointment process for non-tenure track faculty; 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 “Best Practices and Recommendations Regarding the Supervision and Development of Non-Tenure-Track Teaching Faculty” appendix to the *Manual for Faculty Evaluation* be revised as follows:

Under the heading #2, “Search Process,” subheading “Process for Reappointment” the reference to “Provost’s office” in the 4th bullet item will be replaced with “Department Head.” The subheading will then read:

Process for Reappointment

Because the position of lecturer is a renewable, year-to-year, non-tenure track appointment, all lecturers must be re-appointed annually. The following is the recommended process for the reappointment of lecturers.

- All current lecturers are notified of the opportunity for positions for the next academic year as early in spring semester as possible and given a timeline to

apply

- The department reviews and screens applications from current as well as new or returning applicants (from whatever source including the national ad process described above)
- After selecting the lecturers to be appointed for the next year, the department notifies all appropriate offices of new appointments
- Letters of reappointment are issued by the ~~Provost's office~~Department Head