

## **UTK Faculty Senate Executive Council**

Committee Reports for Consent Agenda for February 4, 2019

### **Appeals**

- No report

### **Athletics**

- No report

### **Benefits and Professional Development Committee**

- No report

### **Budget and Planning**

- No report

### **Diversity and Inclusion Committee**

#### **Diversity & Inclusion Committee of the Faculty Senate**

#### **Monday, 1/14/2019, Meeting Summary**

Committee members in attendance: Jennifer Akerman (Architecture), Joel Anderson (Nursing), Misty Anderson (English), Sarah Eldridge (Modern Foreign Languages), Niki Labbe (Center for Renewable Carbon), Thura Mack (Library), Srinivasan Mahadevan (Psychology), Lisa Muller (Wildlife), Amber Roessner (Journalism), Casey Sams (Theater),

The Diversity & Inclusion committee of the Faculty Senate convened on January 14, 2019.

Members present applauded Interim Chancellor Wayne Davis's decision to appoint Tyvi Small as Interim Vice Chancellor for Diversity & Engagement; voted to approve a draft letter of gratitude for the leadership of Robert Blitt amid incidents of hate speech at UT's Rock last semester; considered organization and planning for the United at the Rock and corresponding free speech symposium the week of March 4th; discussed the opportunity to co-sponsor a campus symposium on critical race theory in March; and pondered additional goals for the semester, most importantly assisting Small in his new role.

Our next meeting will be held at 3:30 p.m. Monday, February 25, in COM 402 (the John and Patty Williams Conference Room of UT's College of Communication & Information's Scripps Lab). The preliminary agenda includes an update on the free speech symposium; an update on UT's Pride Center; and Dialogue over Assistance to Interim Vice Chancellor for Diversity & Engagement Tyvi Small.

### **Faculty Affairs**

January 7, 2019

Submitted by: Michelle Kwon, Chair

#### **Committee Members:**

Michelle Kwon, Chair

Misty Anderson

Todd Freeberg

Nathalie Hristov

Monica Black  
David Butler  
Jennifer Fowler

Beauvais Lyons  
David Patterson  
Phyllis Thompson

1. Chapter 3 revisions to implement sections of Board Policy (BT0006) without substantive change or adaptation (termination of tenure, tenure upon initial appointment, EPPR)
  - a. 11-8-18: Sent FAC comments to J. Zomchick
  - b. Proposed changes will be posted to the Provost's website for Faculty comments. Note that no Faculty Senate vote will be solicited because these revisions mirror Board policy BT0006.
2. Chapter 3 revisions to implement sections of Board Policy (BT0006) that require Board approval (early tenure consideration)
  - a. 11-19-18: First reading at Faculty Senate
  - b. 2-4-19: Faculty Senate to vote on proposed Handbook changes
  - c. 2-15-19: Deadline to submit policies to Board for their March 1 meeting
3. Chapter 4 Revisions (Non-Tenure Track Faculty Issues)
  - a. 12-14-18: Laurie Knox and Crystal McAlvin, co-chairs of Non-Tenure Track Issues Committee, and Michelle Kwon met with J. Zomchick and Frank Lancaster, Office of General Counsel, to discuss their comments
4. Joint Faculty Appointment Revisions
  - a. 12-14-18: Michelle Kwon met with John Zomchick and Frank Lancaster, Office of General Counsel, to discuss their comments
  - b. 12-19-18: Received revised comments from J. Zomchick
  - c. 1-3-19: M. Kwon sent responsive comments to J. Zomchick, F. Lancaster, and Lela Young, OGC
5. Early Tenure Consideration and Suspension of Tenure Clock
  - a. 12-27-18 through 1-1-19: M. Kwon and J. Zomchick exchanged emails regarding the necessity of Board approval of early tenure for faculty who receive a suspension of the tenure probationary period, but decide to be considered for tenure during their sixth year despite the tenure clock suspension.
6. Academic Bullying
  - a. 11-12-18: Members of the Faculty Affairs Committee met with Bill Nugent, Faculty Ombudsperson and Elaine Wynn, Staff Ombudsperson to discuss draft academic bullying proposal.
  - b. 1-7-19: Received revised proposal from N. Hristov incorporating comments from 11-12-18 meeting.

### **Graduate Council**

### **GRADUATE COUNCIL NOVEMBER MEETING HIGHLIGHTS**

#### **Two Proposals submitted by: Dr. Dixie Thompson, Dean of the Graduate School.**

1. Cleaning up understanding of concurrent master's and how to interpret concurrent master's degree requirements.
2. Clarify the number of hours from a masters (or other graduate degree) earned at another institution can be counted toward the doctoral degree.

**Concurrent master's** – rationale here is to award a master's 'along the way' when a student earns it. Current interpretation of 24 hours beyond the master's applies to those degrees that come from outside and are completed separate from the PhD. This policy is not clear enough for students who are getting a master's degree along the way at UTK.

### **Concurrent Master's Degree Program**

Currently enrolled UT doctoral students who plan to complete the master's degree while maintaining enrollment in the doctoral program must submit a Request for Concurrent Master's Degree form (<https://gradschool.utk.edu/forms-central/>) to the Graduate School two weeks prior to the deadline for submission of the graduation application for the master's degree. No fee will be assessed for submission of this form. **To earn the concurrent master's degree all requirements must be met at the University of Tennessee.**

### **Doctoral:**

#### **For students earning a concurrent master's,**

- a minimum of 18 additional credit hours of coursework beyond the master's degree must be earned at UT plus completion of at least 24 credit hours of 600 Dissertation. (Note: for programs requiring 36 rather than 48 credit hours of coursework for the doctoral degree, students must earn at least an additional 6 credit hours beyond the concurrent master's, plus 36 credit hours of dissertation.)
- Credit hours earned in 500 Thesis may not be counted toward the doctoral degree.
- A minimum of 50% of required credit hours taken at UT (excluding dissertation hours) 12 of the 24 credit hours, or 30 of the 48 credit hours, must be graded A-F.

### ***Issue #2 – Number of hours that can count from a graduate degree at another institution.***

The question sometimes comes up regarding the maximum hours that can be applied toward a doctoral program. One option is to list a maximum number of hours they can transfer in – but the other solution is to reemphasize our 24 credit hour rule – see Doctoral Degree Requirements section.

**Doctoral Degree:** Coursework taken prior to admission to a doctoral program may be used toward the degree, as determined by the student's doctoral committee. Although the courses are used as part of the requirements toward the degree and are listed on the admission to candidacy, they are not officially transfer courses and are not placed on the student's UT transcript. As indicated in the Doctoral Degree Requirements: A candidate for a doctoral degree who earned a graduate (typically a master's) degree prior to beginning the doctoral degree must complete a minimum of 24 credit hours of graduate courses at UT (exclusive of course 600 Dissertation).

A candidate for a doctoral degree who earned a graduate (typically a master's) degree prior to beginning the doctoral degree must complete a minimum of 24 credit hours of graduate

courses at UT (exclusive of course 600 Dissertation). If the doctoral program does not require a master's degree, the candidate must complete a minimum of 48 credit hours of graduate coursework beyond the baccalaureate degree.

A minimum of 6 credit hours must be taken in UT courses at the 600-level, exclusive of course 600 Dissertation.

### **Appeals Committee**

The Appeals Committee met recently and reviewed one appeal. After careful review, a recommendation was made to Dean Dixie Thompson. Dean Thompson notified the student of the appeal decision.

### **Curriculum Committee**

- Curriculum proposals from two colleges were submitted for our review, along with the Courses Not Taught in Four or More Years Report.
- Courses Not Taught in Four or More Years Report.
- The Courses Not Taught in 4 or More Years Report, is sent to each college/department for review to determine if their course should be dropped or retained.

There were 89 courses on the report: 37 marked to drop, 47 marked to retain and 5 not marked. After the Curriculum Committee reviewed and discussed the report the following transpired:

1. The five courses not marked were voted to retain (because for four of the courses it was their first time to appear on the list and the fifth was given a reprieve).
2. The courses listed below were marked by their departments to retain. But, because no clear concrete plan was indicated as to when the courses would be taught, the curriculum committee voted to DROP the courses – with the option that the department may attend Graduate Council and give justification for retaining the course.

Mathematics (MATH) 538, Sociology (SOCL) 543, Recreation and Sport Management (RSM) 555, and Nuclear Engineering (NE) 577.

With the above action, the report now shows 48 courses to be dropped and 41 courses to be retained. After discussion, all items were approved and are recommended to Graduate Council for approval. No faculty members from the above departments attended today's meeting to appeal the decision to drop their respective courses. Therefore, the courses will be dropped.

**Graduate Council voted, and with one abstention, voted to approve the Curriculum report as presented.**

**Student Faculty Research Award Committee (Sara Bradberry) (Attachment 3)**

The fall 2018 SFRA call for proposals yielded 84 applications from six colleges and intercollegiate programs. The total funds requested was over \$370,000.00. With an annual budget of approximately \$106,000, plus \$18,000 in carryover money, we could not fund all requests. The committee conducted a rigorous review of the applications and funded 16 applications. At least one proposal from each college and intercollegiate program was funded. The total amount funded for fall 2018 was just under \$70,000.00.

### **Administrative Reports and Announcements:**

The Endowed Graduate Fellowships and Access and Diversity Fellowships nomination application will be available January 9, 2019, for both new and returning students. For new students, the nomination applications are due February 8, 2019. For returning students, the nomination applications are due March 20, 2019.

- The \$1M in GTA salary increases was distributed to colleges.
- The Graduate and Professional Student Appreciation Week is scheduled for April 1-5, 2019.

Please see details of our meeting at the following link...

[https://trace.tennessee.edu/cgi/viewcontent.cgi?article=1101&context=utk\\_gcminutes](https://trace.tennessee.edu/cgi/viewcontent.cgi?article=1101&context=utk_gcminutes)

### **Library and Technology**

- No report.

### **Nominations and Appointments**

- No report.

### **Non-Tenure Track Issues Committee**

After a productive meeting with Dr. Zomchick and UT General Counsel Frank Lancaster, we are hopeful that our revision of the Chapter VI of the Faculty Handbook (approved by the Senate last Spring) will come before the Board of Trustees for a vote very soon. We are making good progress on our revision of Chapter VI of the Manual for Faculty Evaluation; it should be ready to send to the Faculty Affairs Committee after our next meeting, in mid January. Our work on these projects has raised important issues regarding the integration of NTTF into the university community. We have not yet heard any follow-up from the Vice Provost's Office to our survey about the use of Elements by NTTF and their supervisors, nor to the questions we submitted to him and the FS Executive Committee regarding the use of Elements with NTTF. (These questions were included in the consent agenda for FS Executive Committee meeting of Nov. 5, 2018).

### **Questions for the Vice-Provost of Faculty Affairs about the use of Elements with NTT Faculty**

**Compiled by the NTTI Committee of the Faculty Senate Oct. 29, 2018**

### **Questions about the System**

- 1. How flexible/adaptable is the Elements system as a way to represent different kinds of productivity?** Is it a good fit for the ways that NTTF contribute to their disciplines? It

seems to be nimble in reporting on conventional research publication, but users report that it is time-consuming and a poor fit for other kinds of productivity. For NTTF, important contributions might include patents, peer teaching observations, creative work, community outreach, pedagogical innovations, workshops offered and attended, updated syllabi and teaching materials, adoption of new teaching technologies, etc. Since (it seems to us) Elements makes it hard to report these kinds of activities, **is there a better system that accommodates a wider range of ways that faculty are productive?**

**Answer:** Elements is very adaptable. It allows all faculty to record “patents, peer teaching observations, creative work, community outreach, pedagogical innovations, workshops offered and attended, updated syllabi and teaching materials, adoption of new teaching technologies, etc.” Recording these activities does require manual input from the faculty member, but it is difficult for me to predict how time-consuming such recording might be. Of course, it will depend on the amount of activities to be recorded, but I find the user interface easy to navigate. We don’t know of another (searchable) faculty activity reporting database that is less time-consuming than Elements.

For your information, I’ve pasted in a screenshot, below, of all the activity types currently available in the Elements teaching module. We created many of those types upon request from users. Additional types can be added, as needed, and existing types can be edited.

Ne

Add a new...	
course taught	academic advising
experiential learning activity	graduate student placement after graduation
doctoral dissertation or capstone committee (Student Supervision)	master's thesis committee (Student Supervision)
undergraduate honors thesis (Student Supervision)	student research (Student Supervision)
internship or fieldwork (Student Supervision)	teaching activity (Student Supervision)
other activity (Student Supervision)	workshop attended (Faculty Development)
certification earned (Faculty Development)	program or course completed (Faculty Development)
conference attended (Faculty Development)	other activity (Faculty Development)
teaching or advising award	teaching grant
course created or redesigned	program developed
guest lecture	non-UTK course taught
Other Teaching Activities	

**2. Is training available for faculty/units that use Elements effectively, especially for faculty whose activities don't fit the conventional 'research-and-publish' model?**

**Answer:** We plan to offer training sessions to all faculty, both TT and NTT, this semester, after spring break. Going forward, we will offer regular workshops at least once each semester. We also plan on holding workshops for new users, each spring semester, to introduce them to Elements.

**3. Does Elements talk to other systems such as TNVoice?**

**Answer:** Elements is linked to Banner, our course registration system, from which we import the information on scheduled teaching; and Cayuse, our Grants Administration

System, from which we import information about grants that are submitted through the Office of Research and Engagement. Elements comes bundled with links to several bibliographical databases, such as Web of Science, Scopus, MLA Database, and several others. At present, it is not linked to our EOC student survey, TNVoice. We are reviewing what is needed to link Elements to TNVoice, which is a Campus Labs product. Before we do that, we will hold discussions with the Teaching and Learning Council.

4. **What policies/technologies are in place for aggregating, sharing and using the information that is collected in Elements?** Who has access to Elements profiles? Who has access to aggregated information from Elements, such as number of courses taught overall or number of publications by department? How is the information from various Elements profiles aggregated for various users and uses?

**Answer:** Elements is accessible only through the Campus Authentication System, which requires userid and password. Every faculty member has access to his or her profile. Department and college administrators (or their delegates) have access to profiles of faculty within their respective units. Central administration has access to all profiles. We have provided the UT System Institutional Research Office with a spreadsheet of all publications in Elements. Elements has a number of stock reports that can aggregate publication information, by department, by college, and by university. We are not currently using it to aggregate information on teaching outputs.

5. We know that NTTF who are not “using” Elements actually have Elements profiles that have been partially populated by automatically uploaded information, but these profiles are incomplete. This raises two questions: **How is the information on these incomplete profiles currently being used and integrated into the overall system? And is it possible to delete the Element profiles of NTTF who have been told that they are not required to use it?**

**Answer:** The information in NTT faculty profiles is not being used unless it falls in the publications module. Information in the other modules could be used, however, to describe departmental contributions for Academic Program Reviews or for strategic planning purposes and budget requests. At the moment, we import all UTK employees with a faculty title into Elements through IRIS. We do not identify individual faculty for exclusion, and there are no plans to do so. We also do not delete profiles in Elements.

### **Questions about Elements as an “Authoritative Record “ of Activity/Productivity**

1. The Provost’s website says that “Elements serves as authoritative record of each faculty member’s teaching, research/scholarship/creative, and service activities.” **What do you mean by “authoritative record”? If NTTF are not included in this record, is it possible to get an accurate picture of unit/college/system-wide productivity?** (We are concerned both about the skewed picture this might give of a department’s productivity and the invisibility of NTT productivity)

**Answer:** *Authoritative* means the official university record of faculty activity. We have included all NTT faculty in Elements in order to capture all faculty. If we have missed a

category of NTT faculty, then we would like to know about it. Our long-range goal is to use Elements for all faculty promotion processes. Elements is just one system that is used to “get an accurate picture of unit/college/system-wide productivity.” Other systems include Banner and Cayuse. Our Office of Institutional Research also produces “Academic Unit Statistics” (available only to Deans, Directors, Department Heads, and the Provost’s staff) that show student credit hours degrees, staffing. **NOTE:** At this time, UTIA does not use Elements for their Faculty Activity Reporting System.

2. The provost’s website says, “Beginning in the 2017–2018 academic year, a faculty member’s annual activity report, which is required by the Faculty Handbook for the annual performance review, will be drawn from the profile in Elements.” This has not been the case for NTTF. In fact, **there is still great variability across hiring units in what kind of information is required for annual review of NTTF and how it is reported.** There is also inconsistency across hiring units in whether NTTF are required to use Elements. **Is this inconsistency a problem? What is the value that the Provost’s office sees in a uniform, unified record of productivity? Does that value apply to NTTF as well?**

**Answer:** This is a complicated question. There is variability in the use of Elements in annual evaluations as well as in the process of annual evaluations for TTF as well as for NTTF. Chapter 4 of the FH, as it currently stands (and even to some respect with the proposed revisions) leaves evaluation of NTTF to the discretion of the department. Annual evaluation of TTF, unlike NTTF, is subject to the provisions in “Board Policies Governing Academic Freedom, Responsibility, and Tenure” (BT0006). One fix would be to change the provost’s website to say, “Beginning in the 2017–2018 academic year, a tenured or tenure-track faculty member’s annual activity report, which is required by the Faculty Handbook for the annual performance review, will be drawn from the profile in Elements.” The other issue here is that TTF, generally, have a distributed workload, whereas most NTTF have a workload that is all instruction or clinical supervision or all research. Elements is meant to provide a full accounting for faculty who have distributed workloads.

3. Vice-Provost Zomchick has mentioned in meeting that administrators might use Elements to identify experts in given areas when they get requests from the community. **If NTTF are not in Elements, we won’t be searchable for this function. Is that a problem?**

**Answer:** Good point, and another reason to have all faculty in Elements.

4. **We see some potential benefits in using Elements for NTTF--e.g. simplifying evaluation, keeping our work visible and accounted for as part of our hiring unit’s productivity, joining the university’s list of experts who can be referred for outreach-- but if NTTF are required to use Elements, will it replace or supplement the kinds of reporting we already do?** We are wary of adding an extra layer of paperwork to our jobs without compensation.

**Answer:** Our aim is to have Elements **replace** annual reporting, both for NTTF and TTF. We don’t want to use Elements as an *additional* report.

## **Research Council**

Brief overview of the Research Council activities during 2018 Fall semester.  
Soren Sorensen, 2018-2019 Chair of the Research Council

The Research Council (RC) works as an interface between the UTK faculty and the UTK Research Administration with approximately half its members being research active faculty and the other half being research administrators ranging from the Associate Deans for Research to the Vice Chancellor for Research.

Its monthly meetings focus on discussions of topics that have been agreed upon by the members as being currently of importance. During the fall semester the RC have discussed issues related to the overall research budget for UTK, core research facilities, potential financial impact if a larger proportion of UTK faculty were receiving external grants, and funding levels for graduate students performing research. The Vice Chancellor for Research has promised that the RC will be involved in setting the priorities for the research budget for FY 2019-2020. For the spring 2019 semester the RC will focus on the external communication of UTK's research successes, the interactions with ORNL and the role of the UT system in the organization of UT research activities.

The other aspect of the RC's work is a set of sub-committees making recommendations concerning selection of a) faculty members for research awards (Chancellors Awards Committee), b) proposals for internal research support (SARIF Equipment Committee), and c) graduate student support (SARIF Graduate Research Assistantship Committee). In addition, the RC members serve on a number of other standing or ad-hoc committees related to research, like the Core Facilities Advisory Committee, the Institutional Compliance Committee, and the Working Group for Human Subject Research as well as various screening committees for selection of external proposal.

## **Teaching and Learning Council**

Teaching and Learning Council

Co-chairs: Samantha Murphy and Pat Rutenberg

Report: January 7, 2019

The Teaching and Learning Council is in the process of evaluating nominees for the Chancellor's Excellence in Teaching Awards. This year, a robust 108 students, faculty, and alumni nominated outstanding teachers for this award. After accounting for faculty with multiple nominations, faculty ineligible for the award because they had won it recently, and faculty who decided not to continue with the nomination process, thirty-six nominees submitted materials to the committee for review. Committee rankings of the materials are due by January 8. The next step is to notify the top nine nominees and ask them to move forward as finalists. Committee members will perform class visits for the finalists over the end of January into February. Ultimately, the committee recommends four faculty for this award to the Chancellor's Office.

The Teaching and Learning Council is also in the process of evaluating nominees for the Chancellor's Excellence in Advising Awards. This year, 182 nominations were submitted for the advising awards. Several of these nominees were ineligible because they had already won the advising awards, were not advisors, or were not at UT for the required minimum of three years. Of the 66 eligible nominations, there were 36 for professional advisors of undergraduates, 25 for faculty advisors of undergraduates, and 5 for faculty advisors of graduate students. Past winners of the advising awards serve as the interview committee and will conduct nominee interviews on February 18 and 20. The Teaching and Learning Council will recommend awards for two

professional advisors of undergraduates and two faculty advisors of either undergraduate or graduate students to the Chancellor's Office.

### **Undergraduate Council**

Submitted by Robert Mindrup, Chair

The UG Council has not met since October 16. Our next regularly scheduled meeting will occur January 29.

- **General Education – Update**

All proposal forms for each Gen Ed. category (new and existing) have been finalized and are posted on the UG council website. <https://ugcouncil.utk.edu/> All proposal forms have include a standard cover sheet designed to assist the timeliness and clarity of the review process. Molly Sullivan is working to upload final edits and additions to the website to include the revised learning objectives and wording for each of the new Gen Ed. categories.

The Gen Ed. Implementation working group has met on multiple occasions to form an implementation calendar along with clarifying internal review processes. The name of the New Gen Ed. (NGE) has been discussed on multiple occasions, including input received from SGA and UT Communications. A vote to name the Gen Ed. will occur on Wednesday January 16 during the regularly scheduled Gen Ed. subcommittee meeting. "Volunteer Experience" (Vol-X for short) seems to be the favorite.

### **University System Relations Committee**

- No report.