

**Faculty Affairs Committee Minutes**  
**Monday September 30, 2019, 3:30-5pm**  
**Dunford Hall 2412**

**Members Present:** Beauvais Lyons (chair), Todd Freeberg, Cheryl Greenacre, Nathalie Hristov, Brian Krumm, Jessica Westerhold.

**Members Absent:** Eliza Fink, Elizabeth MacTavish, Jon Shefner.

**Approval of the Minutes:**

No minutes from last year were considered.

**Business:**

**Goal 1:** Beauvais updated the committee on efforts to bring all college and department bylaws into compliance with the Faculty Handbook. He has been in communication with John Zomchick and Tim Cross. A new updated audit has now been posted at: <http://senate.utk.edu/wp-content/uploads/sites/16/2019/09/9-27-2019-Bylaws-Audit.pdf>

**Goal 4:** In advance of the meeting Beauvais circulated a draft of Part B of a proposed appendix to Chapter 4 of the Faculty Handbook addressing the promotion of non-tenure track faculty. The draft, prepared by Vice-Provost John Zomchick followed the existing Faculty Handbook and Appendix to Chapter 3 as a model, with some rearrangement and streamlining. Comments collected from the NTT Faculty Issues Committee were shared with the committee, and included:

- a) Concern about the need to give lecturers greater direction and clarity.
- b) Concern that the Faculty Senate has been given a short period to review this appendix, while the Office of the Provost is allowed to take much longer.
- c) Concern that the NTTF promotion process would hold lecturers to the same performance standards as tenure-track faculty without an appropriate investment of release time and resources.
- d) Concern that letters of appointments and renewal might not include specific percentages of effort for teaching, research/scholarship/creative activity, and service, and that such percentages would not guide the promotion process.

Concern was expressed about the transparency of the process regarding letters of appointment and percentage of effort. The case was also made that lecturers who were not expected to pursue scholarship should be able to have this work considered as part of their case for promotion, even if their letter of appointment did not make this an expectation for performance. There was concern about how the promotion process would be conducted this year in the absence of an approved appendix that aligned with Chapter 4. While the committee was not able to address all of the areas of concern from the NTTF Issues committee, discussion focused on sections B.1 and B.4.a-b as reflected the following proposed changes (~~strikethrough~~ and underlined) compiled by Beauvais Lyons following the meeting:

**B. PROMOTION PROCESS FOR NON-TENURE-TRACK FACULTY**

**1. Criteria for Promotion.** The criteria for promotion to a rank are the same as those given in section 4.2 of this handbook. APPRs form the basis of a cumulative record that prepares NTTF for promotion. Excellence in performing assigned duties as described in the NTTF members' appointment letters and recorded in the APPRs ~~is the principal criterion for promotion~~ should determine the weight given to any promotion criteria.

(See 4.5.2 of this handbook.)

**4. Assembly of the Promotion Dossier.** Dossiers are typically limited to 50 pages, not including the *curriculum vitae* and a cover sheet, which records the decisions at the various levels of review. Candidates for promotion will work with their department heads or designees to assemble a dossier in support of promotion according to the guidelines listed below. This dossier must describe the responsibilities assigned to the candidate and must include an appropriate subset of the following materials:

**a. Items to be supplied by the candidate:**

- i. A cover letter that describes the candidate's principal assignment and any secondary assignments over the course of the evaluation period. The letter should provide a brief overview of the candidate's achievements in each of the relevant areas of effort (teaching, research/service/creative activity, service). A more extensive description of achievements should be provided in the candidate's statement, which comes at the beginning of each of the areas of effort.
- ii. A complete, up-to-date *curriculum vitae*.
- iii. Documentation of the candidate's achievements in each of the assigned performance areas, as assigned in the appointment letter, and, when applicable, modified in APPR documents, arranged in the order given under 5, below.

**b. Items to be supplied by the department head:**

- i. A description of the candidate's responsibilities.
- ii. A copy of applicable appointment letter and any subsequent modifications to the appointment letter for the review period including assigned percentage of effort distribution in each area of effort (teaching, research/scholarship/ creative activity, service).
- iii. Documentation of department and/or college's investments in the faculty member's professional development and/or service activities including conference and workshop travel support, course-load reductions, etc.
- iv. Copies of all evaluations during the review period.

Given the complexity of some of the issues raised, the committee agreed that Beauvais Lyons, Laurie Knox and Crystal McAlvin should meet with John Zomchick as soon as feasible in an effort to resolve some of the concerns.

**Goal 5:** John Zomchick has initiated a task force recently on bullying co-chaired by Rachel Chen, Chair of the Commission for Women, and Lisa Yamagata-Lynch, Ombudsperson, that will look at policies and procedures and other relevant topics related to bullying. Two sub-committees, one chaired by Joan Heminway, will address education efforts around the issue. The other, co-chaired by Lisa Yamagata-Lynch and Mary Lucal, will look at policies and procedures and other relevant topics related to policies and procedures. Despite several efforts to communicate with the task force co-chairs, Nathalie Hristov and Todd Freeberg reported that they have not heard back anything yet. Nathalie emailed the committee a draft of the handbook language the committee developed last year, which was based on reviewing handbook language at peer and aspirational peer institutions. The prepared draft was circulated back and forth to John Zomchick before he initiated the new task force. There was some discussion about the challenges of defining bullying. It was observed that the failure to move this effort

forward quickly was ironic in the context of the recent anti-bullying t-shirt campaign. Beauvais said he would call this matter to the attention of President Skolits to be added to the agenda of his next meeting with Chancellor Plowman.

**Additional Matter:** Brian Krumm will be our point person on language at the conclusion of Chapter 5.6 that states: "The University may, at any time, with or without notice, terminate the appointment of a non-tenure-track faculty member without cause upon payment of the remaining salary due during the appointment." He invites members of the committee, and the NTTF Issues Committee to send real and/or hypothetical issues of concern so that he can compile a set of talking points for the Office of General Counsel to consider.

**Adjournment:** 4:50pm