

UTK-UTIA Faculty Handbook Revisions

December 14, 2020

Submitted by the Faculty Affairs Committee for presentation to the UTK-UTIA Faculty Senate Executive Council on January 25 and for approval by the UTK-UTIA Faculty Senate on February 1, 2021.

As a “living document,” the *UTK-UTIA Faculty Handbook* requires both revisions of policies and procedures, which is done through a procedure of first-reading and subsequent action. In addition, the handbook can also require revisions to remain in compliance with UT Board of Trustees policies, or curating and editing to remain consistent with measures already approved by the UTK-UTIA Faculty Senate. The handbook also as sections that are intended as links to policy resources which exist outside the handbook. As an information item to the UTK-UTIA Faculty Senate, below are a few areas of proposed changes that have been reviewed by the Faculty Affairs Committee:

1. Section VI of the [Remaining Portion of the Manual for Faculty Evaluation](#) will include a notice that it has been moved to Appendix II of the Faculty Handbook.
2. Forms that currently exist in Appendix A and Appendix B will be converted to fillable forms to assist with improved workflow, including integration of reporting into the Faculty Review System.
3. The PDF version of the handbook left off a missing appendix about NTTF promotion that is part of the HTML version will be corrected.
4. Section VI of the *Manual for Faculty Evaluation* will now be retired as these policies have been incorporated into the handbook.

There are also two sections of the *UTK-UTIA Faculty Handbook*, (1) 1.11 Other Useful University Policy Documents, and (2) Appendixes I, that the Faculty Affairs Committee has been working with the Office of the Provost to insure their currency and relevance. These are both sections of the handbook that serve as policy resources for faculty members. Below are the proposed actions from the Faculty Affairs committee for presentation to the Faculty Senate:

1.11 Other Useful University Policy Documents

The Faculty Affairs Committee proposes the following changes to “1.11 Other Useful University Policy Documents.” For ease of review, recommendations and comments are in **red text**.

1.11 Other Useful University Policy Documents

Faculty should be aware of university policy guidelines related to their work:

- **Proposed addition:** *Faculty Central* (provides a number of helpful resources to campus and system documents, including sections on Diversity, Equity and Inclusion; Campus Systems; Handbooks, Manuals, and Policy Central; Teaching Tools and Resources; Faculty Success Resources; Research Resources; etc.)

- **Proposed addition:** *Faculty Affairs Section of the Office of the Provost website* (provides a broad range of resources for faculty, including benefits and development resources, information on faculty evaluation processes, recruitment and hiring, etc.)
- **Proposed addition:** *UT Research Foundation* (provides resources on the transfer and licensing of intellectual property created through UT Funds)
- **Proposed deletion:** *Charter and By-laws of the University* (contains statement of legal establishment of the university, including charter provisions and by laws)

Note: added to Faculty Central and no longer needed to be listed here

- **Proposed deletion:** *Manuals, Handbooks, and Guides*

Note: this link is broken. This is supposed to be the outdated “Manual for Faculty Evaluation,” which has been incorporated into the Faculty Handbook. Faculty Central contains a link to the remaining portions of the “Manual for Faculty Evaluation” that have not been incorporated into the Faculty Handbook. However, that link on Faculty Central is broken. Suggest to fix the link on Faculty Central and remove the link from the Faculty handbook here.

- **Proposed deletion:** *Vol Vision: Journey to the Top 25: Knoxville campus strategic plan*

Note: added to Faculty Central and no longer needed to be listed here

- **Proposed deletion:** *UT Policies* (all current official Board, Fiscal, HR, IT, and Safety policies, including the *University Code of Conduct* and the *Conflict of Interest Policy*)

Note: This policy link, as well as the link to Policy Central (policycentral.utk.edu) which includes a number of UTK policies, has been added to Faculty Central and no longer needed to be listed here.

- **Proposed deletion:** *Affirmative Action Plan* (describes the comprehensive plan for ensuring equal employment opportunity and appropriate affirmative measures for all UT employees; also contains procedures for presenting and investigating complaints of discrimination)

Note: broken link, page cannot be found. Given that Faculty Central already includes a section of resources on “Diversity, Equity & Inclusion,” which should reflect our new diversity plan, suggest to remove it here.

- **Proposed deletion:** *Policies on Research and Intellectual Property*

Note: added to Faculty Central and no longer needed to be listed here

- **Proposed deletion:** *Benefits and Services* (benefits and insurance plans available to university employees)

Note: added to Faculty Central and no longer needed to be listed here.

- **Proposed deletion:** [Course Catalogs](#)

Note: already available on Faculty Central and no longer needed to be listed here

- **Proposed deletion:** [Hilltopics](#): UT student handbook (includes statements of rights, responsibilities, appeals procedures, and rules governing student organizations)

Note: already available on Faculty Central and no longer needed to be listed here.

- **Proposed deletion:** [Traffic and Parking Regulations](#) (describes rules, regulations, procedures, and penalties relating to parking and traffic on the university campus)

Note: added to Faculty Central and no longer needed to be listed here.

- **Proposed corrections:** [UT Search Procedures: Guidelines for Conducting Upper-Level Faculty and Staff-Exempt Searches](#) (describes procedures for conducting upper-level faculty and staff-exempt searches)

Note: the link only directs to the upper-level faculty search. Suggest to remove the “Staff-Exempts” words.

- **Proposed deletion:** [UT Family Care Policies for Faculty](#)

Note: added to Faculty Central and no longer needed to be listed here

Appendices I:

For clarity, the committee proposes that the appendices the UTK-UTIA Faculty Handbook be organized in a table format as shown below, with links to the most current policy text as reflected in the document assembled for the committee by Kirsten Schroeder from the Office of the Provost. This will replace the current listing of nine appendices (note current Appendix 7 will be removed). In addition, the introductory text should be revised as listed below:

The appendices contain administrative policies approved by the Chancellor of The University of Tennessee, Knoxville. They are not approved by the Board of Trustees, are not legally binding upon The University of Tennessee, and are superseded by any policies of the Board of Trustees with which they may conflict. These policies are provided here through the Office of the Provost, and in some cases, are drafted through other campus offices as indicated below: ~~These policies are subject to change without notice, and a copy of the most recent versions of each appendix may be obtained from the following offices:~~

All current policies from these offices need to be linked below to be enforceable, and faculty should not have to request a current copy, and the Office of the Provost should be expected to inform the Faculty Senate of changes and post these in a timely manner.

Appendix	Policy	Responsible Office/Committee
Appendix 1	Equal Employment Opportunity	Office of Equity and Diversity
Link to the updated UT System HR policy pasted below.		

Appendix 1 - HR Policy 220 Equal Employment Opportunity
<https://policy.tennessee.edu/wp-content/uploads//policytech/system-wide/hr/HR0220-Equal-Employment-Opportunity.pdf>

Appendix	Policy	Responsible Office/Committee
Appendix 2	Components of Effective Teaching	Office of the Provost (Teaching and Learning Innovation) working with the Faculty Senate (Teaching Council)
Retain link to current policy, but this needs review by Teaching and Learning Innovation and the Faculty Senate Teaching Council.		

Appendix	Policy	Responsible Office/Committee
Appendix 3	Disability Services	Dean of Admissions and Records Student Disability Services
The responsible office currently listed needs be changed as it is now under the authority of the Office of Student Disability Services. Below is the current policy from David Ndiaye, Director of SDS, which should replace the current posted policy. This is also on Faculty Central.		

Student Disability Services (SDS) seeks to eliminate the barriers students with disabilities encounter while enrolled at the University of Tennessee, Knoxville. The program's primary objective is to partner with the campus community in providing equitable access to eligible students while promoting disability-inclusive diversity. The staff works with each student to develop the appropriate accommodation plan and assist instructors in providing them in their course. SDS is also available as a resource to departments to discuss the accessibility of programs and events in collaboration with the Office of Equity and Diversity. Please visit the SDS website for more information.

Appendix	Policy	Responsible Office/Committee
Appendix 4	Non-Sexist Language Guidelines	Office of Equity and Diversity working with the Commission for

		Women
<p>Retain link to current policy, but this needs review by both the Commission for Women (which originally authored the policy) and the Faculty Senate Diversity and Inclusion Committee.</p>		

Appendix	Policy	Responsible Office/Committee
Appendix 5	Part-time Appointments: Illustrative General Situations and Particular Stipulations	Office of the Provost
<p>It would seem to be appropriate to properly integrate this policy into chapter 4 of the UTK-UTIA Faculty Handbook. The Task Force on NTTF might look at this language and propose incorporation into Chapter 4. Until then, it can be retained in place.</p>		

Appendix	Policy	Responsible Office/Committee
Appendix 6	Financial Exigency Plan	Office of Chancellor (or UT System)
<p>The Office of General Council has reviewed. While nothing needs to change in the text for now, OGC is looking at options to possibly make this a system wide policy. Each campus has their own version, but it is something that likely needs to be the same for the whole system.</p>		

Appendix	Policy	Responsible Office/Committee
Appendix 7	Policy on Misconduct in Research and Service	University of Tennessee System
<p>Current text is outdated. Remove text and link to board approved Policy Number: RE0001 The University of Tennessee Policy and Procedures on Responsible Conduct in Research and Scholarly Activities. https://universitytennessee.policytech.com/dotNet/documents/?docid=175&public=true</p>		

Appendix	Policy	Responsible Office/Committee
Appendix 8	General Policy: Conflict of Interest University of Tennessee System	University of Tennessee System
<p>Current text is outdated. Remove text and link to University Policy Conflict of Interest: https://universitytennessee.policytech.com/dotNet/documents/?docid=36&public=true</p>		