

Faculty Handbook Proposed Changes and Pending Actions

Draft: March 1, 2022

CONTACT: Beauvais Lyons, Chair of the Faculty Affairs Committee (blyons@utk.edu) or Diane Kelly, Vice-Provost for Faculty Affairs (dianek@utk.edu)

Date	Revision	Links	Status	Additional Notes
1-24-2022	Reorganization and updates to “Other Policy Documents” from section 1.11 and Appendix I.	“Other Policy Documents” (Section 1.11) and Appendix I	Approved by the Faculty Senate on February 1, 2021. Working with the Office of the Provost it is agreed that none of these items belong in the Faculty Handbook, and a motion was presented to exclude all these items for first reading on Feb. 7, 2022 and final approval on March 7, 2022.	Many of the items in these sections are a mix of policy “proper” (and at various levels – UT System and UTK campus) and documents that are guidance documents not policy (e.g., Components of Effective Teaching; Non-Sexist Language). Where appropriate they can be moved outside of the handbook and linked in Faculty Central. The 1.11 Other Useful University Policy Documents to indicated that important policy documents may be found outside of the faculty handbook on Faculty Central, on the Faculty Affairs Section of the Provost office website, as well as with UT System Policies.
1-24-2022	Revise 5.2: Faculty Ombuds Office to reflect new operations of the office.	5.2 Handbook Proposed Revision	Presented to the Faculty Senate for first-reading on February 7, 2022 and final approval on March 7, 2022.	Ombuds section (5.2) changes approved by the Faculty Affairs Committee and has received a preliminary endorsement from the Office of General Counsel. Diane Kelly indicated that the key issues in the current draft relates to the question of legal aspects of the proposed language.
3-7-2022	Recommendation from the Task Force on Bullying to establish a workplace bullying policy.	Resolution on a Proposed Workplace Bullying Policy	Approved by Faculty Affairs on Monday Feb. 14, 2022 and the FS Executive Council on Feb. 21, 2022. Resolution will endorse the proposed policy and charge the UTK FS President to advocate with the UT System to implement it as part of a new UT System Code of Conduct Policy.	Faculty Affairs applauds this initiative. Campus leadership advocates the policy, which applies to both faculty and staff, should be implemented as a UTK Human Resources Policy. Faculty Senate Leadership also advocates that the policy should be referenced in the <i>UTK-UTIA Faculty Handbook</i> (2.2.5 Professional Conduct). At present, implementing a Workplace Bullying Policy awaits a UT System Code of Conduct Policy and determining it impact on the campuses.
10-25-2021	A clarification of retention reviews and APPRs following a tenure-clock suspension as a result	See Faculty Affairs September 27, 2021 Minutes	Currently posted on the Provost’s website, is being shared with the Faculty Senate Budget and Planning Committee, the Faculty	This change is an effort to align the faculty handbook with our parental leave policy. The Faculty Affairs Committee recommends that the policy be reviewed by the OGC for incorporation into the handbook

	of the new parental leave policy.		Senate Benefits and Professional Development Committee, and the Commission for Women.	
9-27-2021	Electronic migration to the <i>Assembly of the Tenure and/or Promotion Dossier</i>	See Faculty Affairs September 27, 2021 Minutes	This is in the process of being presented to OGC for initial review.	This change results from no longer asking people to submit paper copies for the <i>Assembly of the Tenure and/or Promotion Dossier</i> . Diane Kelly notes some additional refinement of the process as they system moves to Interfolio – an to protect faculty rights they will now sign-off on Section G.1.a Annual Performance and Retention Review Materials, as well as A-D. As this is in the Appendix to the handbook, it is easily amended.
2-14-2022	Revisions to section 3.12 regarding consultation with the Faculty Senate in cases of tenure termination. Changes to current policies are being considered as a result of the Anming Hu case.	FH Revisions to Termination of Tenured Faculty.pdf	Approved by Faculty Affairs on 11-22-2021 and sent to Lela Young with OGC for initial review. This proposed change has been discussed with the Provost and the Office of General Counsel, but a specific proposal is not yet in workflow.	Proposed changes to (3.12) on the termination of tenured faculty members for cause regarding the meaning of “consultation with the president of the Faculty Senate or the Faculty Senate Executive Council.” Proposed revision would (1) more clearly define the meaning of consultation and (2) would revised policy to involve consultation by the Chief Academic Officer with “representatives of the Faculty Senate consisting of the Faculty Senate President, the Immediate-past President and the President-Elect.” Consideration of revisions is currently delayed as the OGC reviews our current handbook language in relation to BOT policy.
2-14-2022	A proposal developed by the Provost’s Task Force on Equity and Fairness to consider changes to the retention review process for tenure-track faculty as outlined in the faculty Handbook (3.11.4.4).	Report to Provost Equity and Fairness.pdf Most recent Faculty Affairs Minutes: Monday Feb. 14, 2022	The Faculty Affairs Committee discussed the Equity and Fairness Report at the October, November, January and February meetings. Beauvais Lyons worked with Task Force co-Chairs Stephanie Bohon and Michael Higdon to establish areas of potential agreement.	A potential consensus position between the Task Force and Faculty Affairs Committee might involve (1) placing an emphasis on qualitative review prior to the mid-cycle review with a vote taken only if the faculty move to hold a vote for non-retention and (2) while protecting the secrecy of the vote, requiring no votes to include justification either in writing or a rubric tied to promotion and tenure standards from department bylaws developed by the faculty in the home department or college. Beauvais Lyons is working on draft language for consideration.
2-14-2022	A proposal developed by the Task Force on PPPR initiated by Provost Zomchick and	Report to Provost PPPR.pdf Faculty Affairs Minutes: Monday Feb. 14, 2022	A forum hosted by the Office of the Provost and the Faculty Affairs	Efforts to discontinue the PPPR policy do not look as though they would be adopted by the UT Board of Trustees. Two outcomes from the forum are to create more standardization in annual reviews

	Vice-President Martin to consider changes to the APPR process to fulfill UT Board requirements from PPPR.		Committee was held on Wednesday February 9.	conducted by department heads to provide faculty with reasons for the ratings in areas of teaching, research/scholarship/creative activities and service. Vice Provost Kelly will be working to implement this objective as the APPR process integrates the Interfolio platform.
2-14-2022	Stylistic and editorial revisions	Faculty Affairs Minutes: Monday Feb. 14, 2022	This effort is endorsed by the Faculty Affairs Committee and has initial approval from the OGC. Tom Berg and Justin Jia from Faculty Affairs reviewed the proposed text and flagged a number of formatting and editorial inconsistencies.	The Office of the Provost has commissioned an extensive set of revisions to the handbook to reflect various stylistic changes that use more inclusive language, as well as to address some grammatical and other minor revisions. There are also a number of additional issues that need correcting, including an update to administrative reporting lines, inconsistent listing of UTSI, and a couple of referemces to the now retired <i>Manual for faculty Evaluation</i> . Given the need for greater editorial and formatting consistency, the Faculty Affairs Committee recommends the Office of the Provost and the Office of General Counsel employ a professional editor to review the current draft.
11-22-2021	Review of emeritus designations for former administrators in HR0102.	UT System Policy Faculty Affairs November 22 minutes	Vice-President Linda Martin was contacted to seek clarification of the origin of the system policy in 2017. She indicated that emeritus policies more broadly are under review.	The Faculty Affairs Committee has concern regarding (1) the meaning of “emeritus” as being retired but allowed to retain one’s title as an honor, (2) the need for clearer and rigorous criteria for awarding emeritus titles, and (3) a lack of parity between awarding emeritus titles to administrators who are not yet retired from the institution and only to faculty who are.
11-29-2021	Handbook proposals addressing issues impacting Non-Tenure-Track Faculty	Report to Provost NTTF.pdf	Current under development with the NTTF Issues Committee. Proposals expected for the March 28 Faculty Affairs Committee meeting.	Building off a May 1, 2021 report to the Provost by a dedicated task force, the NTTF Issues Committee is currently working on a series of issues related to the handbook (4.1, 4.2, 4.3, 4.7 and 5.6) that will be taken up at the March 28 Faculty Affairs Committee meeting.
2-21-2022	Proposed Policy Regarding Tenure-Track Faculty Reappointment and Probationary Clock	3.11.4.1 Length of the Probationary Period	Discussed by the Faculty Affairs Committee on 2-14-2022 but no decision rendered. Moved by the FSEC to the agenda of the March 7 Faculty Senate meeting for first reading.	This proposed change seeks to address an issue that some of our tenure-track faculty, who are not residents of the US, have experienced in the past few years regarding their appointments and changes instituted by the last federal administration. Proposed change comes from the Office of the Provost.

1-31-2022	<p data-bbox="310 196 1226 220">Additional Areas of Future Review sent by Vice-Provost Kelly to the Faculty Affairs Committee:</p> <ol data-bbox="359 225 1671 451" style="list-style-type: none"><li data-bbox="359 225 1671 280">1. Section 1.4, 1.5 UTIA/UTK Administration. These do not reflect the current administrative arrangement. Provost Zomchick will discuss with Chancellor Plowman and VP/IP Martin and we will provide some updated text for Faculty Senate to consider.<li data-bbox="359 285 1671 339">2. Section 1.10 Faculty Role in Budget Making. This should be reviewed by Faculty Senate in the context of the new budget model. Any proposed changes should involve input from the faculty Semate Budget and Planning Committee.<li data-bbox="359 344 1671 397">3. Section 3.8.5.5 Coordination of EPPR and APPR. I've added a note there about providing more clarity to DHs about the first APPR following an improvement plan.<li data-bbox="359 402 1671 451">4. Section 7.3 Compensated Outside Services. OID System policy and associated form are under revision and efforts are underway to better connect and align the OID form with the APPR.
-----------	---