

## Faculty Affairs Committee 2021-2022 Year-End Report

**Members:** Beauvais Lyons (chair), Thomas Berg, George Dodds (alternate), Cheryl Greenacre, Justin Jia, Judson Laughter, Mary McAlpin, Kai Sun, and Jessica Westerhold.

### Faculty Senate Bylaws:

Faculty Affairs Committee. Membership shall consist of nine faculty members. The Faculty Affairs Committee shall concern itself with the adoption and amendment of faculty governance policies and rules, including the development and refinement of criteria and procedures for faculty appointment, promotion, retention, evaluation, the granting of tenure, retirement, and discharge for cause. The Faculty Affairs Committee is responsible for reviewing proposed revisions and recommending changes to the Faculty Handbook and its appendices in accordance with the amendment's procedures set forth in the Faculty Handbook. The activities of the Faculty Affairs Committee shall be conducted at all times in a manner consistent with the Trustees' Policies Governing Academic Freedom, Responsibility, and Tenure, as the same may be amended from time to time and shall be guided by faculty governance best practices in higher education, especially those identified and promoted by the American Association of University Professors.

### Posted Minutes from 2021-2022:

- [August 27, 2021 Minutes](#)
- [September 27, 2021 Minutes](#)
- [October 13, 2021 Minutes](#)
- [October 25, 2021 Minutes](#)
- [November 22, 2021 Minutes](#)
- [January 31, 2022 Minutes](#)
- [February 14, 2022 Minutes](#)
- [March 28, 2022 Minutes](#)
- [April 11, 2022 Minutes](#)

### Other Posted Reports:

[Faculty Handbook Proposed Changes and Pending Actions \(March 1, 2022\)](#)

[Workplace Bullying Task Force Proposal](#)

[Colleges and Departments Bylaws February 2022](#)

### Activities and Outcomes:

Activities	Outcomes
Work with the Office of the Provost and the Office of General Counsel on a variety of goals and implement changes to keep the <i>UTK Faculty Handbook</i> in compliance with Board of Trustee policies.	Collaboration with the Office of the Provost has been very effective. A number of handbook changes under consideration have stalled though a lack of a clear workflow process involving the Office of General Counsel. <a href="#">See statement</a> by Beauvais Lyons from the March 21 Faculty Senate Executive Council Meeting on the challenges of implementing proposed handbook changes. <b>This will need to be taken up in 2022-2023.</b>

<p>Help to bring the bylaws of all colleges and departments into compliance with the <i>UTK Faculty Handbook</i>.</p>	<p><a href="#">The last posted audit is from February 2022</a>. Some bylaws revisions were completed and are now in full compliance with the <i>UTK Faculty Handbook</i> (Nursing, Interior Architecture, Art). In some cases, no bylaws exist (School of Design, the new Africana Studies Department, Bredesen Center) or are seriously outdated (UTSI). A full audit of all bylaws needs to be conducted and a new color-coded system for compliance needs to be implemented. Since incomplete or inaccurate bylaws represent a liability to the university, it would help greatly of the Office of the Provost could do more to require compliance. <b>This is an ongoing issue to be addressed in 2022-2023.</b></p>
<p>Reorganization and updates to <a href="#">“Other Policy Documents” from section 1.11 and Appendix I.</a></p>	<p>Working with the Office of the Provost and endorsed by the OGC, it is agreed that none of these items belong in the <i>UTK Faculty Handbook</i>, and the proposed revision was approved at the March 7 meeting of the Faculty Senate.</p>
<p>Revise <a href="#">5.2: Faculty Ombuds Office</a> to reflect new operations of the office.</p>	<p>The new handbook language had been reviewed by the OGC and was approved at the March 7 meeting of the Faculty Senate.</p>
<p>Reflect the electronic migration of the Assembly of the Tenure and/or Promotion Dossier in the faculty handbook.</p>	<p>Discussed at the September meeting, this change results from no longer asking people to submit paper copies for the Assembly of the Tenure and/or Promotion Dossier which will now be submitted through Interfolio. There are some aspects of the software that require re-design to protect faculty rights as they 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.</p>
<p>A clarification of retention reviews and APPRs following a tenure-clock suspension as a result of the new parental leave policy.</p>	<p>Currently posted on the Provost’s website as part of the <a href="#">Faculty Family Care Policy</a>, the policy is being shared with the Faculty Senate Budget and Planning Committee, the Faculty Senate Benefits and Professional Development Committee, and the Commission for Women. 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.</p>
<p>Proposed Handbook Revision Regarding Tenure-Track Faculty Reappointment and Probationary Clock (3.11.4.1)</p>	<p>This <a href="#">proposed change</a> 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 prior federal administration. The proposed change comes from the Office of the Provost. It was presented</p>

	for first reading on March 7, but was left off of the April 4 agenda. It is on the agenda for action on May 2, 2022.
Review handbook language (3.12) on the termination of tenured faculty members for cause regarding the meaning of “consultation” stemming from <a href="#">the case of Professor Anming Hu</a> . While Dr. Hu was fortunately reinstated by the university, this case has received significant national press, and revising the <i>UTK Faculty Handbook</i> will help repair the reputation of the university.	The September Faculty Senate meeting included a record of <a href="#">correspondence from Beauvais Lyons</a> to Provost Zomchick, as well as <a href="#">return communication</a> . Faculty Senate Leadership and the Office of the Provost met on <a href="#">October 13</a> and came to a shared understanding about “consultation” throughout section 3.12 to mean “the chief academic officer will engage in meaningful discussion with the President, immediate past-President, and President-Elect of the Faculty Senate (or their designees) before making a decision regarding suspension or reassignment of duties.” This principle was not fully reflected in a draft the committee reviewed on March 28, and despite efforts to work with the Office of General Counsel, no revised draft was presented to the committee in time for consideration at the May 2 <sup>nd</sup> Faculty Senate meeting. <b>This will need to be taken up in 2022-2023.</b>
Support Vice Provost for Faculty Affairs Diane Kelly’s efforts to implement stylistic and editorial changes to the handbook.	Committee members Justin Jia and Thomas Berg reviewed a working draft that had been developed by key faculty leaders in the summer of 2021. The changes represent much needed editorial and stylistic changes. Several issues of editorial consistency and accuracy were identified, and in January the committee recommended that the Office of the Provost have the draft reviewed by a professional editor. It is hoped that these changes can be approved through the administrative review process up through the President (on recommendation of the VPAASS and OGC) without involving the Board of Trustees. <b>This will need to be taken up in 2022-2023.</b>
Work with a task force established by the Office of the Provost in 2019 to draft policy on workplace bullying for the <i>UTK Faculty Handbook</i>	The committee worked with Lisa Yamagata-Lynch and Mary Lucal, co-chairs of the Workplace Bullying Task Force to present <a href="#">a proposal for a workplace bullying policy</a> to be incorporated into UTK Human Resources Policy (as it would apply to both faculty and staff). The Faculty Senate passed a resolution March 7 to direct President Gross to advocate to President Boyd for the policy to be incorporated into a system-level code of workplace code of conduct policy under development. <b>This will need to be taken up in 2022-2023.</b>
Review the of the outcomes of the new PPPR policy with the goal of policy discontinuation.	Working with the Office of the Provost, the committee held an Open Forum on February 9, 2022 about the Report of the Periodic Post-Tenure Performance Review Task Force. 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

	<p>reviews 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. <b>This will need to be monitored in 2022-2023.</b></p>
<p>Work with the NTTF Issues Committee to review handbook policies impacting NTTF.</p>	<p>Mark Stanley and Anne Langendorfer met with the committee for the March and April meetings to discuss a number of issues to chapter 4. Diane Kelly also shared these proposed changes with deans and associate deans for further input. Plans are to continue this work over the summer. <b>This will need to be taken up in 2022-2023.</b></p>
<p>Work with 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).</p>	<p>The committee worked with the task force co-chairs Stephanie Bohon and Michael Higdon to consider the recommendations in their <a href="#">Report to the Provost</a>. These efforts the committee made the following two suggestions for revision of the retention review process: Retention votes (retain versus not retain) should not be conducted before the midcycle review, with an emphasis on qualitative assessment of the faculty member’s progress to fulfilling the criteria for tenure and promotion. Votes would be conducted for all reviews from mid-cycle and subsequent reviews. 1. Develop a rubric that can be used to supplement retention votes to provide specific input for faculty under review. “No” votes should be discarded if there is no clear explanation or use of the rubric. <b>This will need to be taken up in 2022-2023.</b></p>
<p>Discussion of Emeritus titles focused on (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.</p>	<p>This matter was discussed at the November meeting, but no specific recommendation was made. In subsequent communications Beauvais Lyons had with UT System Vice President, she indicated there are discussions about developing a new system-level policy on emeritus titles.</p>

**Areas of Continued Work for 2022-2023:**

1. HANDBOOK REVISIONS: Work with the Vice Provost Kelly on handbook revisions still in progress. Many of these will require a clearer workflow system involving the Office of General Counsel to be implemented. Several of these changes are listed above. These include working with the NTTF Issues Committee and the Office of the Provost on handbook revisions currently under consideration and discussed at the March and April meetings. Jessica Westerhold will continue as a liaison for our committee to the NTTF Task

Force. **Additional handbook items to address in 2022-23 proposed by Diane Kelly** not listed above include:

- A) 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.
  - B) 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 Senate Budget and Planning Committee.
  - C) 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. It was suggested there might be a specialized form that stresses qualitative review in areas of teaching, research/scholarship/ creative activity, and service for a couple years following an EPPR rather than the standard rating form used for APPR. Diane indicated that she would follow through on this.
  - D) 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.
2. BYLAWS AUDIT: Work with the Office of the Provost to ensure college and unit bylaws remain in compliance with the *UTK-UTIA Faculty Handbook*. Changes made in 2019 eliminating the *Manual for Faculty Evaluation* which requires all bylaws to remove these references. Additional changes require college and department bylaws to include criteria for rank for non-tenure-track faculty. It is hoped that the new administrative assistant to the Faculty Senate will be able to devote time to this effort over the summer.
  3. BULLYING POLICY: Advocate for a UT System-level code of conduct that incorporates a workplace bullying policy.
  4. PPPR: Continue to work with the Office of the Provost to advocate for the elimination of the PPPR policy.
  5. OMBUDS: Maintain strong communications with the University Ombuds.

#### **Committee Membership in 2022-2023:**

Beauvais Lyons has is rotating off the Faculty Senate, and Jud Laughler has agreed to serve as chair. Other members rotating off the committee include Cheryl Greenacre and Thomas Berg. Three new members need to be assigned to the committee for next year.