




THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

Memorandum

To: Academic Deans
Faculty Senate Executive Council Chair

From: David C. Manderscheid 
Provost and Senior Vice Chancellor

Date: August 22, 2018

Subject: Education, Research, and Service Committee Faculty Appointment

The 2018 UT FOCUS Act provides that the standing committee of the Board with oversight of academic affairs and student success shall include a full-time faculty member as a voting member. The Act provides that the faculty member shall be selected and appointed in a manner determined by the Board and shall rotate annually among the institutions of the University in a manner determined by the Board.

At its organizational meeting on August 1, 2018, the newly constituted Board of Trustees determined that (1) the Executive Committee of the Board should select and appoint the faculty member to serve on the Education, Research, and Service Committee for 2018-19; and (2) the 2018-19 appointment should be made from the UT Knoxville faculty.

Trustee John Compton, Chair of the Board and Chair of the Executive Committee, has asked that the attached process be forwarded to you for the purpose of soliciting nominations for this committee appointment. The process outlines eligibility requirements, provides for each college dean and the Faculty Senate Executive Council to nominate no more than one faculty member, and establishes a timeline.

Please submit your nominee, together with the required supporting materials, to me no later than September 7.

Office of the Provost & Senior Vice Chancellor

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Appointment of a UT Knoxville Faculty Member to the
Education, Research, and Service Committee
Process for 2018-19 Appointment

Eligibility Requirements

Nominees must satisfy the following eligibility requirements:

1. Full-time, tenured faculty member at The University of Tennessee, Knoxville with the rank of Professor and without a concurrent administrative appointment;
2. Employed as a full-time, tenured faculty member at The University of Tennessee, Knoxville for at least five consecutive years;
3. Annual performance ratings of "exceeds" or "far exceeds" expectations for rank for the previous three years;
4. No record of disciplinary actions; and
5. Intention to remain employed as a full-time, tenured faculty member at The University of Tennessee, Knoxville through June 30, 2019.

Nomination Process and Timeline

1. By August 24: The Provost will ask the college deans to nominate no more than one faculty member from their college; and the Provost will ask the Faculty Senate Executive Council to nominate no more than one faculty member.
2. By September 7: The deans and the Faculty Senate Executive Council will submit their nominees to the Provost with the following supporting materials:
 - a. Letter from the nominee expressing the reason for the nominee's interest in serving as a voting member of the Education, Research, and Service Committee; describing the nominee's perspective on what a faculty member's role on the committee should be; and stating the nominee's intention to remain employed as a full-time, tenured faculty member at The University of Tennessee, Knoxville through June 30, 2019;
 - b. Nominee's curriculum vitae; and
 - c. Letter of recommendation from the college dean or the Chair of the Faculty Senate Executive Council, as applicable.
3. By September 19: The Provost will identify up to three nominees to be recommended to the Chancellor as finalists.
4. By September 26: The Chancellor will recommend up to three nominees to the Chair of the Board of Trustees.

Appointment

In his discretion, the Chair of the Board may interview the nominee(s) recommended by the Chancellor before deciding to recommend one or more to the Executive Committee. The Executive Committee, by authority granted by the Board of Trustees on August 1, 2018 will consider the Chair's recommendation at a called meeting of the committee before November 1, 2018.