

## **FACULTY SENATE MINUTES**

### **UTHSC Faculty Senate Meeting**

Zoom Monthly Meeting  
May 9, 2023

*Attendance:* (senators, administrators, and faculty)

*Attending:* Jillian McCarthy, Tayebah Pourmotabbed, Karen Derefinko, PJ Koltnow, Sanjay Mohan, Phyllis Richey, Brett Wilson, Terrance Cooper, Shaun Rowe, Fatima Ahmed, Shaunta' Martina Chamberlin, Jeffry Bieber, Kimberly Morris, Shelley White-Means, Zheng Fan, Ted Cory, Alexandria Q Wilson, Thaddeus Wilson, L. Alexia Williams, Yi Lu, Chris Wood, Steven Doettl, April Hilsdon, Laura Reed, Kristen Bettin, Elisha McCoy, Hassan Almoazen, Jaqueline D Venturin, Tauheed Ishrat, Yanhui Zhang, Frank Park, Helmut O Steinberg, Valarie Fleming, Wen Lin Sun, Kimberly Kennel, Lisa Beasley, Anne Zachry, Nina Sublette, Hilary Jasmin, Stephen Pishko, Maria Carrillo, Rong Zeng, Myra Meekins, Laxmichaya Sawant, Heather Moss, Erinn Finke, Dennis Leo, Donna Lynch-Smith, Santosh Kumar, Vickie Baselski, Kristi Forman, Tony Ferrara, Lee Weaver, Dan Young, Debbie Jackson.

Meeting was called to order at 4:05 pm CST/5:05 pm EST

### **Faculty Senate Meeting**

**Presiding: Dr. Jillian McCarthy, President**

#### **Approval of April 11, 2023 minutes**

- The floor was opened for discussion of the April 11, 2023 meeting minutes. No edits were recommended. Dr. Shaun Rowe motioned to accept the minutes as written. Motion was seconded by Dr. Donna Lynch-Smith.
  - Poll Everywhere vote:

- Accept: 97% (37/38)
- Do not accept: 0% (0/38)
- Abstain: 3% (1/38)

### **Acknowledgement of Vice Chancellor of Finance Tony Ferrara's service to the Faculty Senate**

- Dr. Jillian McCarthy presented on Mr. Ferrara's accomplishments as Vice Chancellor for Finance and Operations
- Dr. Thad Wilson also spoke about Mr. Ferrara's accomplishments
- Vice Chancellor of Finance Tony Ferrara spoke about his time as Vice Chancellor for Finance and Operations

### **Discussion with Ms. Debbie Jackson, Human Resources Director, regarding Wellness options**

- Wellness offerings include campus recreation center, mind body wellness center, EAP Optum mental health, substance use, and parenting support
  - <https://uthsc.edu/mind-body-wellness/>
- Ms. Jackson welcomed ideas for additional activities if faculty senators (or faculty) have ideas
- Ms. Jackson spoke about the incentives program(s) from insurance companies to participate in preventive medicine activities
- Questions:
  - Is wellness program participation associated with insurance premiums?
    - No, wellness program participation does not reduce premium
  - Are there offerings for people on other campuses?
    - Wellness programs are open to all employees, but not all can be offered via zoom
  - Are there better descriptions of the course offerings?
    - No additional descriptions at this time

### **Discussion and Vote of the Changes to the Handbook (see Addendums 1-4)**

- Dr. Terrance Cooper described revisions to the resolution accepted by the Faculty Senate Executive Committee
- Multi-year Appointment - Section 5 (Addendum 1)
  - No vote was needed on Section 5, and this Poll Everywhere vote will be voided.
- Multi-year Appointment Resolution (Addendum 2)
  - Dr. Terrance Cooper moved that the amendments discussed in the meeting be accepted into the original document that was distributed. Dr. Yanhui Zhang seconded.
    - Hand vote:
      - Accept: 100% (47/47)
      - Do not accept: 0% (0/47)
      - Abstain: 0% (0/47)
  - Dr. Terrance Cooper moves acceptance of resolution, stating that we accept changes to section 5. Mr. PJ Koltnow seconded.
    - Question about whether vote will move the resolution forward.
    - Resolution will be forwarded to Vice Chancellor, then to the Chancellor, then onward to Board of Trustees.
    - By voting to approve this, we are supporting this to be a part of the handbook.
  - Dr. Terrance Cooper moved that resolution be accepted. Dr. Richard Smith seconded.
    - Poll #2 was emailed to senators.
    - Results will be tallied on 5/11/23.
- Order of Business for the Annual Senate Business Meeting – Section 10 of supplement (Addendum 3)
  - Dr. Terrance Cooper moved that the amendments be accepted. Dr. Sanjay Mohan seconded.
    - Poll #3
    - Results will be tallied on 5/11/23.
- Tie Votes – Section 4.3 (Addendum 4)

- Dr. Terrance Cooper moved that the amendments be accepted. Dr. Jeffry Bieber seconded.
  - Poll #4
  - Results will be tallied on 5/11/23.
- Voting for Senate Awards
  - Senator of Year:
    - Poll #5
    - Results will be tallied on 5/11/23.
  - Administrator of the Year:
    - Poll #6
    - Results will be tallied on 5/11/23.
- Please see results from all polls dated 5/11/23 in Addendum 5.

### **Committee updates**

- Research Committee
  - Discussed increases to students and Post Docs salaries
    - Plans to increase minimum salaries for students (\$32,400) and Post Docs (\$49,000)
    - Dr. Yanhui Zhang will send link
- Non-Tenure Track Committee
  - Nominated chair and vice chair.

### **New business**

- None

### **Announcements**

- Elections need to happen in colleges for Faculty Senate Executive Committee
- If you are interested in running for a Faculty Senate officer position, reach out to Dr. Jillian McCarthy

### **Annual Business Meeting will be on Tuesday, June 13<sup>th</sup>**

- Starts at 3:30
- Closing of the Senate with Chancellor Buckley

- Election of Officers
- End of Year Reports from Committees
- Presentation of Awards
- Passing of the gavel to Faculty Senate President Elect PJ Koltnow

The meeting adjourned at 4:56pm CST/5:56 pm EST.

Respectfully Submitted,

Dr. Karen Derefinko  
Faculty Senate Secretary

## Addendum 1

UTHSC Faculty Handbook

### SECTION 5 SELECTION, APPOINTMENT, AND CAREER DEVELOPMENT OF NONTENURE TRACK FACULTY MEMBERS

Nontenure track faculty members are hired for a limited scope of faculty activities, with a primary role in clinical care, teaching or research/scholarly activity and at least a minimal contribution in one or more of the other missions of the university. The three types of nontenure track appointment are defined in Section 6.2.2 – Clinician Educator, Research Appointment, Limited Duration Appointment. In [addition](#), all part time faculty appointments are nontenure track. As with tenure track faculty members, the selection and the ongoing career development of nontenure track faculty members are essential to the fulfillment of the mission of UTHSC.

#### 5.1 Selection of Nontenure Track Faculty Members

##### 5.1.1 Criteria for Selecting Nontenure Track Faculty Members

Appropriate candidates for nontenure track faculty appointment include those who:

1. fulfill the basic criteria for appropriate faculty rank as outlined in Section 6.1 of this *Faculty Handbook*,
2. fulfill the distinctive requirements established by the department for the faculty position to be filled, and
3. possess documentation of academic achievement and credentials (acquired as a student, a faculty member, a postdoctoral appointee, research associate, or during a fellowship or residency) that strongly indicate that the performance as a full-time faculty member will be outstanding throughout his or her future academic career.

Proper credentials are the primary criteria for nontenure track faculty appointments. Credentials include, but are not limited to, academic degrees, postdoctoral training, residency, fellowship, certification, and other appropriate education and experience. The initial appointment of an individual to a specific faculty rank must be based on credentials documented through the institutions from which they were obtained.

##### 5.1.2 Process for Selecting Nontenure Track Faculty Members

1. On the basis of a demonstrated need of the unit's academic, clinical, or research program and availability of funding, the Chair, Division Chief or Principal Investigator submits a written request to the Dean for a new or replacement faculty position.
2. The Dean authorizes the new or replacement nontenure track faculty position to be filled.
3. The Chair, Division Chief, or Principal Investigator prepares a description of the open position and initiates the appropriate UTHSC recruitment process to identify candidates.
4. When a search advisory committee is required by campus search procedures, either the Chair, Division Chief, or Principal Investigator may appoint the committee.

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5. The Chair, Division Chief, or Principal Investigator may consult with the departmental faculty of equal or higher academic rank to that of the prospective appointee before nominations are forwarded.
6. The Chair, Division Chief, or Principal Investigator selects the candidate to be recommended for the position.
7. The Chair, Division Chief, or Principal Investigator holds informal discussions with the selected candidate concerning rank, salary, and other conditions of employment, and the candidate's willingness to accept such conditions, if a formal offer is made by UTHSC.
8. If the selected candidate is willing to accept the conditions of employment, the Chair proceeds to the appointment process described in Sections 4.7.1 and 4.7.2.

### **5.1.3 Role of the Department Chair**

The Department Chair is the academic and administrative leader of the department's faculty. The Chair is responsible for managing the department and for general oversight of faculty activities. The Chair is responsible for overseeing the career development of all faculty members in the department. The Chair may delegate some of these responsibilities to a Division Chief or to the relevant supervisor of the nontenure track faculty member.

### **5.1.4 Role of the Nontenure Track Faculty of the Department**

Nontenure track faculty members are entitled to academic freedom and are encouraged to participate in a broad range of campus activities. Some faculty committees, such as those concerned with promotion of tenure track faculty, the award of tenure, and termination of tenured faculty for adequate cause, are limited to faculty with tenure, and therefore formal participation may not be appropriate for nontenure track faculty. Nonetheless, a Department Chair or Division Chief may informally solicit recommendations from nontenure track faculty when their expertise is deemed relevant. Nontenure track faculty may also serve as formal, full-voting members of other departmental, college, or campus committees depending on their expertise, interest, and availability.

### **5.1.5 Nepotism**

The University permits the employment of relatives as defined in Tennessee Code Annotated §8-31-103 (see [www.tennessee.gov/attorneygeneral/op/2005/op/op104.pdf](http://www.tennessee.gov/attorneygeneral/op/2005/op/op104.pdf)), but they must not be placed in the same direct line of supervision, thereby being able to determine the appointment, retention, salary, promotion, or other aspects of the employment of their relatives. Where faculty members are in a position of responsibility affecting a relative, they must waive authority and defer to the next higher administrative officer.

### **5.1.6 Certification of Effective Communication in English**

An individual who is a candidate for an appointment to a teaching position and whose native language is not English is evaluated by the Chair regarding the ability to communicate effectively with students in the English language (Policy on Certification of Effective Communication in English (see [http://www.uthsc.edu/policies/w932\\_document\\_show.php?p=229](http://www.uthsc.edu/policies/w932_document_show.php?p=229).) The method of evaluation shall be noted in the college bylaws and must provide for consistent, thorough, and effective evaluation. If the Chair

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finds the individual's ability acceptable, he or she so certifies in writing to the Dean, indicating the method of assessment that was employed.

## **5.2 Transfer from a Nontenure Track to a Tenure Track Appointment**

A nontenure track faculty member may request transfer to the tenure track on recommendation of a Department Chair, with the approval of the Dean, and after consultation with the tenured and tenure track faculty of the department.

In such cases, the process for a tenure track appointment must be followed (Sections 4.6 and 4.7). In addition, such an appointment must conform to all Equal Opportunity and Affirmative Action requirements, as this will be considered a new position for Affirmative Action purposes. When such a transfer is approved, the newly appointed tenure-track faculty member can request that his/her full-time effort prior to the transfer be applied to the probationary period. Such credit toward tenure must be agreed upon in writing by the Department Chair, the Dean, the Chief Academic Officer, and the faculty member.

A tenure track faculty member may request transfer to the nontenure track on the recommendation of his/her Department Chair, with the approval of the Dean. Such transfer shall not normally be refused for faculty in good standing.

Only one transfer between nontenure and tenure tracks would normally be considered.

## **5.3 Career Development and Evaluation of Nontenure Track Faculty**

### **5.3.1 Career Development**

Career development for nontenure track faculty members includes continually increasing academic achievement as marked by the progression to the rank of professor. Guidelines and process for promotion in academic rank are the same for both nontenure track and tenure track faculty members (Sections 6.8 and 6.9).

Career development is primarily the responsibility of the individual faculty member; however, guidance should be provided by the faculty member's Chair or designated supervisor. The focus of career development depends on the nature of the nontenure track appointment.

For faculty hired as teachers, the assessment will focus on the faculty member's success as an educator; and the individual conducting the assessment shall review the instructional materials that were created by the faculty member, including class syllabi and related course materials, as well as the evaluations of teaching effectiveness obtained from students and peers.

For faculty hired primarily for research, the evaluation should be carried out by the appropriate supervisor and should focus on the quantity and quality of the research assigned.

### **5.3.2 Evaluation through the Annual Performance and Planning Review**

Each faculty member must meet with his/her Chair or relevant supervisor at least once a year for a formal Annual Performance and Planning Review. In addition, either the Chair or the faculty member may at any time request that the tenured departmental faculty review his/her performance.



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That Annual Performance and Planning Review is based on criteria and guidelines appropriate to the specific department, college, and campus, and the meeting serves at least four purposes:

1. To review and discuss the faculty member's performance in achieving previously established goals;
2. To convey the faculty member's work assignment for the upcoming year or other appointment period;
3. To discuss and establish the academic goals to be achieved by the faculty member during the upcoming year or other appointment period; and
4. To provide the faculty member with a routine opportunity to seek and receive advice and guidance.

A written summary of the review must be prepared, including the following ratings designed to indicate whether the faculty member's performance "Exceeds Expectations for Rank," "Meets Expectations for Rank," "Needs Improvement for Rank," or is "Unsatisfactory for Rank."

This summary must be signed by the faculty member (to acknowledge receipt of the document) and by the Chair or relevant supervisor, with a copy to the Dean. Copies of the summary document and any other appropriate documents are given to the faculty member and placed in appropriate files – e.g. the faculty member's Human Resources and Academic Affairs files. An example of the summary document and details regarding the evaluation procedure can be found in the Faculty Evaluation Manual.

Any faculty member who feels aggrieved by the career development and evaluation process as applied to him or her may appeal through the provisions of Section 7.

### 5.3.3 Outstanding Performance to be Rewarded When Feasible

Whenever feasible, UTHSC should recognize and seek to reward faculty members who receive "Exceeds Expectations" ratings on their Annual Performance and Planning Review. Such rewards may include, but need not be limited to the following: a financial reward; additional research or clerical support; special travel funds; provision of opportunities for participating in professional enrichment conferences or seminars; and UTHSC recognition of individual faculty members for outstanding achievement.

### 5.3.4 Performance Rated "Needs Improvement" or "Unsatisfactory"

Any nontenure track faculty member whose performance is rated "Needs Improvement" or "Unsatisfactory for Rank" shall not be eligible for merit pay or for a [performance-based](#) salary supplement. In such cases, the Chair or supervisor may and in the case of a multi-year appointment with at least one year remaining in the appointment period, must recommend an improvement plan to correct areas of poor performance. Alternatively, the Chair or supervisor may recommend non-renewal of the appointment at its conclusion (see Section 5.4), the Chair or supervisor may recommend non-renewal of the appointment for the upcoming year (or other appointment period if the appointment is a multi-year appointment with a term in addition to the upcoming year remaining in the appointment period).

A faculty member on an improvement plan must provide to the Chair or supervisor a written interim progress report of remedial steps taken with copies forwarded to the Dean. Such reports must be submitted by the midpoint of the upcoming appointment period. If, in the opinion of the Chair or relevant supervisor, sufficient progress towards remediation has not been made, he/she may recommend that the

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appointment be terminated for adequate cause (as defined in Section 8.2) under the procedure described in Section 5.5 below.

#### 5.4 Renewal of Nontenure Track Appointments and Notice Requirements for Non-Renewal

Notice for nonrenewal of nontenure track faculty appointments is determined by the type of faculty appointment held (e.g. Clinician Educator, Research, or Limited Duration Appointment, Section 6.2.2).

When notice of nonrenewal is required, such notice that an appointment will not be renewed for the next year shall be made in writing by the Chief Academic Officer, upon the recommendation of the Department Chair and Dean. Notice of non-renewal shall be effective upon personal delivery by e-mail directed to the faculty member's UTHSC e-mail address, or upon mailing, postage prepaid, to the faculty member's residential address of record at UTHSC.

Clinician educator appointments are normally renewed annually at the end of their term assuming continuing need, mutual interest, satisfactory performance and availability of funding. For such appointments, notice of non-renewal shall be provided a) no less than three months before prior to the expiration of a one-year appointment, b) no less than six months prior to the expiration of a two-year appointment, and/or c) no less than nine-months prior to the expiration of a three-year appointment ~~the current annual appointment.~~

Failure to provide the required notice at least three months before the expiration of the current annual appointment shall not entitle the faculty member to a new one-year appointment as long as notice is provided at some point before expiration of the current annual appointment. In that event, no matter the length of the appointment, either the appointment shall be extended to permit three months' notice, or the faculty member shall be provided some combination of notice and salary equivalent to a total of three months' notice. If notice of non-renewal is not provided to a Clinician Educator before the expiration of the current appointment, a new one-year appointment is created, no matter the length of the appointment being renewed, unless a different term of up to three years is provided in a renewal appointment letter.

A Research appointment is, by its definition, funding-limited. A Research appointment automatically expires when funding lapses. Whenever feasible, however, the faculty member on a Research appointment should receive no less than one-three month's notice of the funding lapse. If less than one-three month's notice of the funding lapse is provided, the appointment shall be extended for the duration required or the faculty member will be provided with some combination of notice and salary equivalent to one-three month's notice of the termination of the faculty member's employment.

Limited Duration Appointments are not renewed automatically and notice of non-renewal is not provided to a faculty member holding such an appointment. Rather, a Limited Duration Appointment expires by its own terms unless it has been expressly renewed in writing before the expiration of the term. The total length of a Limited Duration Appointment cannot exceed three years.  
([https://my.tennessee.edu/portal/page?\\_pageid=34,140536&\\_dad=portal&\\_schema=PORTAL&p\\_policy=H R0105&p\\_search=limited%20duration&p\\_start=1/](https://my.tennessee.edu/portal/page?_pageid=34,140536&_dad=portal&_schema=PORTAL&p_policy=H R0105&p_search=limited%20duration&p_start=1/).)

Part time faculty appointments are not renewed automatically. At the end of the appointment term, the faculty member's employment will be discontinued, if the appointment has not been renewed.

#### 5.5 Termination of a Nontenure Track Faculty Member for Adequate Cause

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During an appointment year (or other specified appointment term), a nontenure track appointment may be terminated for adequate cause (as defined in Section 8.2) prior to the end of the appointment term. Nontenure track faculty members may also be terminated for adequate cause prior to the end of their appointment period. In the event that a Department Chair recommends to the Dean and Chief Academic Officer that a nontenure track faculty member should be terminated for cause, the Department Chair, Dean, and Chief Academic Officer shall meet with the faculty member to present the reasons for the recommended termination and to permit the faculty member to respond. If, after this meeting, the Chief Academic Officer concludes that adequate cause for the termination exists, the Chief Academic Officer shall inform the faculty member of that decision in writing. A nontenure track faculty member whose appointment has been terminated for adequate cause shall be notified of his/her right to a post-termination hearing under the Tennessee Uniform Administrative Procedures Act (see Tenn. Code Ann. § 4-5-10 ([www.michie.com/tennessee/lpext.dll?f=templates&fn=main-h.htm&cp=tncode](http://www.michie.com/tennessee/lpext.dll?f=templates&fn=main-h.htm&cp=tncode))).

## SECTION 6 FACULTY RANKS, CLASSIFICATIONS OF APPOINTMENTS, AND PROMOTION

### 6.2.2 Nontenure Track Appointments

The nontenure track is normally reserved for faculty whose efforts and accomplishments are limited to one or two of the missions of the University. Nontenure track faculty members are eligible for University benefits but are not eligible for tenure (Section 4.5). As with tenure track appointments, nontenure track appointments may be paid solely from funds administered by UTHSC or by joint funding arrangements in which UTHSC provides part of the funding but has knowledge and control over the remaining portion of the faculty member's income. Generally, each nontenure track faculty member meets annually with the Chair for the Annual Performance and Planning Review (Section 5.3.2 and Faculty Evaluation Manual).

Multi-year non-tenure-track appointments may be made to existing or newly recruited faculty at the rank of instructor, assistant professor, associate professor, or professor, depending on the candidate's qualifications. Initial and subsequent non-tenure-track appointments may be for a period of up to three years as determined by the dean of the college.

Like all academic appointments, these multi-year appointments consist of annual appointments that are automatically renewed for a specified term, unless terminated for cause, or by operation of some other provision in the Faculty Handbook (such as relinquishment, forfeiture, or other extraordinary circumstances, as those terms are defined in Board Policies Governing Academic Freedom, Responsibility, and Tenure (BT0006) and in the Faculty Handbook sections referenced).

Non-tenure-track appointments for research faculty are, by definition, funding-limited and automatically expire when the funding for the position lapses. When the funding for the research faculty position expires, the faculty member's employment will be discontinued as noted in Section 5.4, even if the faculty member has a multi-year non-tenure-track appointment.

There are three types of nontenure track appointments – clinician educator appointments, research track appointments and limited-term appointments.

1. **Clinician Educator Appointment** – This appointment is provided to a faculty member whose major contributions to the missions of UT are in clinical care and/or education. The appointment is for one year, may be for a period of up to three years, and may be renewed annually following the notice requirements listed in Section 5.4 based on need, mutual interest, satisfactory performance, and availability of funding.
2. **Research Appointment** – This appointment is provided to a faculty member whose major contributions are in research. The appointment may be for a period of up to three years and may be renewed based on need, mutual interest, satisfactory performance, and availability of funding. The appointment is contingent upon salary funding for the position that is provided by sources outside the University (e.g., grants, contracts, etc.). When the funding for the position expires, the faculty member's employment will be discontinued as stated in Section 5.4. If the Research faculty member is later appointed to the tenure track (Section 4.8.2), all Equal Employment Opportunity and Affirmative Action requirements must be fulfilled prior to offering a tenure track appointment to this faculty member as this will be considered a new position. In addition, if the tenure track

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appointment is proposed at a higher rank than the current appointment, it is considered a promotion and must be processed as such within the college.

3. **Limited Duration Appointment** – This appointment is for a period of at least one month, but not more than one year. Limited Duration appointments may be renewed, but the total length of the initial appointment plus re-appointments cannot exceed three years. A faculty member who has held a Limited Duration appointment for three years is usually not eligible for an additional Limited Duration appointment. At the end of the appointment term, the faculty member's employment will be discontinued, if the appointment has not been renewed.

## APPENDIX J – PROCEDURE FOR THE ANNUAL PERFORMANCE-AND-PLANNING REVIEW

### General Information

The assignment of faculty workloads is the delegated responsibility of the Department Chair. The Chair is responsible for the equitable assignment of faculty responsibilities and assures an appropriate balance of time and effort committed to teaching, research, public service, and if applicable, patient care (Faculty Handbook, Section 4.4.1). It is expected that faculty will devote full-time to their academic duties, unless released time is officially approved.

Each spring, the Chair and individual faculty member agree upon the faculty member's goals and the Chair's expectations during the upcoming year (Faculty Handbook, Sections 4.14.3.2; 5.3.2). This process and these expectations are documented as part of the annual faculty evaluation [i.e., Annual Performance-and-Planning Review]. Specific teaching assignments are usually made on a semester basis by the Department Chair.

Educational activities in a health science center necessarily involve patient care, sophisticated research, and teaching of rapidly-changing and complex biomedical sciences. As is customary in most health science centers, faculty at UTHSC are assigned to specific duties consonant with their individual expertise in teaching, research, or patient care. Faculty are expected to engage in research (or equivalent scholarly activities), patient care, or both as necessary elements of health science education.

### Faculty Performance Ratings

**EXCEEDS EXPECTATIONS FOR RANK:** This rating designates that during the evaluation period the individual achieved and consistently exhibited unique and highly meritorious levels of professional performance **beyond the agreed-upon goals and objectives**. This rating will be assigned to an individual who achieves **uncommon levels** of meritorious performance in his or her field; and makes meaningful and significant contributions to the mission, goals and objectives of the department, college, and university, as well as to his or her professional field. Eligible for significant merit pay or performance-based salary adjustment that is consistent with campus, college, and department fiscal situations.

**MEETS EXPECTATIONS FOR RANK:** This rating designates that during the evaluation period, the faculty member achieved and consistently exhibited the level of the expected performance **on the agreed-upon goals and objectives** and who has contributed to the mission, goals and objectives of the department, college and university, as well as to his or her professional field. Eligible for minimum merit pay or performance-based salary adjustment that is consistent with campus, college, and department fiscal situations.

**NEEDS IMPROVEMENT FOR RANK:** This rating designates that during the evaluation period, the individual exhibited a level of performance **that did not consistently meet all the agreed-upon goals and objectives**. This rating will be assigned to an individual who may require some assistance or feedback in achieving and sustaining a level of professional performance necessary to meet the agreed-upon goals and objectives. This rating is intended primarily as a means of formally communicating that a special effort must be made in addressing specific performance deficiencies. When this rating is given, it should be accompanied by a commitment by the Department Chair to assist the individual in identifying the mechanisms for overcoming the detected deficiencies, as deemed appropriate.

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**This rating is a negative rating.** A faculty member whose performance is rated as “Needs Improvement for Rank” is not eligible for merit pay or performance-based salary adjustment. The Dean must immediately notify the UTHSC Chief Academic Officer of all faculty members whose performance is rated as Needs Improvement for Rank.

Actions required for faculty members who receive a rating of Needs Improvement for Rank vary by tenure status, as noted below.

- a. Tenured faculty – If this is the first Needs Improvement for Rank rating during any four consecutive annual performance review cycles, within 30 days of the annual review a tenured faculty member who receives this rating must collaborate with the Chair on an Annual Review Improvement Plan to be reviewed by the Chair and recommended by him/her to the Dean for review and approval/denial. If this is the second overall annual performance rating of Needs Improvement for Rank during any four consecutive annual review cycles an Enhanced Post-Tenure Performance Review must be initiated.
- b. Tenure-track faculty – A tenure-track faculty member who receives a rating of Needs Improvement for Rank is required to implement an Annual Review Improvement Plan unless the faculty member receives a notice of non-renewal of his or her reappointment as provided in §4.16.3.
- c. Non-tenure track faculty – The Chair or relevant supervisor may, and in the case of a multi-year appointment with at least one year remaining in the appointment period, must, recommend an improvement plan to correct areas of poor performance for a non-tenure track faculty member who receives a rating of Needs Improvement for Rank as provided in § 5.3.4. Alternatively, the Chair or relevant supervisor may recommend non-renewal of the non-tenure track faculty member’s appointment for the upcoming year (or other appointment period if the appointment is a multi-year appointment with a term in addition to the upcoming year remaining in the appointment period). Alternatively, the Chair or supervisor may recommend non-renewal of the appointment at its conclusion (see Section 5.4). Prior to issuing a reappointment letter for the coming fiscal/academic year for any non-tenure track faculty member who receives a rating of Needs Improvement for Rank, the Chair should consult with the Dean and contact the UTHSC Chief Academic Officer.

**UNSATISFACTORY FOR RANK:** Unsatisfactory Performance in Teaching, Research, or Service is defined as adequate cause for termination of a faculty member’s appointment and includes the following:

- a. Failure to demonstrate professional competence in teaching, research, or service; or
- b. Failure to perform satisfactorily the duties or responsibilities of the faculty position, including but not limited to (1) failure to comply with a lawful directive of the Chair, Dean, or UTHSC Vice Chancellor for Academic Affairs with respect to the faculty member’s duties or responsibilities; or (2) inability to perform an essential function of the faculty position, given reasonable accommodation, if requested.

**This rating is a negative rating.** A faculty member whose performance is rated as “Unsatisfactory for Rank” is not eligible for any salary adjustment. The Dean must immediately notify the UTHSC Chief Academic Officer of all faculty members whose performance is rated as Unsatisfactory for Rank.

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Actions required for faculty members who receive a rating of Unsatisfactory for Rank vary by tenure status, as noted below.

- a. Tenured faculty – A rating of Unsatisfactory for Rank for a tenured faculty member requires an Enhanced Post-Tenure Performance Review.
- b. Tenure-track faculty – A tenure-track faculty member who receives a rating of Unsatisfactory for Rank is required to implement an Annual Review Improvement Plan, unless the faculty member receives a notice of non-renewal of his or her reappointment as provided in §4.16.3 or is undergoing the process for termination of a faculty member for adequate cause.
- c. Non-tenure track faculty – The Chair or relevant supervisor may and in the case of a multi-year appointment with at least one year remaining in the appointment period; must, recommend an improvement plan to correct areas of poor performance for a non-tenure track faculty member who receives a rating of Unsatisfactory for Rank as provided in § 5.3.4. Alternatively, the Chair or supervisor may recommend non-renewal of the appointment at its conclusion (see Section 5.4) the Chair or relevant supervisor may recommend non-renewal of the non-tenure track faculty member's appointment for the upcoming year (or other appointment period if the appointment is a multi-year appointment with a term in addition to the upcoming year remaining in the appointment period) or termination for adequate cause. Prior to issuing a reappointment letter for the coming fiscal/academic year for any non-tenure track faculty member who receives a rating of Unsatisfactory for Rank, the Chair should consult with the Dean and contact the UTHSC Chief Academic Officer.



## Addendum 2

### UTHSC FACULTY SENATE

### RESOLUTION SUPPORTING MULTI-YEAR

### NON-TENURE TRACK FACULTY APPOINTMENTS

MAY 9, 2023

Whereas, greater than  $\frac{3}{4}$  of UTHSC faculty appoints are now non-tenure track; and

Whereas, nearly all current appointments are for one year only; and

Whereas, such limited appointments are adversely affecting recruitment of quality faculty candidates to the campus; and

Whereas, the CAO's office has agreed to the procedural changes noted below to ensure that proper notice of non-renewal is made in a timely manner (3, 6 or 9 months depending on appointment length); and

- a) post non-tenure track notification information centrally in a manner that we currently do for notifications about the tenure track probationary period
- b) send reminders to department chairs and FAWG members as dates draw near for non-renewals (at one or two months prior to when an appointment would need to be non-renewed to avoid an additional payout beyond the expiration of the current appointment).
- c) add a check off box to the APPR report in Digital Measures indicating that the chair/division chief has discussed the length of appointment and

when necessary its non-renewal with the non-tenure track faculty member during each annual APPR.

Whereas, the availability of non-tenure track faculty appointments of up to three years will become available to newly recruited and existing faculty at the dean of the college's discretion; and

Whereas, this change, if approved by the Board of Trustees will significantly improve overall faculty recruiting and quality; and

Whereas, only revisions distributed to Senate members for its 5-9-23 meeting, i.e., not the entire texts of section 5, Section 6 and Appendix J, are being considered and voted upon; and

Whereas, the Faculty Senate Executive Committee recommends passage of the revisions noted;

Therefore, be it resolved that given the limited revisions to Section 5, Section 6 and Appendix J noted above, and the procedural additions on notice of renewal be implemented, the UTHSC Faculty Senate accepts this resolution.

The Faculty Senate also expresses its gratitude to all members of the Administration who worked assiduously to achieve this positive revision to the UTHSC Faculty Handbook.

## Addendum 3

**4-15-23 Distributed to Handbook Com. suggesting distribution to FSEC**  
**Distributed to FSEC members**  
**4-18-23 Ammended (red text) version of Revised Order passed by FSEC**  
**Distributed to Senate members for discussion and disposition**

### **Revised Order:**

#### **Section 10. Annual Senate Business Meeting**

- Approval of minutes, correspondence, and announcements
- Chancellor's address
- **Election of the president-elect and secretary**
- Senate President's annual report
- Expressions of gratitude for services to the Senate (including retired and departed individuals)
- Presentation of Senate awards
- Installation of new senators
- Transition of the gavel to the President-elect
- Adjournment

#### **Section 10. Annual Faculty and Senate Business Meetings**

In June, UTHSC faculty members are invited to the Annual Faculty Senate Business Meeting, ~~which immediately precedes the annual Senate business meeting~~. The Senate President presides over this meeting.

#### **10.1. Order of Business of at the Annual Faculty -Senate Business Meeting**

The following items constitute the normal agenda: approval of minutes, correspondence, and announcements, Chancellor's address, election of the Senate president-elect and secretary, Senate President's annual report, expressions of gratitude for services to the Senate (including retired and departed individuals), presentation of Senate awards, instillation of new senators, transition of the gavel to the President-elect, and adjournment.

### 10.2. Election of the President-elect and Secretary

The outgoing President presides over the election, which is by secret ballot. The President presents the slate of officers nominated by the Executive Committee, any other nominees, and then asks for nominations from the floor. An electronic poll is performed, and the results announced. The Secretary may also receive ballots from other campuses by email when necessary.

### ~~10.1. Order of Business of the Annual Senate Business Meeting~~

~~The current President presides over the annual business meeting. The order of business is ordinarily the following: approval of minutes, correspondence, and announcements followed by:~~

#### ~~10.23. Annual Report Preparation, Distribution, and Presentation to the Faculty~~

Two weeks prior to the annual Annual faculty Faculty Senate Business meeting Meeting, the chairs of each standing committee will submit a report of the year's activities and accomplishments for their committee to the Senate President. These reports form the basis of the President's annual report to the faculty. The President presents a summary of the annual report to the faculty at the annual Annual Faculty Senate Business meeting Meeting. The committee reports, president's annual report and slides (if available) are appended to the meeting minutes. The annual report is also submitted to the University Faculty Council as requested.

### **10.3.a. Annual Report Format**

The President's annual report contains the following information: officers of the Faculty Senate; members of the FSEC; standing and special committee members and officers; campus and System committees on which the Faculty Senate was represented and identities of the appointed representatives; actions and resolutions taken by the Faculty Senate; summary of standing committee accomplishments; and recognition of the contributions made by support staff members, committee members, and senators.

### **10.4. Preservation of Records**

Records of yearly activities, minutes of the Faculty Senate Executive Committee, and Faculty Senate meetings are compiled each year. Permanent copies are kept by all Senate officers. A cumulative record, containing FSEC and Senate Minutes and documents, is maintained on an external drive by the Secretary who passes it on to the next secretary at the ~~business Annual Faculty Senate Business Meeting~~ meeting analogous to passing of the Senate gavel. It is recommended that officers preserve all of their emails associated with Senate activities.

### ~~10.1.a. Installation of New Senators~~

~~The President asks the newly elected senators to stand and welcomes them to the Faculty Senate.~~

### ~~10.1.b. Election of the President-elect and Secretary~~

~~The outgoing President presides over the election, which is by secret ballot. The President presents the slate of officers nominated by the Executive Committee, any other nominees, and then asks for nominations from the floor. An electronic poll is performed, and the results announced. The Secretary may also receive ballots from other campuses by email when necessary.~~

## **10.5. Honors and Recognition**

### **10.5.a. Administrator of the Year**

The awardee is selected by a majority vote of the FSEC with the concurrence of the full Senate. Nomination is based on tangible sustained support of the Faculty Senate, outstanding service to UTHSC, proven qualities of leadership, and not having received the Award within the past five (5) years. A plaque is presented at the ~~annual business meeting~~Annual Faculty Senate Business Meeting.

#### **10.5.b. Faculty Senator of the Year**

The senator awardee is selected by a majority vote of the FSEC with the concurrence of the full Senate. Nominations are based on senate membership, outstanding service to and through the UTHSC Faculty Senate, proven qualities of leadership, and not having received the Award within the past five years. FSEC nominees will ~~absent themselves~~be absent during discussion and voting by the FSEC. A plaque is presented at the ~~annual business meeting~~Annual Faculty Senate Business Meeting.

#### **10.5.c. Presidential Citation**

Awardee is selected by the Senate President. Citation may be awarded to any individual, section, service, or department, in appreciation of significant contribution(s) to the Senate. A smaller plaque is presented at the ~~annual business meeting~~Annual Faculty Senate Business Meeting.

#### **10.5.d. Exceptional Meritorious Achievement**

The awardee(s) is/are selected by a majority vote of the FSEC with the concurrence of the full Senate. Awardee may be member of the UT faculty, administration, staff, or student body that has contributed significantly to the accomplishment of mission, and goals of the UTHSC Faculty Senate. A certificate is presented at the ~~annual business meeting~~Annual Faculty Senate Business Meeting.

#### **10.5.e. Certificate of Appreciation**

The awardee(s) is/are selected by a majority vote of the FSEC with the concurrence of the full Senate. May be awarded to any individual, section, service, or department in appreciation of significant contribution(s) to the Senate. A smaller certificate is presented at the ~~annual business meeting~~Annual Faculty Senate

Business Meeting. Any member of the FSEC or full Senate may forward a nomination to the Secretary of the Senate who will forward it on to the FSEC for consideration.

### 10.1-a6. Installation of New Senators

The President asks the newly elected senators to stand and welcomes them to the Faculty Senate.

### 10-7 President Transition of Office

After the instillation of new senators, at the Annual Faculty and Senate Meeting, the gavel is passed on to the President-elect who recognizes the contributions of the President during the year.

~~10.1-e8~~. Unfinished Business

~~10.1-d9~~. New business Announcement of the next meeting

~~10.1-e10~~. Adjournment

Table of Contents must be updated to reflect the changes noted above.

## Addendum 4

**4-11-23 distribute 8-31-22 tie vote revision to Handbook Com for revision**

**4-13-23 Richard Smith Revision – email discussion**

**4-13-23 McCarthy Revision – email discussion**

**4-14-23 Two versions distributed to Handbook Com for vote**

**4-14-23 Handbook Com vote in favor of recommending Version #1**

**Distributed to FSEC members**

**4-18-23 Continued voting Approved by FSEC**

**Distributed to Faculty Senate for discussion and disposition**

### **3.2. Election of Senators and Terms of Office**

Senate members are elected during March-April and take office on July 1. The Faculty Senate Executive Committee (FSEC) representatives are elected by senators of the various colleges between April 1 and May 1 and take office on July 1. New officers (i.e., Secretary and President-elect) of the Faculty Senate are elected at the Annual Faculty Senate Business Meeting and take office on July 1. Their terms expire on June 30 of the following year.

## **SECTION 4. FACULTY SENATE OFFICERS**

### **4.1. Nominations for President-elect and Secretary**

Neither the current President nor the immediate Past President may be nominated as President-elect. The President, Secretary, and President-elect devote approximately 20% of their effort to Senate activities and are expected to be credited for it during their Annual Performance and Planning Review. Ideally the three candidates would come from different colleges.

### **4.2. Election of Officers**

At least ten (10) days prior to the Annual Faculty Senate Business Meeting, the Secretary distributes the slate of candidates nominated by the Executive Committee along with their biographical sketches.



The biographical sketch written by each candidate is limited to one page.

At the Annual Faculty Senate Business Meeting, a senator may make a nomination from the floor. The nomination must be seconded by a senator other than the nominee. A senator who expects to be nominated from the floor may prepare a formatted biographical sketch for distribution after the nominations for both offices are closed.

#### 4.3. Tie Votes

If no candidate receives greater than fifty percent (50%) of the votes cast, a run-off election will immediately follow the initial election. The run-off election(s) slate(s) will consist of the two candidates with the highest number of votes in the first election. If there are more than two candidates due to a multiple tie, then successive voting rounds will continue until only two candidates remain due to elimination of others. At that point, a run-off election between the two remaining candidates will occur, the winner receiving a **simple majority** of the votes cast. **In the case of a tie vote, voting will continue until one candidate or the other prevails.** Abstaining votes are not counted or considered in determining a majority vote. All run-off elections will occur during the Annual Faculty Senate Business Meeting. Voting is restricted to senators during their terms at the time of the election.

#### 4.4. President Transition of Office

After the instillation of new senators, at the Annual Faculty Senate Business Meeting, the gavel is passed on to the President-elect who recognizes the contributions of the President during the year. The President-elect assumes the office of President on July 1 at which time the current President becomes the Past President.

## Addendum 5

- Multi-year Appointment Resolution (Addendum 2)
  - Poll #2
    - Poll Everywhere vote:
      - Approve: 99% (66/67)
      - Do not approve: 1% (1/67)
      - Abstain: 0% (0/67)
- Order of Business for the Annual Senate Business Meeting – Section 10 (Addendum 3)
  - Poll #3
    - Poll Everywhere vote:
      - Approve: 97% (65/67)
      - Do not approve: 1% (1/67)
      - Abstain: 1% (1/67)
- Tie Votes – Section 4.3 (Addendum 4)
  - Poll #4
    - Poll Everywhere vote:
      - Approve: 98% (63/64)
      - Do not approve: 1% (1/64)
      - Abstain: 0% (0/64)
- Voting for Senate Awards
  - Senator of Year: Poll #5
    - Poll Everywhere vote:
      - Dr. Karen Derefinko: 60% (36/60)
      - Dr. Yanhui Zhang: 40% (24/60)
  - Administrator of the Year: Poll #6
    - Poll Everywhere vote:
      - Chancellor Peter Buckley: 53% (30/57)
      - Dan Harder, Chief Information Officer: 47% (27/57)