UT Health Science Center

FACULTY SENATE

GEB A204   September 10, 2019   4:00 PM

Recording available: https://mediaserver.uthsc.edu/uthscms/Catalog/catalogs/tflorence-2019

Present: William Callahan, Ricketta Clark, Terry Cooper, Theodore (Ted) Cory, Marion Donohoe, Ioannis Dragatsis, Lori Gonzalez Margaret Hartig, Michael Herr III, Jianxiong Jiang, Sharon Little, Jillian McCarthy-Maeder (zoom), Emma Murray, Tayebeh Pourmotabbed, Laura Reed, Phyllis Richey, Cindy Russell, Reese Scroggs, Wen Lin Sun, Fridtjof Thomas

Absent: Vrushali Abhyankar, Pam Albin, Kristen Bettin, Shiva Bonn, Beth Choby, Shawna Clark, Wanda Claro-Woodruff, Jody Clemmons, Dawson Colvert, George Cook, William Dabbs, Alicia Diaz-Thomas, Martin Donaldson, Tammam El-Abiad, Mary Erckson, Meiyun Fan, Peter Fischer, Geoffrey Goodin, Oscar Grandas, Laura Grese, Bruce Hamilton, Margaret Harvey, Penny Head, Kirk Hevener, Kenneth Hohmeier, Vinay Jain, Robert Jean, Jerry Jones Jr, Vijay Joshi, Dipen Kadaria, James Woodfin Kennedy, Ramesh Krishnan, Stephanie Lancaster, Mack Land, Jennifer Langford, Chris Ledbetter, Yehoshua Levine, Sam Li, Morgan Lisner, Jeff Lowder, Charrise Madlock-Brown, Nawajes Mandal, Tracy McClinton, Elisha McCoy, Mike McDonald, Myra Meekins, Junaith Mohamed, Megan Mulligan, Ramesh Narayanan, Frank Park, Debendra Pattanaik, Ranjit, Philip, Ashekia Pinckney, PJ Koltnow, Will Pledger, RK Rao, Shaun Rowe, Nadeem Shafi, Jacki Sharp, Anthony Sheyn, Omer Siddiqui, Richard Smith, Christina Spivey, Helmut Steinberg, Michelle Surbrook, Claudio Tombazzi, Kwame Torgbe, Kirkumar Upadhyay, Jason Vanatta, Jaqueline Venturin, Shelley White-Means, Regan Williams, Thad Wilson, Neeraja Yedlapati, Anne Zachary, Yanhui.

Meeting called to order at 16:05 hours CST

- Approval of Minutes

  - Minutes for the June 11, 2019 meeting were approved unanimously.

- Announcements

  - Faculty Senate elected officers and the Vice Chancellor and Assistant Vice Chancellor for Academic, Faculty, and Student Affairs introduced.
  - Welcome to New Senators: 38 new senators elected this year- there will be a New Senator Orientation session on September 25, 2019 from 12-2 PM. Lunch will be provided
  - Review and Update of Faculty Senate Committees including their responsibilities, chairs, and membership.

- Campus Advisory Board Meeting Report- Terry Cooper presented an overview of the establishment, board members, and the function of the Campus Advisory Board. An orientation meeting was held. Dr. Brown presented the strategic campus plan and outline the distribution of funds for the upcoming building projects. Minutes are on university website and can be accessed through senate webpage. Next meeting is September 30, 2019. It is an open meeting and it will be recorded.
- Faculty Senate President and the Chancellor meet monthly to discuss issues important to the senate. Please let Dr. Hartig know if you have discussion points to bring forward.
- Digital Measures- Sign up are currently ongoing to find out about Digital Measures that will be used for evaluation in January 2020. Dr. Russell will be happy to meet with any groups to discuss. Some basic information is automatically uploaded. No papers/publications are uploaded. No API connecting systems to enter publications/citations.
- CHIPS Faculty Development- CHIPS Development opportunities are found in daily update.

- New Business

  - Research Committee Resolution: Resolution submitted to redefine the activities of the research committee regarding grant reviews. The resolution will be sent out for an electronic vote next week.

    Action taken: None- resolution will be sent out for electronic vote.

  - Handbook Revision Process: Terry Cooper presented the process for making changes to the handbook. Feedback on process should be given to Dr. Cooper.

    Action taken: None. Please direct feedback to Dr. Cooper.

  - New Faculty Senator Orientation: Will be held on September 25, 2019, 12 PM- 2 PM. Lunch will be provided. Will discuss the responsibilities of the senate. Invitation will be forthcoming. Everyone is invited to participate.

    Action taken: None

  - Communication: Open to ways to formalize communication with college constituents. Any suggestions for ways to communicate more effectively are welcome.

    Action taken: None

  - Promotion and Tenure Debrief Session: Debrief session was held. Areas of improvement and ways to address concerns were discussed. Dr. Russell will be creating a Blackboard site with include this information. The site will be open for self-enrollment. Another session will be held on September 25, 2019 in GEB A202. Please plan to attend.

Action taken: Faculty senate has been challenged to evaluate the scoring metric for appropriateness.

- Parking for Faculty Senate Meetings- There is interest in obtaining parking passes for those senators who must come to campus from other locations.

  Action taken: Dr. Hartig will ask about parking passes

- New Location for Faculty Senate Meeting-. Considering 910/920/930 building and arranging for parking

  Action taken: Dr. Hartig is looking into available meeting spaces in the 910/920/930 buildings.

- Old Business

  None

- Next full Faculty Senate meeting: October 8, 2019 from 4-5 p.m. in GEB A204.
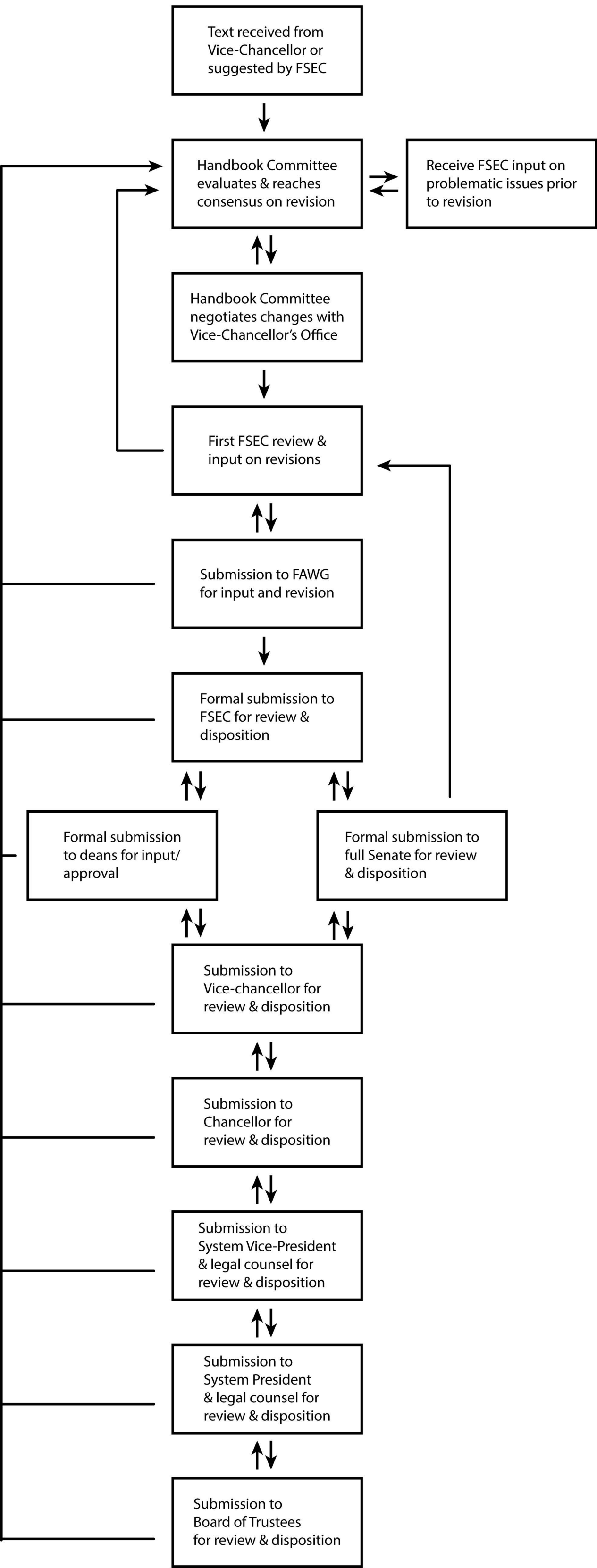
There being no other business, the meeting was adjourned at 1655 hours CST.

Respectfully submitted,

Laura Reed, DNP, APRN, FNP-BC

Faculty Senate Secretary

Path for Faculty Handbook Revision Approval

Text received from Vice-Chancellor or suggested by FSEC

Handbook Committee evaluates & reaches consensus on revision

Receive FSEC input on problematic issues prior to revision

Handbook Committee negotiates changes with Vice-Chancellor's Office

First FSEC review & input on revisions

Submission to FAWG for input and revision

Formal submission to FSEC for review & disposition

Formal submission to deans for input/approval

Formal submission to full Senate for review & disposition

Submission to Vice-chancellor for review & disposition

Submission to Chancellor for review & disposition

Submission to System Vice-President & legal counsel for review & disposition

Submission to System President & legal counsel for review & disposition

Submission to Board of Trustees for review & disposition

Some of the new FSEC members and senators may not be familiar with the course taken by Faculty Handbook policies and revisions as they are developed and move through the successive steps required for approval and implementation. Therefore, the purpose of this document is to provide a description of the process. As will become evident, there are multiple opportunities to weigh in on and revise the texts as they go forward through the multiple levels of approval because no proposal may go forward to the Administration without a majority positive vote by the FSEC and then the full Senate.

Step 1. Text Source & First Review by Handbook Committee:
All members of the Handbook Committee are provided with the text of the policy to be discussed. This occurs prior to the Handbook Committee meeting, thereby allowing time for individual Committee members to form their own opinions about changes that are or are not needed. Depending on the specific circumstances, the text may come directly from the. At others, such as the Grievance Chapter (Chapter 7), the text outline comes from University Counsel or System Vice-President via Vice-Chancellor or Associate Vice-Chancellor and is assembled into handbook text (with rigorous documentation of text sources) by the Committee Chair). The Committee then discusses the proposed changes or proposes those they have individually developed. This is all done in the absence of Administration personnel. When possible, the Committee reaches a consensus view of the proposed revisions before presenting them to the Vice Chancellor's Office for negotiation. This approach permits the Committee to achieve a more unified position when the Committee meets to negotiate with the Vice Chancellor's Office. After the initial Handbook Committee meeting is concluded, the Chair circulates (via email) the changes agreed upon, solicits any additional changes and highlights any problematic areas. Any potentially problematic areas are referred to the FSEC for their input and most often a vote. The document is then returned to the Handbook Committee where the inputs are combined. [Parenthetically, in the case of Senate Bylaw revisions, the potentially problematic areas were first solicited from the FSEC membership before the Committee first discussed them.]

Step 2. First Review by the Administration:
The Handbook Committee discusses the changes and negotiates them with the Vice-Chancellor's Office and University Counsel. Having University Counsel present in some of the Handbook meetings is a great advantage because s/he makes the initial "go/no go" decision on whether the UT System Administration in Knoxville will accept the proposed policies or revisions. As such, it is better to engage his/her input/negotiation before going through the following approval steps only to repeat them again if s/he subsequently does not approve the text.

Step 3. First FSEC Review:
After the Handbook Committee meets with the Vice-Chancellor's Office and considers/responds to the meeting's outcomes, the resulting text or a section of it is distributed to the FSEC to obtain their input. If the text is accepted, it can move onto the next step of approval. If FSEC members have any serious disagreement with provisions of the text, their input is gathered and returned with the text to Step 1. It is important to note that these first three steps may occur repeatedly before moving onto Step 4. At times during this process, the Committee Chair may meet with the Vice-Chancellor's Office to gather or provide more detail about changes requested by either group or the reasoning upon which they are based to facilitate moving the overall process forward. These meetings have been authorized by an FSEC vote supporting them. No conclusions emanate from these meetings, they are exclusively informational.

Step 4. Second Level of Review by the FAWG (Faculty Affairs Working Group):
Once the Handbook Committee, FSEC and Vice-Chancellor's Office reach a tentative consensus, the Associate Vice-Chancellor distributes the text to the FAWG group members (college assistant/associate deans) for discussion and their input. As this occurs, the text is also again presented to the FSEC for its review. These distributions may be made in sections of the text or in toto depending on its length and complexity. If either group request changes, a new round of text development and review occurs (most often beginning at Step 1 unless text changes occur during the FSEC review of the proposed text). Up to the conclusion of this step, all texts and exchanges of information are considered informal.

Step 5. FSEC & Review and Disposition of Text:
Once consensus occurs at all of the above steps, a complete proposed text is formally presented to the FSEC for review, and disposition. If there is majority support for the text, the FSEC can authorize forwarding the policy or revisions to the full Faculty Senate for review and disposition. If the vote is negative, or fails to be largely positive, the Handbook Committee receives the FSEC input and the above process repeats itself again beginning at Step 1.

Step 6. Senate and Deans Reviews:

When FSEC approval is achieved, the document is presented to the full Faculty Senate for review and disposition. Either during or after the Senate review, the document will be presented via the Vice-Chancellor's Office, to the college deans for their input. If problems arise during the Senate, or deans' reviews, the negotiations are reinitiated beginning at Step 1. [Parenthetically, there have been occasions where the Senate has received critical positive support by the Vice-Chancellor negotiating with the deans.] The document will go through the steps just outlined above until the Vice-Chancellor, deans, FSEC and Senate all accept the proposed changes. In most cases the Handbook Committee attempts to iron out problematic areas before the Senate and deans are asked for their formal review and disposition.

7. Approval by the Vice Chancellor and Chancellor:

Once the text clears the Senate and deans, it is forwarded from the Vice-Chancellor's Office, which must formally approve the changes, to the Chancellor for his review and disposition.

8. Initial System Review:

In the case of a positive disposition from the Chancellor, the document is sent to the UT System Vice-President's Office for the initial System review (usually by the Vice-President and one or more of the System's legal staff). During and thereafter, the text is reviewed by the Legal Counsel and Secretary of the Board of Trustees.

9. Formal Review by System Lawyers and University President:

If approved by Legal Counsel and Secretary of the Board of Trustees, the approved text is submitted to the University President for his/her disposition.

10. Board of Trustees Review, Disposition and Implementation:

If the President approves the document, it is sent to the Board of Trustees Education Research and Service Committee via the Secretary of the Board of Trustees, for review and disposition. The System administration may reject or modify any revision it deems necessary. Again, the Vice-Chancellor's Office, working with the Handbook Committee, tries to iron out problems before such rejection occurs. As one might surmise, there is a good deal of back and forth discussion between the Vice-Chancellor's Office and System personnel throughout the above processes. If the document is approved by the Education, Research and Service Committee, it is placed on the consent agenda of the full Board. In most, but not all cases, the full Board will approve it. If that occurs, the policy immediately becomes binding on the University Community unless the Board specifically designates a future date for the policy to become active. If, on the other hand, the Board rejects it, they can make changes themselves, or send it back to the campus with comments for reworking, whereupon the whole course would begin again. The Board's decisions, however, are final.

11. Board Generated Policies:

The Board may also initiate policy itself. In that case (e.g. post-tenure review), a "template" is usually sent to all campuses (UTK, Martin Chattanooga, and UTHSC) and on to the Handbook Committee. The Handbook Committee and campus then work within that template tailoring it to the specific requirements and situations encountered on the given campus. The campuses and their environments are very different. This is achieved by the processes described above.

12. Privileged Information:

The Handbook Committee is careful in the handling of draft texts. Multiple texts floating around in the campus faculty or administration, especially when they are controversial and/or later abandoned, can potentially and needlessly cause significant dissension and poison the interactions/negotiations between the Administration and Senate. Negotiations at all levels require a significant element of trust. Without it the endeavor grinds to an unfortunate halt. However, with the trust there must also be accountability and verification. In the final analysis, only the full Senate, most senior administrators and Board of Trustees decide acceptance or rejection. No one else.

Success requires transparency, reasonable, and defendable arguments based on facts and justified experience. As evident by the above descriptions, the entire process and its efficiency is most facilitated by informal, informational discussions up and down the course of review searching for a mutually acceptable middle ground. Working together, however, the Handbook Committee, FSEC, Senate and Vice Chancellor's Office have enjoyed much success over the past 2.5 years as a result of their efforts. The attached list of approved policies enumerates the first ones to appear on Board of Trustees Agendas and achieve approval since 2010.