

Faculty Senate Minutes

Signal Mountain Room, University Center, 3:10 p.m.

1 December 2011

<u>Division</u>	<u>Present</u>	<u>Absent</u>
President	Victoria Steinberg	
Past-President	Pedro Campa	
At Large	Susan North, Colleen Harris, Mike Bell, Shela Van Ness, Lyn Miles,	Richard Metzger
Lecturer	Andrea Becksvort	
Adjunct	TBD	
Behavioral Sciences		Barbara Medley, Zibin Guo, David Ross
Business Adm.	Lisa Burke, Marsha Scheidt, Greg Thibadoux	
Eng & Comp Sci	Jim Hiestand, Claire McCullough, Mbakisya Onyango	
Fine Arts		Kenyon Wilson, Gaye Jeffers,
CHEPS	Kay Cowan; David Rausch	Deborah McAllister, Barry Dale; Jamie Harvey
Humanities	Ralph Covino, Verbie Prevost,	Heather Palmer, Abbie Ventura
Library	Beverly Kutz	
Math & Sciences	Sumith Gunasekera, John "Matt" Matthews	Hill Craddock
Ex-Officio	Phil Oldham, Theresa Liedtka,	Roger Brown, Jocelyn Sanders, Richard Brown, John Delaney
SGA Liaison	Evan Williams	

Also present were: Linda Orth, Terry Denniston, Dr. Felicia Sturzer, Dr. Lynn Purkey, Dr. Josh Davies, Dr. Herb Burhenn, Dr. Richard Apgar, Dr. Ed Rozema, and Dr. Fran Bender

Meeting highlights:

- The Senate endorsed the UTC Faculty and Family Leave Policy and Procedure and UTC Course Banking Guidelines as working drafts, with the proviso that the amended final drafts come back to the body for full endorsement.

- The Provost's office will send the Handbook Committee the current financial exigency policy so the Senate can make the recommendation to include a retrenchment policy which would go into effect prior to exigency, per the Handbook Committee's discussions at the UT System level.
 - The body voted to ask the deans to make public the rubrics and metrics used to determine merit pay distribution.
 - The body voted to ask the Budget and Economic Status Committee to look into issues of faculty gender equity at UTC.
1. **Call to Order.** The meeting was called to order at 3:12p.m. by President Victoria Steinberg.
 2. **Approval of Minutes.** The minutes of 17 November 2011 were amended to include the word "delete" with regards to the Handbook action item. With that amendment, Dr. Pedro Campa moved that the minutes be approved, Professor Beverly Kutz seconded the motion, and the minutes were approved by voice vote as amended.

New Business

1. Curriculum Committee Proposals – Dr. Ed Rozema

The Curriculum Committee brought forth the curriculum proposals. Dr. Jim Hiestand asked whether proposal -002 where the proposal notes "a C or better" should say "A C in better in each". This was taken as a friendly amendment by Professor Michael Douglas in Business. Dr. Jim Hiestand also asked whether in proposal -003 the UTeach 1030 would replace or be in addition to 1010 and 1020. Dr. Steve Kuhn noted that 1030 is in addition to the others. Professor Colleen Harris moved to vote on the proposals as a block including Dr. Hiestand's friendly amendment to -002; Dr. David Rausch seconded the motion. The motion passed with 16 ayes and one abstention.

2. UTC Faculty and Family Leave Policy and Procedure, and UTC Course Banking Guidelines – Provost Phil Oldham.

President Victoria Steinberg noted that members of the committee who worked on this document included herself, Dr. Andrea Becksvoort, Dan Webb, Phillip Johnston, Deborah Hyde, and Courtney Hoss.

Provost Phil Oldham said this is the first policy moving through the process discussed earlier in the year when Ms. Hoss attended the Senate meeting. These two policies are the first to come up through Academic Affairs, and such policies will be reviewed by Faculty Senate, Dean's Council, and occasionally the Graduate Council if relevant. Once the policy is reviewed through those channels, it moves to the executive Team's review, and the Chancellor will sign off on the final policy. The Provost noted that the policies under discussion today fit into the system level

since the Board of Trustees has established certain overarching policies that UTC policy would not circumvent.

Dr. Jim Hiestand noted that in the past, the situations covered by these policies have been handled informally with little to no result, and wanted to know if this was serious. The Provost noted that this policy offers the opportunity for course releases to happen, and a mechanism for how deans and department heads can work with faculty to meet needs, but granting such release is not required. In the UT System, 9 month faculty do not accrue personal leave, and we have attempted to be humane about it. This policy allows for advance planning and flexibility.

Dr. Victoria Steinberg noted that this helps faculty trying to plan a family and choreographing leave, and since the faculty have noted irregularities between how different colleges and departments handle the leave situation, this attempts to create a fair playing field. She noted it also allows the faculty member to go to Human resources for a private discussion and circumvents office strangeness and gossip while keeping faculty private concerns private.

Dr. Hiestand gave a hypothetical example and asked if, for instance, he taught an overload and wanted to be paid for it, could the dean deny that request and force him to take later release time? The Provost said yes, but that they can also do that now. Dr. Ralph Covino asked about the timeline for the policy, and whether it was likely to be in force so that faculty could bank courses taught this summer; the Provost said he thought it likely. Dr. Covino noted that there is a cap on teaching summer school courses which is now at two courses, and asked if this banking policy would allow the cap to be raised to 3 to allow faculty to bank a course. The Provost said there was no current cap on teaching summer courses, Dean Burhenn clarified that the cap is that faculty will only be *paid* to teach two courses. The Provost further clarified that such a cap is a departmental policy, not an administrative one.

Dr. Lisa Burke noted that she sent President Steinberg a number of comments on the policies, including that the current policy does not limit course banking to only Fall and Spring, as do other universities' policies of similar nature. Other universities also clarify that the course banking policy is intended to help faculty doing research and gives priority to assistant professors trying for tenure. Dr. Burke noted she also sent comments on the leave policy, noting that this is required since FMLA is law, and encouraged the committee to look into how healthcare costs would be collected so faculty healthcare does not lapse if they go into a leave without pay status. She also requested clarifications that administrators cannot call and give faculty on leave work, and thought the policy also needed an anti-retaliation provision. She noted that the three types of leave (unpaid 12 weeks, modified, or emergency) would need to be clarified since it will be important to put people in the right category; also, there was no wording to any effect requiring medical certification for leave. Professor Colleen Harris noted that some of Lisa's concerns are covered under the documents staff receive when they apply for FMLA, and asked whether the document under review would have to be considered in the context of those other documents outlining medical paperwork and other legal issues.

Dr. Pedro Campa noted that course banking directly impacts tasks and rewards for faculty, and asked if there was anything in the policy on thesis direction. Dr. Covino stated that the

Departmental Honors handbook clearly states that 24 hours of thesis departmental honors supervision (6 at 4 hours apiece) equal a course release, but that since the policy was enacted, no faculty member had gotten their earned release time. Dr. David Rausch stated that for programs on a year-round schedule, there is no such thing as a traditional summer terms, and that between that factor and dissertations, his program is looking at a load model, since for some faculty, their role in the dissertation committee is far more important than teaching basic seminars.

Dr. Victoria Steinberg noted that the question of leave is that in really small departments, leave is practically impossible when one or two faculty members provide an entire sector of the instruction, so they can bank leave but are never able to take it. Dr. Richard Apgar asked if there was any provision for smaller departments or units to hire replacement faculty while someone takes earned leave. Provost Oldham said these policies allow for hiring temporary replacements, and that the intent of the policy is not to be prescriptive but to give guidance, since almost every case is unique. The point is to have a way to deal with requests equitably, not in the same manner. The arrangements being made now are ad-hoc. Dr. Apgar said that since the policy defines a course as a typical 3 hour class, what about double courses, sections, and course billing, noting that there is slippage. The Provost agreed and said that if we tried to drill down to every possibility, no one would be happy with the policy, though he encouraged us to make suggestions for editing the policy. The policy under discussion does not preclude people from doing the wrong thing but it gives a framework for normalizing applications for course releases.

Dr. Pedro Campa moved to endorse the two documents as working drafts subject to modification. Dr. Claire McCullough seconded the motion. During discussion, Dr. Ralph Covino noted his support and asked that we include the proviso that the documents should return in their finished form prior to approval. Dr. Claire McCullough asked if a review mechanism would be built in, the Provost said that yes the requests would all require administrative review. Professor Colleen Harris noted that if the documents were to come back with the additional FMLA documents staff receive when they consider medical leave, it would be helpful to consider the documents with that additional context; there was general agreement. The motion for the Senate to endorse the documents as working drafts passed with 16 ayes and one abstention.

3. Faculty Handbook Committee – Dr. Ralph Covino

Dr. Covino noted that while the Handbook Committee had intended to bring forth a policy recommendation regarding financial exigency, India Lane at System noted that we cannot write such a policy or adapt UTK's retrenchment policy, but request that such be done at the administrative level. As such, Dr. Covino asked on behalf of the Committee that the Provost review the steps leading to exigency. Professor Colleen Harris noted that if the provost's office could send the current exigency policy in force, the Committee could add a retrenchment policy for the administration to consider pre-exigency. The Provost asked Deborah Hyde to send that policy to the committee. The Provost also noted that policy changes may indeed be initiated in the Senate by the body making a recommendation.

4. Other Business

There was no other business.

5. Member Concerns

President Vicki Steinberg asked Provost Oldham to speak on the recent raises that occurred for various faculty.

Dr. Lyn Miles moved to ask the Budget and Economic Status Committee to look into issues of gender equity at UTC. Dr. Claire McCullough seconded the motion, which passed with a unanimous voice vote.

6. Announcements

There were no announcements.

7. Adjournment

President Steinberg adjourned the meeting at 4:29p.m.