

FACULTY SENATE MINUTES

UTHSC Faculty Senate Meeting

Zoom Monthly Meeting
October 8, 2024

Attendance: (senators, administrators, and faculty)

Attending: Alex Schaller, Alicia Barnes, Alisa Haushalter, Anna Bukiya, April Hilsdon, Ashton Brooks, Ben Maddox, Blake Moore, Brett Wilson, Chalet Tan, Chandra D Alston, Cheran Elangovan, Cindy Russell, Dan Young, David Hamilton, David W Petersen, Dina Filiberto, Donna Lynch-Smith, Fatima Ahmed, Fuming Zhou, Hassan Almoazen, Helmut O Steinberg, Ioannis Dragatsis, Jaqueline D Venturin, Jayc Sedlmayr, Jeffry Bieber, Jess Wesberry, Jill Maples, Jillian McCarthy, Karen J Derefinko, Karine Guerrier, Katherine L March, Kevin William Freeman, Kim Carter, Laura T Reed, Laurentia Nodit, Laxmichaya Sawant, Lin Wu, Lisa Beasley, Marcia Sharp, Mary Erickson, Michelle Lynn Abramovitz, Myra M Meekins, Nikhil Gopal, Nina K Sublette, P. Roger DeVersa, Paul J Koltnow, Phyllis Richey, Rajashekhar Gangaraju, Ramesh Krishnan, Randall Watts, Rebecca B Reynolds, Rima Zahr, Sarah J Rhoads, Scott Hollis, Sharon Little, Stephanie Catherine Martinez, Stephen Rauls, Tauheed Ishrat, Tayebah Pourmotabbed, Ted Cory, Terrance G Cooper, Thaddeus A Wilson, Tim Barton, Tracy McClinton, Twisha Oza, Tyler Melton, Valarie Fleming, Vickie Baselski, Vrushali Abhyankar, Yanhui Zhang, Yi Lu, Ji Yochim, Zheng Fan

Faculty Senate Meeting

Meeting was called to order at 4:00 pm CDT/5:00 pm EDT

Presiding: Dr. Tracy McClinton, President

Business Discussion with Dr. Tracy McClinton

Discussion and Approval of the September 10, 2024, minutes

- The floor was opened for discussion of the September 10, 2024 meeting minutes. No edits were recommended. Dr. Donna Lynch-Smith motioned to accept the minutes as written. Motion was seconded by Dr. Raj Gangaraju.
- Poll Everywhere Vote:
 - Approve: 39
 - Do not approve: 0
 - Abstain: 0

Updated Committee Memberships and goals

- The floor was opened for discussion of the Updated Committee Memberships and goals. Dr. Terry Cooper Motioned to accept the resolution. Motion was seconded by Dr. Tayebah Pourmotabbed
- Poll Everywhere Vote:
 - Approve: 41

- Do not approve: 0
- Abstain: 0

Resolution of Gratitude (addendum A)

- The floor was opened for discussion of the Resolution of gratitude. Dr. Terry Cooper Motioned to accept the resolution. Motion was seconded by Dr. Karine Guerrier
- Poll Everywhere Vote: 40 votes
 - Approve: 35
 - Do not approve: 4
 - Abstain: 1

Discussion on Promotion and Tenure with Senior Associate Vice Chancellor Valarie Fleming (addendum B)

- Review of 2024 promotion and tenure cycle
 - Discussion on numbers for tenure and promotion for the past year
 - Large increase in recommendations from 2023 cycle
 - No negative recommendations for promotion
- Post tenure review 2023
 - Mandated by BOT
 - Completed February 24, 2024
 - 30 faculty reviewed
 - All 30 satisfied expectations for discipline and rank
 - Committees, CAOs, and Chancellor concurred with recommendations
 - 5 chairs received memos on improving departmental review
 - 2024 PTR has begun, will be utilizing digital measures
- 2024 Faculty Handbook
 - Now available online
 - First part of the handbook shows updates
 - Discussion on the importance of the faculty handbook
 - 2025 revisions in process
 - Office names, editorial revisions, external policies
- Questions
 - Request for College level data
 - Will be available on the faculty website

Discussion on inclement weather policy with Vice Chancellor Chandra Alston and Tim Barton (addendum C)

- Administrative Closure and Inclement Weather Policy
 - New category of closing “Suspension of On-Campus Operations”
 - Essential employees report to campus, everyone else works remotely, participate in professional development
 - On-campus classes are cancelled or moved to remote
 - Administrative closing
 - Essential employees report to campus
 - Employees granted time off
 - Policy is available through Campus safety website: Inclement weather/administrative closing
 - UTHSC ALERT system, banner on webpage, will be used to disseminate information
- Questions:
 - How do we communicate to staff if they are “Essential Employees”?

- Should be designated on their position description
- How is decision going to be made for what type of closure?
 - Whole campus/inclement weather: suspension of on campus operations
 - On campus operations will be the norm
 - Administrative closing if there are physical plant issues with closed buildings
 - May be targeted communications for different statuses for different buildings
 - Natural disasters likely to be considered administrative closures
- Can departments proactively have plans/activities in place for this?
 - Departments can start now to develop policies
- Is there a procedure for other campuses?
 - Other campus administrators have the authority to suspend on campus operations/administrative closure
- How does policy apply for faculty who have students at clinical sites?
 - Facilities not operated by UT Health Science Center follow policy from College/Program directors
 - Part of website to describe the process

New Business

- None

Announcements

- Thank you letter on FFA from Faculty Senate was sent to campus
 - Feedback was provided to Senate
- November meeting: Senior Associate Vice Chancellor Valarie Fleming to discuss COACHE survey
- Town hall meetings have been ongoing
- Thank you to everyone who participated in the Family Giving day, which met goal for giving

The meeting was adjourned at 4:54 pm CDT/5:54 pm EST.

Respectfully Submitted,
Dr. Ted Cory
Faculty Senate Secretary

Addendum A

Resolution in Gratitude

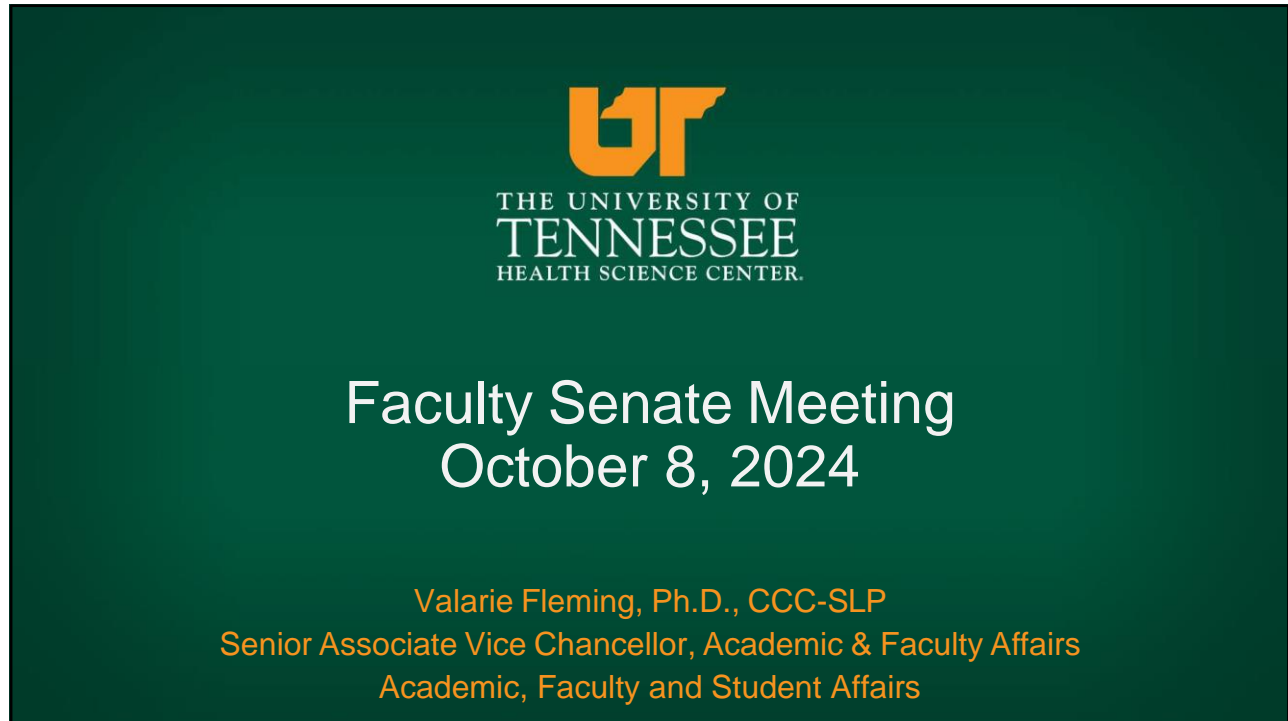
The University of Tennessee Health Science Center Faculty Senate expresses its gratitude to Chancellor Peter Buckley, Vice Chancellor Cindy Russell, Executive Vice Chancellor Raaj Kurapati, Vice Chancellor Paul Wesolowski, and the members of their staffs for the efforts they are expending to develop inclusive culture in which the Administration, Faculty and Staff are working together as a team moving the University of Tennessee Health Science Center into the future. The


- UT Oklahoma football tail gating party
- Individual college and campus town meetings
- Chancellor's Office Hours
- Inclusion of faculty and staff representation in high level administrative meetings
- Publishing minutes of high-level administrative meetings
- Faculty Senate Executive Committee Leadership reception
- Celebration of Promotion and Tenured Faculty

are firsts and deeply appreciated. They represent clear evidence of Dr. Buckley's commitment to and appreciation for his constituencies and genuine shared governance.

The Faculty Senate commits itself to working enthusiastically with the Administration to continued development of these inclusive objectives.

Addendum B




THE UNIVERSITY OF
TENNESSEE
HEALTH SCIENCE CENTER.

Faculty Senate Meeting October 8, 2024

Valarie Fleming, Ph.D., CCC-SLP
Senior Associate Vice Chancellor, Academic & Faculty Affairs
Academic, Faculty and Student Affairs

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Review of 2024 Promotion & Tenure Recommendations and Comparison to Prior Years

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This Year's Recommendations

• Promotion

- 10 – Assistant Professor
- 74 – Associate Professor
- 34 – Professor

• Tenure

- 6 – Tenure
- 2 of the 6 were for Early Tenure
- 2 were for more than one year prior to the end of the probationary period

• Combined Tenure and Promotion

- 2 – simultaneous promotion AND tenure

Comparison with Prior Years

• Notable

- 11% increase from last year in recommendations to Assistant Professor
- 164% increase from last year in recommendations to Associate Professor
- 161% increase from last year in recommendation to Professor
- No negative recommendations for promotion, same as last year

Post Tenure Review 2023 Recap

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POST TENURE REVIEW (PTR)

- Mandated by the BOT to begin in FY 20
- 2023 UTHSC Process
 - Initiated on April 6, 2023
 - Completed on February 24, 2024

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BY THE NUMBERS

Faculty Members Reviewed	30
Review Committee Members	69¹
Department Chairs/Division Chiefs	44²

¹ Twenty (20) faculty served on more than one committee

² Thirteen (13) chairs/chiefs had more than one faculty under review

OUTCOMES OF COMMITTEE REVIEWS

For all 30 faculty members reviewed, the committee reports indicated that:

- Faculty members satisfied the expectations for the faculty member's discipline and academic rank
- Faculty members' six (6) annual performance reviews satisfied the expectations of being reasonable, fair, accurate and high quality

OUTCOMES OF CHIEF ACADEMIC OFFICER REVIEWS

For all 30 faculty members reviewed, the CAO reports indicated that:

- CAO concurred with the reviews of the 30 faculty members
- Five (5) chairs received memos related to deficiencies in the departmental annual performance and planning review process

The Chancellor concurred with the CAO's recommendations.

2024 POST TENURE REVIEW

- Process officially began July 1
- Random selection occurred April 18, 2024
- 32 faculty selected from 4 colleges
- Process is underway

College	Eligible Faculty	Faculty Selected
Dentistry	4	2
Graduate Health Sciences	1	0
Health Professions	5	3
Medicine	53	25
Nursing	0	0
Pharmacy	5	2

2024 Faculty Handbook

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2024 Faculty Handbook

- Now available online
- Special thanks to the Faculty Senate Handbook Committee and the Faculty Senate Executive Committee

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2024 Faculty Handbook

- Provides updated procedures related to the implementation of UT System polices to support your faculty role.
- Reflects our commitment to ensure clarity on academic procedures, governance, and campus resources.
- Outlines essential procedures regarding tenure, promotion, grievance procedures, and more.
- Sets clear expectations for faculty behavior, responsibilities, teaching, and research practices.
- Serves as a legal document, it helps in protecting both the institution's rights and those of the faculty members.

2024 Faculty Handbook

- Ensures consistency across different departments and colleges within the university.
- When questions arise about university operations or academic policies, the handbook is often the first place to look.
- Helps in resolving disputes by providing defined channels for addressing issues.
- Familiarizing yourself with this handbook is crucial for maintaining the high standards of our institution.

Faculty Handbook – Future Revisions

- In process of preparing revisions for 2025 edition of the Faculty Handbook
- Administrative changes
 - Office names
 - Misc. editorial revisions
 - Updating external policy references and names
- Procedure reviews

QUESTIONS?

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Addendum C

Key Points for Faculty

- Understand and communicate to students and staff inclement weather expectations at affiliate locations.
- Plan inclement weather professional development time so staff can avoid using Annual Leave
- Ensure employees attribute time appropriately during suspension of on-campus operations (regular time)
- Post-docs may be essential staff members. Communicate clearly responsibilities during inclement weather

Administrative Closure and Inclement Weather Policy (HR0320-H)

- HR Policy HR0320-H updated
- Summary of Changes
 - Suspension of On-Campus Operations:
 - Essential employees report to campus
 - Employees work remotely or participate in professional development at their supervisor's direction
 - Employee work hours reported as regular time
 - On-campus classes cancelled or switch to remote
 - Employees unable to work remotely or participate in professional development must use Annual Leave
 - Administrative Closing (unchanged)
 - Essential employees report to campus
 - Employees granted time off with pay (UAC)
 - On-campus classes cancelled or switch to remote

Communicating Expectations

- *Administrative Closing and Inclement Weather* website
- Updated policy HR0320-H accessible through website
- Supervisors must coordinate expectations with staff
 - Remote work responsibilities
 - Professional development assignments
 - Work expectations and consequences for essential employees unable to meet responsibilities
 - Reporting Regular Time vs. UAC
- UTHSC Alert Notifications
 - Inform personnel of emergencies and the status of campus operations
 - Distributed via email, text and phone in the event of close
 - Will specify either *Suspension of On-Campus Operations* or *Administrative Closing*

