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Recommended Citation

Faculty Senate, "Faculty Senate - January 15, 2010 Faculty Affairs" (2010). *Minutes, Senate Committee Meetings*.

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**Minutes of the Faculty Senate, Faculty Affairs Committee
January 15, 2010**

Present: Steve Thomas (Chair), Roxanne Hovland, Mary McAlphin, Yang Zhong

Steve Thomas (Chair) called the meeting to order at 10:12 am in Room 650, Hodges Library

Minutes from meeting on November 4 and December 4 were reviewed and approved.

Discussion of the following action items

Agenda #4a (concerning changes to the “Best Practice” statement concerning non-tenure tract faculty or NNTF). R. Hovland raised the issue of who makes the final decision on hiring a NNTF. Specifically, what if a department head decides to hire while the college dean negates that decision. It turns out that the *Faculty Handbook* does address the appeal issue for NNTF. The committee agrees that the appeal process should be made clear to NNTF. After discussion on the proposed changes by Steve Thomas to the introductory paragraph for the NNTF document, the committee (after S. Thomas made the motion and M. McAlphin seconded the motion) approved the following changes in the NNTF document to be included in the “best practice” section of the *Manuel for Faculty Evaluation*:

In Section 2 of the NNTF document, the second sentence reads as “*This report recommends that all searches use a combination of national, regional, and local strategies to develop a pool of qualified candidates for lectured positions.*” After the change, the sentence reads as “*This report recommends that, when new lecturer positions are needed, searches use a combination of national, regional, and local strategies to develop a pool of qualified candidates for lectured positions.*”

The line in the Senior Lecturer Rank section of the current NNTF document reads: “*Promotion to the rank of senior lecturer may be accompanied by a renewable one-to-three year contract.*” After the change, the sentence reads as “*Promotion to the rank of senior lecturer may be accompanied by a renewable contract of up to three years.*”

Likewise, the wording in the section for distinguished lecturer is also changed to: “*Promotion to the rank of distinguished lecturer may be accompanied by a renewable contract of up to five years.*”

Agenda #4b. The following changes to the *Faculty Handbook* concerning ranks and titles for non-tenure track teaching faculty were approved (Y. Zhong made the motion and M. McAlphin seconded):

On page 37, in section 4.1.1, add “senior lecturer” between “lecturer” and “distinguished lecturer” in the list of ranks or titles for non-tenure track teaching faculty.

On page 38, in section 4.2.1, between the paragraphs for lecturer and distinguisher lecturer, insert the following paragraph:

“Senior lecturer: This rank is for those who hold a degree appropriate to their disciplines (or its professional equivalent) and who have demonstrated outstanding teaching at the rank of lecturer, normally through five or more years of service. A departmentally designated group of faculty will review and evaluate appointments to the rank of senior lecturer, in accordance with departmental and college bylaws.”

In the same section, change the distinguished lecturer paragraph, replacing the words “lecturer or above” with “senior lecturer,” and inserting the words “normally for a period of three to five years” at end of the first sentence, so it reads as follows:

“Distinguished lecturer: This rank is for those who hold a degree appropriate to their disciplines (or its professional equivalent) and who have demonstrated excellence in teaching at the rank of senior lecturer, normally for a period of three to five years. A departmentally designated group of faculty will review and evaluate appointments to the rank of distinguished lecturer, in accordance with departmental and college bylaws.”

Agenda #4c. The following changes were approved by the committee (after R. Hovland made the motion and M. McAlpin seconded it) to the *Faculty Handbook* concerning multiple-year contracts for non-tenure track faculty:

4.1.1 Non-Tenure-Track Teaching Positions (of the *Faculty Handbook*)

Replace the present second and third paragraphs in this section with this one paragraph.

“All initial non-tenure-track teaching appointments will be made at the rank of instructor for a definite term of one year or less. Appointments are renewable subject to availability of funds and satisfactory performance. Each lecturer must complete a reapplication process each year, preferably by March 1. Non-tenure-track teaching faculty promoted to the rank of senior lecturer or distinguished lecturer may have appointments lasting up to three years or five years, respectively, and must complete the reapplication process in the final year of their current contract.”

4.1.2 Non-Tenure-Track Research Positions (of the *Faculty Handbook*)

Amend second paragraph in this section, replacing the words “one year or less” with “up to five years” so that it read in full as:

“All non-tenure-track research appointments will be made for a definite term of up to five years, subject to continued availability of external

funding. Appointments are renewable subject to continued availability of external funding and satisfactory performance.”

4.1.3 Non-Tenure-Track Clinical Positions (of the *Faculty Handbook*)

Amend second paragraph on this section, replacing the words “one year or less” with “up to five years” so that it read in full as:

“All non-tenure-track clinical appointments will be made for a definite term of up to five years. Appointments are renewable subject to availability of funds and satisfactory performance.”

Agenda 4d. As for the issues involving Cumulative Performance Review process, Steve Thomas is still waiting for clarifications from Dr. S. Gardial and the General Counsel’s Office. Discussion of these issues will be at a future meeting.

S. Thomas checked the list of 10 recommended *Faculty Handbook* changes for academic year 2009-2010 by this committee. The bulk of the committee’s work has been completed for five of these issues while a sixth issue (Cumulative Performance Review) is awaiting further input from outside the committee. The committee will address to the two issues related to promotion at its next meeting.

Meeting adjourned at 11:10 am.

Respectfully submitted,

Yang Zhong