



**Faculty Senate
Minutes of the Executive Committee**

Presiding: Jeffrey G. Marchetta

Date: June 16, 2020

Secretary: R. Jeffrey Thieme (Secretary)

Members Present: Jeffrey G. Marchetta (President), Jill A. Dapremont (President-Elect), Thomas E. Banning (Past-President), R. Jeffrey Thieme (Secretary), Mark Sunderman (Parliamentarian), W. Pat Travis (At-Large), and Leigh Falls Holman (At-Large).

Members Absent: None

Guests: Senator Eugene Buder (Chair, Faculty Policies Committee) and Faculty Trustee David Kemme.

The meeting was held on Tuesday, June 16, 2020 via the Zoom video conferencing platform due to restrictions imposed in response to the COVID-19 global pandemic.

02.13.20.01 Call to Order

President Jeff Marchetta called the virtual meeting of the Executive Committee (EC) to order with a quorum at 2:29pm.

02.13.20.02 Approval of Agenda

The agenda was approved as written with the addition to New Business of discussion on possible motion of support for BLM (Black Lives Matter).

02.13.20.03 Approval of Minutes

The minutes of the May 12, 2020 EC meeting were approved as written.

02.13.20.04 President's Report

President's Council Update

President Jeff Marchetta reported that most of the council's work has already been made public in draft form. They discussed budget reduction proposals. The working groups are starting to release draft reports. The change in the academic calendar for the fall semester is final.

Past-President Tom Banning asked about faculty choice of online/on ground teaching formats. President Marchetta replied that he asked that the Senate be able to preview that work before

release. They are trying to make it so the guidance isn't overly prescriptive and incorporates flexibility at unit and department levels. He added that there are Title IX changes to the training requirements, but that they shouldn't affect faculty in a drastic way. Regarding athletics, sports will probably proceed. The question is whether and how they will be viewed.

President-Elect Jill Dapremont asked if faculty will need to be tested before returning to campus. President Marchetta responded that the issue has not been settled yet. It's hard to require things if you're unable to enforce them. Facemasks will be required. There will be a process in place for faculty to report noncompliant students.

Past-President Banning asked if facemasks will be distributed for free. President Marchetta responded that students will need to obtain their own masks. Employees will have a way to get PPE (personal protective equipment).

Senator Leigh Falls Holman asked about students with extenuating circumstances (can only read lips, pre-existing conditions). Will support be available? President Marchetta responded that they are considering using plexiglass masks or shields.

Senator Holman asked what would happen if they are too at-risk and can't attend? President Marchetta responded that nothing is final. The current thinking is that employees with documented conditions will request accommodations. Students will also request accommodations through disability resource services. He continued by reporting that he is working hard to protect faculty workloads. Faculty might have to prepare remote assignments for some students, but he's working to avoid it going too far. There will be many hybrid formatted classes. Current assessments are that with social distancing requirements, 25% of courses can be taught on ground. He's working to ensure that wording in the policies are not punitive towards faculty.

Secretary Jeff Thieme asked about the timing of policy releases. President Marchetta responded that they should be public by the end of this month. He continued by reporting that syllabi are going to be required to be posted at least two weeks before classes begin. Faculty will probably get guidance next week.

Budget Reductions Update

President Marchetta reported that there hasn't been much change in budget discussions. The state legislature is still working on the state budget. The University is projecting and planning for a 12% reduction. The University has a plan to handle the cuts without affecting employees. Also, administration has been told to expect the cuts to be semi-permanent (at least for the next couple years). The Faculty Senate (FS) will be involved in dealing with the budget cuts. New programs and underperforming programs will get a lot of scrutiny. New programs probably won't get approved.

Secretary Thieme asked about employee and faculty buyouts. President Marchetta responded that is only being discussed at the state level. The University isn't discussing that yet. New

positions won't be filled. College carryforwards will disappear. We're in better shape than other TN universities financially.

Parliamentarian Mark Sunderman asked if there has been any discussion of across the board salary cuts? President Marchetta responded that it came up quickly and was killed quickly. The University is still pursuing (Carnegie) R1 status and that could jeopardize that effort.

Update on Discussion Boards

President Marchetta reported that Administrative Assistant Kim Marks has set up a perpetual course shell in eCourseware for Senate discussions. He reiterated that it will replace email discussions.

Parliamentarian Sunderman asked how we will enforce or encourage faculty to use the forum and not email. President Marchetta responded that he'll reply in bold/caps to instruct them to post in the discussion forum.

President-Elect Dapremont suggested that the EC develop discussion post etiquette resources. After discussion of these resources, she agreed to draft the rules.

Secretary Thieme suggested a general discussion forum. President Marchetta agreed to create one tomorrow.

Senator Holman suggested one discussion forum for each committee. President Marchetta agreed to add those as well.

Faculty Senate Calendar update

President Marchetta reported that the Senate calendar has been adjusted based on the early start and other changes in the fall academic calendar. The fall is set, but the spring is still TBA.

Master Calendar update

President Marchetta reported that he's been working on the Senate master calendar with Administrative Assistant Marks. It is being set up on Outlook. This will be for routine activities that recur during each Senate term. He cited the trustee selection process as an example.

04.23.19.05 Old Business

Discuss University Calendar adjustments (Final Decision has been made)

President Marchetta reported that the decision has been made and announced. Expect a similar situation in the Spring.

Develop Committee Charges for Fall

President Marchetta reviewed the FS charge log that he created (See Appendix A). The only charge not wrapped up from the last session is the charge on student threats. Past-President Banning will close that loop on this charge this summer. He asked Senator Holman to work with Past-President Banning on resolving that charge.

President Marchetta reviewed the New Charge Ideas & Carry Forward Charges Log (See Appendix B). He yielded to Senator Eugene Buder (Chair, Faculty Policies Committee) to discuss faculty handbook revisions regarding clinical faculty. Senator Buder asked the EC for advice on how to process this so that it runs smoothly. In his department, clinical faculty sit on promotion committees, but the handbook currently prohibits it. So changes need to be made. (See email from Senator Buder to President Marchetta in Appendix C). Senator Buder reviewed some of the proposed language changes. President Marchetta suggested that Senator Buder send the draft to Faculty Senators in units that have clinical faculty for review. Senator Buder also mentioned an effort to remove tenure-track from charge #2 and change aspects of charge #1.

President Marchetta returned to the New Charge Ideas & Carry Forward Charges Log. He asked Senator Buder to focus his committee on charges related to chapter 4 of the handbook: tenure and promotion for the fall semester. The EC agreed.

He suggested that the Senate work on post-tenure review policies proactively, so it isn't imposed on us by others (the Board of Regents or the state legislature). The EC agreed to the charge (charge #2). He noted that Senator Pat Travis is working on a draft of the code of conduct grievance process (charge #4). He reviewed charge #3 regarding selection and term of department chairs. Secretary Thieme suggested tempering the "with rare exceptions for renewal." President Marchetta agreed to remove that section.

Parliamentarian Sunderman: Doesn't the department chair serve at the pleasure of the dean? That's the problem. President Marchetta replied that we can't change that. He wants to see more involvement from faculty in the decision.

Reviewed charge #5 on shared governance and search committees - Administrative Policies Committee. The EC agreed to the charge.

Reviewed charge #6: Step down salary. The EC agreed to the charge.

Reviewed charge #7: Safety charge. TomB to close out. The EC agreed to the charge.

Reviewed charge #8: Budget proposals. The EC agreed to the charge.

Reviewed charge #9: Potential budget reductions. The EC agreed to the charge.

Reviewed charge #10: Unit level reviews for budget reductions. The EC agreed to the charge.

Reviewed charge #11: Faculty compensation. The EC agreed to the charge.

Reviewed charge #12: ITS activities to be reported monthly to EC. The EC agreed to the charge.

Reviewed charge #13: Libraries. The EC agreed to the charge.

Reviewed charge #14: UG and Grad councils. The EC agreed to the charge.

Reviewed charge #15: research policies. The EC agreed to the charge. President Marchetta to revise wording of charges as needed. Secretary Thieme asked about R1 initiatives as an additional charge.

The EC agreed with the suggestion that President Marchetta will share draft charges on OneDrive for the EC to review/revise.

-Discuss Reschedule dates for New Faculty Senator Orientation

President Marchetta asked Parliamentarian Sunderman if he was available for orientation sessions a week prior to what was previously planned. Parliamentarian Sunderman agreed in principle and will look at the calendar to select new dates/times.

- Fall Activities

President Marchetta asked if the EC still wants to have dean meetings in July. The EC agreed to the meetings.

04.23.19.06 New Business

Discussion on possible motion of support for BLM.

President Marchetta started a discussion on a possible motion of support for the BLM movement. After discussion, President-Elect Dapremont agreed to draft a more inclusive statement that doesn't focus on the BLM organization for the EC to review. The EC agreed that this statement will come from the EC.

The EC agreed to meet again on July 14 at 2:30pm.

President Marchetta reported that he will begin setting up the dean meetings.

04.23.19.07 Adjourn

The meeting adjourned at 4:54pm.

Appendix A: Faculty Senate Charge Log

Faculty Senate Charge Log

Type	Date	Reporting Date	Charge	Committee Assigned	Status
One-time	9/6/2019	12/3/2019	Coordinate a review of the upcoming changes to the Student Code of Conduct with a follow-up review and recommendation. Coordination is with Associate Dean of Student Accountability, Darren Wibberding.	Academic Policies	In progress
One-Time	9/6/2019	10/3/2019	Develop a process with IT to get information as any new IT initiative is started and to set up communications that keep this committee informed and involved.	Academic Support	Complete
Standing	9/6/2019	Monthly	Report monthly to the Executive Committee on relevant ITS activities and report to the Faculty Senate.	Academic Support	In Progress
One-time	9/6/2019	##/##/###	Continue to update handbook. Specific items to look at are A) rework for clarity, procedures for termination with cause of non-tenure faculty categories, B) rework for clarity procedures for tenure, promotion and appeals. The committee will include representatives from Legal Counsel and Administration as part of the rework process.	Faculty Policies	In progress (Reword)
One-time	9/6/2019	3/12/2020	Using OIR data provide a report and recommendations to guide the distribution of faculty pay raises by administration when pay	Faculty Policies	Complete (Convert to Standing Charge for

			raises for faculty are distributed. The report will include a Senate a discussion of issues around faculty raises, such as a potential cap on across-the-board raises, framework for allocation of raises into different pools (cola, merit, equity, compression). Include annual process for getting faculty senate input as decisions are made, and other issues that the committee deems appropriate.		B&F Committee)
One-time	9/6/2019	##/##/####	Develop a Faculty Code of Conduct. Compare other TN state university's Code of Conduct as well as our peer institutions.	Faculty Policies	In progress
One-time	9/6/2019	1/19/2020	The Faculty Policies Committee (FPC) (or subcommittee as organized by the FPC chair) is charged to investigate the apparent decline over time in the number of Full Time Equivalent (FTE) tenured/tenure track (T&TT) positions at the University of Memphis. The FPC should work with the Office of Institutional Research (OIR), the Provost's office, and/or President's office as appropriate to obtain and report the following data for the most recent 5 year period.	Faculty Policies	Complete (Convert to Standing Charge?)
One-time	1/15/2019	4/14/2020	Review Policy HR5011 on Extra Compensation and Outside Employment	Research Policies	Complete

One-time	9/6/2019	12/3/2019	Meet with the Provost to clarify the plan for administrator evaluations.	Administrative Policies	Complete
One-time	10/18/2019	9/1/2020	Investigate faculty safety issues on campus related to student threats and report to the Faculty Senate Executive Committee before its February 14, 2020 meeting with any recommendations for improvements/updates/additions to current University Policy. The Committee is to include, but not limit, their investigation on the following issues raised by Senator Holman	Administrative Policies (Tom Banning will close)	In progress
One-time	9/6/2019	12/3/2019	Meet with the Provost to discuss future directions for the library. Meetings will include the leadership of the library. Report and recommendations given to the Executive Committee.	Library Policies	Complete
One-time	1/15/2019	3/17/2020	The committee is charged to investigate the following statement in the committee's December 2, 2019 Report (page 5): "University administration is moving the UM Library towards a clinical faculty rather than a research-based faculty." Include in the investigation the move of three open tenure-track librarian positions to non-tenure track faculty status in the Fall of 2019. The committee shall provide a report to the Faculty Senate Executive Committee no later than the	Library Policies	Complete

			March 17, 2020 Executive Committee meeting.		
One-time	9/6/2019	12/4/2020	Draft a Dean's Checklist for dissemination of unit level information to faculty.	Executive	Complete

Appendix B: New Charge Ideas & Carry Forward Charges

Faculty Senate Charge Log (New Charge Ideas & Carry Forward)

Type	Date	Reporting Date	Charge	Committee Assigned	Status
One-time	8/25/2020		Review and Revise Faculty Handbook Chapter 4. T&P. Suggest to move all Processes and Procedures to Appendices (ex. T&P, Grievance, Appeals, etc) See UTK Faculty Handbook.	Faculty Policies	In Progress
One-time	8/25/2020		Detail and Modernize Post-Tenure Review Section 4.2. Recommend to view UTK and soften their approach some. We need something better than we have which is still fair, but it doesn't have to be overly tenuous and frequent.	Faculty Policies	
One-time	8/25/2020		Revise Section 2.4 on Department Chairs to strengthen emphasis on selection by department faculty first with approval of Dean. Add 5-year term with rare exceptions for renewal. Emphasize preference for internal hires and promotion before hiring externally. External hires should become and exception.	Faculty Policies	
One-time	9/6/2019		Develop a Faculty Code of Conduct. Compare other TN state university's Code of Conduct as well as our peer institutions.	Faculty Policies	In progress
One-time	8/25/2020		Revise Univ. Policy on Search Committees to strengthen shared governance. Clearly define role between Search Committee and Hiring mgr. (for faculty typically	Administrative Policies	

			Dept Chair). OIE has agreed that revision is needed.		
One-time	8/25/2020		Add new Univ. of Memphis policy clarifying step down salary adjustment for administrators stepping down from admin duties	Administrative Policies	
One-time	10/18/2019		Investigate faculty safety issues on campus related to student threats and report to the Faculty Senate Executive Committee before its February 14, 2020 meeting with any recommendations for improvements/updates/additions to current University Policy. The Committee is to include, but not limit, their investigation on the following issues raised by Senator Holman	Administrative Policies (Tom Banning will close)	In progress
Standing	8/25/2020		Review University Budget Proposals with Univ. VP of Business and Finance	Business & Finance	Continuing
One-time	8/25/2020		Work with OIR, Provost, and B&F to quantify and carefully assess low producing programs for potential permanent budget reductions beginning FY21. Consider student success, student retention, and research productivity.	Business & Finance	
One-time	8/25/2020		Unit level reviews should be subjected to review for potential permanent budget reductions beginning FY21. Look for Administrator and Staff 'bloat' at unit levels. See if a common metric exists that provides a good measure of Admin&Staff/Faculty Ratios. Consider student success, student retention, and research productivity	Business & Finance	

Standing	8/25/2020		Review previous year's faculty senate compensation motion and retain or revise if necessary. (Will not have an impact for next few fiscal years)	Business & Finance	Continuing
Standing	9/6/2019		Report monthly to the Executive Committee on relevant ITS activities and report to the Faculty Senate.	Academic Support	Continuing
Standing	8/25/2020		Meet with the Provost and Dean/Director at least once each term to review of policies, procedures and practices associated with the libraries including support personnel, facilities, acquisitions and related activities along with the allocation of fiscal resources. Report and recommendations given to the Executive Committee.	Library Policies	Continuing
Standing	8/25/2020		Coordinate with Faculty Senate representatives on the Undergraduate and Graduate Councils and report to the Faculty Senate on major programmatic, curricular changes, academic advising, and admissions policy changes that may require broader Senate input	Academic Polices	Continuing
One-time	8/25/2020		Review current instrument for student evaluation of teaching (SETE). Provide recommendations to the Senate for improving and/or replacing the current instrument.	Academic Polices	
Standing	8/25/2020		Meet with VP for Research and Innovation at least twice each term to review faculty research opportunities, the award and administration of University supported grants, administration	Research Policies	Continuing

			and support of grant and contract research, important changes in research policies, computer applications and utilization, and allocation and use of over-head funds		
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Appendix C: Email on Faculty Handbook Policies on Clinical Faculty

From: Eugene H Buder (ehbuder) <ehbuder@memphis.edu>
Sent: Friday, June 12, 2020 9:35 AM
To: Jill Augustus Dapremont (jdaprmnt) <jdaprmnt@memphis.edu>; William P Travis (wptravis) <wptravis@memphis.edu>
Cc: Jeffrey G Marchetta (jmarchtt) <jmarchtt@memphis.edu>
Subject: Faculty Handbook Policies on Clinical Faculty

Dear Colleagues,

As discussed by email a few weeks ago, I'd like your help with presenting a proposal to Faculty Senate Executive Committee regarding Clinical Faculty members' eligibility to sit on committees charged with evaluating promotion of Clinical Faculty. On review of relevant Handbook Language I believe there are (at least) two places where this policy matter should be addressed:

1. 2019 Faculty Handbook language found in section 3.5.5, p. 25 reads as follows:

"Clinical faculty may not vote on matters relating to appointment, retention, tenure, or promotion; however, clinical faculty may serve as members of appointed faculty committees, subject to the policies and requirements of their individual colleges and departments."

I propose we amend this to read:

"Clinical faculty may vote on matters relating to appointment and retention of other Clinical Faculty and may serve as members of appointed faculty committees, subject to the policies and requirements of their individual colleges and departments."

2. Additional Faculty Handbook language regarding promotion committee composition is found in section 4.3.4, p. 42:

Department Committee Composition: The tenure and promotion committee of the department consists of all tenured associate professors and professors. For promotion to professor, the subcommittee of tenured professors will make the recommendations. Note: For small departments, some alternate process may be needed."

I propose we add the following text before the 'Note':

"For promotion of Clinical Faculty, the subcommittee of all Clinical Faculty at ranks higher than the Faculty member under consideration and any other tenure-track Faculty identified by departmental policies will make the recommendations."

These are just my 'first draft' attempts at Handbook language edits so I welcome discussion to clarify the language as needed, and I do intend to sit in on the EC session next Tuesday, at least for the time that this business is considered.

Once the language has been discussed by EC, I consider it necessary that I, and probably a representative of every unit in which Clinical Faculty are employed, have the chance to circulate the language to appropriate representatives of those units before it is approved by the Senate.

To this end, I'd also like help from anyone copied, and probably the Provost's office as well for final confirmation, with identifying ALL University of Memphis units that employ Clinical Faculty. As far as I know, the list probably includes:

- School of Communication Sciences and Disorders
- Loewenberg College of Nursing
- School of Public Health
- College of Education
- School of Health Studies
- School of Law
- School of Social Work

Others?

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