



**Faculty Senate  
Minutes of the Executive Committee**

**Presiding:** Jill A. Dapremont

**Date:** January 18, 2022

**Secretary:** R. Jeffrey Thieme

**Members Present:** Jill A. Dapremont (President), W. Pat Travis (President-Elect), Jeffrey G. Marchetta (Past-President), R. Jeffrey Thieme (Secretary), Mark Sunderman (Parliamentarian), Steven L. Nelson (At-Large), and DeAnna Owens-Mosby (At-Large)

**Members Absent:** None

**Guests:** David Kemme (Faculty Trustee)

The meeting was held on Tuesday, January 18, 2022, via the Zoom video conferencing platform due to restrictions imposed in response to the COVID-19 global pandemic.

**01.18.22.01 Call to Order**

President Jill Dapremont called the virtual meeting of the Executive Committee (EC) to order with a quorum at 2:32 pm.

**01.18.22.02 Approval of Agenda**

The agenda was approved as written with the additions of 1) discussion of adding motions to the FS agenda from the Budget & Finance Committee under New Business and 2) discussion of course combines in Canvas under Canvas Steering Committee, and 3) discussion of time intensive impact for faculty under Canvas Steering Committee. The EC discussed various frustrating issues with the transition to Canvas.

**01.18.22.03 Approval of Minutes**

***(Executive Committee – November 23, 2021)***

The minutes of the November 23, 2021, Faculty Senate (FS) Executive Committee meeting were approved as written.

**01.18.22.04 President's Report**

***President's Council Update***

President Dapremont reported that the President's Council has not met since the last EC meeting.

### ***Provost Meeting with the EC***

President Dapremont reported on the return to campus for the spring semester. State law is dictating the university's actions and non-actions. The university can't enforce vaccination or mask mandates. Before the law was enacted, about 65% of faculty and 55% of staff had uploaded documentation. Around 2% requested accommodations.

Senator DeAnna Owens-Mosby asked if it's okay for faculty to move classes online? President Dapremont responded that no, faculty must get approval from Provost to switch to an online course format. Any questions should be sent directly to the Provost.

Senator Dapremont reported that Dr. Karen Weddle-West (VP of Student Academic Success) is experiencing repercussions from the cancellation of the single initiative on diversity initiatives. The other initiatives are proceeding. Dr. Weddle-West will answer questions in the FS meeting.

### ***Dean's Council Meeting 1.12.2022***

President Dapremont reported that masks were discussed in the Dean's Council meeting. Faculty can ask someone to social distance and use seating charts to help in contact tracing. Signage is being taken down. There have been no reported cases of COVID being contracted in the classroom. Over 1,000 faculty participated in Canvas bootcamp training sessions. In-state and international enrollments are up. The SRI budget hearing will be presented to the incoming University President. Deans were asked to share their proposed budgetary priorities and last year's goal achievements with faculty.

### ***Preparedness Planning Meeting***

President Dapremont reported that the Preparedness Planning Committee met on January 4, January 7, and today. The university opened the spring semester based on the previously published calendar. There are no new initiatives related to COVID. The university is moving ahead by encouraging masks, but not enforcing any mandate. The Committee will continue to meet regularly.

### ***Center for Research in Educational Policy (CREP) 1.6.2022***

President Dapremont reported that the Center for Research in Educational Policy (CREP) met on the January 6 to discuss the survey of administrators. The survey will be sent out on January 31 and will be open for two weeks. Senators will be asked to encourage their department faculty to participate. We can extend survey availability if necessary. CREP removes self-identifying information to ensure anonymity. Information will be sent to the EC for review.

### ***Canvas Steering Committee 12.2.2021***

President Dapremont reported that training and support services are available in multiple formats for students, faculty, and staff. Students who receive incompletes will have access to courses in Canvas to complete work, but access to prior submitted assignments will not be available. Cross-listed sections in Banner will automatically be combined into a single course

shell in Canvas. An email on cross-listed sections was sent out to all department course schedulers. However, course combines are a different issue. All students have access to the course Passport to Canvas. Campus-wide training began again on January 4. To arrange for consultation, you now need to submit a help ticket to set up a meeting.

Past-President Jeff Marchetta discussed difficulties with course combines in Canvas. Several requests were made to cross-list courses through the Registrar. The Registrar is raising FERPA issues and referencing Dr. James Orr's (Vice Provost for Academic Affairs and Strategic Enrollment) directives. Past-President Jeff Marchetta is concerned that faculty have not been involved in developing the process for cross-listing courses. President Dapremont to follow up on the issue.

The EC discussed issues related to faculty involvement in evaluating learning management systems.

Senator Owens-Mosby asked about faculty who leave the university. What happens to their course content? President Dapremont responded that content should be available upon request and suggested that faculty contact Information Technology Services (ITS). Parliamentarian Mark Sunderman suggested contacting your department aid for help.

#### **01.18.22.05 Old Business**

##### ***Ombudsperson Search***

President Dapremont reported that Dr. Sara K. Bridges (Associate Professor, Counsel Education Psych Research) has been approved by the president and needs to be placed on the FS agenda for approval by the Senate.

##### ***Further discussion regarding charge to Administrative Policy Committee regarding suggested charge***

President Dapremont initiated discussion of the potential charge to the Administrative Policies Committee: The EC is charging the Administrative Policies Committee to investigate potential recommended action(s) for faculty who do not comply with security awareness training compliance and report to the EC. Parliamentarian Sunderman noted that the survey took much longer to complete than the advertised thirty minutes. It took him at least an hour. He suggested that ITS should be honest in their time estimation. President Dapremont to follow up with ITS.

#### **01.18.22.06 Reports**

President Dapremont yielded to President-elect Pat Travis who summarized GE2047 (See Appendix A.1). The university is creating an environmental health and safety policy under Raaj Kurapati (Executive Vice President for Business & Finance and Chief Financial Officer).

Regarding the Information Security Advisory Committee (ISAC), President Dapremont to inform Senator Brian Janz that the Senate is still working on potential penalties for non-compliance with security awareness training.

President Dapremont yielded to Past-President Marchetta who discussed updates to the faculty handbook by the Faculty Policies Committee. The draft is complete and has been approved by the Provost. Past-President Marchetta sent the draft to University President M. David Rudd, incoming University President Bill Hardgrave, and the Office of Legal Counsel for review. He also summarized the upcoming motion on the timeline. Past-President Marchetta to post the draft on MS Teams for the EC to review, but not to share outside the EC until the next FS meeting.

President Dapremont noted that Terra Smith submitted a report as the faculty representative on the University Undergraduate Committee (UUC) (See Appendix section A.2).

#### **01.18.22.07 New Business**

President Dapremont reviewed the motion submitted by the Administrative Policies Committee (See Appendix section A.3). The EC agreed to place it on the agenda.

President Dapremont reviewed the motion from the Budget and Finance committee: Motion to Recommend Salary Raise Distribution Guiding Principles for FY 2023 (See Appendix section A.4). The EC agreed to send the motion back to the Budget and Finance Committee for revisions that clarify some confusing issues, especially in sections 3.1 and 3.3.

President Dapremont noted that incoming University President Hardgrave wants to meet with the EC on April 5 at 10am.

President Dapremont reviewed the motion from Budget and Finance Committee: Motion to continue Sustainability Review Process (See Appendix section A.5). The EC agreed suggest that the Committee withdraw the motion given that the university will have new leadership soon. The Committee will need to decide by Thursday if it is to be placed on the FS agenda.

President Dapremont yielded to Past-President Marchetta from the Faculty Policies Committee regarding the Committee's motion: Motion to Approve Timeline for Faculty Senate Review of 2022 Faculty Handbook (See Appendix section A.5). The EC agreed to place the Committee's motion on the FS agenda. Faculty Trustee David Kemme suggested that the FS provide a preview presentation to the Board of Trustees (BoT) in the March BoT meeting. Past-president Marchetta responded that administration will probably be updating the BoT on progress on the faculty handbook at the March meeting.

#### **01.18.22.08 Announcements**

Senator Steven Nelson announced that he will be leaving the university at the end of the academic year.

***David Kemme – Trustee Report***

President Dapremont yielded to Faculty Trustee Kemme who reported that the next BoT meeting is in the first week of March. Also, there will be a BoT retreat. There is no agenda yet, but the BoT will likely discuss monetary issues and athletics (new conferences).

***Gloria Carr – Ombudsperson Report***

There was no Ombudsperson report.

**01.18.22.09 Adjourn**

The meeting adjourned at 4:39pm.

## Appendix

### A.1 GE2047

The University of  
Memphis

#### GE2047- Environmental Health and Safety Policy

#### POLICIES

Issued: **Not Approved Yet**  
Responsible **Executive Vice President and Chief Financial**  
Official: **Officer**  
Responsible **Environmental Health and Safety**  
Office:

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#### Purpose

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University of Memphis (the “University”) is committed to maintaining a safe and compliant campus. As such, the University expects all employees, students and other members of the campus community to comply with all applicable environmental, health and safety laws and regulations. Environmental Health and Safety (EHS) develops and maintains programs and procedures that allow University of Memphis to promote excellence in environmental, health and safety administration.

The University wishes to maintain a safe and healthy environment for all members of the campus community including students, faculty, staff and visitors. Furthermore, the University seeks continuous improvement to safety culture and environmental stewardship initiatives. Finally, the University, through the vehicle of EHS, develops and implements standards that comply with federal, state and local regulations pertaining to environmental, health and safety that reduce institutional liability and that exhibit financial responsibility.

#### Policy

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#### Roles and Responsibilities-

All students, faculty and staff share a role in abiding by this policy. The roles and responsibilities outlined apply generally to this policy. Roles and responsibilities within each safety

program are defined within the appropriate safety program document.

-  
***All University of Memphis Students, Faculty and Staff***

- Abide by this policy and all applicable University environmental health and safety programs and procedures.
- Comply with all federal, state and local regulations and codes.
- Notify EHS, an immediate supervisor or a faculty member if a safety or compliance issue or concern is observed.
- Attend applicable EHS training.
- Notify EHS of any regulatory agency visit related to environmental health and safety so that EHS may accompany the regulator [VDD\(1\)](#) (Note: Internal Audit also needs to be contacted in such circumstances. Staff in the affected department or EHS may contact Internal Audit in compliance with GE2016).
- Support voluntary EHS initiatives.
- Report (or ensure reporting of) all work-related injuries, illnesses and/or exposures as well as environmental spills and/or releases to EHS.

***Director of Environmental Health and Safety***

- Manage operations and services of EHS.
- Where there is an immediate danger to life, health or the environment, order the suspension of hazardous activities until the appropriate measures have been taken to remove the imminent danger.
- Serve as a voting or a non-voting member on University-led safety committees or designate EHS personnel to do so.
- Set priorities for University resources in support of EHS programs in line with the University's mission and this policy.

***Department of Environmental Health and Safety***

- Develop, implement and revise written programs to comply with applicable environmental health and safety laws, regulations and codes.
- Obtain stakeholder input before implementation or revision of programs that will affect said stakeholders.

- Provide service and support to facilitate safety and compliance.
- Provide resources for training and auditing.
- Provide environmental, health and safety oversight for all University operations.
- Manage relationships with the regulatory community in environmental, health and safety issues.
- Provide support for emergency planning and services in environmental health and safety issues.
- Conduct hazard analyses including exposure monitoring to identify control measures required to provide a safe work and study environment.
- Conduct periodic reviews of University operations and facilities to identify areas of high-risk and/or non-compliance.
- Present corrective actions or other risk mitigation strategies to appropriate personnel to implement.
- Accompany any regulatory agency visit related to environmental health and safety (Note: Internal Audit also needs to be contacted in such circumstances. Staff in the affected department or EHS may contact Internal Audit in compliance with GE2016).

***Management (including academic, research, clinical and administrative positions)***

- Implement this policy as well as other applicable EHS programs and procedures.
- Provide feedback for applicable EHS programs and procedures.
- Require students, faculty and staff to complete required applicable safety training and to report accidents and other incidents as appropriate.
- Encourage the development of an internal safety committee to address EHS concerns and coordinate environmental, health and safety initiatives within the department. The committee should work with EHS and to accomplish this goal.
- Aid in the development of an evacuation plan for facilities under the manager's control that includes evacuating individuals with disabilities or delegate said responsibility to a competent individual. [\[MEP\(2\)\]](#)

***Building Manager*** [\[VDD\(3\)\]](#)

- Monitor designated facility(s) for environmental, health and safety violations.
- Notify EHS immediately of regulatory inspections within the designated facility(s) and escort inspection agency personnel in concert with EHS [\[VDD\(4\)\]](#) (Note: Internal Audit also needs to be contacted in such circumstances. Staff in the affected department or EHS may contact Internal Audit in compliance with GE2016).
- Coordinate correction of facility-based violations of environmental, health and safety regulations within required timeframes.
- Ensure maintenance of building safety equipment including (but not limited to): chemical fume hoods, safety showers, eyewashes and fire extinguishers.
- Support coordination between EHS and project managers to ensure safety and compliance issues are addressed in new construction and renovation of assigned spaces.
- Notify EHS when violations cannot be corrected within required timeframes.
- Aid in routine EHS inspections and assessments of work areas.
- Support the implementation of EHS programs and procedures for the department to meet their environmental health and safety goals and obligations.

#### ***Human Resources***

- Administer a process that informs individuals of their role related to environmental, health and safety.
- Refer outstanding safety and compliance issues to EHS for review and resolution.

#### ***Physical Plant***

- Coordinate with the building manager for correction of facility-based environmental, health and safety issues.
- Monitor contractor activities in cooperation with EHS for environmental, health and safety issues and determine course of action if issues are not resolved.

#### ***Research Compliance***

- Monitor research conducted at the University to inform EHS when research activities are being proposed that require EHS involvement.

**Determination of Applicable Requirements**

- EHS shall identify, interpret and communicate to affected parties within the University both existing and proposed regulations.
- Affected parties shall consult with EHS for interpretation of regulations that apply to them.

**Safety Program and Procedure Development**

- EHS shall develop and revise safety programs that communicate specific compliance requirements of affected parties by interpretation of applicable laws, regulations, standards and codes with feedback from affected parties.
- Affected parties shall comply with all applicable safety programs and provide feedback in program development and revision, as appropriate.

**Assessment of Compliance with Regulations**

- EHS shall assess compliance with applicable regulations that pertain to environmental, health and safety through onsite inspections and reviews, assessments and audits and other means necessary to determine level of compliance. EHS shall provide tools to allow affected parties to perform self-audits, as appropriate [\[VDD\(5\)\]](#) . Results, when appropriate, will be shared with Internal Audit per GE2016.
- Affected parties shall coordinate with EHS to assess all operations for compliance and provide necessary resources for EHS to complete assessments.

**Corrective Actions for Non-Compliance**

- EHS shall assist affected parties in determining and taking the appropriate corrective actions for observed non-compliance issues. EHS shall monitor correction on non-compliance issues by onsite review, interviews and other means.
- Affected parties shall correct identified non-compliance issues and communicate the corrective action taken to EHS.

**Hazard Assessment**

- EHS shall assist in identifying and assessing workplace hazards and in the development and monitoring of protection strategies.
- Affected parties shall work with EHS to address workplace hazards in a manner that meets safety and regulatory requirements.

**Regulatory Report Submission**

- EHS shall collect and maintain data for the purposes of providing reports to appropriate regulatory agencies. EHS shall submit or aid in submission of regulatory reports, as appropriate.
- Affected parties shall assist EHS in data collection where necessary and submit or aid in the submission of regulatory reports, as appropriate.

**Emergency Planning**

- EHS shall be a resource in identifying potential emergency scenarios and suggest appropriate responses to such scenarios to the safety and emergency planning manager.
- Affected parties shall inform EHS of hazardous situations that may require emergency planning and provide practical input into applicable emergency plans.

**Determination of Training Requirements**

- EHS shall determine, based on duties and location, the required environmental, health and safety training that is required. EHS shall either provide the training or review available training that is applicable to the situation for suitability.
- Affected parties shall take the required training and ensure those for whom they are responsible have also taken the required training.

**Liaison with Regulatory Community**

- EHS shall interact with regulatory entities on behalf of the University on environmental, health and safety issues. EHS shall communicate said interaction to affected parties.
- Affected parties shall immediately notify EHS of a regulatory agency inquiry, visit or enforcement action on environmental, health and safety issues; EHS and/or the affected party shall contact Internal Audit per GE2016. Affected parties shall collaborate with EHS regarding interaction with regulatory entities [\[VDD\(6\)\]](#).

**Reporting of Work or Research-Related Injury, Illness or Exposure**

- EHS shall perform an incident investigation for work or research-related injury, illness or exposure as appropriate.
- Affected parties shall report all work or research-related injuries, illnesses or exposures to EHS in a timely manner. Affected parties shall cooperate with EHS to ensure that any employee that sustains a work-related injury, illness or exposure is provided timely and proper medical treatment.

**Reporting of Incidents Not Involving Injury, Illness or Exposure**

- EHS shall perform or assist in an incident investigation for major incidents including (but not limited to) hazardous material spill, fire and highly hazardous material loss or theft. EHS shall provide recommendations to address the incident to minimize the potential for recurrence.
- Affected parties shall report incidents to EHS in a timely manner and assist EHS in implementation of recommendations to address the incident to minimize the potential for recurrence.

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**FAQs**

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Who do I contact with further questions?

Environmental Health and Safety Office (901-678-5700 or [ehas@memphis.edu](mailto:ehas@memphis.edu))

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**Links**

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**Revision Dates**

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[List revision dates here]

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[\[VDD\(1\)\]](#)GE2016 also requires notification to Internal Audit of “Any examination or investigation performed by an agency, company, consultant, or other organization or individual outside of the University for the purpose of assessing operational or financial effectiveness, legal or regulatory compliance, and/or conformance with contractual obligations. An external audit or review may be mandatory or voluntary.” The results must also be communicated to Internal Audit.

[\[MEP\(2\)\]](#)Considering rewording: Aid in the development of an evacuation plan for facilities under the manager’s control that includes an evacuation plan for individuals with disabilities or delegate said responsibility to a competent individual.

[\[VDD\(3\)\]](#)Should this be building Manager?

[\[VDD\(4\)\]](#)Like above: GE2016 also requires notification to Internal Audit of “Any examination or investigation performed by an agency, company, consultant, or other organization or individual outside of the University for the purpose of assessing operational or financial effectiveness, legal or regulatory compliance, and/or conformance with contractual obligations. An external audit or review may be mandatory or voluntary.” The results must also be communicated to Internal Audit.

[\[VDD\(5\)\]](#)Will these results be communicated with the Audit Committee?

[\[VDD\(6\)\]](#)Like above: GE2016 also requires notification to Internal Audit of “Any examination or investigation performed by an agency, company, consultant, or other organization or individual outside of the University for the purpose of assessing operational or financial effectiveness, legal or regulatory compliance, and/or conformance with contractual obligations. An external audit or review may be mandatory or voluntary.” The results must also be communicated to Internal Audit.

## A.2 UUC Report

### UUC January 14, 2022 Meeting **Essential Minutes** Prepared by Dr. T.L. Smith

#### Old Business:

Faculty Representation Committee Meeting: January 24, 2022

**Fogelman College of Business & Economics**  
**FCBE – BBA program requirements**

All majors in the BBA program take a set of lower division courses and a set of upper division courses comprising the fundamentals of business administration.

**Program Revision.** This proposal includes a name change of one lower core ACCT course; removing basic accounting course from lower core for ACCT majors (to accompany revision of content in the ACCT major); new MGMT course to replace another in the upper core to update communication and professionalism-readiness of all students.

### **FCBE - Accountancy**

#### **Program Revisions**

- **BBA ACCT** – Program overhaul to improve experience preparation of students and to increase # of majors, including aligning curriculum more closely with AICPA (American Institute of Certified Public Accountants) guidelines. Closing out courses, creating new courses, revising course names and pre-reqs and some course sequencing. **Pass**
- **ACCT Minor** -revision to include changes mentioned in major **Pass**

#### **Course Revisions (names, pre-reqs, both) Pass**

**ACCT 2010** - Fundamentals of Acct I name change to Financial Accounting

**ACCT 2020** - Fundamentals of Acct II name change to Managerial Accounting for Non-ACCT Majors

**ACCT 3110** - Intermediate Accounting I

**ACCT 3120** - Intermediate Accounting II

**ACCT 3310** - Cost Accounting name change to Intermediate Managerial Accounting

**ACCT 3510** - Federal Income Tax I name change to Individual Income Tax Compliance/Planning

**ACCT 4020** - Accounting Info Technology

**ACCT 4240** - Audit/Assurance Services

**ACCT 4310** - Data Analytics for Accountants

**UUC January 2022**

**Fogelman College of Business & Economics**

#### **New Courses Pass**

**ACCT 3100** - Foundations of Accounting

**ACCT 4030** - Systems Assurance/Advisory

**ACCT 4531** - Personal Tax Advisory

**Course Close Outs** **Pass**

**ACCT 3000** - Career Development for ACCT

**ACCT 4130** - Intermediate Accounting III

**ACCT 4250** - Accounting Ethics/Regulation

**ACCT 4320** - Managerial Decision Making/Accounting

**FCBE – Finance, Insurance, Real Estate**

**New Course.** **FIR 4330** - Principles of Property Management

Financial Planning

**Two New Minors.** Property Management (**Pass**); Financial Planning (**Pass**)

**FCBE – Management BBA Degree Core** **Pass**

**New Course.** **MGMT 3032** Communication and Career Readiness for Business Professionals

**Course Close-Out.** **MGMT 3510** Business Communication

## **College of Communication and Fine Arts - Music**

### **New Courses**

**MUST 1001** – Introduction to Music Therapy

**MUST 1002**– Music Therapy Treatment Process

**MUST 2001**– Music Therapy Techniques

**MUST 2010** -Music Therapy Clinical Practicum I

**MUST 2020** -Music Therapy Clinical Practicum II

**MUST 2022** – Music Therapy with Children

**MUST 4010** - Music Therapy Clinical Practicum III

**MUST 4020** - Music Therapy Clinical Practicum IV

**MUST 4021**– Psychology of Music

**MUST 4022**– Music Therapy with Adults

**MUST 4030** – Music Therapy Professional Practice

### **College of Arts and Sciences**

- **Course Revisions:**

- **HIST 4070** Conspiracy [sic] Theories in America; **Pass**

- **COMP 4270** Operating Systems (carry over from 12/21 UUC) **Pass**

- **Note: COMP 1900** from 12/21 UUC *not* moving forward, more discussion needed

### College of Education

- **Program Revisions**
  - **Integrative Studies, Concentration in Educational Careers** **Pass**
  - **Integrative Studies, Concentration in Youth Development** **Pass**

### College of Professional and Liberal Studies

- **2 New courses: CPLS 4400** Leadership and Management in Early Care and Learning Administration; **CPLS 4500** Marketing and PR in Early Care and Learning Administration
- **Program Revisions**
  - **BPS, Child Life Specialist** **Pass**
  - **BPS, Pre-School and Child Care Administration-** Name change to **Early Care and Learning Administration;** adding new courses, reorganizing course groupings **Pass**
- **Terminations of BPS Concentrations:** Fashion Design, Fashion Merchandising **Pass**

### Kemmons Wilson School

**New course. HPRM 3730** Culinary Science **Pass**

**EECE 4011** **Pass**

### **A.3 Motion Submitted by the Administrative Policies Committee**

#### **M2021.11.30 Motion Opening classes to students prior to the first day of the Spring 2022**

**Semester. Originator: Administrative Polices Committee**

Whereas,

The Administrative Policies Committee was charged with “bring forth a motion to the October 2021 FS meeting regarding the timing of the opening of student access to courses in the learning management system each semester”.

Be it resolved that,

The Faculty Senate request ITS to open the university's learning management system (LMS) to students on the first day of classes each semester. The learning management system should only be opened earlier than the first day of class each semester on an exception basis for specific course sections at the request of faculty responsible for that section."

Recipients:

Robert Jackson, CIO

Scott Vann, Interim Director of Digital Learning | UM3D

Thomas Nennon, Provost

#### **A.4 Motion from the Budget and Finance Committee: Motion to Recommend Salary Raise Distribution Guiding Principles fir FY 2023**

#### **M 2022??: Motion to Recommend Salary Raise Distribution Guiding Principles for FY 2023**

##### **Originator: Budget and Finance Committee**

Whereas,

The sustainability of the human capital (staff, faculty, and administrators) at The University of Memphis is crucial to the continuous growth and maintaining of R1 status.

Whereas,

Inflation is high: ending in December of 2021, the Consumer Price all-items Index (CPI) had an annual increase of 7%<sup>1</sup> with forecasts that it will be higher in the spring.

Whereas,

The final state budget and suggested overall salary raise will be determined in the spring of 2022, and the budget is expected to include a salary raise pool equal to the rate of inflation.

Whereas,

The Faculty Senate passed a compensation motion in 2019 (attached) recommending the following priority list for annual salary raise distributions: across the board raises equal to the rate of inflation, salary compression, equity, and merit raise—in this order.

Whereas,

The increase in the salary pool authorized by the Legislature and Governor last year was not fully funded and faculty and staff salaries were not increased as much as authorized.

Whereas,

The Budget and Finance Committee (B&FC) of the Faculty Senate is anticipating a substantial salary raise for the academic year of 2022-23—given university growth, a CPI of 7%, expected state approval of salary increase, and not fully funded salary increases in 2020-2021, and the expectation of an adequate response from The University of Memphis.

Be it resolved that,

The B&FC, in line with the compensation motion approved by the Faculty Senate in 2019, makes the following guiding principle recommendations for the distribution of the expected and approved salary raise pool as follows:

1. The University of Memphis should fully fund and allocate the entirety of the approved salary pool. The portion not completely funded by the state should be funded from internal resources/funds.
2. The total wage/salary pool for the entire university should be allocated into three distinct pools for administrators, faculty, and staff. Salary increases within each group should be funded only from that pool, and funds from one segment should not be reallocated to another without clear reasons and justifications. (Note: although the

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<sup>1</sup> “The all items index rose 7.0 percent for the 12 months ending December, the largest 12-month increase since the period ending June 1982.” (US Bureau of Labor Statistics, 2022)

URL=<<https://www.bls.gov/news.release/cpi.nr0.htm>>

- Faculty Senate focuses on faculty budgetary issues, it also focuses on university budgetary matters insofar as they affect faculty.); and
3. Of any given increase in the salary pool (either as a percentage or a dollar amount) the distribution of the pool for faculty salary increases should be:
    1. An across-the-board raise for Cost-of-Living Adjustment (COLA) of 70% of the pool (or a lesser dollar amount sufficient to cover the increase in the CPI if the increase in the CPI is less than the 70% portion). The COLA component should not be distributed as a specific uniform percentage of salary but based on three salary categories biased toward the greater cost of living adjustments (in percent of salary terms) for lower-wage/salary individuals. The different percentages can be applied to the four salary ranges:
      - below \$75,000 annual salary,
      - between \$75,000-\$110,000 annual salary,
      - \$110,001 to 140,000 annual salary, and
      - above \$140,000 annual salary;
    2. 15% of the approved salary raise pool should be allocated to the faculty for compression and equity adjustment raises; and
    3. 15% of the approved salary raise pool should be allocated to the faculty for merit/market compensation raise to eligible faculty. Faculty with an annual Overall Faculty Performance Evaluation of greater than 4.00 (very good /exceptional performance) may be eligible for merit increases. Any merit raise should be specific to the concerned academic unit and developed with the full participation of the faculty of the unit and based on the past three years of evaluated faculty performance, or whatever years are available for new appointments.

Recipients:

M. D. Rudd, President

Tom Nenon, Provost and EVP

Raaj Kurapati, CFO and EVP

Motion ### 1//25/2021

Vote: # For, # Against, # Abstain

## **A.5 Motion from Budget and Finance Committee: Motion to continue Sustainability Review Process**

### **Faculty Senate**

#### **M 2022??: Motion to continue Sustainability Review Process**

#### **Originator: Budget and Finance Committee**

Whereas,

The Budget and Finance Committee (B&FC) of the Faculty Senate at the University of Memphis will support the educational, governance, and financial sustainability of all academic affairs units at the University of Memphis in the academic year 2021-2022.

Whereas,

Based on suggestions received from administrators and faculty, the decision was made to conduct the Lean Management and Continuous Improvement LMCI analysis review to ensure that the university's educational, financial, and governance activities performed better, stronger, and more sustainably; the LMCI review was completed in the summer of 2021 and the related report was submitted to the Faculty Senate in November 2021 and was accepted in the November 2021 meeting of the Faculty Senate.

Whereas,

There was a motion to discontinue the educational, financial, and governance sustainability/ LMCI review process in the November 2021 meeting of the Faculty Senate; while the motion failed, there is concern about whether the LMCI would be the best way for the B&FC, the Faculty Senate, and The University of Memphis to move forward in supporting the educational, governance, and financial sustainability of all academic affairs units.

Be it resolved that,

The B&FC recommends the LMCI review process be replaced with a Sustainability Review Process.

1. The Sustainability Review Process will develop a transparent and flexible analysis that is both sensitive to the needs of different departments and is conducted by faculty.
2. The B&FC will develop a more comprehensive, detailed, material, and relevant financial/quantitative and non-financial qualitative key performance indicators (KPIs) pertaining to educational, financial, and governance sustainability of all academic affairs units.
3. the Office of Instructional Research (OIR) will collect the KPIs in Spring 2022 and develop the OIR Academic Unit KPI dashboard, which will be made accessible to all senators, faculty, and administrators.
4. Senators will participate in the sustainability review process and the preparation of the sustainability report for their department/unit and college

Recipients:

M. D. Rudd, President

Tom Nenon, Provost and EVP  
Raaj Kurapati, CFO and EVP  
Motion ### 1//25/2021  
Vote: # For, # Against, # Abstain

**A.6 Motion from the Faculty Policies Committee: Motion to Approve Timeline for Faculty Senate Review of 2022 Faculty Handbook**

**Motion to Approve Timeline for Faculty Senate Review of 2022 Faculty Handbook**  
**Originator: Faculty Policies Committee**

Whereas,

The Faculty Policies Committee was charged by the Executive Committee to improve the Faculty Handbook using best practices at other R-1 institutions and develop modern tenure policies for consideration by the Board of Trustees.

Be it resolved that,

The Faculty Senate approves the attached timeline for Faculty Senate review of the 2022 Faculty Handbook:

Recipients: Faculty Senate

Tom Nenon, Provost Helen Johnson, Office of the Prov