



**Faculty Senate
Minutes of the Executive Committee**

Presiding: W. Pat Travis

Date: November 22, 2022

Secretary: R. Jeffrey Thieme

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

Members Absent: None.

Guests: David Kemme (Faculty Trustee), Fernandez West (Associate Athletic Director for Athletic Academic Services), Karen Weddle-West (VP Student Academic Success), Senator Genae Strong (Nursing), and Sara K. Bridges (Ombudsperson).

The meeting was held on Tuesday, November 22, 2022, via the Zoom video conferencing platform due to restrictions imposed in response to the COVID-19 global pandemic.

11.22.22.01 Call to Order

President Pat Travis called the virtual meeting of the Faculty Senate (FS) Executive Committee (EC) to order with a quorum at 2:40 pm.

11.22.22.02 Approval of Agenda

The agenda was approved as written.

**11.22.22.03 Approval of Minutes
(Executive Committee – October 18, 2022)**

The minutes of the October 18, 2022, Faculty Senate Executive Committee meeting were approved as written.

11.22.22.04 Report

Faculty Trustee – David Kemme

Faculty Trustee David Kemme asked about the trustee election process in the spring. He noted that he has received a couple calls from faculty about the position. Trustee Kemme is hoping that some of the things he's been working on will be continued including: intercollegiate athletics, University of Memphis Foundation reporting, consistent annual financial reporting, and consistent reporting on colleges and major divisions in the university.

The EC urged Trustee Kemme to report to the Senate after the trustee election and to coordinate with the new trustee after the election.

11.22.22.05 President's Report

President's Council 11/14/2022

President Travis reported that he has attended all President's Council meetings in October and November. They are mostly announcements, not deliberations. He also reported that he has been meeting with the Interim Provost and University President as well as attending Deans' Council meetings.

Dr. Travis, Dr. Zabi Rezaee, Dr. Alistair Windsor met the Provost and EVP of Operations about University Budget Council

President Travis reported that he met with Senator Zabi Rezaee (Chair of the Budget and Finance Committee), Senator Alistair Windsor, Interim Provost Abby Parrill-Baker, and Raaj Kurapati (Executive Vice President and Chief Operating & Financial Officer). They discussed the proposed University Budget Council. There was a general consensus that it would be best to get more Senate/faculty involvement into the existing SRI budget process as opposed to creating a new, parallel process.

The EC agreed that the Senate should push for at least two faculty representatives with voting rights to be appointed to the Sri budget process by the Senate.

Motions and minutes have been updated on the Faculty Senate website

President Travis reported that Faculty Senate Administrative Assistant Markia Hilliard has done a great job updating motions and minutes on the Faculty Senate website.

11.22.22.06 Old Business

President Hardgrave, Provost Parrill, and EVP Kurapati revised the compensation proposal presented the Faculty Senate on October 25

President Travis reported that University President Bill Hardgrave, Interim Provost Parrill-Baker, and CFO Kurapati submitted a revised compensation proposal based on feedback from the Faculty Senate.

11.22.22.07 New Business

Fernandez West requests to further discuss Canvas Observer and usage by CAAS staff

President Travis yielded to Dr. Karen Weddle-West (VP Student Academic Success) who introduced Fernandez West (Associate Athletic Director for Athletic Academic Services). Mr. West presented recommendations for Canvas observer usage by the Center for Athletic Academic Services (CAAS) staff. They contacted all faculty and let them know what Canvas observers do and allowed them the option to opt out. Thirty-two professors opted out. They also updated the FERPA waiver.

The EC agreed that Mr. West and Dr. Weddle-West should meet with the Academic Support Committee for review of procedures surrounding Canvas observers. Also, there was discussion of software called Dropout Detective that could generate reports for CAAS. The cost of the software is around \$6,000.

Dr. Genae Strong requests to discuss the COC's strategic plan for committee selections

President Travis yielded to Senator Genae Strong who reported that the Committee on Committees is working to fill about twenty-three open positions. 75% of those open positions have nominations. Moving forward, the Committee wants a strategic plan to fill the positions more efficiently and promptly. She asked the EC for recommendations to make the process better based on the new university strategic plan. Parliamentarian Jeff Marchetta responded that normally these positions are filled at the beginning of the academic semester. He reviewed the normal process and suggested that the Committee on Committees could do a better job including committee descriptions with their calls for volunteers. Senator Strong reported that she has already added the descriptions.

Motion to Recommend Approval of Policy AA3004-Curriculum Development and Revision- Chair, Jeff Marchetta

The EC agreed to charge the Academic Policies Committee to review the proposed revision to Policy AA3004 (Curriculum Development and Revision).

Motion to Recommend Approval of Policy AA3013 –Recruitment, Application and Selection of Faculty - Chair, Jeff Marchetta

Parliamentarian Marchetta reported that Policy AA3013 (Recruitment, Application, and Selection of Faculty) is currently under review by the Faculty Policies Committee.

The EC agreed to charge the Academic Policies Committee with reviewing Policy AA3031 (Academic Activities During University Holidays and Official Breaks) and the Faculty Policies Committee with reviewing Policy AA3012 (Evaluation of Faculty Members).

Motion to support Dual Career Program – Faculty Policies Committee Chair, Jeff Marchetta

The EC agreed to place the motion on the agenda (See Appendix A.1).

Approval of FS Agenda 11.22.2022

The EC agreed on an edited agenda for the November 29, 2022, FS meeting.

11.22.22.08 Adjourn

The meeting adjourned at 4:10 pm.

Appendix

A.1: Motion to Support Dual Career Program – Faculty Policies Committee Chair, Jeff Marchetta

The Faculty Senate Ad Hoc Committee on Dual Career Program and Services Recommendations

Drs. Amanda J. Rockinson-Szapkiw, Abby L Parrill-Baker, Jeni Loftus, Esra Ozdenerol, Gena M Watson, & Mmes. Mekensie Ivy and Sophia Dorset

Recommendation

PROVISION 1: A Dual Career Program will be established at the University of Memphis.

- The Dual Career Program will be inclusive of
 - **Advertising Notice** of the Dual Career Program will be included in recruitment materials including, but not limited to the Dual Career Program website, institutional recruitment advertisements, invitations sent to prospective interviewees.
 - **Partner Career Assistance** • Online dual career services intake form ([example form from University of Delaware](#)). • Video conference and in-person career consultations • Formal career assessments • Dedicated efforts to identify local career opportunities • Establishment of local business partners committed to a dual-career and transition of partners of University of Memphis faculty and staff, thus guaranteeing partners' exposure to regional hiring. •HERC resources (<https://www.hercjobs.org/regions/higher-ed-careers-tennessee-alabama-georgia-mississippi/>)
 - **Practical Support** A website of relocation information Memphis focused recruiting materials for candidates' partners. • Memphis Tours for partners during candidate interviews.
 - **Social Support** • Resources/ website on community activities, clubs, volunteer opportunities, schools and entertainment; and • Mental healthcare professionals / family counseling resources in the Memphis area such as (<https://www.memphis.edu/aspired/newemployees/index.php>)

PROVISION 2: A Dual Career Program Coordinator, to join the staff of Career Services Department, will be hired to manage the Dual Career Program.

PROVISION 3: The Waiver of Search policy, currently found within UofM policy will be part of the Dual Career Program. A request to waive the University's search requirements for a staff or faculty hire can be justified based on the position to be filled by an accompanying partner, whose appointment is necessary to recruit a successful candidate identified in a pre-existing search in the same or a different department, as described in policy [GE2043 – Waiver of Search \(policytech.com\)](#).

PROVISION 4: Accommodation Strategies, in addition to forementioned Provision 3, will be part of the Dual Career Program-

- **Split/ Shared position.** Departments, in collaboration with the Office of the Provost and Human Resources, may coordinate a split or shared position in the same academic discipline or department for dual career partners. The concerned department or departments must determine whether both individuals have appropriate credentials. If the position is a tenure position, the department or departments will need to determine if both individuals have the potential to seek and obtain tenure. Departments, in collaboration with the Office of the Provost and HR, will negotiate the terms of the split/shared contract.
- **Visiting faculty.** Departments, in collaboration with the Office of the Provost and Human Resources, may coordinate a visiting faculty position (not to exceed one year) for a partner in order to meet the needs of a department or to offer an otherwise unavailable specialty to a department. During this appointment, the partner is encouraged to apply for other open job opportunities within and outside the University.
- **Adjunct/ Post doc Position.** Departments, in collaboration with the Office of the Provost and Human Resources, may coordinate an adjunct or post doc or other soft money positions.
- **Internal accommodations** Departments, in collaboration with the Office of the Provost and Human

Resources, may coordinate a partner's application for an internal faculty or staff position.

PROVISION 5: The Remote/ Telework policy, currently found within UofM policy will be part of the Dual Career Program. A request to provide remote/telework accommodations in job postings and as options to future hires and current employed faculty and staff is justified for positions that are suited for such accommodations. It is recognized that some positions may be completed entirely or partially remote. When a position is suited for full or partial remote work, the administrator overseeing the position search may approve that it be advertised as a fully or partially telework employment role for the accommodation of members of dual-career couples. Faculty or staff positions serving UM Global programs that offer course work 100% online may be advertised as fully or partially telework in alignment with program, department, and college needs. Moreover, when a position is suited for full or partial remote work, a faculty or staff may request a fully or partially telework employment role for the accommodation of members of dual-career couples. Prior to beginning a telework arrangement, a formal telework agreement must be executed. The University of Memphis Telecommuting and/or Flextime Policies and Procedures will be followed [see [HR5061 - Alternative Work Arrangements v.3 \(policytech.com\)](#)]

PROVISION 6: Recommendations to revise the AA3013 Recruitment, Application, and Selection policy to assist the Dual Career Program.

- **Recruitment.** The policy will state that all candidates will be made aware of the Dual Career Program and online dual career services intake form at The University of Memphis. A Dual Career Program Coordinator would reach out to the candidates who are interviewing and who have completed the online dual career services intake form to discuss dual career program services at the University of Memphis.
- **Hiring**
 - A. For off-campus employment, partners of candidates who have received job offers may seek the services of the Dual Career Program Coordinator. The Dual Career Program Coordinator will assist the partner in accessing community resources and leveraging local business partners to help secure off-campus employment opportunities.
 - B. For on-campus employment, partners of candidates who have received job offers may seek the services of the Dual Career Program Coordinator. The Dual Career Program Coordinator may seek the services of Human Resources, the department head or dean of the candidate's department or college to identify appropriate academic or non-academic employment opportunities. While accommodation strategies may be employed for partners, the partner, like all other university job candidates, will need to be interviewed and reviewed by the hiring unit for appropriate credentials.
 - C. Spousal placements in the same department require approval of the majority of the full-time faculty in the department. An academic unit without departments shall require the same majority approval. An anonymous vote administered by the department chair or dean, for academic units without departments, shall be taken at a regularly scheduled department or academic unit faculty meeting prior to issuing an offer letter for the spousal placement. The department chair or dean may not vote if he or she is the hiring authority.
- **Partner Accommodation Strategy Procedures:** Because the number of spousal placements varies widely from year-to-year and the type of placements that are needed also vary widely, funding would have to be determined on a case-by-case basis.

Note. The Dual Career Program at the University does not supersede Affirmative Action, university policy, or state or federal law. The Office for Institutional Equity will review all accommodation strategy requests.