



THE UNIVERSITY OF  
**MEMPHIS**

## Faculty Senate

**Presiding:** Edward H. Perry

11/04/08

**Secretary:** Linda C. Finch

**Senators Present:** Jan R. Acuff, Thomas E. Banning, Mary V. Battle, Joel D. Bumgardner, Thomas D. Cox, Richard D. Evans, Donald R. Franceschetti, Edwin G. Frank, Nicholas V. Holland II, Wade M. Jackson, Balaji Krishnan, James M. Lukawitz, Daniel Lustig, H. Richard Mahood, William C. McKeown, Frances Pearson, Richard L. Petersen, Catherine Phipps, Lawrence A. Pivnick, Jean-Pierre Reed, Hoke Robinson, Stephan J. Schoech, William T. Segui, Michelle L. Stockton, Margaret Vandiver, and Tracy White.

**Senator Present by Proxy:** David N. Lumsden (illegible) and E. Trey Martindale (Michael M. Grant).

**Senators Absent:** Jeffrey S. Berman (explained), Robert P. Connolly, Economics (explained), Jaime M. Ferran, Candace C. Justice, Walter G. Kirkpatrick (explained), Management (TBA), Mathematical Sciences (TBA), and Susan L. Roakes.

**T.B.R. Faculty Sub-Council Rep:** Jeffrey S. Berman (absent, explained).

**Guest(s):** David N. Cox (President's Office) and Thomas J. Nenon (Provost's Office).

The three-hundred and sixty-seventh meeting of The University of Memphis Faculty Senate was held Tuesday, date, in E.C. Ball Hall Auditorium (room 124).

### **11.04.08.01 CALL TO ORDER**

The meeting was called to order at time 2:43 pm with a quorum present.

### **11.04.08.02 APPROVAL OF AGENDA**

The agenda was approved.

### **11.04.08.03 APPROVAL OF MINUTES**

It was moved to approve the minutes of the 10/07/08 Faculty Senate meeting with the correction of showing Edwin G. Frank as present.

### **11.04.08.04 PRESIDENT'S REPORT**

President E. Perry reviewed the University's budget reversion time table and reported that the Faculty Senate Executive Committee will meet with President Raines on November 14, 2008 to discuss budgetary concerns. He encouraged each senator to talk

with their department chairs to identify concerns and forward to him for inclusion in the discussion with President Raines.

President E. Perry provided the status of university's Faculty Handbook changes. Currently there have been ten (10) changes voted on and approved for inclusion in the University Faculty Handbook. However, to date, only six (6) have been implemented. The change related to Tenure and Promotion guidelines has not been changed and there are two additional changes that need further discussion with Sheryl "Sheri" Lipman, University Office of Legal Counsel. The Executive Committee will meet with attorney Lipman, on Tuesday, November 11, 2008.

Senator W. Jackson attended the Enrollment Management Council meeting for President E. Perry. There was no report given in reference to the Enrollment Management Council meeting.

The Effort Certification form is now on-line and should only be completed by faculty who receive federal funding for research. Failure to comply with this requirement can result in suspension of funding or other University sanctions. Supervisors can now sign Effort Certification forms for graduate students who participate in federally funded research projects

The Faculty Senate website has been updated to include the current Senate roster, draft minutes, most current approved minutes, recent Constitutional changes, calendar, Committee charges, and Committees membership lists.

President E. Perry reminded senators that each Committee Summary Report should be submitted eight (8) days prior to the Faculty Senate Executive Committee meeting to allow for review. Carolyn Featherstone, Faculty Senate Office, will send out a reminder to each committee chair, ten (10) days prior to each Faculty Senate Faculty Senate Executive Committee meeting. .

#### **11.04.08.05 OLD BUSINESS**

President E. Perry cited the Faculty Senate motion unanimously passed in September 2008, that requested all changes to the Faculty Handbook, not approved by the Faculty Senate since July 2006 be removed. This motion specifically referred the statement, "When faculty apply for tenure and/or promotion, they do so under the current guidelines and criteria," added to the Faculty Handbook sometime since July 2006. President E. Perry continues discussion with Provost Faudree regarding the removal of this statement and inclusion of only Faculty Senate approved Faculty Handbook changes.

#### **11.04.08.06 NEW BUSINESS**

##### **Executive Committee Report**

New Committee charges were noted for November.

- Academic Policies Committee will examine expressed concerns about the efficiency/effects of Test Week for faculty and students.

- President E. Perry will contact President Raines to establish a regular meeting schedule to facilitate Shared Governance and ongoing communication exchange between the Faculty Senate and administration.

**Committee on Committees**

The Committee on Committees chair, Senator B. Krishnan presented six (6) motions for faculty representatives on several university standing committees. They are as follows:

**MOTION 1:**

“Move that the Faculty Senate approved the nomination of Terra L. Smith (Education/Health and Sports Sciences) to serve on Student Affairs **Dining Services Committee.**”

*Adopted by voice vote, with 0 nays and 0 abstentions on November 4, 2008*

**MOTION 2:**

“Move that the Faculty Senate approved the nomination of the following faculty members to serve on the division of Business & Finance, **Facilities and Services Committee:**

- Hsiang-te Kung (Earth Sciences)
- Stanley Hyland (School of Urban Affairs and Public Policies)
- Thomas Cox (University College)

*Adopted by voice vote, with 0 nays and 0 abstentions on November 4, 2008*

**MOTION 3:**

“Move that the Faculty Senate approve the nomination of the following faculty members to serve on the division of Business & Finance, **Public Records Committee:**

- Maratha Powell Brown (Biology)
- Stephen Tabachnick (English)

*Adopted by voice vote, with 0 nays and 0 abstentions on November 4, 2008*

**MOTION 4:**

““Move that the Faculty Senate approve the nomination of the following faculty members to serve on the division of Business & Finance, **Traffic and Parking Committee:**

- Jerry Anderson (Civil Engr)
- Kathryn Hawes (ACAD)

Senator B. Krishnan stated that the committee had only a partial list of nominees for the Information Technology committees: Enterprise Training Team Committee, Business Process Improvement Team and Data Stewards Committee. And therefore, requested that the Faculty Senate wait until the December 2, 2008 meeting to vote on a complete list of nominees. The Senate agreed with his request.

NOTE: As a point of information, Senator D. Lumsden inquired about his committee membership. The Faculty Senate website reflects his membership on the Academic

Policies Committee. An inquiry was made by Dr. John R. Petry (Education/Leadership), and chair of the 2008/09 Marcus Orr Faculty Senate Lecture Committee, who had expressed concerns about the efficiency/effects of Test Week for faculty and students. The Faculty Senate Academic Policies Committee has been asked to examine this issue.

### **Ad Hoc Shared Governance Committee**

In the absence of the Ad Hoc Shared Governance Committee chair, Sheryl A. Maxwell, committee member Dr. Stanley E. “Ed” Stevens, presented three (3) motions with rationale for consideration by the Faculty Senate.

**Motion 1:** Whereas the Faculty Senate reports to the Office of the President, all recommendations from the Faculty Senate should be submitted to that Office.

Rationale: The Senate reports to the President, not the Provost as seen in the structure of the University of Memphis located at <http://www.memphis.edu/orgcharts/pres.html>. This action aligns the Faculty Senate with published information.

**After brief discussion, motion was adopted by voice vote, with 0 nays and 0 abstentions on November 4, 2008**

**Motion 2:** The Faculty Senate has administrative control of the *Faculty Handbook*.

Rationale: Currently, the administrative staff in the Office of the Provost has this duty. This action will relieve them of this responsibility.

President E. Perry noted that the administrative staff in the Office of the Provost has the duty to literally make editorial changes to the *Faculty Handbook*. However, there are noted recent examples of *Faculty Handbook* changes that have not been made months after they were voted on by the Faculty Senate. *Faculty Handbook* changes need to be made in a timely manner. The larger issue is “how do we make changes to the [Faculty] Handbook that are fair to administration and to faculty.”

**After brief discussion, motion was adopted by voice vote, with 0 nays and 0 abstentions on November 4, 2008.**

**Motion 3:** The Shared Governance Committee recommends that the President of the Faculty Senate be a voting member of the President’s Council.

Rationale: Faculty should be represented in this decision-making body.

Discussion ensued regarding the composition of the President’s Council. As a point of information, Dr. David N. Cox (President’s Office), identified that the members are those persons who are appointed and report directly to the President: Vice Presidents for Business and Finance, Student Affairs, Information Technology, Advancement, Communication, Public Relations and Marketing. Dr. Cox also noted that the President’s Council is an advisory body to the President; not a voting body.

Thus, the motion was amended to delete the word *voting*:

The amended motion now reads: The Shared Governance Committee recommends that the President of the Faculty Senate be a member of the President's Council.

Further discussion lead by Dr. Thomas "Tom" Nenen (Provost's Office) regarding that this council is not a formalized body or committee, but its members do provide valuable information to the President useful for planning purposes and budgetary matters.

There was lengthy discussion regarding positive aspects or pros of the Faculty Senate President attending President's Council meetings. The majority of the Senators held a Pros position and supported the ideas of Shared Governance, by giving voice to faculty via the Faculty Senate President having a position on the council.

**After discussion, motion was adopted by voice vote, with 0 nays and 0 abstentions on November 4, 2008.**

### **Ad Hoc Information Technology Committee**

In the absence of the Information Technology (IT) Committee chair, Senator J. Berman, committee member, Senator B. Krishnan, presented the committee's recommendations/motions from its October 2008 meeting. A total of five recommendations/motions were presented to the Faculty Senate, they are as follows:

1. University policies should be altered to allow broad faculty access to screens showing permits issued for courses. Specifically, faculty should have read privileges for viewing permits issued for all courses in their department and faculty should be able to view permits issued for all courses of their advisees. The current access to issued course permits—which is limited to deans, department chairs, and select staff—is too restrictive.

There was discussion on how best to accomplish the process/access to course permits to enhance advising. **Following discussion, this recommendation/motion was adopted by voice vote, with 0 nays and 0 abstentions on November 4, 2008.**

2. Class lists should be available from the Spectrum portal as downloadable files with the following fields: last name, first name, U-number, and e-mail address. These downloadable files should be in a format that can be readily imported into applications such as Microsoft Excel or Microsoft Word. In addition, faculty should be sent an electronic copy of the printed class lists that are currently sent out.

Dr. Nenen responded to this recommendation indicating that instructions on downloading class lists will available in the near future. Suggestion was made to provide "soft copies" of class lists rather than current "hard copies."

**Following discussion, this recommendation/motion was adopted by voice vote, 0 nays and 0 abstentions on November 4, 2008.**

3. The registration system should be modified so that faculty receive notification after the first day of class whenever a student adds, drops, or withdraws from one of their courses. This system should include an "opt out" option for faculty who want to disable this notification.

This recommendation/motion was adopted by voice vote, 0 nays and 0 abstentions on November 4, 2008.

4. Staff in the Client Support Services of the IT Division should be instructed on the policy for increasing quotas for UMdrive so that faculty are not given erroneous information (such as the need to obtain the permission of their dean) in order to increase quotas. Faculty requests for higher quotas on UMdrive should be handled and granted as quickly as possible

As a point of information, it was noted that the current UMdrive quota is 250 MB.  
This recommendation/motion was adopted by voice vote, 0 nays and 0 abstentions on November 4, 2008.

5. The Deans TAF Committee should commit to allocating funds for a high-capacity dedicated web server for faculty web hosting.

There was discussion that many universities have ways of promoting the field of study and faculty accomplishments through dedicated faculty web servers. Further discussion that clarified use of TAF funds for faculty is prohibited by virtue of the funding regulations.

This recommendation/motion was withdrawn by the committee for further discussion and modification.

#### **Ad Hoc Faculty Grievance Committee**

Dr. Charles D. Bailey, chair of the Faculty Senate Ad Hoc Faculty Grievance (FGC) Committee, presented the committee's recommendations to the Faculty Senate concerning its powers, guidelines, and operating procedures in response to the Faculty Senate charge dated August 28, 2008. The FGC suggests the following guidelines and procedures for the review of complaints.

1. The issue must concern a matter other than tenure and promotion reviews (for which a committee already exists) or discrimination under the law or any issue for which legal action has begun.
2. The complainant must first determine that his or her request has been denied (or a hearing refused, or no timely response given) by administrators.
3. The FGC will make a preliminary determination whether the reported issue is of sufficient gravity to warrant the issuance of a recommendation to the administration, and will decide promptly whether to hear the case.
4. If the FGC agrees to hear the complaint, it will first attempt to mediate the disagreement by working with the complainant and the administrator involved.
5. If mediation is unsuccessful, both the complainant and the relevant administrator(s) will be asked to provide material evidence at a timely hearing

before the FGC. The FGC will arrive at a recommendation by majority vote and forward it to the administration and the complainant within 10 working days of the hearing. In its deliberations, the FGC will consider its perceptions of procedural and distributional justice, publications of the American Association of University Professors, the prevailing policies of other universities, and other appropriate sources.

6. The recommendation of the FGC will be communicated directly to the President of the University, and will be public information unless the complainant requests that it be kept confidential. The FGC will publish an annual report including a contingency table showing the number of complaints and the ultimate outcomes: agreement/refusal to hear the complaint; and, if heard, the FGC's recommendation and whether the administration followed the recommendation.

- The FGC also may make occasional recommendations for University policy in general as it relates to formal grievances. The first recommendation is as follows: The policy under UM1564 should be modified, such that the members for a President's Panel Hearing concerning a grievance must be elected by the Faculty Senate, not appointed by the President or any designee other than the Faculty Senate.

There was in depth discussion of these recommendations as well as the role differentiation of the FGC and the Faculty Ombudsperson. President E. Perry introduced the motion to accept the Ad Hoc Faculty Grievance Committee's recommendations (cited above).

**After discussion, the Ad Hoc Faculty Grievance Committee report was adopted by voice vote, 0 nays and 0 abstentions on November 4, 2008.**

There was additional discussion to clarify the types of issues the FGC would address. Issues that qualify as formal grievances under University policy "Grievance process and Conflict Resolution" (UM1564), are not appropriate for the FGC. Policy UM1564 was examined. The FGC was asked to provide examples of issues the committee would not hear. The committee will further define these examples and bring back to the Faculty Senate.

**The Faculty Senate by voice vote, three (3) abstentions and one (1) opposition, adopted the FGC recommendation on November 4, 2008.**

### **Ad Hoc and Standing Committee Reports**

The Ad Hoc and Standing committees Summary Reports will be made available on the Faculty Senate website, <http://www.memphis.edu/facultysenate/>

Academic Policies Committee

Ad Hoc Shared Governance Committee

Ad Hoc Information Technology Committee

Ad Hoc Faculty Grievance Committee

**11.04.08.07 ANNOUCEMENTS/EVENTS**

**UofM Voluntary Buy-Out Program (VBP)**, Go to the program website at <http://www.memphis.edu/vbp>. Application period Sep 29-Nov 12, 2008, Deadline: Nov 12, 2008, Call (901) 678-4502 or email: [ybp@memphis.edu](mailto:ybp@memphis.edu)

**Recruitment and Retention Committees** need your input and bright ideas. The three committees are Committee on Recruitment, Vice President Bob Eoff, chair; Committee on Retention, Dr. Tom Nemon, chair, and Committee on Customer Service, Dr. Teresa Hartnett, Chair. To submit your ideas regarding these topic areas, visit <http://bf.memphis.edu/submitideas.php> and submit your ideas to these committees as frequently as you wish.

**Faculty Senate Lecture**, The Faculty Senate in conjunction with the Marcus W. Orr Center for the Humanities will be presenting Frederick Kaufman on November 20, 2008 at 6:00 p.m. in the Fogelman Executive Center. Kaufman is a professor of English at the City University of New York and at CUNY's Graduate School of Journalism. His lecture, "A Short History of the American Stomach" is the title of his book published by Harcourt in 2007

**Honorary Degree** nominations, guidelines for awarding honorary degrees are located at: <http://policies.memphis.edu/UM1648.htm>

**11.04.08.08 ADJOURN**

President E. Perry adjourned the meeting ended at 4:15 p.m.