



Minutes of the Faculty Senate

Presiding: William P. Travis (Health Studies)

Date: 11-29-2022

Secretary: R. Jeffrey Thieme (Marketing & Supply Chain Management)

Senators Present: Reza Banai (City and Regional Planning), Lynda Black (School of Law), Theodore Burkey (Chemistry), Gerald Chaudron (Libraries), Tori Cliff (Journalism and New Media), Melanie Conroy (World Languages and Literatures), Frances Fabian (Management), Hal Freeman (Liberal Studies), Edith Gnanadass (Leadership), Rebecca Howard (Art), Stephanie Huetten (Psychology), Andrew Hussey (Economics), Eddie Jacobs (Electrical and Computer Engineering), Brian Janz (Info & Tech), Jessica Jennings (BioMedical Engineering), Shelley Keith (Criminology and Criminal Justice), Maggie Landry (School of Social Work), Jeni Loftus (Sociology), Jeff Marchetta (Mechanical Engineering), Scott Marler (History), Sanjay Mishra (Physics and Materials Science), Deborah Moncrieff (Sciences & Disorders), Patrick Murphy (Counseling, Edu Psychology & Research), Fawaz Mzayek (Public Health), Deanna Owens-Mosby (Instruction and Curriculum Leadership), Esra Ozdenerol (Earth Sciences), Dursen Peksen (Political Science), Michael Perez (Anthropology), Brian Ruggaber (Theatre & Dance), Sajjan Shiva (Computer Science), Michael Anderson Shults (School of Music), Genae Strong (Nursing), Mark Sunderman (Fin, Ins, and Real Estate), Kevin Taylor (Philosophy), Jeff Thieme (Marketing & Supply Chain), William Travis (Health Sciences), Alistair Windsor (Mathematical Sciences), and Amanda Young (Communication & Film).

Senator Present by Proxy:

Senators Absent: Rhema Fuller (Hospitality), Travis Kelly (Military Sciences, Naval Sciences), James McGinnis (Engineering Tech), Matthew Parris (Biological Sciences), Zabi Rezaee (Accountancy), Martha Robinson (Lambuth Campus), Jennifer Thompson (Architecture), and Leah Windsor (English).

Faculty Senate Information Officer: To be determined.

Guests: Sara K. Bridges (Ombudsperson), David Cox (UMAR Representative), Jill Dapremont (Past President), Bill Hardgrave (UofM President), Markia Hilliard (Admin Assoc), David Kemme (Faculty Trustee), and Abby Parrill (Provost).

The four-hundred-and-ninety-second meeting of the University of Memphis Faculty Senate was held on Tuesday, November 29, 2022, via the Zoom video conferencing platform due to restrictions imposed in response to the COVID-19 global pandemic.

11.29.22.01 CALL TO ORDER (2:40 P.M.)

President Pat Travis called the virtual meeting to order at 2:40 pm with a quorum present.

11.29.22.02 APPROVAL OF AGENDA

The agenda was approved as written.

11.29.22.03 APPROVAL OF MINUTES

Faculty Senate – October 25, 2022

The minutes of the October 25, 2022, Faculty Senate (FS) meeting were approved as written.

11.29.22.04 PRESIDENT’S REPORT

President Travis reported that he attends all President’s Council meetings each Monday; the Executive Committee (EC) met with the Interim Provost and University President this month; he attends Deans Council meetings each month; and he and Senator Zabi Rezaee met with Dr. Abby Parrill-Baker (Interim Provost) and Raaj Kurapati (Chief Financial Officer) to discuss the proposed University Budget Council – in order to avoid duplication of effort, they decided to include faculty representation in the current budget planning process.

11.29.22.06 REPORTS

Standing Committee Reports

Committee on Committees: Chair, Genae Strong

President Travis yielded to Committee on Committees Chair Genae Strong who reported that the Committee on Committees met on November 15 to discuss Committee updates, external standing committee openings, and recommendations for filling open positions. The Committee elected Senator Strong as Chair. Chairperson Strong met with the EC on November 22 to solicit feedback and suggestions concerning the filling of open committee positions strategically. Several strategies were discussed. The Committee will proceed with incorporating all recommendations and integrating additional ones suggested by Committee members. The Committee will meet again to fill open positions. Committees with openings include the following: Facilities & Service Committee (1), Fee Refund & Appeals Committee (2), IT Policy & Planning Council (1), Enterprise Systems Advisory, Committee (1), Information Security Advisory Committee (1), Faculty Appeals Committee (4), and Faculty Appeals Advocates (1). Senators are asked to look for future announcements and respond with recommendations. Faculty representation cannot be overemphasized.

Academic Policies Committee: Chair, Edith Gnanadass

President Travis yielded to Senator Rebecca Howard who reported on behalf of Academic Policies Committee Chair Edith Gnanadass. Senator Howard reported that the Committee was charged several months ago with looking into whether any changes should be made to the Textbook Affordability Policy. The Committee decided to place that charge on hold until there is a better understanding of the new Tigers Smartstart program that is going into effect in the bookstore, now run through Barnes & Noble. She reviewed the Tigers Smartstart program. Students are automatically enrolled in the program. The total cost for students is based on the number of credit hours they are taking each semester. If students do not opt out before the start of the semester, they are charged \$24 per credit hour. This fee goes toward the rental of all their required textbooks for the semester. The FAQ page [<https://www.memphis.edu/auxiliary/smartstart.php#faq>] indicates that students can pay an

additional fee at the end of the semester for any books that they'd like to keep. Otherwise, this is entirely a rental program. The idea is that this program will ensure that students have all their necessary course materials at the start of the semester. However, if students are taking some courses that require few, if any, textbooks, they may be charged a large fee unless they opt out of the program. Once students have finished registering for the following semester, they should be able to opt out of the program, but they must do so every semester. The Committee wants to make sure that everyone is aware of the details of this new program so Senators can best advise colleagues and students.

Academic Support Committee: Chair, Andrew Hussey

President Travis yielded to Academic Support Committee Chair Andrew Hussey who reported that he was briefed by Dr. Sue Hull-Toye (Assistant Chief Information Officer) on their ongoing projects. There is nothing new to report on those projects. He also reported that the Committee has a new charge to look at Technology Access Funds (TAF) and carry forwards, which the Committee plans to address early next semester.

Faculty Policies Committee: Chair, Jeff Marchetta

President Travis yielded to Faculty Policies Committee Chair Jeff Marchetta who reported that the Committee has been meeting regularly with Interim Provost Parrill-Baker. The Committee met with the Dual Career Task Force and voted to advance the task force's recommendations to the FS for the November meeting. In addition, the Committee members met with Interim Provost Parrill-Baker to discuss proposed minor revisions to the Faculty Handbook and revisions to the following Academic Affairs policies: AA3009 - Professional Development Assignments, AA3012 – Evaluation of Faculty Members, and AA3013 – Recruitment, Application, and Selection of Faculty. The Faculty Policies Committee will continue to discuss policy revisions with the Interim Provost and make recommendations to the Senate in the Spring.

Research Policies Committee: Chair, Mike Gkolias

President Travis yielded to Senator Debbie Moncrieff who reported on behalf of Research Policies Committee Chair Mike Gkolias. The Committee is meeting this Thursday to discuss charges, specifically with respect to policies related to intellectual property.

Administrative Policies Committee: Chair, Ted Burkey

President Travis yielded to Administrative Policies Committee Chair Ted Burkey who reported that the Committee is charged with determining whether the FS should continue administering the annual faculty evaluations of administrators. A particular concern is the relevance of the evaluations considering that recent response rates were as low as 9%. A survey of other universities indicated low response rates are not uncommon, and the Committee believes a critical factor is the lack information about administrators' activities and accomplishments. The Committee met with the Interim Provost yesterday to discuss options to improve survey results. A key focus will be the distribution of an annual report by each administrator prior to the survey of faculty evaluations of each administrator.

Library Policies Committee: Chair, Frances Fabian

President Travis yielded to Library Policies Committee Chair Frances Fabian who had nothing new to report, but noted that the Committee will be returning to the question of whether the University's recent R1 status will affect the library.

Budget and Finance Committee: Chair, Zabi Rezaee

President Travis yielded to Senator Alistair Windsor who reported on behalf of Budget and Finance Committee Chair Zabi Rezaee. He reported that he, President Travis, and Chairperson Rezaee met with Interim Provost Parrill-Baker and CFO Kurapati to discuss a proposed University Budget Council. Instead of creating a new council, they discussed expanding membership in the current SRI (Strategic Resource Investment) Council to include more faculty. The Committee will also re-evaluate the SRI model. The Committee also discussed increasing FS representation in capital expenditure decisions and renovating spaces on campus. The Committee has divided into sub-groups based on Committee charges. One sub-group is considering faculty salary comparisons with peer institutions. Based on the University's recent R1 status, the Committee is working with OIR (Office of Institutional Research) to develop an updated list of peer institutions. Another sub-group is looking into faculty salary compression. The Committee expects to put forth a motion to support the purchase of a report to help understand peer institution metrics. The Committee is also looking into acquiring AAUP data.

11.29.22.07 NEW BUSINESS

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

President Travis yielded to Faculty Policies Committee Chair Marchetta who presented the motion (See Appendix A.1).

The motion is adopted by a vote of 34 for, 0 against, and 3 abstain.

President Travis moved to amend the agenda to add an announcement about the election of the next Faculty Trustee (seconded by Senator Fabian).

The motion is adopted by a vote of 33 for, 0 against, and 0 abstain.

11.29.22.08 ANNOUNCEMENTS

President Travis announced that Faculty Trustee Kemme is not seeking another term. The procedure for selecting a new Faculty Trustee will begin in January. Senators will receive a summary of the process.

11.29.22.09 ADJOURN

The meeting adjourned at 3:12 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.