



# Health Science Center

## FACULTY SENATE

GEB A204 June 11th, 2019 4:00 PM

Final Minutes

**Recording available:** <https://mediaserver.uthsc.edu/uthscms/Catalog/catalogs/tflorence-2019>

*Present:* Shiva Bohn, Bill Callahan III, Beth Choby, MaryAnn Clark, Shawna Clark, Wanda Claro-Woodruff, George Cook, Terry Cooper, Martin Donaldson, Ioannis Dragatsis, Mary (Molly) Erickson, Meiyun Fan, Peter Fischer, Jami Flick, Lori Gonzalez, Bruce Hamilton, Peg Hartig, Carrie Harvey, Vinay Jain, Vickie Jones, Vijay Joshi, PJ Koltnow, Sajeesh Kumar, Mack Land, Jennifer Langford, Sam Li, Sharon Little, Tao Lowe, Nawajes Mandal, Jillian McCarthy Maeder, Tracy McClinton, Myra Meekins, Dayna Myers, Frank Park, Phyllis Richey, Reese Scroggs, Jackie Sharp, Richard Smith, Christina Spivey, Helmut Steinburg, Wen Lin Sun, Wes Williamson, Thad Wilson, & Yanhui Zhang. Guests: Lorraine Albritton, Neeraja Yedlapati, & Shelley White-Means

*Absent:* Jami Brown, Kristen Bettin, Ricketta Clark, Dawson Colvert, Cathy Crill, William Dabbs, Alicia Diaz-Thomas, Tammam ElAbiad, Peter Fischer, Amado Freier, Oscar Grandas, David Hamilton, Penny Head, Michael Herr II, Kenneth Hohmeier, Colin Howden, Uzoma Ibeguogu, Robert Jean, Jerry Jones Jr., Rajesh Kabra, Rafal Kedzierski, James W. Kennedy, Csaba Kovesdy, Ramesh Krishnan, Aneel Kumar, Santosh Kumar, Roberto Lachica, Chris Ledbetter, Roberto Levi-D'Ancona, Carol Likens, Morgan Lisner, Elisha McCoy, Mike McDonald, Megan Mulligan, Linda Moses-Simmons, Edwards Park, Debendra Pattanaik, Jeff Phebus, Ranjit Philip, James (Will) Pledger III, Tayebah (Fruz) Pourmotabbed, R.K. Rao, Laura Reed, Shaun Rowe, Cindy Russell, Nadeem Shafi, Anthony Sheyn, Charlie Snyder, Michelle Surbrook, Fridtjof Thomas, Kwame Torgbe, Jeffery Towbin, Kirtikumar Upadhyay, Jason Vanatta, Jacqueline Venturin, Gregory Vidal, & Regan Williams.

Meeting called to order at 1600 hours CST.

### I. Approval of Minutes

### II. Speakers

Minutes for the May 14, 2019 meeting were approved unanimously.

#### A. Dr. Lori Gonzalez, Vice Chancellor of Academic, Faculty and Student Affairs

- Comment on Post-Tenure Review (PTR) - Shared general updates, as well as a new website with resources for faculty members to navigate the PTR process. Participated in a brief question and answer session.
- Question and Answer\* – Q: What will be the anticipated number of PTRs be next year? ~55 people a year; Q: How are student evaluations being considered? Recommend watching consultants' video for more information and this concern will be considered by each college. Q: Why is the PTR being implemented and

why such a small percentage of faculty being reviewed? Small sampling is necessary each year secondary to workload and logistics. The PTR was mandated by the Board of Trustees.

\*See video recording for details.

### **III. Annual Report Faculty Senate Committees**

#### *A. Report from President*

- Provided updates on leadership and campus representation, such as new UT system President, Randy Boyd, and election of Terry Cooper to UTHSC Advisory Board.

#### *B. Report from Budget & Benefits*

- Regular budget updates were received from Tony Ferrara. Discussion on gender equity of salaries continues. Data analysis is ongoing, and reports are not available yet. See attached report - Appendix A.

#### *C. Report from Faculty Affairs*

- Faculty Feedback Action (FFA) - Handbook dictates that we must complete this process though faculty cannot access the results. See attached report - Appendix C.

#### *D. Report from Faculty Handbook Committee*

- Passed numerous policies including, but not limited to relationship policy, peer review of teaching, and EPPR policy. See attached report - Appendix D.

#### *E. Report from Computing & Technology*

- Not submitted?

#### *F. Report from Clinical*

- Not applicable - committee did not meet.

#### *G. Report from Education*

- See attached report - Appendix B.

#### *H. Report from Research*

- See attached report - Appendix E.

### **IV. Announcement**

#### *A. Faculty Retreat and Orientation*

- August 1<sup>st</sup> Faculty Senate Executive Committee will meet for a retreat.
- Early September, new Senator orientation will take place. Encouraged members to engage on a Committee Chair level.

#### *B. Faculty Senate Awards*

- Administrator of the Year – Vice Chancellor Lori Gonzalez
- Faculty Senator of the Year – Jami Flick, Faculty Senate Secretary
- Presidential Citation – Lisa Zeigler

### **V. New Business**

#### *A. Passing the of the Gavel to President-Elect Peg Hartig*

#### *B. Award for outgoing President – George Cook*

#### *C. Acknowledge of Past President – Martin Donaldson*

#### *D. Faculty Senate Elections (bios available on Blackboard Faculty Senate page)*

- President-Elect: Richard Smith

Action taken: No nominations received from the floor or Zoom. Richard Smith received 32 votes in favor and there 1 write-in vote submitted. Richard Smith elected as President-Elect.

- Secretary: Laura Reed

Action taken: No nominations received from the floor or Zoom. Laura Reed received 33 votes in favor and elected unanimously by the Senate.

- UFC Representative: Martin Donaldson

Action taken: No nominations received from the floor or Zoom. Martin Donaldson received 31 votes in favor and 1 write-in vote submitted. Martin Donaldson elected as the UFC Representative.

- Old Business – None.
- Next full Faculty Senate meeting: September 10, 2019 from 4-5 p.m. in GEB A204.

There being no other business, the meeting was adjourned at 1643 hours CST.

Respectfully submitted,

Jami E. Flick, MS, OTR/L

Faculty Senate Secretary

Appendix A  
Budget & Benefits Committee  
2018-2019 Goals

- Promote the dissemination of clearly stated Faculty compensation and benefits policies and encourage the equitable application of these policies across all colleges – All faculty and staff will receive a 2% salary increase, compensation package for faculty have been examined over several and adjustments are being made to raise the salaries where they are below our regional competitors.
- Promote clear and equitable consideration regarding the criteria for faculty salary raises and bonuses (based on merit, market/gender equity and/or cost of living and salary compression) – Gender equity study currently underway.
- Monitor the campus debt service – The debt service is steady and on track.
- Review faculty salaries to ensure gender equity – Study currently in progress; there will be more information available in the fall.
- Review the budget to ensure that all tuition payments are dedicated to student education – The UTHSC budget is not a cost-center based system so it is not possible to generate this information; if expenditures are necessary, the bills are paid.

Comments:

- Compensation is competitive relative to peer institutions.
- There are areas of focus that are needed to define compensation strategies that need to be made.

## Appendix B

### Education and Academic Affair Committee Meeting Minutes

June 13<sup>th</sup>, 2019

The meeting began at 12:05.

**Present:**

Dr. Beth Choby

Dr. Thomas Laughner

Dr. Peg Hartig

Dr. Maryann Clark

Dr. Richard Smith

Alise Miller took minutes

Meeting was called to order by Dr. Beth Choby.

Discussion began regarding when committee will meet in Fall Semester and planned processes moving forward. As most of the attendees were liaisons or representatives of FS, this discussion was tabled.

Agenda topics below were discussed:

**CHIPS:**

Dr. Hartig explained that nursing has had instances of rooms not being ready when requests have been submitted in a suitable timeframe, as requested by CHIPS, and concerns of CHIPS staff availability during assigned simulations.

Dr. Clark shifted the discussion to send Chad Epps (CHIPS) an invitation to a committee meeting to get his input on challenges during the roll-out and also receive compliments for what is going well. Census was to invite Faculty Senators/colleges that regularly use CHIPS and review overall experiences, both successes and areas that are being improved. After this, a meeting could either be set up with Dr. Epps or he could be invited to speak at a Fall Faculty Senate Meeting.

A quarterly meeting with CHIPS was also brought up as a way to better stay ahead of potential issues. Use of an advisory committee was also discussed; a "SUPERUSER" group is established, but Dr. Choby was unsure whether the liaison leadership groups for CHIPS were still meeting. The idea of a CHIPS Liaison was also brought forth.

**ACTION ITEMS:** Dr. Choby will contact Dr. Epps regarding current committees working with CHIPS; Faculty Senators with real-time experience using the facilities will be queried about providing feedback for what is going well as well as any concerns; Dr. Choby will then either set up a meeting with the committee and Dr. Epps or approach FS President about whether he would like to come as a featured speaker to a fall FS meeting

**Student evaluations:**

The group discussed the topic of evaluations based on feedback from previous meeting about how to best use learner input to improve teaching. Dr. Laughner and Dr. Choby both discussed potential biases in student feedback in research studies. Dr. Choby expressed concerns regarding gender bias in several research studies. Processes at other institutions were also discussed briefly.

Discussion included how to establish a more inclusive way of evaluating faculty teaching, especially as these metrics are used heavily in P@T in many institutions nationally.

Dr. Laughner suggested an incentive to complete evaluations, noting that some schools opt to withhold grades until evaluation is completed or pay fine if not completed (private schools)

**ACTION ITEMS:** This topic will be placed on the fall agenda. As Dr. Laughner serves on the committee as a liaison, he is an excellent source of information as we explore this topic over the next year.

**Faculty and Peer Mentoring:**

Dr. Laughner discussed the resources that could be very helpful to faculty new to teaching.

A peer mentoring workshop was done last week in the TLC (teaching and learning center)

The process of how to provide constructive criticism is an important point with mentoring and also for evaluations.

**ACTION ITEMS:** This topic will be placed on the fall agenda. We will work in conjunction with Dr. Smith's FS committee to be involved as the new processes for peer mentorship are developed in the colleges at UTHSC.

**WRAP-UP**

At the end of the meeting, attendees opted to meet again in late August or early September once the new committee members have been assigned. At that meeting, dates for 2019-2020 meetings will be set, goals reviewed, and plans made regarding the above three action items.

The meeting ended at 12:55.

## Appendix C

### Faculty Senate Faculty Affairs Committee 2018-2019 Year End Report

The Faculty Affairs Committee (FAC) is charged with administering the Upward Evaluation (UE) of campus administrators on a regular basis, and developing a fair, sensitive and equitable plan to share the outcomes. After going over the UE 2018 participation and comments data, the following changes were made to the survey: The FAC voted to change the UE name to the Faculty Feedback Action (FFA) and the Faculty Senate Executive Committee (FSEC) also voted to change the name.

The FAC voted no to excluding faculty who are paid less than 10% (for some percentage of their salary by UT)?

The FAC voted No to a proposal to revise the faculty handbook so that we don't do the FFA anymore.

The FAC voted NO to keeping the rule that no report is generated for Administrators with less than six responses. The FSEC approved omitting the rule of six responses for a report so that a report will be generated for each administrator receiving at least one response.

FAC voted that participation data including the Department Chairs/Program Director data be shared with the general faculty by email using listserv.

The FAC and FSEC also approved the following questions to be added to the FFA:

Is your department going in the right direction, scale 1-5

Is your college going in the right direction, scale 1-5

Is your campus going in the right direction, scale 1-5

Do you consider your Department Chair a mentor?

How would you rate your Department Chair as a mentor?

How would you rate your Department Chair's cooperation in setting your yearly goals?

How would you rate your Department Chair in terms of guidance and support of your goals?

The committee approved moving the FFA to the Fall of 2020, now that faculty and Chair evaluations are on the calendar year.

This year the FAC focused on getting administration support for the FFA, the general opinion of the FAC being that the survey request coming from top-down would be more effective and get a better response rate. Meetings were held with the 5 Deans individually to discuss how we can increase participation and how we can make the FFA more useful to them. The FAC member representing the college went with FAC Chair to meet with their Dean.

Providing Feedback: The FAC has provided participation data for all the colleges from last year's FFA. There was agreement with administration that results of the FFA could be

shared with the FSEC, however due to the Tennessee Public Records Act exempting employees of public institutions of higher education from having their performance evaluations open for public inspection, this will not be possible.

The FSEC meeting with Chancellor was then discussed with regards to the UE. The Chancellor has his own survey that includes administrators, staff and faculty as respondents. Allen Dupont and the Chair of the FAC met with Chandra Alston (Associate Vice Chancellor, Human Resources) to discuss possible synergy with the commercial appeal survey and the FFA.

The FAC is charged with Participation in the Faculty Affairs Working Group (FAWG) policy development activities and reporting these to the FSEC. This was done by the FAC Chair, who has meet with the FAWG monthly and duly reported the activities in written reports to the FSEC and the FAC.

The FAC was asked by FAWG to weigh in on the peer evaluation process, and the FAC may also be used to review the processes and procedures set in place within each college and be a relay and perhaps a balance for information related between college bylaws pertaining to peer review of teaching.

The FSEC charged the FAC with overseeing a proposal for an Ombudsman. The FAC was given a brief history of the topic and then discussed the need and how to proceed with this issue and the positives that could be put forward for the Ombudsman position. Members of the committee have been charged with going back and discussing the Ombudsman issue with their fellow faculty members and gauging the support for an Ombudsman position.

It was requested that the FAC take on the listing of retirements and deaths for faculty and faculty retirees and staff for presentation at the end of the year full faculty senate meeting. Meiyun Fan has collected the data with help from fellow committee members and from individual colleges.

Respectfully submitted,  
Richard Smith  
Faculty Affairs Chair



## Appendix D

### **Faculty Senate Handbook Committee Accomplishments** **Policies developed and/or revised by the Handbook** **Committee in collaboration with** **the Office of the Chief Academic Officer**

#### **Committee Goals as listed on the Faculty Senate Website**

Specific areas of responsibility include, but are not limited to, the following activities:

- Work collaboratively with the UTHSC Faculty, The Faculty Senate, the Faculty Senate Executive and other Senate committees, the Faculty Affairs Working Group, the Office of Academic, Faculty and Student Affairs leadership as well as the UTHSC and System Administrations to propose, develop, review, and negotiate changes to the UTHSC Faculty Handbook.
- Contribute to the Preparation of UTHSC Faculty Handbook or sections thereof negotiated between the Faculty Handbook Committee and Administration for presentation to the UTHSC Faculty Senate Executive Committee and the UTHSC Faculty Senate.
- Verify the accuracy of texts as they proceed through the process of negotiation, approval and subsequent integration into the UTHSC Faculty Handbook

The goals of the UTHSC Faculty Handbook Committee include:

- Collaboratively propose, develop and negotiate policies, processes, procedures and language for the UTHSC Faculty Handbook that are in the best interest of the UTHSC faculty and for achievement of the missions of the UTHSC campus within the limits of policies approved by the UT Board of Trustees.

#### **Policies developed and/or revised in fulfillment of the FSEC** **approved goals**

#### **November, 2018**

1. Campus Policies and Procedures Governing Application for Tenure before the Sixth Year of the Probationary Period
2. Campus Procedures for Enhanced Tenure-Track Review

3. Campus Procedures for Periodic Post-Tenure Review of all Tenured Faculty
4. Tenure upon Initial Appointment at UTHSC

**March. 2019**

5. Revisions to the UTHSC Faculty Handbook on Relationships with Students
6. Revisions to the UTHSC Faculty Handbook on Peer Review of Teaching

**June. 2019**

7. Major revision of Appendix B, Faculty Senate Bylaws
8. Working on revision of Faculty Handbook Chapter 7. Faculty Grievances

## Appendix E

### **Faculty Senate Research Committee Accomplishments**

#### **The goals of the Faculty Research Committee include:**

- Implement UTHSC Faculty Research Resource Database on Quartz-UTHSC site.
- Collaborate with Vice Chancellor for Research in reviewing the institutional and foundation grant applications.
- Continue to pursue formation of grant review committee.
- Review invention disclosure and MTA approval policy and procedure.
- Assist and oversee progress in Office of Sponsored Programs (OSP).
- Discuss and prepare a request for research support among long standing faculty.
- Survey faculty to identify impediments for research at UTHSC.

#### **Actions taken and /or Policies developed in fulfillment of the FSEC approved goals**

##### **1. Indirect costs of multi-PI grants:**

Discussed and Disseminated the information about distribution of indirect cost of Multi-Pi grant.

##### **2. Fringe benefit rate calculations for personnel:**

Prior to submitting a grant, investigators and business managers should calculate the exact Fringe benefit rate for personnel in NIH grant.

##### **3. Intramural Grant Review (IMGR):**

- The FSRC Chair serves as the coordinator of IMGR, assigns applications to reviewers in collaboration with Lisa Youngentob in executing the grant application reviews.
- A new guideline for reviewing IMG were implemented.

##### **4. Credit for reviewing intramural grant:** to get the appropriate credit for the inordinate amount of time spent on reviewing intramural grant, the reviewer needs to discuss and inform the appropriate Dean/chair annually.

##### **5. Animal protocol:** Submission process was discussed and transition from ACAP to iMedRIS were evaluated.

##### **6. UTHSC Research Resource Database:**

On behalf of the faculty senate research subcommittee, the office of Institutional Research and Educational Technology (IRET) has developed a database application to allow faculty to search available equipment and research resources across campus. An excel file with instructions on how to fill resources were prepared by Dr. RK Rao that needs to be disseminated to UTHSC faculty.

7. **Faculty retention survey:** The survey has been prepared with the help of Dr. Allen Dupont and will be disseminated to UTHSC faculty.
8. **University of Tennessee research foundation (UTRF) Express Licensing** was discussed. Information on UTRF Express Licensing can be found on the UT website.
9. **All subject materials related to Postdoctoral research affairs were discussed.**