THE UNIVERSITY of TENNESSEE UT MARTIN

Faculty Handbook

2026

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PREFACE

The Faculty Handbook is intended to be a general summary of university policies, guidelines, services, and resources. The Faculty Handbook, along with the UT Code of Conduct[1] and the first chapters of the UT Martin Catalog, should be read carefully by all members of the faculty.

In the event of any conflict or inconsistency between the UT Board's policy and this handbook, the board's policy will control. Current versions of the University of Tennessee Policies are available on the University of Tennessee System website.[2] The University maintains a copy of the current Faculty Handbook on the Faculty Senate page of the UT Martin website. The procedures for updating this handbook are located in Chapter Seven.

The 2015 Revision

A thorough revision of this handbook was completed in 2015. This revision took five years of concerted effort by the Personnel Policies Committee and the Office of Academic Affairs.

The key goal of this revision was to make it easier to maintain a correct and current version of the handbook. Towards this end Board of Trustees policy has been separated from UT Martin procedure, block quoted, and linked. Much of the text was made more concise and unnecessary or variable information was removed and replaced with links. Even the footnoted format of the links was chosen to make updating easier. An alphabetical index was added. We hope this new format will be both easier to use and maintain.

Now that UT Board policy is quoted, you will notice that the board uses 'head' for our department chair, the 'Chief Academic officer' for our Senior Vice Chancellor for Academic Affairs, and 'The University' for the University of Tennessee System. UT Martin does not make a distinction between department head and department chair. In this handbook 'campus' usually refers to the entire UT Martin campus (including all UT Martin sites and locations).

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[1] UT Policy HR0580: https://policy.tennessee.edu/policy/hr0580-code-of-conduct/ (see also tennessee.edu/code).
[2] UT Policy Website: policy.tennessee.edu/.

CHAPTER ONE:
UNIVERSITY GOALS, ORGANIZATION, AND GOVERNANCE

1.1 The University of Tennessee System

The University of Tennessee is comprised of campuses at Knoxville, Chattanooga, Martin, and Pulaski, the Health Science Center at Memphis, the Institute of Agriculture, the Institute for Public Service, and the Space Institute. The University of Tennessee System has a presence in each of Tennessee's 95 counties. Through the combined force of its education, research and outreach, the University serves students, business and industry, schools, governments, organizations and citizens throughout the state.

The University of Tennessee System's primary purpose is to serve the people of Tennessee and beyond through the discovery, communication and application of knowledge, as further elaborated in its mission statement.[1]

1.2 The University of Tennessee at Martin

Higher education began on The University of Tennessee at Martin campus as Hall-Moody Institute, which was established by the Baptists of Martin in 1900. The property was acquired by The University of Tennessee in 1927 and UT Junior College was established. UT Junior College became a senior college in 1951. Named "The University of Tennessee Martin Branch," it offered bachelor's degree programs in agriculture and home economics.

In 1967, the institution officially became The University of Tennessee at Martin and since that time has grown to offer nearly 100 different areas of study involving undergraduate and graduate levels of study.

The primary purpose of the University of Tennessee at Martin is to provide a quality undergraduate education in a traditional collegiate atmosphere characterized at all levels by close relationships among students and faculty. This is elaborated in its mission statement[2] and list of values.[3]

1.3 Board of Trustees

The governing body of The University of Tennessee is the Board of Trustees. The board has delegated administrative authority to the president, who exercises this authority through delegation to, and in consultation with, a staff of vice presidents and chancellors. The board has delegated to UT Faculty Senates the authority, subject to the approval of the chancellor(s), the president, and the board itself, to determine general educational objectives and policies at UT and regulations related to those objectives, such as requirements for admission, retention, readmission, graduation, and honors for all degree and certificate programs. For a more complete description of the organization, duties, and powers of the board, please consult *Bylaws of the University of Tennessee Board of Trustees.*[4]

1.4 University System Administration

The system administration, headed by the president, enunciates the general mission of the university, and coordinates comprehensive, long-range plans, growth, and development of the campuses and statewide operating divisions.

The current Organizational Chart of the University of Tennessee System is available online.[5]

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[1] UT Mission Statement: https://tennessee.edu/about/mission/
[2] UT Martin Mission Statement: https://www.utm.edu/about-ut-martin/
[3] UT Martin University values: https://www.utm.edu/about-ut-martin/
[4] UT Board of Trustees Bylaws: https://tennessee.edu/wp-content/uploads/2025/04/Bylaws-6-25-24-final.pdf
[5] UT Organizational Chart: https://www.utm.edu/orgchart

1.5 UT Martin Organization and Administration

The Organizational Chart of the UT Martin administration is available online.[6]

1.5.1 Chancellor

The Chancellor is the chief executive officer of the campus administration, subject to the general supervision of the President in coordination with the vice presidents.

1. The Chancellor is the primary channel for official communications between the campus and President.
2. The Chancellor directs instructional, research, service, student, development, finance and business, and athletics programs on the campus within general policies established by the President and the Board of Trustees.
3. The Chancellor reviews with the President the proposed appointment and compensation of vice chancellors, deans, and chairs.
4. The Chancellor recommends to the President major policy and operational changes in the areas of academic affairs, student affairs, business and finance, and development. The President may or may not submit proposed changes to the Board of Trustees for approval according to the general policies established by the Board. Actions requiring Board approval and Higher Education Commission approval are defined in The University of Tennessee Board of Trustees Bylaws, Board of Trustees Policy on Faculty Handbook Revisions, and publications of the Tennessee Higher Education Commission.

1.5.2 Provost

The position of Provost is typically included with the position of the chief academic officer, the Senior Vice Chancellor for Academic Affairs. The Provost reports directly to the Chancellor. Provost duties beyond those of the Senior Vice Chancellor for Academic Affairs are determined by the Chancellor and include a prominent role, in consultation with the Chancellor, for campus-wide strategic planning, assessment, and resource allocation. The Provost serves as the second ranking administrative officer and has primary responsibility for the Division of Academic Affairs. The Provost serves as chair of University-wide task forces and standing committees as determined by the Chancellor and according to policies of the University. The Provost works collaboratively with other members of the Chancellor's staff and represents the chancellor in his/her absence.

1.5.3 Senior Vice Chancellor for Academic Affairs

The Senior Vice Chancellor for Academic Affairs (SVCAA) reports to the Chancellor and serves as the chief academic officer of the campus and generally carries out the following duties:

1. serves as the key academic liaison with the System-wide administration;
2. administers and coordinates academic activities including the Office of Associate Provost (includes Curriculum and Assessment and Faculty Senate and Catalog), the academic colleges, the Office of Graduate Studies, the Regional Centers, and the UTM Siena Program;
3. presides over meetings of the Deans, Directors, and Department Chairs Council and the Deans Council;
4. provides leadership in planning and establishing faculty policies; and
5. provides oversight for the following offices, including but not necessarily limited to: Office of Enrollment Services and Student Engagement (includes Admissions, Student Success Center, and Financial Aid and Scholarships); Paul Meek Library; Honors Programs; Educational Outreach; UT Online; Accreditation and Assessment; Academic Records; and Institutional Research.

The Chancellor reviews the performance of the Senior Vice Chancellor for Academic Affairs annually. In preparation for this evaluation, the Chancellor asks the deans, appropriate members of the staff, and members of the faculty for their

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[6] UT Martin Organizational Chart: https://www.utm.edu/orgchart

judgment. In the case of an extended incapacity, the Chancellor will appoint an acting Senior Vice Chancellor for Academic Affairs.

1.5.4 Senior Vice Chancellor for Finance and Administration

The Senior Vice Chancellor for Finance and Administration recommends and executes all fiscal, physical plant, and human-resource-related policies. These responsibilities are facilitated through the departments of Budget and Management Reporting, Human Resources, Business Services, the Bursar's Office, Public Safety, University Bookstore, Physical Plant, Contracts Coordination, Effectiveness and Efficiency, Environmental Health and Safety, and Emergency Management. The Vice Chancellor and his/her staff are committed to safeguarding and preserving the resources of the University as they fulfill their stewardship responsibilities for students and taxpayers.

1.5.5 Vice Chancellor for Student Affairs

The Vice Chancellor for Student Affairs has responsibility for the Boling University Center, Student Health and Counseling Services, Student Conduct, Minority Affairs, Dining Services, Student Housing, and Campus Recreation. In all these programs, the Vice Chancellor's concern is with services that will enhance the welfare of students and the quality of student life.

1.5.6 Vice Chancellor for University Advancement

The Vice Chancellor for University Advancement directs the areas of Alumni Relations and Development and Planned Giving. In the role of Development, the primary responsibility is the raising and administration of private gifts to the campus. Because of the external nature of the responsibilities, a close relationship between the System and Campus Development and Alumni programs is necessary to ensure maximum effectiveness with minimum duplication of effort. In the role of Alumni Relations, the primary responsibility is to enhance and promote UT Martin alumni communications and events through the University of Tennessee National Alumni Association (UTNAA).

1.6 UT Martin Academic Administration

The Division of Academic Affairs provides oversight for the curriculum, ensures academic program integrity, and supports the faculty. Nearly 100 different areas of study are administered by the deans of the College of Agriculture and Applied Sciences, College of Business and Global Affairs, College of Education, Health, and Behavioral Sciences, College of Engineering and Natural Sciences, College of Humanities and Fine Arts, and Graduate Studies.

The dean of the Paul Meek Library and the directors of the Office of Enrollment Services and Student Engagement; Educational Outreach; Honors Programs; the Regional Centers; the UTM in Siena Program; UT Online; Accreditation and Assessment; Academic Records; and Institutional Research report to the Division of Academic Affairs.

Other special academic programs, projects, and initiatives are directed by faculty members who serve as core professionals involved in a variety of instructional, research, and service activities that are coordinated through administrative offices within the Division of Academic Affairs.

The Organizational Chart of the UT Martin Division of Academic Affairs is available online.[7]

1.6.1 Associate Provost

The Associate Provosts report to the Senior Vice Chancellor for Academic Affairs and are responsible for the following duties:

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[7] UT Martin Academic Affairs Organizational Chart: https://www.utm.edu/**orgchart**

1. maintains the curriculum for the campus and provides assistance in curricular development and revision;
2. oversees annual revision of undergraduate and graduate catalogs;
3. collects data related to general education and major field assessments; academic program review and accreditation; student, alumni and employer satisfaction assessment; student access and student success;;
4. prepares the annual Quality Assurance Funding report to the Tennessee Higher Education Commission;
5. maintains the Faculty Handbook and serves as campus Faculty Handbook liaison to the UT System;
6. provides oversight for the Catalog and Faculty Senate Office and serves as administrative liaison to the Faculty Senate and its committees.

1.6.2 Deans

The academic units of The University of Tennessee at Martin are varied in size and organization. Each of the five colleges is administered by a dean responsible for the successful development and implementation of the unit's programs. The deans are responsible to the Chancellor through the Senior Vice Chancellor for Academic Affairs. Each college is departmentalized with chairs reporting to the deans. A sixth dean oversees the Office of Graduate Studies and a seventh dean oversees the Paul Meek Library.

The college dean is ultimately responsible for the vitality of the college. The University looks to the dean for definitive recommendations about curriculum; staffing; faculty promotion, tenure, and evaluation; development needs; and financial allocations within the college. The dean provides advice and judgment about curricular recommendations but does not have power of veto in curricular recommendation approved by the department faculty.

The dean receives recommendations for faculty appointments, retention, promotion, tenure, salary adjustments, program development, and departmental operating budgets from the department chair. These recommendations are reviewed, approved, disapproved, or revised for submission to the Senior Vice Chancellor for Academic Affairs. The chain of recommendations described above does not entail merely a passive or reactive role for the dean. Each dean is responsible for planning and developing strategies for the general vitality of the college. This activity includes identifying unmet programmatic needs, coordinating joint programs and projects, creating an atmosphere conducive to instruction and research, and encouraging the maintenance of standards in the instructional process.

An annual evaluation of the dean is made by the Senior Vice Chancellor for Academic Affairs. In preparation for this evaluation, the Senior Vice Chancellor for Academic Affairs asks the chairs, faculty and staff within the college for their judgment.

1.6.3 Department Chairs

The department chair is a faculty member who is responsible for administering and leading an academic department. He/she serves as the primary liaison between the faculty and the administration. The chair transmits System, campus, and college policies and decisions to the faculty and communicates departmental needs, aspirations, and concerns to the dean and the administration. When a department chair is to be absent, he/she consults with the dean and may appoint a substitute from within the department. Further duties of the chair include:

1. Faculty Meetings. In order to encourage the participation of all faculty in departmental decision making, the chair should hold a minimum of two faculty meetings each semester.

2. Governance. The chair is charged with the responsibility of developing and utilizing a departmental governance structure which provides for effective faculty participation in decision-making processes. The governance structure should have the mutual approval of the faculty, chair, and dean, recognizing that the chair is ultimately responsible for the department.

3. Curriculum Development. The chair is expected to assume a leadership role in the development and revision of curricula. However, departmental faculty must approve all curricular matters. The chair does not have the power of veto over curricular recommendations but must transmit approved recommendations to the appropriate college or Faculty Senate committee.

4. Management. The chair is responsible for the employment and supervision of clerical and supporting personnel and the management of department physical facilities and equipment. He/she must approve all official travel and authorize all departmental expenditures. Reports and other routine tasks are expected to be completed in a timely fashion.

5. Teaching. Teaching is considered to be a part of a chair's responsibilities and typically includes six hours per semester. The chair is expected to set an example of excellence in teaching. Effective teaching is a major factor in the selection and retention of the department chair.

6. Budget Development. The chair consults with the faculty to develop an annual budget request which is presented to the dean in a meeting open to the departmental faculty. The budget request should reflect the needs of the department and be justifiable in terms of the department's goals and educational objectives.

7. Appointment, Retention, Tenure and Promotion of Faculty. The chair is expected to consult with the faculty in matters of appointment, retention, tenure and promotion of faculty. Details of the procedure for faculty involvement in tenure and promotion decisions are found in Chapter Two of this Faculty Handbook.

8. Assessment of Faculty Performance. The chair is responsible for an annual evaluation of each faculty member. The review shall include past performance and tenure-track faculty members' progress toward tenure as outlined in Chapter Two. Faculty members are expected to have direct involvement in the development and revision of evaluation procedures and forms. Evaluation procedures outlined in the departmental bylaws must have the approval of a majority of the departmental faculty, as well as the approval of the chair, the dean, and the SVCAA.

9. Scholarship/Research and Professional Activities. The chair is expected to set a good example by engaging in scholarship/research, public service, and other professional activities. He/she should recognize, encourage, and support the departmental faculty in such activities as appropriate to the academic discipline of each faculty member.

10. Salary Adjustments for Faculty. The chair is responsible for recommending salary increases for each faculty member. Faculty members are expected to have direct involvement in the development and revision of an incremental pay allocation procedure. The procedure is incorporated in the departmental bylaws and approved by the chair, dean, and majority of the faculty.

The performance of each chair is evaluated annually by the faculty and his/her dean. The dean's performance evaluation must take into consideration the faculty evaluations as a part of the decision process in determining the continuation or removal of the chair. The chair's appointment is subject to review and removal at any time at the discretion of the dean, Senior Vice Chancellor for Academic Affairs, or Chancellor. However, because the chair is the first line of administration for the faculty, every reasonable effort should be made to ensure that the opinions of all faculty in the

administrative unit are considered in the dean's evaluation of the chair's performance. A fair and equitable evaluation should include the solicitation of formal evaluations from at least a simple majority of the full-time faculty members in that unit annually. Every faculty member should be afforded the opportunity to evaluate the chair formally at least once every three years. Written evaluations should be retained in the permanent file of the chair for five years. If a chair is relieved of his/her position, the dean should notify the faculty in that administrative unit in writing within 14 days.

1.7 Faculty Role in Selection of University Administrators

All administrators at the department chair level or higher who have responsibilities related to or affecting the academic programs of the university must understand and respect the values of the academic profession and its ethos of commitment to freedom in open and objective inquiry. For this reason, the university seeks always to ensure appropriate faculty participation in the appointment of its administrators. The faculty should nominate their peers to serve on search advisory committees, interview prospective candidates, and submit evaluations of those candidates for academic administrative offices.

1.7.1 Searches

The process for appointing an academic administrator – including the Senior Vice Chancellor for Academic Affairs, the Associate Provost, a dean, or a department chair – begins when a search is authorized by campus administration. An advisory search committee is then created by the Chancellor (in the case of a search to fill the position of SVCAA), the SVCAA (in any search to fill the position of dean), or the dean (in any search to fill the position of department chair). The faculty in the disciplines within the search area will elect members of the advisory search committee in conformity with affirmative action guidelines. The administrator forming the committee may appoint additional members with elected members of the advisory search committee constituting a simple majority of its membership. The advisory search committee shall elect a committee chair from among its members.

The advisory search committee shall:

1. assure that the search process conforms to the University's Human Resources and affirmative action policies;
2. consult with the appropriate faculty members and administrators to write a position description;
3. advertise the position;
4. screen the applications and nominations to develop a list of finalists;
5. contact the references of the finalists;
6. confirm that the finalists still have interest in the position;
7. recommend finalists to be invited to the campus for interviews with the appropriate members of the University community; and
8. submit a list of acceptable candidates, based upon the charge to the committee.

If the supervising administrator does not accept the recommendation of the committee, he/she should provide a written explanation to the search committee for that decision.

1.7.2 Internal Searches

An internal search may be implemented for the position of department chair when doing so is consistent with the university’s best interest. Internal searches must comply with any applicable affirmative action and Human Resources policies and procedures. After convening a meeting of the faculty and professional staff of the affected department to discuss the duties, responsibilities, and departmental expectations of the chair, the dean of the academic unit may initiate the request for an internal search if appropriate. The Senior Vice Chancellor for Academic Affairs will request approval by the Chancellor to conduct an internal search.

1.7.3 Interim Department Chair Appointments

All interim chair appointments must be approved by the Senior Vice Chancellor for Academic Affairs. The department faculty must be consulted and given an opportunity to provide feedback.

1.8 Shared Governance

1.8.1 The Faculty Voice

The voice of the faculty in University governance is indispensable. Its advice cannot be lightly given or lightly received. Everything depends upon the collegiality, mutual respect, and sensitivity of the faculty and the administrative officers. The officers are colleagues who have been assigned specific administrative responsibilities. The faculty are colleagues whose advice and counsel must influence the exercise of those responsibilities. The employer both of faculty and of officers is the Board of Trustees, which has delegated to each a set of specific responsibilities that can be successfully discharged only with the support and counsel of the other.

Faculty members have the right to contribute to campus and university discourse that is at the heart of the shared governance of the campus and the university. When contributing to campus and university discourse, at any level within the university or the community at large, faculty members have the freedom to raise and to address, without fear of institutional discipline or restraint or other adverse employment action, any issue related to professional duties; the functioning of academic units, the campus, or the university; and department, college, campus, or university actions, positions, or policies.

The use of University stationery, telephones, and other resources for personal or extramural activities of any extended nature is prohibited, as is the use of the faculty member's University position or title in connection with the expression of purely personal, unofficial views. Only under such conditions can the faculty enjoy mutual confidence within its own ranks or command the respect and support of the larger society. The faculty member's professional conduct is subject to The University of Tennessee "Statement of Policy on Misconduct in Research and Service" which is available online.[8]

The most direct responsibility of the faculty in University governance is to determine the shape of the academic programs. A less direct, but no less important role of the faculty, is to advise the officers whose duties are described above about certain administrative matters that are intrinsically related to the vitality and credibility of the University. These matters include (but are not necessarily limited to) the five areas listed below. The administration and faculty will both encourage and actively protect such dialogue. Both faculty and administration will carry out discussions with collegiality, civility, and respect.

1. Appointment, Retention, Tenure, and Promotion of the Faculty. The chair or dean is expected to consult with faculty in a full and reasonable manner before he/she:
    a. undertakes a search for new faculty or authorizes a departmental committee to initiate such a search;
    b. recommends the appointment of new faculty; or
    c. recommends the retention, termination, promotion, or tenure of faculty.

    Details of the procedure for faculty involvement in tenure and promotion decisions are found in Chapter Two of this Faculty Handbook. In these decisions, the chair or dean is obligated to seriously consider the recommendations of the faculty. In the event of disagreement, the chair or dean must share with the committee a complete copy of all recommendation documents to be forwarded to the next official and explain to them frankly and openly the decision he/she has reached. The chair or dean must also give the committee an opportunity to submit, along with his/her

[8] UT Policy on Misconduct in Research and Service: https://policy.tennessee.edu/policy/re0001-the-university-of-tennessee-policy-and-procedures-on-responsible-conduct-in-research-and-scholarly-activities/

recommendation, a dissenting report if they so desire. In any event, the faculty vote must be reported and explained to the dean.

2. Assessment of Faculty Performance. Faculty members are expected to have a direct role in the construction or revision of evaluation forms and procedures pertaining to faculty performance.

3. Resolution of Grievances in Faculty Affairs. Administrators or colleagues may assist in the resolution of faculty conflicts, grievances, and complaints at various levels. (See Chapter Four of this Faculty Handbook for formal grievance procedures.)

4. Selection and Evaluation of University Administrators. Participation in the selection and evaluation of administrators is one of the most important ways in which faculty judgment influences the governance of the University. Faculty participation is essential because all administrators who have responsibilities touching or affecting the academic programs of the University must understand and respect the values of the academic profession and its commitment to freedom in open and objective inquiry. Faculty advisory committees are created to render advice to the campus administration and University-wide administration about appointments. In addition, the faculty of each academic unit plays an important role in the evaluation of its administration.

5. Determination of University Priorities and Budgeting. Faculty members are involved in establishing major institutional priorities and goals. This particular participation occurs through the Faculty Senate and through special committees appointed for the task. The Senate, through its committees on curricula, recommends to the Chancellor the establishment or termination of programs. Faculty judgments about the costs of these programs affect this deliberation and, in turn, are affected by the judgments of the faculty as to the pedagogical and intellectual soundness of such proposals.

1.8.2 Faculty Senate

The faculty delegates to the Faculty Senate transaction of much of its business. The senate, composed of elected faculty representatives and ex officio administrators, is the main vehicle by which the faculty influences campus-wide governance. The senate considers issues relating to curriculum, admission, retention, degrees, promotion, tenure, economic concerns, instructional practices, faculty grievances, and legislative relations. While final administrative judgment on the campus is reserved for the Chancellor, the recommendations of the senate are regarded with the utmost care and seriousness by all administrative officers. The Board of Trustees Resolution Establishing the Faculty Senate and Bylaws for the UT Martin Faculty Senate are included in the appendices[9] for convenient reference and do not require Board of Trustee approval.

1.8.3 Faculty Meetings

An official meeting of the faculty occurs annually before the opening of the fall semester.

There shall be one additional regular meeting of the faculty in the fall semester and one in the spring semester, both to be scheduled in advance by the Executive Committee. The fall meeting will be scheduled to occur within thirty-days of Fall Break, with preference given to Thursdays at 3:15 p.m. The spring meeting will be scheduled to occur within thirty-days of Spring Break, with preference given to Thursdays at 3:15 p.m. Notice of these meetings will be sent two weeks in advance by the Secretary of the Senate. The President of the Senate will preside at the meetings. Additional meetings

[9] See Appendix A

may be called by the Chancellor at his/her initiative or upon petition of ten percent of the faculty. Faculty members should attend all regularly scheduled and called faculty meetings.

1.8.4 Administrative Committees

Administrative committees play an important role in the governance of the University. Each year the Administrative Committee on Committees advises the Chancellor who appoints students, faculty, and staff to these committees. They assist in the development of institutional policy, procedure, and practice. The Faculty Senate recommends to the Administrative Committee on Committees the following guidelines concerning administrative committee formation and service:

1. survey the faculty for preferred committee assignments, and attempt to make assignments accordingly;
2. consult with the faculty member and academic supervisor on committee assignment;
3. make committee assignments before the end of the prior academic year;
4. establish a set length of term of service on all committees;
5. distribute committee assignments evenly across the faculty, so that most faculty will have one assignment before additional ones are made;
6. exempt current Faculty Senate members from service on administrative committees when possible to accommodate service on one or more Senate committees; and
7. establish a procedure for committee chairs at the end of the academic year to send a brief report of each member's committee service to academic supervisors for use in annual evaluations.

A current list of administrative committees, responsibilities, and membership is available online.[10]

[10] Administrative committees: https://liveutk.sharepoint.com/sites/UTMAdministrativeStandingCommittees/SitePages/Administrative-Standing-Committees-Listing.aspx

CHAPTER TWO:
TENURE-TRACK AND TENURED FACULTY

The Board of Trustees' *Policies Governing Academic Freedom, Responsibility, and Tenure* (BT0006) [1], adopted in 1998, and all subsequent amendments, govern faculty rights and responsibilities. The following sections are intended as a general summary of the parts of this policy relevant to tenure and tenure-track faculty. Academic freedom is addressed in Chapter Four. In the event of any conflict or inconsistency between the board's policy and this handbook, the board's policy will control.

Note that administrative appointments do not carry tenure. Therefore an administrative officer does not have tenure in any administrative position. Tenure, if held, resides only in an administrator's faculty appointment in the department or unit in which he/she has been granted tenure upon affirmative action of the Board of Trustees.

2.1 Selection of New Faculty for Tenure-Track Positions

2.1.1 Authorization to Search

Authorization to search is required to fill any new or vacated position. Deans and department chairs submit requests and justifications for new positions to the Senior Vice Chancellor for Academic Affairs during the budget conferences for the following year. The Senior Vice Chancellor for Academic Affairs will grant or withhold authorization to fill new positions or vacancies created through resignation or termination of appointment on behalf of the Chancellor after due consideration of budget and enrollment projections.

2.1.2 Search and Screening Procedures

The University is committed to recruiting from a wide pool of highly qualified applicants; therefore, search procedures should be designed to ensure that qualified individuals are made aware of any position vacancy. A thorough search and careful screening procedure must precede any recommendation of appointment. The complexity of the search process depends upon the nature of the position, with a more extensive search necessitated by a regular, full-time appointment.

The academic administrator responsible for the appointment consults with the department/school faculty about the program needs, the minimal qualifications for the position, the primary and secondary areas of specialties, and the procedure for the search.

The department shall establish an advisory search committee comprised of at least three faculty members elected to serve on the committee. The formation of this committee should conform to all applicable HR guidelines as well as the Search Procedures for Faculty and Higher Level Administrative Positions.[2] The committee shall elect one of its members to serve as chair. As the administrator to which the search committee reports, the chair or dean should not serve on the search committee unless he or she is presented a written request to do so, signed by a simple majority of the members of the academic unit.

The advisory search committee shall

1. provide the administration with insights about program needs;
2. prepare a written description of the desired qualifications against which all candidates should be evaluated;

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[1] UT Policy BT0006: https://policy.tennessee.edu/policy/bt0006-policies-governing-academic-freedom-responsibility-and-tenure/

[2] UT Martin Search Procedures for Faculty and Higher Level Administrative Positions: 2025 External Search Procedures revised 10.09.25.pdf

3. develop a search/selection plan at the department level, seeking guidance from the offices of Academic Affairs and Access, Compliance and Title IX as needed;
4. obtain approval of the plan from the department chair, dean, Senior Vice Chancellor for Academic Affairs, and Access and EngagementOfficer who reviews and compares the plan with the required components of theSearch Procedures for Faculty and Higher Level Administrative Positions;
5. implement the approved plan and conform to all applicable human resources and Search Procedures for Faculty and Higher Level Administrative Positions guidelines[3];
6. screen against the predetermined qualifications and rank the applicants; and
7. consult with the department chair or dean to recommend the candidates to be interviewed.

2.1.3 Interviews

Several candidates, usually three, should be interviewed at the institution's expense for a regular full-time position. These candidates should be brought for interviews within a relatively short time interval so valid comparisons of the interviewees can be made. As many faculty and students as possible, the chair, the dean, and the Senior Vice Chancellor for Academic Affairs should all be involved in the interview activity.

2.1.4 Certification of English Language Competency

The department chair or dean, in consultation with faculty members, should certify that the candidate can communicate effectively with students in the English language. The complete policy can be found on the UT Academic Affairs and Student Success website[4] and a form is available on the UT Martin Office of Equity and Diversity's website.[5]

2.1.5 Selection, Negotiation, and Recommendation of Appointment

The advisory search committee shall make a recommendation to the chair or dean. This recommendation may consist of a ranked list. The final responsibility for the departmental recommendation rests with the chair. The departmental recommendation should be forwarded to all administrators with line responsibility for the position. Prior to any offer of appointment, the Access, Compliance, and Title IX Officer must certify that requirements of the search/selection plan have been met.

Following a departmental decision to recommend appointment, informal discussions concerning rank, salary, and other terms of employment may occur between the chair or dean and the prospective faculty member. Such discussions serve merely to shape and influence the recommendations of the chair or dean and do not constitute a binding commitment by the University.

The department chair and dean should forward to the Senior Vice Chancellor for Academic Affairs the recommendation stating proposed rank and salary for the candidate. Each recommendation should be accompanied by a full set of credentials and any other required forms.[6]

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[3] UT Martin Search Procedures for Faculty and Higher Level Administrative Positions: 2025 External Search Procedures revised 10.09.25.pdf

[4] UT Policy (Cert. Eng. Comp.): https://policy.tennessee.edu/policy/bt0031-policy-concerning-english-language-competency-of-ut-instructional-staff/

[5] UT Martin Cert. Form (UTM OneSpace): Competency in English Language Memo.docx

[6] UT Martin Search Procedures for Faculty and Higher Level Administrative Positions: 2025 External Search Procedures revised 10.09.25.pdf

2.1.6 Letter of Appointment

If the Senior Vice Chancellor for Academic Affairs and the Chancellor approve the recommendation of the department chair and dean, the Senior Vice Chancellor for Academic Affairs provides a formal letter of appointment to the candidate selected. The appointment letter must specify:

1. the academic rank at which the faculty member is being appointed;
2. the initial salary and related financial terms (such as startup funding, travel allowances, etc.);
3. the nature of the appointment (tenure track or non-tenure track) and length of the probationary period;
4. the academic year during which tenure and/or promotion must be considered;
5. a complete description of what constitutes the terminal degree, if not a doctorate; and
6. the criteria the faculty member must satisfy before being considered eligible for promotion or tenure review if the appointment occurs before the terminal degree is obtained.

The new faculty member's written acceptance of the letter of appointment, together with execution of normal University employment forms, completes the initial appointment to employment between the University and the faculty member.

2.2 Tenure-Track Appointments

2.2.1 Criteria for Appointment to Faculty Rank

Criteria for appointment to the different academic ranks are complex. Each faculty position has its own distinctive requirements, but UT Martin has established the following general criteria. The standard for teaching (item 3 for each rank) is essential at every level. Outside of teaching, unusual excellence in one area may counterbalance deficiencies in another. Certain specialized disciplines may have different or additional standards. In regard to evaluation of librarians, "librarian" should be substituted for the word "teacher."

All full-time faculty members who were tenured or who were appointed to a tenure-track position as Instructors before September 1, 2006, shall be allowed to remain at the rank of Instructor.

All faculty members are expected to meet the following criteria for the appropriate rank.

A <u>Professor</u> is expected to:

1. hold a full-time academic year or full-time twelve-month appointment;
2. hold the doctorate or other terminal degree of the discipline;
3. have an excellent reputation as a teacher;
4. have an excellent record in research, scholarship, or professional attainment;
5. have a strong record of effective participation in university service and professional activities other than teaching and research;
6. normally, have served as an associate professor for at least five years; and
7. have demonstrated ability to relate effectively to students and professional colleagues.

An <u>Associate Professor</u> is expected to:

1. hold a full-time academic year or full-time twelve-month appointment;
2. hold the doctorate or other terminal degree of the discipline;
3. have a good reputation as a teacher;
4. have a good record in research, scholarship, or professional attainment;
5. have participated in university service and professional activities other than teaching and research;
6. normally, have served as an assistant professor for at least four years; and
7. have demonstrated ability to relate effectively to students and professional colleagues.

An Assistant Professor is expected to:

1. hold a full-time academic year or full-time twelve-month appointment;
2. hold the doctorate or other terminal degree of the discipline;
3. show promise as a teacher;
4. show definite evidence of ability in research, scholarship, or professional promise;
5. have interest in university service and professional activities other than teaching and research; and
6. have demonstrated ability to relate effectively to students and professional colleagues.

An Instructor is expected to meet the criteria for appointment as an Assistant Professor with the exception of completion of the terminal degree. This rank is normally used for individuals who have been admitted to candidacy for the terminal degree (ordinarily with ABD status). Employment as an Instructor should usually not exceed a four-year period, after which those who have not earned the terminal degree will no longer be employed as instructors. Conversion of the appointment from Instructor to Assistant Professor typically occurs at the beginning of the semester following official notification of completion of all degree requirements, consistent with the terms outlined in the appointment letter.

These expectations are also used as criteria for promotion later in in this chapter.

2.2.2 Classifications of Tenure-Track and Tenured Appointments

Tenure-track and Tenured Appointments include:

1. Regular full-time academic year appointment – A full-time academic year appointment is a nine-month appointment paid in twelve monthly installments from August 1 through the following July 31. The salary is considered earned at the rate of one-half of the annual salary for each of the two semesters (fall and spring). Regular full-time academic year appointments are to the rank of Instructor or higher and are either probationary (tenure-track – a period in which creditable service toward tenure and/or promotion may be accumulated), or tenured.

2. Regular full-time twelve month appointment – A full-time twelve month appointment carries an annual salary that is earned and paid in twelve monthly installments from July 1 through the following June 30. Regular full-time twelve month appointments are to the rank of Instructor or higher and are either probationary (tenure-track – a period in which creditable service toward tenure and/or promotion may be accumulated), or tenured. Full-time twelve month faculty members accrue annual and sick leave in accordance with established University policies. See HR Policies HR-0305[7] and HR-0380.[8]

2.2.3 Changes to the Appointment

The faculty member is officially notified of an award of tenure or promotion by letter from the Chancellor. Other notifications such as salary adjustments; tenure review date; and changes in rank, title, or assignment are by letter from the department chair, dean, or SVCAA.

Any other oral or written representations concerning such adjustments and changes are unauthorized and not binding on the University. Normally, salary adjustments and other changes in employment are made following approval of the University budget by the Board of Trustees at its annual meeting in June. The granting of tenure can be conferred only by action of the President or the Board of Trustees.

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[7] UT Policy HR-0305: https://policy.tennessee.edu/policy/hr0305-annual-leave-vacation/
[8] UT Policy HR-0380: https://policy.tennessee.edu/policy/hr0380-sick-leave/

2.2.4 Summer and Maymester Appointments

The University offers a wide range of courses during Maymester and two summer sessions. Faculty members may be employed to teach in these sessions, and each department should have guidelines for the allotment of summer teaching.

Faculty members on academic-year appointment receive extra remuneration for the two summer sessions at the rate of 3.125 percent of the previous year's annual salary per credit hour of course work taught. The maximum number of credit hours for which remuneration may be received is six per session (18.75 percent of previous year's base salary). A person teaching for both sessions is limited to nine credit hours (28.125 percent of the previous year's base salary). Courses taught through Extended Campus & Online Studies are included in the maximum load calculations, if taught during the regular summer semester. Exceptions will be granted only with the approval of the appropriate chair, dean, and the Senior Vice Chancellor for Academic Affairs.

Maymester, which is compensated at a fixed hourly rate, is not included in calculating maximum summer pay. Specific information regarding summer and Maymester compensation may be found in the "Pay for Summer Sessions & Maymester Policy" on the UT Martin Academic Affairs website.[9]

2.3 Graduate Faculty

The Graduate Faculty assumes that the University's procedures for the awarding of tenure and academic rank to the faculty, reviewing and retaining tenured faculty, and appointing new faculty, are sufficient and appropriate to identify qualified members of the Graduate Faculty. There are two types of graduate faculty membership, Full and Affiliate, and all faculty teaching graduate courses at UT Martin must be granted either "full" or "affiliate" graduate faculty status.

The timeline for graduate faculty membership application, review, and renewal are aligned with the University's formal enhanced tenure-track, tenure, promotion, and post-tenure review processes. Nomination and recommendation for new membership and/or renewal are initiated by the department chair. Similarly, graduate teaching and service assignments are the sole discretion of the department chair based upon, but not limited to, the following:

- Qualifications as defined by SACSCOC
- Expertise in the area as justifiable in a Faculty Qualifications Report (FQR)
- Rank
- Seniority
- Other factors as described in the Faculty Handbook 2.4.1.

2.3.1 Full Membership

All tenured, terminal degree holding faculty at the rank of associate professor, or higher, serving in departments housing graduate courses can be approved for Full Membership. Full members may teach any assigned graduate course; serve on or chair graduate thesis, graduate capstone, and/or comprehensive examination committees; and are eligible for appointment/election to college graduate level curriculum committees, degree appeal committees, and university committees consistent with Senate Bylaws.

Upon appointment, the faculty member will hold Full membership on the graduate faculty until the end of the semester following the next formal review (post-tenure, promotion). **Note:** Faculty who are exempt from post-tenure review due to administrative reassignment must apply to renew membership every five years.

For appointment to Full Membership, applicants must:

- Hold tenure at the rank of associate professor or higher

[9] UT Martin Academic Affairs Policies: www.utm.edu/departments/acadaff/policies.php.

- Hold the highest degree (PhD, EdD, MFA) in the discipline
- Provide evidence of engagement and currency in graduate-level education and scholarship, including:
    - Evidence that the faculty member is staying current in the discipline
    - Evidence of effective teaching and mentoring at the graduate level; new graduate faculty may include evidence of potential for effective teaching and mentoring

The department chair (or, dean, when the chair is the applicant) must request membership or renewal for Full Membership within one semester following each formal review (tenure, promotion, post-tenure review) by combining the following materials into a single PDF file and submitting for review by Graduate Council consistent with Senate Bylaws:

- The Application for Graduate Faculty Membership[10]
- A brief letter summarizing evidence of the applicant's engagement and currency in graduate-level education and scholarship during the immediately preceding review period
- A current curriculum vitae

2.3.2 Affiliate Membership

Affiliate membership may be requested by a department for tenure-track or other faculty (including adjunct and part-time) or in circumstances where the faculty member's credentials do not meet all requirements for Full Membership, but professional or other academic experience equip the individual to teach a specific graduate class or classes or to serve on a thesis, capstone, or other graduate committee. Affiliate members may teach graduate courses; serve on graduate thesis, graduate capstone, and/or comprehensive examination committees; and are eligible for appointment/election to college graduate level curriculum committees, degree appeal committees, and university committees consistent with Senate Bylaws. They must have served as a committee member on at least one graduate thesis or capstone committee to be eligible to act as a graduate thesis or capstone advisor/chair.

Affiliate membership is valid for three years and is renewable. The specific teaching and service responsibilities must be disclosed in the application.

The department chair (or, dean, when the chair is the applicant) must request membership or renewal for Affiliate Membership by combining the following materials into a single PDF file and submitting for review by Graduate Council consistent with Senate Bylaws:

- The Application for Graduate Faculty Membership[11]
- A brief letter summarizing evidence of engagement and currency in the discipline during the last three years, including evidence of the potential for effective teaching, mentoring, and scholarship at the graduate level
- A current curriculum vitae or resume

2.3.3 Membership for Administrators

Membership to the Graduate Faculty also includes the Senior Vice Chancellor for Academic Affairs, the Dean of Graduate Studies, and the dean of each college offering graduate work as ex officio members.

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[10] Available at the Academic Affairs website.

[11] Available at the Academic Affairs website.

2.4 Faculty Duties and Workload

2.4.1 Academic Workload

A full-time teaching position is recognized as a full-time job. While it is not possible or desirable to establish the same load or credit hour production for each faculty member, a full-time faculty member is normally expected to teach twelve credit hours in courses having regular enrollments each term and participate in other professional activities including the following: student advising, research, professional development, and University and public service activities. Responsibilities associated with teaching, including preparation and delivery of course materials, assessment, and maintenance of office hours, should normally comprise about 80 percent of a faculty member's workload, and the other activities about 20 percent.

Deans and department chairs are responsible for structuring schedules to take into account differences in responsibility which impact upon the overall teaching load. These include:

1. an unusually large section of a single course that would warrant splitting the section into two sections by normal standards;
2. laboratory supervision and planning requiring an excessive number of contact hours equivalent to an additional course;
3. graduate courses in which the nature of instruction requires significantly greater research than an undergraduate course carrying the same credits. The equivalency of nine credit hours of graduate courses to twelve hours of undergraduate courses would be an acceptable guideline;
4. reduction in teaching load for department chairs—a 50 percent workload reassignment from teaching responsibilities to administrative responsibilities may be considered a reasonable guideline;
5. assignment of non-lecture courses such as student teaching, field supervision, thesis, independent study, and private music instruction equivalent to the workload of conventional courses consistent with the normal twelve credit hour teaching load according to procedures established for individual programs;
6. special assignments including President of the Faculty Senate, chairs of unusually demanding committees, major research projects which are expected to result in publication, coordination of accreditation or program review, and faculty development/retraining equivalent to teaching a course may justify a reassignment from normal teaching responsibilities; and
7. other documented reasons for differences in responsibility which have been approved in advance by the Senior Vice Chancellor for Academic Affairs.

2.4.2 Faculty Release Time

A faculty member may secure administrative approval to be released from some scheduled duties to provide time for research, public service, or related professional activities. Prior to the beginning of each academic year, the department chair and dean review anticipated faculty workloads to determine commitments for teaching, research, and public service activities. Release time may be arranged following negotiation between all concerned parties, provided that satisfactory arrangements are also made to assure that all assigned teaching duties are performed to the satisfaction of the faculty members of the department concerned.

2.4.3 Committees and Other Assignments

While the regular workload of full-time faculty may include administrative committee assignments and other special work assignments, deans, directors, chairs and other administrative officers should consider the teaching, research and professional duties expected of faculty before delegating additional responsibilities. Every effort should be made to assign other responsibilities equally among the faculty, with due consideration given to nature of appointment, workload in teaching and advising, and other commitments (e.g., Faculty Senate).

2.5 Evaluation of Tenured Faculty Members

The University should clearly communicate to each faculty member the specific duties that go with an appointment in a department or academic unit. Board policy states:[12]

> The University is committed to the evaluation of all faculty members as a means of strengthening the principle of tenure. To that end, the University conducts the types of performance reviews described in this Section I. Performance reviews focus on the faculty member's contributions to the University's missions through teaching, research (including scholarly and artistic work), service, and clinical care.
>
> Competent teaching is a crucial responsibility for faculty members, and the effective use of appropriate instructional evaluation (including departmental files of class syllabi and related materials, student, and peer evaluation, etc.) is important to all objective review processes. Faculty members with research/creative arts responsibilities should have the quantity and quality of their work fairly assessed. Each faculty member's service contributions should be evaluated impartially.
>
> Evaluation of tenured faculty members includes the Annual Performance-and-Planning Review (APPR) and Periodic Post-Tenure Performance Review (PPPR). In some instances, the evaluations may include Enhanced Post-Tenure Performance Review (EPPR) or Comprehensive Performance Review (CPR). Each of these evaluations is described in the following sections.

2.5.1 Board Policy for Annual Performance-and-Planning Review

Annual performance and planning reviews are described in Board policy as follows:[13]

> Each faculty member and his or her Department Head will engage in a formal annual Performance-and-Planning Review, examining the current fiscal/academic year's activities and planning what should occur during the coming fiscal/academic year. The planning aspects of these annual academic year reviews also should take place in the context of longer-term goals for the campus, college, and department. Each campus shall strive to reward faculty members who more than meet expectations for rank, and administrators shall develop and publish guidelines for each campus to allocate funds for this purpose whenever feasible. Each faculty member's annual review should proceed from guidelines and criteria which are appropriate to the department, college, and campus, and this annual review should be a key element in merit pay or performance-based salary adjustments. A document summarizing the review—including an objective rating of the faculty member's performance, as listed below—must be signed by the faculty member (to acknowledge receipt of the review document) and the department head. The head must send a copy to the dean. The dean must send copies of the documents or a list of names by category to the chief academic officer for review and approval/disapproval.
>
> The performance rating scale for annual reviews shall be approved by the Board of Trustees and may include (in whole or in part) the ratings defined below. Unless or until the Board of Trustees approves a campus-specific rating scale, campuses shall employ the rating scale defined below. To ensure seamless application of other faculty policies and procedures related to performance ratings (whether part of this document or some other policy or procedure), any campus-specific rating scale must explain how it articulates with the rating scale defined below.

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[12] UT Policy BT0006 (III. I.): https://policy.tennessee.edu/policy/bt0006-policies-governing-academic-freedom-responsibility-and-tenure/

[13] UT Policy BT0006 (III. I. 1): https://policy.tennessee.edu/policy/bt0006-policies-governing-academic-freedom-responsibility-and-tenure/

Campus faculty handbooks, college bylaws, and/or department bylaws must specify the substantive performance criteria to be used when conducting performance reviews within the particular unit.

The following performance rating scale is to be applied in evaluating tenured faculty members when no campus-specific scale is in place:

a. Exceeds Expectations for Rank—eligible for significant merit pay or performance-based salary adjustment that is consistent with campus, college, and department fiscal situations;
b. Meets Expectations for Rank—eligible for minimum merit pay or performance-based salary adjustment that is consistent with campus, college, and department fiscal situations;
c. Needs improvement for Rank—not eligible for merit pay or performance-based salary adjustment and required to implement an Annual Review Improvement Plan (see below); and
d. Unsatisfactory for Rank—not eligible for any salary adjustment and required to implement an Annual Review Improvement Plan (see III.I.3 in BT0006).

Annual Review Improvement Plan: Within 30 days of the annual review, any faculty member with an overall performance rating of Needs Improvement for Rank must collaborate with the head on an Annual Review Improvement Plan to be reviewed by the head and recommended by him/her to the dean for review and approval/denial. The next year's annual review must include a progress report that clearly describes improvements in any area(s) for which improvement was required. This Annual Review Improvement Plan process is inapplicable if the faculty member's performance rating has triggered Enhanced Post-Tenure Performance Review.

Appeal Process: Each campus shall have a campus-wide process by which a faculty member may appeal his or her annual review rating. Developing the process should involve the Faculty Senate or an appropriate committee thereof. The final decision on an appeal shall not be appealable to the President.

2.5.2 Additional UT Martin Information for Annual Performance-and-Planning Review

The review shall include past performance and progress toward tenure, where applicable, as part of an ongoing concern for making each person an effective and responsible participant in the definition and achievement of the departmental goals and the University's mission. Tenure-track faculty members will also be reminded during this review as to when their tenure review will occur. The appropriate supervisor for library faculty is the director of the Paul Meek Library, who reports to the Senior Vice Chancellor for Academic Affairs.

This review must take into account the diverse activities that occupy a faculty member's time and may include evidence from such areas as classroom, library, academic literature, laboratory, students, colleagues, committees, and/or the public. Each faculty member's annual performance-and-planning review proceeds from guidelines and criteria that are appropriate to the department, college, and campus as specified in the Board of Trustees policies above and in departmental bylaws. A document summarizing the review should include an overall rating of the faculty member's performance. The review should be completed, and the summary document provided to the faculty member, no later than October 31—three months after the conclusion of the academic year.

The APR document[14] must be signed by the faculty member (to acknowledge receipt of the review document) and the department chair. Copies must be provided to the faculty member and sent to the dean. After reviewing all ratings, the dean must send copies of all review documents or a list of names by rating category to the Senior Vice Chancellor for Academic Affairs (SVCAA) for review and approval/disapproval.

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[14] UT Martin Acad. Affairs Policies (contains Planning and Assessment form for APR): www.utm.edu/departments/acadaff/policies.php.

If the dean and chair disagree on ratings, the SVCAA will be responsible for final judgment. The SVCAA will inform the faculty member of the final outcome of disputed reviews. The University will seek to reward faculty members who exceed expectations for rank whenever feasible.

The annual review process must include the following factors:

- a discussion of clear, mutual and individual objectives supporting the departmental goals and University mission as mutually agreed upon by the faculty member and his/her direct supervisor;
- consideration of any necessary administrative support; and
- evidence of achievement of objectives to be provided by the faculty member and acknowledged by the department chair in the review.

A faculty member may appeal the rating received in the annual performance and planning review process in accordance with the University's "Grievance and Appeal Procedure" (see Chapter 4).

2.5.3 Evaluation of Teaching Effectiveness

The evaluation of teaching effectiveness has two purposes and uses:

1. as a diagnostic tool for encouragement, identifying areas of probable/possible improvement, or further professional development; and
2. as a decision-making tool for purposes of salary adjustment, promotion, tenure, or course assignments.

The chair or dean, together with the faculty member, will specify in writing how the evaluation of teaching effectiveness will be used in the total faculty assessment as guided by the unit bylaws.

Student Evaluation of Teaching Effectiveness

Each academic year the departmentally approved student evaluation instrument (which could include essay and/or objective type questions) will be used by students for each course taught by the faculty member during a semester of that academic year with the following exception for tenured faculty members. Should the results over a period of three consecutive years yield essentially the same response for an individual faculty member, then it will be his/her choice to waive the evaluation for the following year or years; however, each faculty member must be evaluated at least one semester of every three-year period. The results of the three most recent evaluations will be used as part of all subsequent faculty assessments of the faculty member and be kept in the faculty member's file in the immediate supervisor's office.

No summary numerical score need be derived from the completed evaluation forms when reflected as part of the faculty assessment. Results are communicated only to the faculty member and to the chair or dean, unless otherwise required by law. Such results may be forwarded to other appropriate administrative levels only when they are used in the context of the comprehensive faculty assessment.

The chair or dean and the faculty member will specify in writing what may constitute other means of evaluating teaching effectiveness as part of the performance-and-planning review.

2.5.4 Periodic Post-Tenure Performance Review (PPPR)

The UT Policy on the evaluation of tenured faculty members describes Periodic Post-tenure Performance Review (PPPR) as follows:[15]

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[15] UT Policy BT0006 (III. I. 2.): https://policy.tennessee.edu/policy/bt0006-policies-governing-academic-freedom-responsibility-and-tenure/

> The Board of Trustees recognizes and affirms the importance of tenure in protecting academic freedom and thus promoting the University's principal mission of discovery and dissemination of truth through teaching, research, and service. The Board also recognizes its fiduciary responsibility to students, parents, and all citizens of Tennessee to ensure that faculty members effectively serve the needs of students and the University throughout their careers. Therefore, the President shall establish, with Board approval, procedures for each campus under which every tenured faculty member shall receive a comprehensive performance review no less often than every six years. As a minimum, the procedures for this periodic review shall: (1) provide for a peer review committee internal to the campus composed of tenured faculty members at the same or higher academic rank as the faculty member being reviewed, some of whom hold appointments in the same department as the faculty member being reviewed and some of whom do not; (2) provide for external reviews to be solicited when deemed necessary by the peer review committee or the dean; and (3) provide for appropriate staggering of reviews to avoid excessive administrative burden at any given time.

2.5.5 Additional UT Martin Procedures for Periodic Post-Tenure Performance Review (PPPR)

Following the schedule and procedures outlined in the Academic Affairs' PPPR procedure document (see Appendix B), tenured faculty members shall submit annual review material for the previous five years, a current CV, a two-page narrative, with the option to include external reviews at the request of the peer review committee, dean, or faculty member under review. Deans shall appoint peer review committees and instruct them on procedures. The peer review committee shall record an anonymous vote, provide support for conclusion, and a dissenting explanation if the vote is not unanimous. The dean shall accept or deny the committee's determination and submit the decision to the SVCAA and chancellor for final review. All reports and determinations will be shared with the faculty under review as they occur.

Within thirty days of receipt of the PTR Committee report, the faculty member may appeal any conclusion with which the faculty member disagrees. The procedure for appeal is described in Section 4.4.3 Appeals through the Faculty Relations Committee, except that a final decision on the appeal shall be made within ninety (90) days of the faculty member's appeal, and the final decision of the Chancellor on an appeal shall not be appealable to the President.

2.5.6 Revision Enhanced Post-Tenure Performance Review (EPPR)

The UT Policy on the evaluation of tenured faculty members describes Enhanced Post-Tenure Performance Review (EPPR) performance review as follows:[16]

> Enhanced Post-Tenure Performance Review (EPPR) is an expanded and in-depth performance evaluation conducted by a committee of tenured peers and administered by the chief academic officer. Procedures for conducting an EPPR are detailed in Appendix E.
>
> This policy recognizes that the work of a faculty member is not neatly separated into academic or calendar years. To ensure that performance is evaluated in the context of ongoing work, the period of performance subject to enhanced review is the five most recent annual performance review cycles. Each campus administration must collect and maintain sufficient data regarding annual performance reviews to implement this policy effectively.
>
> An Enhanced Post-Tenure Performance Review must be initiated when the chief academic officer determines that a faculty member has:

[16] UT Policy BT0006 (III. I. 3.): https://policy.tennessee.edu/policy/bt0006-policies-governing-academic-freedom-responsibility-and-tenure/

- requested an EPPR, after at least four annual performance review cycles since the last enhanced review (such as a previous EPPR or a review in connection with tenure or promotion);
- received one overall annual performance rating of "Unsatisfactory" (or the campus equivalent for the lowest performance rating); or
- received two overall annual performance ratings of "Needs Improvement" (or the campus equivalent for the next-to-lowest performance rating) during any four consecutive annual performance review cycles.

a. Administration of the EPPR by the Chief Academic Office[17]

The EPPR process will be administered under the direction and oversight of the chief academic officer. As with any performance evaluation, the chief academic officer may overrule a performance rating assigned by a department head or dean during the annual review process. This practice ensures that when an EPPR process is activated by one or more negative performance ratings (III.I.3. above), the chief academic officer is aware of existing concerns.

The task of administering the EPPR requires implementation of this policy, and the procedures detailed in Appendix E, as well as any additional steps the chief academic officer finds necessary to comply with the policy objectives. For example, the chief academic officer may be required to adapt the implementation of this policy to satisfy legal requirements (such as limitations on disclosure of student information) or respond to unexpected events (such as replacement of a committee member who becomes unable to serve).

b. Peer Review Committee's Charge

The peer review committee is charged to review the information relevant to the faculty member's performance during the review period and to conclude whether or not that performance has satisfied the expectations for the faculty member's discipline and academic rank.

As detailed in Appendix E, the expectations for faculty performance may differ by campus, college, department, and even among sub-disciplines within a department or program. Those expectations may be commonly-held standards in the discipline or subdiscipline. Those expectations may be stated explicitly in the faculty member's own past annual performance reviews, work assignments, goals or other planning tools (however identified), as well as department or college bylaws, the campus faculty handbook, this policy, and in other generally-applicable policies and procedures (for example, fiscal, human resources, safety, research, or information technology policies and procedures).

The peer review committee must reach a conclusion as to whether or not the performance has satisfied the expectations for the faculty member's discipline and academic rank. If the peer review committee concludes that the faculty member's performance has not met the expectations for the discipline and academic rank, the committee must also recommend either that an EPPR improvement plan be developed as detailed in Appendix E, or that tenure be terminated for Adequate Cause under III.J. below and Appendix B.

The committee must report its conclusions and recommendations in writing, including an explanation for each conclusion or recommendation, and enumerating the anonymously cast vote and dissenting explanation for any conclusion or recommendation that is not adopted unanimously. The faculty member must have an opportunity to review and respond to the committee's report.

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[17] Where indicated in Appendix E, the chief academic officer may delegate tasks associated with the EPPR to a vice provost, associate or assistant vice chancellor for academic affairs, or other appropriate campus academic administrator, but will remain responsible for making any decisions assigned to the chief academic officer.

All written conclusions, reasoning upon which they are based, and recommendations of the peer review committee must be reviewed and considered by the chief academic officer and the Chancellor.

c. Review and Action by the Chancellor

The Chancellor may accept the peer review committee's conclusions and recommendations or make different conclusions in a written explanation provided to the faculty member with copies to the chief academic officer, dean, department head, and members of the peer review committee. Based on those conclusions, the Chancellor may take further action as deemed appropriate, including (without limitation) actions described in this policy, in the applicable faculty handbook, or in any other policy and procedures generally applicable to faculty.

If the Chancellor concludes (based on the recommendation of a peer review committee or based on independent review of the EPPR materials) that an EPPR improvement plan is warranted, the Chancellor will promptly direct the chief academic officer to oversee development of the plan (Appendix E).

d. Final Review and Action Following Any EPPR Improvement Plan

If an EPPR improvement plan is implemented, the peer review committee must reconvene to review performance under the plan and to decide whether or not performance under the plan satisfies the expectations for the faculty member's discipline and academic rank. The committee must report its conclusions and recommendations in writing, as described in Appendix E. The chief academic officer and the Chancellor must review all conclusions and recommendations of the peer review committee. The Chancellor may: accept the committee's conclusions and recommendations; provide a written explanation of different conclusions to the faculty member with copies to the chief academic officer, dean, department head, and members of the peer review committee; or take further action deemed appropriate, including (without limitation) actions described in this policy, in the applicable faculty handbook, or any other policy and procedures generally applicable to faculty.

Additional UT Martin Guidelines

All reports and additional comments shall be placed in the official personnel files maintained in the SVCAA's office, with copies provided to the chair's and dean's offices.

2.5.7 Campus Coordination of the APPR and EPPR Review Processes

The UT Policy on the evaluation of tenured faculty members describes campus coordination of the APPR and EPPR review processes as follows:[18]

Because each campus conducts the Annual Performance-and-Planning Review (APPR) on its own timetable, procedures for coordinating the APPR (III.I.1.) and the EPPR (III.I.3.) must also vary by campus. This policy therefore requires that each campus establish (by July 1, 2017) a system for evaluating the ongoing performance of a faculty member whose past performance is being reviewed under the EPPR process.

Such a campus system for coordinating the APPR and the EPPR must be reviewed and approved by the President (or a designee) and Chancellor before implementation. A properly approved system of coordinated reviews may include an alternate form of annual review (in lieu of the normal APPR) when an EPPR is underway. In such a case, any campus performance evaluation substituted for the APPR must result in an overall performance rating considered for annual salary adjustments (including across-the-board and other raises).

[18] UT Policy BT0006 (III. I. 4.): https://policy.tennessee.edu/policy/bt0006-policies-governing-academic-freedom-responsibility-and-tenure/

2.5.8 Comprehensive Performance Review Based on Findings of an Academic Program Review

The UT Policy on the evaluation of tenured faculty members describes comprehensive performance review based on findings of an academic program review as follows:[19]

> Based on the findings of an academic program review, the President may recommend to the Board of Trustees procedures under which the campus administration will conduct comprehensive performance reviews of tenured and non-tenured faculty in the program.

2.6 Promotion

2.6.1 Criteria for Promotion

Criteria for promotion to the different academic ranks are complex. Each faculty rank has its own distinctive requirements, but the university has established general criteria. Faculty members who wish to be promoted should meet the expectations of the new rank as outlined in the criteria for appointment to rank. Deficiencies in some criteria may be counterbalanced by unusual excellence in the others. All faculty members wishing to be considered for promotion in rank are expected to meet the criteria for the appropriate rank as well as the time-in-rank guidelines. In all cases, teaching effectiveness is considered essential with the word "librarian" being substituted for the word "teacher" in regard to librarians. All promotions require a positive recommendation by the Chancellor after review by a departmental promotion committee, department chair, dean, and the Senior Vice Chancellor for Academic Affairs. The UT System President awards the promotion and informs the Board of Trustees.

2.6.2 Time-in-Rank Guidelines

Full-time faculty members with terminal degrees normally should serve as an Assistant Professor for four years or as an Associate Professor for five years to be eligible for consideration for promotion to the next rank. The time-in-rank begins on the first day of the academic year, regardless of the actual appointment date within that same academic year.

Up to one year of approved leave time taken in order to pursue an advanced program for educational advancement will count toward the years-in-rank for each promotion cycle. The promotion process starts during the last year in rank, and the promotion is effective at the beginning of the next academic year.

2.6.3 Procedure for Promotion Review

A. Preparation for the Promotion Process

1. A calendar established annually by the Senior Vice Chancellor for Academic Affairs should be followed during the development of promotion recommendations. At a minimum, the calendar should include the dates for the following steps:

    a. The candidate prepares and submits a promotion dossier.

    b. Promotion advisory committees meet with their dean or director.

    c. Promotion advisory committees submit negative and positive recommendations to the department chair.

    d. The department chair submits his/her negative and positive recommendations to the dean.

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[19] UT Policy BT0006 (III. I. 5.): https://policy.tennessee.edu/policy/bt0006-policies-governing-academic-freedom-responsibility-and-tenure/

e. The dean submits his/her negative and positive recommendations to the Office of the Senior Vice Chancellor for Academic Affairs.

f. The Vice Chancellor submits his/her negative and positive recommendations to the Chancellor.

g. The Chancellor submits his/her positive recommendations to the President.

UT Martin's Academic Affairs website stores this calendar, the tenure and promotion application formats, and other information.[20]

2. The department chair or dean shall notify in writing all faculty members in his/her unit who have initially met the appropriate time-in-rank guidelines (see Section 2.6.2) that they are eligible for consideration of promotion to the next academic rank.

3. Candidates who wish to be considered for promotion shall prepare a dossier in support of the request. The candidates are strongly advised to seek assistance from the dean or department chair for preparation of the dossier. The candidate shall have the opportunity to inspect all personnel files and materials to be considered during the evaluation of the promotion application.

B. Process for Promotion Review

1. A promotion advisory committee shall be formed using the following procedures. (If the situation in the instructional unit makes this procedure unworkable, an alternative procedure approved by the departmental faculty shall be submitted to the Senior Vice Chancellor for Academic Affairs through the dean for review and approval.)

a. The promotion advisory committee is elected by the faculty in consultation with the chair or dean. The promotion advisory committee shall have at least three members. The faculty of each department/college has the option of selecting one or more members of the committee from outside the department or college. The names of members serving on this committee shall be submitted to and approved by the Senior Vice Chancellor for Academic Affairs.

b. A promotion advisory committee shall be constituted so that each individual is considered only by committee members who are tenured and have a rank higher than that of the candidate.

c. The committee is advisory to the chair who normally should not be a member nor participate in the deliberation. The department chair shall provide the committee with requested materials relevant to the candidate's promotion.

d. The chair of the promotion advisory committee shall notify candidates in writing that they have the opportunity to appear before the committee. The appearance should occur after the committee has completed its examination of the promotion materials, but before a formal vote on the request.

2. The promotion advisory committee's written recommendation shall be submitted to the chair/dean. A majority of the promotion advisory committee members must vote in favor of promotion in order for the recommendation to be considered favorable.

3. The chair develops the final recommendation for the departmental level with serious consideration of the recommendation of the promotion advisory committee. In the event of disagreement, the chair should explain the decision to the promotion advisory committee frankly and openly, and the chair must give the committee an opportunity to attach a dissenting report to the recommendation. In any event, the faculty vote should be reported and explained to the dean.

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[20] UT Martin Acad. Affairs Policies and Documents: www.utm.edu/departments/acadaff/policies.php.

4. The recommendation of the department head shall be reviewed by the dean of the college. The dean may establish a college-wide committee for review of promotion recommendations. The recommendation of a college-wide committee shall be advisory to the dean.
5. The recommendation of the dean shall be reviewed by the SVCAA.
6. The recommendation of the SVCAA shall be reviewed by the Chancellor. The Chancellor shall forward only positive recommendations to the President.
7. If the President concurs in the positive recommendation of the Chancellor, he or she shall award the promotion and report the action to the Board of Trustees.

At each step of consideration below the president, the committee or official making a recommendation will provide the promotion applicant a complete copy of all recommendation documents as they are being forwarded to the next committee or official. In the event of a negative recommendation below the level of dean, a copy shall also be forwarded to the SVCAA. A candidate who has been denied promotion may consult with the immediate supervisor for the purpose of receiving recommendations that would enhance the chances for future promotion. A faculty member may appeal a negative promotion decision (see Chapter 4).

2.7 Termination of Tenure-Track (Probationary) Faculty

2.7.1 Non-reappointment of Tenure-Track (Probationary) Faculty

According to UT Policy:[21]

> Notice that a tenure-track faculty member's appointment will not be renewed for the next year shall be made in writing by the chief academic officer, upon the recommendation of the department head and dean, according to the following schedule:
>
> 1. In the first year of the probationary period, not later than March 1 for an academic year appointment and no less than three months in advance for any other term of appointment;
> 2. In the second year of the probationary period, not later than December 15 for an academic year appointment and no less than six months in advance for any other term of appointment; and
> 3. In the third and subsequent years of the probationary period, not less than twelve months in advance.
>
> These notice requirements relate only to service in a probationary period with The University. Credit for prior service shall not be considered in determining the required notice. Notice of non-renewal shall be effective upon personal delivery or upon mailing, postage prepaid, to the faculty member's residential address of record at the University.

2.7.2 Termination of Probationary Faculty Before the Stipulated Term of Employment

Termination of tenure-track faculty members before the stipulated term of appointment follows the same procedures used for revocation of tenure and termination of tenured faculty members.

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[21] UT Policy BT0006 (III. E. 4.): https://policy.tennessee.edu/policy/bt0006-policies-governing-academic-freedom-responsibility-and-tenure/

2.8 Tenure

UT Policy defines tenure as follows:[22]

> Tenure is a principle that entitles a faculty member to continuation of his or her annual appointment until relinquishment or forfeiture of tenure or until termination of tenure for Adequate Cause, financial exigency, or academic program discontinuance. The burden of proof that tenure should be awarded rests with the faculty member. The grant of tenure shifts the burden of proof concerning the faculty member's continuing appointment from the faculty member to the University, except in the case of relinquishment or forfeiture of tenure.

2.8.1 Authority to Grant Tenure

UT Policy defines tenure as follows:[23]

> Tenure is acquired only by positive action of the President or Board of Trustees, and is granted in a particular academic unit (department, school, or college) of a campus. The Board of Trustees makes the decision whether to grant tenure, based upon the recommendation of the President, to (1) University Officers as defined in bylaws adopted by the Board of Trustees; (2) any faculty member who is to be granted tenure upon initial appointment without serving a probationary period at a University campus; and (3) any faculty member to be tenured after serving less than a six-year probationary period. The President makes the decision whether to grant tenure, based upon the recommendation of the Chancellor, in all other cases. The President or Board of Trustees (as applicable according to this policy) may grant tenure at any time during a given year, after confirming that all tenure review and recommendation procedures in Appendix A have been followed.

2.8.2 Eligibility for Tenure Consideration

UT Policy describes eligibility for tenure consideration as follows:[24]

> Eligibility for tenure consideration shall be subject to the following minimum standards:
>
> 1. Regular, full-time, tenure-track faculty appointments at the academic rank of instructor, assistant professor, associate professor, or professor are eligible for tenure;
> 2. Temporary, term, and part-time appointments are not eligible for tenure, except that in the extraordinary circumstances defined in Appendix D, faculty members who do not have a full-time appointment may be eligible for tenure;
>
> Each campus may establish additional eligibility requirements for tenure consideration. Campus eligibility requirements for tenure consideration shall be effective upon approval by the Board of Trustees and shall be published in the campus faculty handbook.

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[22] UT Policy BT0006 (III. A.): https://policy.tennessee.edu/policy/bt0006-policies-governing-academic-freedom-responsibility-and-tenure/
[23] UT Policy BT0006 (III. B.): https://policy.tennessee.edu/policy/bt0006-policies-governing-academic-freedom-responsibility-and-tenure/
[24] UT Policy BT0006 (III. C.): https://policy.tennessee.edu/policy/bt0006-policies-governing-academic-freedom-responsibility-and-tenure/

Note this section mentions one rare exception; view the policy online to see the text of Appendix D[25] about tenure possible for faculty who are not full-time.

2.8.3 Tenure upon Initial Appointment

UT Policy describes tenure upon initial appointment as follows:[26]

> No faculty member shall be granted tenure upon initial appointment except by positive action of the Board of Trustees upon the recommendation of the President, which shall include documentation of compliance with all tenure review and recommendation procedures stated in Appendix A and as established by the campus in accordance with Section G of this Article III. The Board of Trustees will grant tenure upon initial appointment only if (1) the proposed appointee holds tenure at another higher education institution and the Board determines that the President has documented that the proposed appointee cannot be successfully recruited to the University without being granted tenure upon initial appointment; or (2) the Board of Trustees determines that the President has documented other exceptional circumstances warranting the grant of tenure upon initial appointment. When necessary, between regular meetings of the Board of Trustees, the Board's executive committee may act on behalf of the Board to grant tenure upon initial appointment in accordance with the provisions of this Section D.

2.8.4 Probationary Period

According to UT Policy BT0006 (Article III, Section E. Probationary Period, Parts 1, 2, and 3):[27]

> A tenure-track faculty member must serve a probationary period at a University campus prior to being considered for tenure.
>
> 1. Length of probationary period.
>
> Except as otherwise provided in this policy, the probationary period shall be six years. The faculty member will apply for tenure during the sixth year, and if tenure is not granted, the faculty member will be permitted to serve a seventh year as a terminal year. If a faculty member begins employment after July 1 and before January 1, the remaining term of the faculty member's initial appointment will count as the first year of the probationary period, so that what is treated as the first year of a faculty member's probationary period will not be shorter than six months. The provision of a probationary period and any statement in an appointment letter or otherwise regarding the probationary period and the year of mandatory tenure consideration does not guarantee retention of the faculty member for the full probationary period.
>
> A faculty member may request an early consideration for tenure before the sixth year of his or her probationary period but no sooner than the next regular tenure cycle after completion of the first year of the probationary period. Each campus shall adopt policies and procedures regarding a faculty member's early application for tenure, and the consequences of such a candidate's failure to receive tenure upon an early application, which shall be effective upon approval by the Board of Trustees and shall be included in the faculty handbook.
>
> 2. Suspension of Probationary Period

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[25] UT Policy BT0006 (Appendix D): https://policy.tennessee.edu/policy/bt0006-policies-governing-academic-freedom-responsibility-and-tenure/

[26] UT Policy BT0006 (III. D.): https://policy.tennessee.edu/policy/bt0006-policies-governing-academic-freedom-responsibility-and-tenure/

[27] UT Policy BT0006 (III. E. 1., 2., & 3): https://policy.tennessee.edu/policy/bt0006-policies-governing-academic-freedom-responsibility-and-tenure/

For good cause related to procedural error, the University and a tenure-track faculty member may agree in writing to extend a six-year probationary period for a maximum of two additional years. The proposed extension must be approved in advance by the chief academic officer, the Chancellor, the President (or designee), and the General Counsel (or designee).

3. Suspension of Probationary Period

The chief academic officer shall decide whether the probationary period will be suspended when the following circumstances occur:

a. the faculty member accepts a part-time faculty position;
b. the faculty member accepts an administrative position; or
c. the faculty member is granted a leave of absence or modified duties assignment.

The chief academic officer shall give the faculty member written notice of the decision concerning suspension of the probationary period.

UT Martin Description of Probationary Period Length

At UT Martin the probationary period consists of six academic years of continuous service to UT Martin. The probationary period for a faculty member who is hired after January 1 shall begin on August 1 of the upcoming academic year. The probationary period for a faculty member hired after July 1 but before January 1 shall begin upon the effective hire date. Tenure consideration shall occur during the final academic year of the probationary period unless the faculty member is under consideration for early tenure as specified below. Any faculty member who is considered but not recommended for tenure, including those considered before the probationary period has ended, shall be offered one additional year of employment (see Tenure Denied below).

a. Notification. The probationary faculty member shall be notified as to when his/her tenure review will occur in the appointment letter. Thereafter, in connection with the annual performance-and-planning review (addressed earlier in this chapter) with the dean or chair, the faculty member shall be advised as to the quality of performance in relation to progression toward tenure.
b. Prior Service without Tenure. With approval from the Chancellor or Senior Vice Chancellor for Academic Affairs (SVCAA) and upon the recommendation of the department chair and dean, a faculty member may be considered for early tenure in the fourth year of employment if the faculty member joins UT Martin following prior service at this or other regionally accredited institutions of higher learning.-(see Appendix C)
c. Prior tenured service. With approval from the Chancellor or SVCAA and upon the recommendation of the department chair/dean, a faculty member may be considered for early tenure in the third year of employment if the faculty member joins UT Martin following prior tenured service at this or other regionally accredited institutions of higher learning. (see Appendix C)
d. Exceptional Situations. The UT Policy BT0006 states that "A faculty member may request an early consideration for tenure before the sixth year of his or her probationary period but no sooner than the next regular tenure cycle after completion of the first year of the probationary period." [28] With approval from the Chancellor or SVCAA, the recommendation of the department chair/dean, and the additional recommendation of a simple majority of the tenured members of the department or equivalent unit to which the faculty member will be assigned, an exceptional faculty member may be considered for tenure as early as "the next regular tenure cycle after completion of the first

[28] UT Policy BT0006 (III. E. 1.): https://policy.tennessee.edu/policy/bt0006-policies-governing-academic-freedom-responsibility-and-tenure/

year of the probationary period" if she or he joins UT Martin following prior tenured service at this or other regionally accredited institutions of higher learning.-(see Appendix C)

e. Process for Requesting Early Tenure After Appointment. Consideration for tenure before the end of the probationary period specified in the appointment letter may occur upon the written request of the non-tenured faculty member and approval of the SVCAA based on the recommendations of the chair/dean and a positive recommendation from the faculty member's ETTR committee. The change shall be made in writing and must occur prior to the start of the tenure review process of the year in which the faculty member will apply. Any faculty member who is considered for tenure before the end of the probationary period but not granted tenure will automatically receive an additional terminal appointment for up to one academic year but may not apply for tenure again. (see Appendix C)

f. Rescission of early tenure consideration. A previously agreed upon early tenure consideration may be rescinded upon mutual agreement of the non-tenured faculty member, the chair/dean, and the SVCAA. Such rescission shall be made in writing and must occur prior to the start of the tenure review process.

2.8.5 Enhanced Tenure-Track Review (ETTR)

According to UT Policy BT0006 (Article III, Section E., Part 5 Enhanced Tenure-Track Review [ETTR]):[29]

> For each tenure-track faculty member, the department and department head will conduct an enhanced review to assess and inform the faculty member of his or her progress toward the grant of tenure during the third or fourth year of the probationary period (with the year to be determined in the department head's sole discretion).
>
> The tenured departmental faculty will confer regarding the faculty member's performance and will then write a report to the department head that will contain a list of the participating tenured faculty members; suggestions for enhancing the faculty member's progress toward the grant of tenure; the majority and minority report, if applicable; and the summary anonymous vote on whether the faculty member is progressing satisfactorily toward the grant of tenure. The department head will present and discuss the tenured faculty's report, as well as his or her own written assessment, with the faculty member. Copies of the ETTR documents will be given to the faculty member. A favorable ETTR does not commit the tenured departmental faculty, the department, or the college to a subsequent recommendation for the grant of tenure.
>
> Each campus shall adopt further procedures regarding the ETTR, including specifications of the required contents of the materials to be reviewed, which shall be effective upon approval by the Board of Trustees and shall be included in the campus faculty handbook. Any appeal regarding the ETTR shall follow the same procedures for an appeal of an annual performance and planning review.

2.8.6 Additional UT Martin Procedures for Enhanced Tenure-Track Review (ETTR)

All tenure-track faculty members shall submit a dossier to be reviewed in either the third or fourth year of the faculty member's probationary period (to be determined by the department chair) for an Enhanced Tenure Track Review (ETTR) to be conducted by department faculty and the department chair following the same committee structure, voting procedures as tenure with the exception that external reviews are not required (see Appendix C). The department faculty will record their vote and write a recommendation including suggestions for furthering the progression towards tenure, and a minority and majority report if required using the form at the Academic Affairs website. The department chair will meet with the faculty member to share the report of the department faculty, as well as his or her own written assessment, and then discuss plans for enhancing the faculty member's progression toward tenure. The committee report(s) and the chair's assessment will be shared with the college dean.

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[29] UT Policy BT0006 (III. E. 5.): https://policy.tennessee.edu/policy/bt0006-policies-governing-academic-freedom-responsibility-and-tenure/

2.8.7 Criteria for Tenure

According to UT Policy BT0006 (Article III, Section F. Criteria for Tenure):[30]

> Tenure is granted after a thorough review which culminates in the University acknowledging a reasonable presumption of the faculty member's professional excellence, and the likelihood that excellence will contribute substantially over a considerable period of time to the mission and anticipated needs of the academic unit in which tenure is granted. Professional excellence is reflected in the faculty member's teaching, research, and service including the faculty member's ability to interact appropriately with colleagues and students. The relative weights of these factors will vary according to the fit between the faculty member and the mission of the academic unit in which he or she is appointed.
>
> Each campus may establish more-specific criteria for tenure that are consistent with the criteria stated in this policy but may be more restrictive. Campus criteria for tenure shall be effective upon approval by the President (or designee) and the General Counsel and shall be published in the campus faculty handbook.
>
> Each college may establish more-specific criteria for tenure that are consistent with, but may be more restrictive than, the criteria stated in this policy and any more-specific campus criteria. College criteria for tenure shall be effective upon approval by the chief academic officer and shall be published in college bylaws.
>
> Each department shall establish more-specific criteria for tenure in that unit that are consistent with the criteria stated in this policy and any criteria established by the college and campus but may be more restrictive. Departmental criteria for tenure shall be effective upon approval by the dean and chief academic officer and shall be published in the bylaws of the department. Departmental criteria for tenure shall not be required, however, if more-specific criteria have been established by the applicable college, and the dean and chief academic officer have approved application of the college criteria in lieu of departmental criteria.

UT Martin Criteria for Tenure

The following criteria pertain to decisions governing the awarding of tenure at UT Martin. The list is not necessarily comprehensive, nor should it be assumed that the items are of equal significance, that each is essential for every individual under consideration, or that they are listed in order of relative importance, except for item #1 below which is considered primary.

1. demonstrated teaching effectiveness in the position in which tenure is to be granted;
2. evidence of scholarly competence in subject matter area;
3. appropriate professional degrees, awards, and achievements;
4. evidence of professional growth appropriate to the subject matter area;
5. demonstrated ability to relate effectively to students and colleagues;
6. quality of academic advisory service to students;
7. participation as appropriate in extracurricular activities;
8. staffing needs of the University;
9. reliability and punctuality in the performance of routine duties;
10. activities of a scholarly and professional nature;
11. membership and participation in professional organizations;
12. university service; and

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[30] UT Policy BT0006 (III. F.): https://policy.tennessee.edu/policy/bt0006-policies-governing-academic-freedom-responsibility-and-tenure/

13. service to the community and region.

2.8.8 Board Policies for Consideration and Grant of Tenure

According to UT Policy BT0006 (Article III, Section G. Consideration and Grant of Tenure):[31]

> Each campus shall establish procedures for considering a faculty member for tenure that are consistent with the minimum components stated in Appendix A. Campus procedures shall be effective upon approval by the Board of Trustees and shall be published in the campus faculty handbook.

Appendix A: Procedures for Consideration and Grant of Tenure of UT Policy BT0006 is as follows:[32]

1. Tenured Faculty's Recommendation

   An adequate evaluation of a tenure candidate's qualifications, professional contributions, potential, and determination of whether he or she should be accepted as a tenured member of the campus academic community, requires the judgment of both the candidate's faculty colleagues and the responsible administrators. Thus, although recommendations for tenure are administrative actions that must be approved by the President or Board of Trustees, there should be no positive recommendation for tenure without formal consultation with the tenured faculty of the department in which the candidate holds his or her position.

   Each department shall establish procedures governing the tenured faculty's consideration of a candidate for tenure that are consistent with applicable college or campus procedures but may be more restrictive. The procedures must include at least the following: a requirement for external reviews; a requirement for the peer review of teaching (for faculty members who engage in teaching); the required contents of the materials to be submitted by the candidate; a requirement for a meeting of the tenured faculty to debate and discuss the tenure candidacy; the manner of taking and recording a formal anonymously cast vote of the tenured faculty on whether the candidate should be recommended for tenure; and the minimum number of votes necessary to constitute a positive recommendation. The procedures shall be effective upon approval by the dean and the chief academic officer and shall be published in the bylaws of the department. Departmental procedures for tenure consideration shall not be required, however, if the college dean and the chief academic officer have approved application of the procedures established in college bylaws in lieu of departmental procedures.

2. Department Head's Recommendation

   The vote of the tenured faculty is advisory to the department head. After making an independent judgment on the tenure candidacy, the head shall submit his or her recommendation to the dean with a written summary explanation of his or her judgment, with a copy provided to the tenure candidate at the same time. If the head's recommendation differs from the recommendation of the tenured faculty, the summary must explain the reasons for the differing judgment, and the head must provide a copy of the summary to the tenured faculty. The tenured faculty may forward a dissenting report to the next level of review, with a copy provided to the tenure candidate at the same time.

3. Dean's Recommendation

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[31] UT Policy BT0006 (III. G.): https://policy.tennessee.edu/policy/bt0006-policies-governing-academic-freedom-responsibility-and-tenure/

[32] UT Policy BT0006 (Appendix A): https://policy.tennessee.edu/policy/bt0006-policies-governing-academic-freedom-responsibility-and-tenure/

All tenure recommendations of the department head, whether positive or negative, shall be reviewed by the dean of the college. The dean must establish either a college-wide committee for review of tenure and promotion recommendations or, if a college-wide committee is not established, some other independent peer review committee in addition to the departmental review. The recommendation of such a committee shall be advisory to the dean. After making an independent judgment on the tenure candidacy, the dean shall forward his or her recommendation and summary explanation for the recommendation to the chief academic officer, with a copy provided to the tenure candidate at the same time.

4. Chief Academic Officer's Recommendation

   All tenure recommendations of the dean, whether positive or negative, shall be reviewed by the chief academic officer. After making an independent judgment on the tenure candidacy, the chief academic officer shall forward his or her recommendation and summary explanation for the recommendation to the Chancellor, with a copy provided to the tenure candidate at the same time.

5. Chancellor's Recommendation

   All tenure recommendations of the chief academic officer, whether positive or negative, shall be reviewed by the Chancellor. After making an independent judgment on the tenure candidacy, the Chancellor shall forward only positive recommendations, with a summary explanation for the recommendation, to the President, with a copy provided to the tenure candidate at the same time.

6. President's Action or Recommendation

   The President acts only on the Chancellor's positive recommendation for tenure. If the President concurs in the positive recommendation, he or she shall grant tenure if he or she is authorized to do so, and the Chancellor shall give the faculty member written notice of the effective date of tenure. If only the Board is authorized to grant tenure, the President shall submit the recommendation to grant tenure, and summary explanation for the recommendation, to the Board of Trustees. If the President does not concur in the positive recommendation of the Chancellor, the Chancellor shall give the faculty member written notice that tenure will not be awarded.

7. Action by the Board of Trustees when Required

   Only the Board of Trustees is authorized to grant tenure in certain cases specified in Article III.B. of this policy. In those cases, the Board of Trustees acts only on the President's positive recommendation for tenure. After positive action by the Board of Trustees to grant tenure, the President shall give the faculty member written notice of the effective date of tenure.

2.8.9 Additional UT Martin Procedures for Consideration and Grant of Tenure

Under normal circumstances, the review process in tenure consideration begins in the spring term and is complete upon the action of the Board of Trustees in June of that academic year. Academic Affairs provides a checklist[33] for use in the preparation and review of the tenure dossier. The procedure used for tenure recommendations is reviewed annually by the Personnel Policies Committee.

1. A calendar established annually by the SVCAA should be followed during the development of tenure recommendations.

[33] UT Martin checklist for tenure process: Academic Affairs OneSpace Documents Page.

2. The department chair or dean shall notify in writing all faculty members in his/her unit who must be considered for tenure review in that academic year. If the candidate is a department chair, then the Dean of the college of the candidate's department shall assume and execute, as specified in both the Faculty Handbook and the department's bylaws, the duties normally performed by the department chair in the tenure process.

3. Candidates who wish to be considered for tenure shall prepare a dossier in support of the request. The candidates may seek assistance from the dean/department chair for preparation of the dossier.

   External Reviews of Tenure Applicants: All applications for tenure must include at least two external evaluation letters reviewing the applicant's scholarship. These letters should be requested 12 months before the tenure dossier is submitted and must be completed before the tenure review begins. The candidate and department chair (or department tenure committee) shall each provide a list of potential reviewers, along with a short description of why they are qualified. At least one name from each list shall be agreed upon by the candidate and chair (or committee). If they cannot agree, the dean will make the choices. The department chair shall-be responsible for requesting the letters from the reviewers.

4. Tenure advisory committee.

   i. Committee formation and makeup. A Tenure Advisory Committee, consisting of at least three tenured faculty, shall be elected to review each candidate. The faculty of the academic unit may select one or more members from outside the department and/or college. The department chair should not be a member of the committee nor participate in its deliberations. The slate of names elected to the advisory committee shall be submitted to the SVCAA for approval.

   The departmental faculty may approve and submit alternate procedures to through the dean for review and approval by the SVCAA if necessary.

   ii. Committee Chair. Once formed, the committee shall elect a chair. The committee chair shall notify the candidate in writing of the opportunity to appear before the committee. The appearance should occur after the committee has completed its examination of the tenure materials, but before a formal vote on the application.

   iii. Committee deliberation and vote. The tenured faculty shall meet to debate and discuss the tenure candidacy. As outlined in the Board of Trustees policy, the tenured faculty's consideration of a candidate for tenure will be governed by departmental bylaws.

   The Tenure Advisory Committee may recommend to either grant or deny tenure. A formal vote will be taken and recorded using the process outlined in the departmental bylaws. Unless otherwise specified in departmental bylaws, a majority of the Tenure Advisory Committee must vote in favor of tenure in order for the recommendation to be considered favorable.

   The department chair shall provide the committee or the tenured faculty with additional materials relevant to the candidate's tenure as the group may request. The candidate shall have the opportunity to inspect all of his or her personnel files and materials to be considered during the evaluation of the tenure application.

   iv. Committee's written recommendation. After consideration of the application and a vote to grant or deny tenure, the Tenure Advisory Committee will produce a written recommendation. The final document must be approved by the committee before it is signed and submitted to the department chair.

5. At each step of consideration below the president, the committee or official making a recommendation will provide the tenure applicant a complete copy of all recommendation documents as they are being forwarded to the next committee or official. In the event of a negative recommendation below the level of dean, a copy shall also be forwarded to SVCAA.

6. Possible Outcomes.

a. Tenure granted. When tenure is granted by the President or the Board of Trustees, notice of such action (including the effective date) will be sent by the President or the Chancellor to the individual, his/her chair and dean, and the SVCAA. Within one year after the granting of tenure the SVCAA will return the Tenure Review Portfolio to the faculty member.

b. Tenure denied. Any faculty member who is considered, but not recommended, for tenure will be notified in writing by the Chancellor that the recommendation has not been forwarded to the President. (Only positive recommendations are forwarded to the President.)

   i. Upon receipt of such notice the faculty member may discuss the reasons for the tenure denial with the faculty member's chair, dean, or director. In addition, the faculty member has the right to advisement by the SVCAA as to the reasons for the tenure denial. Such reasons are given solely to assist the faculty member in professional growth and development. A decision not to award tenure is in no sense judgment of incompetence. Not all competent persons meet the high standards necessary for tenure, nor are all those who meet such standards automatically fitted to serve needs of the University's programs.

   ii. Terminal appointment. Any faculty member who is considered for but denied tenure by June 30 of the year in which the review occurred will automatically receive an additional terminal appointment of up to one academic year, consistent with Board policy.

Appeal procedures. A faculty member may initiate a grievance and appeal procedure within one year of the date of the tenure decision or at any time before termination of employment, whichever occurs first (see Chapter 4)

2.8.10 Locus of Tenure

UT Policy BT0006 Article III., Section H, Locus of Tenure, is as follows:[34]

> Tenure at The University of Tennessee is granted in a particular academic unit (department, school, or college) of a specific campus, in a position appropriate to the faculty member's qualifications. Reorganizations that result in the merger or splitting of departments do not affect the tenure or probationary status of the faculty involved.
>
> If a tenured faculty member voluntarily transfers from one UT campus to another, his or her tenured status is not transferred. However, a review by the responsible administrators in consultation with the tenured faculty of the receiving department may result in an immediate recommendation to the President that tenure at the new campus be granted to the transferred individual; on the other hand, a new probationary period in the receiving unit may be established. There shall be no involuntary transfer of faculty members between campuses.
>
> Transfers of tenure between departments on the same campus do not require the President's approval, but must be approved by the responsible campus administrators in consultation with the tenured faculty of the receiving unit, with notice to the President. In any event, prior to the effective date of the transfer all conditions relating to tenure must be documented and accepted, in writing, by the transferring faculty member. If a non-tenured faculty member transfers from one existing department to another, a new probationary period must be established and documented under the same guidelines that would be followed if the faculty member came from another institution. All conditions relating to the new probationary period must be documented and accepted, in writing, by the transferring faculty member.

[34] UT Policy BT0006 (III. H.): https://policy.tennessee.edu/policy/bt0006-policies-governing-academic-freedom-responsibility-and-tenure/

If a tenured faculty member accepts a part-time faculty position or an administrative position with the University, neither of which can carry tenure, the faculty member retains tenure in the full-time faculty position he or she vacated.

2.9 Termination of Tenure

2.9.1 Board Policy

According to UT Policy BT0006 (Article III, Section J. Termination of Tenure):[35]

1. Grounds for Termination

   a. Relinquishment or Forfeiture of Tenure

      A tenured faculty member relinquishes tenure upon resignation or retirement from the University. A tenured faculty member forfeits tenure upon taking an unauthorized leave of absence or failing to resume the duties of his or her position following an approved leave of absence. Forfeiture results in automatic termination of employment. The chief academic officer shall give the faculty member written notice of the forfeiture of tenure and termination of employment.

   b. Extraordinary Circumstances

      Extraordinary circumstances warranting termination of tenure may involve either financial exigency or academic program discontinuance. In the case of financial exigency, the criteria and procedures outlined in the Board-approved Financial Exigency Plan for each campus shall be followed. In the case of academic program discontinuance, the termination of tenured faculty may take place only after consultation with the faculty through appropriate committees of the department, the college, and the Faculty Senate.

      If termination of tenured faculty positions becomes necessary because of financial exigency or academic program discontinuance, the campus administration shall attempt to place each displaced tenured faculty member in another suitable position. This does not require that a faculty member be placed in a position for which he or she is not qualified, that a new position be created where no need exists, or that a faculty member (tenured or non-tenured) in another department be terminated in order to provide a vacancy for a displaced tenured faculty member. The position of any tenured faculty member displaced because of financial exigency or academic program discontinuance shall not be filled within three years, unless the displaced faculty member has been offered reinstatement and a reasonable time in which to accept or decline the offer.

   c. Adequate Cause

      "Adequate cause" for terminating a tenured faculty member means the following:

      (1) Unsatisfactory Performance in Teaching, Research, or Service which includes the following and similar types of unsatisfactory performance:

         a) failure to demonstrate professional competence in teaching, research, or service;

[35] UT Policy BT0006 (III. H. Termination of Tenure): https://policy.tennessee.edu/policy/bt0006-policies-governing-academic-freedom-responsibility-and-tenure/

b) failure to perform satisfactorily the duties or responsibilities of the faculty position, including but not limited to failure to comply with a lawful directive of the department head, dean, or chief academic officer with respect to the faculty member's duties or responsibilities;

c) inability to perform an essential function of the faculty position, given reasonable accommodation, if requested;

d) loss of professional licensure if licensure is required for the performance of the faculty member's duties;

e) with respect to members of the Health Science Center faculty, failure to be granted or loss of medical staff membership and privileges at affiliated teaching hospitals;

f) loss of appointment (or substantive alteration of the faculty member's work) with an affiliated entity unless approved in advance by the chief academic officer (or designee) (for example, loss of employment with an affiliated medical practice group or loss of "joint faculty" support from Oak Ridge National Laboratory);

g) as specified in Appendix D, paragraph 3, cessation of employment with an external entity/ primary employer if tenure was granted contingent upon remaining employed by the external entity/primary employer; or

h) dishonesty or other serious violation of professional ethics or responsibility in teaching, research, or service; or serious violation of professional responsibility in relations with students, employees, or members of the community.

(2) Misconduct, which includes the following and similar types of misconduct:

a) failure or persistent neglect to comply with University policies, procedures, rules, or other regulations, including but not limited to violation of the University's policies against discrimination and harassment;

b) falsification of a University record, including but not limited to information concerning the faculty member's qualifications for a position or promotion;

c) theft or misappropriation of University funds, property, services, or other resources;

d) admission of guilt or conviction of: (i) a felony; or (ii) a non-felony directly related to the fitness of a faculty member to engage in teaching, research, service, or administration; or

e) any misconduct directly related to the fitness of the faculty member to engage in teaching, research, service, or administration.

2. Termination Procedures for Adequate Cause

Each campus shall establish procedures for terminating a tenured faculty member, or a tenure-track faculty member before the expiration of the annual term, for Adequate Cause. Termination procedures shall incorporate and be consistent with the procedures in Appendices B and C. The procedures shall be effective upon approval by the Board of Trustees and shall be published in the campus faculty handbook.

The procedures in Appendix B shall apply if the Adequate Cause grounds for termination include both (i) unsatisfactory performance in teaching, research, or service and (ii) misconduct.

2.9.2 Additional UT Martin Information for Termination of Tenure

A. Relinquishment or Forfeiture of Tenure

Faculty members who wish to resign have a clear obligation to make their resignation effective at the end of the academic year or, under exceptional circumstances, at the end of an academic semester. In all cases, notification of resignation should be made early enough to allow the university to cover any scheduled assignments. Teaching faculty serving on academic year appointments who sever connection with the University before the end of the academic year are paid for the number of semesters of teaching on the basis of one half of the annual salary per semester. Persons who leave their teaching positions during the semester will be compensated on a pro-rated basis, receiving a salary for only the service completed. Faculty members who have unused annual leave accrued while on 12-month appointments will receive payment for the leave upon resignation in accordance with University policies.

B. Termination Procedures for Adequate Cause

UT Martin will follow the termination procedures for Adequate Cause described in the appendices of policy BT0006: Appendix B Termination Procedures for Unsatisfactory Performance in Teaching, Research, or Service; [36] and Appendix C Termination Procedures for Misconduct.[37] These are available on the Board of Trustees' website.

If salary or benefits are withheld from the faculty member and the subsequent proceedings do not determine adequate cause for termination or suspension without pay, the salary and benefits for that period should be restored.

2.9.3 Disciplinary Sanctions Other than Termination for Adequate Cause

UT policy describes disciplinary sanctions other than termination for adequate cause in BT0006, Article III, Section K.[38]

> This section applies only to the imposition of disciplinary sanctions when the University does not propose to terminate a faculty appointment for Adequate Cause.
>
> Disciplinary sanctions other than termination may be imposed against a faculty member. If the proposed sanction is suspension without pay for a definite term (no more than one year), the procedures set forth in Appendix B or C (as applicable and as tailored to reflect that the proposed sanction is suspension without pay rather than termination) shall be offered in connection with the suspension.[39]
>
> If the proposed sanction does not involve suspension without pay, the department head shall make a recommendation to the dean, and the dean shall make a recommendation to the chief academic officer. The chief academic officer shall give the faculty member written notice of the proposed sanction and the supporting reason(s) and shall offer him or her an opportunity to respond both in writing and in person. The faculty member may appeal the proposed sanction through established appeal procedures, and the sanction shall be held in abeyance until conclusion of the appeal. A decision by the Chancellor on appeal will be the final decision for the University and not appealable to the President.

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[36] UT Policy BT0006 (Appendix B): https://policy.tennessee.edu/policy/bt0006-policies-governing-academic-freedom-responsibility-and-tenure/
[37] UT Policy BT0006 (Appendix C): https://policy.tennessee.edu/policy/bt0006-policies-governing-academic-freedom-responsibility-and-tenure/
[38] UT Policy BT0006 (III. K.): https://policy.tennessee.edu/policy/bt0006-policies-governing-academic-freedom-responsibility-and-tenure/
[39] UT Policy BT0006 (Appendix C): https://policy.tennessee.edu/policy/bt0006-policies-governing-academic-freedom-responsibility-and-tenure/

2.10 Resignation or Retirement

2.10.1 Resignation

Tenure is relinquished upon resignation from the university. If a faculty member resigns, but is re-employed by the university, tenure will be awarded only subsequent to the procedures outlined above (Section 2.8.9).

Since faculty appointments are made for the academic year (or, in exceptional cases, for one or more designated semesters), faculty members who wish to resign have a clear obligation to make their resignation effective at the end of the academic year or, under exceptional circumstances, at the end of an academic semester. In all cases notification of resignation must be made early enough to allow the university to cover any scheduled assignments.

Teaching faculty on academic-year appointments who resign before the end of the academic year are paid for the number of semesters they have taught, at one half of annual salary per semester. Persons who leave their teaching positions during the semester will be compensated on a pro-rated basis, receiving a salary for only the service completed. Faculty members who have unused annual leave accrued while on 12-month appointments will receive payment for the leave upon resignation in accordance with University policies.

2.10.2 Retirement

Under normal circumstances, a member of the faculty controls the decision to retire. The effective date of retirement for academic-year faculty is normally at the end of either the fall or spring semesters. Computation of the final payment for the last year of service is calculated in the same way as for resignations (above). Faculty members who have unused annual leave accrued while on 12-month appointments will receive payment for the leave upon resignation in accordance with University policies.

By terms of the Long Term Disability (LTD) policy, a tenured faculty member must apply for all retirement benefits for which he or she is eligible as part of an LTD benefit. If, at a later time, a previously-disabled retired faculty member is able to perform the essential functions of his or her former tenured position and the position is available, UT policy permits such an appointment. This appointment requires review by the department's tenured faculty and chair, dean, SVCAA, and Chancellor; positive recommendation by the President; and positive action by the Board of Trustees to make the appointment and reinstate the previous rank and tenure of the returning faculty member.

After retirement:

1. Emeritus status may be given to recognize retiring faculty members or administrators for distinguished service to the University of Tennessee over an extended period of time. Complete information on the policy appears in UT Policy HR0102.[40]
2. Benefits available for retirees can be found on the UT Human Resources website.[41]
3. The Post-Retirement Service Program is a plan for tenured faculty to transition from full-time teaching and/or research to retirement upon agreement by the faculty member and the department chair. Complete information on the policy appears in UT Policy HR0374.[42]

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[40] UT Policy HR0102: https://policy.tennessee.edu/policy/hr0102-emeritus-status/
[41] UT Benefits Available for Retirees https://payroll.tennessee.edu/retirement/how-to-guide/
[42] UT Policy HR0374: https://policy.tennessee.edu/policy/hr0374-post-retirement-service-program/

2.10.3 Exit Procedures

Employees who have resigned or retired must complete the exit interview process to ensure clearance of all personal debts owed and the return of all assigned university property to the respective department prior to termination and release of final wage payments. This requirement is a part of UT Policy HR0125.[43] Faculty should contact UT Martin Human Resources[44] to initiate this process.

[43] UT Policy HR0125: https://policy.tennessee.edu/policy/hr0125-exit-interviews/
[44] UT Martin Human Resources: https://www.utm.edu/offices-and-services/human-resources/

Chapter Three:
Non-Tenure-Track Faculty

3.1 Appointment and Renewal of Faculty to Non-Tenure-Track Positions

All appointments to non-tenure-track faculty positions, including part-time appointments, will be made in accordance with departmental and college bylaws and subject to the provisions of this chapter.

For all ranks other than adjunct, notification of appointment is made by letter from the Senior Vice Chancellor for Academic Affairs. This appointment letter specifies (a) rank, (b) salary and related financial conditions, (c) general duties and expectations, and (d) duration. Previous correspondence between the department chair, dean or director, and a prospective faculty member concerning these matters is unofficial and not binding on the University of Tennessee.

The faculty member's written acceptance of the letter of appointment, together with execution of normal university employment forms, completes the initial appointment. The employment of non-tenure-track faculty is governed by the terms of the appointment letter, applicable provisions of the Faculty Handbook, and applicable provisions of university policies and procedures.

A non-tenure-track appointment (whatever its duration) may be renewed for a new term through the normal application and appointment process. Renewal decisions will include consideration of available funding and the faculty member's performance. If a non-tenure-track appointment is not renewed in writing, it automatically expires at the end of the stated term. A non-tenure-track appointment may be, by its nature, funding-limited; the compensation amounts for the position may be funded through a grant, contract, or restricted donation, and it may automatically expire when funding lapses. Whenever feasible, however, subject to available funding, a non-tenure-track faculty member's department chair should give the faculty member at least (a) one month's written notice of termination of the faculty member's employment or (b) salary equivalent to that which would be paid in the event of one month's notice of the termination of the faculty member's employment.

3.1.1 Non-Tenure-Track Teaching Positions

1. Regular part-time academic year appointment – A part-time academic year appointment involves a stated percentage of full-time-equivalent (FTE) employment during the academic year. Salary is paid in twelve monthly installments from August 1 through the following July 31 and is considered to be earned at the rate of one-half of the annual salary for each of the two semesters (fall and spring). Regular part-time academic year appointments are at the rank of Lecturer and are not eligible for promotion or tenure.

2. Regular part-time twelve month appointment – A part-time twelve month appointment involves part-time service on a continuing basis for a period of not less than twelve months. Salary is earned and paid monthly. Part-time twelve month faculty members accrue annual and sick leave in accordance with established University policies (see HR-0305[1] and HR-0380[2]). Regular part-time twelve month appointments are at the rank of Lecturer and are not eligible for promotion or tenure consideration.

3. Full-time temporary appointment – A full-time temporary appointment involves full-time service for a specified period of time, with the total salary for such service being paid over less than a twelve-month period. Such an appointment is designed to address a special circumstance and can be renewed as needed. Temporary appointees are not eligible for promotion or tenure.

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[1] UT Policy HR0305: https://policy.tennessee.edu/policy/hr0305-annual-leave-vacation
[2] UT Policy HR0380: https://policy.tennessee.edu/policy/hr0380-sick-leave/

4. Part-time temporary academic appointment – A part-time temporary appointment involves part-time service over a specified period of time with the total salary for such service being paid over less than a twelve-month period. Part-time temporary appointments are normally limited to a brief association with the University to meet some special, short range need. Part-time temporary appointees normally do not exceed twelve months of continuous employment, but they can be renewed.

Periodic review of full-time and part-time temporary academic appointments should be undertaken to determine whether any position should be designated a regular, full-time position and to ensure that appropriate search procedures are followed to fill the position.

Benefits available for non-tenure track appointees are discussed in Chapter Six.

3.1.2 Criteria for Appointment to Faculty Rank

A. Lecturers

Criteria for appointment to the different academic ranks are complex. Each faculty position has its own distinctive requirements, but UT Martin has established the following general criteria. Deficiencies in some criteria may be counterbalanced by unusual excellence in the others. Although in certain specialized fields of endeavor other standards may replace some of these criteria, the standard for teaching (item 3 for each rank) is essential at every level.

A Lecturer is expected to:

1. hold the master's degree of the discipline or have equivalent training and experience as appropriate to the discipline;
2. show interest in research, scholarship, or professional attainment;
3. show interest in teaching;
4. have an excellent scholastic record as a student; and
5. show promise of ability to relate well to students and professional colleagues.

B. Adjunct Faculty

Adjunct faculty appointments are reserved for individuals who do not hold academic rank at UT Martin but who are employed to teach one or more specified courses. Adjunct faculty are hired directly by department chairs. All adjuncts should read the information for adjunct faculty found on the Academic Affairs website.[3]

Adjunct faculty teaching credit courses leading toward the baccalaureate degree, other than physical activity courses, must hold either the master's degree of the discipline, a master's degree in another discipline with at least 18 graduate semester hours in the teaching discipline, or in exceptional cases outstanding professional experience and demonstrated contributions to the teaching discipline as validated by a Faculty Qualification Report (FQR) [4] supported by the appropriate official documentation. Individuals who have been employed to teach graduate level courses must hold the terminal degree of the discipline or possess equivalent training and experience appropriate to the discipline (see Section

[3] UT Martin Adjunct Faculty Handbook: www.utm.edu/departments/acadaff/policies.php
[4] UT Martin Academic Affairs FQR form: https://www.utm.edu/assessment/forms.php

2.2.1). Official documentation of qualifications should be maintained in the adjunct faculty member's personnel file in the Academic Affairs office.

C. Visiting Faculty

Visiting faculty carry out instructional and/or research responsibilities within an academic department. Professional credentials and/or the terminal degree required for the university's professorial ranks are also required for appointments as visiting faculty. Normally, the rank of appointment will be the professorial rank that the individual holds at his or her home institution; however, the standards of scholarship for holding visiting faculty rank will be the same as required for UT Martin faculty. Visiting faculty do not participate in the governance of the department and are not subject to annual performance reviews. Normally, a visiting appointment is for 12 months. As with all other non-tenure-track faculty appointments, the Senior Vice Chancellor for Academic Affairs will issue letters of appointment to visiting faculty.

D. Faculty Of Practice

Faculty of Practice (NTT) are typically appointed to meet instructional and research needs. Service activities may be included as part of their effort, depending on the needs of the department and the skills and desires of the faculty member. Appointment to the faculty of practice title series is for those who have achieved distinction in their chosen field of practice, and who bring to the university unique practical experiences and talents that will benefit students.

Recommendations for faculty of practice appointments must contain a description of the appointee's professional experience, especially if it is to be used in lieu of typical academic credentials. The expectation is that those appointed to a faculty of practice position have professional experience in the field. Other faculty titles should be used for appointees without professional experience. The hiring unit must also complete an alternative credentialing request based on the courses the appointee will teach if they do not hold a terminal degree.

The following ranks or titles may be assigned to faculty of practice: assistant professor of practice, associate professor of practice, and professor of practice. Faculty appointed to this title series should hold the terminal degree in the field or have equivalent capabilities by virtue of professional experience, professional licensure or certification.

Assistant Professor of Practice: Individuals holding this rank have shown promise for excellence in areas of responsibility assigned to them. Individuals holding such positions demonstrate an ability to teach and/or conduct research based on their experience and practice in the profession and have a demonstrated capacity to relate appropriately to students and professional colleagues. Faculty of Practice appointments at this rank will be made for a definite term of up to three years and may be renewed subject to continued availability of funding, satisfactory performance, and staffing needs.

Associate Professor of Practice: Individuals holding this rank have demonstrated excellence in areas of responsibility assigned to them. This rank is for those who have typically held the rank of Assistant Professor of Practice for four (4) years; have completed a doctoral degree or a terminal degree appropriate to the field, are licensed or certified to practice the profession where appropriate, or have substantial professional experience; and have demonstrated the ability to relate appropriately to students and professional colleagues. Individuals holding such positions have demonstrated practice in the profession and teaching and/or research abilities consistent with those for appointment at the rank of Associate Professor. Faculty of Practice appointments at this rank will be made for a definite term of up to three years and may be renewed subject to continued availability of funding, satisfactory performance, and staffing needs.

Professor of Practice: Individuals holding this rank have demonstrated and maintained a consistent record of excellence in areas of responsibility assigned to them. This rank is for those who have typically held the rank of Associate Professor of Practice for six (6) years; have completed a doctoral degree or a terminal degree appropriate to the field, are licensed or certified to practice the profession where appropriate, or have substantial professional experience; and have

demonstrated a continuing ability to relate appropriately to students and professional colleagues. Individuals holding such positions have demonstrated practice in the professional and teaching or research accomplishments consistent with those for appointment at the rank of Professor. Faculty of Practice appointments at this rank will be made for a definite term of up to five years and may be renewed subject to continued availability of funding, satisfactory performance, and staffing needs.

Each academic department shall establish more specific criteria for the appointment/promotion to Faculty of Practice ranks within the department, subject to the approval of the dean and Provost. The departmental criteria shall be consistent with, but may be more restrictive than, the criteria outlined in this Faculty Handbook and any criteria established by the college within which the department resides and shall be published in the departmental bylaws. Departmental criteria for appointment/promotion to Faculty of Practice ranks shall not be required, however, if more specific criteria have been established by the applicable college, and the dean and Provost have approved application of the college criteria in lieu of departmental criteria. College criteria for appointment/promotion of faculty members to Faculty of Practice ranks within the college must be approved by the Provost and published in the college bylaws.

3.1.3 Changes to the Appointment

The faculty member is officially notified of subsequent salary adjustments or changes in rank, title, or assignment by letter from the department chair, dean or SVCAA. Any other oral or written representations concerning such adjustments and changes are unauthorized and not binding on the University. Normally, salary adjustments and other changes in employment are made following approval of the University budget by the Board of Trustees at its annual meeting in June.

3.2 Graduate Faculty

Faculty who teach graduate courses must have Affiliate membership in the graduate faculty as described in the Faculty Handbook 2.3 and 2.3.2. Affiliate membership may be requested by a department for the faculty member (including adjunct and part-time), and Affiliate members of the graduate faculty may fulfill graduate teaching and service assignments consistent with Senate Bylaws.

3.3 Faculty Duties and Workload

A full-time non-tenure-track faculty member is expected to teach fifteen credit hours in courses having regular enrollments each term. They are not expected to participate in other professional activities such as student advising, research, professional development, and University and public service activities. Any exceptions from these expectations should be described in the letter of appointment.

Conditions necessary to perform assigned duties in a professional manner, including such things as appropriate office space, necessary supplies, support services, and equipment will be provided to non-tenure-track faculty members. Departments should have consistent criteria for deciding teaching assignments. Departments should consider the views of non-tenure-track faculty in setting schedules and other issues that impact quality of teaching and working conditions. Depending on stipulations of departmental and college bylaws, non-tenure-track faculty may have the opportunity to participate in departmental, college, and/or university governance. Non-tenure-track faculty enjoy the same academic freedom as tenured and tenure-track faculty.

3.4 Evaluation

3.4.1 Annual Retention Review

As is the case for tenured and tenure-track faculty, the performance of non-tenure-track faculty members, with the exception of visiting faculty, will be evaluated annually, and a written record of the evaluation maintained in the department. The criteria for evaluating non-tenure-track faculty for purposes of hiring and retention must be approved by the departmental faculty and published in the departmental bylaws.

3.4.2 Evaluation of Teaching Effectiveness

Evaluation of teaching effectiveness is used for two primary purposes:

1. as a diagnostic tool for encouragement, identifying areas of probable/possible improvement, or further professional development; and
2. as a decision-making tool for purposes of salary adjustment, promotion, tenure, or course assignments.

General guidelines for the evaluation of teaching effectiveness appear below. College and/or departmental bylaws expand upon these guidelines. Evaluation methods must be applied fairly to all faculty members in the academic unit and should reflect the values of the campus, college and department.

A. Student Evaluation of Teaching Effectiveness

Each academic year the departmentally approved student evaluation instrument (which could include essay and/or objective type questions) will be used by students for each course taught by the non-tenure-track faculty member during a semester of that academic year. A written summary of the results of each review will be kept in the faculty member's departmental personnel file.

Student evaluation of teaching effectiveness will be conducted either online or as a paper evaluation with a staff member, another faculty member, or student in the class proctoring the evaluation. The survey instrument will be administered in a manner consistent with student evaluations of regular full-time faculty within the department.

No summary numerical score need be derived from the completed evaluation forms when reflected as part of the faculty assessment. Results are communicated only to the faculty member and to the chair or dean, unless otherwise required by law. Such results may be forwarded to other appropriate administrative levels only when they are used in the context of the comprehensive faculty assessment.

B. Additional Evaluations of Teaching Effectiveness

Other evidence of teaching performance may include, but are not limited to: classroom observations by the chair or departmental peer review committees; measures of student learning; student exit interviews and alumni surveys; evidence of a concern for teaching competence demonstrated in publications; attendance at professional meetings or courses; and reviews of the syllabi, tests, materials and methods employed. Evaluations should acknowledge the number, level, size and types of classes taught.

The chair of the department in which the faculty member is employed is responsible for providing ongoing assessment of the quality of instruction that non-tenure-track faculty members provide. The chair is required to make clear both the general expectations of all non-tenure-track faculty members and the specific duties that go with an individual's appointment. The chair or a designated supervisor will meet with each new non-tenure-track faculty member to review teaching performance immediately following the conclusion of the first semester's teaching responsibilities and at least once annually thereafter for any person with ongoing or renewed teaching duties. A written summary of the results of each review will be kept in the faculty member's departmental personnel file.

3.5 Non-retention and Termination of Non-Tenure-Track Faculty

A non-tenure-track faculty member may be terminated for adequate cause (as defined in Section 2.9.1) prior to the expiration of the appointment term. In the event that a department chair recommends to the dean and chief academic officer that a non-tenure-track faculty member be terminated for cause, the department chair and dean shall meet with the faculty member to present the reasons for the recommended termination and to permit the faculty member to respond. If, after this meeting, the dean concludes that adequate cause for the termination exists, a recommendation for termination shall be forwarded to the chief academic officer. If the chief academic officer agrees with the termination decision, the faculty member is informed in writing. A non-tenure-track faculty member whose appointment has been terminated for adequate cause shall be notified of the right to a post-termination hearing under the Tennessee Uniform Administrative Procedures Act (Section 4.4.4).

In the event of Extraordinary Circumstances (as defined in Board Policy and quoted in Section 2.9.1), a non-tenure-track appointment may be terminated following the same procedures applicable to tenure-track faculty.

At any time the University may terminate without cause the appointment of a non-tenure-track faculty member. The termination may be implemented by paying the remaining salary due during the appointment.

3.6 Resignation

Since faculty appointments are made for the academic year (or, in exceptional cases, for one or more designated semesters), faculty members who wish to resign have a clear obligation to make their resignation effective at the end of the academic year or, under exceptional circumstances, at the end of an academic semester. In all cases notification of resignation must be made early enough to allow the university to cover any scheduled assignments.

Teaching faculty on academic-year appointments who resign before the end of the academic year are paid for the number of semesters they have taught, at one half of annual salary per semester. Persons who leave their teaching positions during the semester will be compensated on a pro-rated basis, receiving a salary for only the service completed. Faculty members who have unused annual leave accrued while on 12-month appointments will receive payment for the leave upon resignation in accordance with University policies.

3.7 Exit Procedures

Employees who have resigned or retired must complete the exit interview process to ensure clearance of all personal debts owed and the return of all assigned university property to the respective department prior to termination and release of final wage payments. This requirement is a part of UT Policy HR0125.[5] Faculty should contact the UT Martin Human Resources[6] department to initiate this process.

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[5] UT Policy HR0125: https://policy.tennessee.edu/policy/hr0125-exit-interviews/

[6] UT Martin Human Resources: https://www.utm.edu/offices-and-services/human-resources/

Chapter Four:
Academic Freedom and Faculty Rights

4.1 Academic Freedom Board of Trustees' Policy

Faculty members have the right to academic freedom and are expected to seek and to speak the truth as they perceive it on the basis of expertise and research in their discipline. Academic freedom is this right for faculty members to teach, research, create, and perform about their knowledge and understanding in their discipline. This freedom persists even when faculty members hold a minority view within their discipline and when others in and beyond the institution find these views contrary or objectionable. The right of academic freedom applies to all faculty members, including non-tenure-track faculty members. Faculty members should recognize that the right of academic freedom is enjoyed by all members of the academic community. They should be prepared at all times to support actively the right of the individual to freedom of research and communication.

4.1.1 Academic Freedom and Responsibility of the Faculty Member

The Board of Trustees' "Policies Governing Academic Freedom, Responsibility, and Tenure" state the following about academic freedom and the responsibility of faculty members: [1]

> A healthy tradition of academic freedom and tenure is essential to the proper functioning of a University. At the same time, membership in a society of scholars enjoins upon a faculty member certain obligations to colleagues, to the University and to the State that guarantees academic freedom.

1. The primary responsibility of a faculty member is to use the freedom of his or her office in an honest, courageous, and persistent effort to search out and communicate the truth that lies in the area of his or her competence.
2. A faculty member is entitled to full freedom in research and in publication of the results, subject to the adequate performance of his or her other academic duties, but research for pecuniary gain either within or beyond the scope of his or her employment must be based upon an understanding with The University administration, according to The University's policies (e.g., Compensated Outside Services, Conflict of Interest).
3. A faculty member should maintain a high level of personal integrity and professional competence, as demonstrated in teaching, research, and service. Academic freedom does not exempt a faculty member from an evaluation by colleagues and administration of his or her qualifications for continued membership in their society.
4. A faculty member is entitled to freedom in the classroom in discussing the subject, but the faculty member should use care in expressing personal views in the classroom and should be careful not to introduce controversial matters that have no relation to the subject taught, and especially matters in which he or she has no special competence or training and in which, therefore, the faculty member's views cannot claim the authority accorded his or her professional statements.
5. A faculty member should recognize that the right of academic freedom is enjoyed by all members of the academic community. He or she should be prepared at all times to support actively the right of the individual to freedom of research and communication as defined herein.
6. In addition to the normal responsibilities of a citizen of the state and nation, including the duty to uphold their Constitutions and obey their laws, a faculty member also should conduct himself or herself professionally with

[1] UT Policy BT0006 (I.): Academic Freedom and Responsibility of the Faculty Member: https://policy.tennessee.edu/policy/bt0006-policies-governing-academic-freedom-responsibility-and-tenure/

colleagues. He or she should strive to maintain the mutual respect and confidence of his or her colleagues. He or she should endeavor to understand the customs, traditions, and usages of the academic community.

7. When, as a citizen, a faculty member speaks outside the classroom or writes for publication, he or she should be free, as a citizen, to express his or her opinions. Each faculty member should conduct himself or herself professionally, should be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make clear that he or she speaks for himself or herself and not for The University.

4.1.2 Academic Freedom and Responsibility of the Administration

The Board of Trustees' "Policies Governing Academic Freedom, Responsibility, and Tenure" state the following about academic freedom and the responsibility of the University administration: [2]

Academic Freedom and Responsibility of the University Administration

1. The University is committed to recruiting, appointing, retaining and promoting faculty members by processes which are thorough, thoughtful, equitable, and in which the professional judgments of faculty members are of major importance.
2. Administrative officers should actively foster within The University a climate favorable to freedom of teaching and research. In its pursuit of excellence, The University should reward its outstanding faculty members.
3. The administration is responsible for enforcing all Board and campus policies applicable to faculty members. It is the duty of the administration--beginning with department heads, deans, and chief academic officers--to remove from the faculty any faculty member who has been found, through proper procedures, seriously derelict in his or her responsibilities as a member of the academic community.
4. The Board requires that each campus and its constituent academic units develop appropriate policies and procedures necessary to implement the Board's tenure policy.

4.1.3 Freedom as a Citizen

When faculty members communicate as citizens on matters of public concern, they operate independently of the university. In this situation, faculty members have rights common to all citizens, including the rights to organize and join associations, participate in public meetings, run for and serve in government offices subject to applicable state and federal laws and university personnel policies, demonstrate, picket, and voice their opinions. To exercise their rights as citizens, faculty members must also respect the university by not claiming to represent the positions or views of the University, and by not using institutional resources.

4.2 Equity and Diversity

4.2.1 Policies and Position Statements

The University is committed to the principle that decisions concerning employment, admission, and performance should be based on an individual's qualifications and performance and not on characteristics unrelated to job or academic requirements. The University does not discriminate on the basis of race, gender, color, religion, national origin, age, disability, or veteran status in provision of educational opportunities or employment opportunities or benefits. The University and its employees shall not discriminate against or harass any employee or student on the basis of sexual orientation; gender identity; marital status; parental status; or similar characteristics, regardless of whether those characteristics enjoy a protected status under state or federal law.

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[2] UT Policy BT0006 (II.): Academic Freedom and Responsibility of the University Administration: https://policy.tennessee.edu/policy/bt0006-policies-governing-academic-freedom-responsibility-and-tenure/

UT Policy HR0220[3] further states that the language of the paragraph above shall not be construed to: (1) confer eligibility for employment benefits for which an employee is not otherwise eligible under state law, policy, or practice; (2) infringe upon the free exchange of ideas essential to the academic environment; (3) limit the freedom of religious association; (4) establish a duty to engage in affirmative action measures for characteristics not subject to affirmative action under state or federal law; (5) require the compliance of external entities or individuals or compliance of university programs governed by external government agencies in which non-discrimination does not include certain personal characteristics (e.g., ROTC); or (6) create any cause of action not currently provided by state or federal law.

For further information see the following:

1. UT System Policy HR0220[4] which was written to "establish and define the university policy concerning fair employment practices and to ensure equal employment opportunity to all university employees and applicants for employment."
2. The UT Martin Office of Equity and Diversity. The OED website[5] includes:
   a. the campus EEO statement and tagline,
   b. discrimination complaint procedures,
   c. affirmative action checklist for conducting searches, and
   d. UT Martin sexual harassment and discrimination guidelines.
3. Training offered by the Office of Equity and Diversity.

4.2.2 Complaints

Complaints of discrimination should be directed to the UT Martin Office of Access, Compliance, And Title IX. Complaints must be submitted in writing and filed within the timeframe for reporting the alleged discriminatory action specified on the Access and Engagement website. In certain instances, at the discretion of the Access and Engagement Officer/Title VI Coordinator, complaints filed outside that time limit, or not submitted in writing, may be investigated.

1. Employees and students are encouraged to attempt to resolve a complaint through the administrative structure of the employment unit or academic department. The Access and Engagement Officer/Title VI Coordinator will provide assistance to the complainant, employment unit, and/or academic department in order to resolve the complaint.

2. Complaints received directly by the Access and Engagement Officer/Title VI Coordinator will be reported to the appropriate administrator(s), who will attempt to resolve the matter working in conjunction with the Equity and Diversity Advisory Council. Confidentiality will be maintained to the extent possible.

If the complaint is not resolved through the methods described above, it can be filed using the process on the Office of Access and Engagement website.[6]

4.3 Personnel Files and Release of Information

Under the Tennessee Public Records Act, personnel records of all University employees are public records which may be inspected and copied by citizens of Tennessee during regular business hours. Public records include "all documents, papers, letters, maps, books, photographs, microfilms, electronic data processing files and output, films, sound

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[3] UT Policy HR0220: https://policy.tennessee.edu/policy/hr0220-equal-employment-opportunity/.
[4] UT Policy HR0220: https://policy.tennessee.edu/policy/hr0220-equal-employment-opportunity/.
[5] Office of Access, Compliance, and Title IX: https://www.utm.edu/offices-and-services/access-compliance-titleix/discrimination-complaint-procedure.php
[6] UT Martin OACT Complaint Procedure: https://www.utm.edu/offices-and-services/access-compliance-titleix/discrimination-complaint-procedure.php

recordings, or other material regardless of physical form or characteristics made or received pursuant to law or ordinance or in connection with the transaction of official business by any governmental agency" (T.C.A. §10-7-503(a)(1)(A)). This law is addressed by UT Policy 0130[7] which includes a list of information to be redacted (when possible) before record release and a list of documents to be stored permanently. At UT Martin, these documents are found in Human Resources, Academic Affairs, College and Department personnel files.

For more information about the Public Records Act, filing a new Authorization of Disclosure form, and correcting errors in personnel files, contact the Office of Human Resources.[8]

4.4 Faculty Rights of Appeal

4.4.1 Introduction

The following general and special procedures are provided to give faculty members an opportunity to seek resolution of complaints about decisions affecting their employment as faculty members. Faculty members should make reasonable efforts to resolve issues informally before using these procedures. The procedures outlined in this section must be initiated within one year of the date of the employment decision in question, or before termination of employment, whichever occurs first.

A. General Appeals

Faculty members with grievances have three options for pursuing appeals, depending on the subject matter(s) of their appeal. They may (1) initiate an appeal through administrative channels (Section 4.4.2), (2) request an appeal through the Faculty Relations Committee (Section 4.4.3), or (3) bring an appeal through the Tennessee Uniform Administrative Procedures Act (TUAPA; Section 4.4.4). Each of these options is addressed in the following sections.

The appeals procedures through administrative channels and the Faculty Relations Committee are formal but not judicial processes.

B. Special Appeals

Special procedures are provided for cases involving (1) allegations of discrimination or harassment due to race, sex, religion, national origin, age, handicap, or veteran status, (2) termination or suspension of a tenure-track faculty member for adequate cause prior to the expiration of his or her term of appointment, (3) termination or suspension of a tenure-track faculty member without the minimum advance notice specified for non-reappointment of the tenure-track faculty, or (4) allegations that the non-renewal of appointment of a tenure-track faculty member constitutes a violation of academic freedom.

1. Appeal Procedures for Complaints of Discrimination: Allegations of discrimination on the basis of race, sex, national origin, religion, age, disability, or veteran status must be brought forward and investigated in accordance with procedures outlined in the UT Martin Office of Access, Compliance, and Title IX website.[9]

2. Appeal Procedures for Alleged Violations of Academic Freedom: When a decision not to reappoint a non-tenured faculty member is appealed as an alleged violation of academic freedom, the appeal shall be made directly to the Faculty Relations Committee and shall be heard in accordance with the procedures outlined below.

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[7] UT Policy HR0130: https://policy.tennessee.edu/policy/hr0130-personnel-files-and-release-of-information/
[8] UT Martin Human Resources: https://www.utm.edu/offices-and-services/human-resources/
[9] UT Martin Office of Access, Compliance, and Title IX: https://www.utm.edu/offices-and-services/access-compliance-titleix/

4.4.2 Appeals through Administrative Channels

To initiate a grievance through administrative channels, the faculty member must write a letter to the official at the first administrative level where a contested recommendation or decision was made. The letter should (a) notify the administrator that a grievance is being made, (b) outline the nature of the grievance, and (c) state the desired action. The administrative channels through which a grievance may progress include: Department Chair or the academic unit head; Dean of the college to which the faculty member belongs; Senior Vice Chancellor for Academic Affairs; and Chancellor. At each level, the administrator ideally should inform the faculty member of his/her decision in writing within thirty days. If the grievance is not resolved at the first administrative level where a negative recommendation or decision was made, the faculty member may pursue the grievance through each succeeding level of administration. Upon receipt of a negative decision by an administrator at one level, the faculty member will have thirty days to initiate an appeal to the next level.

When a faculty member who has initiated a grievance through administrative channels receives a negative decision by the Senior Vice Chancellor for Academic Affairs, the faculty member may appeal the Vice Chancellor's decision to the Chancellor directly or request review by the Faculty Relations Committee prior to the Chancellor's review. The Vice Chancellor's decision shall include notice to the faculty member of his/her right to request review by the Faculty Relations Committee. The faculty member will have thirty days from receipt of the Vice Chancellor's decision to request a Faculty Relations Committee review.

A. Appeal Procedures for Non-Reappointment of Probationary Faculty Member

A decision not to reappoint a probationary faculty member may be appealed to a committee consisting of the faculty member's chair, dean, and the Senior Vice Chancellor for Academic Affairs. After receiving any material the faculty member chooses to present, the committee will recommend to the Chancellor whether the initial recommendation should be supported or reversed. An action not to reappoint a probationary faculty member without the minimum advance notice specified in Section 2.7.1 of this handbook may be initiated only for cause.

4.4.3 Appeals through the Faculty Relations Committee

To initiate an appeal through the Faculty Relations Committee, the faculty member must submit a letter to the chair of the committee and provide a copy to the Senior Vice Chancellor for Academic Affairs. The letter should (a) indicate that an appeal is being made, (b) outline the nature of the appeal, and (c) state the desired action. The chair of the Faculty Relations Committee in consultation with committee members and the Chancellor will determine if the faculty member's complaint both lies within the scope of the Committee's jurisdiction and merits consideration. If so, the chair will initiate a complete review of the matter.

A. Authority of the Faculty Relations Committee

For matters which lie within the scope of the Committee's jurisdiction, the Committee will consider only whether or not personnel decisions were made according to University policies, procedures, and regulations. The scope of the Committee's jurisdiction with respect to promotion and tenure decisions is limited to a review of complaints that applicable procedures were not followed. Members of the Faculty Relations Committee shall hold all information in confidence except when required by law to make disclosure.

The Faculty Relations Committee will not accept for review matters involving

1. allegations of discrimination in violation of university policy or procedure (see Special Appeals above);
2. non-reappointment of probationary faculty members (see Section 4.4.2.A); or
3. termination of temporary or probationary faculty before the stipulated term of appointment (see Section 2.7.2).

B. Process for Appeals

When an appeal lies within the scope of the Faculty Relations Committee (FRC), the following steps will be implemented:

1. The FRC will elect four of its members to serve along with the FRC chair as the Hearing Committee. Each party involved in the appeal shall have the right to exclude two potential members without being required to show cause for such exclusion. All members having a bias toward the parties or issues involved should recuse themselves from consideration, as should all members of any involved academic departments. The chair of the FRC shall serve as chair of the Hearing Committee. In appeals where the FRC chair is excluded or recused, the FRC will elect a fifth member to participate and serve as chair of the Hearing Committee.
2. The Hearing Committee will receive evidence, hear witnesses, and/or take written statements. Each party may specify a UT Martin colleague to be a nonvoting observer of the proceedings.
3. Judicial rules of procedure and evidence shall not be required. However, any individual making a presentation to the Hearing Committee may obtain the assistance of an advisor or legal counsel. If legal representation is desired, the faculty member must notify the Hearing Committee at least ten days before any hearings that may be scheduled so that the University may also schedule the presence of legal counsel. The University will be obliged to notify the individual in the same way. If this notification comes later than ten days before a hearing, postponements may be granted by the Hearing Committee so that those who desire counsel may have counsel present. Participation of legal counsel shall be limited to advising their clients and shall not include examination of witnesses or oral argument.
4. The Hearing Committee will ensure that all appropriate parties are notified of its review and given an opportunity to present to the committee evidence deemed appropriate. Any objection to the review procedures or composition of the Hearing Committee must be made in writing to the chair of the Hearing Committee. The committee shall review all objections, and its decision will be final.

C. Hearing Results and Recommendations

1. After due consideration by the Hearing Committee, its recommendations based on majority vote shall be detailed in writing to the Chancellor and to the parties involved in the appeal.
2. Prior to reaching a final decision, the Chancellor has the option of asking the Hearing Committee to reconsider specific issues of fact. The written decision of the Chancellor shall be forwarded to the chair of the Hearing Committee and to the parties involved in the appeal. If the Chancellor does not accept all or part of the findings and recommendations of the Hearing Committee, he/she will include in the decision the reasons for not doing so.

4.4.4 Appeals through the Tennessee Uniform Administrative Procedures Act

A hearing under the Tennessee Uniform Administrative Procedures Act (TUAPA) is available to tenure-track and non-tenure-track faculty members under certain circumstances. Requests for a TUAPA hearing must be brought within 10 days of the employment action that is the subject of the hearing. The process for such appeals is described in appendices B and C of the Board of Trustees' Policies Governing Academic Freedom, Responsibility, and Tenure.[10]

[10] UT Policy BT0006: https://policy.tennessee.edu/policy/bt0006-policies-governing-academic-freedom-responsibility-and-tenure/

Chapter Five:
Faculty Responsibilities

5.1 Course Schedules and Curriculum Changes

A. Schedules

Schedules of classes are proposed by the department chair/dean with adequate faculty involvement and are approved by the appropriate dean and the Senior Vice Chancellor for Academic Affairs. Schedule changes should be made by chairs only after clearance with dean of the college and with the Director of Academic Records and Registrar. Final examination schedules are normally published at the same time as class schedules.

B. Textbooks and Course Materials

Each department is responsible for adopting and enforcing appropriate guidelines concerning textbook choices within the department. Unless departmental approval is given, instructors may not require purchase of their own textbooks. The department chair will file official forms requesting the ordering of textbooks with the Manager of the campus bookstore.

Duplication and distribution of instructional materials must comply with university policy[1] and federal copyright statutes.

C. Curriculum Changes

Proposed changes in curriculum are usually initiated by departmental curriculum committees. The forms necessary to request a curriculum change and guidelines for these forms are available on the Faculty Senate website.[2] Curriculum change requests must describe the impact on academic programs, staffing, facilities and equipment within the department and in other departments or colleges along with any anticipated costs. Approval of changes in a department's curriculum must progress through the following process:

1. Department curriculum committee;
2. Department chair;
3. College curriculum committee;
4. Dean;
5. BA/BS committee - if the curriculum change affects the requirements for the campus-wide BA/BS degrees
6. Committee on Instruction – if the curriculum change affects courses or requirements in the campus general education;
7. Undergraduate Council and/or Graduate Council;
8. Faculty Senate; and
9. Chancellor.

At each level proposals may be approved, disapproved, or referred back to the department or college for clarification or further study. Departments proposing new degree programs or majors should contact the Associate Provost to obtain guidelines for preparation of these proposals.

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[1] UT Policy FI0155: https://policy.tennessee.edu/policy/fi0155-duplication-and-distribution-of-instructional-materials-prepared-by-faculty/

2 UT Martin Curricular Request Forms: https://liveutk.sharepoint.com/sites/UTMFacultySenate/SitePages/Curriculum.aspx

5.2 Teaching and Advising

5.2.1 Teaching Courses

A. Introduction to Courses

At the first class meeting faculty should distribute and discuss the course syllabus. The content or topics which will be studied should be outlined generally, and course objectives should be made clear. Faculty should announce and discuss such matters as required readings, the grading procedures, class policies, and critical events including the approximate number and nature of tests. Students should be reminded that letters from Disability Resources outlining accommodations for a documented disability must be provided to the faculty in order for the student to receive accommodations in a course.

Changes to the syllabus should be made only after careful consideration and consultation with the students. The instructor's expectations with regard to academic honesty and class attendance should be made clear at the beginning of the term.

B. Conducting the Course

In presenting course content, the faculty member should endeavor to adhere to the subject; the classroom should not be used as a theater for expression of personal views which are not germane to the course. The faculty member should take care that the tests and all other devices for student evaluation are appropriate instruments for measuring course objectives. Moreover, the faculty member should complete all grading as soon as possible and discuss the results with students to facilitate maximum learning.

A final examination should be administered for every course offered at UT Martin. The instructor must provide in advance written justification to the department chair or college dean if a final examination is not given. The examination must be given during final examination week at the scheduled time as published on the Registrar's website.[3] The mechanism for rescheduling a final examination should be followed.[4] Any such change should be discussed with and agreed upon by the students registered for the course.

The various possible course grades are explained in the UT Martin catalog. Faculty will follow the procedure for reporting final grades as specified by the Registrar.[5] A faculty member shall base all academic evaluations upon professional judgment and academic achievement in accordance with the university's policies regarding non-discrimination. An instructor should be willing to discuss academic standing with individual students at any time during the semester. The instructor should also exercise flexibility in course requirements to allow students to make up work for which legitimate excuses can be presented and when the student has followed appropriate steps to inform the instructor. Absences for required campus activities will be considered legitimate provided the instructor is notified in advance and given appropriate documentation.

C. Class Attendance Policy

Class attendance is an integral part of the educational experience; students are expected to attend class. The instructor of a course may determine the course attendance policy with the provision that the policy must be applied consistently to all students in the course. The attendance policy should be reasonable and should be explicitly and unambiguously stated in each class at the beginning of the semester.

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[3] UT Martin Final Exam Schedule: https://www.utm.edu/academics/academic-calendar/final-exam-schedule.php
[4] UT Martin Policy on Rescheduling Finals: www.utm.edu/departments/acadaff/policies.php.
[5] UT Martin Guide to entering grades (on faculty menu within UTM Portal)

D. Cancellation of Classes

The faculty member should set an example for students in being faithful in attendance and punctual in starting and ending classes. Students should be informed of all planned absences as early as possible. A faculty member who must be away from class to attend a conference or other professional meetings should be willing to compensate for the absences by arranging substitute instructors, appropriate assignments, or (in consultation with the classes) substitute class sessions. All absences should be reported to the immediate supervisor. In an emergency, the faculty member should have the class notified through the departmental office. Repeated or prolonged absences should be cleared with the department chair or college dean.

The University's Board of Trustees has issued the following statement clarifying its policy on the willful and unauthorized cancellation of classes:

> Students who enroll at The University of Tennessee have paid fees for courses in which they are enrolled and the citizenry of the state has provided funds to support scheduled academic activities. Hence, faculty and staff members are to conduct their classes and related functions in accordance with previously established schedules. There will be no deviation from this procedure unless permission is given by appropriate administrators, in accordance with procedures established by each Chancellor. Action contrary to the preceding policy is prima facie evidence of violation of contractual commitments of faculty and staff members of The University of Tennessee. Variations from this policy will be investigated, and, in the event of verified violations, appropriate action, including voiding of employment contracts, will be taken.

5.2.2 Advising Students

A. Academic Advising

The University of Tennessee at Martin shall provide academic advisement to all regularly enrolled students. The objectives of the campus advisement program are to:

1. provide students with information on policies, procedures, and programs of the campus;
2. assist students in exploring educational and career opportunities;
3. assist students in establishing life goals;
4. assist students with the development of an educational plan of study and the selection of courses; and
5. make students aware of the range of services and educational opportunities pertinent to their educational objectives at this campus.

The Senior Vice Chancellor for Academic Affairs is responsible for the academic advisement program at UT Martin, which is based upon a system of policies, procedures, publications, personnel, and services that are adopted on a campus-wide basis. The deans of the individual colleges are accountable to the Senior Vice Chancellor for Academic Affairs for the effectiveness of the advisement programs within each college.

In support of the academic advising program and academic advisors UT Martin shall:

1. provide advisors with current and accurate information related to student educational preparation and progress;
2. provide advisors with appropriate training in academic advising;
3. periodically evaluate the effectiveness of the advisement program and individual advisors; and

4. consider academic advising in tenure, promotion, and merit decisions.

B. Advising Extracurricular Groups

Some faculty members may elect to serve as sponsors and advisors of groups engaged in various extracurricular activities. Such service is regarded as an important part of an individual faculty member's contribution to the institution. All sponsors and advisors of student organizations and activities should be familiar with policies regarding such organizations and activities and in cases of uncertainty should not hesitate to consult the Office of the Vice Chancellor for Student Affairs, or other officials or committees concerned with extracurricular activities. The Student Handbook[6] details information on student affairs, organizations and activities, and policies and procedures.

C. Access to Student Records Under FERPA

The Family Educational Rights and Privacy Act[7] (FERPA) was enacted by Congress in order to protect the privacy of students and their parents. FERPA grants students and parents of students certain rights to access the student's educational records and challenge the release of such records to third parties. For more information about FERPA and training required for UT Martin faculty and staff, see the registrar's web pages.[8]

5.3 Faculty/Student Relationships

5.3.1 Faculty Responsibilities to Students

Faculty members have the responsibility to discharge their duties in a fair and conscientious manner in accordance with standards generally recognized within the academic community. As a minimum, these standards include:

1. meeting class commitments when scheduled and informing students in advance of scheduled absences;

2. utilizing a portion of the first or second class period to discuss plans for the course. This presentation should include: a general outline of the course as to content or topics to be studied; a description of the kinds of learning activities expected; guidelines for the type and expected amount of course work; a description of the means for evaluating student performance; and an explanation of expectations regarding academic integrity that specifies penalties for plagiarism and cheating and stresses the seriousness of such behaviors;

3. encouraging acceptable academic conduct by all members of the academic community at all times;

4. informing classes, in advance of any evaluation, of the permissible materials or references allowed during evaluation;

5. taking thorough precautions against student cheating on examinations or other required class work;

6. basing all academic evaluations upon professional judgment and academic achievement in accordance with the university's policies regarding non-discrimination;

7. performing grading duties in a timely manner and encouraging consultation with students concerning any grade they feel to be incorrect;

8. being available to students on a regular basis for consultation and advisory services—office hours should be scheduled, posted and met;

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[6] UT Martin's Student Handbook: www.utm.edu/studenthandbook/student_handbook.pdf
[7] FERPA text: https://www.utm.edu/offices-and-services/academic-records/ferpa-information.php
[8] UT Martin FERPA information: https://www.utm.edu/offices-and-services/academic-records/ferpa-information.php

9. respecting the confidentiality of student information contained in University records and refraining from releasing such information according to FERPA requirements;

10. abstaining from the exploitation of any professional relationship with students for private advantage, and from soliciting the assistance of students for private purposes in a manner which infringes upon such students' freedom of choice;

11. giving appropriate recognition to contributions made by students to research and publication;

12. refraining from any activity which involves risk to the health, safety, and welfare of a student except with the student's informed consent and, where applicable, in accordance with University policy relating to the use of human subjects in experimentation (contact the Institutional Review Board for Human Subjects[9] for more information);

13. respecting the dignity of students individually and collectively in all academic contexts; and

14. exercising flexibility in course requirements to allow students to make up work for which legitimate excuses have been properly presented.

The above responsibilities of University faculty should not be considered inflexible or all-inclusive, but rather as general guides. Each faculty member should become familiar with expected standards of professional conduct through observation of and consultation with colleagues within the University community. Every faculty member is expected to familiarize themselves with and abide by the UT Code of Conduct.[10]

5.3.2 Amorous and/or Sexual Relationships with Students

A faculty member shall not have a consensual amorous and/or sexual relationship with a student who is not his or her spouse and who is simultaneously enrolled in a course being taught by the faculty member or whose academic or work performance is subject to supervision or evaluation by the faculty member.

Any member of the campus community who may be uncertain about the propriety of a relationship should consult with department chairs, deans, supervisors, managers and/or the Access, Compliance, and Title IX Officer. These administrators will take all necessary and appropriate measures, beginning with informal steps, to address and correct problems stemming from amorous and/or sexual relationships. If informal steps for resolution are unsuccessful, formal disciplinary sanctions, up to and including dismissal, will be pursued.[11]

5.4 Grade Changes and Student Appeals

Every faculty member has the responsibility to determine students grades in a fair and conscientious manner in accordance with standards generally recognized within the academic community. Once assigned, grades submitted to the Registrar may not be changed without approval by the faculty member's department chair and dean (1) after two regular semesters have passed since the grades were assigned, or (2) after the student's degree has been conferred.

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[9] UT Martin Human Subject Guidelines: https://www.utm.edu/offices-and-services/research-and-sponsored-programs/institutional-review-board-for-human-subjects-research.php

[10] UT Policy HR0580: https://policy.tennessee.edu/policy/hr0580-code-of-conduct/

[11] UT Policy HR0525: https://policy.tennessee.edu/policy/hr0525-disciplinary-action/

In the case that the grade change would impact satisfaction of degree requirements for a degree already conferred, the university reserves the right to pursue revocation of the degree.

Students who wish to appeal a grade that is alleged to be lower than that academically earned must initiate the process within the first three weeks of the next semester. The aggrieved student shall first discuss the matter with the instructor involved to see if an error or misunderstanding can be resolved between them. If the student and the instructor are not able to resolve the grade issue, then the student may begin an appeal by taking the matter to the department chair. See the Student Handbook[12] for detailed information. The recommendations of all involved in the appeal process are only advisory to the instructor.

5.5 Student Rights and Responsibilities

Information on student rights and responsibilities is found in the UT Martin Student Handbook[13] and the Rules of UT Martin, Chapter 1720-05-01 "Student Conduct."[14]

5.5.1 Student Standards of Conduct

The Student Handbook, published annually, contains statements concerning standards of conduct which students are expected to maintain and disciplinary procedures which may be used when unacceptable student behavior occurs. Faculty members are expected to encourage acceptable conduct on the part of students. Some faculty members may be asked to participate in activities of faculty-student disciplinary committees. In specific cases of student misconduct, faculty consultation with the Division of Student Affairs or the Division of Academic Affairs may be desirable.

5.5.2 Academic Honesty

Both students and faculty have the obligation of upholding the academic commitment of UT Martin and the UT System to honesty and integrity; therefore, both professors and students have the responsibility to guard against cheating and plagiarism. Each professor should explain the university position on academic integrity, stress the seriousness of academic dishonesty, and state his/her method of handling cheating and plagiarism at the beginning of each semester. A professor has both the right and the obligation to deal fairly and aggressively with academic dishonesty when detected or observed. Subject to the provisions of Tennessee Regulation 1720-05-01,[15] the teacher has the right to assign a final grade of F to any student guilty of cheating or plagiarism or to impose other reasonable academic penalties that reduce a student's grade on a project or for the course. In addition, the teacher is strongly encouraged to report any instance of academic dishonesty to the Division of Student Affairs.

All faculty members are also expected to take thorough precautions against allowing the integrity of the examination process or of any other kind of academic exercise or evaluation to be compromised. The class should be informed in advance of any evaluation concerning the permissible materials, references, or procedures allowed during an evaluation.

The Division of Student Affairs works closely with the faculty to enforce the policy of academic integrity and to maintain relative consistency in the imposition of penalties for various kinds of unacceptable student behavior. Ultimately, however, the faculty itself is collectively responsible for ensuring that the academic processes of the University remain authentic and that students understand the value of honesty in their academic work. Conscientious, collective action by the faculty, grounded in a unanimous rejection of academic dishonesty as a mode of operation by

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[12] UT Martin's Student Handbook: www.utm.edu/studenthandbook/student_handbook.pdf
[13] UT Martin's Student Handbook: www.utm.edu/studenthandbook/student_handbook.pdf
[14] Rules of UT Martin chapter 1720-05-01: https://publications.tnsosfiles.com/rules_filings/12-17-20.pdf
[15] Rules of UT Martin chapter 1720-05-01: https://publications.tnsosfiles.com/rules_filings/12-17-20.pdf

students in the classroom, will go far toward curbing unacceptable student behavior and toward generating an ethos that promotes real learning while molding graduates who are accustomed to behaving as honest, trustworthy citizens.

5.5.3 Academic Dishonesty

Each student is presumed to accept the obligation of academic integrity upon enrolling in the University. These standards are found under "Academic Integrity" in the Student Handbook and on Student Affairs' website.[16]

Faculty who detect or observe academic dishonesty may wish to confer with the department chair during the process of determining an appropriate response to a violation. Students should receive explanations of any disciplinary actions and be informed of their right to appeal. Conduct which represents a serious violation of academic integrity may result in additional disciplinary action by the Division of Student Affairs, acting in response to the teacher's report of the violation and taking into account the teacher's recommendations about an appropriate penalty. Records of reported violations, appeals, and the results of any proceedings should be stored by the Division of Student Affairs.

A student may not withdraw from a course to avoid an F imposed for academic dishonesty. However, the F in the course can be removed if the student re-takes the course in a later term and passes it. No permanent record is entered into a student's academic file of any penalty for academic dishonesty that is imposed by the Division of Student Affairs; the records of such penalties, along with any notations recording the fact that a teacher has entered a reduced or failing grade because of the student's academic dishonesty, remain in the student's confidential records maintained in the Division of Student Affairs.

In instances where faculty have knowledge of student academic misconduct occurring in another faculty member's class, the misconduct should be reported to that faculty member and copies of any evidence provided. In those cases where student misconduct in their class appears to be widespread or organized, faculty members are encouraged to consult with their chair or dean before taking punitive action.

5.5.4 Disruptive Behavior

Student behavior which is disruptive in a class should not be tolerated and should be met with the appropriate faculty response, up to and including referral to Public Safety. If counseling by the teacher, chair, or dean does not resolve the problem, the name of each student charged with the disruptive behavior and a written charge of the disruptive activities should be submitted to the Division of Student Affairs, where it will be dealt with through normal disciplinary and judicial procedures.

5.6 Faculty Development and Research

5.6.1 Office of Research and Sponsored Projects

The Office of Research and Sponsored Projects(ORSP) in the area of Research, Outreach, and Economic Development (ROED) assists members of the campus community in pursuing and managing their research and development activities sponsored by internal and/or external agencies and organizations. ORSP provides oversight on matching and in-kind contributions, budgets, campus approval processes and other pre-award services and activities. The office subscribes to grant databases and offers assistance in grant proposal preparation, submission, acquisition, and management. Any direct contact with external agencies needs to be coordinated through this office. Internal coordination of research and sponsored programs is managed through Cayuse, a web-based information system for internal routing, document retrieval, and account set-up.[17]

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[16] UT Martin Academic Affairs (academic integrity): https://www.utm.edu/offices-and-services/student-conduct/academic-integrity.php

[17] Cayuse: https://www.utm.edu/Cayuse/

5.6.2 UT Martin Programs

The ORSP coordinates and sponsors activities, internal grant competitions and awards designed to promote and reward excellence in teaching, research and advising. These include:

1. modest faculty development grants for: continued education, the improvement of teaching, international travel; the enhancement of teaching through technology, faculty leaves, and pilot research grants;
2. monetary awards for: outstanding teaching, outstanding teaching & scholarship, and outstanding advising; and
3. teaching effectiveness workshops, projects and institutes.

Explore the ORSP website for information on all such programs.[18] (Note that the Division of Academic Affairs sponsors a biannual recognition[19] of a featured scholar.)

5.6.3 Compliance

Contact the ORSP for information on compliance with university policies, state and federal laws. For example:

1. All UT employees must follow the policy on Misconduct in Research and Service.[20]
2. The Federal Controlled Substances Law requires that all faculty using narcotics or other dangerous drugs in their research or teaching program involving either human beings, lower animals, or plants must register their projects through the ORSP with the state to obtain a registration number for their research projects.
3. Faculty must ensure that their use and care of animals in teaching and research complies with all policies and laws. See the ORGC website for information or contact the Institutional Animal Care and Use Committee (IACUC).[21]
4. Faculty members involving human subjects in their research should ensure that their project design provides adequate protection for those subjects and complies with current guidelines. This usually involves consent forms and approval of the Institutional Review Board for Human Subjects (IRB).[22]
5. Effort certification[23] is the process of verifying that appropriate salary and wage expenses were charged to sponsored grants and contracts. Effort certification is reported online using the employee self-service effort certification reporting interface through the UT System Integrated Resources Information System (IRIS);[24] contact ORSP for assistance.

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[18] UTM Fac. Research & Dev. Programs: https://liveutk.sharepoint.com/sites/UTMOfficeofResearchandSponsoredPrograms/SitePages/Faculty%20Research%20and%20Development.aspx

[19] UTM Featured Scholar Program: https://www.utm.edu/offices-and-services/academic-affairs/featured-scholar-award.php

[20] UT Policy on Misconduct in Research and Service: https://policy.tennessee.edu/policy/re0001-the-university-of-tennessee-policy-and-procedures-on-responsible-conduct-in-research-and-scholarly-activities/

[21] UT Martin Use and Care of Animals: https://www.utm.edu/offices-and-services/research-and-sponsored-programs/use-and-care-of-animals-in-teaching-and-research.php

[22] UT Martin Human Subject Guidelines: https://www.utm.edu/offices-and-services/research-and-sponsored-programs/institutional-review-board-for-human-subjects-research.php

[23] UT Policy FI0215: https://policy.tennessee.edu/policy/fi0215-sponsored-projects-effort-certification/.

[24] UT Online Effort Certification: https://iris.tennessee.edu/effort-certification/employee-self-service-effort-certification-reporting-interface/.

5.6.4 UT Research Foundation

The UT Research Foundation (UTRF)[25] serves as a bridge between researchers and industry, entrepreneurs and investors. UTRF facilitates the transfer of inventions to the private sector, providing public benefit of new products which are the result of academic-research funding. University employees are subject to the provisions of the Statement of Policy on Patents, Copyrights, and Other Intellectual Property.[26]

5.7 Ethical Conduct of Faculty

The unethical behavior of just one employee can detract from the excellent contributions of thousands. For this reason, compliance with rules and regulations and respect for fellow employees are of utmost importance, and infractions are reported promptly to appropriate officials. Employees should direct specific ethical or compliance questions to their supervisor or the university's director of compliance.

5.7.1 University of Tennessee's Code of Conduct

In carrying out its educational, research, and public service missions, the university relies on the ethical and responsible conduct of all employees. The University of Tennessee's Code of Conduct[27] was developed to supplement and clarify existing university policies, procedures, and rules. Employees are expected to familiarize themselves with the Code and to abide by it.

5.7.2 Compensated Outside Services

Full-time faculty members appointed to The University of Tennessee agree to devote themselves to UT's mission of teaching, research, and public service. Fulfillment of these responsibilities demands a full-time, 100% commitment to normal University duties, including remaining current in the discipline to which the faculty member is appointed. For many faculty members, an important part of keeping up-to-date lies outside the classroom, laboratory, and library: it involves testing one's academic skills and abilities by applying them to real-world problems. The University encourages the faculty to engage in consulting and other related outside services which are associated with an individual faculty member's appointment and which develop his/her professional expertise. By these means, many faculty members improve their disciplinary skills; they serve educational institutions and professional organizations, business, industry, and government; and they bring positive recognition to The University.

General Principles

This policy establishes procedures to ensure that professional development of the faculty is encouraged and, at the same time, ensure that faculty meet their regular University responsibilities in a timely and effective manner.

1. Full-time faculty members appointed to The University of Tennessee must devote themselves to the University's mission of teaching, research, and public service. Fulfillment of these responsibilities demands a full-time commitment to normal University duties, including remaining current in the discipline to which the faculty member is appointed.

2. While compensated outside activities may be valuable for both faculty and the University, the primary responsibility of a faculty member is to fulfill the teaching, research/scholarship/creative achievement, and service commitments of her/his full-time appointment to the University. Faculty members have a responsibility not to undertake external activities that substantially burden or interfere with commitments to the University. A full-time appointment includes an obligation to maintain a meaningful presence on behalf of the University in the

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[25] UT Research Foundation: https://utrf.tennessee.edu/.

[26] UTRF Statement of Policy on Patents: https://utrf.tennessee.edu/PDF/IP_Policy.PDF

[27] UT Policy HR0580: https://policy.tennessee.edu/policy/hr0580-code-of-conduct/

performance of responsibilities. This obligation means being accessible on campus to students, staff, and colleagues. Compensated outside activities must not result in a conflict of interest or a conflict of commitment with respect to the faculty member's University duties.

3. As outside compensated activities are not part of the full-time commitments of a faculty member, they cannot be substituted for commitments of a faculty member to teaching, research/scholarship/creative activity, and service within the University. Correspondingly, the annual review of the performance of a faculty member is based only on her/his regular responsibilities and duties as part of her/his full-time commitments to the University which are negotiated annually and must be consistent with the Handbook and applicable bylaws. The primary responsibility for assessing the value of compensated outside activities rests in the academic departments and their bylaws.

4. College and/or departmental bylaws may define the nature and allowable time commitments of appropriate compensated outside activities for a faculty member in the unit beyond this policy. Administrative officers such as deans or department heads who believe that a faculty member has engaged in compensated outside activities in a manner inconsistent with this policy or applicable bylaws may initiate appropriate action. In such cases, a faculty member has the right to the appeals processes described in the Faculty Handbook.

5. This policy primarily concerns long-term or continuing/recurring short-term arrangements between faculty members and clients. This policy does not apply to activities such as:

    - Occasional, short-term activities (which are typically not compensated except for modest honoraria), which include but are not limited to, publication and/or editing of research/scholarship/creative activity, participation in symposia, accreditation visits, research paper presentations, professional licensing board examination questions, exhibitions, recitals, or extra-service pay.

    - Compensated activities conducted in the summer by faculty who serve in an academic-year appointment.

    - Faculty compensation through grants and contracts. See Fiscal Policies on Sponsored Projects, FI0205 through FI0235.

6. These guidelines shall be construed to be consistent with the University's policies regarding conflict of interest, ownership of commercial ventures, intellectual property, and Faculty Handbook provisions regarding academic freedom.

Policy Requirements

1. During the conduct of compensated outside activities, faculty members must not make any use of the name of The University of Tennessee or of any of its constituent institutions (e.g., campuses or institutes) for any purpose other than professional identification; nor may she/he claim any University or institutional responsibility for the conduct or outcome of such activities.

2. Should a faculty member wish to pursue compensated outside activities, the faculty member and her/his department head must agree about the faculty development benefits that will be gained by the planned activities, as part of the annual review process. If after the review, a faculty member has an opportunity to pursue a new compensated outside activity or if any significant changes to an agreed plan from the last annual review occur, the faculty member must report the situation to her/his department head, and develop a new or revised plan with the head's concurrence.

3. Nine-month faculty members are expected to perform university-related activities for a nine-month academic year. Thus, nine-month faculty members should limit their total compensated outside services to no more than twenty percent (20%) over their total (100%) university effort during a given academic year, exclusive of non-academic

year course schedules (summer session, mini-term, etc.) but including grants of released-time. The department head and dean may restrict compensated outside service effort to less than 20% (e.g., if a faculty member's performance of assigned university duties does not meet expectations, as found in the annual evaluation).

4. Nine-month faculty employed full-time on the university payroll during the summer months (e.g. summer school teaching, work on grants and contracts), must ensure that their annual compensated outside service activity is no more than 20% over their total (100%) university effort per academic year. For part-time summer employment, the limit of compensated outside services during the time of employment will be established by written agreement between the department head and the faculty member.

5. Twelve-month faculty and staff members are expected to perform university-related activities for a twelve-month year. Thus faculty members on twelve-month appointment are covered by the same University of Tennessee Personnel Policies and Procedures which apply to administrative or professional personnel of the university. However, to provide equitable treatment of nine-month and twelve-month faculty, the latter should normally limit their aggregated compensated outside services to no more than an additional twenty percent (20%) over their total (100%) university effort – including accrued annual leave taken and grants of released time – during a given calendar year, upon approval of the department head and dean. The department head and dean may restrict a faculty member's compensated outside service effort to less than 20% (e.g., if a faculty member's performance of assigned university duties does not meet expectations, as found in the annual evaluation).

6. While conducting compensated outside activities, no unauthorized activity is permitted involving significant direct expense to UT or significant use of university facilities, equipment, or services unless procedures and fee schedules have been established. Faculty and staff wishing to use University resources to conduct compensated outside activities must have an official written UT agreement specifying the nature of work to be performed; the kind of equipment, supplies, material, or services to be used; the extent of the use; and the amount to be paid to the University. The amount may not be less than the University's cost or a fair market value. A written agreement must be approved in advance by the appropriate department head, dean/director, and chief business officer.

7. Noncompliance with this policy for compensated outside activities may be considered as a negative factor during annual reviews, promotion and tenure decisions, salary determinations, and requests for released-time, and other institutional support (e.g., a faculty member's compensated outside activities may be limited if his/her performance of assigned activities is less-than-meets-expectations). Serious and/or continuing noncompliance also may result in other sanctions (e.g., reduction in allowable compensated outside activities, salary reduction, restitution for cost of equipment, termination for adequate cause).

8. The Office of the Senior Vice Chancellor for Academic Affairs will provide department chairs with a template form to be used in conducting the discussion and agreement regarding outside compensated service described in Policy Requirement 2 above.

5.7.3 Conflicts of Interest

Objectivity and integrity are essential qualities for employees of any organization, and particularly for those who are engaged in the service of a comprehensive public university. If a public university is to carry out its missions in the areas of instruction, research, and public service with unquestioned credibility, its employees must maintain the highest levels of integrity and objectivity as they perform their duties. Faculty are expected to be familiar with and comply with the University's Conflict of Interest policy.[28]

[28] UT Policy HR0580: https://policy.tennessee.edu/policy/hr0580-code-of-conduct/

Chapter Six:
Benefits, Leaves of Absence, and Other Resources

6.1 Benefits

The University of Tennessee offers a core employee benefit package with traditional benefits such as health and dental care, life insurance, deferred compensation and retirement plans as well as various leaves of absence, educational assistance, and other benefits including longevity pay. Information regarding these benefits is located on the UT System Human Resources website.[1] Benefit availability is based upon employment status as defined in Human Resources policy HR0105.[2]

Other benefits available for UT Martin faculty may include, but are not limited to:

- 10% discounts at Barnes & Noble bookstore (textbooks excluded)
- Computer purchase through the UT Martin Computer Store with payroll deduction and no interest for one year
- Discounts for season tickets to athletic events
- Free checking with membership in UT Federal Credit Union
- Full access to Paul Meek Library
- Recreational Discounts

6.2 Leaves of Absence

The University of Tennessee offers various leaves of absence included in the information regarding benefits[3] on the UT System Human Resources website. In addition, the Family and Medical Leave Act (FMLA)[4] requires the University to allow an eligible employee to take a certain minimum amount of job-protected unpaid leave, or to substitute appropriate paid leave if the employee has earned or accrued it, for specified family and medical reasons. See the UT System "Family and Medical Leave" policy.[5] Questions regarding this and other available benefits should be directed to the UT Martin Office of Human Resources.[6]

6.3 Resources

This section lists selected helpful resources and policies. Colleagues and the UT Martin website are excellent places to learn more.

6.3.1 Academic Resources

1. The Paul Meek Library[7] provides access to information, resources, and services that meet the curricular, research, professional, intellectual, creative, and personal needs of the UT Martin community.
2. The Office of Information Technology Services[8] (ITS) provides high-quality information technology and communications resources and services through common infrastructure and functions in support of the academic

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[1] UT Human Resources (benefits): https://hr.tennessee.edu/benefits/.
[2] UT Policy HR0105: https://policy.tennessee.edu/policy/hr0105-employment-status/.
[3] UT Benefits Summary: https://tennessee.edu/about/divisions/finance-admin/hr/payroll-benefits-retirement/
[4] US FMLA: https://www.dol.gov/general/topic/benefits-leave/fmla.
[5] UT Policy HR0338: https://policy.tennessee.edu/policy/hr0338-family-and-medical-leave/.
[6] UT Martin Human Resources: https://www.utm.edu/offices-and-services/human-resources/
[7] UT Martin Library: https://www.utm.edu/library/.
[8] UT Martin ITS: https://utm.teamdynamix.com/TDClient/2421/ITS-Portal/Home/.

and administrative activities of UT Martin. ITS provides networked computers for all full-time, regular, teaching faculty. Employees and students must abide by the UT policy on Acceptable Use of Information Technology Resources.[9]

a) The UT Martin Computer Store handles all computer purchases for the campus. Individuals as well as departments may contact the Computer Store for computers, peripherals, software and computer supplies.[10]

b) The Instructional Technology Center (ITC) provides a facility to explore technology and then incorporate it into the classroom. Web Services manages the development, creation, and maintenance of the departmental websites at the UT Martin.[11]

3. The Office of Enrollment Services and Student Engagement is committed to providing outstanding student services through four departments: Academic Records; Admissions; Financial Aid and Scholarships; and the Student Success Center. OESSE also provides ongoing analysis of the characteristics and behaviors of prospective, current, and former students.[12]

   a) The Office of Academic Records (OAR), directed by the Registrar, compiles the course schedules each semester and oversees registration. Their website[13] provides important dates, final exam schedules, grade entry, FERPA information, and transfer equivalence tables. OAR is responsible for processing student special requests, maintaining CAPP, and maintaining official student records.

   b) The Services and Success Mentoring Center provides resources for achieving academic excellence including disability services, supplemental instruction, and testing services.[14]

4. The University Bookstore[15] stocks the adopted textbooks for all classes and offers a wide variety of supplies, materials, and apparel so faculty/departments should inform the bookstore of their textbook choices within the required timeframe. Faculty and staff receive a ten percent discount on all purchases except textbooks.

6.3.2 Other Campus Resources

1. The UT Martin Public Safety website provides policies and procedures on topics such as parking, minors on campus, alcohol, weapons, reporting sexual assault, etc. For example:

   a) Parking: all who operate vehicles on campus are required to register their vehicles with the Department of Public Safety.[16]

   b) Appropriate keys will be issued to authorized persons by Public Safety. The form to request keys is found on the Physical Plant website.[17]

   c) Access to campus is controlled by the Rules of the University of Tennessee (especially chapter 1720-01-02 and 1720-01-12).[18]

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[9] UT Policy IT0002: https://policy.tennessee.edu/policy/it0002-acceptable-use-of-information-technology-resources/
[10] UT Martin Computer Store: NA
[11] UT Martin ITC & Web Services: https://utm.teamdynamix.com/TDClient/2421/ITS-Portal/Home/.
[12] UT Martin OESSE: https://www.utm.edu/offices-and-services/enrollment-management/
[13] UT Martin OAR: https://www.utm.edu/offices-and-services/academic-records/
[14] UT Martin SSC: https://www.utm.edu/academics/student-success-center/
[15] UT Martin Bookstore: https://utm.bncollege.com/.
[16] Public Safety (parking): www.utm.edu/departments/publicsafety/parking.php.
[17] UT Martin Physical Plant: https://www.utm.edu/offices-and-services/physical-plant-operations/
[18] Rules of the University of Tennessee: https://publications.tnsosfiles.com/rules/1720/1720.htm

d) The UT Policy Programs for Minors[19] discuses mandatory reporting, training, approval and monitoring of programs for minors.

e) Smoking (including electronic cigarettes) is prohibited in all buildings and vehicles owned or operated by the University. UT Martin is a Drug Free Campus and Workplace.[20]

f) Fires and classroom emergencies should be reported by calling 911.

2. The Office of University Relations offers counsel on the production of publications and contact with the media. University Relations[21] must approve university publications (such as departmental web pages and brochures).

3. The Skyhawk (Faculty Identification) Card is necessary for identification, access to certain locations, and making some purchases. The ID card remains the property of the University and is to be surrendered upon termination of employment.[22]

4. Official travel must be approved and is reimbursed according to the UT System Travel policy.[23]

5. On-the-job injuries should be reported to the immediate supervisor (contact Human Resources for further information[24]).

6.3.3 Supplies and Equipment

University resources are available to faculty members for use related to the performance of University duties. Any other use of these resources is unauthorized.[25]

No University official or employee is authorized to give away University property or to loan University equipment or property to anyone for his/her personal use or gain. Disposal of surplus or obsolete equipment or supplies must be effected through procedures as set forth in Fiscal Policy and Procedures. University policy does not permit anyone to remove University equipment from University premises for purposes other than University business.

6.3.4 Inclement Weather Policy

The Chancellor may officially close or suspend selected activities of the University because of extreme weather conditions. Closures will be announced using both electronic and traditional media according the procedures listed on the UT Martin website.[26]

Some facilities such as the library and University Center will, if possible, continue to function as a service to students and faculty. When the University is officially closed, its policy of Days of Administrative Closing[27] will apply for staff exempt and staff non-exempt employees. In the event of inclement weather when the University remains open, all faculty, administrators, and staff will be expected to make every reasonable effort to maintain their regular work schedules but are advised to avoid undue risks in traveling.

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[19] UT Policy SA0575: https://policy.tennessee.edu/policy/sa0575-programs-for-minors/.
[20] UT Policy HR0720: https://policy.tennessee.edu/policy/hr0720-drug-free-campus-and-workplace/.
[21] UT Martin University Relations: https://www.utm.edu/offices-and-services/office-of-university-relations/
[22] UT Martin Skyhawk Card: https://www.utm.edu/offices-and-services/skyhawk-card-office/
[23] UT Policy FI0705: https://policy.tennessee.edu/policy/fi0705-travel/.
[24] UT Martin Workers' Comp.: https://www.utm.edu/offices-and-services/human-resources/
[25] UT Policy FI0605: https://policy.tennessee.edu/policy/fi0605-equipment/.
[26] UT Martin Inclement Weather: https://www.utm.edu/offices-and-services/environmental-health-and-safety/emergency-preparedness.php
[27] UT Policy HR0320: https://policy.tennessee.edu/policy/hr0320-administrative-closings/.

Employees who anticipate arriving late or not arriving at all should notify their immediate supervisors. Students will be responsible for any academic work which they miss due to absences caused by severe weather conditions. The individual student is responsible for taking the initiative to make up any missed class work, and the instructor is responsible for providing a reasonable opportunity for students to complete assignments or examinations missed due to such absences.

Chapter Seven:
Revision of the Faculty Handbook

7.1 Board of Trustees' Policy

The Board of Trustees' Policy on Faculty Handbook Revisions[1] states:

> The Bylaws direct the Board of Trustees to establish "policies," but not to direct "matters of administration"; the Bylaws further state that "The Academic Committee shall approve and recommend to the Board … the adoption and revision of faculty personnel policies."
>
> This clear distinction between policy and administration should be applied to the approvals required to effect changes in faculty handbooks. The Board of Trustees is responsible for policy changes in areas such as the following:
>
> - appointment, retention, promotion, probation, tenure, and termination;
> - academic freedom and faculty rights; and
> - intellectual property, compensated outside services, academic misconduct, and conflict of interest.
>
> For editorial, technical, and other housekeeping changes in these policy matters, the Board delegates review-and-approval responsibility to the President, the General Counsel, and appropriate Vice Presidents.
>
> For all revisions in handbook matters other than policies like those noted above, the Board delegates review-and-approval responsibility to the President, the General Counsel, and appropriate Vice Presidents.

In the event of any conflict or inconsistency between the board's policy and this handbook, the board's policy will control.

7.2 Faculty Handbook Review

The Personnel Policies Committee (PPC) of the Faculty Senate will initiate proposed revisions to the Faculty Handbook. Each recommendation of the PPC will be presented at the next meeting of the Faculty Senate as a motion briefly outlining the reason(s) for the proposed revision and specifying the precise change(s) to be made. Adoption of the motion by the Faculty Senate constitutes a recommendation of the Faculty Senate to the chancellor for revision of the Faculty Handbook.

7.3 Revision of Titles and Editorial, Technical, and Housekeeping Changes

The Personnel Policies Committee, the Office of Academic Affairs and the Chancellor may make recommendations on editorial, technical, and other housekeeping changes, including changes to titles of administrative offices, academic units and other positions or units named in this handbook. The chancellor shall submit these recommendations to the chief academic officer for the system, who will forward them, with his or her recommendation, to appropriate vice presidents, the General Counsel, and the president. Final approval lies with the president.

The supplements to this handbook: the cover page, table of contents, the index, and the footnoted web links can be updated and corrected with the approval of the Senior Vice Chancellor for Academic Affairs and the Chancellor.

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[1] UT Policy on Handbook Revisions: https://policy.tennessee.edu/policy/bt0007-policy-on-faculty-handbook-revisions/.

7.4 Policy Revision

The Faculty Senate Personnel Policies Committee will periodically review the provisions set forth in this handbook. The committee is responsible for recommending changes, which should have input from the chancellor and his or her administrative staff including deans, for consideration by the Faculty Senate Executive Committee and final consideration by the full Faculty Senate.

Major revisions to the Faculty Handbook may result from certain actions, including

- adoption of new or amendment of existing policies of the Board of Trustees
- recommendation brought by the chancellor to the Faculty Senate Executive Committee, after review by the Faculty Senate Personnel Policies Committee
- recommendation brought by any senate committee to the Faculty Senate Executive Committee after review by the Faculty Senate Personnel Policies Committee

Recommendations of the Faculty Senate for revision of the Faculty Handbook will be presented to the chancellor, who will submit his or her recommendations concerning the proposed revision to the chief academic officer for the system. The chief academic officer for the system will submit his or her recommendation to appropriate vice presidents, the general counsel, and the president.

If the proposed revision involves a substantive change in policy matters outlined in the Board Policy on Faculty Handbook Revisions, the president, in consultation with the vice presidents and the general counsel, will present his or her recommendation concerning the proposed revision to the board, or appropriate committee of the board. Final approval of all other proposed revisions of the handbook lies with the president, in consultation with the vice presidents and the general counsel.

7.5 Publication

After receiving final approval for any change, the office of Academic Affairs will update this handbook online. The handbook should be updated as necessary, and at least once per calendar year. Academic Affairs will notify faculty of all significant changes to the handbook when they are given final approval.

Appendices

APPENDIX A – UT MARTIN FACULTY SENATE

This appendix includes the Board of Trustees resolution establishing the Faculty Senate along with the Faculty Senate Bylaws. The bylaws are included in this appendix because changes do not require Board of Trustees action.

BOARD OF TRUSTEES RESOLUTION ESTABLISHING THE FACULTY SENATE (Adopted by the Board of Trustees on June 15, 1972):

Whereas the faculty of The University of Tennessee at Martin has exercised through faculty meetings and committees certain functions related to the development of the educational policies of the University;

Whereas these functions can be more effectively performed through a smaller, more formally organized group than the faculty as a whole; and

Whereas a need exists for more effective channels through which the Administration may seek the counsel and judgment of the faculty about matters of concern to the University;

It Is Therefore Resolved that a Faculty Senate of The University of Tennessee at Martin be organized, subject to the following stipulations:

1. that the senate operate in accordance with the Bylaws which are hereby approved;
2. that the senate include authorized administrative officers of The University of Tennessee at Martin;
3. that the senate include elected representatives from each academic division, to be elected in such numbers and by such means as are set forth in the Bylaws;
4. that the senate shall consider policies affecting the academic activities of the institution, faculty welfare, academic administrative relationships and procedures, scholarship, curriculum development, awarding of degrees, and such other matters as may maintain and promote the best academic interests of the institution. The senate shall recommend to the Chancellor the establishment of new policies or changes in existing policies;
5. that the elected President of the Faculty Senate shall preside over all meetings, provided that in the absence of the President the Vice President shall serve as President;
6. that the senate Executive Committee shall make nominations for elective members of such educational committees as the Bylaws may provide and such other committees as the senate may authorize and that following such nominations the senate shall elect such committees;
7. that the senate shall have advisory functions either in itself or through its committees, administrative matters being expressly reserved to the Chancellor of the Martin campus and the President of the University and delegated by the Board of Trustees;
8. that a copy of this resolution be appended to the Bylaws, and be considered a part of the constituting document of the Faculty Senate of The University of Tennessee at Martin.

Faculty Senate Bylaws – The University of Tennessee at Martin

Preamble.

In order that a systematic means be established for the effective participation of the faculty in the affairs of The University of Tennessee at Martin and in order that adequate channels be provided for the seeking by the administration of the counsel and judgment of the faculty about matters of concern to the University, it is desirable to establish a Faculty Senate of The University of Tennessee at Martin.

Article I Powers and Duties of the Senate

Section 1. The Faculty Senate of The University of Tennessee at Martin shall have those powers and duties which have been and which may be delegated to it by the Trustees of The University of Tennessee at Martin. (Hereinafter all references to "the University" shall be to "The University of Tennessee at Martin".)

Section 2. Reports. All actions by the Faculty Senate shall be reported to the faculty (a) through distribution of copies of the actions of each senate meeting within a reasonable period of time and (b) upon request at any special meeting of the faculty. Such action shall be subject to revision or alteration by the faculty provided that no rights or acts of third parties shall be affected by such revision or alteration. It is the responsibility of the President of the senate to transmit to the Chancellor within five working days any senate recommendations requiring the approval of that office. The Chancellor's response, either approving or disapproving the actions, explaining the response, and indicating how approved proposals will be acted upon, will be communicated in writing to the President of the senate within ten working days from the time the recommendations are received by the Chancellor.

Article II Faculty Senate Organization

Section 1. Members: Number, Classification, and Terms of Office. The membership in the Faculty Senate shall be divided into two classes—elected members, who are voting members, and ex officio members, who are nonvoting members.

A. Ex Officio Members. Ex officio members are the Chancellor; the Senior Vice Chancellor for Academic Affairs; the Registrar and one representative of the Academic Council to be selected annually by the council.

B. Elected Members: Criteria, Election, and Term of Office. The faculty of each college or department of the University shall elect its representatives to the senate by February 1 of each year. Members of the Faculty Senate shall be elected from those members of the faculty meeting the following criteria at the time of election: (1) the holding of full-time appointment with academic rank, (2) the performance of academic duties totaling at least half-time teaching or professional library service, and (3) employment at UT Martin such that three (3) years of service in a tenure track position at UT Martin will be completed prior to the beginning of the term of office (with the exception of faculty in the Department of Military Science and Leadership). If there are no faculty members within representative schools or independent departments who meet the three years of service requirement then faculty members who have completed at least one year of full-time appointment in a tenure track position at UT Martin shall be considered for election to the Faculty Senate.

   The term of office for elected members shall be three years. The terms of newly elected members shall begin on July 1 following election. No representative shall be elected immediately to succeed himself/herself following a full term of office or more than one-half of a full term. The department which has the Faculty Senate President as a representative shall elect a new representative for a one-year term to coincide with the term of office of the President.

   1. Apportionment. Elective seats shall be apportioned among the respective colleges and independent departments by the Secretary of the Faculty Senate, as of January 15 of each year, on the basis of the following formula: (a) There shall be a minimum of one elected member for each non-departmentalized college and academic

department; (b) Each non-departmentalized college and academic department shall elect one member for any 5 fulltime faculty members or major fraction thereof.

2. Classification. The term of office for elected members shall be three years. Initial representatives of colleges or departments having three or more elective seats shall be classified with respect to the time for which they shall severally hold office, by dividing them into three classes, each class consisting of one-third of the elected representatives of each college or department. The representatives of the first class shall be elected for a term of one year; the representatives of the second class shall be elected for a term of two years; the representatives of the third class shall be elected for a term of three years. Thereafter, at each annual election the successors to the representatives whose terms shall expire in that year shall be elected to hold office for a term of three years in order that the term of office of one class of representatives shall expire each year.

3. Increase in Apportionment. In case of an increase in the number of elected representatives authorized for any college or department by three or any multiple of three, one-third of the additional representatives provided for shall be elected for the term of one year, one-third for the term of two years, and one third for the term of three years, in order that each class of representatives shall be increased equally. In the event one or two additional elected representatives are authorized for any college or department, their term shall be adjusted by the Faculty Senate to obtain the best distribution by years.

4. Decrease in Apportionment. In the event of a decrease in the base of representation for any college or department, the decrease in representation shall be made at the next expiration of the term of an elected member or by occurrence of a vacancy.

5. Senate Class Distribution. If an unequal distribution in senate classes should develop and if the imbalance cannot be corrected by increases or decreases in apportionment (see Items 3 and 4 above), the Executive Committee will recommend for senate approval a plan to bring the class back into balance.

6. Student Representation. The senate may by resolution provide for student representation in its membership.

Section 2. Vacant seats. In case of any vacancy in the Faculty Senate through death, resignation, or appointment to an administrative position involving less than 50 percent teaching or where a representative ceases to be a member of the faculty electing him/her, or is absent on leave for at least one semester, or is disqualified for other causes, the faculty of the college or department thus losing its representative shall elect a successor to fill the unexpired term.

If, however, an elected member of the Faculty Senate is to be absent from a meeting of the Faculty Senate, he/she shall ask a faculty colleague to represent the academic unit at the meeting. When the faculty member who is to substitute for the senator is unable to attend the senate meeting, then he/she shall arrange for another faculty colleague to represent the academic unit. Such appointment shall be certified by the Secretary of the Faculty Senate. Such substitute, at the meeting for which he/she is appointed, shall have all the privileges and power of the absentee member he/she replaces.

Section 3. Meetings. The senate shall normally meet on the fifth, tenth, and fifteenth Tuesdays of each semester or at the call of the Chancellor or President of the Faculty Senate on his/her own initiative or pursuant to a petition signed by ten members of the senate. If a Faculty Senate meeting is cancelled due to an unscheduled closure of the university, the Senate President shall reschedule the meeting as soon as possible.

Section 4. Operation of the Senate.

A. Quorum. A majority of the elected members shall constitute a quorum for the transaction of business.

B. Voting. The affirmative vote of the majority of those members present and voting shall be necessary for the passage of any resolution or motion except where otherwise provided in these Bylaws. Voting will be by standard methods unless, in particular instances, one-fourth of the members present desire a secret ballot.

C. Order of Business. At the meetings of the Faculty Senate the normal order of business shall be as follows:

1. the meeting shall be called to order by the President;
2. minutes of the last meeting shall be approved or amended;
3. unfinished business;
4. report of standing committees;
5. report of ad hoc committees;
6. new business;
7. adjournment.

This order of business may be altered at the discretion of the President provided there is no objection from the floor.

D. An original topic (i.e., a topic that introduces a substantive question as a new subject) may be placed upon the agenda in the following ways:

1. The Executive Committee (Article III) may place a topic on the agenda through its own initiative.

2. A faculty member or group of faculty members may submit a topic in writing to the Executive Committee. The Executive Committee may ask the person(s) submitting the topic to testify. The Executive Committee will place the topic on the agenda for the next senate meeting, refer it to committee, or refuse to consider the topic.

3. A majority report of any committee will automatically be placed upon the agenda.

4. A minority report of any committee will be placed upon the agenda at the request of at least one-fifth of the committee.

5. A motion to place an item on the agenda may be made from the floor of the senate by any senate member and will pass if a simple majority of the senators present vote in favor of hearing it.

6. A motion by a member of the senate must be placed on the agenda if submitted to the Executive Committee and seconded in writing by five senate members.

E. In all senate meetings, the simple motion to refer shall imply referral to the Executive Committee, which will assign the matter to an appropriate committee.

F. The senate will operate according to the most recent edition available of Robert's Rules of Order unless the Bylaws specify otherwise.

Section 5. Term of office. The term of all senate officers, including all committee chairpersons and all members of senate committees, shall begin on July 1. A person serving in either capacity shall serve until a successor is elected or appointed.

Article III The Executive Committee

Section 1. The Executive Committee represents the senate in meetings with the administration and other groups, including UT System administrators, members of higher education agencies or the state legislature. It prepares the senate for debates and action by establishing the agenda (subject to Article II, Section 4D). It coordinates the work of all committees and has power to assign to committees matters of relevance to their functions. It may recommend to the senate the creation or abolition of any committee.

The Executive Committee provides faculty counsel in long-range strategic planning and assessment. The Executive Committee handles necessary business on an emergency and interim basis between senate meetings. Meetings for this purpose may be called by the President of the senate or any three members of the Executive Committee. Three-fourths of this group shall constitute a quorum for such action. All actions of this group must be reported to and, when appropriate, acted on by the senate at the next regular senate meeting following such actions.

Section 2. The Executive Committee shall be chaired by the President of the senate and shall be composed of the President, President-elect, Secretary, and chairpersons of the Undergraduate Council, Graduate Council, Personnel Policies Committee, Budget and Economic Concerns Committee, and Committee on Instruction. The Chancellor, Senior Vice Chancellor for Academic Affairs, UT Faculty Council's at-large representative, the faculty representative on the Advisory Board, and immediate past President of the senate shall be non-voting ex officio members.

Section 3. The Executive Committee shall prepare the agenda for all meetings of the Faculty Senate and, except in the case of unscheduled closure, shall submit the agenda for each senate meeting to the individual senators at least seven days in advance of that meeting.

Section 4. The Executive Committee shall nominate members for all standing committees except the Library Committee and Faculty Relations Committee, which are formed as noted in Article IV. Additional nominations may be made from the floor. All elected faculty members of standing committees, other than the two exceptions noted above, shall be current members of the senate. The Executive Committee shall survey senators for their committee preferences and attempt to make nominations accordingly.

Article IV Other Standing and Ad Hoc Committees

Section 1.

A. Each standing committee shall consist of members of the teaching faculty (faculty members who annually teach at least 50 percent of a normal teaching load), members of the professional library staff holding academic rank, students, and ex officio members as noted. The Executive Committee shall specify the number of faculty and student members of each committee, subject to the requirement that members of the teaching faculty shall constitute a majority on each committee. Faculty, administrators, or students may be requested to attend meetings of any committee for the purpose of giving advice or information.

B. Standing committees shall be nominated in accordance with Article III, Section 4 of these Bylaws and shall be elected by the senate at its second spring meeting. One-third of each committee shall be elected each year. Each committee member shall serve for a term of three years.

C. The President and President-elect, who are voting members of the Executive Committee, shall be non-voting ex officio members of other senate committees as specified in Sections 3-8 of this Article. However, the President-elect shall retain his/her voting status as a member of his/her appointed committee in the event he/she is a current Senate member.

D. The chairperson or designee of each standing committee shall prepare the agenda and related materials for all meetings of the committee and, except in the case of unscheduled closure, shall submit the agenda and related materials for each committee meeting to the individual members at least seven days in advance of that meeting.

E. The chairperson of each standing committee shall regularly inform the Executive Committee of its progress and shall notify the Executive Committee when the committee is ready to report to the senate. Committee chairpersons at the end of the academic year shall send a brief report of each member's committee service to academic supervisors for use in annual evaluations. Similarly, the senate President will report on the service of committee chairpersons to their supervisors. When there is a change in the committee chair, the outgoing chair will meet with the incoming chair to review the committee's charge, discuss any old business items, and transfer necessary materials.

Section 2. Unless otherwise specified in these Bylaws, each standing committee shall annually in the spring semester elect a chairperson from among the members who will remain on the committee. In the event the chair of a committee vacates office during his/her term, the committee will elect an interim chair to finish the term from among its eligible members.

Section 3. There shall be an Undergraduate Council. The council is concerned with standards for admission, retention, and graduation of undergraduates; with curriculum in the undergraduate program; and with the approval of new programs. The council shall study policies and procedures concerning student recruitment; admissions, including Qualified Admissions students; retention; advanced standing; and degree requirements. It shall recommend changes as needed to maintain academic standards in a manner consistent with the mission and goals of the University.

The council shall study the undergraduate curriculum; consider all requests for curriculum and course changes; initiate suggestions designed to improve the curriculum; study intercollege, interdepartmental, extension, and summer programs; consider what undergraduate programs are academically wise and financially practicable; and recommend to the senate policies concerning such programs. Individual student petitions concerning deviation from degree requirements will ordinarily be heard by degrees committees (see note below) in the individual colleges. The council will hear only those petitions which a college committee has approved and which involve campus-wide policies. However, the colleges will report all actions taken on petitions to the council, which will study them and report persistent patterns of variance from degree requirements to the senate.

The Undergraduate Council shall be composed of eleven representatives. The members will be allocated among the colleges according to the previous fall semester's percentage of declared majors. However, each college will be allocated at least one member on the council. The Senior Vice Chancellor for Academic Affairs, the Registrar, the President of the senate, and the President-elect of the senate shall be non-voting ex officio members of the council, with the Vice Chancellor providing the services of executive secretary. The chair of this committee shall serve on the Interdisciplinary Studies Council as ex officio member.

NOTE: Each dean shall be responsible for appointing a college degrees committee, having a membership representative of the disciplines and consisting of no fewer than three members. Special requests which are denied by the college degrees committee may be resubmitted to the committee for reconsideration. Deans shall be responsible for informing the student of the negative decision of the college degrees committee. Deans shall forward approved special requests to the Registrar's Office. The Registrar will be responsible for forwarding to the Undergraduate Council the approved special requests which require action by that body and will notify students of the outcome. If the special request does not need approval by the Undergraduate Council, the Registrar will inform the student of the positive decision by the college committee.

A BA/BS Curriculum Committee made up of the chair of each department that offers a major in support of the university-wide BA/BS degree programs and one elected faculty member within each of these departments will consider all curriculum changes for these degrees. A subcommittee consisting of two representatives from the College of Humanities and Fine Arts, one from the College of Agriculture and Applied Sciences, one from the College of Education, Health, and Behavioral Sciences and two from the College of Engineering and Natural Sciences will consider all special requests related to the university-wide BA/BS degree programs. The Registrar will be responsible for forwarding to the Undergraduate Council the approved special requests which require action by that body and will notify students of the outcome. If a request does not need approval by the Undergraduate Council, the Registrar will inform the student of the positive decision by the BA/BS subcommittee.

Section 4. There shall be a Committee on Instruction. This committee shall study problems of instruction at both undergraduate and graduate levels, including teaching load, class size, use of teaching assistants, testing, grading practices, attendance policies, evaluation of instruction, advising, academic integrity, and other pedagogical problems. It shall strive to keep a proper balance between teaching and research and shall seek methods of improving instruction.

This committee shall review all General Education courses. An in-depth review shall be conducted for each course included in the General Education curriculum using a 5-year rotation as follows:

- Biological and Physical Systems and Mathematics

- Communication
- Fine Arts (Aesthetics)
- Humanities
- Social and Behavioral Sciences

In-depth review shall also be conducted for all new courses submitted for inclusion in the General Education curriculum and for any courses undergoing significant change in content.

The chair of the Committee on Instruction shall notify department chairs of courses scheduled for review and the timeline for submission of the departmental reviews. Procedures and schedules for in-depth reviews shall be posted on the Faculty Senate website.

During years in which an in-depth review is not scheduled, departments offering courses in the General Education curriculum shall conduct a standard review of each course and submit a report to the Chair of the Committee on Instruction.

The Senior Vice Chancellor for Academic Affairs, the Vice Chancellor for Student Affairs, the President of the Senate, the President-elect of the Senate, and the Director of the Center for Teaching and Learning, shall be non-voting ex officio members of this committee, with the Senior Vice Chancellor for Academic Affairs providing the services of executive secretary.

Section 5. There shall be a Graduate Council. The council is concerned with standards for admission, retention, and graduation of graduate students; with curriculum in the graduate program; and with the approval of new graduate programs. The council shall study policies and procedures concerning graduate student recruitment, admissions, retention, and degrees requirements. It shall recommend changes as needed to maintain academic standards in a manner consistent with the mission and goals of the University.

The council shall study the graduate curricula; consider all requests for curriculum and course changes; initiate suggestions designed to improve the curriculum; study intercollege, interdepartmental, extension, and summer programs; consider what graduate programs are academically wise and financially practicable and recommend to the senate policies concerning such programs; and take action on all nominations for graduate faculty status. Individual student petitions concerning deviation from degree requirements will ordinarily be heard by degrees committees (see the note below) in the individual colleges. The council will hear only those petitions which a college has approved and which involve campus-wide policies. However, the colleges will report all actions taken on petitions to the council, which will study them and report persistent patterns of variance from degree requirements to the senate.

The Graduate Council membership shall consist of the graduate coordinators of each graduate program as ex officio voting members, graduate faculty representatives of all colleges represented on the graduate faculty, and a graduate student. The Senior Vice Chancellor for Academic Affairs, the Dean of Graduate Studies, the President of the senate, and the President-elect of the senate shall be non-voting ex officio members, with the Dean of Graduate Studies providing the services of executive secretary.

NOTE: Each dean shall be responsible for appointing a college degrees committee, having a membership representative of the disciplines and consisting of no fewer than three members. Faculty membership on the college committee shall be members of the graduate faculty who have been approved for regular membership by the Graduate Council. Special requests which are denied by the college degrees committee may be resubmitted to this committee for reconsideration. Deans shall be responsible for informing the student of the negative decision of the college degrees committee. Deans shall forward approved special requests to the Graduate Office. The Graduate Office will be responsible for forwarding to the Graduate Council the approved special requests which require action by that body and will notify students of the outcome. If the special request does not need approval by the Graduate Council, the Graduate Office will inform the student of the positive decision by the college committee.

Section 6. There shall be a Library Committee. It shall include one representative of each academic department and one professional librarian. These members of the Library Committee shall be elected or selected in a manner to be determined by each unit for terms of one to three years. A member is eligible to serve successive terms. Membership in the Faculty Senate is not a prerequisite to membership on the Library Committee. The Library Committee shall also include one undergraduate student appointed by the SGA President, one graduate student appointed by the graduate student representative of the Graduate Council, and two community representatives selected by the Library Committee. The Director of the Library, an Information Technology Representative, the President of the Senate, and the President-elect of the Senate shall be non-voting ex-officio members of the Library Committee, and the Director of the Library shall provide the services of executive secretary. The Library Committee shall provide a forum in which an exchange of ideas related to the full scope of the library and its operations shall occur. The Library Committee shall also serve as an advisory board for the University Museum. The Library Committee shall annually report the state of the library and its activities to the Faculty Senate.

Section 7. There shall be a Budget and Economic Concerns Committee. This committee shall provide for faculty participation in the University budgeting process. The responsibilities of the committee are: (1) to study the budgeting process of the University and the financial aspects of higher education funding in Tennessee; (2) to meet regularly with representatives of the administration in order to be informed on current budget practices and policy; (3) to present faculty views to the administration on budget priorities, faculty salary levels and raises, and broader budgetary matters that affect the educational function of the institution; (4) to examine fringe benefits, including leaves of absence, insurance, and retirement, and to recommend changes and additions as appropriate; (5) to initiate intra-system faculty communications on matters of multi-campus economic concerns; and (6) to inform the faculty, through the senate, concerning budget matters. The Senior Vice Chancellor for Academic Affairs, the Vice Chancellor for Business and Finance, the President of the senate, and the President-elect of the senate shall be non-voting ex officio members of the committee. The Vice Chancellor for Business and Finance shall provide the services of executive secretary.

Section 8. There shall be a Personnel Policies Committee. This committee shall be empowered to prepare and recommend revisions of the Faculty Handbook, cooperating with other committees when appropriate. The committee will be responsible for gathering information and recommendations concerning Faculty Handbook revision and ensuring appropriate campus-wide discussion of proposed revisions. All proposals for Faculty Handbook revisions must be considered by this committee (see the chapter on handbook revision). The committee will review annually all Faculty Handbook, SVCAA and campus policies and procedures concerning tenure. Procedures and policies regarding appointment, promotion, and evaluation of faculty will be reviewed as needed. It will recommend changes in these procedures, with particular attention to any disparities in the application of established guidelines. This committee shall also have oversight of the content of the Senate web pages.

The composition of the committee shall, in so far as feasible, reflect the proportion of the faculty according to degree and rank, and include representatives of each academic college. The Senior Vice Chancellor for Academic Affairs, the Faculty Handbook liaison to the UT System, the President of the senate, and the President-elect of the senate shall be non-voting ex officio members of the committee, with the Senior Vice Chancellor for Academic Affairs providing the services of executive secretary.

Section 9. Faculty Relations Committee.

A. There shall be a Faculty Relations Committee composed of twelve faculty members elected at large. The Senate President-elect shall poll faculty members in each college and the library to secure a minimum of two nominees from each to be voted on by all faculty with academic rank. Nominees shall be secured from the academic colleges each year and from the library on even-numbered years. The faculty member from each college and the library with the most votes shall serve a two-year term and shall not succeed themselves. Any full-time tenured employee holding academic rank may be nominated and elected to serve on the committee except those persons whose current assignments involve line administrative responsibility in academic administrative units. (Committee members who

assume line administrative responsibilities while serving on this committee must recuse themselves without replacement.) Nominations should be received during February with the election completed by April.

B. One member shall be selected by majority vote of the committee membership during the spring semester of his/her second year to serve an additional one-year term in the position of ex officio committee chairperson who will vote in the event of a tie.

C. The committee shall be empowered to consider faculty-initiated grievances between the following parties: (a) faculty-administration and (b) faculty. This committee will also hear cases involving the termination of tenured faculty members for adequate cause. Procedures for consideration of grievances and terminations for cause are detailed elsewhere in this Faculty Handbook.

D. During the last regularly scheduled spring semester meeting of the Faculty Senate, the chairperson shall make an annual report of the areas considered by the Faculty Relations Committee.

Section 10. There shall be a Past Presidents' Advisory Board. This board shall meet only if called upon by the President of the senate or by the Executive Committee to consult with the President of the senate or the Executive Committee. The composition of the board shall be the three immediate past Presidents of the senate.

Section 11. There shall be ad hoc committees as specified by the senate or by the Executive Committee. An ad hoc committee may be created or abolished at any time. All ad hoc committee members shall be appointed by the President of the senate subject to the approval of the senate.

Section 12. The University of Tennessee at Martin shall participate in the University of Tennessee System Faculty Council (UFC). This council brings together representatives of the faculties of the University of Tennessee Knoxville, University of Tennessee Chattanooga, University of Tennessee Martin, and the University of Tennessee Health Science Center to address system-wide matters of interest. UT Martin shall have two representatives. The President of the Senate shall serve as a representative during his or her term of office. An additional faculty member elected by the faculty shall serve a three-year term as representative beginning July 1 in the year elected. Any full-time tenured faculty member holding academic rank may be elected to serve. Elections shall be held in the spring semester prior to the beginning of the term. The President-elect shall have the responsibility for polling the faculty members for nominations and conducting the election. Should the faculty representative be unable to complete the three-year term, the President of the Senate, at his or her discretion, may appoint a replacement or request another election to complete the three-year term.

Section 13. The University of Tennessee at Martin Faculty Senate shall participate in the Tennessee University Faculty Senates Association (TUFS). The voting representative to TUFS will be the Senate President, with the alternate voting representative being the Senate Past President at the Fall meeting and the Senate President-elect at the Spring meeting.

Section 14. The Faculty Senate shall appoint a full-time faculty representative to the UTM Local Advisory Board no later than May 31st of each even numbered year. The faculty representative shall serve a two-year term and the term shall begin the following academic year. The most recent Faculty Senate President whose term began in an odd numbered year shall serve as faculty representative. The most recent Faculty Senate President whose term began in an even year shall serve as an alternate. If both faculty members either are unwilling to serve or are not qualified to do so in accordance with the UT FOCUS Act, the Executive Committee for the Faculty Senate shall nominate a past-president to be confirmed by the Faculty Senate. The faculty representative on the local board will concurrently serve as an ex officio non-voting member of the Senate and its Executive Committee.

Article V Election and Duties of Officers

Section 1. Officers. The senate shall elect a president, a vice president (president-elect), and a secretary from the elected members of the senate. The officers shall be elected for a one-year term beginning July 1 of each year. An officer who loses eligibility for senate membership must resign (see Article II Sections 1B and 2).

Section 2. Nomination of Officers.

A. At the first Faculty Senate meeting of the Fall term, the President shall open nominations.

B. Following this meeting, the President-elect shall email a list of all senators who are eligible.

C. Nominations shall be received, via email, to the President-elect and/or an Administrative Assistant assigned to the Faculty Senate up until the second faculty senate meeting of the Fall term. Everyone nominating a candidate should make sure the nominee is willing to serve.

D. At the second senate meeting of the Fall term, additional nominations may come from the floor.

At least two candidates shall be nominated for each office. No person shall be nominated for more than one office. Once at least two nominees have been received for each office, a motion and accompanying vote to close motions shall occur.

Section 3. Election of Officers. The voting members of the senate will vote by unsigned ballot at the third fall meeting. Elections shall be by majority of the votes cast. If, for any office, no candidate receives a majority, a run-off election shall be held during the same meeting to choose between the two candidates with the highest number of votes.

Section 4. Duties of the Officers.

A. The President shall preside at all meetings of the Faculty Senate. The President shall appoint a parliamentarian each year to assist him/her in the conduct of the business of the senate. The President shall receive three hours released time from normal teaching duties in each regular term.

B. The President-elect shall preside at the meetings of the Faculty Senate in the absence of the President. The President-elect shall be in charge of liaison between the Executive Committee and the other Faculty Senate Committees. In the absence of both the President and the President-elect, a President pro tempore shall be appointed by either the President or President-elect prior to the meeting.

C. The Secretary or his/her designee shall keep the minutes of all actions taken by the Executive Committee and the Faculty Senate. Copies of the minutes of all senate meetings shall be made available to all members of the faculty within a reasonable time after each meeting. (There will be no verbatim recording of remarks or discussions and professional titles will not be recorded). The Secretary or his/her designee shall send advance notice of the time, place, and agenda for all Faculty Senate meetings to each senate members.

Section 5. Replacing the President or President-Elect. Should the President resign or become unable to serve for any reason, the President-elect shall complete the remainder of the President's incomplete term and then, serve the term to which he or she has been elected.

Should the President-elect resign or become unable to serve for any reason after his or her replacement has been elected, the person so elected shall become the President-elect and a replacement shall be elected at the first senate meeting for which a fifteen-day nomination period is available. If the President-elect's replacement has yet to be decided, then a replacement shall be elected at the first senate meeting for which a fifteen-day nomination period is available.

Article VI Amendments

The Faculty Senate shall have the power to make, amend, and repeal the Bylaws by a vote of two-thirds of those members present at any regular or special meeting of the senate, provided that any proposed changes have been submitted in writing to the members of the faculty at least twenty-five days prior to the meeting at which the vote shall be taken.

APPENDIX B – PROCEDURES FOR PERIODIC POST-TENURE PERFORMANCE REVIEW (PPPR)

I. Introduction

In its Policies on Academic Freedom, Responsibility, and Tenure (Board Policy BT0006), the Board of Trustees has recognized and affirmed the importance of tenure in protecting academic freedom and thus promoting the University's principal mission of discovery and dissemination of truth through teaching, research, and service. The Board has also recognized its fiduciary responsibility to students, parents, and all citizens of Tennessee to ensure that faculty members effectively serve the needs of students and the University throughout their careers. To implement these principles, the University of Tennessee at Martin, with the approval of the President and the Board, has established these procedures under which every tenured faculty member shall receive a comprehensive performance review no less often than every six years.

II. Post-Tenure Review ("PTR") Period[1]

Except as otherwise provided in these procedures, each tenured faculty member must undergo some form of comprehensive performance review no less often than every six years. The PTR shall not substitute for the Annual Performance and Planning Review in the year a faculty member is scheduled for PTR.

The dean of each college shall develop, and submit to the chief academic officer for approval, an initial plan for staggering post-tenure reviews to avoid excessive administrative burden at any given time. The initial staggering plan may be revised with the approval of the chief academic officer if later developments require changes in order to avoid excessive administrative burden. The post-tenure review period begins at the granting of tenure, and, except as otherwise provided by the staggering plan, a faculty member's PTR will occur no less often than every six years thereafter unless one of the following circumstances results in a different timetable:

- Suspension of post-tenure review period – A faculty member's post-tenure review period is suspended during any year in which the faculty member is granted a leave of absence or a modified duties assignment.

- Restarting of post-tenure review period due to alternative comprehensive review – A comprehensive review of a faculty member's performance restarts the faculty member's PTR period under the following circumstances:

    - If a tenured faculty member undergoes a successful promotion review or a promotion is in progress during the year scheduled for PTR, the promotion review fulfills the PTR requirement and the PTR period is modified to require PTR six years after the promotion review.

    - If a tenured faculty member undergoes an Enhanced Post-Tenure Performance Review (EPPR) (generally triggered by annual performance review rating(s)) and is either rated as meeting expectations or successfully completes the terms of the EPPR improvement plan, the EPPR process fulfills the PTR requirement and the PTR cycle is modified to begin with the date of the EPPR committee's report.

- Start of the PTR period upon conclusion of an administrative appointment – Full time administrators and faculty members with a majority administrative appointment (more than 50%) are not subject to PTR; faculty members holding a less than majority administrative appointment (50% or less) are subject to PTR

[1] See also sections 2.5.4 and 2.5.5 of the *Faculty Handbook* on post-tenure review under "PPPR."

regarding their faculty duties based on expectations consistent with their faculty duty allocation. When a full-time or majority-time administrator leaves his or her administrative position to assume a tenured faculty position, the faculty member's initial PTR shall occur within six years after leaving the administrative post.

- Faculty members who have made a binding commitment to retire, within 12 months of the scheduled PTR, following the procedures determined by the Human Resources Office, are exempt from the scheduled PTR.

- A faculty member's scheduled PTR may be otherwise deferred or modified only for good cause approved by the chief academic officer.

III. Annual Schedule for Post-Tenure Review

All post-tenure reviews will be conducted and completed during the Spring semester according to the following schedule:

- The dean of the faculty member's college shall appoint all PTR Committees as set forth in Section IV below no later than November 15.

- Each PTR Committee shall be provided with the materials required by Section V below no later than January 15.

- Each PTR Committee shall submit its report required by Section VII below no later than March 31.

- If the dean or the committee request an external review, the request must be made no later than February 15.

IV. Appointment and Composition of Post-Tenure Review Committee

All post-tenure reviews must be conducted by a committee established for the sole purpose of post-tenure review. Each PTR Committee shall include three members, appointed by the dean of the faculty member's college in the following manner: The Dean in the faculty member's college will appoint a review committee and instruct the committee's members on review procedures. The dean will ensure that no faculty member who has an actual or apparent conflict of interest is selected. In the event that a conflict of interest for one of the committee members is identified during the committee's review, the dean will appoint an alternate faculty member to replace that committee member.

The composition of the PTR Committee must meet the following requirements:

- Each PTR Committee member must be a tenured full-time faculty member who is at the same or higher academic rank, and whose locus of tenure is at the same campus, as the faculty member being reviewed.

- One, and only one, PTR Committee member must hold an appointment in the same department as the faculty member being reviewed, unless there is no such faculty member eligible to serve.

The chief academic officer, working with the University of Tennessee Office of Academic Affairs and Student Success, will provide instructions, guidelines, and best practices to members of PTR Committees.

V. Materials to be Reviewed by Post-Tenure Review Committee

The PTR Committee must review (1) annual review materials (including the department head's/chair's evaluation and rating of the faculty member's performance, and student and any peer evaluation of teaching) for each year since the last review (to be supplied by the department head/chair); (2) the faculty member's current CV; a narrative, not to exceed two pages, prepared by the faculty member describing the faculty member's milestone achievements and accomplishments since the last review as well as goals for the next review period; and (if there has been a previous PTR) a copy of the narrative submitted as a part of the faculty member's previous PTR (each to be supplied by the faculty member); and (3) external reviews when deemed necessary by the PTR Committee or when deemed necessary by the dean of the faculty member's college. If a request for an external review is approved by the SVCAA, the candidate will each provide a list of three potential reviewers and a description of why they are qualified. The dean will select the reviewers. In the event of a disagreement between the faculty member and the dean about the selection, the SVCAA will make the selection. The dean will be responsible for requesting the letters from the reviewers.

VI. Criteria for Post-Tenure Review

The post-tenure review process should ensure the faculty member has demonstrated continued professional growth and productivity in the areas of teaching, research (including scholarly, creative and artistic work), service, and/or clinical care pertinent to his or her faculty responsibilities. The criteria for assessing the faculty member's performance must be consistent with established expectations of the department, school/college, and campus and provide sufficient flexibility to consider changes in academic responsibilities and/or expectations. The expectations for faculty performance may differ by campus, college, department, and even among sub-disciplines within a department or program. Those expectations may be commonly-held standards in the discipline or sub-discipline. Those expectations may be stated explicitly in the faculty member's own past annual performance reviews, work assignments, goals or other planning tools (however identified), as well as department or college bylaws, the campus faculty handbook, this policy, and in other generally-applicable policies and procedures (for example, fiscal, human resources, safety, research, or information technology policies and procedures).

VII. Post-Tenure Review Committee's Conclusions and Report

The PTR Committee is charged to review the faculty member's performance during the review period and to conclude whether the faculty member's performance satisfies the expectations for the faculty member's discipline and academic rank. The PTR Committee's voting must be conducted by anonymous ballots. All conclusions and recommendations shall be adopted upon the vote of a simple majority of the PTR Committee. No member of the PTR Committee may abstain or recuse himself or herself from voting. Based on the judgment of its members, the PTR Committee must conclude either:

- That the faculty member's performance satisfies the expectations for the faculty member's discipline and academic rank; or

- That the faculty member's performance does not satisfy the expectations for the faculty member's discipline and academic rank.

The committee must report its conclusions and recommendations in writing using a standard format prepared by the chief academic officer, including (1) an enumeration of the anonymously cast vote, (2) the supporting reasons for its conclusion, (3) a dissenting explanation from the committee if the vote is not unanimous , (4) an identification of any incongruences observed between the faculty member's performance and his or her annual

evaluations, (5) a statement of any additional concerns identified or actions recommended, and (6) if applicable, an identification of areas of extraordinary contribution and/or performance.

The detailed PTR Committee report shall be provided to the faculty member, department head/chair, dean, and chief academic officer.

Faculty members and department heads/chairs must have the opportunity to provide a written response to the PTR Committee report. The dean shall either accept or reject the PTR Committee's determination that the faculty member's performance satisfies or does not satisfy the expectations for the faculty member's discipline and academic rank. The SVCAA and the Chancellor shall indicate whether or not they concur in the dean's determination. If the PTR Committee report is not unanimous, the dean shall provide the supporting reasons for his or her determination. If the dean, the SVCAA, or the Chancellor do not concur in a determination, then he or she shall provide the supporting reasons for the non-concurrence. The dean's determination, the SVCAA's and Chancellor's concurrences, and any written responses of the faculty member and department head/chair will be maintained with the PTR Committee report in the SVCAA's office and submitted electronically to the University of Tennessee Office of Academic Affairs and Student Success.

VIII. Appeal

Within thirty days of receipt of the PTR Committee report, the faculty member may appeal any conclusion with which the faculty member disagrees. The procedure for appeal is described in Section 4.4.3, except that a final decision on the appeal shall be made within ninety (90) days of the faculty member's appeal, and the final decision of the Chancellor on an appeal shall not be appealable to the President.

IX. Further Actions

If the PTR Committee concludes that the faculty member's performance has not satisfied the expectations for the faculty member's discipline and rank, a PTR improvement plan must be developed using the same procedures used for the development of an EPPR improvement plan as detailed in Board Policy BT0006 Appendix E.

If the SVCAA concludes that deficiencies exist in the departmental annual performance review process (including failure of department heads/chairs to conduct rigorous annual performance reviews) or other incongruences are observed between the PTR performance review and rankings assigned through the annual performance review process, the SVCAA will develop a process for addressing the issues.

X. Annual Report to the Board of Trustees

The SVCAA shall prepare an annual assessment report of campus post-tenure review processes, procedures and outcomes for submission by the Chancellor to the Board of Trustees, through the President, no later than June 1 of each year. The report shall include a description of any deficiencies identified in departmental annual performance review processes and the plan for addressing the issues.

APPENDIX C – PROCEDURES FOR ENHANCED TENURE-TRACK REVIEW (ETTR)

UT Policy BT0006 states the following about Enhanced Tenure-Track Review:[2]

> For each tenure-track faculty member, the department and department head will conduct an enhanced review to assess and inform the faculty member of his or her progress toward the grant of tenure during the third or fourth year of the probationary period (with the year to be determined in the department head's sole discretion).

In the third or fourth year of a tenure-track faculty member's probationary period, a dossier shall be submitted for review by department faculty and the department chair. The dossier shall consist of the same materials and address the same criteria required for tenure with the exception that external reviews are not required. Please see College and departmental bylaws for further guidance on timing and the required contents of the dossier.[3]

The ETTR will follow the same committee structure and voting procedures used during the department-level tenure review.[4]

After their review, the committee will record their vote and write a report including a recommendation detailing suggestions for furthering the faculty member's progress towards tenure. In the event of a split vote, the committee will provide to the department chair a minority and majority report using the form found on the Academic Affairs website.

The department chair will write up his/her own assessment of the faculty member's dossier. The department chair will then meet with the faculty member to share the committee's conclusions and his/her own assessment. The department chair and the faculty member will create a plan for enhancing the faculty member's progress towards tenure. At the conclusion of the process, the department chair will forward the committee's report and his/her assessment with the college dean.

After the Review

A favorable ETTR does not commit the tenured departmental faculty, the department, or the college to a subsequent recommendation for the grant of tenure. Any appeal regarding the ETTR shall follow the same procedures for an appeal of an annual performance and planning review.

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[2] UT Policy BT0006 can be found at https://policy.tennessee.edu/policy/bt0006-policies-governing-academic-freedom-responsibility-and-tenure/.

[3] College and departmental bylaws can be found at https://www.utm.edu/academ.php.

[4] Please refer to the bylaws of the specific department at https://www.utm.edu/academ.php.

APPENDIX D – FINANCIAL EXIGENCY PLAN

Approved by Academic Senate, 1980, and reaffirmed by Faculty Senate, 1990. Definition - Financial Exigency: An imminent financial crisis facing the campus as a whole that results or is expected to result from such a significant decline in financial support and/or enrollments that emergency release of staff, administrators, tenured and non-tenured faculty members may be necessary and that elimination of programs might be required.

Determination

1. Early indications that adverse financial conditions may face the campus should be reported in writing to the faculty and staff as soon as possible.

2. Financial exigency is a circumstance which is declared only after careful consideration and wide consultation. When a situation of financial exigency is thought to exist or to be imminent, the Chancellor of the campus shall request a meeting of the Faculty Senate to present documentation indicating the necessity of a declaration of financial exigency. After discussion with the Faculty Senate and whomever else the Chancellor deems necessary and desirable to consult, if the Chancellor remains convinced that a financial exigency is imminent, he/she shall present the documentation to a meeting of the full faculty for review and discussion. If a formal declaration is determined to be necessary, all pertinent documentation will be submitted by the Chancellor to the President of the University for review by the appropriate University officials. The President, following confirmation of the need for a formal declaration of financial exigency, will recommend to the Board of Trustees that a state of financial exigency be officially declared for the campus.

Procedures Following the Declaration

1. After the Board of Trustees has officially declared a state of financial exigency, the campus administration, with the active participation of the campus Financial Exigency Committee, shall take action to allocate necessary funding reductions among the various departments and budget units.

2. Financial exigency procedures shall be recommended by a Financial Exigency Committee consisting of the following voting members: one tenured full-time faculty member with the rank of assistant professor or above from each college, to be elected by the members of those respective colleges, and one non-tenured full-time faculty member of each college with the rank of assistant professor or above to be elected by the non-tenured faculty of those respective colleges. Election procedures will be developed and implemented by the Executive Committee of the Faculty Senate. Members of the Faculty Relations Committee are ineligible for election to the Financial Exigency Committee. Other voting members shall include the Faculty Senate President, the Senior Vice Chancellor for Academic Affairs, the Vice Chancellor for Business and Finance, the Vice Chancellor for Student Affairs, an elected representative of the Employee Relations Council, and the President of the Student Government Association. Academic deans shall serve as ex officio non-voting members.

3. The committee shall be convened by the Chancellor. At this time, the chairperson shall be elected from among the faculty members.

4. The committee shall develop and recommend a general plan of budget reduction. Specific plans of budget reduction for each unit of the campus, consistent with the general plan, shall then be developed through the normal budget-making channels.

5. The committee shall report its recommendations to the Chancellor and shall provide to the faculty and staff all appropriate information concerning its recommendations.

Guidelines for the Financial Exigency Committee

Paramount importance shall be given to preserving the campus' capability to meet its institutional goals. The Financial Exigency Committee should include but not be limited to the following guidelines in its deliberations.

1. All units of the campus, academic and non-academic, shall be considered.

2. Reduction need not be uniform throughout the campus. Some services or programs may be eliminated completely. However, some reductions may be applied on a campus-wide basis.

3. Non-academic reductions will be favored over academic ones.

4. Reductions in operating budgets will be favored over reductions in personnel budgets whenever possible.

5. If recommendations for personnel reductions are deemed necessary, the committee guidelines will include consideration of the following:

    a. workload per staff member within a budgetary unit. Attention should be directed toward productivity and effectiveness in fulfilling responsibilities of the unit. For faculty, credit hour production per FTE compared to institutional, discipline, and state averages and other assigned duties should be considered;

    b. ratios between faculty and administrative personnel;

    c. ratios between personnel in positions classified as staff exempt and staff non-exempt.

6. The committee shall consult with heads of budgetary units before issuing recommendations concerning those units.

Guidelines for Developing Specific Plans of Reduction in the Event of Financial Exigency

1. Each unit of the campus has the responsibility to develop a specific plan which will allow that unit to comply with the general plan of budget reduction for the campus and to recommend specific budget cuts for itself through the normal budget-making channels. Each unit shall elect a committee for this purpose. The unit head shall make recommendations after consideration of the committee's report.

    a. In developing specific plans in non-academic units, the heads of departments will consult with all members of the unit and will be responsible for making the recommendations to the Financial Exigency Committee.

    b. Each academic unit (e.g., departments) will consider its reduction plan by meeting as a committee of the whole chaired by the department chair/dean to discuss the recommendations to the Financial Exigency Committee. The department chair/dean will note in writing when there is a significant lack of agreement with his/her recommendations.

2. Specific unit plans for reduction may include such alternatives to personnel terminations and

    a. cutbacks in operating budgets (e.g., supplies and equipment);
    b. voluntary early retirements;
    c. voluntary transfers to other units with approval of receiving unit;
    d. voluntary changes in appointment types and/or work schedules by exempt and non-exempt staff;
    e. voluntary temporary leave;
    f. voluntary reductions in salary;
    g. projects to attract additional students;
    h. outside funding;
    i. teaching one semester and a summer;

j. voluntarily teaching overloads without additional salary;
k. elimination of released time.

3. Specific unit plans should include a determination of the minimum staff and budget necessary for continued operation of those programs which are deemed viable.

4. The specific plans should include a determination of the minimum number of staff reductions necessary to meet the general reduction plan.

5. The specific unit plans shall set forth by category the savings to be achieved by the plan.

Guidelines for Recommendations for Termination of Personnel

1. The Financial Exigency Committee will review specific unit plans and determine the number of terminations, if any, necessary in each unit and report its recommendations to the Chancellor.

2. Selection of specific persons to be terminated shall in general follow the considerations below. Highest priority shall be given to retaining persons necessary to maintain essential academic and non-academic programs. When the issue of maintaining an essential program is not at stake, then the following guidelines are proposed.

   a. Full-time (regular) employees will be retained in preference to part-time (temporary) ones.

   b. Continuous-contract persons shall be retained in preference to term, contract or probationary ones.

   c. Tenured faculty members will be retained in preference to non-tenured ones.

   d. Among tenured faculty members, those of higher rank shall be retained in preference to those of lower rank. Within rank, seniority will be considered; seniority is to be determined, first, by total number of years of service to the institution and, second (where the total number of years of service is equal), years of service in the highest rank.

   e. In determining retention of non-tenured faculty members equal weight shall be given to seniority and to performance as recorded in annual evaluations.

   f. Seniority and performance rules stated above shall apply to individuals in positions classified as staff exempt. Attention shall be given to the possibility of temporary merging or elimination of some administrative and/or managerial positions.

   g. Procedures for termination of individuals in positions classified as staff non-exempt shall be as presented in the UT Policy for reduction-in-force.[5]

3. Variations from the above rules of tenure, rank, or seniority may be allowed if the head of the unit involved and the Financial Exigency Committee agree that the termination of a specific individual or the loss of that person's expertise would:

   a. jeopardize the continuance of program effectiveness;

   b. undermine the campus capability to meet its institutional goals;

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[5] UT Policy HR0145: https://policy.tennessee.edu/policy/hr0145-reduction-in-force-elimination-of-externally-funded-positions-and-reduction-of-hours/.

c. impair the campus' Affirmative Action Plan sufficiently to jeopardize Compliance with federal regulations.

4. Notification. Written notifications of termination will be sent by the Chancellor. In all cases of termination of appointment because of financial exigency, every effort shall be made to give notice no less than that prescribed by standard personnel procedures and procedures presented in the Faculty Handbook. Any person receiving a termination notice may request and receive from the Chancellor a written statement outlining the reasons for termination and the basis of his selection for termination.

5. Appeal. Any faculty or staff member receiving a notice of termination has a right to appeal his/her selection for termination. Such an appeal shall first seek resolution through normal administrative channels and, if denied, may be referred to a hearing committee. Members of the Financial Exigency Committee will be ineligible to serve on hearing committees.

   a. An appeal by individuals in positions classified as faculty or staff exempt shall proceed through channels, including the appropriate vice chancellor. If the appeal is denied, recourse shall be through the Faculty Relations Committee according to procedures specified in the Faculty Handbook.

   b. Individuals in positions classified as staff non-exempt shall proceed through channels according to procedures presented in UT Policy HR0640.[6] Further appeal may be submitted to a subcommittee of the Employee Relations Council as described in UT Policy HR0630.[7]

   c. The appropriate hearing committee shall insure a prompt, fair, and unbiased hearing. The committee shall determine whether established procedures were followed and appropriate criteria applied in arriving at the decision to terminate.

   d. The hearing committee will not review the decision to declare financial exigency nor the decision allocating necessary funding reductions to the various budgetary units.

   e. The respective hearing committee will recommend that the decision to terminate be upheld or reversed; recommendations will be made to the appropriate vice chancellor (in case of non-exempt staff) or Chancellor (in case of faculty or exempt staff).

   f. If the decision to terminate is upheld (by the hearing committee and/or the appropriate administrative officer to whom the hearing committee makes its recommendations), further appeal may be made to the Chancellor and to the President (and to the Board of Trustees in the case of tenured faculty).

Continuing Rights of Persons Terminated

The University shall make every reasonable effort to assist persons who are terminated because of financial exigency in finding other employment. Actions to achieve this goal shall include:

1. Any vacancies that occur during the period of exigency shall be filled by transfer of employees who are to be terminated, provided the employee considered for transfer is qualified, or may become qualified by satisfactory completion of a reasonable program of training, to fill the vacancy. Qualification will be assessed by the chair/dean of the receiving unit and the Vice Chancellor under whose supervision the vacancy occurs;

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[6] UT Policy HR0640: https://policy.tennessee.edu/policy/hr0640-grievances/.
[7] UT Policy HR0630: https://policy.tennessee.edu/policy/hr0630-employee-relations-advisory-organization/

2. Vacancy in a faculty position caused by termination due to financial exigency shall not be filled for a period of three years unless the released faculty wish to accept or decline the offer. Continuing rights of staff exempt and staff nonexempt personnel shall be as presented in the UT policy on restoration-of-force procedures.[8]

3. The above guidelines are not to be construed as limitations on the University's right to employ new personnel, provided the additions are in a new or expanded program area that is essential to achieving institutional goals, and provided that employees terminated because of exigency are not qualified for the positions and cannot become qualified by completing a program of training which appears reasonable and equitable in view of the University's program needs and financial circumstances.

Guidelines for Students Affected by Personnel Reductions Within Academic Units

The campus recognizes its responsibility to students who may be affected by personnel reductions. In the event personnel reductions jeopardize continuance of an academic program, the following guidelines are proposed:

1. Students affected by personnel reductions shall be notified immediately by the chair/dean at the unit level;

2. The chair/dean or an appropriate faculty member shall provide counsel and guidance to affected students;

3. The focus of the counsel and guidance shall include, but not be limited to, information on other current programs offered within the department or on the campus that may meet academic and career objectives of the student;

4. If the programs at the campus do not meet the needs and objectives of the student, he/she shall be advised of existing similar programs at other institutions within the state. If desired, assistance in transferring shall be offered.

[8] UT Policy HR0150: https://policy.tennessee.edu/policy/hr0150-restoration-of-force/.

Index

This index is offered as a supplement to the Faculty Handbook. Suggestions for improving this index would be welcomed by the Personnel Policies Committee and the Office of the Senior Vice Chancellor for Academic Affairs. For complex topics, such as tenure or the Faculty Senate, we try to list a few of the key references—there is no substitute for reading your handbook!

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