

# UTHSC Faculty Senate Annual Meeting

June 11, 2018, 4:00 PM  
GEB A104

# Awards

- Presidential Citation – Lori Gonzales
- Exceptional Meritorious Achievement Certificate – CTN2 Team
- Certificates of Appreciation
  - Lisa Zeigler
  - Tim Florence
  - Kiela Person
- Faculty Senator of the Year – Terry Cooper
- Administrator of the Year – Cindy Russell

# Current Officers and University Faculty Council (UFC)

## **Officers**

- President-elect – George Cook
- President – Martin Donaldson
- Past President – Terry Cooper

## **UFC**

- Terry Cooper – Board of Trustees
- Phyllis Richey – Campus UFC Representative
- Martin Donaldson - President

# Executive Committee Members

- College of Dentistry – Jay Regan
- College of Health Professions – Carol Likens
- College of Medicine Basic Sciences -
- College of Medicine Clinical
  - Mack Land
  - Thad Wilson
- College of Nursing – Peg Hartig
- College of Pharmacy – Frank Park

# Committee Reports

- Budget and Benefits – Duane Schafer (COD)
- Clinical Affairs – Mack Land (COM Clinical)
- Education and Academic Affairs – Peg Hartig (CON), CASA Representative
- Faculty Affairs – Richard Smith (COM Clinical), FAWG Representative
- Faculty Research – RK Rao (COM Basic)
- Faculty Computing and Technology – Phyllis Richey (COM Clinical)
- Legislative Resource – Carol Likens (COHP)
- Handbook – Terry Cooper (COM Basic)

# Budget and Benefits

- FY19 Budget Recap: 2109 budget forwarded to governor in April but still not signed – no indication he will not but no sure why the delay. Still on track for 2.5% faculty increase.
- FY18 Budget Review: key points include clarification of Direct vs Indirect revenue, Unrestricted vs Restricted funds, defining “Orange” dollars, and providing transparency with the General Operating Budget. A historical budget review demonstrated unparalleled financial support from the state starting in FY2005 with continuation through FY2017.
- Retirement benefit changes: the state legislature voted to remove the state of Tennessee imposed 50% maximum withdrawal of retirement funds at end of employment with UTHSC. POC’s: for TIAA it’s Bryan Nanney; for VOYA it’s Calvin Reed; for VALIC it’s Scot Brothers
- Beneficiary Update Campaign: At death you are eligible for 1 months’ salary + \$ value of sick leave + \$ value of annual leave balance. Several recent employee deaths where spouse preceded them and so no living beneficiary L CALL Benefits office: (901) 448-5601 to update your beneficiary information.
- Post hire survey: designed by HR ACUITY, is customizable and new employees will be contacted by email. Feedback is given to HR and then to business managers. UTHSC holds new employee orientation 2x per month and focuses on minimizing hardships.
- Exit interview survey: surveys are collected prior to employee leaving the campus. Current survey has been in place for 18 months so a wealth of data has been collected. Some findings have led to investigations.
- Compensation Project Update: goal is to create consistency along job titles and responsibilities, and pay grades across the state campuses. On occurrence that an employee falls below the new minimum pay threshold, they will get an automatic increase. Human Resources at UTHSC will use four different median metrics (ex., National, Southern, Public, etc.) to compare against salary of every individual employee on campus.
- Tuition increases: statewide tuition increases averaged 1.8%, which is the smallest increase since 1984. On this campus, as part of the preliminary UTHSC budget will range from 1-2% on in-state tuition only. Specifically, Dentistry (2%), Medicine (2%), Nursing (1%), Health Professions (2%), Pharmacy (1%), and Graduate Programs (0%). This will provide very little in added operation funds.
- Campus growth and construction: State Building Commission effect on campus - delay in eventual \$20M purchase of Vivarium, surrounding land, and parking lot – will continue lease and renegotiate once moratorium is lifted. Historic Quad renovation project up and running – no more delays anticipated. Dental building next in line for construction start.
- Concur Travel implementation: a streamlined travel tool is moving forward with implementation. It should be a huge savings in effort for all travelers from booking to reimbursement.
- Facilities Management Services/JLL contract: campus specific contract voted down. In past ten years with local resourcing the custodial and landscaping upkeep has greatly improved. JLL would have kept current staff for one-year per contract and then revisited manning needs (potential loss of jobs). Mechanical, electrical, and elevator contracting is still outsourced.

# Clinical Affairs

The Clinical Affairs Committee of the Faculty Senate met in October 2017. The members present voted to submit a Resolution to the Senate regarding the relationship among the Clinical Faculty, the Healthcare Partners and the University. This Resolution was presented to the Faculty Senate Executive Committee but did not advance to the full Senate.

# Education and Academic Affairs

- Chair represented the Faculty Senate/EAAC on the following committees:
- Committee on Academic and Student Affairs (CASA) - meets 1-2 times/month
- Reviews current policies for any necessary updates
- Creates new policies related to academic and student activities (e.g., grading policies)
- Advisory to Associate Vice Chancellor for Academic, Student and Faculty Affairs
- Learning Management System (LMS) Review Committee (September 2017 – May 2018)
- Developed RFP for LMS submissions
- Reviewed all submissions and joined in discussion of considerations
- Advised administration in selection of preferred LMS
- Quality Enhancement Project (QEP)
- Full Steering Committee
- Proposal Development Committee
- Co-Curricular Committee
- The EAAC committee members also participated in developing an updated text-matching system policy
- Addresses Safe-Assign use



# Faculty Affairs

The first objective of the Faculty Affairs Committee (FAC) for the year was to finish compiling and examine information on faculty evaluation processes from across campus with emphasis on consistency and transparency of faculty appointments, evaluations and advancement practices across the colleges. The faculty evaluation materials and processes were compiled, distributed among the committee members and discussed. There was some discussion on materials that were actual metrics or digital, and those materials that were lists. For instance, the College of Medicine (COM) educational worksheet actually provides a quantifiable number at the end that can be used to show percent effort in teaching. Most of the materials from the Colleges mainly provide a listing of accomplishments and work done without any digital quantification. Another issue discussed was how much the new Faculty Productivity Reporting System will impact the APPR materials and processes. The new system will be Activity Insights from Digital Measures and it is hoped that the evaluation measures can be incorporated into this system. Issues of how intellectual property is incorporated or counted in the APPR were also discussed, including patents and patents that are also licensed. The FAC had no particular problems with the current materials and processes used for faculty evaluations with no comments or concerns identified.

The second objective was examining how the Faculty Senate (FS) administers the upward evaluation (UE) of campus administrators. The FAC along with Dr. Allen Dupont administer the UE through Qualtrics (an independent commercial site) to be as secure and confidential as possible. Based on the outcomes (resource questions) from the previous UE, many ideas were put forth including but not limited to, separating out the COM clinical faculty and providing them with a second survey with questions that better fit their situation within the academic community, the use of clickers at some departmental meetings to ensure that the faculties participate, having an alternative to the UE based upon what the faculty would like to see accomplished in the coming year by their administrators, and administering the UE by hand. The main emphasis this year has been 'educating' the faculty on the importance of participation, especially among the COM clinical departments. This education including going to various faculty meetings across campus and addressing concerns of privacy and ease of use. Also a cover email has been developed and approved by the FAC that will provide information as to how the UE is set up, the importance of participation, how the survey is set up and explicit instructions for completing the UE.

The third objective was to continue developing a fair, sensitive and equitable plan to share outcomes of the upward evaluation. The FAC has discussed what information could be disseminated back to the faculty with upper administration and have provided participation data for all the colleges from last year's UE.

The fourth objective was participation in the Faculty Affairs Working Group (FAWG) policy development activities and reporting these to the FSEC. The FAC Chair has meet with the FAWG monthly and duly reported the activities in written reports to the FSEC and the FAC

# Faculty Research

We had 7 new members in the committee this year.

New goals were set for the year are as follows: Develop faculty research resources database; continue to pursue formation of grant review committee; address MTA and invention disclosure issues; review progress of OSPR; support for established investigator; survey faculty to identify impediments to research at UTHSC.

Building a faculty research resources database was discussed in several meetings. Agreements were made with Quartzy to use it as the mechanism to build the database. Quartzy agreed to provide this service at no cost. The methods and tools were discussed by the committee, and currently a test site is created on Quartzy site. Committee members are reviewing these to fine tune the database. Once finalized a request will be sent to all UTHSC faculty to provide with the excel format file containing the list of reagents and materials available in their labs.

Dr. Goodman suggested that we first meet with each Dean to describe the need for a grant review committee and allowance of fixed effort for this service. This is an on-going process, and likely to be completed by June.

Committee discussed the issues involved in MTA processing and invention disclosure. Mr. Richard Magid addressed the committee and described the current processes and mechanisms involved in submitting invention disclosure. He assured that applications will be processed in as short time as possible. Delay in MTA processing remains to be addressed.

Dr. Goodman presented us with the progress made so far on the OSPR and Dr. Tiffany Seagrove presented the changes made to the UTHSC core services.

Committee discussed the potential requirement of additional support for established investigators who have spent 15 years more. These investigators are faced with unique issues of ageing instruments, an impediment to continued research. Although it was thought that this is a college level issue, it was agreed that it is worth an attempt to bring it to Chancellor's attention. This mission is in working.

Although committee had a long discussion on the value of the surveys with less than 40% participation, it was agreed that faculty survey would be a worthwhile an effort to pursue to identify current impediments for research. This is in progress and a survey is likely to happen in a couple of months.

# Faculty Computing and Technology

Committee communicated faculty concerns to the Vice Chancellor of Informational Technology, Dr. van der Aa, throughout the year and received prompt feedback and support on faculty concerns.

The Vice Chancellor van der Aa (IT), Assistant Vice Chancellor Baduoud (Communications and Marketing) and Associate Vice Chancellor of Faculty Affairs, Russell (AFSA) attended the committee's meetings and together we identified technologies and resources relevant to faculty needs that IT, Communications and the TLC could prioritize and/or address.

Committee provided input on various technologies including Activity Insight (Digital Measures), Blackboard Canvas, Banner, D2L, Qualtrics, MediaSite, OU campus website management system, migration of campus websites, air printing from mobile devices, encryption.

Committee provided input on QEP objectives and is specifically involved with the QEP Technology Committee charge with ensuring the appropriate technology in place to support the QEP objectives.

Regarding policies and procedures covering procurement of electronic resources, the committee reviewed existing policies and recommended that additional examination by administration is warranted to ensure future purchases are properly vetted for security and network compliance as well as fiscal responsibility to eliminate redundancy of systems.

Regarding Electronic Information Systems, this year, and over the past several years, the committee has continuously provided support for various faculty documentation needs (e.g. annual evaluation/promotion and tenure documentation, biosketch, etc.) The UT has implemented a System-wide project for such a solution on all campuses. Going forward, at UTHSC, Activity Insight will allow these systems to be integrated into such a reporting structure to meet several of these needs.

To help facilitate efficient transition of faculty scholarship information, the Committee has recommended that all faculty be issued an ORCID and is collaborating with AFSA and the UTHSC Library to bring this process to fruition.

# Legislative Resource

- The Committee has been working with UTHSC Government Relations and Advocacy, Mr. David Mills, on plans to host a gubernatorial forum and reception ahead of the mid-term elections.
- The forum and reception are scheduled for Thursday, July 12, 5:30-8:30, in the GEB. Invitations have gone out to candidates. We have secured a moderator who is not affiliated with UTHSC, and are working on questions to present to the candidates.
- Committee members: Carol Likens, Bruce Hamilton, Jie Zhang, Tammam ElAbiad, Elisha McCoy, Stephanie Nikabkht.

# UTHSC Faculty Handbook Revision

## Section 4

- Required documents in promotion and tenure dossiers
- External letters and procedure for mutual agreement of evaluators between chair and candidate
- Explanations of reasoning for tenure, promotion decisions by chair or dean (no longer summary explanations)
- Provision of documents to all pertinent parties, faculty member, chair, dean, CAO
- Chancellor makes final decisions on all standard 6 year tenure applications
- BOT makes decisions on all early tenure application

# Section 4

- Vote

# UTHSC Faculty Handbook Revision

## Appendix B

Greater transparency as described for Section 4 and provision of documents to all pertinent parties

# Section B

- Vote



# UTHSC Faculty Handbook Revision

## Appendix C

- Greater transparency as described for Section 4 and provision of documents to all pertinent parties

# Appendix C

- Vote

# Gavin Resolution – George Cook

Whereas the University of Tennessee, Chattanooga (UTC) and the broader University of Tennessee community lost a valued faculty member and leader on June 3, 2018 with the death of Dr. Gavin Townsend;

Whereas Dr. Townsend was a tireless and outspoken advocate of academic freedom and intellectual individuality in the University of Tennessee System;

Whereas Dr. Townsend was a faculty member in art history for more than 30 years at the University of Tennessee, Chattanooga, had a long-standing commitment to research and teaching, and inspired countless students, preparing them to become effective leaders;

Whereas Dr. Townsend served with distinction as Faculty Senate President at UTC from 2006 to 2008;

Whereas Dr. Townsend was an enthusiastic supporter of the University of Tennessee System Faculty Council (UFC) in their work with the University of Tennessee President, serving as the UTC representative to the UFC from 2012 to 2018;

Whereas Dr. Townsend's sense of humor, kindness, energy and graciousness enriched those fortunate enough to know and work with him;

Whereas, the passing of Dr. Townsend has left us deeply saddened; he will be missed but not forgotten; now, therefore, be it

Resolved, that the Faculty Senate of the University of Tennessee Health Science Center, on behalf of its senators and other faculty members, celebrates the service and recognizes the many contributions of Professor Gavin Edward Townsend over the course of his distinguished career, mourns his death and extends its sincerest condolences to his family and friends.

# Gavin Resolution – George Cook

- Vote

# Memorial to those who retired and passed

- As part of the annual meeting last year, Terry Cooper published a list of faculty who had retired and those who has passed in the past
- I have started this project and will continue to work on and will report over the summer

# Training of New Senators

- I am working with Lori to supply a training session for new senators
- There will be more information on this next week
- First we will survey current senators about what information would have helped them when they first became a senator

New Committee Chairs – George Cook

## I. ACTIONS AND PROGRAMS

1. Increased visibility of the Faculty Senate through headline communications of pertinent Senate and campus information to faculty via listserv.
2. Redeveloped the Upward Evaluation to increasing ease of participating and faculty anonymity.
3. Renovated and Updated the Faculty Senate Website.
4. Established Senate memorial for departed UTHSC Community members.
5. Changed future Senate member term limits, now 7-1 to 6-30.
6. Introduced anonymous voting on tenure, promotion & termination – goal, to be applied campus-wide in the Faculty Handbook.
7. Achieved Senate-Administration consensus on 8 policies with 3 integrated into the Faculty Handbook.  
First policies to be forwarded to System for Board of Trustees approval in 4 years.
8. Survey on 4 vs. 5 APPR performance categories.
9. Answer to faculty question about working on campus.
10. Survey on external letters for faculty tenure and promotion procedures.
11. Recognition of faculty and staff who have retired.
12. Senator elections completed ahead of schedule.



## **II. RESOLUTIONS PASSED CONCERNING:**

- 1. Enhanced post-tenure performance review**
- 2. Supporting mandatory faculty supervisor training**
- 3. Increased transparency for APPR, EPPR & grievance data**
4. Opposing student firearms carry
- 5. Credit allocation for research grants**
6. Support for campus space policy
- 7. Anonymous balloting**
- 8. Revision of the Faculty Handbook to integrate the EPPR Policy**
9. Support of library resources and services
- 10. Faculty Handbook integration - Appointment of visiting & distinguished visiting professors**
- 11. Faculty Handbook revision & integration - Faculty Senate Bylaws on term limits**
12. Faculty and staff cost of living salary increases (Vote pending)

### III. 14 SENATE PRESENTATIONS ON 16 TOPICS:

9-13-16

**Vice-President Katie High**

New Enhanced Post-Tenure Performance  
Review Policy Elements

10-11-17

**Vice-Chancellor Lori Gonzalez**

Open access (to relevant faculty member) to  
faculty promotion and tenure documents

**Executive Vice-Chancellor Kennard Brown**

Gun policies on UTHSC Campus

11-8-17

**Chancellor Stephen Schwab**

The New Enhanced Post-Tenure Performance  
Review & Mandatory Evaluator Training

**Vice-Chancellor Tony Ferrara**

Policy Website – Capabilities, Advantages & Use

12-13-17

**Vice-Chancellor Jan van der Aa**

Future of IT at UTHSC

**Assist. Vice-Chancellor – Communications &  
Marketing, Sally Badoud**

Vision for Our Social Media Strategy, Staffing  
Changes, Website Revisions, Listserv emails,  
etc.

1-10-17

**Vice-Chancellor Lori Gonzalez**

Debrief of UTHSC Administrator's Retreat  
[Improving administrator-faculty interactions  
for ranks chair & above]

**Allen DuPont**

Security in the Faculty's upward evaluation of  
UTHSC Administrators

2-10-17

**Vice-Chancellor Steven Goodman**

Allocation of credit for externally funded  
research grant awards  
Memphis Research Consortium proposal:  
Adverse Childhood Experiences

3-14-17

**Director Teresa Britt**

Into The Future of UTHSC Medical Education

Professor Peg Hartig

UTHSC Committee on Academic and Student  
Affairs (CASA)  
UTHSC Quality Enhancement Plan

4-11-17

**Library Associate Director – Randall Watts**

You Want to Do What? A Brief Introduction to  
Best Practices in the Utilization of Copyrighted  
Materials by Educators

5-9-17

**Vice-Chancellor Tony Ferrara**

The State and UT Budgets - How They Affect  
UTHSC

**Executive Vice-Chancellor Kennard Brown**

A Look at the UTHSC Campus of the Future  
(re-scheduled to fall, 2017)

# Faculty participation in the Upward Evaluation of campus administrators

<u>College</u>	<u>Participants/Members</u>	<u>2017%</u>	<u>2015 %</u>
COM Chatt.	4/100	4%	3%
COM Knoxville	8/226	3.5%	1.4%
*COM Memphis	125/751	16.6%	15.5%
Dentistry	72/161	44.7%	16%
Health Professions	31/63	49.2%	40.3%
Non-college	9/20	45%	25.9%
Nursing	24/75	32%	15.2%
Pharmacy	25/68	36.8%	42%

\*COM Basic Science only 23.5%

**Richard Smith - Chair**

**4. Approval of the Minutes**

**5. Election of Senate President-elect and Secretary**

Nominated by Executive Committee:

President-Elect – George Cook

Secretary – Jennifer Langford

Nominations from the floor:

Vote

**6. Approval of Senate Committees: Tabled until the September meeting**

**7. New Business:**

**8. Transition of Office; Passing of Gavel to Martin Donaldson – Term begins July 1.**

**9. Adjournment**

**Future Senate Meetings:**

Next Faculty Senate Meeting – Sept. 12, 4:00 PM, GEBA204

Executive Committee Meeting – Jun. 20, 8:00 AM, 407 Hyman

# Ballot

- President-elect:
- a. George Cook
  - b. Write in Candidate 1
  - c. Write in Candidate 2

# Ballot

- Secretary:
- a. Jennifer Welch-Langford
  - b. Write in Candidate 1
  - c. Write in Candidate 2

# UTHSC Faculty Senate

Bensinger, Hallie

Beranova, Sarka

Braxton, Ashanti

Boughter, John

Brown, Jami

Burton, Eddie

Callahan III, William

Choby, Beth

Christian, James

Clark, Ricketta

Colvert, Dawson

Cook, George

Cooper, Terry

Craft, Robert

D'Ancona, Roberto

Diaz-Thomas, Alicia

Donaldson, Martin

ElAbiad, Tammam

Fan, Zheng

Flick, Jami

Freier, Amado

George, Lekha

Grandas, Oscar

Haberman, Brent

Hamby, Ellen

Hamilton, David

Hartig, Margaret

Hastings, Colleen

Hatten, Marie

Head, Penny

Hohmeier, Kenneth

Hori, Rod

Howden, Colin

Ibeguogu, Uzoma

Jain, Vinay

Joshi, Vijay

Kabra, Rajesh

Karydis, Anastasios

Kedzierski, Rafal

Kovesdy, Csaba

Kumar, Aneel

Kumar, Sajeesh

Land, Mack

Ledbetter, Chris

Levin, Michael

Likens, Carol

Lowe, Tao

Malakoff, Gary

Mandal, Nawajes

Marion, Tony

Matthew, Alexander

McClinton, Tracy

McCoy, Elisha

McDonough, Sharon

Mutrie, Lauren

Myers, Dayna

Nelson, Eric

Nikbakht, Stephanie

Pattanaik, Debendra

Phebus, Jeff

Ragain, Jay

Rao, R.K.

Reed, Laura

Richey, Phyllis

Saltuklaroglu, Tim

Scroggs, Reese S.

Self, Tim

Shafi, Nadeem

Sharp, Chris

Sharp, Jackie

Simmons, Linda

Smith, Richard

Spivey, Christiana

Steinberg, Helmut

Sun, Wen Lin

Surbrook, Michelle

Thomas, Fridtjof

Towbin, Jeffery

Vanatta, Jason

Versluis, Anthony

Vidal, Gregory

Wang, Junling

Welch, Jennifer

Williams, Regan F.

Williams, Richard

Williamson, Wes

Wilson, Thad

Wu, Zhaohui (Sunny)

Yates, Ryan

Zhang, Ji