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Faculty Senate Agendas and Minutes

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6-8-1987

### 1987 June 8 - Faculty Senate Agenda and Minutes

Faculty Senate, East Tennessee State University

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East Tennessee State University  
Box 23534A • Johnson City, Tennessee 37614-0002

AGENDA

FACULTY SENATE MEETING

June 8, 1987

Forum Room, Culp Center, 3:30 p.m.

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES
- III. TREASURER'S REPORT
- IV. ANNOUNCEMENTS
  - Executive Committee Resolution (attachment #1)
  - Academic Council Report (attachment #2)
- V. COMMITTEE REPORTS
  - Concerns and Grievances - Anne LeCroy (attachment #3)
  - Academic Affairs - Al Lucero
  - Executive Committee Meeting - William Fisher (attachment #4)
- VI. OLD BUSINESS
  - University High Decathlon - Recognition Resolution (attachment #5)
- VII. NEW BUSINESS
  - Letter of Recognition of Service to Lester Hartsell
  - Four year Faculty Senate Motion Report (attachment #6)
- VIII. ADJOURNMENT



East Tennessee State University  
Box 23534A • Johnson City, Tennessee 37614-0002

MINUTES OF THE JUNE 8, 1987 FACULTY SENATE MEETING

CALL TO ORDER

The meeting was called to order at 3:38 p.m.

TREASURER'S REPORT

There remains a total of \$687.00 for use in June.

ANNOUNCEMENTS

The Executive Committee met with President Beller and Vice-President Alfonso on May 11. Attachment #1 is a resolution concerning an open forum on faculty evaluation to be held May 13 and a copy of the forum announcement. Members of the Executive committee were opposed to the timing of the meeting. According to those senators who went to the forum, attendance was indeed very poor. A meeting will be scheduled for August or September.

Attachment #2 is a recommendation from Academic council concerning ETSU faculty members' being admitted to the School of Graduate Studies or their taking graduate work on a non-degree basis. Eligibility will be on an individual basis when such study is advantageous to the university and not feasible elsewhere.

COMMITTEE REPORTS

Attachment #3 is a copy of a report from the Concerns and Grievances Committee to the Faculty Senate concerning the grievance of Ms. Lora Shelton. Essentially the committee expressed condemnation of "special arrangements" and suggested that the University By-Laws be changed to prevent such arrangements in which favoritism would be suspected. The Senate could not make a motion on the Committee's report because a quorum was not present.

Margaret Houglund added that a letter of reprimand had been placed in Ms. Shelton's file and that many had expressed concern about whether this action was appropriate.

Attachment #4 is the agenda of the May 11 meeting of the Executive Committee with Drs. Beller and Alfonso. In attempting to update the information since that meeting, Dr. Fisher stated that an offer had been made to the candidate from Northern Colorado at Greeley for the Dean of the

Faculty Senate Minutes  
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college of Education. John Taylor said that the candidate had accepted and should start July 1. Dr. Fisher reported that Dr. Tiffany will be leaving to be Director of Development at another university, beginning July 13. He also said that the Chair of Banking has resigned. An offer has been made to a candidate for the Dean of Public and Allied Health. The Dean of Nursing has resigned.

OLD BUSINESS

A congratulatory letter was sent to the Academic Decathlon team of University High. (See Attachment #5)

NEW BUSINESS

Attachment #6 is the list of resolutions, and their status, passed by the Faculty Senate since 1982. John Stone noted that the resolution of April 1986, which pertains to guidelines for the use of the student evaluation instrument, is not listed. John Taylor answered that it was accidentally omitted. Official action has not been taken. The FAP/FAR/FAE committee is supposed to deal with it. It was this committee who planned the May 13 forum for gathering more faculty opinions. John added that he felt additional faculty opinion is not necessarily needed because we have already had opinions and reports. He feels that seeking other meetings is just a means of postponing action. Al Lucero noted that the SBR conference covered this topic.

ANNOUNCEMENTS

Dr. Fisher reported that the Bookstore has not received orders for books for fall semester from two departments: Foreign Language and Nursing. The orders should have been in by March 16.

Attention was called to another hand-out -- an excerpt from the Report and Recommendation from the President's Task Force on the Development of a Division of Health Sciences at ETSU. The last page in particular is important because the three main factors for consideration are listed. (See attachment in Sherrod Library copy).

Another hand-out is a letter from the President of the Tennessee Tech Faculty Senate which includes a copy of the May 13 memo from Chancellor Garland to all SBR Presidents. The Presidents received "Proposed Guidelines for Development of Institutional Grievance Procedures". It suggests

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separate procedures for faculty and non-faculty employees. The memorandum states that "the need for a comparable faculty model grievance procedure should be discussed with institutional staff prior to the next Presidents' meeting". (See attachment).

Dave Logan was present and provided senators with updated drafts of the Promotion Policy. (The Executive Committee had made its suggestions.) The new draft has not gone to Academic Council. Dave stated that the major changes were 1) A utilization of the same language as contained in the tenure policy, 2) A dropping (for the time being) of the descriptive terms used for faculty performance. (When the FAP/FAR/FAE committee determines the terminology, it can be included in the policy.) 3) A rearrangement - general statements at the front with particular details on each level of promotion toward the back. Dave said that any further suggestions should be sent during the summer. It is hoped that the policy can be finished by the fall.

Other announcements were that Memphis State will probably introduce a sick leave bank and that its salary raise will be 3 1/2% across-the-board and 1/2% reserved for merit; (the rate for ETSU will be 4% as far as Dr. Fisher knew). A new newsletter, The Teaching Professor, is being published in Madison, Wisconsin (description and order form available); letters about Faculty Senate openings went out to the Deans.

Margaret Houglund announced that the Summer School Committee had just met (afternoon of June 8) and that enrollment is up about 100 from last year. The budget is approximately \$1,457,000. Margaret noted that no representative from Arts and Sciences was at the meeting. The committee is reviewing the conditional courses - those not meeting 50% of enrollment will be cancelled. (Some may be kept if they are required courses. Guaranteed courses are usually those which are part of a "set curriculum" are those which make the required enrollment by the end of the first week. *and*)

Dr. Fisher listed other meetings in the near future:  
6/18 - the UT Board of Trustees, 6/25 - the State Retirement Board, 6/26 - the SBR meeting at Morristown, 7/6 and 8/3 - our Faculty Senate meetings.

Dr. Fisher showed a certificate to be given to Dr. Lester Hartsell, a retiring Faculty Senate member.

Wilsie Bishop mentioned that the Governor would be on campus

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and in the area Friday, June 12. A Cabinet meeting will be held in the Culp Center; state employees may meet with him at Warrior's Path State Park, 2:00-4:30. Classes will not be dismissed.

The voluntary incentive retirement program for non-faculty state employees has been approved as of June 1, 1987 and is available for 90 days. About 3400 employees could take advantage of this. They would receive \$2,000 and their longevity.

ADJOURNMENT

The meeting was adjourned at 4:15 p.m.

Respectfully submitted,

*Carol B. Norris*

Carol B. Norris, Secretary

CBN/kja

Faculty Senate Meeting  
June 8, 1987  
Attendance Record

Senators Present

Creg Bishop  
David Chi  
David Close  
Don Ferguson  
William Fisher  
Pat Flaherty  
F. Steb Hipple  
Margaret Hougland  
Al Lucero  
Gordon Ludolf  
Carol Norris  
John Stone  
John Taylor

Guests

Dave Logan  
Wilsie Bishop  
Dr. Alfonso

Senators Absent

Mark Airhart  
Peggy Cantrell  
Carole Connolly  
Glenda DeJarnette  
Katherine Dibble  
Betty Edwards  
James Fields  
Lester Hartsell  
Don Jones  
Linda Kerley  
Ruth Ketron (excused)  
Anne LeCroy (excused)  
Joseph Mattson  
Paul Monaco  
James Pleasant  
Carol Pullen  
Karen Renzaglia  
Mitch Robinson  
Etta Saltos  
Bob Samuels  
Bob Stout  
Gwen Thomas  
Richard Verhegge  
Frederick Waage  
Paul Walwick  
Betsy Williams  
Eduardo Zayas-Bazan

JUN 24 1987

Carol Norris  
P. O. Box 22450A





East Tennessee State University  
BOX 23534 ETSU Johnson City, Tenn. 37601 (615)929-4112

May 11, 1987

RESOLUTION

In the opinion of the undersigned members of the Faculty Senate Executive Committee, the meeting announced in the attached memo is scheduled at the worst possible time of the academic year to provide for the greatest degree of faculty participation and consideration. In fact, the scheduling of the meeting might appear, to some, actually to ensure a minimum of faculty attention and input.

The subject of evaluation has received a great deal of consideration in the past by Faculty Senate Development and Evaluation Committees; and it appears to have been the major issue during the present academic year, according to comments received in many school/college attitude surveys. Evaluation also is likely to be one of the primary issues for the 1987-1988 Faculty Senate agenda.

William J. Fisher  
William J. Fisher  
1986-1987 President

Margaret W. Hougland  
Margaret W. Hougland  
1987-1988 President

Anne K. LeCroy  
Anne K. LeCroy

Carol J. Norris  
Carol J. Norris


A. Alfonso Lucero  
A. Alfonso Lucero

John M. Taylor  
John M. Taylor

Gordon W. Ludolf  
Gordon Ludolf

Elizabeth L. Williams  
Elizabeth L. Williams

TO: • ETSU Faculty

FROM: • Glen Riecken, Chairman, FAP/FAR Review Committee 

SUBJECT: • FAP/FAR Forum

DATE: • May 6, 1987

As you may know, a committee has been formed to evaluate the FAP/FAR process. Although many of you have already expressed opinions via the Faculty Senate, the committee wishes to offer everyone an opportunity to openly discuss the process. Consequently, an open forum will be held on Wednesday, May 13 beginning at 1:30 p.m. in Meeting Room #7 in the Culp Center. If you are unable to attend, please feel free to send me your written comments at Box 21,250A. Below are some questions to guide discussion.

1. What problems have you experienced with FAP/FAR/FAE?
2. What are your recommendations for improving the problem areas identified in question 1?
3. Are faculty accomplishments in teaching, research and service arbitrarily weighted on the basis of workload percentages regardless of actual efforts? If so, does this mean that efforts (regardless of how meritorious they are) in an area carrying small weight are effectively overlooked?
4. How are overall ratings derived from performance in various areas?
5. To what extent are FAE's tied to merit pay? To what extent should they be related?
6. What role should the FAP/FAR/FAE process play in promotion and tenure decisions?
7. How much weight should student evaluations carry in the FAE? How should student evaluations be used?
8. Should peer evaluation be added to the FAE process? What weight should peer evaluations carry?
9. Are the FAE categories ("exceptional", etc.) truly distinctive? Are they only differences of degree? Are there quotas for these categories? Are there too many people placed in "exceptional" and "meritorious" groupings?
10. Is the annual focus too shortsighted? That is, could the long run performance of a faculty member be underrated?

Academic Council  
May 13, 1987

-- Deans' Recommendation --

Faculty members may be admitted to the School of Graduate Studies through established procedures, or may enroll for graduate course work on a nondegree basis. As a general rule, members of the full-time instructional, research, library or administrative staff holding the rank of instructor or above are not eligible to receive a graduate degree from East Tennessee State University. However, the Dean of the Graduate School will confer with applicants for whom such graduate study will be a special advantage to the university and when graduate study elsewhere is not feasible. Upon receipt of a positive recommendation from the Department Chair and Dean of the college or school in which the faculty member holds rank as well as the Department Chair where the graduate program is located, the Dean of the Graduate School may approve an exception to this policy. No evasion of this policy through part-time instruction, temporary resignation, acceptance of a non-academic position, or leave of absence will be permitted.

TO: The Faculty Senate  
FROM: Concerns and Grievances Committee  
SUBJECT: Grievance of Dr. M.T. Morgan and Ms. Lora Shelton  
DATE: May 4, 1987

After listening to both Ms. Shelton and Dr. M.T. Morgan on the subject of Dr. Shirley Morgan and the Environmental Health course, the committee agrees:

1. There was no documentation about who would assign the student's grade. It appeared to be Ms. Shelton's word against Dr. Morgan's. The agreement was not formalized between the instructor, Chairman and student. As a result the University and all parties have received negative comments from the press and public which we deem unfortunate.

2. Whether or not "special arrangements" occurred at ETSU, both Drs. Morgan exercised extremely poor judgement in setting one up under these conditions, where favoritism in the form of nepotism would certainly be suspected. In addition, the documentation was insufficient, leaving the Committee to decide who was telling the truth about the "arrangement".

3. If Dr. Shirley Morgan was supposed to assist in the course she certainly should have had more contact with the official course director even if she did not intend to fulfill the course obligations as the other students were required to do.

4. Dr. M.T. Morgan as Chairman of the Department of Environmental Health should have known better than to change the grade of his wife since it clearly violates University By-Laws to change the grades of the official instructor without her permission or before instituting proper appeals procedures.

If it is within our charge as a Faculty Senate Committee we would like to draft a statement which would condemn this type of "special arrangement" and suggest that the University By-Laws be changed to prevent "special arrangements" where favoritism would be suspected.

We feel that although Dr. M.T. Morgan may well have abused his authority as Chairman, that he has suffered enough public humiliation to discourage this type of behavior in the future and that any further punishment is unnecessary.

The fact that Dr. Shirley Morgan had the "F" grade expunged from her record by following appropriate appeals procedures probably exempts this from comment by our Committee.

The Committee hopes that the Senate will express dissatisfaction with this type of behavior among faculty of the University and indicate that such behavior will be unacceptable in the future.



East Tennessee State University  
Box 23534A • Johnson City, Tennessee 37614-0002

**Presidential - Faculty Senate Meeting**

**Monday, May 11, 1987 3:30 P. M.**

**1. Library Funding Circumstances**

Sherrod Library  
Quillen - Dishner Medical Library

**2. Tenure and Promotion Policy Status**

Tenure Statement Determination  
Promotion Statement Progress

**3. Faculty Sick Leave Bank Trustee Appointments**

Request: Secretary reappointment for a three year term  
Medical School faculty member - interpret medical terminology

**4. ETSU General Education Program Study**

Any decision deadline date discernible?

**5. Dean Search Update**

Education  
Public and Allied Health

**6. Faculty Handbook Arrangements**

Dave Logan's position  
Committee membership and structure  
Long range planning process schedule

**7. ETSU Retiree Identification Cards**

Three years in progress - Faculty Senate action

**8. ETSU Southern Association Accreditation**

Five year interim report due 1988 - Whose responsibility?



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9. Graduate Faculty Membership Guidelines

Communication process - Source of decision making - Frequency of review

10. 1987 SBR Workshop Report - \$5,000 expense item

Recommendation - An organized ETSU evaluation process prior to the return to campus while items are still fresh in the attendees minds to facilitate any proposal developments.

Evaluation - ETSU student undergraduate program assessment elements and process are very disorganized, haphazardous and lack a degree of consistency. Need for clear cut organized approach and continuity of operation.

11. Public Availability of Student - Faculty Evaluation Results

State Attorney General Ruling - Fact or Fiction?

12. Department Chair Evaluations

Fall 1986 actions resulted in a very long time period when the results were returned to the concerned faculty involved.

Recommendation - A review and possible reconstruction of a more adequate evaluation document

1987-1988 individuals - Who? -



East Tennessee State University  
Box 23534 ETSU Johnson City, Tenn. 37614-0002 (615)929-4112

May 21, 1987

Dear Ms. Feathers and Mr. Campbell,

The ETSU Faculty Senate passed a motion at its May 4 meeting to send congratulations to you and to the members of the University High Academic Decathlon team.

Their accomplishment in placing tenth in the nation is outstanding.

Please extend our congratulatory message to the team for us.

Sincerely,

A handwritten signature in cursive script that reads 'Carol B. Norris'.

Carol B. Norris  
Secretary

FACULTY SENATE  
RESOLUTIONS AND MOTIONS

Attachment #6, pg.1

Returning of Test Feb. 23, 1982

All tests should be returned for inspection prior to any comprehensive examination.

Policy # 2.16 Faculty Handbook August 15, 1983

Student Evaluation of Faculty  
Oct. 4, 1982

- a. Results are meaningless unless there are norms available to compare their ratings with others.
- b. Was mentioned that national & local norms are available for SIR.
- c. Norms were available last year.

On going review Faculty Meeting May 13, 1987 - Seven persons attended

Grade Appeal Process Nov. 1, 1982

- a. Several changes in draft presented by Dr. Goodman
- b. Copy of revision attached to each senator's agenda for March 7, 1983
- c. Student may appeal grade course within one year (calendar of day grade was assigned).

Policy # 3.14 Faculty Handbook August 15, 1983

Exam Schedule Dec. 6, 1982

Because of student's work schedules, final examinations be scheduled only on a day of week that, & beginning at approximately the same time that, the class normally meets during the semester.

Approved Academic Council - Faculty Senate - Student Government in operation now

University Governance Feb. 7, 1983

- a. Committee to be composed of 12 faculty members and 6 non-faculty members.
- b. President & Vice President of faculty senate to be standing members of President's Council.
- c. President of F/S be standing member of President's Councils Executive Committee.

University Council established 1984-85



Free Inquiry, ETSU Libraries,  
& Special Collections March 7, 1983

- a. Freedom to select books and material for Library
- b. Freedom of access to books and materials
- c. Motion made that F/S support this (attachment #3).

(Attachment #6, pg.2)

Information lacking about this motion.

Commencement Policy Alteration  
April 4, 1983

- a. Amend original proposal
- b. Proposal to read: "this is contingent each year on approval of Dean and the graduating class."

Medical School Action  
Passed and Approved

Faculty Development April 4, 1983

- a. Purpose is for faculty development.
- b. Four recommended components by Dr. Aleamoni
  1. peer evaluation
  2. student perception of teaching
  3. self-evaluation
  4. level of learning

Academic Council  
endorsed in principle.  
Weakness is in the  
process of  
implementation.

Retention of Papers April 4, 1983

- a. Faculty members to retain for 1 calendar year if not returned to students.
- b. Upon departure of a faculty member, papers are to be given to departmental chairperson.

Policy # 2.16 - Faculty  
Handbook August 15, 1983

Contracts and Grants May 2, 1983

- a. 1/2 of overhead funds to be allocated to principal investigator's college.
- b. 1/2 to PI's department (attach. 1&2)

Dean Crofts June 8, 1983  
1/4 to appropriate dept.  
as determined by college  
dean.

Quality Education May 2, 1983

F/S recommends & encourages the formation of an Independent Study Commission.

Dr. Charles Edwards  
Committee Chair State  
Collaboratives now

Sexual Harassment Sept. 12, 1983

(Attachment #6, pg.3)

- a. Be approved with seven changes
- b. Incident(s) should be reported ASAP.
- c. Dual filing system be maintained to identify persons abusing policy.

Approved Jan. 13, 1984  
Mr. Neasman responsible  
for implementation  
should be in Faculty  
Handbook

Opening of Campus Mail Sept. 12, 1983

- a. Incoming mail to faculty unopened unless authorized by that person.
- b. Outgoing mail not to be examined without supervision of post office upon consent of faculty member.

Faculty Senate Grievance  
Committee Resolution no  
indication of adopted  
policy statement

Supplement Salary for Acting Chairmen  
Sept. 12, 1983

- a. Chairperson shall receive the stipend as provided under Chair Salary/stipend Policy instituted this year.
- b. Was noted that policy had already been implemented by Vice President's office.

Currently practiced and  
depends on size of the  
dept.

Faculty Development & Evaluation  
Committee Oct. 19, 1983

- a. Student evaluation of faculty adopted by Management & Marketing Department
- b. Important for self-improvement

Dept. introduced and  
approved. Reports  
should be for  
improvement purposes.

Policy on Patents and Copyrights  
Nov. 21, 1983

- a. Be amended to include coverage of "Trademarks".
- b. Include a mechanism by which University can pay application fees as required.

Approved May 5, 1984  
Board of Regents  
Policy 2.8 Faculty  
Handbook

Chair Review Nov. 21, 1983

- a. Being reconducted to account for lost reviews for '82-'83 be made and not to occur in future.
- b. Consider both letter and intent of faculty handbook guidelines for chair review & decide if procedures have been

Faculty Senate President  
contact Patsy Pickle for  
fall semester review  
candidates each year

administered in good faith.

(Attachment #6, pg.4)

Pass-Fail Grading Policy  
Dec. 5, 1983

Amended to add graduate students pursuing degrees have approval of advisor and dean of graduate studies to take in excess of 10% of work of Pass-Fail option.

Policy # 3.17  
October 1985  
Undergraduate courses only

Medical Plan for Faculty and Staff  
March 5, 1984

- a. Plan offers fee reduction of 30% if paid at time of services.
- b. Payable by cash, check, Visa or Master-charge.
- c. Refer to Feb. 20, 1984 minutes for copy of plan. Motion endorsed.

Retirement Committee information. Presently procedure needs to be verified. Family Practice Center involved.

University Council March 19, 1984

- a. President of University can hear from all constituents before final decision is made.
- b. This would be an added layer to Univ. Governance that is really needed.
- c. Endorse proposal on Univ. Governance.

Created now organized and functioning on a periodic basis

University Bookstore's Textbook Policy  
April 16, 1984

- a. Add recommendation stating "staying open first 4 class days of each semester excluding Friday's until 9 p.m.
- b. Request formal response to recommendations from bookstore.

1986-87 Faculty Senate session for discussion purposes monitoring Fall 1987 conditions for further action.

Definition of Research May 7, 1984

- a. Includes scholarly & creative activities - motion passed
- b. Each dept. prepare statement of research expectations of its faculty for promotion and tenure, etc.
- c. Relationship between FAP/FAR/FAE documents & the promotion and tenure guidelines need to be clarified & addressed in faculty handbook.
- d. Written rationales for decisions by

Status unknown - Special Committee Study 1986-87  
Glen Riecken, Chair  
major area of faculty concern 1986-87.

dept. & college review committee & college dean be included in each promotion and tenure dossier.

e. "Should" means "are required to" be included.

(Attachment #6, pg.5)

Revision of Faculty Handbook  
July 2, 1984

- a. Is of major significance to faculty
- b. Task Force be reconstituted to include all current R.F. members willing to continue to serve & members of Academic Matters committee of F/S.
- c. T.F. report both to V. President for academic Affairs and F/S. Motion made and passed.

1986-87 Dave Logan given job of updating Promotion and Tenure policy. Future responsibility - John Taylor.

Tenure Policy Aug. 6, 1984

- a. F/S have some input in tenure policy.
- b. Changes in Draft Policy on Academic Freedom, Responsibility and Tenure endorsed.

Policy # 2.1 September 21, 1984 ETSU significant revision May 1987

Faculty Evaluation Aug. 27, 1984

- a. A status report on departmentally based peer & student evaluation policies be prepared by VPAA in conjunction with Deans.
- b. Not all departments have developed policies, while some have done an admirable job.
- c. Motion passed 29 for, 2 against and 1 not voting.

Use varies considerably depending on departments and specific leadership. No uniform action.

Rules of Tenure Sept. 1984

- a. Copies of resolutions received from MTSU and MSU
- b. Williams moved adoption of resolution.
- c. Resolution sent to State Board of Regents.

Dealt with location of tenure, now by departments rather than by institution.

Summer Teaching Oct. 15, 1984

- a. Academic Committee collect existing policies from departments, summarize and

Two written policies English and History

distribute to academic deans and chair persons, asking latter to devise own policy.

b. Academic council be supportive.

(Attachment #6, pg.6)

Recommended for all departments in written form.

Sexual Harassment Oct. 15, 1984

a. Report incident(s) as soon as possible.

b. Alleged charges occurring more than 1 calendar year before being filed will be invalid unless circumstances warrant otherwise.

c. Dual filing system to be kept for those abusing policy. Motion approved.

Guidelines addition approved by SBR November 17, 1986

Parking Problems Nov. 5, 1984

a. All parking & traffic regulations be consistently enforced beginning with first day of classes each semester.

b. Fire lane, handicapped & no-parking be enforced 24 hours a day, seven days a week.

Under review with intent to develop, maintain, and implement long range plan

Pass-Fail Policy Nov. 19, 1984

a. Reviewed by committee.

b. Endorse policy as presented.

c. Motion passed.

Approved August, 1985  
undergraduate cases only

Student Assessment Instruction  
Dec. 3, 1984

a. Policy of calculating & reporting means and standard deviations of student responses to Student Assessment of Instruction form be abolished.

b. Summary of faculty members' scores consist of frequency and relative frequency distribution of student responses to each item.

c. Inappropriate calculation & reporting of item means and standard deviations be discontinued.

Academic council approval Fall 1985  
standard deviations removed from reports

Financial Exigency Proposal Dec. 3, 1984

(Attachment #6, pg.7)

a. Executive committee proposed the first 5 criteria remain as currently printed in proposed policy. (tenure, rank, seniority with rank, local seniority within rank & length of service at ETSU).

Submitted to SBR March, 1985 current status questionable

b. Following be included: Performance evaluations are an inherent part of promotion and tenure decisions.

Therefore, performance is a determinant of the tenure, rank & longevity factors listed above. If equality of all the above factors exists, then a special performance evaluation covering the academic careers of the faculty members involved shall be the final deciding factor.

Impediments to Research April 15, 1985

- a. Release time
  - b. Travel funds
  - c. Graduate students/research assistants
  - d. Research graduates/grants
  - e. Research expectation and evaluation
- Following lengthy discussion of survey responses, the above recommendations in form of resolutions were given to F/S for endorsement.

Dean Crofts to report to University Council

Exit Interview Committee Sept. 9, 1985

- a. Resolution introduced to modify structure and membership of new, standing Exit Interview Committee previously developed by Senate.
- b. Motion was adopted and passed

Created, developed and working since Fall, 1985

Faculty Development & Evaluation  
Sept. 9, 1985

- a. Russ West reintroduced eight resolutions which his committee had drawn up and presented earlier in year.
- b. Resolutions passed on a voice vote.

Major Faculty Action of all time relating to this subject

Nuclear Weapons Feb. 3, 1986

- a. Increase efforts to acquire and distribute curricular material.
- b. Encourages faculty members to develop and implement courses.

Intercollegiate Activities  
Feb. 17, 1986

- a. Margaret Hougland moved this resolution be removed from the table. Motion was seconded and carried.
- b. Motion reworded and appears as attachment G. Motion carried.

Research Committee/BITNET June 2, 1986

- a. F/S endorsed and encourages connection of BITNET.
- b. An international network linking more than 300 computers at institutions of higher education and research centers.

Research Committee/Univ. School Research  
June 2, 1986

- a. All university units consider utilizing Univ. School environment for joint research projects.
- b. New faculty members be informed of purpose of Laboratory School and encouraged to use it.

Travel Procedures June 2, 1986

- a. Univ. President express opposition to State Board of Regents.
- b. Philosophically undermines areas which university stands.
- c. President of Univ. requests policy be nullified.

(Attachment #6, pg.8)

Presented to University Council December 1986  
Problem one of implementation. Sources of information and materials needed.

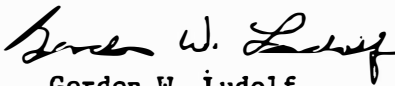
University Council  
1986087 ad hoc committee  
Emmett Essin Chair

Operation now on campus.  
Check with Eric Job  
Computer Services

Information item of availability for prospective research activity

Discussed in great detail all over state emphasis remain on campus and costs down.

EAST TENNESSEE STATE UNIVERSITY FACULTY SENATE FINANCIAL REPORT

Budget Categories and Items	Budget 1986-87	Expenses April 1987	Expenses May 1987		Total Expenses To Date 5-30-87	Remaining Balance 5-30-87
I. Travel (3009) In-state travel (3150) Encumbrances	\$2090.00	\$ 66.00			\$1995.00	\$ 96.00
II. Operating Expenses (4000) Duplication-Off Campus (4140) Printing by E.T.S.U. (4110)  Telephone (4210)  Data Processing (4420)  Supplies (4500)	\$2100.00	\$197.00	\$243.00		\$1818.00	\$282.00
III. Scholarships-RWSP (1410)	\$1000.00	\$ 67.00	\$ 34.00		\$ 591.00	\$309.00
TOTAL	\$5190.00	\$500.00	\$282.00		\$4504.00	\$687.00
Respectfully submitted,   Gordon W. Ludolf Treasurer  June 8, 1987						



FROM: Concerns and Grievances Committee

TO: Faculty Senate

RE: Grievance of Drs. Hall, Robertson, and Mr. Day  
Department of Mass Communications

DATE: May 21, 1987

Following meetings with Drs. Hall and Robertson, with Mr. Day, and a written communication from Dr. Murvin Perry, Chair of Mass Communications, the Committee presents the following recommendation (or statement) to the Senate:

The grievance of Drs. Hall and Robertson was presented to the Committee because of a memorandum, written by Mr. Day, concerning defacing of a poster advertising a Children's Theatre production directed by Mr. Day. Copies of this memorandum had been sent also to Drs. Friend, Alfonso, and Beller. In substance, Mr. Day's memorandum, while not accusing either Dr. Hall or Dr. Robertson of being directly responsible for defacing the posters (i.e. having themselves defaced the posters), suggested that they may have had knowledge of such defacement or that they may have created the atmosphere leading to such defacement.

Both gentlemen assured the Committee that: 1) they had no prior knowledge of such action;

2) they in no way condoned such action and, indeed, deplored it especially because the content of the posters had been altered to make personal attack on Mr. Day.

3) their first knowledge of such defacement occurred when Mr. Day sent his memorandum of April 8 including a Xerox copy of the poster as defaced.

Mr. Day advised the Committee that: 1) he did not accuse either gentleman of actually defacing the posters;

2) he felt that the situation within the theatre program, specifically the deteriorated communication between himself and Drs. Hall and Robertson, had set the scene for such a defacement by malicious party or parties.

The Committee, following deliberation, offers the following statement for Faculty Senate consideration and vote:

(This statement is the work of Dr. Mitchell Robinson of the Committee, largely):

There is no evidence that Dr. Hall or Dr. Robertson were directly or indirectly responsible for the incident in which the posters were defaced. In fact, Mr. Day has indicated to the Committee that he does not believe Drs. Hall and Robertson directly encouraged students to deface posters. However, it is implied in the memorandum written by Mr. Day that they were responsible for the incident. It was clearly wrong for Mr. Day to send such a memorandum to members of the Administration.

Dr. Perry's memorandum to the Committee, appended to this statement, notes his agreement that Drs. Hall and Robertson were not directly responsible for defacement of posters, but (see paragraph 4 of the Perry memorandum) suggests that continuing confrontation made possible such action by students.

Dr. Perry did advise the Chair of the Committee, per phone conversation, that he had advised Mr. Day not to send copies of the memorandum to members of the Administration.

The entire matter obviously stems from longstanding dispute between Day and Robertson and Hall concerning the productions of Gilbreath Theatre, use of the Theatre, and related matters. The letter to the Committee from Dr. Perry indicates that he was not supportive of Drs. Hall and Robertson.

Although matters of deteriorated relationships within the Department are not the concern of the Committee or, at least, not within the scope of the Committee's responsibilities, a true solution to the problem we have addressed requires that the differences between these individuals be in some way resolved, for benefit of themselves, the Department, and the theatre program at the University.

The Committee recommends that the Senate advise the President, Vice President for Academic Affairs, and the Dean of the College of Arts and Sciences:

Drs. Hall and Robertson are in no way responsible for the defacement of the posters, whether directly or by indirect encouragement or condoning of such action.

Mr. Day's memorandum should have been sent only to Drs. Hall and Robertson, not to members of the Administration.



**East Tennessee State University**

Department of Communication • Box 22510A • Johnson City, Tennessee 37614-0002 • (615) 929-4308, 4491

April 30, 1987

Dr. Anne LeCroy  
Grievance Committee  
Faculty Senate  
Campus

Dear Anne:

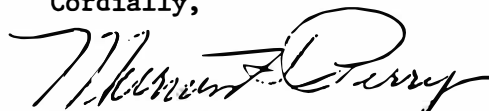
I am sorry that I missed the committee meeting last week. I would like to offer the following comments to be considered in connection with the dispute between Bob Day and Delbert Hall and Warren Robertson.

The initial conflict arose over efforts by Hall and Robertson to prevent Day from presenting his children's production, Once Upon a Clothesline, in Gilbreath Theater. Plans for Bob's production and the dates for presenting it in Gilbreath Theater were scheduled before Robertson and Hall came to campus. The schedule that was turned over to Hall when he assumed responsibility for the facility calendar at the beginning of fall semester included the dates. Despite this commitment, Hall and Robertson wrote Bob out of the schedule and committed the time he had reserved to other activities.

After several conferences I literally ordered Hall and Robertson to honor the commitment I had made to Bob. Revising the scheduling they had done created some painful conflicts, the resolution of which involved people in the administration and outside the department. The resulting inconveniences created a considerable amount of bitterness on the part of all concerned. Hall and Robertson apparently made no secret of their antipathy toward Day's project, and students were acutely aware of the changes in the scheduled activities. The upshot of it all was that the posters which Day displayed announcing his event were either removed from bulletin boards in Gilbreath Hall or were defaced as was the example Bob presented.

I had advised Hall not to respond to Bob's letter in the interest of establishing some kind of working relationship within the department. I have no information that would enable me to support Day's charge that Hall and Robertson encouraged students to remove or deface his posters, but I am convinced that had they not acted to create the continuing confrontation, and had their actions not been taken outside departmental channels to students and others, such activity would probably not have occurred.

Cordially,

  
Murvin H. Perry, Chairman  
Department of Communication

Friends -

I'll appreciate your comments and reactions  
There'll be just a brief mention of this at Senate  
on Monday - C o G is supposed to report.

College of Arts and Sciences

Anne

INTERDEPARTMENTAL COMMUNICATION

TO: • Mr. Robert O. Day

FROM: • Dr. C. Warren Robertson, Director of Theatre *CR*

SUBJECT: • April 8, 1987 Memorandum

DATE: • April 13, 1987

It is not true that either Dr. Hall or I had any knowledge of or approved in any way whatsoever of the graffiti written on your poster. It is not true that we even remotely inspired the sentiments expressed on that poster. We teach our students theatre etiquette and discipline and stress the importance of dealing with people in good faith and with integrity. No decent person would approve of the action you report. We insist, therefore, that you withdraw the libelous accusations set forth in your April 8 memorandum.

xc: Dr. Murvin H. Perry  
Dr. Jewell Friend  
Dr. Robert Alfonso  
Dr. Ronald Beller

## 2.3 POLICY ON FACULTY PROMOTION

### 2.3.1. INTRODUCTORY STATEMENT:

#### 2.3.1.1.

The major responsibilities of the University are to provide the best possible education, to encourage scholarship and research, and to furnish significant service to its larger constituency; to wit, the citizens of the State of Tennessee. Fundamental to this responsibility is the recruitment, selection, and retention of quality faculty members. Providing incentives and rewards for superior performance is one way of assuring the continuing existence of a high quality faculty. A universally accepted reward in the academic world is promotion to higher ranks. Therefore, it is essential that fair and comprehensive standards be applied and a framework for assessment be established and maintained.

#### 2.3.1.2.

The excellence of the faculty of East Tennessee State University is maintained in part through appraisal, by its own membership and responsible administrative officers, of each candidate for promotion. This process must begin at the departmental level with an understanding of the objectives and aims of the department, the college or school of which it is an integral part, and the university as a whole. Responsibility for the appraisal of each candidate falls largely on the departmental chair and review committee which together not only determine each candidate's present suitability for promotion but also the candidate's potential for continued development.

#### 2.3.1.3.

The appraisal of each candidate should incorporate a thorough review of activities in teaching, research, scholarly or creative activity, and professional service. The department chair should submit evaluations of these activities, accompanied by evidence obtained through an evaluative process designed to insure that recommendations are predicated on substantive evaluations.

#### 2.3.1.4.

Because of the importance and significance of the promotion deliberations, each faculty member must assume responsibility for insuring that pertinent information concerning teaching, research, scholarly or creative activity, and professional service is available to the chair and departmental committee. In addition to, and exclusive of, individual qualifications and performance, other determinative factors also must play a part in the recommendations eventually offered by the vice president for academic affairs and/or the vice president for health affairs. Consistent with State Board of Regents' policy, the University administration must consider such matters as departmental rank distribution, potential for continued staff additions, prospective retirements and resignations from the department, enrollment patterns, and program changes or developments.

## 2.3.2. RANK AT APPOINTMENT:

### 2.3.2.1.

New faculty members will normally be employed, based upon their qualifications, at the rank of instructor, assistant professor, associate professor or professor.

### 2.3.2.2.

Except under highly unusual circumstances, individuals lacking the terminal degree, as defined by discipline, will not be hired in one of the professorial ranks. Instructors will normally be hired to teach lower division courses. They will, as a rule, hold the Master's degree in a discipline appropriate to their teaching assignment. The terminal degree does not necessarily qualify one for a professorial rank nor does receipt of the terminal degree guarantee promotion to a higher rank. When time in rank is a factor for promotion, years spent in that rank in some other institution may be counted.

## 2.3.3. PROMOTION:

### 2.3.3.1.

Faculty members may be promoted to a higher academic rank based upon their demonstrated qualifications for that rank as evaluated by their peers in the department concerned, the department chair, the promotion and tenure advisory committee of the school or college, the academic dean, and the vice president.

### 2.3.3.2.

Specific criteria to be applied to the work of an individual faculty member will be clearly delineated on annual faculty activity plans, reports and evaluations.

### 2.3.3.3.

Promotion to higher rank is neither an unqualified right nor an automatic consequence of having completed a given period of service. Rather, each academic rank represents specific qualifications, professional competence, and a history of productivity, together with the promise of continued growth. Diligent service to the University can and will be recognized in ways other than promotion; chiefly through salary increases and tenure.

### 2.3.3.4.

Routine duties, such as carrying a normal course load, advising students, research to the degree needed for teaching courses, participation in the departmental programs and governance, committee service, and similar work are normal responsibilities of a faculty member. However, performance in these areas should be considered an affirmative factor in appraising a faculty member's qualifications for promotion.

#### 2.3.3.5.

Advancement in rank is usually a recognition of accomplishments and a sign of confidence that the individual is capable of greater achievements and of assuming greater responsibilities. The policy of East Tennessee State University is to grant advancement strictly on the basis of merit. In accord with this policy, promotions are to be made equitably, impartially, and in keeping with the following guidelines.

#### 2.3.3.6.

The criteria according to which excellence is defined will vary from discipline to discipline. The standards established by each discipline should be carefully considered by everyone involved in the evaluation of members of that discipline. Certain areas, such as the performing arts, may justifiably not require exactly the same criteria as do other disciplines. In these, creativity or other evidence of significant productivity may be presented. Achievements of this sort, however, should be of such quality and extent as to earn for the individual that same recognition in the discipline that significant research earns in areas of study in which research is an important factor.

### 2.3.4. CRITERIA FOR PROMOTION:

#### 2.3.4.1.

Nominees for promotion will be judged on the basis of their performance in teaching, research, scholarly and/or creative activity, and professional service as evaluated by their peers and appropriate administrative officers. Evidence of performance is to be, to the extent possible, objective and documented. Performance in these areas will be given different weights depending upon the assigned and budgeted duties of the individual concerned.

#### 2.3.4.2.

Requirements for minimum service in one rank are not absolute. Exceptions may be made on the basis of such items as unusual and meritorious service, the peculiar nature of a discipline, the standards of an accrediting organization, or non-academic experience of a particularly valuable nature.

#### 2.3.4.3.

Similarly, account must be taken of the peculiar and perhaps unique aspects of certain fields, and of the budgeted and assigned duties of individuals. For the first, evidence of creativity may substitute for research in certain of the applied and performing arts. For the second, a faculty member assigned heavy administrative duties along with teaching would not be expected to be as productive in research or service as one not so burdened, while a faculty member employed part-time by a research bureau or institute would not be given the same credit for research productivity as a faculty member performing equivalent research in addition to carrying out full-time teaching duties.

### 2.3.5. TEACHING:

#### 2.3.5.1.

Since the first responsibility of the University is the education of its students, excellence in teaching should be continually encouraged and rewarded. No nomination for promotion should be made without accompanying evidence of the nominee's effectiveness as a teacher. Inevitably, the rating of teaching ability is to some degree a value judgment. It is incumbent upon each department to develop a procedure whereby all factual information relative to a candidate's work as a teacher is available at the time s/he is considered for promotion.

- a. Command of subject matter.
- b. Ability to organize and present subject matter in a logical and meaningful way.
- c. Ability to motivate students.
- d. Development of instructional techniques or teaching materials.
- e. Successful direction of theses, dissertations or independent research projects; and effective leadership of research projects which are intended in part to train students in research techniques.
- f. Textbooks or other published materials indicative of teaching interest and effectiveness. Such publications would also be considered as contributions to research, scholarly or creative activities.

#### 2.3.5.2.

It should be stressed that these examples are intended to suggest types of evidence which might be furnished, but that they are neither inclusive nor exclusive.

#### 2.3.5.3.

Considerations other than hours of classroom contact should include such matters as the total number of preparations per semester, the number of courses per academic year, the level of difficulty of the courses, the number of students assigned to the classes, and time and location of courses.



### 2.3.6. RESEARCH, SCHOLARLY AND CREATIVE ACTIVITY:

Research, and scholarly and creative activities are important areas of faculty involvement in the University. Clear evidence of the quality of work should accompany each application. Evidence supplied by the candidate might include records of the following:

#### 2.3.6.1.

Publications: These include textbooks, books or chapters in books, articles in refereed journals, articles in non-refereed journals, monographs, refereed and non-refereed conference proceedings, book reviews, and other related items.

#### 2.3.6.2.

Papers presented: These include those papers presented at local, state, regional, national, and international professional meetings. The significance of content and selection process should be considered in the process of reviewing such presentations.

#### 2.3.6.3.

Performances or exhibitions: These include performances or exhibitions that are invited or juried by nationally or regionally recognized members or groups within the discipline.

#### 2.3.6.4.

Research in progress: Verification of stages of development is mandatory.

#### 2.3.6.5.

Other items such as funded or unfunded research proposals, computer software development, or audio-visual media may also be considered.

### 2.3.7. PROFESSIONAL SERVICE:

#### 2.3.7.1.

Service as a criterion for promotion goes beyond such duties as committee work, help with the development of departmental projects, assistance with departmental administration, membership in faculty organizations, service on standing university committees, and similar activities which should be considered a normal part of one's professional duty. Service accepted as qualification for promotion exists in three broad categories.

- a. Non-routine service to the University. The distinguishing factor in such service is the commitment on the individual's part of a significant amount of time and effort to valuable projects of a generally academic nature.
- b. Service to one's discipline. Such service should be on a level that brings significant recognition to the individual and the institution.
- c. Service to the larger society of which the University is a part. Generally, activities falling under this category are those in which the faculty member participates as a representative of the University and/or his or her academic discipline.

- d. In addition to other duties, effective participation in departmental, school or university programs of an instructional nature, such as public lectures, seminars and non-degree programs.

**2.3.7.2.**

A faculty member's contributions in the area of service are subject to evaluation based on criteria uniquely applicable to this aspect of his or her work. As is the case with teaching, it is difficult to evaluate service; however, it is the responsibility of the peer review committees and administrative officers recommending candidates to develop criteria and to document performance. Among the criteria on which the evaluation of service should be based are the effectiveness with which the service is performed, its relation to the general welfare of the University, and its effect on the development of students and other faculty members.

**2.3.8. ASSISTANT PROFESSOR:** Those faculty promoted to or hired at the rank of Assistant Professor should meet the following criteria:

**2.3.8.1.**

Possession of an earned terminal degree, as defined by the discipline, from an accredited institution.

**2.3.8.2.**

Evidence from academic records, recommendations, interviews, or other sources that the individual is adequately trained in the discipline and is otherwise competent to carry out the duties and responsibilities of a member of a university faculty.

**2.3.8.3.**

Evidence that the individual can maintain good relations with students and will cooperate with colleagues.

**2.3.8.4.**

Evidence of effective teaching if the individual has taught at the college level. If the individual has not taught at the college level, evidence should be obtained that satisfactory teaching performance can reasonably be expected.

**2.3.8.5.**

Promise of productive creative and scholarly research and service.

**2.3.9. ASSOCIATE PROFESSOR:** Promotion to the rank of associate professor should be made with great care. The general requirements are as follows:

**2.3.9.1.**

Earned terminal degree, as defined by the discipline, from an accredited institution in the instructional discipline or related area.

**2.3.9.2.**

Five years of academic experience in the rank of assistant professor. Only one year of a leave of absence for scholarly recognition, such as Fulbright or Marshall scholarship awards, will be credited toward satisfying the experience requirement for promotion.

**2.3.9.3.**

Evidence of good character, mature attitude, and stable personality.

**2.3.9.4.**

Documented evidence of teaching effectiveness, and professional service.

**2.3.9.5.**

Documented evidence, as accepted within the discipline, of scholarly productivity in research or creative endeavors.

**2.3.9.6.**

Participation in the activities of state, regional or national professional organizations related to the candidate's discipline.

**2.3.10.**           **PROFESSOR:** The highest rank to which one may be promoted is that of Professor. Promotion to this rank should indicate that the individual has given long and meritorious service, and has achieved recognition on a regional or national scale. The general requirements are as follows:

**2.3.10.1.**

An earned terminal degree, as defined by the discipline, from an accredited institution in the instructional discipline or related area.

**2.3.10.2.**

Six years of academic experience in the rank of associate professor. (Time spent on leave may be counted as indicated in the requirements for associate professor).

**2.3.10.3.**

Documented evidence of teaching effectiveness. (See statement under "Teaching".)

**2.3.10.4.**

Successful research, scholarly and/or creative activity, as evidenced by such accomplishments as one or more published scholarly books, articles in professional journals in one's discipline, presentation of papers before regional, national or international professional groups, receipt of major research grants, and/or a record of significant exhibitions or performances.

**2.3.10.5.**

Professional service of an outstanding nature, usually of such kind as to make the individual regionally or nationally known in the discipline, or, alternatively, as a leading figure in service efforts promoted by the institution.

**2.3.10.6.**

Evidence of good character, mature attitude, stable personality, and a high degree of academic maturity.

## 2.3.11. APPEAL PROCEDURE:

### 2.3.11.1.

An appellate procedure stands as a basic and important part of the overall promotion granting process. The responsibility of evoking the appeal procedure must be assumed by the candidate.

### 2.3.11.2.

The first of two appeal opportunities follows the dean's recommendation and proceeds that of the president. Within seven days after receiving, in writing, the dean's recommendation, the candidate may request a pre-appeals conference with the vice president at which time s/he will inform the vice president whether or not s/he is offering an appeal to the University Promotion and Tenure Appeals Committee. That Committee will be composed of one faculty senator elected by the Senate who will chair the committee, and one member from each college or school as elected by faculty senators from that college or school. Terms of appointment shall be for two-year staggered terms with the exception of committee chairs who will serve only a one year term. All members will be tenured and will hold professorial rank. Deans, department chairs, and other administrative personnel are excluded from membership on this committee.

### 2.3.11.3.

After the pre-appeals conference, if the candidate has decided to proceed with the appeal, s/he must file an appeal in writing with the University Promotion and Tenure Appeals Committee within one week or forfeit the right to appeal at that level. When the appeal goes forward, the vice president will submit the candidate's complete promotion dossier to the chair of the University Promotion and Tenure Appeals Committee. The Committee shall review information relative to each appeal in accordance with procedures developed by the Committee for all such appeals and incorporate its recommendations as a part of each candidate's dossier to be returned to the vice president for consideration. The Committee will also send a copy of its recommendation(s) to the candidate.

### 2.3.11.4.

The second appeal opportunity is after the president's decision is made known. The appeal is directed to the Board of Regents in accordance with Board policy.

REPORT AND RECOMMENDATION

from:

The President's Task Force on the Development  
of a Division of Health Sciences at  
East Tennessee State University

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### Preamble

In April, 1985, Dr. Ronald E. Beller, President of East Tennessee State University, appointed a Task Force which was given the responsibility to develop and produce a feasibility study for the possible establishment of a Division of Health Sciences as an integral component of the infrastructure of the University. This report and its accompanying recommendation is the consequence of twenty formal meetings and interview sessions which were held between May 8, 1985 and April 26, 1986.

## Task Force for the Division of Health Sciences

### Members

1. Dr. Richard G. Skalko (Chairman)  
Professor and Chairman  
Department of Anatomy  
Quillen-Dishner College of Medicine
2. Dr. Jim Perry  
Professor and Chairman  
Department of Psychology  
East Tennessee State University
3. Dr. Arthur Houglund  
Associate Professor  
Department of Health Sciences  
East Tennessee State University
4. Dr. Ben Lyle  
Professor  
Department of Technology  
East Tennessee State University
5. Ms. Linda Norman  
Assistant Professor  
Associate Degree Nursing  
East Tennessee State University
6. Dr. Allan Spritzer  
Dean  
College of Business  
East Tennessee State University
7. Dr. David Tiffany  
Assistant Director of Development  
Office of Development  
East Tennessee State University
8. Dr. Charles Votaw  
Professor and Associate Dean  
Office of Academic Affairs  
Quillen-Dishner College of Medicine
9. Dr. Glenn Bettis  
Associate Professor  
Department of Technology  
East Tennessee State University
10. Dr. Nancy Garland  
Assistant to the President  
Office of the President  
East Tennessee State University

Task Force for the Division of Health Sciences

CHARGE

1. Open discussion with all interested parties on feasibility of development of the Division of Health Sciences which will include the College of Medicine, School of Nursing, and the School of Public and Allied Health.
2. Solicit input from all segments of the University community and use input to identify both strengths and weaknesses.
3. Make specific recommendations with respect to budgeting problems. The problem is that the College of Medicine is funded differently than the College of Nursing and the School of Public and Allied Health which are formula driven.
4. The chairman has the responsibility to get organizational charts and programs from similar institutions. A specific request is to explore how institutions which have developed such a division recently have accomplished this objective.
5. Nancy Garland of the President's Office is to serve as liaison between the President and the Task Force.
6. The President has no objection to receiving both minority and majority reports. All views are to be expressed.

Amended May 9, 1985



A PROPOSAL TO ESTABLISH A DIVISION OF HEALTH SCIENCES AT  
EAST TENNESSEE STATE UNIVERSITY

A major element of the mission of East Tennessee State University is the support of comprehensive programs in the health professions and related disciplines which will prepare individuals for careers while helping to improve the quality of public health and the delivery of health care services in the region and in the state.

In this context, a task force was appointed in the spring of 1985 to assess the potential benefits to the University of the establishment of a Division of Health Sciences. An extensive interview process was undertaken at that time in which members of the University administration and the University faculty were invited to express their views on this subject. While some potential disadvantages were expressed, particularly with regard to funding of such a Division and the impact of its establishment on current procedures relating to faculty promotions and faculty tenure, there are several positive features which suggest that the establishment of a Division of Health Sciences is a natural step in the growth and development of East Tennessee State University, it will serve to enhance the prestige of

the University in the entire health care field both regionally and nationally and it is consonant with the current mission of the University. Accordingly, we recommend that the University administration, the Board of Regents and the Tennessee Higher Education Commission give positive consideration to the establishment of a Division of Health Sciences. We further recommend that these bodies give careful consideration to the following factors:

1. Develop an administrative structure which will enhance the establishment of conjoined efforts by the various units (School of Nursing, School of Public and Allied Health, Quillen-Dishner College of Medicine) in the areas of research, teaching and service.
2. Develop an appropriate mechanism to guarantee the administrative autonomy of each of these units with respect to faculty appointments, promotion and tenure in accord with current guidelines.
3. Develop a mechanism to insure adequate funds are available to implement the goals of the Division in a manner which ensures the orderly growth of current programs within the units and permits the flexibility essential for the development of conjoined programs.



MEMORANDUM

TO: Bill Fisher

FROM: Homer D. Kemp, President, TTU Faculty Senate

DATE: May 26, 1987

I thought you might not be aware of this SBR initiative. If it goes into effect, as it probably will, and if it applies to faculty, there will be nothing of substance left that is grievable.

XL: Mr. Kemp



The State University  
and Community College System of Tennessee

1161 Murfreesboro Road • Nashville, Tennessee 37217 • (615) 741-4821

M E M O R A N D U M

TO: All Presidents  
FROM: Thomas J. Garland *TJG*  
SUBJECT: Proposed Guidelines for Development of Institutional Grievance Procedure  
DATE: May 13, 1987

Attached for your review and comment are proposed guidelines for development of institutional grievance procedures. These guidelines have been prepared by the Board staff and reviewed with personnel officers and the Business Affairs Sub-Council.

These guidelines are developed to assist institutions in developing procedures to be utilized in response to employee grievances. Also attached is a model grievance procedure for grievances filed by non-faculty employees. This procedure is consistent with the guidelines for development of institutional grievance procedures. The need for a comparable faculty model grievance procedure should be discussed with institutional staff prior to the next Presidents meeting.

The staff will be prepared to respond to any questions you may have concerning the proposed guidelines.

TJG/1

Attachment

PROPOSED  
GUIDELINES FOR DEVELOPMENT OF INSTITUTIONAL  
GRIEVANCE PROCEDURES

- I. INTRODUCTION - These guidelines have been developed to assist institutions in drafting procedures for addressing grievances filed by institution employees.
  
- II. APPLICABILITY OF PROCEDURES
  - A. All employees, including probationary employees, should have access to a grievance procedure.
  
  - B. Separate procedures must be developed for faculty and non-faculty employees.
  
  - C. The Institution may develop separate procedures for equal employment opportunity complaints and/or sexual harassment complaints or may incorporate the procedures for either or both into the procedures for other grievable complaints. If the procedures are combined, the person(s) designated to receive equal employment opportunity complaints and/or sexual harassment complaints should be involved in the procedure.
  
  - D. A grievance may be filed for any matter which the employee believes adversely affects his/her employment and which is within the administrative discretion or control of the Institution, except the following matters which are not grievable under these procedures:
    1. Actions related to the suspension of employees for cause or termination in violation of an employment contract which fall within the appeals procedure of SBR Policy No. 1:06:00:05.
    2. Grievances arising from disciplinary action taken against an employee, including verbal warnings.
    3. Action for which a hearing is available to the employee under the Tennessee Uniform Administrative Procedures Act or other State Board of Regents policy.
    4. Termination of clerical or support personnel during or at the end of the initial probationary period.
    5. Performance reviews and supervisory counseling.
    6. Position reclassifications.
    7. Elimination of a position due to a reduction in force, lack of funds, reorganization, financial exigency or curricular reasons.

- B. Decisions should be based on full and fair consideration of all pertinent facts and circumstances.
- C. The procedure should include time limits within which a grievant dissatisfied with a decision must take the grievance to the next highest step. The decision-maker at each step should also be given a time limit for notifying the grievant of the decision. The President should be authorized to grant reasonable extensions of the time limits upon a showing of good cause.

VII. GRIEVANCE COMMITTEE - The Institution may wish to establish a grievance committee to advise the President on those grievances which reach the final decision-making level. The following guidelines govern the use of such a committee.

- A. Separate committees should be established for faculty and for non-faculty grievances. Only faculty should be included on the faculty committee and only non-faculty on the non-faculty committee.
- B. A system of selecting members of the committee should be adopted which ensures that committee members will be disinterested in the outcome. Any committee member selected who has a particular interest in the outcome of the decision should be replaced with an alternate to avoid a biased decision.
- C. The number of individuals on the committee should be small enough to be efficient. An odd number is recommended. It is also recommended that a chairman be selected for each committee.
- D. The committee should conduct an independent and thorough investigation. In order to do so, it should have the power to receive evidence from the grievant, gather evidence from other sources and call witnesses.
- E. The procedures may give the grievant the right to a hearing with all witnesses present; or, in the alternative, the procedures may allow the committee to hear each witness, including the grievant, separately. In any event, the grievant should be allowed to present any pertinent evidence to the committee and to have the committee call those witnesses who have testimony pertinent to the decision.
- F. The committee should make a written report of its recommendation and reasons to the President. The President may then adopt the committee's recommendation, in whole or in part, or may make his/her decision independent of the committee's findings.
- G. The grievant should be provided a copy of the Committee's report along with the President's decision.



The  
TEACHING  
PROFESSOR

Dear Subscriber,

Thank you for your faith in our new newsletter The Teaching Professor. We are gratified by the warm response that college teachers have given the publication, indicating that improving teaching skills is a top priority among faculty members.

You can count on your newsletter to give you the support you need in the classroom... to help you convey your passion for your subject, and its value to the world and to your students. And The Teaching Professor can give you the skills you need to make the difference.

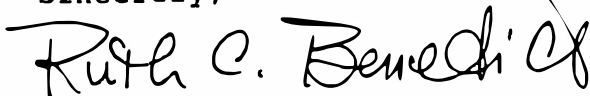
You can also count on the editor of The Teaching Professor to inspire, motivate and sometimes even amuse you, as only an insider can do.

As head of the instructional development program at the Pennsylvania State University, editor Maryellen Gleason Weimer is a teaching professor herself. Her mission is to support and encourage faculty efforts to maintain and improve instructional quality, and now her efforts can be appreciated nationwide.

To assure that your newsletter reflects your concerns, we urge you to pass on to us your comments, criticisms and ideas about it. With your help, this newsletter can truly change the course of higher education... for the better.

Again, welcome to The Teaching Professor, and we look forward to helping you increase the number of "good days" you enjoy in your classroom.

Sincerely,



Ruth C. Benedict  
Associate Publisher



# TEACHING PROFESSOR

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