

College of Arts & Sciences

Mission Statement & By Laws

College Mission Statement

As the largest and most comprehensive academic unit of the University of Tennessee, the College of Arts and Sciences seeks to advance excellence in teaching, research/creative activity, and service. Through twenty-six academic departments as well as seventeen centers and institutes, the College provides general education courses to all undergraduate students on the Knoxville campus. More than 500 full-time faculty members offer over sixty undergraduate majors and pre-professional programs as well as some fifty graduate programs to degree-seeking students. The College of Arts and Sciences - consistent with the mission of The University of Tennessee - is firmly committed to academic freedom, creative thought, open and rigorous intellectual inquiry, high standards of academic responsibility, and respect for diversity. In accordance with these basic commitments, the mission of the College of Arts and Sciences is:

- A. to provide a comprehensive and varied undergraduate and graduate curriculum of high quality in the natural sciences, social sciences, humanities and fine arts. This curriculum consists of:
 1. a core of general education courses for students both within and outside the College of Arts and Sciences;
 2. undergraduate academic and pre-professional programs within College departments and inter-disciplinary concentrations, designed to prepare students for immediate entry into professional careers or for graduate/professional study; and
 3. programs of graduate study in the various disciplines comprising the College. Educational goals are achieved through formal, structured courses, by engaging students in scholarly research and creative activity, and by encouraging independent and guided study both in the United States and abroad;
- B. to support excellence in teaching, research and creative activity of faculty within the College. This requires:
 1. recruitment of outstanding teacher-scholars and maintenance of a strong tenured faculty;
 2. continuing effort to achieve and preserve competitive salaries, opportunities for faculty renewal, and teaching and research support, including the improvement of classrooms and laboratories, and the provision of adequate art galleries, performance halls and related facilities; and
 3. facilitation of faculty initiatives in pursuit of internal and external research funding;
- C. to encourage public and professional service activities of departments and faculty within the College. These activities include:
 1. academic work performed beyond the scope of commitments within the University;
 2. community outreach within the state of Tennessee and beyond; and
 3. faculty participation in the work of professional associations in their academic disciplines both in the United States and abroad.

The ability of the College to fulfill its mission in teaching, research/creative activity, and service requires an adequate base of public funding. The mission is further enhanced by an ongoing development program designed to cultivate broad support of the College through corporate and private donations, and through volunteer efforts such as those of an active Board of Visitors.

In meeting its responsibilities for the intellectual growth of undergraduate students, the College emphasizes the importance of systematic advising to advance the achievement of academic and professional goals. Through Advising Services, faculty advisors from each department in the College are provided with essential staff support and coordination in working with student advisees.

The College is firmly committed to increasing and maintaining diversity within the faculty, administrative staff, and student body, both undergraduate and graduate. This advancement of diversity is reflected in the College's recruitment and hiring efforts, educational programs and cultural offerings, research and creative activity, and record of service.

College By Laws

I. STATEMENT OF PRINCIPLES GOVERNING THE COLLEGE OF ARTS AND SCIENCES

These bylaws are based on the premise that faculty should be involved in important decisions affecting the College. The lines of communication between the faculty and the College Administration should be kept open and clear to assure maximum feasible participation of faculty in administrative affairs. This should include faculty approval of new academic programs before implementation of budgetary planning, establishment of long range goals and strategies, and consultation in the selection and retention of administrative officers of the College including the Dean, Associate Deans, and Directors.

While the nature, extent, and particular form of faculty participation in departmental affairs will differ among departments, it should extend to at least the following areas: (a) decisions regarding the hiring of new faculty, including the choice of new Department Heads; (b) decisions on department curriculum and degree programs and requirements; (c) consideration of tenure and promotion of faculty. To the maximum feasible extent, all faculty should have a voice in approving the membership of department standing committees, except in those matters where College or University rules prescribe membership and/or procedures, e.g., tenure and promotion decisions.

Recognizing that departments will vary in size, organization, tradition, and experience, each department should develop a set of written procedures regulating department decisions on curriculum degree programs and requirements, and the hiring of new personnel. Such procedures should be consistent with the spirit of faculty participation in department governance as well as with general College and University policies.

By adoption and periodic review of these *Bylaws*, the faculty evidences its commitment to full participation in all levels of academic governance in the College. The faculty seeks, through the exercise of the decision-making responsibilities recognized herein, to organize its resources as a community of scholars to help conduct the affairs of the College of Arts and Sciences.

II. CONDUCT OF COLLEGE BUSINESS

- A. The faculty of the College shall consist of all full-time academic personnel with the rank of Assistant Professor or above. Faculty members holding full-time academic appointments shall have voting privileges on College matters. Administrative officers of the College include the Dean and all administrative persons appointed by the Dean, including but not necessarily limited to Associate Deans, Assistant Deans, Directors, Coordinators and Department Heads. An administrative officer who also holds a faculty appointment retains all faculty rights.
- B. Should a faculty member consider the administrative conduct of a College officer to be in conflict with the *Bylaws* of the College he/she may institute a faculty study of the complaint in the following manner:
 1. The faculty member must exhaust all his/her normal administrative remedies.
 2. The faculty member may take his/her complaint to the Arts and Sciences Advisory Council which shall hear the complaint of the faculty member and decide whether to place the question on the agenda of the next faculty meeting.
 3. If the matter is placed on the agenda of a faculty meeting, the faculty shall consider whether to establish a special committee to study the charges.

4. If a special faculty committee is established, it shall investigate the charges and report to the Arts and Sciences Advisory Council.
 5. The Arts and Sciences Advisory Council shall forward the report to the faculty with the recommendation that the special committee's report be accepted or rejected.
- C. All standing committees of the College are named and defined in the following pages. No faculty member may serve simultaneously on more than one elected faculty committee within the College. Administrative officers of the College may hold more than one ex-officio position on elected or appointed committees.
 - D. The Arts and Sciences Advisory Council, or a majority of faculty present at a general meeting of the College faculty, may establish special committees as deemed warranted. The faculty as a whole shall be informed in writing by the Dean when such committees are established. Establishment of a special committee need not be on the agenda of the faculty meeting to be valid.
 - E. A standing committee may be created by a majority vote of the faculty present at a faculty meeting, provided the item has been placed on the agenda. The composition or powers of a standing committee may be altered by a two-thirds vote of faculty present at a faculty meeting provided the question has been placed on the agenda. A standing committee may be dissolved provided that the question of dissolution has been placed on the agenda.
 - F. The Dean of the College may establish from time to time ad hoc committees to investigate issues or gather data about issues as they may arise.
 - G. Faculty meetings may be called by the Dean or the Arts and Sciences Advisory Council as needed, and upon petition of ten percent of the College faculty, the Dean shall call such meeting.
 - H. Faculty meetings shall be open to observers who are members of the University community or are residents of the State of Tennessee.
 - I. The agenda for faculty meetings must be distributed to the faculty at least five (5) calendar days before the meeting. Items may be placed on the agenda by the Dean of the College, the Arts and Sciences Advisory Council, the Curriculum Committee, faculty action at the previous faculty meeting, or petition signed by ten percent of the faculty. Items not included on the announced agenda may not receive final action at a faculty meeting. In extraordinary circumstances as defined by the Dean, this regulation may be waived by a three-fourths vote of the faculty present.
 - J. A quorum for conduct of College business shall consist of representatives from the faculty, as previously defined, of at least fifteen Arts and Sciences Departments.
 - K. Faculty meetings shall be conducted in accordance with the procedures set down in the revised *Robert's Rules of Order*. The Dean shall appoint a Parliamentarian for faculty meetings.
 - L. Elections: All elections set forth in these *Bylaws* shall be by mailed secret ballot. For electoral purposes the three divisions of the College shall consist of the following:

Humanities	Social Sciences	Natural Sciences
Art	Anthropology	Biochemistry, Cellular and Molecular Biology
Classics	Audiology and Speech Pathology	Division of Biology
English	Geography	Chemistry
Interdisciplinary Studies	History	Computer Science
Modern Foreign Languages and Literatures	Political Science	Earth and Planetary Sciences
Music	Psychology	Ecology and Evolutionary Biology
Philosophy	Sociology	Mathematics
Religious Studies		Microbiology
Theatre		Physics and Astronomy

III. ARTS AND SCIENCES ADVISORY COUNCIL

The Council is to be composed of the Dean of the College, one Associate Dean and one representative elected by each of the academic departments. Persons holding joint administrative/faculty appointments are not eligible for election. One Associate Dean shall act as secretary to this body.

New members shall begin their terms in the succeeding Fall semester. Members shall serve for three-year terms. No member of the Council may be re-elected or re-appointed in the year in which his or her term expires. Vacancies in membership shall be filled by the department.

A. Organization and Meetings of the Council

The Advisory Council shall be chaired by the Dean of the College. Regular meetings of the Council shall be held at least twice each semester. The Dean may call other meetings at his or her discretion or at the request of at least five members of the Council. The agenda for all regularly scheduled meetings shall be distributed to all members at least one week in advance.

B. Functions of the Advisory Council

The Advisory Council shall perform the following functions:

1. It shall advise the Dean on the agenda of faculty meetings and shall have the prerogative to place items on the agenda.
2. It shall recommend to the Dean criteria and procedures for selection of designated College Deans, Directors and Department Heads.

3. The Council shall advise and counsel the Dean in matters pertaining to planning and program development of the College. Such advice and counsel shall include but not necessarily be limited to program priorities which underlie broad budget decisions of the College. The Council shall not advise on budget allocations of specific departments, but its advisory function shall include such matters as: general budget philosophy; leave practices of the College; salary averages; stipends for teaching assistants and research assistants; new College programs that require fiscal considerations; changes in existing priorities and programs that bear upon budget allocations; and general criteria for determining the distribution of new faculty positions in the College.
4. The Council shall identify problems that relate to faculty morale; communication of information within the College; and student-faculty relations.
5. The Council shall review nominations for standing committees in the Spring. Nominations will come from the faculty and from the standing committees. Any Council member may nominate further candidates.
6. The Council shall periodically review the standing and special committee structure of the College and may recommend to the faculty changes in existing structure, including the abolition or addition of committees or of procedures relating to faculty governance.

IV. COLLEGE COMMITTEES

A. Promotion and Tenure Committee

This committee shall consist of ten members elected by the College faculty for staggered three-year terms and shall elect its own chair who shall serve for a two-year period. Composition shall be two members from each of the following areas: Fine Arts, Humanities other than Arts, Natural Sciences, and Social Sciences. There shall be two at-large members and one non-voting representative from the College office who shall serve as an ex-officio member.

The Committee shall review and evaluate all promotion and/or tenure recommendations submitted by the departments in the College. It shall then make recommendations to the Dean. Each recommendation shall require a simple majority vote and shall include 1) a tabulation of votes from all committee members indicating either "for" the promotion, "against" the promotion, or "abstention" and 2) a brief summary report prepared by the chair and approved by the committee.

During the Spring term the Dean shall call for nominations from the faculty. Any tenured faculty member whose nomination is supported by a written petition of ten (10) or more faculty signatures shall be placed on the ballot by the Arts and Sciences Advisory Council. In the absence of at least the required number of nominees the Council shall complete a final slate of candidates which will be presented by mail for a vote by the faculty. No faculty member shall be nominated for election to this committee without his or her prior consent.

B. Divisional Committees

The three Divisional Committees (Humanities, Natural Sciences, and Social Sciences) shall consist of the Administrative Head of each member department or program or his or her representative. Each Committee shall select its own Chairperson who shall serve a two year term. The Dean or his or her designate shall serve as an ex-officio non-voting member.

The Divisional Committees shall review curricular proposals approved by member departments or programs and report to the Curriculum Committee. The Divisional Committees may accept, modify, or reject curricular proposals coming to them from member departments or programs. Proposals substantively modified by a divisional committee shall be approved by the concerned department or program before the proposals may be considered by the Curriculum Committee. In addition, the Committees may consider general questions which concern the well being of the division and make curricular proposals to the Curriculum Committee and administrative proposals to the Advisory Council.

Composition of Divisional Committees:

Humanities Divisional Committee	Natural Sciences Divisional Committee	Social Sciences Divisional Committee
Art	Agriculture (non-voting)	Anthropology
Classics	Audiology and Speech Pathology	Audiology and Speech Pathology
Education (non-voting)	Anthropology	Business Administration
English	Biochemistry, Cellular and	(non-voting)
History	Molecular Biology	Economics
Interdisciplinary Studies	Biomedical Sciences	Education (non-voting)
Library (non-voting)	Biology	Geography
Mathematics	Chemistry	History
Modern Foreign Languages and	Computer Science	Interdisciplinary Studies
Literatures	Earth & Planetary Sciences	Library (non-voting)
Music	Ecology and Evolutionary Biology	Political Science
Philosophy	Education (non-voting)	Psychology
Religious Studies	Engineering (non-voting)	Religious Studies
Theatre	Geography	Sociology
	Library (non-voting)	
	Mathematics	
	Microbiology	
	Physics and Astronomy	
	Psychology	
Two student members appointed annually by the Dean's Student Advisory Council		

C. Curriculum Committee

This Committee shall consist of nine (9) faculty members including: the Chairs of the three Divisional Committees; one College representative to the Graduate Council (to be selected by caucus of the elected representatives to that Council); two College representatives to the Undergraduate Council (to be selected by caucus of the elected representatives to that Council); and three persons elected by the Faculty of the College by secret ballot for staggered three-years terms. The Dean of the College or his or her designate shall chair the Committee and the Director of Student Affairs and Advising Services shall serve as an ex-officio member. During the Spring term the Dean shall call for nominations from the faculty. Any faculty member whose nomination is supported by a written petition of ten (10) or more faculty signatures shall be placed on the ballot. The person with the largest number of votes shall be elected. If any election should result in a tie, the election shall be decided by lot. No committee member may serve on the Committee during the two years following expiration of his or her term.

The Curriculum Committee is a policy making unit charged with providing leadership and recommendations in curricular development. It shall review all curricular proposals before they are presented to the faculty. It may refer items for further study to the department which submitted them (and, if revised, these will be returned to the Curriculum Committee or the Associate Dean for Academic Programs for further action). It may request further information or justification from appropriate committees or departments.

A copy of all proposals approved by the College Curriculum Committee will be distributed to each Academic Department and Program. Although the faculty delegates the responsibility for review and approval of program-specific curricular changes to the Curriculum Committee, a period of three weeks will be allowed during which time a request of twenty-five faculty members for reconsideration of a proposal will cause the proposal to be returned to the Curriculum Committee. Changes considered by the Curriculum Committee to be major, significant, or controversial will be forwarded to the faculty for vote.

D. Interdisciplinary Studies Committee

There are currently thirteen (13) standing interdisciplinary studies committees. They are: African and African-American Studies; American Studies; Ancient Mediterranean Civilizations; Asian Studies; Cinema Studies; Comparative Literature; Environmental Studies; Judaic Studies; Latin American Studies; Legal Studies; Linguistics; Medieval Studies; Women's Studies. New programs may be added by a majority vote at a faculty meeting if announced on the agenda.

Appointment to the various Interdisciplinary Committees shall be made for an indefinite period by the program chairs with the approval of affected committee membership and the Dean of the College. Appointment shall be based upon the area of expertise of the individual faculty member. Chairpersons of the Interdisciplinary Committees shall be appointed by the Dean with the concurrence of the Arts and Sciences Advisory Council. The Interdisciplinary Committees are responsible for overseeing their particular areas.

E. Health Professions Advisory Committee

The Coordinator of Health Professions and Career Information shall chair the Committee. Selected faculty advisors for the following pre-professional areas shall be members of the Committee: medicine, dentistry, pharmacy, medical technology, physical therapy, nursing, optometry, speech-language pathology and audiology. All committee members shall be appointed or reappointed annually by the Dean upon recommendation of the Coordinator of Health Professions and Career Information. The Dean of the College or his or her designate shall be an ex-officio non-voting member of the Committee. The Chairperson shall select a member of the Arts and Sciences Advising Services staff to serve on the Committee. Two student members shall be appointed annually by the Dean's Student Advisory Council. New areas may be added to

the Committee by a majority vote at a faculty meeting if announced on the agenda. This Committee shall be responsible for the development of pre-health professional curricula and shall report its curricular proposals to the Curriculum Committee. The Committee shall advise the Coordinator of Health Professions on all other matters related to the health professions.

F. Scholarship Committee

This Committee shall consist of three (3) faculty members appointed by the Dean for staggered, three-year terms.

Two student members shall be appointed annually by the Dean's Student Advisory Council. The Director of Student Affairs and Advising Services shall chair this committee. This committee shall award scholarships to students of the College of Arts and Sciences. It shall have sole determination of the criteria to be used for awarding scholarships subject to limitations resulting from conditions established by the donors.

G. Individualized Program Committee

This Committee shall consist of nine (9) faculty members appointed by the Dean for staggered three-year terms. Two student members shall be appointed annually by the Dean's Student Advisory Council. The Dean of the College or his or her designate shall chair this committee.

This Committee shall approve individualized program proposals, recommend substantive changes in the program to the Curriculum Committee, and report periodically to the faculty on the state of the program.

H. College Scholars Committee

This Committee shall consist of at least six (6) faculty members named by the Dean for unspecified terms upon recommendation of the permanent chair of the College Scholars Program; two student members shall be appointed annually for one-year terms by the Dean's Student Advisory Council. The Dean shall appoint the Chair of this program. The College Scholars committee shall supervise the College Scholars Program, propose substantive changes to the Curriculum Committee, and report periodically to the faculty on the state of the program.

I. Academic Review Panel

This Panel shall consist of nine (9) faculty members appointed by the Dean for staggered three-year terms. The Dean shall designate three-member panels of this committee as needed to consider individual cases of alleged academic infractions by students in the College. In each case the Dean shall also appoint three student members chosen from the Dean's Student Advisory Council. All six individuals shall be voting members and this Board shall be chaired by a non-voting official of the UTK Student Conduct Office.

Arts and Sciences Review Boards have jurisdiction over all cases of asserted academic dishonesty where a professorial penalty has been assigned by an instructor whose primary academic unit is in the College of Arts and Sciences.

If the case being considered is one in which the student is simply appealing the professorial penalty (no disciplinary action has been requested) then the board has two primary issues to resolve:

1. Was there a reasonable basis for the instructor to impose a penalty under the circumstances of this case?
2. Was the instructor's imposition of a penalty reasonable in this instance?

A second consideration for the Academic Review Board in some instances will be assessing an appropriate disciplinary penalty.

V. DEAN'S STUDENT ADVISORY COUNCIL

The Council shall consist of two student representatives from each department. Members are responsible for having their department represented at all meetings. The Council shall select its own chairperson(s). The Director of Student Affairs and Advising Services shall serve as the Dean's liaison to this committee. Members of the Council are appointed by their respective Department Heads. Every effort should be made by the head to inform students of the existence of the Council and to solicit applications and recommendations for appointees from among the department's student population.

The Council shall meet at least once each semester. The Council provides a direct channel from students to the Dean and his or her staff in the College of Arts and Sciences and appoints student members to College committees subject to the approval of the Dean. It is expected that the members of the Council will act as liaisons between the students they represent and the Department Head, as well as between the department and the Council.

VI. ELECTIONS TO UNIVERSITY BODIES

A. Faculty Senate

The Faculty Senate delegation from the College of Arts and Sciences shall be comprised of one member elected by each department in the College plus as needed at-large members elected by that delegation. One-third of the College department's will elect Senators each year to three-year terms.

B. Graduate Council

The term and number of vacancies on the Graduate Council are determined by the regulations governing that body. The Dean or his or her designate shall serve as an ex-officio member of the Graduate Council. During the Spring term, the Dean shall call for nominations from the faculty. All faculty nominations which are supported by at least ten (10) faculty signatures shall be placed on the ballot. No faculty member, however, may have his or her name placed on the ballot without his or her permission. The faculty shall vote by written ballot and may vote for a candidate irrespective of the faculty member's own divisional affiliation. Candidates receiving the largest number of votes shall be elected. The divisional affiliation of each candidate shall be listed on the ballot.

C. Undergraduate Council

The term and number of vacancies on the Undergraduate Council are determined by the regulations governing that body. The Dean or his or her designate shall serve as one of the representatives to the Undergraduate Council.

During the Spring term the Dean shall call for nominations from the faculty. All faculty members whose nominations are supported by a written petition of ten (10) or more faculty signatures shall be placed on the ballot. No faculty member may have his or her name placed on the ballot without his or her permission. The faculty shall vote by written ballot and may vote for a candidate irrespective of the faculty member's own divisional affiliation. Candidates receiving the largest number of votes within their respective divisions shall be elected.

VII. AMENDMENTS

Amendments to the *College Bylaws* may be initiated by the Dean or by faculty petition supported by at least twenty faculty signatures which demonstrate support in two or more departments. Proposed amendments shall be placed on the agenda of the next scheduled meeting of the faculty. They may be put in effect by a two-thirds vote of the faculty present at that meeting provided that the proposed changes have been distributed in writing to the faculty with the announcement of the agenda.

VIII. RATIFICATION

These *Bylaws* shall be ratified if a majority of the faculty voting approve them. The vote shall be by mailed secret ballot distributed to those faculty members presently eligible to vote. These *Bylaws* shall go into effect at the beginning of the semester following ratification. Elections and appointments for the Fall term shall take place during the Spring term.

APPENDIX. Faculty Workload, Annual Evaluations, and Cumulative Review Policy and Process

I. Faculty Workload and Annual Evaluations

Faculty at The University of Tennessee (a Carnegie I Institution) are normally expected to contribute to the threefold mission of teaching, research and service.

Each academic department has final responsibility for designing, planning and implementing appropriate academic programs. Department Heads, in accordance with the *Faculty Handbook*, have flexibility in determining teaching responsibilities. In exercising that flexibility they should be guided by departmental *Statements on Teaching Responsibilities of College of Arts and Sciences Faculty*, copies of which are kept on file in both departmental and College offices.

Because of the great diversity among departments in the College of Arts and Sciences, it is not feasible to specify precise College guidelines to be used in determining teaching responsibilities. However, both departmental statements and practice are to be consistent with these general College guidelines:

1. Teaching responsibilities will vary among faculty within each academic department, and are likely to vary over time for individual faculty as their contributions to teaching, research and service vary.
2. Faculty who are currently contributing to the teaching mission only will be expected to teach 12 contact hours (typically 4 courses) per semester.
3. Factors to be considered in differentiated teaching assignments are these:
 - a. Large-scale external funding that serves the mission of the University and requires active administrative or scholarly involvement.
 - b. Administrative or other University duties beyond those expected of all faculty.
 - c. The current level of research, creative or scholarly activity.
 - d. Active supervision of theses and dissertations, an intensive form of non-classroom teaching.
 - e. Instruction in a variety of courses that require unusual preparation time, or instruction of large classes without grading or other assistance.

It is expected that the activities of each faculty member will be reviewed annually by the department head, in consultation with the faculty member being reviewed. A report will be filed with and reviewed by the

Dean of the College annually.

II. Cumulative Review - General Policy

A comprehensive, formal, cumulative performance review of each tenured faculty member shall occur regularly every five years to promote faculty development and to ensure professional vitality. (A promotion review shall substitute for the cumulative review if the promotion review is anticipated to occur within two years of a scheduled cumulative review. In no case shall more than seven years elapse between cumulative reviews.) A peer review of teaching may be conducted in conjunction with a cumulative review.

Cumulative reviews are based on information from the faculty member's annual reviews, and any other information specified in departmental bylaws as relevant to performance expectations for the faculty member in teaching, advising, research/scholarship/creative activity, and service.

III. Cumulative Review - Process

Cumulative reviews are normally conducted during the Spring semester. All reports and comments on them shall be maintained in personnel files in the department, with copies provided to the Dean's office. After receiving from the faculty member and departmental faculty at the same or higher rank recommendations for membership on the peer review committee, the department head shall appoint a three-person committee. One member of the peer review committee should come from outside the department, and one member shall be selected from a list submitted by the faculty member. Faculty members who are undergoing cumulative reviews should not serve on other cumulative review committees during the same year their review takes place.

The peer review committee shall examine the relevant information and shall make an evaluation of the faculty member's performance in the categories of teaching, advising, research/scholarship/creative activity, and service. The committee shall then reach an overall assessment of the faculty member's performance over the past five years, using the four categories of *exceeds expectations for rank*, *meets expectations for rank*, *needs improvement for rank*, or *unsatisfactory performance for rank*, and comment on specific strengths and weaknesses in performance. The report from the peer review committee is advisory to the department head, who then makes his/her own assessment and prepares a summary report according to a form developed by the campus administration to evaluate the faculty member's performance. The faculty member being reviewed shall be provided the opportunity to read, comment on, and sign the evaluation by the peer review committee and the department head. A faculty member's signature does not indicate his/her agreement or disagreement with the evaluation.

Faculty members whose performance is found through the cumulative review process to exceed or meet expectations for rank are eligible for pay increments according to levels established by the University of Tennessee, Knoxville. A faculty member whose performance is deemed to be unsatisfactory in a single cumulative review shall be reviewed further in accordance with Board approved procedures applicable to unsatisfactory performance for rank.

Cumulative reviews are optional for department heads. Each department head who chooses to participate in this process shall be reviewed by a three-member committee consisting of tenured faculty whose appointments are outside the department of the person being reviewed. Cumulative review committees for department heads shall be appointed by the Dean. Department heads should provide at least the following materials to the review committee:

1. A statement of departmental criteria for evaluation of faculty.
2. Review materials for the head's activities in teaching, research/creative achievement, and service during the five-years immediately preceding the cumulative review.

3. A current curriculum vitae.

Evaluation of the administrative performance of the department head is conducted annually by the Dean of the College and shall not be included in the cumulative review process.

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