

Bylaws of the College of Arts and Sciences The University of Tennessee, Knoxville March 3, 2015

Preamble

VALUES

Committed to the traditions of the liberal arts, the College seeks to promote the values of free and bold intellectual inquiry, vibrant and effective civic engagement, respect for diversity, and an understanding of the rich cultural heritage of our nation and the world.

MISSION

The College of Arts and Sciences is a diverse community of teachers, learners, and scholars, from across the nation and around the world, who work together to advance the frontiers of human knowledge and creative activity across a wide range of academic disciplines while serving communities beyond the campus through professional service and public engagement. The College seeks to uphold the highest standards of academic freedom and to cultivate in students the critical thinking skills, the spirit of intellectual inquiry, and the understanding of diverse human cultures necessary to become engaged global citizens. By emphasizing the core values of a liberal arts education, including life-long learning and adaptability, the College's academic programs provide students with the intellectual foundations for rich, fulfilled, and engaged lives and careers.

VISION

The College of Arts and Sciences will attract a diverse student population and provide both an excellent liberal arts education to undergraduates and an excellent professional education to graduate students. The College of Arts and Sciences will be a leader among public research universities in the Arts, Humanities, Natural Sciences, and Social Sciences by rewarding the scholarly and creative productivity of its members; by promoting increased external support for research, scholarship, and creative activity; and by supporting outreach to the state, the nation, and the world.

STATEMENT OF PRINCIPLES

These Bylaws are based on the principle of shared governance. In this context, it is the responsibility of the College administration to communicate freely, frankly, and in a timely fashion with all faculty members of the College on important decisions affecting the mission and operations of the College. Such decisions include, but are not limited to, approval of new academic programs and discontinuation of existing ones, budgetary planning, establishment of long-range goals and strategies, and the selection and retention of administrative officers of the College, including the Dean, Associate Deans, Directors and Heads. It is the responsibility of the College's tenured and tenure-track faculty to play a role in these administrative decisions through participation in College committees, councils and faculty meetings. As stated in the UTK Faculty Handbook (Chapter 5.1), all faculty members have the right to seek redress when these Bylaws are not upheld by the college administration.

Definitions

Throughout these Bylaws, the word "faculty" includes, unless otherwise specified, both tenured and tenure-track faculty with tenure homes in the College and non-tenure-track faculty appointed in the College or its academic units. The word "department" is understood to include the School of Art and the

School of Music, and the term “department head” is understood to include the Directors of the Schools of Art and Music. The term “voting faculty” is defined in Article II.A of these Bylaws.

Bylaws

1 I. ORGANIZATION AND GOVERNANCE

2 3 I.A Executive Structure

4 5 I.A.1 Dean

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7 I.A.1.a **Appointment:** The process by which the Dean is appointed is governed by the UTK Faculty
8 Handbook (Chapter 1.4.1). A search committee for the Dean of the College may include, in
9 addition to tenured and tenure-track faculty, department heads and associate deans, non-tenure-
10 track faculty members, departmental staff members, and students.

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12 I.A.1.b **Responsibilities:** The UTK Faculty Handbook (Chapter 1.4.1) describes the general
13 administrative duties of all academic deans. In addition to those duties, the Dean of the
14 College of Arts and Sciences is responsible for the following:

- 15
16 i. Leading the College in accord with its unique vision and mission statements.
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18 ii. Determining responsibilities for Associate Deans and Directors and, in consultation with
19 the tenured and tenure-track faculty of the College, creating new administrative offices or
20 eliminating existing administrative offices as needed.
- 21
22 iii. Communicating regularly with the College’s faculty, staff, and students about the
23 College’s successes and challenges, including promoting opportunities for faculty, staff,
24 and students to serve on College committees.
- 25
26 iv. Engaging the College’s constituencies in planning and development in all areas of the
27 College’s mission.
- 28
29 v. Efficiently and effectively managing the College’s resources.
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31 vi. Procuring new resources in order to assure development of the College’s capacities for
32 instruction, research and scholarly and creative activity, and service.
- 33
34 vii. Explaining and promoting the unique value of the liberal arts to campus administrators
35 and the public at large.

36 37 I.A.2 Associate Deans

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39 I.A.2.a **Appointment:** Associate Deans are appointed through the established search process for all
40 upper-level campus administrative positions. When an Associate Dean position is vacated, or
41 when a new Associate Dean position is established, the Dean will appoint the chair and
42 members of the search committee. The chair will be a full professor tenured in the College, and
43 the committee membership will be representative of the College’s disciplinary diversity. The
44 search committee will seek input from all appropriate College constituencies. It will submit to

45 the Dean a list of acceptable candidates. The report will be advisory to the Dean, who makes
46 the appointment.

47

48 I.A.2.b **Responsibilities:** The Associate Deans are expected to work collaboratively with each other
49 and with all levels of administration. The responsibilities of each Associate Dean are
50 determined by the Dean and are described on the College web site [see URL 1 in the Notes
51 section below].

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53 I.A.3 **Directors**

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55 I.A.3.a **Appointment:** The appointment of directors within the College administrative team follows
56 the procedures for exempt staff. The Dean appoints a search committee, seeking to give broad
57 representation to constituencies that have a direct relationship to the directors' offices.

58

59 I.A.3.b **Responsibilities:** The responsibilities of each director are determined by the Dean and are
60 listed on the College web site [see URL 2 in the Notes section below].

61

62 I.A.4 **Revision of Executive Structure:** The College's executive structure may be revised in order
63 to allow the College to better fulfill its mission. All proposed revisions to the structure will be
64 discussed with the Dean's Advisory Council and the department heads. The final decision on
65 the executive structure remains with the Dean, but the faculty have the right to bring any
66 concerns to the University's chief academic officer for review and mediation.

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68 I.B **Academic Department Structure**

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70 I.B.1 **Department Heads**

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72 I.B.1.a **Appointment:** See the UTK Faculty Handbook, Chapter 1.4.4.

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74 I.B.1.b **Rights and Responsibilities:** See the UTK Faculty Handbook, Chapter 1.4.2-3.

75

76 I.B.2 **Divisional Structure:** The College recognizes that departments and their faculty and
77 academic programs may have significant and important connections outside any divisional
78 structure that is created for administrative purposes. This interdisciplinary breadth is
79 fundamental to the College. Nonetheless, it can be useful in some contexts to define divisions
80 of the College that bring together units with broadly similar perspectives and instructional
81 missions. These are the four divisions of the College:

82

83 Arts: Art, Music, Theatre

84

85 Humanities: Classics, English, History, Modern Foreign Languages & Literatures,
86 Philosophy, Religious Studies

87

88 Natural Sciences: Biochemistry & Cellular & Molecular Biology, Chemistry, Earth &
89 Planetary Sciences, Ecology & Evolutionary Biology, Mathematics,
90 Microbiology, Physics & Astronomy

91

92 Social Sciences: Anthropology, Geography, Political Science, Psychology, Sociology

93

94 The Arts and Humanities divisions are combined into a single Arts & Humanities division for
95 the purposes of curriculum management (see Article I.D.3 below) and for Faculty Senate

- 96 elections. For the purposes of Faculty Senate elections, the Department of History is classified
 97 as a Social Sciences unit to ensure representational parity among divisions.
 98
- 99 **I.B.3 Interdisciplinary Programs:** Interdisciplinary programs are created and discontinued through
 100 the College's standard curriculum review process (see Article I.D.3 below). The Dean, or an
 101 Associate Dean designated by the Dean, appoints a chair for each interdisciplinary program
 102 after appropriate consultation with the program's constituents. Each interdisciplinary program
 103 is governed by its own bylaws, a copy of which should be submitted to the College office.
 104
- 105 **I.B.4 College Scholars Program:** The College Scholars Program is the College-wide honors
 106 program in which students design their own educational experience in close collaboration with
 107 one or more faculty mentors. Each College Scholar completes a substantial self-directed
 108 scholarly or creative project at the culmination of her or his undergraduate educational
 109 experience. The Director of the College Scholars Program is a tenured faculty member in the
 110 College who is appointed by, and reports to, the Dean and serves for an indefinite term.
 111
- 112 **I.B.5 Research Centers:** New research centers are formed through the initiative of faculty,
 113 department heads, and associate deans with final approval by the Dean. A research center is
 114 typically a group of faculty members from different disciplines who share common research
 115 interests and gather regularly for intellectual interaction. Centers may have a wide range of
 116 functions. Thus, each center is governed by its own bylaws. Research centers in the College
 117 report to the Dean through an Associate Dean designated by the Dean. Centers are reviewed
 118 every five years by the Faculty Senate Research Council and prepare a short report for the
 119 College at the conclusion of each fiscal year. A center may be formally discontinued by the
 120 Dean after consultation with the center members and relevant department heads.
 121
- 122 **I.C Processes for Units within the College**
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- 124 **I.C.1 Arts and Sciences Department Heads**
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- 126 **I.C.1.a Membership and Meetings:** Meetings of the Department Heads include the Dean of the
 127 College, the Associate Deans and Directors, the Department Heads, and two representatives
 128 from the Interdisciplinary Programs selected by the Interdisciplinary Programs Committee.
 129 The Dean of the College (or his/her designee) serves as chair and sets the agendas for meetings,
 130 which are typically held monthly during the academic year and as needed during the summer.
 131 The Dean may call other meetings at his or her discretion with at least two days advance
 132 notice, and must hold a meeting within ten days of a request for a meeting submitted by at least
 133 one-third of the department heads. The agendas for all regularly scheduled meetings will be
 134 distributed to all members at least two days in advance. Within one week of each meeting, the
 135 College office will distribute a summary of the business conducted at the meeting to the
 136 members.
 137
- 138 **I.C.1.b Charge:** Meetings of the Department Heads primarily serve to advance communications on all
 139 operations of the College, including campus-wide matters and academic and budgetary policies
 140 and procedures. The Department Heads are organized into four major divisions (Arts,
 141 Humanities, Natural Sciences, and Social Sciences, as described in Article I.B.2) which may
 142 meet separately to facilitate planning and communications.
 143
- 144 **I.C.2 Annual Budget Meetings:** In order to represent the College's budgetary needs to the campus,
 145 the Dean holds annual meetings with all budgetary units reporting to the College office. At
 146 these meetings, units present the previous year's achievements and request new resources for

147 the next budgetary cycle. The timing of the meetings is dependent upon the campus calendar,
 148 but the meetings generally occur two to three months before the College's annual planning
 149 meeting with the Provost. Units receive instructions on the presentations, which are open to the
 150 College staff and members of the Budget and Planning Committee. The Dean will report
 151 outcomes from campus budget hearings to Department Heads.
 152

153 **I.C.3 Allocation of Tenure-Track Faculty Lines:** All vacated tenure lines return to the College.
 154 The College consolidates vacant lines annually in order to re-allocate them in accord with its
 155 strategic plan. The following situations are exceptions to this "rule of return."
 156

- 157 (a) If a tenured faculty member is dismissed as a result of a Cumulative Performance Review
 158 (CPR), the line automatically returns to the department.
 159
 160 (b) In the event of a negative tenure decision (as determined by the department bylaws), the
 161 line automatically returns to the department only if the department faculty and the
 162 department head also recommended against tenure.
 163
 164 (c) If a search fails to result in an appointment, under most instances the searching
 165 department will be permitted to continue the search the next year. If, however, the
 166 department changes significant search parameters such as rank, qualifications, or
 167 disciplinary subfields, the department will need to submit a new request for a tenure-line
 168 position, which will then be considered with the other requests.
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170 Each spring semester, the Dean will issue a request for proposals to fill tenure-line positions
 171 and will allocate lines on the basis of the proposals received. The College will issue guidelines
 172 for the proposals at least one month in advance of the due date.
 173

174 **I.D College Committees and Councils**

175 **I.D.1 Dean's Advisory Council**

176 **I.D.1.a Membership and Meetings:** The Council is composed of the Dean of the College, an
 177 Associate Dean designated by the Dean, the Chair of the College's Diversity Committee, and
 178 one representative named by each department head. Persons holding joint administrative/
 179 faculty appointments, such as department heads or program chairs, are not eligible for
 180 appointment as a department representative. An Associate Dean designated by the Dean, or
 181 his/her delegate, acts as secretary to this body. The Dean of the College chairs the Advisory
 182 Council and sets the agendas. Regular meetings of the Council will be held at least twice each
 183 semester. The Dean may call other meetings at his or her discretion, and must call a meeting at
 184 the request of at least five members of the Council. At least one week's notice will be given
 185 for all Council meetings. An agenda will be prepared and distributed for each meeting. Within
 186 one week of each meeting, the College office will distribute a summary of the business
 187 conducted at the meeting to the members. New Council members begin their terms in the
 188 succeeding fall semester. Members serve staggered three-year terms. No member of the
 189 Council may be re-appointed in the year his or her term expires. Vacancies in membership will
 190 be filled by the department.
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193 **I.D.1.b Charge:** The Advisory Council:

- 194 i. Advises the Dean on the agendas of College-wide faculty meetings and meetings of the
 195 department heads.
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- ii. Consistent with upper-level search procedures and the UTK Faculty Handbook (Chapter 1.7), may advise the Dean regarding criteria, procedures, and the composition of search committees for the selection of Associate Deans, Directors, and Department Heads.
 - iii. Advises the Dean on the agendas of College-wide faculty meetings and meetings of the department heads.
 - iv. Provides advice and counsel to the Dean in matters pertaining to planning and program development within the College.
 - v. Helps identify problems that relate to faculty morale, communication of information within the College, and student-faculty relations.
 - vi. Solicits nominations for the College's spring election and prepares the election ballot. A faculty member who is eligible to fill a vacancy, and whose nomination is supported by a written petition of ten or more tenured and tenure-track faculty members, will be placed on the ballot. No individual will be placed on the ballot without her or his consent. After the Dean's Advisory Council prepares the ballot, it is distributed to the voting faculty for an electronic secret vote. The balloting period will last for ten days. Faculty members receiving the largest number of votes are elected to office. When two faculty members receive the same number of votes, the winner will be decided by lot.
 - vii. Reviews the College bylaws and the committee structure of the College regularly (at least once every five years) and recommends to the voting faculty changes to the Bylaws and to the committee structure of the College.

225 **I.D.2 Budget and Planning Committee**

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227 **I.D.2.a Membership and Meetings:** The Budget and Planning Committee has eight members. It
228 includes four department heads, one from each major division of the College (Arts,
229 Humanities, Natural Sciences, and Social Sciences), chosen by the department heads from each
230 division. In addition to the four heads, Committee membership includes four tenured faculty
231 members appointed by the Dean (or her or his designate) who are not department heads or
232 program chairs, one from each of the four major divisions. No department will have more than
233 one representative on the Budget and Planning Committee at any one time, and terms will be
234 staggered. Appointments are for three years, and no individual may serve on the Committee in
235 the year after her or his three-year term ends. The Dean of the College, or an Associate Dean
236 designated by the Dean, chairs the Budget and Planning Committee and sets the meeting
237 agendas. The Committee holds meetings before and following the college budget hearings. The
238 Dean will also report on outcomes from campus budget hearings to the Committee.
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240 **I.D.2.b Charge:** The Budget and Planning Committee provides feedback to the Dean in all matters
241 relating to the annual campus planning and budgetary processes, including the following:
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- i. **Planning Hearings:** Members of the Budget and Planning Committee shall review the planning documents submitted by the College's departments in order to advise the Dean on planning priorities. At least one member will attend annual planning meetings between the College and its budgetary units.

248 ii. Tenure-track Position Allocation: The Budget and Planning Committee advises the Dean
 249 on priorities for hiring new tenure-track faculty. To facilitate this function, members of
 250 the Committee will have access to updated reports on the College's strategic plan, the
 251 strategic plans of its departments, and the departments' requests for positions.

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253 I.D.3 College Curriculum Committee

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255 I.D.3.a **Membership and Meetings:** This Committee consists of ten tenured and/or tenure-track
 256 faculty members. The members include the Chairs of the three Divisional Committees (Arts &
 257 Humanities, Natural Sciences, Social Sciences) described below; one faculty member selected
 258 by the Interdisciplinary Programs Committee; one College representative to the Graduate
 259 Council (to be selected by caucus of elected representatives to that Council); two College
 260 representatives to the Undergraduate Council (to be selected by caucus of the elected
 261 representatives to that Council); and three persons elected by the voting faculty of the College
 262 for staggered three-year terms. The Dean of the College, or an Associate Dean designated by
 263 the Dean, is the committee's non-voting chair, and a director designated by the Dean (or the
 264 director's delegate) serves as an ex-officio, non-voting member. Elected committee members
 265 may not serve on the committee during the two years following their term.

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267 I.D.3.b **Divisional Committees of the Curriculum Committee:** The College has three divisional
 268 committees (Arts & Humanities, Natural Sciences, and Social Sciences) that review curricular
 269 proposals submitted by the College's academic units and make recommendations regarding
 270 these proposals to the College Curriculum Committee. In addition, the committees may
 271 consider general questions that concern the well-being of the division and may make curricular
 272 proposals to the College Curriculum Committee and administrative proposals to the Dean's
 273 Advisory Council. General questions concerning the well-being of the division may be raised
 274 at any meeting of a divisional committee by one of the divisional committee's members.
 275 Curricular and administrative proposals initiated by a divisional committee must be approved
 276 by a majority vote of the divisional committee's membership.

277

278 The academic units associated with each divisional committee are listed below. For academic
 279 departments associated with a divisional committee, the divisional committee representative is
 280 the department head or his or her designee. The Interdisciplinary Programs representative for
 281 each divisional committee is chosen by the Interdisciplinary Programs Committee. Each
 282 committee has a chair and a vice-chair who rotate among the committee membership on a
 283 regular basis. The vice-chair serves for one year and then ascends to the position of chair the
 284 following academic year. The vice-chair serves as chair in the event that the chair is absent.
 285 The Dean, or an Associate Dean designated by the Dean, serves as an ex-officio non-voting
 286 member of each divisional committee.

287

288 A divisional committee reviews all curricular proposals submitted by its member units. The
 289 divisional committees may approve proposals without change, approve proposals subject to
 290 minor changes, return proposals to the originating unit with recommendations for substantive
 291 change or requests for further information or justification, or reject proposals. Proposals
 292 approved subject to minor changes are returned to the originating unit for approval of those
 293 changes; if the originating unit approves the minor changes, no further action by the divisional
 294 committee is required. Proposals returned with recommendations for substantive change, or
 295 with requests for further information or justification, must be resubmitted to the appropriate
 296 divisional committee(s) for reconsideration.

297

298 Curricular changes that affect the College Scholars Program are submitted directly to the
 299 College Curriculum Committee by the Director of College Scholars, without prior review by a
 300 divisional committee.

301

302 The composition of divisional committees is as follows:

303

304 Arts & Humanities: Art, Classics, English, History, Interdisciplinary Programs, Modern
 305 Foreign Languages & Literatures, Music, Philosophy, Religious
 306 Studies, and Theatre. This divisional committee also includes non-
 307 voting observers from the College of Education, Health, & Human
 308 Sciences, and the University Libraries.

309

310 Natural Sciences: Anthropology, Biochemistry & Cellular & Molecular Biology,
 311 Chemistry, Earth & Planetary Sciences, Ecology & Evolutionary
 312 Biology, Geography, Interdisciplinary Programs, Mathematics,
 313 Microbiology, Physics & Astronomy, and Psychology. This divisional
 314 committee also includes non-voting observers from the College of
 315 Agricultural Sciences & Natural Resources, the College of Education,
 316 Health, & Human Sciences, the College of Engineering, the Department
 317 of Business Analytics & Statistics, and the University Libraries.

318

319 Social Sciences: Anthropology, Geography, History, Interdisciplinary Programs, Political
 320 Science, Psychology, Religious Studies, and Sociology. This divisional
 321 committee also includes non-voting observers from the College of
 322 Business Administration, the College of Education, Health, & Human
 323 Sciences, the Department of Economics, and the University Libraries.

324

325 Each divisional committee also has two undergraduate student members appointed by the
 326 Dean's Undergraduate Student Advisory Council and one graduate student member appointed
 327 by the Dean's Graduate Student Advisory Council. Student members of the divisional
 328 committees serve one-year terms.

329

330 I.D.3.c **Charge:** The Curriculum Committee is a policy-making body charged with providing
 331 leadership and recommendations in curricular development. It reviews all curricular proposals
 332 approved by the Divisional Committees before they are presented to the Graduate Council
 333 and/or the Undergraduate Council. It may approve proposals without change, approve
 334 proposals subject to minor changes, return proposals to the originating unit with
 335 recommendations for substantive change or requests for further information or justification, or
 336 reject proposals. Proposals approved subject to minor changes are returned to the originating
 337 unit for approval of those changes; if the originating unit approves the minor changes, no
 338 further action by the Curriculum Committee is required. Proposals returned with
 339 recommendations for substantive change, or with requests for further information or
 340 justification, must be resubmitted to the Curriculum Committee for reconsideration.

341

342 The College office publishes, on its web site, a copy of all curricular proposals approved by the
 343 Curriculum Committee. Although the faculty delegates the responsibility for review and
 344 approval of program-specific curricular changes to the Curriculum Committee, a period of
 345 three weeks will be allowed during which time a petition by twenty-five faculty members for
 346 reconsideration of a proposal will cause the proposal to be returned to the Curriculum
 347 Committee for reconsideration at its next meeting. Any proposed change that is returned twice
 348 to the Curriculum Committee via this mechanism will be forwarded, with a copy of the

349 petition(s) and response by the Curriculum Committee, to the College's voting faculty for
350 approval.
351

352 **I.D.4 Connections/Global Challenges Committee**

353
354 **I.D.4.a Membership and Meetings:** This committee consists of seven faculty members. It includes
355 two tenure-track or tenured faculty members elected from each of the following divisions
356 described in Article I.B.2: Arts & Humanities, Natural Sciences, and Social Sciences. It also
357 includes one at-large faculty member, who may be a tenured or tenure-track faculty member or
358 a non-tenure-track faculty member with the rank of Senior Lecturer or higher. Members are
359 elected for staggered two-year terms. The committee meets at least once each semester. The
360 Dean of the College, or an Associate Dean designated by the Dean, is the committee's ex
361 officio non-voting chair. No elected member of the Connections/Global Challenges
362 Committee may also be a member of the College Curriculum Committee.
363

364 **I.D.4.b Charge:** The Connections/Global Challenges Committee evaluates proposals to create new
365 Connections Packages, proposals to modify existing Connections Packages, proposals to
366 remove existing Connections Packages from the College curriculum, and proposals to add
367 courses to, or remove courses from, the Global Challenges list. The committee also carries out
368 periodic evaluations of the viability of existing Connections Packages and periodic evaluations
369 of the Global Challenges requirement. The committee's recommendations are forwarded to the
370 College Curriculum Committee for action.
371

372 **I.D.5 College Teaching Council**

373
374 **I.D.5.a Members and Meetings:** This Council consists of eight tenure-track or tenured faculty
375 members. It includes two faculty members elected from each of the four divisions (Arts,
376 Humanities, Social Sciences and Natural Sciences) for staggered three-year terms. Each April,
377 the Council elects a faculty member as chair for the following academic year. Candidates for
378 the Council will submit statements of teaching philosophy as part of the election process. An
379 Associate Dean designated by the Dean serves as an ex-officio non-voting member of the
380 Council and as a liaison between the Council and the College Curriculum Committee. The
381 Council meets at least twice a year.
382

383 **I.D.5.b Charge:** The Council works with an Associate Dean designated by the Dean to provide
384 leadership related to the College's instructional mission, including course evaluations, peer
385 review of teaching, and development/maintenance of program assessment. It is responsible for
386 advising the College on College-wide policies and best-practice documents regarding
387 undergraduate and graduate instruction and providing a forum where teaching issues raised by
388 the College's departments can be addressed.
389

390 **I.D.6 Promotion and Tenure Committee**

391
392 **I.D.6.a Membership and Meetings:** This committee consists of ten full professors elected by the
393 College tenured and tenure-track faculty for staggered three-year terms. The committee elects
394 its own chair who serves for one year. The committee includes two members from each of the
395 four divisions (Arts, Humanities, Natural Sciences, and Social Sciences) and two at-large
396 members. An Associate Dean designated by the Dean serves as a non-voting, ex-officio
397 member.
398

399 I.D.6.b **Charge:** In compliance with the UTK Manual for Faculty Evaluation (C.3.a), the committee
 400 reviews and evaluates all promotion and/or tenure recommendations submitted by the
 401 departments in the College, and presents its findings to the Dean. The evaluation of each
 402 department recommendation will include 1) a tabulation of votes from all committee members
 403 indicating the number of votes “for” the promotion, “against” the promotion, “abstention,” or
 404 “recusal” and 2) a brief summary report prepared by the chair and approved by the committee.
 405 Committee members from the candidate’s academic unit or who have a conflict of interest
 406 automatically recuse themselves from the deliberations and voting.
 407

408 I.D.7 **Scholarship Committee**

409
 410 I.D.7.a **Members and Meetings:** This Committee consists of three tenure-track or tenured faculty
 411 members appointed by the Dean for staggered, three-year terms. A Director designated by the
 412 Dean chairs the Committee and schedules meetings.
 413

414 I.D.7.b **Charge:** This Committee awards scholarships to students of the College of Arts and Sciences
 415 and has sole determination of the criteria to be used for awarding them, subject to limitations
 416 resulting from conditions established by the donors. A listing of scholarships is included on the
 417 College’s website.
 418

419 I.D.8 **Dean’s Undergraduate Student Advisory Council**

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 421 I.D.8.a **Membership and Meetings:** The Council consists of two undergraduate student
 422 representatives from each department, one undergraduate student representative from four of
 423 the College’s Interdisciplinary Programs and two student representatives from College
 424 Scholars. The Interdisciplinary Programs represented on the Council are chosen according to a
 425 rotation schedule established by the Interdisciplinary Programs Committee. Members are
 426 responsible for having their department or program represented at all meetings. The Council
 427 selects its own chairperson(s). A director designated by the Dean serves as the Dean’s liaison
 428 to the Council. Members of the Council are appointed by their respective department heads or
 429 interdisciplinary program chairs. Every effort should be made by the department head or
 430 program chair to inform students of the existence of the Council and to solicit applications and
 431 recommendations for appointees among the unit’s student population. The Council meets at
 432 least twice each semester.
 433

434 I.D.8.b **Charge:** The Council provides a direct channel from undergraduate students to the Dean and
 435 his or her staff in the College of Arts and Sciences and appoints undergraduate student
 436 members to College committees subject to the approval of the Dean. It is expected that the
 437 members of the Council act as liaisons between the students they represent and the unit’s head
 438 or chair, as well as between the department or program and the Council.
 439

440 I.D.9 **Dean’s Graduate Student Advisory Council**

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 442 I.D.9.a **Membership and Meetings:** The Council consists of one graduate student representative from
 443 each department with a graduate program. Individual departments are encouraged to have their
 444 graduate students elect their representative. Members are responsible for having their
 445 department represented at all meetings. The Council selects its own chairperson(s). An
 446 Associate Dean designated by the Dean serves as the Dean’s liaison to this committee.
 447 Members of the Council are appointed by their respective department heads. Every effort
 448 should be made by the head to inform students of the existence of the Council and to solicit

- 449 applications and recommendations for appointees from the department's student population.
 450 The Council meets at least once each semester.
 451
- 452 I.D.9.b **Charge:** The Council provides a direct channel from graduate students to the Dean and his or
 453 her staff in the College of Arts and Sciences and appoints graduate student members to College
 454 committees subject to the approval of the Dean. It is expected that the members of the Council
 455 act as liaisons between the students they represent and the department head as well as between
 456 the department and the Council.
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- 458 I.D.10 **Dean's Lecturer Advisory Council**
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- 460 I.D.10.a **Membership and Meetings:** The Council consists of five lecturers, representing five different
 461 departments, selected by the Dean (or her or his designee) from nominations by the department
 462 heads. The Dean convenes the Council, which will meet at least once each semester.
 463
- 464 I.D.10.b **Charge:** The Council provides a direct channel from lecturers to the Dean and his or her staff
 465 in the College of Arts and Sciences on issues of concern to non-tenure track faculty.
 466
- 467 I.D.11 **Diversity Committee**
 468
- 469 I.D.11.a **Membership and Meetings:** The Committee consists of eight members, representing eight
 470 different departments, nominated by the department heads and selected by the Dean (or her or
 471 his designee). Both faculty and staff are eligible for membership. Terms will be staggered, and
 472 no member of the Committee may serve more than three consecutive years. An Associate Dean
 473 designated by the Dean serves as an ex officio member of the Committee. Each April, the
 474 Committee elects a chair for the following academic year. The Chair of the Committee also
 475 serves on the Dean's Advisory Council. The Committee will meet at least once each semester.
 476
- 477 I.D.11.b **Charge:** The Committee assists the College office with the development and review of the
 478 diversity goals and strategies of the College.
 479
- 480 I.D.12 **Interdisciplinary Programs Committee**
 481
- 482 I.D.12.a **Membership and Meetings:** The Committee consists of the chairs of the College's
 483 Interdisciplinary Programs and an Associate Dean designated by the Dean, who serves in an ex
 484 officio, non-voting capacity. The Committee selects its own chair the spring of even numbered
 485 years for service the following two academic years. The committee meets as needed to fulfill
 486 its charge.
 487
- 488 I.D.12.b **Charge:** The Committee selects representation to the Department Heads Committee, the
 489 College Curriculum Committee, and the divisional committees, and works to advance common
 490 interests of Interdisciplinary Programs.
 491
- 492 I.D.13 **Lecturer Promotion Committee**
 493
- 494 I.D.13.a **Membership and Meetings:** The Committee consists of six faculty members appointed for
 495 three-year staggered terms by the Dean (or her or his designate): one tenured faculty member
 496 from each of the College's four divisions (Arts, Humanities, Natural Sciences, and Social
 497 Sciences) and two Distinguished Lecturers chosen from two of these four divisions. The
 498 Committee selects its own chair, who serves in that capacity for one year.
 499

500 I.D.13.b **Charge:** The Committee reviews promotion dossiers submitted by lecturers and presents its
 501 findings to the Dean. The evaluation of each dossier will include 1) a tabulation of votes from
 502 all Committee members indicating the number of votes “for” the promotion, “against” the
 503 promotion, “abstention,” or “recusal” and 2) a brief summary report prepared by the chair and
 504 approved by the Committee. Committee members from the candidate’s academic unit or who
 505 have a conflict of interest automatically recuse themselves from the deliberations and voting.
 506

507 I.D.14 **Additional Task Forces:** The Dean and/or any standing college committee may form a task
 508 force for a dedicated and time-limited task in service of the work of the College. When the
 509 task force completes its work, it is responsible for producing a final report that is transmitted to
 510 the Dean, and if the task force was created by a standing college committee, a final report to
 511 the chair of that committee as well. If a task force requires more than one year to complete its
 512 work, it must produce an annual progress report for the Dean, and if the task force was created
 513 by a standing College committee, an annual progress report for the chair of that committee as
 514 well.
 515

516 I.E **University-Wide Governance**

517 I.E.1 **Faculty Senate**

518 <http://senate.utk.edu/>
 519
 520

521 Faculty senators representing the College are elected, as determined by the Faculty Senate
 522 Bylaws, to serve three-year terms. The College is represented by three caucuses:
 523 Arts/Humanities, Social Sciences, and Natural Sciences, each of which is chaired by a faculty
 524 senator selected by faculty senators from that caucus. Working with the President-Elect of the
 525 Faculty Senate at the beginning of each spring semester, caucus chairs collect nominations for
 526 eligible faculty interested in standing for election. No department is assured membership on
 527 the Faculty Senate; however, faculty senators are responsible for representing and
 528 communicating academic concerns more broadly than their own discipline and especially to
 529 faculty in their caucus. The College provides information to the caucus chairs each fall so that
 530 new faculty appointed over the prior year may be added to the caucus email list-servers.
 531

532 I.E.2 **Graduate Council**

533 <http://gradstudies.utk.edu/GraduateCouncil/gcouncil.shtml>
 534
 535

536 The term and number of vacancies on the Graduate Council are determined by the regulations
 537 governing that body. An Associate Dean selected by the Dean serves as an ex-officio member
 538 of the Graduate Council. Proxy representatives to the Council will be recruited by the
 539 Associate Dean designated by the Dean from the divisional affiliation of absent member.

540 I.E.3 **Undergraduate Council**

541 <http://web.utk.edu/~ugcouncil/>
 542
 543

544 The term and number of vacancies on the Undergraduate Council are determined by the
 545 regulations governing that body. The Dean or an Associate Dean designated by the Dean
 546 serves as an ex-officio member of the Undergraduate Council. Proxy representatives to the
 547 Council will be recruited by the Associate Dean designated by the Dean from the divisional
 548 affiliation of absent member.

549 II. **RESPONSIBILITIES AND RIGHTS OF FACULTY MEMBERS**

550

551 All University faculty have specific rights and responsibilities, as stated in Chapter 2 of the
552 UTK Faculty Handbook. Those rights and responsibilities are not repeated here.

553

554 **II.A Definition of Voting Faculty:** Voting faculty are faculty members with tenure or tenure-track
555 homes in one of the academic units in the College.

556

557 **II.B Responsibilities and Roles of Voting Faculty in Shared Governance:** Voting faculty are
558 expected to:

559

560 • participate in the governance processes of their home department;

561 • vote in College elections, referenda, and other decisions;

562 • serve on College committees;

563 • participate fully in decision making at all levels of the College.

564

565 Effective governance of the College and its constituent departments relies on shared
566 governance by administrators and faculty in order to promote transparency, accessibility,
567 consistency, adequate time for reflection, and opportunity for collaboration (UTK Faculty
568 Handbook Chapter 1.5).

569

570 **II.C Non-Tenure Track Faculty Responsibilities in Shared Governance:** Non-tenure track
571 faculty have a role in shared governance as determined in department bylaws and may serve on
572 specific College Committees as determined in these Bylaws.

573

574 **II.D Faculty Rights:** All faculty members have the right to:

575

576 • appropriate and effective mentoring;

577 • an annual review by their immediate supervisor(s);

578 • promotion reviews as specified in the UTK Faculty Handbook.

579

580 **II.E The Role of Faculty in Faculty and Administrative Searches:** Faculty play a vital role in
581 faculty and administrative searches at both the College and department levels. At the
582 department level, faculty should be involved in searches in compliance with University and
583 Office of Equity and Diversity Guidelines and the UTK Faculty Handbook. Unit bylaws should
584 conform to the UTK Faculty Handbook (Chapters 1.7 and 3.1.3) regarding the role of faculty in
585 searches. To foster shared governance, the College expects units to conduct search processes in
586 ways that foster openness and transparency, with deliberations about the desired criteria for
587 faculty positions and the merits of individual candidates taking place at faculty meetings.

588

589 **II.F The Role of Faculty in Curriculum:** The tenured and tenure-track faculty play a primary role
590 in determining curriculum, educational policy, and standards for evaluating teaching. Each
591 department should have a committee charged with curriculum review, and any curricular
592 proposals submitted to a divisional curriculum committee must have been approved by the
593 faculty of the proposing department through procedures described in the proposing
594 department's bylaws.

595

596 **II.G Conflicts of Interest:** Faculty members are expected to report any conflicts of interest in
597 compliance with university policies [see URL 3 in the Notes section below].

598

599 **II.H Meetings of the College Faculty:** Faculty meetings may be called by the Dean or by a
600 majority vote of the Dean's Advisory Council as needed. Upon receiving a petition signed by at
601 least ten percent of the voting faculty, the Dean will hold such a meeting within two weeks.

602 Faculty meetings are open to observers who are members of the University community or
 603 residents of the State of Tennessee. The agenda for faculty meetings must be distributed to the
 604 faculty at least five calendar days before the meeting. Items may be placed on the agenda by
 605 the Dean of the College, the Dean's Advisory Council, the Curriculum Committee, faculty
 606 action at the previous faculty meeting, or a petition signed by at least ten percent of the voting
 607 faculty. Items not included on the announced agenda may not receive final action at a faculty
 608 meeting. In extraordinary circumstances as defined by the Dean, this regulation may be waived
 609 by a three-fourths vote of the voting faculty present. A quorum for the conduct of College
 610 business consists of representatives from the faculty, as previously defined, of at least forty-
 611 five (45) tenured or tenure-track faculty members representing at least twelve (12) Arts and
 612 Sciences departments. Faculty meetings are conducted according to the procedures set forth in
 613 the revised Robert's Rules of Order. The Dean appoints a Parliamentarian for faculty meetings.
 614 Within one week of each meeting, the College office will distribute a summary of the business
 615 conducted at the meeting to the faculty for comment and to ensure accurate representation of
 616 any decisions made.

617

618 III. TENURE-TRACK AND TENURED FACULTY

619

620 III.A Responsibilities:

621

622 III.A.1 Faculty members at The University of Tennessee (a Carnegie Research University/Very High
 623 Research Activity) are normally expected to contribute to the threefold mission of teaching,
 624 research/scholarship/creative activity, and service.

625

626 The College expects all tenured and tenure-track faculty members to make significant
 627 contributions to (a) teaching and corollary activities; (b) research, scholarship, and creative
 628 activity; and (c) service to the College, University, public, and profession. It is recognized that
 629 individual contributions may not be equal in these three areas. Accordingly, more limited
 630 achievement in one area may be offset by unusual excellence in the other two areas. Any such
 631 differentiation among the three dimensions of faculty participation must be consistent with the
 632 commitment of the University of Tennessee, Knoxville, to a distinctive mission of research,
 633 scholarship, and creative activity. Successful faculty members will share that commitment.

634

635 III.A.2 Each academic department has final responsibility for designing, planning and implementing
 636 appropriate academic programs. Department Heads, in accordance with the UTK Faculty
 637 Handbook, have flexibility in determining teaching responsibilities. In exercising that
 638 flexibility, they should be guided by departmental bylaws. The College should be provided
 639 with copies of current departmental bylaws.

640

641 III.A.3 Because of the great diversity among units in the College of Arts and Sciences, it is not feasible
 642 to specify precise College guidelines to be used in determining teaching responsibilities.
 643 However, both departmental statements and practice are to be consistent with these general
 644 College guidelines:

645

646 III.A.3.a Teaching responsibilities may vary among tenured and tenure-track faculty within each
 647 academic department and may change over time for individual faculty as their contributions to
 648 teaching, research/scholarship/creative activity, and service vary.

649

650 III.A.3.b Factors to be considered in differentiated teaching assignments include:

651

- 652 i. External funding that serves the mission of the University and requires active
653 administrative or scholarly involvement.
654
- 655 ii. Administrative or other University duties beyond those typically expected of tenured and
656 tenure-track faculty.
657
- 658 iii. The level of research, scholarship, or creative activity.
659
- 660 iv. Active supervision of theses and dissertations, an intensive form of non-classroom
661 teaching.
662
- 663 v. Instruction in a variety of courses that require unusual preparation time or instruction of
664 large classes without grading or other assistance.
665

666 **III.B Annual Evaluation and Workload Form:** It is expected that an annual review of the
667 activities of each tenured and tenure-track faculty member by the department head will take
668 place in consultation with the faculty member under review. Annual evaluation procedures are
669 governed by the UTK Manual for Faculty Evaluation.
670

671 A clear record of continuing accomplishment and potential in research, scholarship, and/or
672 creative activity is expected. It is the view of the College that the excitement and inspiration of
673 active research, scholarship, and creative accomplishment are essential to sustained enthusiasm
674 for teaching and effectiveness in the classroom.
675

676 Recognizing the critical importance of the teaching mission in higher education, the College
677 seeks excellence of instruction not only as a goal but also as a demonstrated fact. Systematic
678 documentation of teaching quality and effective results is expected of all tenured and tenure-
679 track faculty members.
680

681 It is assumed that all members of the tenured and tenure-track faculty will contribute to non-
682 teaching service in their departments, the College, and the University, as well as to their
683 professions and the public. They may be expected to provide documentation of such service.
684

685 **III.C Retention Review:** All tenure-track faculty members in the College complete an annual
686 retention review, as well as one enhanced retention review, during their probationary period.
687 The enhanced review usually occurs after the midpoint of the probationary period. In most
688 cases, the enhanced review occurs in year four of the usual seven-year probationary period,
689 with tenure consideration occurring in year six. Procedures for retention reviews are addressed
690 in the UTK Manual for Faculty Evaluation.
691

692 **III.D Promotion and Tenure:** The College is committed to the principles of tenure and its role in
693 protecting academic freedom. The UTK Faculty Handbook (Chapter 3.11) describes the
694 University's tenure policies and the UTK Manual for Faculty Evaluation addresses procedures
695 for tenure review. In addition, the College's web site includes Promotion and Tenure Dossier
696 Assembly Guidelines and templates [see URL 4 in the Notes section below]. The College is
697 served by a system of promotion and tenure that sets high standards for faculty achievement in
698 teaching, research/scholarship/creative activity, and service. Generally, assistant professors are
699 considered for promotion to the rank of associate professor at the same time as they are
700 considered for tenure. Associate professors typically serve at least five years in rank before
701 promotion to full professor. Consideration for early tenure and/or promotion requires approval
702 by the Dean and chief academic officer. Departments should have clearly-articulated criteria

703 for rank as well as thorough processes for mentoring and retention review of pre-tenure faculty
 704 and annual review of all tenured faculty. Promotion and tenure decisions require final approval
 705 by the Board of Trustees.

706
 707 The UTK Manual for Faculty Evaluation (Chapter C.2) addresses the departmental procedures
 708 for promotion and tenure review. The College recognizes that units may vary in their processes
 709 for evaluating candidates for promotion and tenure, but all units must conform to policies in the
 710 UTK Faculty Handbook (Chapter 3.11.5) which require:

711
 712 A meeting of the tenured associate and/or full professors (as appropriate to the level of the
 713 promotion) to debate and discuss qualifications of the candidate.

714
 715 The taking and recording of a formal vote, as specified in departmental bylaws. Departmental
 716 bylaws must also specify the minimum number of votes necessary to constitute a positive
 717 recommendation. Department votes must employ anonymous ballots with space for written
 718 comments on strengths and weaknesses for examination by the department head along with
 719 space for recording the vote.

720
 721 A written summary of the faculty's deliberation, in addition to a formal record of the vote,
 722 which is required to help the department head understand positive and negative considerations
 723 for tenure. The summary must be kept on file in accordance with university policies.

724
 725 **III.E Criteria for Rank:** The bylaws of each department within the College are required to address
 726 specific criteria for faculty rank appropriate to their disciplines. The College also affirms the
 727 general criteria for rank articulated in the UTK Faculty Handbook (Chapter 3.2).

728
 729 **III.F Cumulative Performance Review for Tenured Faculty Members:** Cumulative performance
 730 reviews are triggered by evaluations from annual reviews as described in the UTK Faculty
 731 Handbook (Chapter 3.8.3). Procedures for cumulative reviews are provided in the Manual for
 732 Faculty Evaluation.

733
 734 **IV. NON-TENURE-TRACK FACULTY**

735
 736 **IV.A Responsibilities:**

737
 738 **IV.A.1** Full-time non-tenure-track (NTT) instructional faculty members normally provide the
 739 equivalent of twelve hours of instruction each semester. In many instances, this requirement is
 740 met by teaching twelve credit hours of regularly scheduled classes. Units have the flexibility,
 741 however, to assign NTT instructional faculty duties and functions in support of instruction,
 742 such as course coordination, lab preparation, departmental service, advising, and other
 743 supporting roles. They also have the flexibility to adjust teaching responsibilities to
 744 accommodate unusual teaching responsibilities in individual courses. In such instances, the
 745 department head should come to an agreement with the NTT instructional faculty member on
 746 an appropriate reduction in the number of regularly-scheduled courses to be taught during the
 747 period that the supporting functions are assigned, and should inform the College of this
 748 reduction.

749
 750 **IV.A.2** Typically, NTT instructional faculty members are not expected to perform service or research
 751 outside of their instructional assignments.

752

- 753 IV.A.3 The University provides on-campus development opportunities for non-tenure-track faculty.
 754 Where resources allow, NTT instructional faculty should receive support for appropriate
 755 professional development opportunities.
 756
- 757 IV.A.4 Lecturers may be asked to perform service to the College on the Lecturer Promotion
 758 Committee and the Dean's Lecturer Advisory Council.
 759
- 760 IV.A.5 Each unit should define in its bylaws how NTT instructional faculty members are to be
 761 included in the shared governance of the unit.
 762
- 763 IV.B **Appointment:** Requests to search and to hire NTT instructional faculty must be approved by
 764 an Associate Dean designated by the Dean. The responsibility for hiring research and clinical
 765 faculty members rests with individual departments.
 766
- 767 IV.C **Annual Evaluation:** All NTT full-time instructional, research and clinical faculty members
 768 are to be evaluated annually and provided with a written evaluation that will remain on file in
 769 the home unit. The nature of the evaluation will be the responsibility of the department head
 770 unless stipulated otherwise by the unit's bylaws. These annual evaluations should play an
 771 important role in merit salary increases and promotion. Procedures for the evaluation of NTT
 772 instructional, research and clinical faculty members working less than full time are to be
 773 addressed in department bylaws.
 774
- 775 IV.D **Promotion of Instructional Faculty**
 776
- 777 IV.D.1 **Eligibility:** Full time NTT instructional faculty members are eligible for promotion, as
 778 described in the UTK Faculty Handbook. Lecturers who have served for five or more years are
 779 eligible for promotion to senior lecturer. A senior lecturer who has served for three years is
 780 eligible for promotion to distinguished lecturer.
 781
- 782 IV.D.2 **Process:**
 783
- 784 IV.D.2.a Candidates for promotion prepare a promotion dossier consistent with College and campus
 785 guidelines.
 786
- 787 IV.D.2.b A candidate's department head reviews the promotion dossier and, as prescribed by the unit's
 788 bylaws, makes a recommendation for or against promotion. The dossier and recommendation
 789 are transmitted to the College's Lecturer Promotion Committee for consideration.
 790
- 791 IV.D.2.c The College's Lecturer Promotion Committee reviews cases for promotion and transmits its
 792 findings to the Dean.
 793
- 794 IV.D.2.d For each candidate for promotion, the Dean decides whether to support the candidate's case for
 795 promotion. Only those cases supported by the Dean are forwarded to the Provost's office for
 796 further review.
 797
- 798 IV.D.2.e Candidates whose cases for promotion are rejected by either the Dean or the Provost are
 799 permitted to stand for promotion again the following year.
 800
- 801 V. **FACULTY RIGHTS OF APPEAL**
 802
- 803 Faculty members are entitled to fair, impartial, and honest resolutions of problems that may

804 arise in relation to employment in accord with the UTK Faculty Handbook (Chapter 5.1). The
 805 College is committed to giving faculty members fair, impartial, and honest resolutions of
 806 problems that may arise in relation to employment.

807

808 VI. FACULTY DEVELOPMENT AND RECOGNITION

809

810 Chapter 6.3-6.5 of the UTK Faculty Handbook describes several policies related to
 811 professional and personal leaves for tenured and tenure-track faculty members. In all cases
 812 application for these programs is made through administrative channels with specific
 813 procedures described on the College website [see URL 5 in the Notes section below]. Below is
 814 a listing of several commonly used forms of leave, as well as information about the College's
 815 awards, professorships and other honors.

816

817 VI.A **Faculty Development Leave:** Full-time tenured faculty members with a minimum of six years
 818 full-time campus service since any previously granted professional leave (or six years of full-
 819 time campus service at the time of an initial professional leave) are eligible to apply for Faculty
 820 Development Leave (FDL), which is awarded on the merits of a specific proposal for
 821 professional development. The award is an investment by the University in the expectation that
 822 the leave will enhance the faculty member's ability to contribute to the objectives of the
 823 University. The improvements sought during a professional leave should benefit the work of
 824 the faculty member, department, College, and University. Only professional leave proposals
 825 that meet this criterion will be accepted and approved by the University. The purposes for
 826 which professional leave may be granted include:

827

- 828 • research on significant problems and issues;
- 829 • important creative or descriptive work in any means of expression;
- 830 • post-doctoral study at another institution;
- 831 • other approved projects, including innovations in teaching and learning.

832

833 Eligible full-time tenured and tenure-track faculty members may be granted professional leave
 834 for either (a) one-half the faculty member's annual appointment period at full-base salary or (b)
 835 the full annual appointment period at one half-base salary. Typically, faculty members granted
 836 a university-funded leave are expected to return to the University for at least one year.

837

838 Eligibility and criteria for the awarding of a Faculty Development Leave can be found in the
 839 UTK Faculty Handbook (Chapter 6.3.1). The College reviews proposals for FDL based on
 840 these criteria. Proposals must include a recommendation from the head stating the impact on
 841 the unit's academic mission and how, if at all, it intends to cover the teaching that will be lost
 842 by the FDL. All proposals, whether supported or not, are forwarded with the College's
 843 recommendations to the Provost. All FDL applications must include a signed Faculty
 844 Development Leave Contract [see URL 6 in the Notes section below]. The College will work
 845 with faculty members denied an FDL to improve future proposals.

846

847 VI.B **Pre-Tenure Zero Teaching Semester:** The College strives to grant eligible full-time tenure-
 848 track faculty members a semester with zero teaching duties typically during the year following
 849 their mid-cycle pre-tenure review. Department heads should coordinate this leave with an
 850 Associate Dean designated by the Dean. A Request for Approval of Zero Teaching Assignment
 851 [see URL 5 in the Notes section below], attached to a recommendation letter from the
 852 Department Head, should be submitted to the College office for approval. The request should
 853 be submitted at least one semester prior to the anticipated teaching reduction.

854

- 855 VI.C **Faculty Modified Duty Assignments (FMDA):** Through the Office of the Provost, tenured
 856 and tenure-track faculty are eligible for Modified Duty Assignments warranted by serious
 857 faculty illness, by illness of a family member for whom a tenure track faculty member has
 858 primary care-giving responsibility, or by the arrival of a child through birth, adoption, or foster
 859 care. Information on the Faculty Modified Duty Assignments is posted on the web site for the
 860 UTK Office of the Provost [see URL 7 in the Notes section below]. Limitations on the use of
 861 Faculty Modified Duty Assignments are also listed on this web site. Applications for Faculty
 862 Modified Duty Assignments are initiated by the faculty member and approved by his/her
 863 department head before being submitted to an Associate Dean designated by the Dean. The
 864 Associate Dean will review the request and, where appropriate, forward it to the Provost for
 865 approval or seek additional information from the faculty member making the request.
 866
- 867 VI.D **Semester Banking:** Semester banking is available to faculty members who hold regular full-
 868 time academic year appointments, as described in the UTK Faculty Handbook (Chapter 6.4.4).
 869 Faculty members wishing to take advantage of Semester Banking should complete a Request
 870 for Approval of Zero Teaching Assignment [see URL 5 in the Notes section below].
 871 Applications will need to have a clear, specific project or opportunity in order to be successful
 872 and must be accompanied by a letter of support from the department head. Applications
 873 normally must be made three terms in advance and include a list of semesters in which
 874 overloads will occur, with course numbers and projected enrollments.
 875
- 876 VI.E **Awards, Professorships, and Other Honors:** In recognition of excellence in any or all of the
 877 College's three main missions, the College has established both annual awards and multi-year
 878 professorships. The number of awards and professorships changes from time to time based on
 879 the generosity of donors. A current list of awards, eligibility, criteria, and nomination
 880 procedures can be found on the College's website [see URL 8 in the Notes section below].
 881
- 882 VII. **COMPENSATED OUTSIDE SERVICES**
 883
- 884 Chapter 7 of the UTK Faculty Handbook addresses the University's policies regarding
 885 compensated outside services. The College is committed to the principle that full-time faculty
 886 members must devote themselves to the University's mission of teaching, research, and public
 887 service. Faculty members have a responsibility not to undertake external activities that
 888 substantially burden or interfere with commitments to their department, the College, or the
 889 University. Should a faculty member wish to pursue compensated outside activities, the faculty
 890 member and her/his department head must agree about the faculty development benefits that
 891 will be gained by the planned activities as part of the annual review process. If after the review,
 892 a faculty member has an opportunity to pursue a new compensated outside activity or if any
 893 significant changes occur to an agreed-upon plan from the last annual review, the faculty
 894 member must report the situation to her/his department head and develop a new or revised plan
 895 with their concurrence. Faculty grievances regarding a decision about compensated outside
 896 services follow the general appeals procedure.
 897
- 898 VIII. **RATIFICATION AND AMENDMENT OF THE BYLAWS**
 899
- 900 These Bylaws will be ratified upon approval of two-thirds of the voting faculty casting a ballot.
 901 The ratification vote will be taken by an electronic secret ballot. The balloting period will last
 902 for ten days. If approved, these Bylaws shall go into effect on January 1, 2014.
 903
- 904 Amendments to these Bylaws may be proposed by the Dean or by a petition of at least twenty
 905 voting faculty members with tenure homes representing at least two departments. Proposed

906 amendments will be distributed to the faculty by email. A faculty meeting to discuss a
907 proposed amendment will be held upon the request of twenty-five voting faculty members. A
908 vote on each proposed amendment will be taken by an electronic secret ballot. The balloting
909 period will last for ten days. Approval of an amendment requires the vote of two-thirds of the
910 voting faculty casting a ballot. Amendments take effect immediately upon approval by the
911 faculty.

912
913 A record of changes to the Bylaws will be maintained as an addendum to this document and
914 will be posted on the College web site.

Notes

These Bylaws were ratified by the voting faculty of the College by a vote of 116 votes in favor to 9 votes against. The vote was conducted by electronic secret ballot during the period December 3–12, 2013.

URLs referenced in the Bylaws:

- [1] <http://artsci.utk.edu/administration/associate-deans/> (line 50)
- [2] <http://artsci.utk.edu/administration/directors/> (line 60)
- [3] <http://budget.utk.edu/fiscal-policy/fiscal-policy-125-conflict-of-interest/> (line 577)
- [4] <http://artsci.utk.edu/faculty-staff-resources/promotion-tenure/> (line 676)
- [5] <http://artsci.utk.edu/faculty-staff-resources/faculty-leave/> (lines 793, 831, 850)
- [6] <http://provost.utk.edu/academic-policies/faculty-leave/> (line 824)
- [7] <http://provost.utk.edu/academic-policies/family-leave/> (line 840)
- [8] <http://artsci.utk.edu/faculty-staff-resources/awards-professorships/> (line 860)

History of Amendments and Changes

The January 1, 2014 Bylaws were amended by the addition of Article I.D.4. This amendment was approved by a vote of 137 votes in favor to 13 votes against with 11 abstentions. The vote was conducted by electronic secret ballot during the period February 21 to March 2, 2015. Subsequent sections of Article I.D were automatically renumbered as a result. At the same time, in lines 95 and 100 of the current document, “Article D.3” was changed to “Article I.D.3” for clarity. The new Bylaws are dated March 3, 2015.