

**Administrative Council  
April 2, 2025 - 3:30 p.m.  
TEAMS Meeting**

**Minutes**

<b>Voting Members Present</b>		
Melinda Anderson (for Hannah Upole)	Amy Brown	Eric Carlile
Wei Tsun Chang	Kristine Craven (Chair)	Mark Creter
Jennifer Dewar	Andrew Donadio (Vice Chair)	Joshua Edmonds
Mary Lou Fornehed	Amy Foster	Jerry Gannod
Kim Hanna	Kelsey Hewitt	Amy Hill
Colin Hill	Neal Hunt (for John Liu)	Richard Le Borne
Twanelle Majors	David Mann	Michael Natrass
Rob Owens	Lisa Rice	Bedelia Russell
Steven Seiler	Joseph Slater	Sandra Smith-Andrews
Kensea Skelton	Leslie Suters	Amanda Thatcher (for Mark Wilson)
Elijah Tidwell (for Braxton Westbrook)	Thomas Timmerman	Kristen Trent
Kevin Vedder (for Claire Stinson)	Dan Warren	
<b>Voting Members Absent</b>		
Teddy Burch	Scott Christen	Yun Ding
Esma Fidan	Holly Mills	Fred Nichols
Joseph Ojo	Dennis Tennant	Kyle Turner
<b>Resource Persons / Others Present</b>		
Julie Baker	Lori Bruce	Aleta Cannon
Steven Frye	Rachel Hall	Sharon Huo
Karen Lykins	Linda Null	Cynthia Polk-Johnson
Mustafa Rajabali	Mike Reagle	Becky Smith
Darron Smith	Kimberly Winkle	Jerri Winningham
Lee Wray	Lisa Zagumny	

**Summary:**

Approved agenda.

Approved March 5, 2025 minutes.

Approved Athletics annual report for 2024-2025.

- 1) Diversity Issues
- 2) Gender Equity

Approved annual reports of committees reporting to the Administrative Council for 2024-2025.

Approved revised University Committees Policy No. 102.

Approved revised Faculty Tenure Policy No. 205.

Approved revised Faculty Promotion Policy No. 206.

Received revised Tenured Faculty Policy No. 207. First Reading.

Elected Vice-Chair for Administrative Council for 2025-2026.

**Proceedings:**

Chair Kristine Craven called the Administrative Council meeting to order at 3:32 pm. Mary Lou Fornehed motioned to approve the agenda for April 2, 2025. Andrew Donadio seconded. Motion APPROVED.

Donadio motioned to approve the March 5, 2025 minutes. Fornehed seconded. Motion APPROVED. Sandra Smith-Andrews abstained; she was absent at the last meeting.

Amanda Thatcher discussed the Athletics annual report for 2024-2025. The Athletics committee discussed budget issues, presented missed class time reports, reports regarding gender equity and diversity issues, reviewed capital projects, graduation rates, APR, and other policies that needed to be updated. Smith-Andrews motioned to approve the Athletics annual report for 2024-2025. Donadio seconded. Motion APPROVED.

Chair Craven stated that the annual reports of committees that reported to Administrative Council for 2024-2025 had been distributed in the TEAMS folder and sought a motion to approve those reports. Smith-Andrews motion to approve the annual reports of committees that reported to Administrative Council for 2024-2025. Fornehed seconded. Motion APPROVED.

Sharon Huo presented the revised University Committees Policy No. 102 at the last meeting on March 5, 2025. No additional comments or suggestions had been received so the policy documents had stayed the same. Donadio motioned to approve revised University Committees Policy No. 102. Michael Nattrass seconded. Motion APPROVED.

Lisa Zagumny presented on revised Faculty Tenure Policy No. 205. An amendment had been made to Section VII, Subsection B-E, to state that primary responsibility of the departmental

peers was to evaluate the quality of faculty performance. The previous Section VII, B-E statement was moved to Section VII, Subsection B-F. Donadio asked what prompted the change and Zagumny replied that there had been multiple requests to add the statement. Smith-Andrews motioned to approve the revised Faculty Tenure Policy No. 205. Donadio seconded. Motion APPROVED.

Zagumny then presented revised Faculty Promotion Policy No. 206. In Section VI, Subsection A-3, the statement was edited to include type of faculty appointment per Policy No. 204 since there are different types of faculty appointments. In Section VII, Subsection D-6, a statement was added to express that the primary responsibility of the departmental peers was to evaluate the quality of faculty performance, similarly to Policy No. 205. Donadio motioned to approve revised Faculty Promotion Policy No. 206. Fornehed seconded. Motion APPROVED.

Bedelia Russell shared a PowerPoint and presented revised Tenured Faculty Policy No. 207. Faculty Senate had already seen the changes so far, and there were more to come. Policy No. 207 was being reviewed parallel to Policy No. 205 to modify definitions within the policy. The committee members reviewing the policy were all tenured faculty members and the review process included going through line by line. Each member identified areas in which clarification and updates based on the current faculty review and evaluation processes were needed. The policy was then divided into sections for review. The full committee had met at least ten times to review feedback and allow faculty, chairs, and deans to examine from their perspective.

The proposed revisions included annual evaluation and review processes for tenured faculty, an effort to make remediation efforts explicit, alignment with current evaluation practice and language, expanded definitions to assist with clarity of narrative sections, and the addition of headings to align with the narrative for each section of the policy. Some additional items considered were the removal of specific dates to use timelines instead, clarified scope and step in review process, and alignment with relevant revisions to Policy No. 205.

Some of the changes at the time of the meeting included reduced duplication in Section I, grammatical change in Section III, expanded and updated definitions in Section IV, and consolidation of section and edits for clarity in Section V. In Section VII two main headings were added for clarity on faculty evaluation and faculty remediation. In Section VII, Subsection C, Faculty Improvement Assessment is now referred to as Peer Review Committee (PRC). In Section VIII, four main heading sections were added for clarity along with editorial changes. Russell stated any questions could be sent to her or Gail Gentry for discussion within the committee.

Linda Null asked if a faculty member was considered tenured in their department or at the university level. Russell deferred to Assistant General Counsel Ellie Putman, but since Putman was not present, Russell stated that tenure is by peers in the department and that is the process for review. Null stated that whichever is correct, it should be stated within the policy somewhere, as she had not seen it within Policy No. 205 or Policy No. 207. Faculty Senate

President Mustafa Rajabali stated that he had received Null's comment, but it was too late to be included in the revisions for Policy No. 205. Rajabali explained there was a policy that stated that if a faculty member changed departments, their tenure would transfer with them and that tenure was approved by the Board of Trustees, which seemed to imply that tenure was at the university level. He agreed it should be made clear in the policy. Russell stated that was included in Policy No. 207 and that from a legal standpoint, tenure could be viewed as property and could not be removed because of a departmental transfer. This would be stated in Section V of Policy No. 207.

Brian Seiler asked if there was anything guiding post-tenure review. Russell answered that there was not a separate post-tenure review at Tennessee Tech, but that they are part of the annual review process, resulting in a frequent review process.

Null stated that she thought it should be included somewhere whether a faculty member was tenured at the university or department level. Russell replied that the policy focused on the tenure transferring with the individual, since the overall policy focused on tenure rather than the individual faculty member. Russell stated that she had made a note of Null's comment, and it would be determined if Policy No. 207 was the appropriate place to address it.

Donadio explained that a vice-chair must be elected for the upcoming 2025-26 year. The vice-chair would then be the chair of the Administrative Council in 2026-27. Melinda Anderson stated she would nominate Michael Natrass on behalf of Hannah Upole. There were no other nominations and Natrass accepted the nomination. Fornehed motioned to close nominations and elect by acclamation. Smith-Andrews seconded. Motion APPROVED, Natrass was elected as vice-chair for the 2025-26 academic year.

Chair Craven stated that everyone should have received an email to vote on Academic Council at-large members but not for Administrative Council. She had asked about this and the exact number of candidates had accepted an at-large position for Administrative Council, therefore voting was not required.

Donadio motioned to adjourn. Smith-Andrews seconded. Adjourned at 4:11 pm.

Becky Smith, recorder

Documents on file with minutes:

Agenda of April 2, 2025

Minutes of March 5, 2025

First Reading Policy:

Revised Tenured Faculty Policy No. 207

Approved:

Athletics Annual Report for 2023-24

1) Diversity Issues

2) Gender Equity

Annual reports of committees reporting to Administrative Council

Revised University Committees Policy No. 102

Revised Faculty Tenure Policy No. 205

Revised Faculty Promotion Policy No. 206