

University Assembly
November 18, 2015
President's Conference Room

Members Present: Adams, Baier, Ballal, Bates, Beach, Boles, Champ, Darvennes, Doubet, Fleenor, Geist (sub J. Smith), Hansen, Hodum (sub Irvin), J. Isbell, Killman, Larimore, Lee (sub Hadjik), Liu, Lloyd, Macke, Manginelli, Matson, Michael, Nelson, Null, O'Connor, Plant, Raymondo, Rezsnyak, Roberts, Savage, Self-Mullens (sub Riley), Semmes, S. Smith, T. Smith, Stephens, Stewart, Stinson, Stoltz, Tzeng, Walker, Wendt, Wilson

Members Absent: Anderson, Anitsal, Branson, Burnett, Butler, Chitiyo, Davis, Dollar, Duvall, Edwards, Hanna, Hodge, Holderman, Hoy, Idem, S. Isbell, Jared, Keeton, Navarro, Ojo, Payne, Pineda, Piras, Propes, Rencis, Russell, Shank, Shipley, Soni, Stretz

Non-Voting Members Present: Braswell, Crickenberger (sub E. Chambers), Ghorashi (presiding for President Oldham), Huo, James, Young

Summary of Proceedings

Approved agenda

Approved minutes of April 22, 2015

Received fall semester report from Administrative Council

Received fall semester report from Academic Council

Approved Faculty Evaluation of University Administrators policy

Proceedings

Provost Ghorashi called the meeting to order at 3:35 p.m. and directed the Assembly to the meeting agenda. Mr. Wilson moved approval of agenda as distributed. Mr. Adams seconded. Motion APPROVED.

A motion to approve the minutes of April 22, 2015, as distributed, was made by Dr. Darvennes and seconded by Dr. Smith. Motion APPROVED.

Administrative Council: Motion by Dr. Baier and second by Dr. Smith to receive the report of the Administrative Council for fall 2015 as reported by Dr. James Baier. Report RECEIVED. The report follows: The Council met three times during the fall 2015 semester: September 9, October 7 and November 11. At each meeting, the meeting agenda and minutes from previous meeting were approved. The following summarizes these meetings:

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September 9, 2015

Approved revisions to the University Art Committee Bylaws

Approved the following policies:

Emergency Notifications Policy No. 420

Timely Warnings Policy No. 421

Alternate Work Arrangements Policy No. 626

Concussions Policy No. 952

Approved the following revised policies:

Access to Public Records Policy No. 110

Faculty Sick Leave Bank Policy No. 608

Non-Faculty Sick Leave Bank Policy No. 609

Transfer of Sick Leave Between Employees Policy No. 622

October 7, 2015

Approved Constitutions at TTU as follows:

Interfaith Service (ISAT)

Students for the Exploration and Development of Space (SEDS)

Biomechanics Students Organization

Graduate Chemistry Club (GCC)

Approved revised Food Purchase Policy No. 508

Approved Background Investigations Policy No. 602

November 11, 2015

Approved Constitutions at TTU as follows:

Students Advocating Gender Equity (SAGE)

The Anime Club

Approved revisions to Military Affairs Advisory Committee procedures

Approved revised Confidentiality of Student Records and FERPA Compliance Policy No. 265

Approved Athletics policies as follows:

Recruiting Policy No. 913

Athletics Tickets Policy No. 920

Sports Camps and Clinics Policy No. 960

Amorous Relationships Policy No. 970

Approved Advancement Information Systems and Resources Policy No. 1003

Approved Planning and Finance policies as follows:

Substance Abuse Prevention Policy No. 172

Personal Recording Devices Policy No. 180

Position Reclassification Policy No. 659

Consensual Relationships Policy No. 686

Approved revised Planning and Finance policies as follows:

Access to and Use of Campus Property and Facilities Policy No. 121

Discrimination and Harassment – Complaint and Investigation Procedure Policy No. 141

Acquisition, Allocation and Management of Telephone Services and Equipment Policy No. 559

Americans with Disabilities Act (ADA) Compliance Policy No. 605

Academic Council: Motion by Dr. Darvennes and second by Dr. Smith to receive the report from the Academic Council for fall 2015 as reported by Dr. Linda Null, reporting on behalf of Academic Council Chair Dr. Barbara Jared. Report RECEIVED. The report follows: The Academic Council met three times during the current fall 2015 semester. The meeting dates were September 9, October 14, and November 11, 2015. The information below summarizes the business conducted at these meetings.

September 9, 2015

Approved the following proposals:

Fast-Track MS Program in Mechanical Engineering

Changes for the Fast-track MS Program in Computer Sciences

The following item was tabled until the October meeting:

1+1 MS Degree Program in Engineering

October 14, 2015

Approved the following:

Name Change for Concentration in Counseling and Psychology

Mental Health Counseling to Clinical Mental Health Counseling

1+1 MS Degree Program in Engineering

Joint Engineering Program with TTU and ETSU

Joint Doctor of Nursing Practice (DNP) program with TTU and ETSU

Report from Subcommittee on Faculty Evaluation of University Administrators

Revised policy to be reviewed at next meeting

November 11, 2015

The following proposals were approved:

New Data Concentration in Computer Science

New concentration in Teaching English to Speakers of Other languages (TESOL) in the School of Professional Studies

Substantive Curriculum Modification in the Speech Program

Certificate in Innovation and Entrepreneurship

Flight Path and Fast Track Options in C & I

The following item was tabled until the next meeting:

Faculty Evaluation of University Administrators

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On behalf of the Academic Council, Dr. Null presented the Faculty Evaluation of University Administrators policy for the Assembly's consideration, reporting that the Academic Council had approved the policy via an email vote of 17 for; 3 against and 1 abstention with final voting completed on November 17, 2015. Dr. Darvennes moved approval to accept the proposed policy, and Dr. Ballal seconded. The proposed policy expands the list of those to be evaluated to include the President's Cabinet, associate vice presidents and senior-level administrators. The list consists of ten Cabinet members and six others. Dr. Larimore noted a friendly amendment to modify 3.F. to clarify it should read his/her immediate supervisor and president. The motion was APPROVED with one vote of abstention.

Dr. Ballal moved to adjourn and it was duly seconded. The meeting ADJOURNED at 4:10 p.m.

Submitted by Terri Taylor, Recorder

Document on file w/minutes:

Faculty Evaluation of University Administrators Policy

Policy No: 209

Policy Name: Faculty Evaluation of University Administrators

Policy Subject: Policy and procedure for faculty evaluation of university administrators

I. Purpose

This policy establishes and details the process by which Tennessee Tech faculty will evaluate university administrators.

II. Review

This policy will be reviewed every four (4) years or whenever circumstances require review, whichever is earlier, by the Associate Provost, with recommendations for revision presented to the Provost.

III. Policy/Procedure

- A. The faculty will have an opportunity to annually evaluate those administrators who are currently listed on the University's Senior Administration website at www.tntech.edu/about/senior-administration.
- B. The following Tennessee Tech college-level or department-level administrators shall be evaluated by faculty annually:
 - 1. Dean, College of Agriculture and Human Ecology;
 - 2. Dean, College of Arts and Sciences;
 - 3. Dean, College of Business;
 - 4. Dean, College of Education;
 - 5. Dean, College of Engineering;
 - 6. Dean, College of Interdisciplinary Studies;
 - 7. Dean, Library and Learning Support; and
 - 8. Dean, School of Nursing
 - 9. All Associate Deans and Assistant Deans for the colleges above listed.
- C. All regular faculty members are eligible and encouraged to participate in the annual evaluation of University-level positions. Additionally, all regular faculty members are eligible and encouraged to participate in the annual evaluation

of college-level or department-level administrators within their respective college or department.

- D. During each academic year, the Office of Institutional Research (OIR) shall distribute electronically to all eligible faculty members Administrator Evaluation Forms to be completed by the faculty member regarding each Administrator he or she is eligible to evaluate. The OIR shall also annually establish a deadline date by which eligible faculty must compete and submit their evaluations.
- E. By the deadline date, eligible faculty members shall submit electronically to the OIR their completed responses to the Administrator Evaluation Forms. Faculty members are also encouraged to include any relevant narrative comments in their responses (in addition to responding to the questions on the Administrator Evaluation Form).
- F. Following the deadline date, the OIR shall review the completed evaluations and develop a statistical summary of the results. This summary, along with a verbatim transcript of any narrative comments, shall then be provided to the administrator being evaluated; his or her immediate supervisor and the President. While Tennessee Tech cannot guarantee or assure the complete confidentiality of such information, it shall be treated in as confidential manner as possible.
- G. Faculty evaluations of administrators will be reviewed by the supervisor as a part of that administrator's annual evaluation.
- H. The entire evaluation process must be completed prior to the close of the Spring Semester each year.

IV. Interpretation

The Provost or his/her designee has the final authority to interpret the terms of this policy.

V. Citation of authority for policy

TBR Policy 5:01:00:00

Approved by:

Academic Council: November 17, 2015 via email vote

University Assembly: November 18, 2015