

## Faculty Senate

### Year End Committee Report 2021-2022

**Committee:** Faculty Manual Committee

**Chair(s):** Katherine Friedman

**Members:** Brian Bachmann, Brett Byram, Andrea Capizzi, Brian Heuser, Tamika Hudson, Houra Merrikh, Colleen Niswender, Mariann Piano, Steven Meranze, Tracey George, and David Raiford.

**EC Liaison:** Mark Magnuson

**Standing Charge:** To be concerned with all changes and proposed changes to the Faculty Manual and changes in other University policies that have a direct bearing on the Faculty Manual. To be concerned with compliance and regulatory changes from federal/state agencies and other regulatory bodies that require revisions to the Manual. To be concerned with policy issues arising within the Colleges and Schools at Vanderbilt that require clarification of the Manual, especially where congruence between the Schools and University is concerned. To ensure that any changes to the Manual are clearly identified, communicated, and archived annually.

#### Focused Charges for this Academic Year

1. Push forward streamlining of the Faculty Manual.
  - Actions, outcomes and/or recommendations:
    - i. Discussed process with Vice Provost for Faculty Affairs Tracey George and Senior Associate Dean for Faculty Affairs David Raiford on September 30, 2021
    - ii. There was general agreement to remove HR-related material from the manual and to ensure that manual is updated, beginning with Benefits section
2. Present a rank-ordered outline of sections of the Faculty Manual that need revision and present these recommendations to the Faculty Senate no later than January 2022.
  - Actions, outcomes and/or recommendations:
    - i. Committee presented two motions (see part 4 below), but was not yet able to consider recommendations from part 1.
3. Recommend an ongoing process for making updates to the Faculty Manual that considers the respective roles and responsibilities of the Faculty Senate, the offices of Vice-Provost (VU) and Faculty Affairs (VUMC), and General Counsels for both VU and VUMC.
  - Actions, outcomes and/or recommendations:
    - i. See suggestions for further actions
4. Present changes to at least one section of the Manual in the April or May Faculty Senate meeting. Propose motions as appropriate.
  - Actions, outcomes and/or recommendations:
    - i. Two motions were presented

## Faculty Senate

1. Changes to Faculty Manual: Changes to composition of Promotion and Tenure Review Committee (PTRC); December 2021
2. Changes to Faculty Manual: Removal of Binary Pronoun; May 2022

### **Suggestions for Future Charges/Actions**

1. Form a working group to address streamlining of the faculty manual
  - Working group would coordinate with Vice Provost for Faculty Affairs Tracey George and Senior Associate Dean for Faculty Affairs David Raiford to rewrite sections of the manual. All changes would then be presented to the whole committee for review, approval, and presentation to the Faculty Senate.
  - The working group would also identify sections of the manual that do not fall under Faculty Governance and that could either be simplified or deleted. Again, proposed changes would then be presented to the whole committee for review, approval, and presentation to the Faculty Senate.