

The College of Veterinary Medicine
Faculty Bylaws

University of Tennessee

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Section 1

General Organization and Operation

1.1 Nature and Purpose

The bylaws of the College of Veterinary Medicine is a document describing the rules adopted by an organization for government of its members and the regulation of its affairs. Bylaws should embody its mission (purpose), values (principles), people, vision (concepts), and practice (daily decisions and deliberations in pursuit of the purpose and vision).

Bylaws determine (1) organizational structure, (2) along with state law and university policies, the rights of participants in the organization, (3) procedures by which the rights can be exercised. Bylaws define the organization and how it functions and, therefore, are meant to serve and should fit the organization.

1.2 Name and Location

The University of Tennessee, College of Veterinary Medicine (hereafter UTCVM) is a member college in the Institute of Agriculture and is located at 2407 River Drive Knoxville, Tennessee 37996-4545.

1.3 Mission Statement

The mission of the College of Veterinary Medicine at the University of Tennessee is *to educate* students in the art and science of veterinary medicine and related biomedical sciences and *to discover* new knowledge and *disseminate* it to veterinarians and others in order to advance human and animal well being.

1.4 Vision Statement

The vision of the College of Veterinary Medicine at the University of Tennessee is that we are an *empowered* and *diverse* organization with the resources to perform well in all mission areas, graduating highly trained veterinarians and biomedical scientists, while providing quality patient and client services and advancing the knowledge of medical sciences.

1.5 Meeting Rules of Order

Meetings of the UTCVM faculty membership to discuss and vote on issues of importance to the college will be conducted in accordance with Robert's Rules of Order, Newly Revised and any other future revisions of said document.

1.6 College Membership and Voting Privileges

Voting members of the college shall include all permanent tenured, tenure track, and non-tenure-track faculty with a greater than fifty percent appointment (>50% FTE) in the college. Others may be accepted/removed by a 2/3 majority vote of the college.

1.7 Voting Procedures

Faculty members of UTCVM are required to serve their college by participating in routine committee work and by attending college meetings.

The procedure for conducting a vote by the membership on college issues will include voting in person at a meeting or electronic and/or paper ballots.

A *simple majority* in the college will be defined as participation by greater than 50% of the total number of voting members.

A *quorum* is defined as the minimum number of members of deliberative body necessary to conduct the business of that body and/or to vote on issues before that body.

1.7.1 Conducting College Wide Business

In UTCVM, quorum for conducting college business will be 25% of the voting membership.

For UTCVM departments and committees quorums for meetings should be set that address the specific needs of the individual deliberative bodies.

1.7.2 Conducting a Vote on College Issues

It is the duty of every eligible faculty member to participate in college meetings and to vote on issues presented.

In UTCVM, a quorum for conducting a valid vote will be the participation of at least 50% of the eligible voting faculty. Faculty who wish to abstain should do so at the time the vote is taken or on the paper/electronic ballot. Abstaining votes or ballots are counted toward achieving a quorum.

In the case of a faculty vote conducted on college wide issues, a simple majority of the total votes cast will be necessary to pass an item.

1.8 Procedure for Adopting and Amending UTCVM Bylaws

The bylaws in this document were adopted by the members (faculty of the College of Veterinary Medicine) in accordance with the policies and procedures of the University of Tennessee system, the University of Tennessee Faculty Handbook and Personnel Policies and Procedures Manual.

University of Tennessee, College of Veterinary Medicine bylaws will be adopted and amended by a vote of the eligible faculty. The vote will occur after two readings of the bylaws or bylaw amendment(s) at two different college faculty meetings or through electronic distribution to the membership, unless requirement for a second reading or

electronic submission is waived by a two thirds majority vote of the faculty. Meetings must be announced at least five (5) working days prior to the actual meeting or the document distributed electronically at least five (5) working days prior to the actual vote. **Adoption and amendment of college bylaws will be successful if supported by two thirds of the voting members of the college.** Any UTCVM faculty member, eligible to vote, may submit a proposed amendment to the Executive Committee. The Executive Committee will review the proposed amendment(s) for any conflict that might exist with the UT Faculty Handbook, state laws, and other rules and regulations.

Following review by the Executive Committee the proposed amendment will be distributed to the eligible faculty for review, discussed in a college wide faculty meeting(s) and eventually submitted for a vote as described in this paragraph.

1.9 Standards of Conduct and Code of Ethics

Within the College of Veterinary Medicine and the University of Tennessee faculty members treat colleagues, staff, students, and the wider communities beyond the university with respect and fairness. Faculty honesty with financial and personal matters is expected. The UTCVM faculty abide by the codes of conduct as stated in the University of Tennessee's [Hilltopics](#), [Faculty Handbook](#) (Chapter 2.0 & 5.0), and [HR System Policy HR 0580](#). All faculty also abide by and support the policies and procedures set forth by the University of Tennessee's [Hilltopics](#), [University of Tennessee Institutional Animal Care and Use Committee](#) and the [UT Office of Research Policies and Procedures](#) regarding human subjects.

In addition, veterinary faculty of UTCVM abide by the Veterinarians Oath (Appendix 10.2), the policies of the American Veterinary Medical Association for [veterinary medical ethics](#) and the [State of Tennessee rules and regulations for the veterinary profession](#). Faculty also support and follow the [Guidelines for Professional Behavior at UTCVM](#).

1.9.1 Operational Authority

External regulation – The College of Veterinary Medicine is subject to the rules and regulations of the State of Tennessee, the University of Tennessee and the Institute of Agriculture. If any provision in this document is inconsistent with university policy or state and federal law or regulations, such provision shall be null and void.

Section 2

Faculty Responsibilities and Rights

Faculty in the college are expected to maintain high levels of professional competency in the areas of teaching, research, clinical service, and the scholarship/creative activity associated with each of these areas. The extent to which a faculty member is engaged in these activities will depend on the level and criteria of his/her appointment in the college.

The UT [Faculty Handbook](#) (Chapter 2.0 & 3.0), the [Manual on Faculty Evaluation](#), the [UTCVM Guidelines for Tenure and Promotion](#) and the [University of Tennessee Policies Governing Academic Freedom, Responsibility and Tenure](#) assist faculty in classifying their activities at the university in ways consistent with college and university expectations regarding teaching, research, service, scholarship and creative activity.

2.1 Faculty Workload

The assigned workload, duties and effort allocation in teaching, research/scholarship/creative activity, service and outreach of a full time faculty member is determined annually by the department head in consultation with the faculty member with review and approval of the dean. Each member of the faculty is required to perform a reasonable and equitable amount of work each year ([Faculty Handbook](#), Chapter 3, Item 3.7).

2.2 Responsibilities

All faculty in UTCVM are responsible for supporting and contributing to the mission of college (see Section 1.3 of these bylaws).

2.2.1 Faculty Responsibilities in Teaching

Faculty teaching may involve undergraduate, graduate, and professional (DVM) students as well as clinical interns and residents in specialty programs.

All faculty in UTCVM are required to strive to be effective teachers and to continually improve as teachers, willing to facilitate and improve student learning by using various and appropriate pedagogical techniques and by setting well defined expectations and learning objectives. Faculty of the college are required to keep current in their subject and professional areas, and to participate in course design and continued curricular improvement and revisions. Faculty are required to use appropriate methods of student performance evaluation and, in association with the associate dean for academic affairs and the college assessment committee, facilitate student evaluation of instruction in each course they teach or coordinate. Faculty should utilize student and other instructional assessment data for continual course improvement.

Faculty teaching responsibilities are guided by the [UTCVM Guidelines for Tenure and Promotion](#) , the [Faculty Handbook](#) (Chapter 2.0, Item 2.22; Chapter 3.0, Items 3.2, 3.7; Appendix), the [Manual on Faculty Evaluation](#).

Faculty may also consult the [UTCVM Guidelines on Effective Peer Review of Teaching](#) as a guide for teaching effectiveness and evaluation (Appendix 10.3).

2.2.2 Faculty Responsibility in Scholarship and Creative Activity

Faculty members of UTCVM are required to develop and pursue scholarly activity. Faculty members make intellectual and creative contributions through the scholarship of discovery (new knowledge and research), application (service, outreach), integration (interdisciplinary research) and education/pedagogy (teaching and learning). Faculty contributions may come from, but are not limited to, traditional laboratory investigation, clinical studies, case studies, novel clinical practices, teaching practices, and instructional program development. The magnitude of responsibility in completing scholarly activities depends on the faculty member's criteria of appointment and is determined at the departmental level.

Scholarly activity in the college generally conforms to three general criteria: a) novel contribution that impacts the discipline, b) systematic observation and collection of data and subsequent analysis, c) production of a product that is disseminated by presentation/publication or both in a professional forum including a peer review process that is prescribed by that forum.

Faculty may be guided in fulfilling responsibilities in scholarship/creative activity by the [Faculty Handbook](#) (Chapter 2.0, Items 2.21,2.23; Chapter 3, Item 3.2), [Manual on Faculty Evaluation](#), [UTCVM Guidelines for Tenure and Promotion](#) , [University of Tennessee Policies Governing Academic Freedom, Responsibility and Tenure](#) and individual departmental bylaws.

2.2.3 Faculty Responsibility in Clinical Service

Some faculty members in UTCVM will have appointments that include responsibility in providing clinical service. Clinical service includes not only services directly related to patient care and client interaction, but also to all diagnostic and support services involved in the delivery of quality health care services. The following section provides general guidelines for completing clinical responsibilities. Because of the unique nature of UTCVM and the individual services provided, departmental bylaws will address the specific nature of faculty responsibility in clinical service. The magnitude of responsibility in completing clinical activities depends on the faculty member's criteria of appointment and is determined at the departmental level.

A faculty member's clinical knowledge and expertise is critical to the education of veterinary students in the professional curriculum, residents and interns, graduate students and para-professional staff. Faculty members, therefore, have a responsibility to keep abreast of current trends in the practice of veterinary medicine. Faculty members are

expected to use many of the same criteria listed under Faculty Responsibilities in Teaching (2.2.1) above to develop effective clinical teaching programs for students. In the clinical teaching program faculty are responsible for the development and continual improvement of student learning and the clinical learning environment through the use of appropriate and effective teaching methods and continual improvement of the clinical curriculum. Faculty are responsible for working with the Assessment Committee and the department head to facilitate student evaluation of clinical instruction and to use assessment information to improve teaching and learning. Faculty are responsible for using appropriate student evaluation methods in line with the learning objectives for each clinical rotation.

A faculty member's clinical knowledge and expertise is also critical for the provision of quality, state-of-the-art, medical, surgical and diagnostic services. Faculty with clinical responsibilities in the Veterinary Teaching Hospital are required to conform to its policies and procedures. The clinical program is a very important part of the teaching program as well as critical to the financial and infrastructure health of the entire college. A balance must be struck between teaching and business in the VTH. Faculty are expected to be fiscally responsible and good stewards of state resources at all times.

Clinical caseload is central to the success of the clinical teaching program and the continued health of the VTH. Faculty are expected to provide excellent customer relations (clients, referring veterinarians, general public etc.) through good customer communication and interactions. Excellence in client customer relations, fiscal responsibility and health care documentation are also important aspects of student teaching. Faculty responsibilities in clinical service apply to all faculty, tenured, tenure track, non-tenure track, and others (adjunct, part time, etc.).

In UTCVM, clinical service may occur with and without students. Clinical service without students is not considered under the teaching criteria of appointment, but strictly service. Clinical service must be differentiated from "service" used in the context university documents to mean governance (committee work, leadership in public, private and professional organizations). Faculty responsibility in governance is covered in the following section.

Faculty may be guided in fulfilling their responsibilities in clinical teaching by the [UTCVM Guidelines for Tenure and Promotion](#) , [UT Fiscal Policies and Procedures Statements](#), the Veterinary Teaching Hospital policies and procedures, and departmental bylaws.

2.2.4 Faculty Responsibility in Governance

Faculty members of UTCVM are required to serve their college by participating in committee work and by attending college meetings. Shared governance is an important aspect of organizational development and faculty responsibility. The magnitude of responsibility in governance activities depends on the faculty members criteria of appointment and is determined at the departmental level. Duties performed by faculty who are program directors, leaders of clinical sections, directors of support services, or who have other leadership responsibilities, are also important service activities.

Faculty are also encouraged to participate in other types of professional service, including service to their professional discipline and leadership in appropriate public, private, professional and governmental organizations. Faculty may also participate in service by providing expertise to organizations and community groups and by creating beneficial links between the college and the community.

Faculty may be guided in fulfilling their responsibility in governance by the [Faculty Handbook](#) (Chapter 1.0, Items 1.5,1.7,1.8; Chapter 2.0, Item 2.25; Chapter 3), the [Manual on Faculty Evaluation](#), [UTCVM Guidelines for Tenure and Promotion](#) and departmental bylaws.

Section 3

Faculty Appointment

Faculty in the College of Veterinary Medicine

3.1 Tenure and Tenure Track Faculty

Tenure track faculty careers may begin by appointment of the faculty member as a tenure track assistant professor, associate professor, or full professor. A tenure track assistant professor will have a probationary period for up to six years, during which the faculty member is evaluated for tenure and promotion to associate professor with tenure. Tenured associate professors may be considered for promotion to full professor after at least five years in rank as an associate professor. A sufficient level of accomplishment must be achieved to warrant promotion to full professor. All faculty members have annual reviews including appropriate reviews for promotion and tenure. For details and exceptions please refer to the [Faculty Handbook, Manual on Faculty Evaluation, UTCVM Guidelines for Tenure and Promotion, University of Tennessee Policies Governing Academic Freedom, Responsibility and Tenure](#).

3.1.1 Appointment to Tenure Track Positions

Search Process for New Faculty

- 1) After obtaining an authorization to search (Policy on Equity and Diversity), the department head, in consultation with the faculty, appoints a search committee. Department bylaws determine appropriate search committee representation. The search committee recommends the applicant pool, identifies candidates to be considered for interviews, conducts the interview process and solicits comments and a judgment of acceptable or unacceptable for each candidate from tenured, tenure track, and non-tenure track faculty before reporting their findings to the department head. The head recommends a candidate to the dean, who makes a recommendation to the chief academic officer.
- 2) Following the decision to recommend appointment, the department head will informally discuss rank, salary, and other terms.
- 3) Written notification of appointment is made by the chief academic officer: including rank, salary, year of tenure decision, general duties and expectations.
- 4) The department head, with consultation of the tenured faculty, should draft the letter of expectations and responsibilities for each new faculty member. This letter will specify, in detail, the expectations and goals for the new tenure track faculty member for at least his/her probationary period. The letter should also indicate that criteria of appointment can change based on either faculty or departmental needs and directions. When this happens the change should be verbally discussed with the tenure track faculty member as well as documented in writing. The letter of expectations and responsibilities will be part of the basis for evaluation of progress and awarding of tenure.

- 5) Written acceptance of the appointment letter and terms along with completion of university employment forms completes the appointment.

([Faculty Handbook](#), [Manual on Faculty Evaluation](#), [UTK Affirmative Action Plan](#), [UT Procedures for Conducting Upper Level Faculty and Staff Searches](#), [Personnel Policies and Procedures Manual](#))

3.1.2 Faculty With Existing Non-tenure Track Appointments

If a non-tenure track faculty member requests a change to a tenure track position, the department head in consultation with departmental tenured and tenure track faculty will evaluate the request. If it is decided that the change will benefit and the needs of the department and the college, the department head will initiate the search procedures described for a tenure track position. The non-tenure track faculty member should then apply as a potential candidate for the tenure track position. Because the non-tenure track faculty member already occupies this position does not assure his/her appointment to the new tenure track position.

The change from a tenure track faculty position to a non-tenure track position is not normally allowed in UTCVM except under unique circumstances. Such requests will be reviewed by the department head, dean, and vice president.

No faculty member shall be appointed initially with tenure except by positive action of the Board of Trustees upon the recommendation of the president and after review by the tenured faculty and department head, dean or chief academic officer.

3.1.3 Criteria of Appointment to Faculty Rank

All faculty appointed as tenure track and tenured faculty are expected to contribute to the missions of the college in teaching, service, research/ scholarship/creative activity and outreach. While the university provides the general scope of performance in a particular rank, the specific requirements of the different faculty ranks are a function of the discipline and are defined by the faculty of the department in which the appointment resides. The exact effort allocation in teaching, service, research/scholarship/creative activity and outreach is dependent on the skills of the faculty member and the needs of the department and college. All tenure track faculty are expected to pursue and maintain excellence in research/ scholarship/ creative activity.

3.1.4 General Criteria of Appointment

The general criteria of appointment to rank for tenure and tenure track faculty in UTCVM are the same as those provided in the [Faculty Handbook](#) (Chapter 3, Item 3.2).

The criteria of appointment of all newly appointed tenure track faculty in UTCVM will be determined by the faculty and head of the primary department of appointment in line with the needs and direction of that department or unit.

Appointments in UTCVM are classified as full time, 12 mo. appointments, unless justification for a reduced percentage of appointment is approved by the department head, dean and vice president.

3.2 Specialty Faculty Titles

3.2.1 Endowed Chairs, Professors, and Fellows

The college may receive endowments to fund positions. Nominations for these positions are made on the basis of the terms set by the endowment ([Faculty Handbook](#), Chapter 3, Item 3.4)

Distinguished Professors - Faculty at the rank of professor displaying an exceptional record of teaching, service, and research or creativity.

University Distinguished Research Professor – Awarded to faculty at the rank of professor who have displayed an exceptional record in research.

University Professor – Awarded to a faculty member who has attained the rank of full professor and has displayed an exceptional record in academic accomplishments.

Emeritus or Emerita – Upon recommendation of the department head, dean, and chief academic officer, faculty who are professors at the time of retirement may be awarded the rank of emeritus (emerita) at the discretion of the chancellor or vice president ([Faculty Handbook](#), Chapter 3, Item 3.2.1)

3.2.2 Joint Appointments ([Faculty Handbook](#), Chapter 3, Item 3.5)

- 1) Involve participation in two or more departments.
- 2) “Home Department” is the primary department with which a faculty member is affiliated. This department handles all matters such as salary, promotion, etc.
- 3) The home department head should consult with the head(s) of the unit(s) involved in matters associated with appointment, effort allocation, evaluation and performance.
- 4) Original appointment letter should specify the home department, administrative reporting relationships, and peer groups to be consulted for tenure and promotion recommendations.

Section 4

Faculty Evaluation

4.1 Faculty Review and Evaluation

4.1.1 Annual Evaluation

All faculty in the UTCVM receive an annual performance review. A progress review is also conducted mid-year. The purpose of the faculty annual performance review is to provide constructive feedback to guide the individual's professional development and support the programs of the college, department, and institute. The results of the annual faculty evaluation will be used for multiple purposes including retention, tenure track progress review, promotion, merit awards, post tenure review, and updating of professional development plans. Specific goals of the annual performance review are stated in the [Faculty Handbook](#) (Chapter 3, Item 3.8.1).

During the performance evaluation process accomplishment of previous goals and establishment of new goals will occur. New goals consistent with departmental and college mission and goals will be finalized.

Specific performance standards must:

- 1) Be clearly written relative to the supervisor's expectations for the year.
- 2) Have measurable outputs/outcomes.
- 3) Be related to the key position description duties.
- 4) Be related to the unit's strategic goals.

The performance review process will be carried out utilizing a mechanism approved by the college and UTIA and will result in a narrative and evaluation signed by the department head and faculty member. The faculty member's signature indicates that he/she has received a copy of the evaluation. The faculty member has the right to submit a written response. The narrative and evaluation will become a part of the evaluation and copies are forwarded to the college dean and the signature page is sent to Human Resources.

Evaluation of faculty for promotion, tenure, retention, and merit will be based on teaching, service, scholarship/creative activity, research accomplishments and outreach weighted according to effort allocation. Faculty should consult the [Faculty Handbook](#) (Chapter 3, Items 3.8- 3.11), the [Manual on Faculty Evaluation](#), the [UTCVM Guidelines for Tenure and Promotion](#), [UTCVM Guidelines on Effective Peer Review of Teaching](#) (Appendix 10.3) and departmental bylaws for specific information on evaluation of teaching, scholarship/creative activities, research, service and outreach.

4.1.2 Tenure Track Faculty

Tenure is the principle that entitles a faculty member to continuation of his/her annual appointment until relinquished or forfeited or until termination for adequate cause, financial exigency, or academic program discontinuance. The burden of proof that tenure should be awarded rests with the faculty member. Once tenure is awarded the burden of proof concerning the faculty member's continuing appointment shifts from the faculty member to the university. Appointment to a tenure track position is covered in Section 3, 3.1.1 of this document. Tenure at the University of Tennessee, Knoxville is granted in a particular academic unit in a position appropriate to the faculty member's qualifications. A faculty mentor or mentor committee should be assigned to each tenure track faculty member.

The Board of Trustee's policy governs tenure at the University of Tennessee and its colleges. Each campus is required to implement the Board's policy on tenure and the policy allows each campus to adopt more specific provisions with respect to certain tenure matters.

The following is a general review of the tenure process in UTCVM. Specific process related information can be found in the [Faculty Handbook](#) (Chapter 3, Item 3.11), and the [Manual on Faculty Evaluation](#). For guidelines on the specific criteria for awarding tenure faculty should refer to the above mentioned documents as well as the [UTCVM Guidelines for Tenure and Promotion](#) and individual departmental bylaws.

4.1.2.1 Eligibility

Eligibility for tenure includes the following minimum standards: only regular, full time, tenure track appointments at the rank of assistant professor, associate professor or professor are eligible for tenure. An assistant professor in UTCVM normally will not be considered for tenure until he/she is eligible for promotion to associate professor. Term, part time, temporary faculty and faculty pursuing degrees are not eligible for tenure consideration.

4.1.2.2 Criteria for Awarding Tenure

Tenure is awarded after a thorough review resulting in the college and university acknowledging a reasonable presumption of the faculty member's professional excellence and evidence of the likelihood that the excellence will continue substantially over a considerable period of time in support of the mission and anticipated needs of the academic unit in which tenure is granted. It is the responsibility of the departments and college to define professional excellence in terms of their respective disciplines.

In UTCVM detailed criteria for awarding tenure are contained in the [UTCVM Guidelines for Tenure and Promotion](#). "Tenure track faculty are expected to demonstrate distinctive (i.e. innovative, creative, effective) achievements in research, teaching and service commensurate with their effort allocation."

Each academic unit in the College may also establish additional specific criteria for tenure in that unit. After approval by the dean and campus chief academic officer, these criteria shall be published in the bylaws of the academic unit.

4.1.2.3 Tenure Probationary Period

Length of the probationary period

- 1) Tenure track faculty must serve a probationary period, no less than one and no more than seven years.
- 2) Time served at another university in a tenure track position may be considered toward fulfilling the total probationary period at UTCVM.
- 3) Original appointment letter will state the faculty member's probationary length and academic year in which he/she must be considered for tenure.
- 4) The college/university and faculty member may agree in writing to extend the seven year period for a maximum of two years, if good cause is demonstrated. The extension must be submitted and approved by the dean and vice president as early as possible but no later than the deadline for submission of the faculty member's application to the departmental review committee.

4.1.2.4 Evaluation of Tenure Track Faculty

Annual Evaluation

Tenure track faculty are required to have two types of evaluations during their tenure probationary period: 1) annual evaluations 2) annual retention reviews. The annual evaluation of tenure track faculty is conducted as described in 4.1.1 in this document. The departmental retention and tenure review committee will consist of all of the tenured faculty in the department.

The annual retention review should occur using the following guidelines:

Tenured faculty and tenure-track faculty evaluation:

- 1) The evaluations will be conducted by the department head. The head should notify tenure track faculty members, well in advance, when the retention meeting will occur so they can prepare their materials.
- 2) Tenure track faculty prepares a summary report on effort allocation, teaching, research, scholarship, service, governance and other pertinent information from the previous academic years.
- 3) The tenured faculty in the department will review the summary report and solicit input from the faculty members mentor or mentor committee.
- 4) The tenured faculty submit a review that describes and discusses the faculty members progress toward promotion and tenure.
- 5) Tenured faculty will then take a formal retention vote. Persons are excluded from voting on their own tenure or promotion recommendations. Faculty members currently or previously related by family or marriage, or who have or have had a

relationship which would make it impossible to make an unbiased recommendation, shall not be involved in retention, tenure and promotion discussions or recommendations affecting that faculty member.

- 6) Both the tenured faculty review document and the record of retention vote will be shared with the tenure track faculty member and the department head.

Department head, college and university responsibilities,

- 1) Department head conducts an independent retention review considering the tenured faculty report and retention vote and other information which he/she develops.
- 2) Department head makes a written recommendation to the dean of retention or non-retention and an evaluation using the ratings of “unsatisfactory” to “exceeds expectations”. The report shall include the report developed by the tenured faculty and the record of a retention vote.
- 3) Department head provides the faculty member with a copy of his/her retention recommendation and other materials submitted to the dean.
- 4) The dean makes an independent judgment on retention and forwards his/her recommendation to the vice president who makes the final decision of retention or non-retention.
- 5) If the retention decision is positive the head will notify the faculty member in writing. If the retention review is negative the dean of the college will notify the faculty member in writing in accordance with the notice requirements described in the UT [Faculty Handbook](#) (Chapter 3, Item 3.11.3.3).

4.1.3 Procedures for Consideration/Granting of Tenure

Each college and department may adopt its own procedures for the consideration and granting of tenure. The procedures must be consistent with those outlined in the [Manual for Faculty Evaluation](#), the [Faculty Handbook](#) (Chapter 3, Item 3.11.5) and the Board of Trustees’ Policy on Tenure (Appendix A).

4.1.4 Termination of Tenure

The termination of tenure is covered in detail in the [Faculty Handbook](#) (Chapter 3.0, 3.11.7).

4.1.5 Promotion

The criteria for promotion to a rank are the same as those for the initial appointment to that rank, as described in the [Faculty Handbook](#) and [Manual on Faculty Evaluation](#). Assistant professors will usually be considered for promotion to associate professors at the time they are considered for tenure. Associate professors typically serve at least five years in rank before consideration of promotion to professor.

Annual performance reviews are the basis of the cumulative record that prepares a faculty member for promotion.

The procedures for consideration of faculty for promotion are found in the [Manual on Faculty Evaluation](#) and the [Faculty Handbook](#). Faculty must submit performance materials and the department must solicit external letters assessing the candidate's record of scholarship and creative activity. The departmental review committee will consist of faculty at or above the rank which is being sought by the candidate. Faculty members currently or previously related by family or marriage, or who have or have had a relationship which would make it impossible to make an unbiased recommendation, shall not be involved in promotion discussions or recommendations affecting that faculty member.

The candidate has the right to review his/her file at any stage of the process ([Faculty Handbook](#), Chapter 3.0, Item 3.11).

4.1.6 Cumulative Performance Review

Faculty members whose annual performance review is found to be unsatisfactory in two of five consecutive years or whose evaluation is any combination of “unsatisfactory” or “needs improvement” in any three of five consecutive years must undergo a cumulative performance review as described in the [Manual on Faculty Evaluation](#).

4.1.7 Merit

When funding is available and the university will allow merit awards may be given to faculty who have demonstrated distinctive achievements in the performance of their duties. The department head may use a variety of information to evaluate a faculty member for determination of merit status (not limited to the annual performance review, peer evaluations, an annual activity report, teaching evaluations, service evaluations, research achievements, etc.). The department head will make a recommendation for a merit award to the dean.

Section 5

Non-Tenure Track Faculty

5.1 Rights and Responsibilities of Non-Tenure Track Faculty

Non-tenure track faculty will have responsibilities in teaching, service or research or any combination thereof depending on departmental or college needs. Non-tenure track faculty in UTCVM are expected to maintain high levels of professional competency in their primary areas of appointment: teaching, research, clinical service, and the scholarship/ creative activity associated with each of these areas. The extent to which a faculty member is engaged in these activities will depend on the level and criteria of his/her appointment in the college. Non-tenure track faculty in UTCVM are responsible for supporting and contributing to the mission of college and are afforded the same rights and privileges of tenured and tenure track faculty except for voting on matters of tenure. (see Section 1, 1.3 of these bylaws).

5.1.1 Non-Tenure Track Faculty Responsibilities in Teaching

Non-tenure track faculty in UTCVM have the same general responsibilities in teaching as tenure track and tenured faculty (see Section 2, 2.2.1 and 2.2.3). They should strive to be effective teachers and to continually improve as teachers, to keep current in their subject and professional areas and to participate in continual curricular improvement. Non-tenure track faculty are expected to facilitate student and peer assessment of instruction and to use the assessment data for continual improvement of teaching effectiveness. In the UTCVM teaching responsibilities may also include teaching residents and interns, graduate students and para-professional staff in the clinical setting.

Non-tenure track faculty having a teaching appointment in clinic service have a responsibility to keep abreast of current trends in the practice of veterinary medicine, to develop effective clinical teaching programs for students, to develop and continually improve student learning and the clinical learning environment through the use of appropriate and effective teaching methods and continual improvement of the clinical curriculum. Faculty are responsible for working with the department head to facilitate student evaluation of clinical instruction and for using assessment information to improve teaching and learning. Faculty are responsible for using appropriate student evaluation methods in line with the learning objectives for each clinical rotation.

5.1.2 Non-Tenure Track Faculty Responsibilities in Clinical Service

Some non-tenure track faculty members in UTCVM will have appointments that include responsibility to provide clinical service. Clinical service includes not only services directly related to patient care and client interaction, but also to all diagnostic and support services involved in the delivery of quality health care services. The magnitude of responsibility in completing clinical activities depends on the faculty members criteria of appointment.

A non-tenure track faculty member's clinical knowledge and expertise is critical for the provision of quality, state-of-the-art medical and surgical and diagnostic services. Faculty with clinical responsibilities in the Veterinary Teaching Hospital are required to conform to its policies and procedures. The clinical program is very important to the financial and infrastructure health of the entire college. A balance must be struck between teaching and business in the VTH. Faculty are expected to be fiscally responsible and good stewards of state resources at all times.

Clinical caseload is central to the success of the clinical teaching program and the continued health of the VTH. Faculty are expected to exhibit excellent customer relations (clients, referring veterinarians, general public etc.) through good customer communication and interactions. Excellence in client customer relations, fiscal responsibility and health care documentation are also important aspects of student learning.

In UTCVM, clinical service may occur with and without students. Clinical service without students is not considered under the teaching criteria of appointment, but strictly under service. Clinical service must be differentiated from "service" used in the context university documents to mean governance (committee work, leadership in public, private and professional organizations). Faculty responsibility in governance is covered in Section 2, 2.2.4.

5.1.3 Non-Tenure Track Faculty Responsibilities in Research

A non-tenure track position may include responsibilities in teaching and research, clinical service and research, or research alone. Non-tenure track faculty with effort allocation in research have a responsibility to demonstrate an ability to initiate independent research activities, obtain external funding, develop and sustain their research efforts and fulfill the requirements for scholarship and creative activity as provided in Section 2, 2.2.2. The specific allocation of time and expected level of performance in research will be determined at the department level and provided to the non-tenure track faculty member in the letter of expectations and responsibilities (see Section 3, 3.1.1).

5.1.4 Non-Tenure Track Faculty Responsibilities in Scholarship/Creative Activity

UTCVM Guidelines for Promotion and Tenure [link] indicate that a candidate for promotion should have substantial scholarly achievements consistent with their effort allocation. Non-tenure track faculty are expected to demonstrate distinctive achievement(s) in their area(s) of assignment which may or may not include an effort allocation for research.

5.1.5 Non-Tenure Track Faculty Governance Responsibilities

Non-tenure track faculty members of UTCVM are required to serve their college by participating in committee work and by attending college meetings. Shared governance is an important aspect of organizational development and faculty responsibility. The magnitude of responsibility in governance activities depends on the faculty members criteria of appointment and is determined at the departmental level.

Faculty are also encouraged to participate in other types of professional service including service to their professional discipline and leadership in appropriate public, private, professional and governmental organizations. Faculty may also participate in service by providing expertise to organizations and community groups and by creating beneficial links between the college and the community.

5.2 Non-Tenure Track Faculty Appointment

Non-tenure track faculty appointments in most cases will follow a thorough external search and selection process (as for tenure track appointments; Section 3.1.1), subject to provisions in Chapter 4 of the Faculty Handbook and departmental bylaws. In cases of non-tenure track appointments fully funded by grants, the principal investigator provides the search committee with the position description and required candidate qualifications and the committee then functions on behalf of the principal investigator to identify acceptable and unacceptable candidates. The principal investigator then works together with the department head to recommend a candidate to the dean.

Exceptions to search may be granted (as described in UT Search Procedures: Guidelines for Conducting Academic and Staff Exempt Searches and the University of Tennessee) when there is an immediate need for providing teaching and/or service or in the case of non-tenure track positions funded by grants. In these instances candidates will be reviewed by all departmental faculty members. The subsequent departmental faculty vote and recommendation to the department head and higher administration will be conducted as in Section 3.1.1 of the CVM bylaws.

Non-tenure track faculty appointments:

1. Faculty in non-tenure track positions in UTCVM have a one year, renewable appointment subject to availability of funds and performance.
2. Non-tenure track faculty appointments in UTCVM fall into three general categories:
 - a) appointments with anticipated ongoing renewal.
 - b) research appointments funded by grants.
 - c) appointments for a specific period of one year or less.
3. Candidates receive appropriate notification of appointment as described in Section 3, 3.1.1 of this document, including a letter of appointment and a letter of expectations and responsibilities. Appointment letters for non-tenure track faculty will include specific information of the terms of their appointment including anticipated renewal or non-renewal status and timeline. Written acceptance of the appointment letter and terms along with completion of university employment forms completes the appointment.
4. Non-tenure track faculty enjoy the same academic freedom as tenured and tenure track faculty.
5. Non-tenure track faculty have the opportunity to participate in departmental/college governance according to the departmental bylaws.

5.2.1 *Appointment and Rank of Non-tenure Track Faculty*

Appointment and rank for non-tenure track faculty in the UTCVM will depend on the effort allocation in teaching, clinical service, and research and the academic record and experience of the candidate. According to the [Faculty Handbook](#) the following titles or ranks are described for non-tenure track faculty in the UTK system.

1. Non-tenure track teaching faculty: Instructor, lecturer, distinguished lecturer, adjunct faculty, visiting faculty.
2. Non-tenure track research faculty: Research assistant professor, research associate professor, research professor, adjunct research faculty, visiting research faculty.
3. Non-tenure track clinical faculty: Clinical instructor, clinical assistant professor, clinical associate professor, clinical professor, adjunct clinical faculty, visiting clinical faculty.

In UTCVM a non-tenure track faculty member with a 100% effort in teaching, research or clinical service would not be expected to provide effort in either of the other two areas. However, in most cases, non-tenure track faculty will have effort allocation in more than one area, e.g., clinical service and teaching or research and teaching, or clinical service and research. The criteria of appointment will be commensurate with the faculty member's effort in one or more of the areas of teaching, clinical service and research. For non-tenure track faculty with allocation in more than one area, the degree of performance and criteria for appointment to rank will combine the qualifications from the assigned areas and each qualification will be weighted according to percent effort. For example, a faculty member with effort allocation in clinical service and teaching will be able to advance in rank by fulfilling the expectations in teaching and in clinical service. Specific expectations should be provided to the faculty member in a letter of expectations and responsibilities upon his/her initial appointment.

Non-tenure track teaching faculty should hold a degree appropriate to their discipline or its professional equivalent and should demonstrate sound teaching skills as described in 5.1.1 of this document. Faculty should continue to improve as a teacher and strive for excellence in teaching to be considered for promotion.

Non-tenure track research faculty should have completed a doctoral degree or terminal degree appropriate to the field and demonstrate an ability to initiate independent research and obtain external funding. For promotion faculty should demonstrate continuous improvement and contribution in research and creative activity through grants and contracts and ultimately have an outstanding research/creative activity record.

For each rank the faculty member should have demonstrated accomplishments and qualifications consistent with those for appointment at that specific rank ([Faculty Handbook](#), Section 3, Item 3.2).

Non-tenure track clinical faculty should have completed a doctoral or terminal degree appropriate to the field. For promotion to the various ranks faculty should demonstrate distinctive achievement(s) in their area(s) of assignment(s). Faculty with clinical service and teaching assignments must demonstrate teaching ability and develop teaching skills consistent with those for appointment to a specific rank. Faculty with a clinical appointment should also fulfill the responsibilities described in 5.1.2 of this document.

5.3 Non-Tenure Track Faculty Evaluation and Annual Renewal of Appointment

Non-tenure track faculty are subject to annual performance reviews appropriate to the position. Faculty in non-tenure track positions in UTCVM have a one year, renewable appointment subject to availability of funds and performance. Annual performance reviews will be conducted as described under tenure and tenure track faculty with a written record maintained in departmental and human resource files (UTCVM Bylaws, section 4.1.2.4). Non-tenure track faculty will be reviewed annually by the tenured, tenure track, and non-tenure track faculty of higher rank in consultation with the department head and in accordance with departmental bylaws. Faculty with non-tenure track appointments fully funded through grants will be evaluated by the principal investigator who presents his/her evaluation to the tenured, tenure track and non-tenure track faculty of higher rank and to the department head. Based on the annual evaluation and faculty review, the department head will make a recommendation of renewal or termination to the dean of the college. Annual performance evaluations will be done at least 2 months prior to the anticipated renewal or termination date. Non-tenure track faculty will receive written notification of renewal or termination in a letter from the chief academic officer of the college. Record of renewal or termination will be retained in the department and college and results of evaluation reported to the vice president for agriculture. In the case of termination, the faculty member should be notified as soon as possible after a decision to terminate is made.

5.4 Adjunct and Visiting Faculty

5.4.1 Adjunct Faculty

Adjunct faculty are those individuals who provide uncompensated or part time compensated service to the teaching, research, or clinical service programs of the college. The following is a summary of adjunct faculty appointments:

- 1) Letters of appointment will be issued by the dean by to adjunct faculty after a successful vote by the departmental faculty, recommendation of the department head, approval of the Executive Committee.
- 2) Professional credentials and/or terminal degree are required for appointment to various ranks within the college.
- 3) Adjunct faculty may serve on graduate committees, serve as program directors, supervise clinical experiences and assume other responsibilities consistent with departmental/college policies.
- 4) Adjunct faculty may be appointed at the rank of adjunct professor, associate professor, assistant professor, and lecturer.

- 5) Adjunct appointments are for one year but may be renewed at the department level according to departmental bylaws. Each department head will report adjunct faculty renewals to the Executive Committee.

Uncompensated adjunct faculty are not university employees, but they are subject to certain university policies as a condition of receiving the adjunct title. These policies include non-discrimination, [Policy on Misconduct in Research and Service](#), [applicable personnel policies](#), [Policy on Patents, Copyrights and Other Intellectual Property](#).

In the UTCVM adjunct faculty appointments are reviewed by the faculty of each department and the summary of that review and a copy of their curriculum vitae are presented by the department head to the college Executive Committee for approval. Renewal of adjunct faculty is made at the departmental level according to departmental bylaws and renewals are reported to the Executive Committee by the department head.

5.4.2 *Visiting Faculty*

Visiting faculty may carry out teaching, research and/or service responsibilities in an academic department. Professional credentials and/or terminal degree are required for appointment of visiting faculty. The rank may be the same as that held at his/her home institution. Visiting faculty do not participate in college or departmental governance and are not subject to annual performance reviews. Normally appointments are up to 12 months. Visiting faculty, as with all other faculty appointments, will be issued a letter of appointment.

Section 6

Faculty Rights of Appeal

Faculty are entitled to fair, impartial and honest resolution of problems that may arise in relation to employment. This section addresses the appeals process for general and special appeals and provides links to appropriate policies and procedures for detailed descriptions of the appeals processes. Informal grievances may be addressed through the [ombudspersons\(s\)](#) without formal appeal.

A faculty member must initiate a formal appeal under the general or special procedures outlined in the [Faculty Handbook](#) (Chapter 5) within the time specified in the Handbook, Board of Trustees or university policy, at a maximum, within one year of the date of the employment decision in question.

The right of appeal applies to all tenure, tenure track, and non-tenure track faculty. Faculty are encouraged to bring complaints or grievances to the lowest administrative level at which the adverse recommendation, decision or action was taken. Every effort should be made to expeditiously resolve such matters informally before submitting a formal appeal. In all cases faculty are entitled to written notice regarding grounds on which administrative action has been taken.

6.1 General Appeals

Faculty with grievances have three options for pursuing formal appeals depending on the subject matter of the appeal: 1) initiate an appeal through the administrative channel ([Faculty Handbook](#), Chapter 5, Item 5.3), 2) request an appeal through the Faculty Senate Appeals Committee ([Faculty Handbook](#), Chapter 5, Item 5.4), or 3) bring an appeal through the Tennessee Uniform Administrative Procedures Act ([TUAPA](#), [Faculty Handbook](#), Chapter 5, Item 5.5).

A fourth option, which provides an informal solution for faculty grievances, is to contact an ombudsperson for consultation and mediation ([Faculty Handbook](#), Chapter 5, Item 5.2).

Appeals procedures through the administrative channels and the Faculty Senate Appeals Committee are not judicial processes. Attorney representation and participation in hearings may occur for TUAPA. Faculty should consult [Hilltopics](#) for conflicts arising between faculty and students.

6.2 Special Appeals

Special appeals procedures are provided for cases involving: 1) allegations of discrimination or harassment due to race, sex, religion, nationality, age, handicap or veteran status; 2) termination or suspension of tenure track faculty members for adequate cause prior to the expiration of his/her term of employment with or without the minimum advance notice specified for the non-reappointment of the tenure track faculty member

([Faculty Handbook](#), Chapter 3); 3) allegations that non-renewal of appointment of a tenure track faculty member constitutes a violation of academic freedom.

Termination of tenure track faculty member before the stipulated term of appointment is under the same procedures as used for revocation of tenure and termination for tenured faculty member ([Faculty Handbook](#), Chapter 3, Item 3.12). Termination of a non-tenure track faculty member before the stipulated term of appointment is under the procedures in the Personnel Policies and Procedures for exempt staff ([HR 0160](#)).

6.2.1 Complaints of Sexual Harassment and Other Forms of Discrimination ([Faculty Handbook](#), Chapter 5, Item 5.1.2)

Complaints of discrimination are brought forward and investigated according to procedures described in the [UTK Affirmative Action Plan](#), Equal Opportunity Employment Opportunity and Affirmative Action 6.2.2.

Early Dismissal or Suspension

A tenure track faculty member who is suspended or dismissed before the end of the stipulated term of appointment or without the minimum advanced notice specified for termination of tenure track faculty may appeal the decision through the Faculty Senate Appeals Committee or may elect a TUAPA hearing. The university has the burden of proof. The faculty member must notify the vice president of UTIA of his/her intent to appeal within 10 days of receipt of the university's decision to dismiss or suspend ([Faculty Handbook](#), Chapter 5, Item 5.1.2).

6.2.2 Non-renewal as a Violation of Academic Freedom

The appeals process for allegations that non-renewal of tenure track faculty constituted a violation of academic freedom is described in detail in the [Faculty Handbook](#) (Chapter 5, Item 5.1.2).

6.3 Ombudspersons

Faculty in the CVM may use university ombudspersons to facilitate informal resolution of grievances.

[Ombudspersons](#) serve as consultants for faculty needing advice to resolve problems and may serve as informal mediators if the faculty member has not initiated an appeal through formal channels. Ombudspersons are not advocates for faculty nor for the university, but rather are supporters of fair practices and mutual respect.

Ombudspersons serve mutual communication channels as dispute resolution facilitators. This may involve investigation by the ombudsperson and direct participation in the conflict resolution as well as facilitating communication and resolution. Ombudsperson do not address matters subject to special appeals processes described in the [Faculty Handbook](#)

(Chapter 5, Item 5.1.2), provide legal advice, assist in problems unrelated to the university, or represent the faculty member in formal appeals processes.

6.4 Appeals Options

6.4.1 Appeals Through Administrative Channels

A faculty member may initiate a written appeal with his/her administrative leader. If resolution is not achieved the faculty member has the right, upon request, to a review by successively higher administrative levels (UT Bylaws Article V, Section 7).

6.4.2 Appeals Through the Faculty Senate Appeals Committee

The function of the Faculty Senate Appeals Committee is to gather evidence and present findings and make a recommendation to the chief academic officer for the disposition of cases within its jurisdiction. Faculty should consult the [Faculty Handbook](#) for details of this appeals process (Chapter 5, Items 5.4.1 to 5.4.3).

6.4.3 Appeals Through TUAPA

A hearing under the Tennessee Uniform Administrative Procedures Act ([TUAPA](#)) is available to tenure track and non-tenure track faculty members under the following circumstances:

1. Termination of a tenure track faculty member's appointment before the stipulated term of appointment or without the minimum advanced notice or for allegations of gross misconduct or reprehensible behavior.
2. Termination of non-tenure track faculty member's appointment before the stipulated term of appointment or for allegations of gross misconduct or reprehensible behavior.

Request for a TUAPA hearing must be brought within 10 days of the employment action that is the subject of the hearing ([Faculty Handbook](#), Chapter 5, Item 5.5).

Section 7

Compensated Outside Activities

The faculty of the UTCVM represents a unique group of scholars with broad and special areas of interests. As a result numerous requests for professional advice and consultations will be directed toward the faculty. While it is important for faculty to have the opportunity to engage in these types of activities, uncontrolled outside activities or absences can adversely affect the academic and clinical programs of UTCVM.

There are three important guidelines to be used for evaluating outside activities: 1) will the outside activity interfere with assigned duties and responsibilities, 2) outside activities follow conflict of interest policies and procedures, 3) the outside activity must have prior approval. A detailed policy for UTCVM outside activities may be found in

[Appendix 10.4](#). A detailed description of university policy on compensated outside activities may be found in the [Faculty Handbook](#) (Chapter 7, Item 7.1 – 7.3).

“Outside” activity, as defined by the UTCVM, any situation where a faculty member agrees to use his/her professional capabilities to further the interests of a third party and which is not part of the faculty member’s assigned duties and for which the University provides no compensation. Compensation includes but is not limited to salary, honoraria, and travel expenses. The department heads and dean have the primary responsibility for determining that the first responsibilities of the faculty member to the department and college are not being compromised.

7.1 Outside Activity – General Guidelines

At the department heads discretion up to 2 working days per month can be authorized for a faculty member to engage in approved outside activities. Outside activity time does not include weekends and official holidays and is measured in ½ day increments. In the calculation of days devoted to outside activities, the entire time away from UTCVM is counted, including travel time, excluding weekends and official University holidays and closings. Annual leave for outside activities is calculated as for any other annual leave. All requests for leave to engage in compensated outside activity authorized by the department head must be approved by the dean of the college and the vice president for the Institute of Agriculture.

7.2 Examples

Examples of outside activities pertinent to UTCVM include:

<u>Counted Toward 24 Days/Yr Allowed</u>	<u>Not Counted Toward 24 Days/Yr Allowed</u>
1. Consultation	1. Scientific meetings
2. CE to veterinary audiences at local, state, national & international levels outside the State of Tennessee	2. CE sponsored by UTCVM
3. Teaching at other institutions	3. CE to veterinary audiences within the State of Tennessee, not to exceed 5/yr
4. Paid consultation with industry, advisory boards, etc.	4. Meetings of Veterinary Specialty organizations
5. Expert witness or case review for external malpractice/liability purposes	5. Authorship of textbooks and other copyrightable materials

Section 8

Benefits and Leave

The College of Veterinary Medicine follows the policies and procedures of the University of Tennessee in providing a comprehensive program of benefits for faculty members. These policies for faculty benefits and leave may be found in the [Personnel Policies and Procedures](#) and the [Faculty Handbook](#). The personnel policies and procedures take precedent over the Faculty Handbook in the application of the policies and procedures.

8.1 Benefits for Faculty

Benefits for faculty members in UTCVM include insurance plans, educational assistance, retirement, and longevity pay. The following sections provide a summary of faculty benefits.

8.1.1 Insurance

The college, through the state of Tennessee, offers group insurance for medical, life, and accidental death or dismemberment, to all regular employees who work a minimum of 75% time. Additional plans are available for other needs to qualified individuals. Illness or injury sustained in the course of employment is covered by the State of Tennessee Worker Compensation Program ([Faculty Handbook](#) Chapter 6, Item 6.2.1)

8.1.2 Educational assistance

Faculty members may be eligible for maintenance fee (tuition) waiver under the provisions of the Personnel Policies and Procedures and with the approval of the department head, dean, and vice president.

Spouses and dependent children of regular, full time faculty members who have been admitted to the university as undergraduate students are also eligible for a student maintenance fee (tuition) discount. Spouses and dependent children of regular, part time faculty members who have one or more years of regular continuous service working a minimum of 50% time shall receive a pro-rata discount based on the percent of effort currently worked by the employee ([Faculty Handbook](#), Chapter 6, Item 6.2.2).

8.1.3 Retirement

UTCVM, through the university and state, provides retirement programs. Regular, full time faculty must participate in a retirement program. The university also offers several optional tax deferred income plans ([HR - Retirement](#)).

8.1.4 Longevity Pay

The university rewards regular faculty for their years of service with the university and state. Regular full time and regular part time faculty working 82.05 % time or more, who

have completed 36 full-time equivalent (FTE) months of service at 82.05 % time or more with UT, the State Board of Regents, or any other agency of the State of Tennessee are eligible to participate in the longevity pay plan on the anniversary date of their employment following the completion of 36 FTE months of qualified employment ([Faculty Handbook](#) Chapter 6, Item 6.2.4).

8.2 Faculty Leave

Faculty development leave, family and medical leave, court leave, military leave, educational leave, personal leave, funeral leave are covered in the [Faculty Handbook](#), Chapter 6, Items 6.3, 6.3.1- 6.3.11.

8.2.1 Faculty Development Leave

Faculty development leave is granted on the merits of each specific proposal for professional development and is an investment by the university that the leave will enhance the faculty member's ability to contribute to the development of the university and to student development. Full time faculty members with a minimum of six years of full time campus service since any previously granted professional leave are eligible to apply for faculty development leave. Professional leave may be granted for either one half of the faculty member's annual appointment period at full-base salary or the full annual appointment period at one half base salary.

The purposes for which development leave is granted are detailed in the [Faculty Handbook](#) (Chapter 6, Item 6.3.1).

8.2.2 Family, Medical Leave and Funeral Leave

The university provides for family and medical leave for childbirth, adoption, foster care placement of a child, serious illness of a spouse, child or parent or an employee's own serious illness. The leave may extend up to a maximum of twelve work weeks of paid or unpaid leave during the 12 month period beginning on the date the family medical leave first begins. During this period 12 month faculty may use any or all accrued annual or sick leave if applicable, instead of taking leave without pay ([Faculty Handbook](#), Chapter 6, Item 6.3.2).

Funeral leave is described in [Personnel Policies and Procedures Manual, Policy 340](#).

8.2.3 Court and Military Leave

Court leave for jury summons and to appear as a witness is covered in the [Faculty Handbook](#), Section 6, 6.3.3 and the [Personnel Policies and Procedures Manual, Policy 315](#).

Short and extended tour military leave are also granted by the university and are covered in the [Faculty Handbook](#) (Chapter 6, Item 6.3.4-6.3.5) and the [Personnel Policies and Procedures Manual Policy 355](#).

8.2.4 Personal Leave

The university grants leave with and without pay to full time faculty members with regular appointments for a variety of reasons. Faculty may make a request for leave without pay for personal reasons in writing to his/her department head ([Personnel Policies and Procedures Manual Policy 355](#)).

8.2.5 Annual Leave

Faculty members employed on a regular full time twelve month appointment earn annual leave at the rate of two working days per month. A maximum of forty two days of accumulated annual leave may be carried forward into the next calendar year. Annual leave in excess of forty two days will be credited to sick leave ([Faculty Handbook Chapter 6, Item 6.5.1](#)).

8.2.6 Sick Leave

Sick leave is earned at the rate of one working day per month by regular, full time 12 month faculty ([Faculty Handbook Chapter 6, Item 6.5.2, Personnel Policies and Procedures Manual Policy 380](#)).

8.2.7 Term Faculty

Term faculty do not receive annual or sick leave ([Annual Leave Policy](#)).

8.2.8 Fringe Benefits for Faculty on Leave

Faculty members on approved leave may be eligible for some benefits. Policies 335,338 and 355 in the [Personnel Policies and Procedures Manual](#) cover benefits for faculty on leave.

8.2.9 Benefits and Leave for Nine-Month Faculty Members

See the [Faculty Handbook](#) (Chapter 6, Item 6.4) for details concerning benefits and leave for nine-month faculty members.

8.2.10 Records of Leave

All leave, except for sick leave, must be approved in advance. Official records of leave are maintained by the university financial and human resources departments. Deans and department heads are charged with ensuring that these records are accurate on a current basis ([Faculty Handbook, Chapter 6, Item 6.7](#))

Section 9

Governance

Governance relates to consistent management, cohesive policies, laws, customs, processes and institutions affecting the way people direct, administer or control an organization. Shared governance is an important aspect of organizational development and is a primary faculty responsibility. All faculty are expected to accept the responsibility of shared governance. The magnitude of faculty responsibility in governance depends on the faculty member's criteria of appointment and is determined at the departmental level. In UTCVM faculty may discharge their responsibilities in governance through regular participation in meetings and committees within sections, departments, the college and the university. Duties performed by faculty who are program directors, leaders of clinical sections, directors of support services or who have other leadership responsibilities are also important governance activities. Faculty should be active participants in deliberations and decisions on policy and procedures. It is the responsibility of the faculty to work collaboratively with administrators, students, and professional and support staff and other college and university constituencies. ([Faculty Handbook](#), Chapter 1, Items 1.1- 1.9)

9.1 Principles and Characteristics of Shared Governance

Good communication and the regular and timely sharing of information among faculty, staff, students, and administrators is a key aspect of governance. Faculty representation in decision making that directly or indirectly affects the faculty's ability to function is important. Faculty have a primary role in determining curriculum, educational policy, teaching and scholarship standards, selection of new faculty and promotion and tenure. There should be timely consultation between faculty and administrators on academic matters. Other important characteristics of shared governance include transparency of and accessibility to information to provide a clear understanding of issues and policy, participation in the development processes, adequate time to reflect on information, opportunity to communicate collaboratively to reach a consensus, and consistency in the process of shared governance to create an atmosphere of trust([Faculty Handbook](#), Chapter 1, Item 1.5)

9.2 College Administration

The academic dean serves as the chief officer. Other college administrators include department heads, associate and assistant deans and directors. All administrators are expected to act on the principles of shared governance and hence seek the advice of the faculty.

9.2.1 *The Academic Dean*

The dean has these general administrative concerns ([Faculty Handbook](#), Chapter 1 Item 1.4.1) :

1. The academic program in college-wide aspects, relationships among the college's departments and the relation of the college to the university and the public.
2. The faculty and the leadership of the college (directors, dept. heads, committees and task forces), their well being, development, review, assessment and renewal.
3. The encouragement and support of teaching, research, creative activity and public service.
4. The support services for the conduct of college business.
5. Strategic planning.
6. Budget preparation, review and analysis.
7. Fund raising and developing relationships outside of the college.

The college looks to the dean for definitive recommendations about the curriculum, staffing, faculty promotion, tenure, and review; development needs; and all financial aspect of the college operations. These recommendations are made after consultation with appropriate faculty and/or college or department level committees as well as department heads. The dean is expected to take an active role in decision making that may or may not be in agreement with faculty and/or department heads and that may involve identification of needs that have not been made explicit in department reports, or that recommend joint programs and ventures, and the development and execution of alternate means for doing the work of the college.

9.3 Departmental Administration

9.3.1 Department Heads

The department head is a member of the faculty who is assigned the special duty of administering the department. The head is appointed in consultation with the faculty of the unit that he/she will administer.

The responsibilities of the department head include ([Faculty Handbook](#), Chapter 1, Item 1.4.2):

1. Provision of leadership for the departmental academic and service programs in relation to the comprehensive program of the college.
 - a. recruiting faculty and staff
 - b. with faculty to plan, execute and review curriculum
 - c. encouraging and supporting faculty teaching, service, research and creative activities
 - d. counseling and advising students
 - e. representing the department to the public, other faculty and administrators, colleagues at other institutions, and other constituencies.
 - f. supporting the department, the teaching hospital and the college.
 - g. conducting regular meetings of the department faculty at least once per month.
2. Provision of leadership for the infrastructure necessary for support of the academic and service programs

- a. employment and supervision of clerical and supporting personnel
 - b. management of departmental physical facilities and equipment needs
 - c. resource enhancement
 - d. preparation, presentation and management of departmental budget
 - e. authorization of all expenditures from the departmental budget
3. Planning and conducting annual faculty performance reviews

Collaboration of the department head and the departmental faculty is essential for the success of the department and its members. This collaboration is best implemented through departmental bylaws and a departmental strategic plan constructed by the faculty in concert with the guidance of the department head. Faculty are responsible for participating constructively in the creation of these documents which should represent a strong departmental consensus. Departmental bylaws must be congruent with college and university rules and the Faculty Handbook. Departmental bylaws and strategic plan guide the department head in day to day decisions concerning departmental issues and management. The head conducts regular faculty meetings and facilitates the work of departmental committees as outlined in the bylaws. The head conducts annual faculty performance reviews ([Faculty Handbook](#), Chapter 1, Item 1.4.3).

9.3.3 Selection and Reappointment of Department Heads

Selection and reappointment of department heads is covered in the [Faculty Handbook](#) (Chapter 1, Item 1.4.4 and Item 1.4.6 respectively).

9.4 Evaluation of Deans and Department Heads

The faculty will be involved in the annual evaluation of deans and department heads as well as other university administrators.

Departmental faculty provide annual written objective and systematic evaluation of the department head to the dean of the college following the procedures in the departmental bylaws ([Faculty Handbook](#), Chapter 1, Items 1.4.5, 1.7).

9.5 College and Departmental Committees

Committee participation is an integral part of shared governance in UTCVM. The college will establish standing committees (See [VetNet Link](#), Appendix 10.5) to fulfill various college-wide needs. Recognizing that these committees may not serve the specific needs of departments, individual programs are encouraged to establish program specific committees to meet their needs. The dean in consultation with other college administrators and/or faculty may establish a committee and appoint a committee chair and members. The faculty may request that the college administration establish a college-wide committee and they may make recommendations or nominations for chair and membership. Standing college-wide committees are fact-finding, advisory, and make recommendations to the faculty and the administration. Each standing committee will be given a charge containing specific goals by the dean or committee chair.

Departmental committees may be established in a similar fashion as college wide committees by or with the guidance of the department head.

9.5.1 College Executive Committee

The Executive Committee (EC) of the UTCVM is the decision making body of the college and is charged with the discussion of college wide issues, the oversight of all other college wide committees, and approval of all college wide policies and procedures. The EC is responsible for the preparation of the bylaws for faculty vote, and periodic review of the college bylaws and any recommended amendments to said bylaws.

9.5.1.1 Executive Committee – Membership

The UTCVM Executive Committee shall consist of the dean, associate and assistant deans and department heads of the college. The dean or his/her designee shall preside. The dean's administrative assistant or designee shall serve as secretary of the EC without voting status. The EC will meet at the call of the dean and on a schedule agreed upon by the members. Minutes of the meeting shall be distributed to the VP of Agriculture, the deans of the colleges within the Institute of Agriculture, and the faculty and staff of UTCVM. Representatives from various workforce segments such as directors, committee chairs, staff, content experts and others will be invited as the EC discusses the many and varied aspects and issues of this complex organization.

Section 10

Appendices

The appendices of these bylaws contain only those documents which are not currently published in an electronic format and available through an electronic link. All documents in an available electronic format have a link in the text of the bylaws that may be used to obtain specific details and complete policies concerning a topic or section of the bylaws

A list of electronically searchable documents is contained in Appendix 1.

10.1 Appendix 1 – Linked Documents

[Faculty Handbook](#)

[Manual on Faculty Evaluation](#)

[UTCVM Guidelines for Tenure and Promotion](#)

[UTCVM Guidelines on Effective Peer Review of Teaching](#)

[Personnel Policies and Procedures Manual](#) (Policies 0580, 0160, 0340, 0355, 0380, 0335, 0338)

[Annual Leave Policy](#)

[HR - Retirement](#)

[TUAPA](#)

[Ombudspersons](#)

[UTK Affirmative Action Plan](#)

[Hilltopics](#)

[Policy on Misconduct in Research and Service,](#)

[Policy on Patents, Copyrights and Other Intellectual Property](#)

[UT Procedures for Conducting Upper Level Faculty and Staff Searches](#)

[Policy Equity and Diversity](#)

[University of Tennessee Policies Governing Academic Freedom, Responsibility and Tenure.](#)

[UT Fiscal Policies and Procedures Statements](#)

[American Veterinary Medical Association for veterinary medical ethics](#)

[State of Tennessee rules and regulations for the veterinary profession](#)

[Guidelines for Professional Behavior at UTCVM](#)

[University of Tennessee Institutional Animal Care and Use Committee](#)

[UT Office of Research Policies and Procedures regarding human subjects](#)

10.2 Appendix 2 – The Veterinarians Oath

Being admitted to the profession of veterinary medicine, I solemnly swear to use my scientific knowledge and skills for the benefit of society through the protection of animal health, the relief of animal suffering, the conservation of animal resources, the promotion of public health, and the advancement of medical knowledge.

I will practice my profession conscientiously, with dignity, and in keeping with the principles of veterinary medical ethics. I accept as a lifelong obligation the continual improvement of my professional knowledge and competence.

10.3 Appendix 3 – UTCVM Policy on the Peer Evaluation of Teaching

1. Peer Review Teams and Process – Guiding Principles

- a. Formation of review teams or selection of external reviewers will be based on UTCVM and UTK guidelines but can be addressed by college by-laws. Department Heads are responsible for the assignment of teams, appointment of a team leader, clarifying the charge to the team, and completion of timely reviews. Best practices (from addendum to UTK Faculty Handbook) include:

“A peer teaching review should be conducted for a tenure-track faculty member typically twice during their probationary period, and for a tenured faculty member at least once prior to consideration for promotion. Department bylaws may specify more specific intervals for peer assessment, as well as whether or if full professors are reviewed. Where special circumstances arise, a faculty member has the right to request reconvening of a peer assessment team or formation of a new peer assessment team in the interval between scheduled peer reviews. Peer assessment of teaching should also be conducted as part of a “triggered” cumulative review of tenured faculty as described in the Faculty Handbook.

The peer assessment team should consist of three tenured faculty members. An exception is in the peer review of tenure-track faculty, when the review team may include a tenure-track faculty member. One is selected by the faculty member under review, one by the department head, and the third is agreed upon by the two. Departments are encouraged to have at least one faculty member from outside the department included on peer assessment teams.”

- b. At UTCVM, non-tenure track faculty members are full participants in the educational program and participate in the peer review process as reviewers and reviewees.
- c. Note that peer colleagues are considered the best judge of the following aspects of teaching: subject matter expertise, currency and appropriateness of teaching materials, appropriateness of assessment and grading approaches, and professional behavior of the instructor.
- d. Good peer review programs are built on collegiality and trust, and foster an open and encouraging constructive dialogue about teaching. Participation in the peer review process is a service expectation of UTCVM faculty and the process is expected to benefit both the faculty member under review and the members of the peer assessment team.
- e. Those selected as “peers” should be comfortable enough with the reviewee’s teaching content and educational practices to provide useful review on teaching material or methods. Peer review teams for formative and summative reviews of the same instructor should maintain at least one

common reviewer for continuity but may be expected to change based on available personnel and other reasons. Changes in teams should be made by collaboration of the department head with the reviewee as described above.

2. Preparation for Peer Review – Reviewers

- a. To facilitate optimal completion of peer reviews, orientation sessions will be provided at the beginning of each semester by OVEE personnel or faculty leaders.
- b. The team leader should contact the reviewee and set an initial meeting. The review team should meet with instructor (reviewee) to discuss his/her teaching goals and strategies and to determine if the instructor has particular questions, needs or goals which may be met by peer review
- c. The charge to the team must clearly identify whether review is for *formative* (ongoing, informal improvement) or *summative* (personnel, promotion and tenure, or merit) purposes
- d. The team should:
 - i. Review instructor's written teaching philosophy, as well as written goals/objectives for current courses or lectures/laboratories as applicable
 - ii. Compare instructor's teaching philosophy and goals with reviewer's for potential bias (conflict in philosophy does not necessarily preclude effective review)
 - iii. Identify any other potential bias or conflict of interest; resolve or withdraw

3. Preparation for Peer Review – Reviewees

- a. Prepare your teaching philosophy and establish your teaching goals for review
- b. Gather appropriate teaching materials and provide them to the peer review team prior to any classroom observations (ideally in the form of a teaching portfolio).
- c. Meet with the review team as described in section II.
- d. Well in advance, provide the appropriate times and locations for the peer review team to observe your teaching. Choose the settings that will best reflect your efforts and goals.

4. Review of Teaching Materials by Team (*see templates for review of marked items)

- a. Course syllabus (for course coordinators);*
- b. Course and/or Lecture/Lab Objectives
- c. Recommended text(s) or readings
- d. Notes or Handouts*
- e. Videos or other teaching aids

- f. Exercises or Assignments, including grading methods and examples of graded material*
- g. Examinations, including grading methods*
- h. Articles, grants, proposals, or documentation of other innovative strategies related to teaching (Teaching portfolio if available)
- i. Note that quantitative results of student ratings of teaching should not be reviewed prior to the observational peer review (in order to minimize bias).

5. Classroom Observation

- a. Solicit invitations for classroom observation opportunities from reviewee, and announce visits ahead of time
- b. Attempt to observe classroom setting at multiple points in time and in multiple courses (if applicable) including different types of classroom performance (e.g. lecture, laboratory, case discussion) as much as possible
- c. Discuss with instructor the particular purpose(s) of the class you will be observing
- d. Take sufficient notes to prepare useful report
- e. Selected captured presentations may be used for local or external review of teaching, although some elements of classroom environment and engagement may be lost.

6. Preparing a Peer Review Report

- a. Peer review team members provide written feedback to team leader
- b. Peer review team leader ensures completion of the review, accumulates reviewer responses, prepares a written summary report, and provides other team members an opportunity to respond to the final draft of the report.
- c. Team leader provides a copy of the written summary report to the reviewee and sets a meeting to discuss the results and recommendations.
- d. Team leader revises report if needed and forwards the final copy to department head
- e. The faculty member under review has the right to provide a written rebuttal/response to his/her department head.

Other Resources for UTCVM Faculty: Templates for “Peer Review of Teaching Materials” reports and “Peer Review of Teaching: Observations” are available via VetNet for download and use in recording observations and preparing reports.

Primary Resources

- Chism, N. (1999) Peer Review of Teaching: A Sourcebook. Bolton, MA: Anker.
- Principles for Good Practice in Undergraduate Education (Wingspread Conference, 1987)
- What the Best College Teachers Do (Bain, 2004)
- Newton, Klein and Mylona. Becoming an Effective Course Director Workbook (IAMSE, 2006)

- Best Practices for Assessment and Evaluation of Faculty Teaching (UTK Faculty Senate, approved March 2006)

Reviewed by: Educational Enhancement Committee (Fall 2006), Promotion and Tenure Committee Chair (Fall 2006), Faculty Brown Bag Discussion Participants (Summer 2007), Promotion and Tenure Committee (Fall 2007). Adopted as guidelines (best practices) for Promotion and Tenure reviewed by Executive Committee Dec 17, 2007.

10.4 Appendix 4 – UTCVM Policy on Compensated Outside Activities

Preface

The faculty of the University of Tennessee, College of Veterinary Medicine (UTCVM), represents a unique group of scholars with broad and special areas of expertise. This talent is an important resource and strength to the University, region, state and country. As a result, numerous requests for professional advice and consultations will be directed toward the faculty. Anticipating this, the following guidelines have been prepared to assist faculty members and department heads in dealing with issues of requested outside activities.

While it is important for the faculty members to have the opportunity to engage in outside activities, uncontrolled outside activities or absences from the assigned work station can adversely affect academic and clinical programs of the UTCVM. At the department head's discretion up to 2 working days per month can be authorized for a faculty member to engage in approved outside activities. All requests for leave to engage in compensated outside activity authorized by the department head must be approved by the Dean of the College of Veterinary Medicine and the Vice President of the Institute of Agriculture.

Background

In order to ensure efficient operation of all phases of the college program (teaching, clinical and community service, governance, extension, and research) and to respond to scheduled and non-scheduled requirements, each department needs to know the location of its faculty and the activities in which they are engaged. Since faculty are responsible for the full and competent performance of all assigned duties and other institutional obligations pertinent to their employment with the University, their involvement in outside activities must not interfere with their obligations to the University or otherwise distract from the University's interests. The department heads and Dean have the primary responsibility for determining that the first responsibilities of the faculty member to the department and college are not being compromised. Inappropriate activity which interferes with performance or is in conflict with college activities must be avoided.

Faculty may be away from their normal assigned work place for a variety of reasons, including leave, educational enrichment (including sabbatical leave), assigned duties that require travel, and "outside" activities.

"Outside" activity, as defined by the UTCVM, includes any situation where a faculty member agrees to use his or her professional capabilities to further the interests of a third party. This includes, but is not limited to, private consulting, work as an independent contractor, outside employment, additional teaching or research, or other activity -- compensated or uncompensated -- which is not a part of the employee's assigned duties and for which the University has provided no compensation. Compensation includes (but is not limited to) salary, honoraria, and travel expenses. The College policy is not intended to discourage an employee from engaging in outside activities in order to increase the employee's professional reputation, or provide service to the general or professional

community as long as that activity meets the designated guidelines and does not create conflicts of interest. As a general guide that is reasonable in relation to assigned College responsibilities and primary employment by the University of Tennessee these activities should not exceed 24 working days per year. As for all activities that take the faculty member away from the assigned work place, each of these activities and specific time periods must have prior approval.

Consultation covers a wide range of activities from patient or case oriented consults to provision of expertise to businesses, professional groups, and governmental agencies. Separation of some consultation into assigned and outside activities requires interpretation based on a faculty member's responsibilities and the extent of the activity. Therefore, these activities should be discussed with the department head with each term's assignment of duties and with each request for approval of all outside activities.

Procedure

All faculty leave (except sick leave) if associated with an outside activity must have prior approval by the department head, Dean and Vice President of the Institute of Agriculture using the UT Institute of Agriculture **Request for Authorization for Outside Work for Pay** form.(<http://agriculture.tennessee.edu/facultyandstaff/forms/index.htm>). Prior approval, not just prior notification, is required.

Faculty should notify departmental offices where they can be reached for messages or emergencies when they are away from their normal work station(s). All travel on assigned activities should be reported as regular or compensated (not paid through college) travel to ensure insurance coverage in case of accident.

Outside activities must be approved before the fact and annually thereafter for continuing activities. UT Institute of Agriculture **Outside Interests Disclosure** form (<http://agriculture.tennessee.edu/facultyandstaff/forms/index.htm>) is used to request approval of "outside" activities.

Activities which result in compensation must be reported since that reporting is done to address both outside activities and conflict of interest provisions. Documentation is required to demonstrate that compensation for an activity does not result in a conflict between the private interests of the faculty member and the public interests of the University. Compensation includes (but is not limited to) salary, honoraria, and travel expenses.

In the event the proposed outside activity is deemed by the department head or their representative to constitute a conflict of interest or other interference with the employee's duties, the matter shall be discussed with the employee within one week of receipt of the report, if practical. If the matter is unresolved following the discussion, the Dean or the Dean's representative may be asked to give an opinion.

An employee shall disclose to the Dean (or the Dean's designee) all patentable inventions and technology developments the employee may develop or discover while an employee of the University.

The University will determine feasibility and support patenting and marketing of an invention. The inventor will share in the proceeds of this process by preset or agreed upon formulae.

An employee engaged in outside activities must take reasonable precautions to ensure that the outside employer and others understand that the employee is engaged in such outside activities as a private citizen and not as an employee, agent or spokesperson of the University.

An employee may request to use university facilities and equipment in connection with outside employment. That request must be made prior to the activity taking place and approved in writing by the faculty member's department head. Dual employment and/or compensation by more than one state agency must have prior approval by the Dean or the Dean's representative by use of the State's dual service agreement.

Summary of Procedures

Faculty members are responsible for informing their department head of absences due to assigned outside activities and leave, and provide contact information. Notification must be early enough to allow the head to evaluate the effect of the absence on departmental activities. All outside activities must have prior approval of the department head and/or Dean.

Examples Pertinent to the UTCVM:

- 1) Consultation (i.e., using one's professional capabilities to further the interests of a third party). Direct involvement by faculty members in any veterinary medical or non-veterinary medical business within Tennessee, out-of-state or internationally is an outside activity which requires advance approval and must not interfere with the performance of college duties. Absence for clinical practice and consultation count toward the time allowed for outside activities.

Consultation not associated with their college duties is permitted by UTCVM faculty members within the State of Tennessee under the following guidelines:

- a) Veterinary practice activity/consultation by faculty members in the State of Tennessee will be limited to consultations requested and compensated by a veterinary practitioner or business. Establishment or ownership of veterinary practice or business by UTCVM faculty is prohibited.
- b) Individuals involved in veterinary practice activity or consultation must not represent themselves as agents of the University of Tennessee.

- c) The authorization to practice veterinary medicine provided by the State of Tennessee for UTCVM faculty will not extend to include licensure for clinical or consultant activities.
- d) Veterinary practice activity or consultation can not be conducted if it is in direct competition with the activities of the UTCVM. Determination of conflict of interest will be made by the department head in consultation with the dean.
- e) A “Request for Authorization for Outside Pay” must be completed and approved in advance by the department head and other college officials as needed.
- f) Regardless of level of outside activity, the individual will be expected to fulfill all aspects of his or her assigned duties at the UTCVM.
- g) Compensation from outside activities can remain with the faculty member or be directed into a specified account or other designated fund subject to all University and IRS rules.

2. Other Agencies

Consultation with agencies and business can be very beneficial to the University and is often the prelude to research funding. Consultation with governmental agencies (local, state, federal), which is of direct benefit to the University, may also provide consultation fees and expenses directly to the faculty. In general, time spent in consultative activities with other agencies counts toward the twenty four allowable days.

Consultations with private not-for-profit organizations and foundations are also important to the University. Faculty may receive direct compensation and expenses for their efforts. Consultation with pharmaceutical, feed and other commercial companies may also be performed by faculty on an occasional basis. Faculty may accept honoraria for their efforts and/or be reimbursed for expenses. As a result of these activities, research grants may be obtained by the faculty from these companies. Consultation with agencies and businesses must not interfere with assigned college duties or conflict with college or University interests.

Approved consultation which is frequent and repetitive in nature or provides significant compensation to the faculty members must not conflict with assigned duties. The evaluation of time committed to those activities is critical.

3. Expert Witness Activity

Testimony in court for a state agency or when subpoenaed because of one’s position with the University is an implied assigned activity, thus on University time. An outside activities form must, nevertheless, be completed for these activities.

Expert witness or case review for external malpractice or liability purposes is an outside activity and requires approval and is counted toward the allowed 24 days.

4. Continuing Education

Continuing Education is an important college function and faculty commitment. In this context, the term continuing education (CE) should be restricted to those postgraduate presentations, seminars, short courses, etc., that are provided to the veterinary profession; whereas, extension and public service should be used for those presentations provided to all other public or agricultural groups. CE has the potential of requiring considerable faculty time especially from clinical faculty. All CE activities of the faculty should be approved by their departmental head as an outside activity. Time spent in the delivery of CE may or may not count towards the 24 days allowed depending on the recipients of the CE (see Table of Examples)

College sponsored CE courses to veterinarians or veterinary technicians provided on or off campus do not count toward the 24 days.

Invited presentations to veterinary associations within the State do not count toward the 24 days, but should not exceed 5 meetings/year.

Out-of-State CE must be approved by the department head. The benefit of involvement to the faculty member and the College should govern the approval. Time absent from the College counts toward the 24 days. Unique situations will be evaluated individually.

Attendance at scientific meetings to address peers is not counted as continuing education and does not count towards the allowed 24 days. An outside activities form must still be completed however, if the faculty member receives any monetary compensation. Examples of peer scientific meetings include the professional college meetings (ACVIM, ACVS, ACVO etc.), the AAEP, AABP and national scientific meetings. Classification of presentations at meetings like the AVMA will vary depending on the nature of the talk and anticipated audience and should be discussed with the department head.

5. Textbook Authorship

Textbook authorship and production of other copyrightable materials, while appropriate activities of faculty members, are considered paid outside employment activities. Prior approval should be obtained when University funds, facilities, equipment and/or personnel are utilized. A conflict of interest must be disclosed whenever appropriate, such as when a textbook is used in the author's course.

How to Calculate the Time

Outside activity time does not count weekends and is measured in half day increments. For example, if a faculty member left at noon on a Friday to speak at a meeting on Saturday and returned on Sunday, only one half day would count towards the twenty four days. If the talk was in mid week the trip would take two days. A faculty member speaking one day at an international meeting or world congress would take one day for travel each way and one day for each day he or she is on the program.

Summary

All absences from the assigned work place must be approved by the department head. Approval should be based on the benefit of the activity to the faculty member and the college, its effect on performance of assigned duties, and its conflict with the goals and policies of the College and University. Many situations will require discussion between the faculty member and the department head. Since faculty assignments differ, it is not unreasonable that approval for outside activities will also differ.

An outside activities form must be completed for all activities. The faculty member may be required to take annual leave for unassigned approved outside activities if the 24 allowed days have been fully used. Some meetings and activities are complex and do not fit into a single category. Assignments for these should be discussed with the department head.

UTCVM Outside Activities

Examples of outside activities pertinent to UTCVM include:

Counted Toward 24 Days/Yr Allowed	Not Counted Toward 24 Days/Yr Allowed
1. Consultation	1. Scientific meetings
2. CE to veterinary audiences at local, state, national & international levels outside the State of Tennessee	2. CE sponsored by UTCVM
3. Teaching at other institutions	3. CE to veterinary audiences within the State of Tennessee, not to exceed 5/yr
4. Paid consultation with industry, advisory boards, etc.	4. Meetings of Veterinary Specialty organizations
5. Expert witness or case review for external malpractice/liability purposes	5. Authorship of textbooks and other copyrightable materials

In the calculation of days devoted to outside activities, the entire time away from CVM is counted, including travel time, but excluding weekends and official University holidays and closings. The smallest increment of measurement for outside activities that is counted towards the 24-day limit is 1/2 day. Annual leave designated for outside activities is calculated as for any other annual leave.

10.5 Appendix 5 – UTCVM Standing Committees

10.5.1 Number and Type of Standing Committees

10.5.2 Charge of Standing Committees

10.5.3 Framework of Standing Committee Descriptions

- Responsibilities
- Committee Composition
 - Size
 - Eligibility
 - Election and Term of Office
 - Method of Member Selection
 - Length of Service
- Operating Procedures
- Authority

10.5.4 UTCVM Standing Committees and Descriptions

Academic Progress Committee

Purpose: The academic progress committee evaluates the academic performance of professional veterinary students. The committee (1) monitors the academic performance of professional veterinary students who do not meet program standards, (2) monitors ethical performance and readiness to practice of professional veterinary students, (3) decides remedial and disciplinary action for students with deficiencies, (4) keeps specifics (names and situations) in strictest confidence, and (5) reports committee activity in an annual report to faculty.

Admissions Committee

Purpose:

Assessment Committee

Purpose:

Curriculum Committee

Purpose: The Curriculum Committee (CC) represents the faculty, who ultimately own the professional DVM curriculum. The purpose of the CC is to oversee the development of the curriculum with careful regard to the sequence of professional courses and content delivery, the adequacy of course educational content, and the appropriate degree of curriculum redundancy. The specific responsibilities of the CC include:

- perform an annual curriculum assessment defining the strengths and weaknesses of the preclinical and clinical phases of the professional degree program. This annual assessment will be documented through a year-end written report to the college executive committee and will include curricular changes considered during the year

(both approved and denied changes) and recommendations for curricular changes to be considered by the committee during the following academic year.

- review to approve or deny requests for elective clinical experiences outside the UTCVM.
- review faculty requests for curricular change that would substantially impact other portions of the curriculum and prepare a recommendation to be voted on by the faculty.
- address curricular issues that arise on an *ad hoc* basis and depending on the nature of the issue either handle the matter within the committee or prepare a recommendation for faculty vote.
- provide the associate dean for academic programs as needed support to facilitate UTK Graduate Council and Natural Science curriculum committee approval of CVM faculty approved curricular changes.
- perform annual course reviews and provide written reports summarizing committee discussion for course coordinator consideration and use as appropriate.

This committee shoulders a particularly important responsibility for the college and veterinary profession. Committee members should embrace the concept of educational creativity and are encouraged to continually survey the national and international educational environment for new, innovative forms of teaching, and when appropriate develop and implement creative educational ideas into the professional curriculum to meet our college goal of advancing the art and science of veterinary medical education.

Curriculum Taskforce

Purpose:

Educational Enhancement Committee

Purpose:

Executive Committee

Purpose: The executive committee (EC) provides a forum for discussion of departmental and collegiate matters and is the policy council for all CVM programs. It recommends actions to the dean. The EC integrates all of the organization's many facets to better assure alignment of purpose and efforts to achieve the college mission. Typical issues for the committee include those affecting teaching, research, extension, service, public relations, administration, and management of resources. The responsibilities of the EC include, but are not limited to:

- the final policy and decision recommending body of the college, particularly for issues and initiatives pertaining to the college as a whole.
- a forum for discussing academic, administrative, and workforce issues impacting the departments and/or college.
- with faculty input, college bylaws development and implementation.
- alignment of college direction in conjunction with reporting college committees.
- final oversight of budget issues impacting teaching, research, service, and hospital operations.

Faculty/Staff Awards Committee

Purpose: The purpose of the CVM Faculty and Staff Awards Committee is to coordinate nominations for awards, including those within the College, Institute of Agriculture, University of Tennessee and other awards external to the University. The Committee selects recipients for specified College awards and oversees nominations for Institute, University and external awards. Responsibilities include:

- Provide selection of the UTCVM Outstanding Employee each semester
- Selecting recipients for the Reed Award
- Providing nominees for UTIA and UTK faculty & staff awards
- Providing nominees for other awards, including TVMA, AVMA, Norden and other national awards
- Maintaining database of award recipients
- Other activities as directed by the dean

CVM Green Committee

Purpose: The College of Veterinary Medicine and all of us who attend classes and work here impact our environment on both a short-term and long-term basis. Our committee hopes to find ways to have a more positive impact on the environment.

College Advisory Committee

Purpose:

Institutional Laboratory Animal Care and Use Committee

Purpose:

Medical Records Committee

Purpose: The Medical Records Committee (MR) is charged with the responsibility of establishing policies for maintaining hospital medical records. The responsibilities of the MR Committee include, but are not limited to:

- developing an approved set of guidelines for record completeness
- approving the deficiency review list to be used by Health Information personnel in performing quantitative analysis
- adopting a penalty system for non-compliance
- performing quality review of documentation
- retiring medical records that remain permanently incomplete because of extenuating circumstances
- reviewing proposed policies, making policy recommendations, reviewing and revising existing policies, and following-up on problems
- establishing guidelines for the electronic patient record (EHR) and assisting with the implementation of the electronic patient record
- maintaining forms management by reviewing and approving all new forms, periodically reviewing and revising existing forms, and overseeing the forms control process

- maintaining the Approved List of Abbreviations used within the patient records by reviewing and approving all requests for new abbreviations and meanings. Only one meaning per abbreviation. Periodically reviewing and revising existing abbreviations to ensure appropriate use.

Occupational Health and Safety Committee

Purpose:

Performance Excellence Team

Purpose:

Promotion and Tenure Committee

Purpose:

Space Committee

Purpose: