

System-wide Policy:	
BT0028 - Process for Appointment of a Faculty Member to the Education, Research, and Service Committee	
Version: 2	Effective Date:05/06/2022

**BOARD OF TRUSTEES
PROCESS FOR APPOINTMENT OF A FACULTY MEMBER TO THE
EDUCATION, RESEARCH, AND SERVICE COMMITTEE**

I. PURPOSE

Pursuant to the provisions of Tennessee Code Annotated § 49-9-206, the standing committee with responsibility for oversight of academic affairs and student success shall include one (1) voting full-time faculty member (the “Faculty Member”) of a University of Tennessee institution. The Faculty Member shall serve for a term of one (1) year, beginning July 1 of the year of appointment and ending the following June 30. The Faculty Member shall be selected and appointed in a manner determined by the Board of Trustees, which selection shall be no later than May 31 of each year.

In accordance with the requirements of the statute, the Board of Trustees hereby establishes the following process for selection and appointment of the Faculty Member to the Education, Research, and Service Committee of the Board of Trustees.

II. ELIGIBILITY REQUIREMENTS

Nominees must satisfy the following eligibility requirements:

1. Full-time, tenured faculty member at the campus from which the appointment will be made with the rank of Professor;
2. Employed as a full-time, tenured faculty member at the campus from which the appointment will be made for at least the previous five consecutive years;
3. Annual performance ratings of “exceeds” or “far exceeds” expectations for rank for the previous three years;
4. No record of disciplinary actions; and
5. Intention to remain employed as a full-time, tenured faculty member at the campus from which the appointment will be made through June 30 of the next calendar year.

III. CAMPUS ROTATION SCHEDULE

The Faculty Member position shall rotate annually among the campuses according to the following sequence: University of Tennessee, Knoxville; University of Tennessee at Martin; University of Tennessee at Chattanooga; University of Tennessee Southern; and University of Tennessee Health Science Center.

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IV. NOMINATION PROCESS AND TIMELINE

1. By February 1: The Chief Academic Officer for the campus from which the appointment is to be made will ask: (1) the deans and/or chairs of the colleges and schools, as may be applicable, to nominate one faculty member from their college or school; and (2) the Faculty Senate (or equivalent body) to nominate one faculty member.
2. By March 1: The deans/chairs and the Faculty Senate will submit their nominee to the Chief Academic Officer with the following supporting materials:
 - a. Letter of recommendation from: (1) the dean/chair of the respective college or school, or (2) the Chair of the Faculty Senate; as applicable.
 - b. Letter from the nominee: (1) expressing the reasons for the nominee’s interest in serving as the Faculty Member on the Education, Research, and Service Committee; (2) describing the nominee’s perspective on what the Faculty Member’s role on the Committee should be; and (3) confirming the nominee’s intention to remain employed as a full-time, tenured faculty member at the campus from which the appointment will be made and commitment to fulfilling the term of appointment (July 1 through June 30).
 - c. Nominee’s curriculum vitae; and
3. By April 1: The Chancellor, in consultation with the Chief Academic Officer, will recommend a nominee to the Chair of the Board of Trustees. The recommendation shall include certification that the Chancellor has verified that the nominee meets all eligibility requirements for the appointment.

V. INTERVIEW AND APPOINTMENT

In his or her discretion, the Chair of the Board may interview the nominee recommended by the Chancellor before deciding whether to recommend the nominee for appointment to the Education, Research, and Service Committee.

If the Board of Trustees is not scheduled to meet before the May 31 deadline for making the appointment, the Chair may present his or her recommendation at a previously scheduled or called meeting of the Executive Committee scheduled to be held before May 31.

History:

Adopted	03/01/2019
Revised	05/06/2022