

<b>System-wide Policy:</b> <b>BT0028 - Process for Appointment of a Full-Time Faculty Member to the Education, Research, and Service Committee</b>	
<b>Version: 1</b>	<b>Effective Date:03/01/2019</b>

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

**SECTION 1. PURPOSE**

The “University of Tennessee Focusing on Campus and University Success (FOCUS) Act,” enacted in 2018, provides that the “standing committee with responsibility for oversight of academic affairs and student success shall include one (1) voting full-time faculty member of a University of Tennessee institution.” The Act further provides that the faculty member shall be selected and appointed in a manner determined by the Board of Trustees; that the appointment shall be for a one-year term, beginning on July 1 and ending the following June 30; that the appointment shall rotate among the campuses in a manner determined by the Board of Trustees; and that the appointment shall be made by May 31 of each year. At its organizational meeting on August 1, 2018, the Board of Trustees determined that the initial appointment would be made from the University of Tennessee, Knoxville and thereafter rotate according to the following sequence before returning to UT Knoxville: University of Tennessee at Martin; University of Tennessee at Chattanooga; and University of Tennessee Health Science Center.

In compliance with the UT FOCUS Act, the Board of Trustees establishes this process for selection and appointment of a full-time faculty member to the Education, Research, and Service Committee of the Board.

**SECTION 2. 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.

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### SECTION 3. NOMINATION PROCESS AND TIMELINE

1. By March 8: The Chief Academic Officer for the campus from which the appointment is to be made will ask the college deans to nominate one faculty member from their college and will ask the Faculty Senate to nominate one faculty member.
2. By April 5: The deans and the Faculty Senate will submit their nominees to the Chief Academic Officer with the following supporting materials:
  - a. Letter from the nominee (1) expressing the reason for the nominee’s interest in serving as a voting member of the Education, Research, and Service Committee; (2) describing the nominee’s perspective on what a faculty member’s role on the committee should be; and (3) stating the nominee’s 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 year;
  - b. Nominee’s curriculum vitae; and
  - c. Letter of recommendation from the college dean or the Chair of the Faculty Senate, as applicable.
3. By April 30: 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.

### SECTION 4. APPOINTMENT BY THE BOARD OF TRUSTEES OR THE EXECUTIVE COMMITTEE

1. 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.
2. If the Board of Trustees is not scheduled to meet before the May 31 deadline for making the appointment, the Chair shall make his or her recommendation at a previously scheduled or called meeting of the Executive Committee before May 31.

History:

Adopted	03/01/2019
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