



Committee	Faculty Manual Committee
Chair	Brooke Ackerly, A&S
EC Liaison	Geoffrey Fleming, Medicine
<p>Committee description: To be concerned with all changes and proposed changes to the Faculty Manual and changes in other University policies that have a direct bearing on the Faculty Manual. To be concerned with compliance and regulatory changes from federal/state agencies and other regulatory bodies that require revisions to the Manual. To be concerned with policy issues arising within the Colleges and Schools at Vanderbilt that require clarification of the Manual, especially where congruence between the Schools and University is concerned. To ensure that any changes to the Manual are clearly identified, communicated, and archived annually.</p>	
<p>Committee members: Brooke Ackerly, A&S Chair Geoffrey Fleming, Medicine [Executive Liaison] Myrna Wooders, A&S David Cole, Peabody Chris Lehmann, Medicine Yesha Yadav, Law Richard Pitt, A&S Florence Sanchez, Engineering Duco Jansen, Engineering (ex-officio) Becky Keck, Nursing (ex-officio)</p>	
Executive Summary	
Charges	<p>Over the summer 2018, the Chair of the FM conducted a full review of the FM and prepared a list of 34 charges for the FMC 2018-2019 year: eight known charges (1-8), three anticipated charges (9-11), and twenty-two (12-34) problem areas that we need to be addressed. The FMC or the FMC chair worked on all of these charges this year, completing the committees work on 19 of these charges, deferring 13 minor and low priority motions, and awaiting action from other units on two.</p> <p>Recommendation 0: The Chair of the FMC should be selected at the end of the academic year.</p>
Coordination	<p>The complexity of each charge poses significant problems in identifying and coordinating with the necessary parties. We met with the Provost in February to discuss some of the key motions upcoming.</p> <p>Recommendation 1: The Chair of the FMC meet with the Provost before taking up the charges at the end of each academic year in order to review the charges, identify the appropriate parties to be involved in the review process so that those</p>

	parties can plan their workflow, and be able to anticipate any proposed changes coming from other parts of the University.
Deliberation	<p>The extent of our charges put significant pressure on Senate meeting time as senators need time to deliberate substantive points. Reading ahead is of course expected, but given the extent of the deliberations leading up to our presenting each motion, the FMC anticipates that Senators will have points they wish to raise and discuss. Shared governance means that the Senators deliberate with each other.</p> <p>Recommendation 2: Set a tentative timeline for each motion; get input from related parties on schedule; space motions out over the course of the year.</p>
Committee description	<p>The Faculty Manual Committee does not have the means to carry out one of its core responsibilities: “To ensure that any changes to the Manual are clearly identified, communicated, and archived annually.” Version control, consistent use of formatting, and indexing are a constant problem for the Faculty Manual and the Administrative Manager, Office of the Faculty Senate.</p> <p>Recommendation 3: Revise the committee description and the process. Develop a knowledge management system for the Faculty Manual. The system should include version control, editor tracking and control, consistent formatting, consistent indexing, self-updating use of footnote numbering.</p>
Committee Process	<p>The FMC receives requests for change to the FM throughout the year from all corners of the University. Some of these cannot be addressed in one academic year, particularly by integrating these with existing charges as noted in the summary of each charge.</p> <p>Recommendation 4: Maintain the Faculty Manual Committee Process (FMC Review Process.docx) and associated committee memos for each motion.</p>
Item	Charge: Reformat Faculty Manual (to be consistent across the document).
1. (Incorporates Charge 12)	Background: The Faculty Manual has inconsistent formatting
	Goals: Consist, professional, searchable, and user-friendly Faculty Manual
	Actions: Reformatted, created pdf with Table of Contents, Section outline, and other advanced pdf features
	Partners: EC
	Outcomes: Motion brought and approved by the Senate; this version did not become the official version of the Faculty Manual on the Senate webpage, but has been used as the shadow version by the Faculty Manual Committee.
Item	Charge: Index Faculty Manual (to enable colleagues to find terms where they are defined)
2.	Background: Terms of use need to be defined in context, but this leaves their definition unable to be found.
	Goals: Produce index

	Actions: Produced
	Partners: EC, OGC
	Outcomes: Motion brought and approved by the Senate
Item	Charge: (IV) Revisit proposed revised Grievance Procedure for Part B and develop Part A proposal in light of concerns raised by Faculty
3.	<p>Background: Revise Grievance Procedure (IV, 2). Addressing bases for grievance, timing (to be completed within a year and ideally not requiring the committee to work over the summer, but those may be incompatible, process of finding of fact, first and final reporting). Currently awaiting input from OGC.</p> <p>In addition, in 2017-2018 at a Senators only meeting, the Faculty Senate raised 3 additional issues: (1) the possibility of bringing a grievance on behalf of someone; this would be possible/necessary if the site of the grievance was confidential deliberations to which the aggrieved as not party.; (2) the possibility of having non-tenure track faculty members of the appeals committee; (3) recommendation of tracking data on as part of attention to inclusive excellence and diversity.</p>
	Goals: Bring a motion
	Actions: The FMC prepared a draft motion, received approval by the Chair of the Grievance committee (past and current)
	Partners: Past and current Grievances Committee Chairs, Past and Current Process Chairs, OGC
	<p>Outcomes: The FMC has agreed in principle on the necessary policy changes. However, at the request of the EC, we deferred to the charge to next year and have added additional recommendations for the committee to consider.</p> <p>Recommendation: include in next year's charges.</p>
Item	Charge: (VI) Parental leave policy
4.	Background: Due to changes in law the Parental leave policy needed to be updated.
	Goals: Have a policy that reflects the interests and concerns of the faculty.
	Actions: Reviewed across school Parental Leave policy for NTT faculty; reviewed formal and informal policies at top 30 institutions; reviewed additional comparative data available through the Committee on the Status of Women in the Profession; consulted with faculty
	Partners: Barbara Carroll (Human Resources), OGC, Provost, Tracy George, Faculty Life Committee
	Outcomes: Motion brought and approved by the Senate

	Recommendation: It is clear that the gender bias in who benefits from parental leave that has been found in particular disciplines and in higher education generally exists at Vanderbilt as well. While a policy cannot attend to the inequities that cause and are caused by unequal benefit from parental leaves, we recommend that the Senate consider how the faculty might address this problem.
Item	Charge: (VI) Human Resources
5 (Incorporates charge 31).	Background: Human Resources alerted the FMC chair of the need to update Part VI.
	Goals: Review revisions proposed; Clarify 9 month and 12 month compensation, include stable links to Faculty only Human Resources webpage.
	Actions: Awaiting proposed revisions
	Partners: Human Resources, OGC
	Outcomes: Continued to 2019-2020
Item	Charge: (III, 3) Conflict of Interest/Conflict of Commitment.
6. (Incorporates Charges 10, 11)	Background: See memo
	Goals: Correct FM to Board of Trust approved version of COICOC policy; review current policy, propose changes.
	Actions: Conclude deliberations. See memo
	Outcomes: Two motions brought to the Senate: one stand alone to correct FM to Board of Trust approved version of COICOC policy; one as part of an Omnibus motion
Item	Charge: (III, 7) Revise the policy on relationships
7.	Background: Last year the Faculty Senate revised the policy on relationships. Some faculty have asked that we revisit this policy in light of concerns (1) that the Faculty Senate did not sufficiently communicate with the Faculty that these changes were in the offing, (2) that dating on tinder creates some ambiguity, (3) that the policy may make it difficult to recruit single faculty.
	Goals: After thorough deliberations propose reasonable and best compromise.
	Actions: Subcommittee of the FMC led review of other university's policies and the demographic and sociological research on dating. The Chair of the FMC reached out to the Graduate Student Council for their interest in providing input for the Faculty to consider. Discussed at the October (Senators only) Faculty Senate meeting. Correct typos. Extensive deliberations. Sent motion to the EC, EC reject the motion; deliberated again with the Chair of the Faculty Senate.
	Outcomes: Motion brought to the Senate
Item	Charge: Clarify who is included in "rank of Instructor or above"

8.	Background: During 2017-2018 NTT faculty expressed the interest in clarifying whether they are represented in faculty governance.
	Goals: Clarify who is included in “rank of Instructor or above”
	Actions: In 2018-2018 this charge was deferred to the Committee on Shared Governance. That committee reaffirmed the problem of the definition. Interim Vice Provost for Faculty Affairs affirmed that the phrase is meaningless.
	Partners: OGC, Interim Vice Provost for Faculty Affairs
	Outcomes: Deferred to the Faculty Assembly
Item	Charge: (VIII) Vanderbilt University Compliance Program and Standards of Conduct
9. (Incorporates Charges 13, 15, 17, 18, 19, 27)	Background: Full review of the Standards of Conduct was conducted by the University.
	Goals: Review and bring to the Senate
	Actions: Reviewed Standards, deliberated about meaning and substance.
	Partners: Provost, OGC, Office of Administrative Compliance, Office of the General Counsel, Office of Conflict of Interest and Commitment Management, Office of Audit, Risk, and Advisory Services
	Outcomes: Motion brought to the Senate
Item	Charge: Review changes to the Faculty Manual proposed by other senators, the administration, and faculty. In the past these have included changes in titles and departments and changes to conform to practice.
10.	Background: This is a standing charge of the FMC.
	Goals: Maintain the Faculty Manual as a guiding resource for Faculty.
	Actions: When such a request is made, the FMC chair responds following the FMC review process approved by the committee in 2017 and requests a memo answering six questions.
	Proposals brought by the Senate include Relationships policy (Charge 7) and discussion of the definition of External Activity and Institutional Responsibilities (incorporated into Charge 6).
	Outcomes: Incorporated into deliberations as appropriate
Item	Charge: As relevant, attend to the problem of administrative burden
11.	Background: On behalf of the Faculty, Senators have raised with the Chair of the Faculty Senate the best way for the Faculty to raise the increases of administrative

	and financial burden that are being put on faculty and staff. The Faculty Manual may play a role in addressing this.
	Goals: Respond to Faculty concerns that administrative tasks are increasing in burden
	Actions: Minor proposed revisions related to charge 6 (III COICOC)
	Partners: Social Science Senators
	Outcomes: Included in motion referred to in item 6 above. Recommendation: Keep attention to administrative burden a standing consideration of the committee.
Item	Charge: Fix the footnote numbering.
12.	Background: Footnotes were maintained manually
	Outcomes: Included in charge 1; See also Executive Summary, Recommendation 3. Without attention to Recommendation 3 , this will need to be a standing charge of the committee.
Item	Charge: To section III, 2, D Harassment, propose including gender identity and gender expression.
13.	Background: NA
	Goals: Inclusive excellence
	Actions: Included in Standards of Conduct
	Partners: OGC, EEOO
	Outcomes: Included in Standards of Conduct (See item 9 above)
Item	Charge: (II; III) Reflect reorganization of roles of The Equal Opportunity, Affirmative Action, and Disability Services Department (EAD)
14.	Background: Part II and Part III of the Faculty Manual needs to be updated, to reflect reorganization of the Equal Opportunity, Affirmative Action and Disability Services office into three separate offices
	Goals: Thorough review and motion
	Actions: Thorough review and motion
	Partners: OGC, Title IX office, EEOC, Student Access Services
	Outcomes: Motion brought to the Senate
Item	Charge: (I, 1, B) Review
16.	Background: The history section needs to be revised.

	Minor revisions to History
	Outcomes: FMC Chair determined this was not a priority Recommendation: another body be charged with reviewing and updating the history.
Item	Charge: (VIII, E) Update and correct Whistleblower section.
17.	Background: Identified in year-end review 2018 Correct contact information and process. Delete reference to email. They do not accept email any more
	Goals: Incorporate into charge 9.
	Actions: Incorporate into charge 9.
	Outcomes: Motion brought to the Senate
Item	Charge: (VIII. H) Vanderbilt University Compliance Program and Standards of Conduct
18.	Background: Identified in year-end review 2018 Needs to be brought up to date and in correspondence with revised Part III, chapter 3.
	Goals: Incorporate into charge 9.
	Actions: Incorporate into charge 9.
	Outcomes: Motion brought to the Senate
Item	Charge: (VIII, K and O) Correct links
19.	Background: Identified in year-end review 2018 VIII, K and O refer to a webpage with no policy in place
	Goals: Incorporate into charge 9.
	Actions: Incorporate into charge 9.
	Outcomes: Motion brought to the Senate
Item	Charge: (I, 4) Review
20.	Background: Identified in year-end review 2018 Consider removing footnote which offers alternative wording for the definition provided in the text
	Outcomes: FMC Chair determined this was not a priority
Item	Charge: (II, 1) Correct description of title of University Distinguished Professor to include "University" where it is missing

21.	<p>Background: Identified in year-end review 2018</p> <p>Outcomes: FMC Chair determined this was not a priority</p>
Item	Charge: (II, 1, B) Review
22.	<p>Background: Identified in year-end review 2018</p> <p>“Senior Artist Teacher of _____” there are two different definitions of an “Artist Teacher”</p>
	<p>Outcomes: FMC Chair determined this was not a priority</p>
Item	Charge: (II, 1, B) Review
23.	<p>Background: Identified in year-end review 2018</p> <p>Confirm definition of Clinical Instructor in _____ is correct</p> <p style="padding-left: 40px;">Clinical Instructor in _____</p> <p style="padding-left: 40px;">The term Clinical within the academic rank designates volunteer faculty members who actively practice their professions together with students for teaching purposes. In the Law School, these ranks designate paid term appointments that do not involve tenure.</p>
	<p>Outcomes: FMC Chair determined this was not a priority</p>
Item	Charge: (II, 2, G) Review
24.	<p>Background: Identified in year-end review 2018</p> <p>Consider changing: distinguished to distinct</p> <p style="padding-left: 40px;">These appointments are ordinarily directed toward faculty members who look only to the University for their compensated activity, but whose family commitments or health prevents a full faculty load. They are distinguished from non-tenure-track "part-time" appointments such as lecturer, and from those professorial ranks bearing the prefixes adjunct, clinical, visiting, research, or adjoint, in which the individual ordinarily earns additional compensation apart from University salary. Full-status partial-load appointments must be consistent with the financial and programmatic needs of the individual schools. Partial-load faculty appointments may be reviewed from time to time to determine whether activities of such faculty members outside the University continue to warrant a partial-load appointment.</p> <p style="padding-left: 40px;">to</p> <p style="padding-left: 40px;">These appointments are ordinarily directed toward faculty members who look only to the University for their compensated activity, but whose family commitments or health prevents a full faculty load. They are distinguished <u>distinct</u> from non-tenure-track "part-time" appointments such as lecturer, and from those professorial ranks bearing the prefixes adjunct, clinical, visiting, research, or adjoint, in which the individual ordinarily earns additional compensation apart from University salary. Full-status</p>

	<p>partial-load appointments must be consistent with the financial and programmatic needs of the individual schools. Partial-load faculty appointments may be reviewed from time to time to determine whether activities of such faculty members outside the University continue to warrant a partial-load appointment.</p>
	<p>Outcomes: FMC Chair determined this was not a priority</p>
Item	Charge: (II, 3, D 2) Review
25.	<p>Background: Identified in year-end review 2018</p> <p>Under II,3 ,D, 2 – Should the promotion to Associate also be mentioned?</p> <p>Favorable recommendations are forwarded to the Chancellor, who gives final approval on promotion to the rank of Professor and either recommends or does not recommend the award of tenure to the Board of Trust.</p>
	<p>Outcomes: FMC Chair determined this was not a priority</p>
Item	Charge: (II, 3, F) Review
26.	<p>Background: Identified in year-end review 2018</p> <p>Does II,3,F need to be clarified? The highlighted portions seem substantively similar.</p> <p>The appointment from outside the University normally requires a positive recommendation by a majority of department or school faculty members who hold tenure in the same department or school where the candidate's tenure would be based, acting through the department chair or Dean and concurred with by the Dean or the Provost for the Basic Science Departments in the School of Medicine. Normally, for appointments at the rank of Professor, a positive recommendation by a majority of the department or school's tenured Professors is required as well. In the School of Medicine, appointments to tenured rank from outside the University will be made with approval of the Executive Committee of the Executive Faculty in lieu of approval by a majority of tenured department or school faculty.</p>
	<p>Outcomes: FMC Chair determined this was not a priority</p>
Item	Charge: (III, 2, E) Review
27.	<p>Background: Identified in year-end review 2018</p> <p>Update to include location of the Affirmative Action Plan</p>
	<p>Goals: Incorporate into charge 9.</p>
	<p>Actions: Incorporate into charge 9.</p>

	Outcomes: Motion brought to the Senate
Item	Charge: (III, 3, Article VI) Review
28.	Background: Identified in year-end review 2018 III, 3, Article VI – update websites Definitions
	Goals: Incorporate into charge 6.
	Actions: Incorporate into charge 6.
	Outcomes: Motion brought to the Senate
Item	Charge: (III, 4, D) Review
29.	Background: Identified in year-end review 2018 Something seems wrong with this: Similarly, if there are the Inventor/Creator share shall be paid directly to the Inventor or Creator. Maybe it needs a comma after “are”.
	Outcomes: FMC Chair determined this was not a priority
Item	Charge: (III, 14) Review
30.	Background: Identified in year-end review 2018 Is this still true? Deadlines for renting regalia are announced in the Vanderbilt Register.
	Outcomes: FMC Chair determined this was not a priority
Item	Charge: (IV, 1, B) Review
31.	Background: Identified in year-end review 2018 footnote 2 needs to be fixed In the case of allegations concerning misconduct in research sponsored by the U.S. Public Health Service, the procedures shall apply found in the following Policy shall apply: The Vanderbilt University Policy for Responding to Allegations of Research Misconduct in Research Sponsored by the US Public Health Service.
	Outcomes: Incorporate into charge 5
Item	Charge: (V) Review
32.	Background: Identified in year-end review 2018 Should we clarify who is quoted in the definition of the Jefferson award and The Chancellor’s Cup or remove quotation marks? The Thomas Jefferson Award is made annually “for distinguished service to Vanderbilt through extraordinary contributions as a

	<p>member of the faculty in the councils and government of the University.”</p> <p>The Chancellor’s Cup is given annually for “the greatest contribution outside the classroom to undergraduate student-faculty relationships in the recent past.” The faculty member’s contribution “shall be one of educational importance, relevant to the central purpose of the University.”</p>
	Outcomes: FMC Chair determined this was not a priority
Item	Charge: (III, 3. Article VI; III, 4, B)
33.	<p>Background: Identified in year-end review 2018</p> <p>Clarify the meaning of “reduced to practice.”</p>
	Outcomes: FMC Chair determined this was not a priority. It is standard patent law language
Item	Charge: (III, 4, B)
34.	<p>Background: Identified in year-end review 2018</p> <p>The (expressly non-exhaustive) list of “Technology” seems relatively “technical.” Should things like survey questionnaires or clinical interview methodologies be included too?</p>
	<p>Outcomes: FMC Chair determined this was not a priority</p> <p>Recommend including in 2019-2020 Charges</p>
Suggestions for future charges / actions	
	See Recommendation 3 above. Develop a knowledge management system for the Faculty Manual. The system should include version control, editor tracking and control, consistent formatting, consistent indexing, automated footnotes.
	Ongoing Charges
	Review changes to the Faculty Manual proposed by other senators, the administration, and faculty. In the past these have included changes in titles and departments and changes to conform to practice.
	As relevant, attend to the problem of administrative burden
	Priority Charges
	(IV) Grievance (see 3 above)
	<p>(I,5) Non-substantive changes: The OGC drafted and the FMC approved the following motion; the EC chose not to bring it.</p> <p>Step 4. Notification</p>

The Chair of the Faculty Senate shall inform the members of the Faculty Senate of the final disposition of each proposal. Deans of each College or School shall bring any changes in the Manual to the attention of the faculty members of their college or school. A copy of any changes shall be provided to the Office of the Faculty Senate and to the Provost, who will archive any such changes.

Non-substantive Changes

There may be instances in which the Faculty Manual requires updates for non-substantive modifications such as changes in office names, location, and/or contact information, website links, or the discovery of typographical/clerical errors. Any proposal for a non-substantive modification should be brought to the attention of the Faculty Manual Committee of the Faculty Senate for review. If the Faculty Manual Committee agrees that the modification is (a) non-substantive and (b) does not change the meaning of the Faculty Manual, then it will seek the agreement of the Faculty Senate Executive Committee, the Provost (or designee), and the Office of the General Counsel. If all four of those bodies agree that the change is non-substantive and does not change the meaning of the Faculty Manual section being modified, then the change will be announced at the next meeting of the Faculty Senate by the Chair of the Faculty Manual Committee, and will be made with no further action needed. If any of the four bodies – the Faculty Manual Committee, the Faculty Senate Executive Committee, the Provost (or designee) or the Office of the General Counsel – believe the proposed change is substantive, the change must go through the complete process for Amendments to the Faculty Manual in Part I, Chapter 5 of the Faculty Manual.

Interim Change

There may be instances in which some almost immediate change is needed due to changes in laws or regulations or funding agency requirements. A change in government regulations might well include a specific compliance date, for instance, and an interim change may be required. If that change involves matters that the Faculty Senate (for instance) wishes to study in more detail or if the Faculty Senate is not in session, an interim change may be required. In such cases, the Chancellor either may make the change or designate another officer to do so, with an indication on the Faculty Manual website that the matter is under review. The procedure shall then follow as set forth above, beginning with a proposal for change.

Awaiting proposals

	(VI) Revise Human Resources section (combine 5 and 31)
	(III, 2, D) Harassment (See 13 above) and sexual harassment
	Proposal from outgoing FMC Chair and Ruth Nagareda
	(III) Part III entails a range of kinds of policies. Consider providing an introductory paragraph on each policy that clarifies to whom it applies, the regulations and laws that guide it if any, and the bodies involved in updating the policy.
	Deferred charges of low importance
	16, 20-26, 29-30, 32-34 from 2018-2019
	Additional minutia

**Year End Committee Report
2018-2019**