

Faculty Manual Committee Charges 2015-2016

Committee	Faculty Manual	
Chair	Myrna Wooders	
EC Liaison	Richard Willis	
Charges		Due
1.	<p>Reorganization</p> <p>Goals: Prepare motions for faculty manual as necessary to address procedures that will need to be in place because of the VU-VUMC reorganization</p>	Motions due to VC Ann Price 10/23
2.	<p>E-mail privacy</p> <p>In 2009-10 it is alleged that practices regarding electronic surveillance of faculty communications came to light. The Senate, in particular the PEAFF (now Grievance) and Executive committees, worked with the administration to initiate changes to the Faculty Manual and to Information Technology Services (ITS) practices to protect faculty privacy. Two provisions recommended did not make it in the Faculty Manual. The May 2010 Senate minutes show that the motion below passed unanimously. The same motion was passed unanimously a year later in the May 2011 Senate meeting:</p> <p>“The Faculty Senate commends Chancellor Zeppos, Provost McCarty, Vice-Chancellor for Health Affairs Balsler, and the Office of the General Counsel for their serious consideration of the 2009/2010 PEAFF Committee’s proposed changes to the Faculty Manual regarding privacy of faculty electronic records. We urge the development of policies and procedures that provide the strongest protections of individual privacy. In cases where legal compulsion or clear violation of University policy necessitate observation of faculty electronic records, said policies and procedures should be constructed so as to carefully limit the scope of investigation and use of results. We look forward to receipt this fall of a response to PEAFF’s original proposal and commit to working with VU Administration to finalize relevant revisions to the Faculty Manual and accompanying procedures.”</p> <p>The Nov. 2010 Senate meeting included this in Chair Brian Christman’s Executive Committee report: He said that the executive committee’s recent work includes following up on the email privacy policy. He said that Vice Chancellor Balsler and Provost McCarty are working on the final language, which will then go to the PEAFF committee, and then on to the full Senate. He said that they are also discussing the issue of</p>	

	<p>faculty office privacy, and that this would be a similar policy with a limited number of university officers who could approve any exceptions. It is unclear that such final language made it in to the Faculty Manual. In May 2011 re-passage of the motion seems to indicate that final language was not given to the Senate in 2010/2011.</p> <p>Between the Faculty Manual version from 2009 (https://www4.vanderbilt.edu/facultysenate/archives/FacultyManual2009.pdf) and the next one I could find (2011-2012, snapshot from 8/6/2012 at http://vanderbilt.edu/faculty-manual/archive/2011-2012/), the Acceptable Use Policy was updated to include some items to protect faculty privacy and academic freedom in Part III, Chapter 6, Item III a). However, it is missing some items from the original proposal that I think merit inclusion. These are:</p> <p>(1) Prior to any e-Discovery performed for reasons other than a legal compulsion, the University shall consult with the Chair of the Faculty Senate; (ii) The faculty member subject to e-Discovery shall be notified in a timely manner after the e-Discovery process is complete, regardless of the outcome of the discovery, except when doing so would compromise other legal or regulatory compliance investigations.</p> <p>Goals: Develop motions as necessary for recommendation to the Provost and to the Faculty Senate. Communicate results and procedures campus-wide. Work with Faculty Manual committee as needed.</p>	
3.	<p>Grievances</p> <p>Goals: Work with Grievances Committee to obtain feedback and input on the Part IV, Chapter 2, Part B which deals with grievances unrelated to reappointment, promotion, and tenure. Work with Chair to obtain feedback and input on the Part IV, Chapter 2, Part A section, which deals with grievances related to reappointment, promotion, and tenure. In particular, we need to correct the issue related to “conflict of interest.” We ask the ad hoc grievance committee members if they can serve impartially but we do not impose upon the grievant any indication of what they should disclose. For example, a grievant should disclose if she/he has a spouse employed anywhere by Vanderbilt; a grievant should disclose if she/he has co-authored work with faculty in other colleges; a grievant should disclose where all her/his teaching has occurred—particularly important for faculty with joint appointments who may have taught outside their department in other departments or other colleges on campus. Should charged parties be queried on whether they have long-standing professional or personal relationships with any</p>	Ongoing

	<p>ad hoc grievance committee members? Currently that is not stated in the Faculty Manual. The Provost has requested that all of these matters be addressed. Collaborate as necessary with Grievance committee on its second charge.</p> <p>There is also an issue of conflict of interest if the charged party is a supervisor of individuals on the grievance committee.</p>	
4.	<p>OETF</p> <p>Goals: Monitor changes to faculty manual as result of online education task force that passed last year. Richard Willis has background information.</p>	Ongoing
5.	<p>Make additional changes to Faculty Manual to correct errors and for clarity</p> <p>Goals: Correct errors in the faculty manual as indicated below.</p> <p>The degree referred to as “Master of Science (Speech Language Pathology)” in Part I, Chapter 1, Section B is in error. It is Master of Science—Speech Language Pathology.</p> <p>All titles for Blair faculty are listed under non-tenured faculty. Blair faculty have had tenure since 2004 but the manual was never updated. This matter needs correcting. It is Part II, Chapter 1, Section B.</p> <p>Goals: Add faculty titles as necessary.</p> <p>The definition of “retired faculty” recently approved by the Provost needs inclusion in the faculty titles section (Part II, Chapter 1, Section E and later sections need to be resequenced). Richard Willis has the memorandum the Provost approved, which includes the definition. It is attached to these materials.</p> <p>Continue to review and revise the Faculty Manual for clarity.</p>	Ongoing
6.	<p>See Goal 3 of SPAF. Collaborate as necessary.</p>	
7.	<p>2012 changes to FacMan</p> <p>It is alleged that in 2012 the administration made multiple unilateral changes to FacMan, making a conflict of commitment into a conflict of interest and thus bringing the conflict of commitment policies part of the purview of the University Conflicts Committee. Thus, the changes made in 2012 were major, with potential major changes for Faculty.</p>	

	<p>For example, the 40 (or 50) days for consulting during the academic year are now under the domain of the UCC as is what constitutes a conflict of commitment (such as whether attending a conference for the purpose of presenting a scientific paper, disseminating results and obtaining critical feedback). Also the conditions of disclosure of conflicts of commitment were changed. These changes are substantial but were not brought to the Faculty Senate. Myrna Wooders can provide documentation. The 2012 changes need to be considered and treated according to the dictates of the Faculty Manual.</p>	
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