Call to order

Approval of the minutes of May 4, 2015

Report of the Executive Committee

Remarks by the Chancellor

Scheduled Remarks
  Brett Sweet, Vice Chancellor for Finance and Chief Financial Officer
  Audrey Anderson, Vice Chancellor and General Counsel and Eric Kopstain, Vice Chancellor for Administration. Vice Chancellor Anderson presented on behalf of both of them.

Old Business
  Steiger/Wooders motion with the amendment from the Senate Affairs Committee to change Order of Business in the Senate Rules of Order

New Business
  Motion on changes to Part 1, Chapter 5 of the Faculty Manual (Senator Myrna Wooders, Faculty Manual Committee Chair)

Good of the Senate

Adjournment to reception
Voting Members present: Brian Bachman, Mark Cannon, Sam Chang, Tom Christenbery, Brian Christman, David Cliffel, Buddy Creech, Geoffrey Flemming, Teresa Goddu, Jennifer Green, John Greer, Richard Haglund, Alyssa Hasty, Marc Hetherington, Brian Heuser, Leslie Hopkins, Joyce Johnson, Betsy Kennedy, Xenofon Koutsoukos, Chris Loss, Peter Martin, Holly McCammon, Nicole McCoin, David Merryman, Michael Miga, Kevin Murphy, Joseph Neimat, Erin O’Hara O’Connor, Caglar Oskay, Scott Pearson, Ann Price, Geri Reeves, Debbie Rowe, Jonathan Schildcrout, Fernando Segovia, Claire Smrekar, Thomas Talbot, Benigno Trigo, David Weintraub, Richard Willis, James Wittig, Myrna Wooders, David Wright, Edward Wright-Rios, Jeff Balser, Camilla Benbow, Laurie Benton, Phillip Fauchet, John Geer, Chris Guthrie, Eric Johnson, Linda Norman, Emilie Townes


Ex Officio Members present: Audrey Anderson, Mark Bandas, Vanessa Beasley, Donald Brady, Joseph Combs, Cynthia Cyrus, Beth Fortune, Rolanda Johnson, Eric Kopstain, Paul Lin, John Lutz, David Raiford, Susie Stalcup, Brett Sweet, Susan Wente, Nick Zeppos.

Ex Officio Members absent: Anders Hall, Larry Marnett, Timothy McNamara, Bonnie Miller, David Williams

Call to Order

Chair Willis opened the meeting at 4:10. Chairman Willis began by acknowledging all new Faculty Senators.

Approval of the minutes of May 4, 2015

Chair Willis asked for a motion to approve the minutes from May 4, 2015. A motion was made and seconded to approve the minutes. The motion passed unanimously by voice vote.

Report of the Executive Committee

Chairman Willis began by stating that the Executive Committee has been busy over the summer and indicated that there are four pages of notes available on the Faculty Senate’s portal [https://www4.vanderbilt.edu/facultysenate/secure/senateportal.php] that underlines his slides and provides additional information and content. He encouraged all senators to take those notes back to their constituents.
Chairman Willis began by outlining the work that was started by last year’s Senate:

- **Graduate Education Study Group (GESG)**
  - The Graduate Education Study Group was formed by Provost Wente last year with then Senate Chair Paul Lim. Four forums have been scheduled to present the GESG’s executive summary, one of which occurred on Wednesday, September 9th.

- **Federal Regulatory Changes continue**
  - Last year’s Senate rolled out faculty training as responsible employees under Title IX. The Violence Against Women Act (VAWA) was revised by the federal government effective July 1, 2015. Anita Jenious will present the updates to VAWA to the Senate at our November meeting.

- **Task Force on Greek Life**
  - Continue to work assiduously on their charges. Chairman Willis recently attended a Task Force meeting and feels that the group has generated a great deal of quality data. A report should be expected by the task force by the end of Fall Semester.

- **Bike and Pedestrian Advisory Committee (BPAC)**
  - The Executive committee has been asked to ensure there is more Senate representation on various Vanderbilt committees.
  - The committee was asked to find representation on (BPAC).
    - Senate is partnering with bike riders who would like to see the availability of covered parking for bikes on campus. We have been working with Mark Petty in this regard.
    - The hope is to formulate a pilot study in the near future where we will create a covered bike rack in the 25th Place Garage and it will accommodate between 20 and 30 bicycles.

- **Campus Master Planning:**
  - Vice Chancellor Kopstain has provided some slides that summarize this initiative that is just beginning to take shape.
    - The creation of a plan will work to rationalize Vanderbilt’s footprint in support of our academic mission.
    - Vice Chancellor Kopstain is going to form a Spearhead committee which will have multiple subcommittees beneath it
      - The current vision is for each steering committee to have one faculty member and one staff member represented.

- **Vanderbilt Child Initiatives**
  - Working with Vice Chancellor Kopstain’s office, the Executive Committee is working on three initiatives around Vanderbilt and Children.
    - Extending the dependent student discount to parents who have children enrolled in CTPs—Comprehensive Transition Programs—and currently those programs are not included in VUs tuition discount program
    - Second, faculty is now engaged in searching for a new Director of Vanderbilt’s Childcare Center. (Dianne Neighbors, who was the director of the childcare center for 19 years has just retired.)
With the input of the Executive Committee, Laura Nairon (Project Manager for the Master Plan) has put together a committee that has representation from the VU side if campus as well as the VUMC side of campus as well as representation from Vanderbilt Medical Center’s house staff.

Finally, Chairman Willis stated that, “we will be considering synergies between the Susan Gray School in Peabody and the Childcare Center.

“This is a very nascent effort, but we will certainly be encouraging feedback and engagement by the Peabody faculty.”

Faculty Manual comment period

- The comment period concluded on September 4th after two weeks of being open for feedback. 11 comments were received and that feedback has been passed onto the Faculty Manual Committee.
  - Senator Wooders chairs the Faculty Manual Committee and those comments and will be reported out as the committee continues to update and present proposed revisions to the faculty manual.

Town Hall meetings on the Reorganization

- August 20th was the first meeting.
  - All 3700 faculty members were solicited for their questions to inform this meeting, and 244 questions as a result.
  - 24% of these questions pertained to benefits, all of these questions have been answered and all of those answers are on the HR F.A.Q. page.

Concur

- There was an article has already been posted in MyVU [http://news.vanderbilt.edu/2015/08/new-travel-agency-search/]
  - In sum:
    - Due to less than satisfactory service with Vanderbilt’s previous travel agency, a Request for Proposal (RFP) was conducted and reviewed by a committee that included faculty representation.
    - Senator Wright was on this committee as well as Chairman Willis
    - World Travel was selected as the new travel management company
      - Rationale for why a travel management company is necessary is posted on the Senate Portal. There are four different broad areas that make a travel management service beneficial.

Vice Chancellor Williams will speak at Senate Assembly October 8th

- An email was distributed on 9/10 to elected senators to provide questions for Vice Chancellor Williams to consider. Responses to survey are due Friday, 9/18 at 5:00PM.

Searches underway

- The Provost has been very transparent in hiring process and a good amount of information is posted on the Provost website.
  - All search committees are posted on Provost’s website
    - Note: All have faculty representation.
Faculty Senate Standing Committees

- Every senator should be assigned to a standing committee
- Standing committees as where the majority of work happens for the Senate

Remarks by Chancellor Zeppos

Chancellor Zeppos made his remarks on diversity and inclusion; the reorganization of Vanderbilt University and the Vanderbilt University Medical Center; and his focus on soliciting feedback from the Vanderbilt students, faculty and staff around innovative strategies for VU’s future.

Scheduled Remarks

Brett Sweet, Vice Chancellor for Finance and Chief Financial Officer

Vice Chancellor Sweet provided an overview of Vanderbilt financial matters. He outlined the fact that although this is a challenging financial time for higher education, “Despite external economic pressures, Vanderbilt’s financial health remains strong.” Much of his presentation consisted of responding to faculty senator questions that were collected in advance of his presentation.

The list of questions he received and his slides are available on the Senate Portal.

Audrey Anderson, Vice Chancellor and General Counsel

Update on standards of conduct

- Vice Chancellor Eric Kopstain and Vice Chancellor Anderson would like to partner with the faculty to review and update the University Standards of Conduct.
- The Standards of Contact were put in place at the University at the request of the Board of Trust in 2002. They have not been substantially updated since 2005.
  - The Administrative Compliance Committee—which Vice Chancellor Kopstain and Vice Chancellor Anderson co-chair—has recommended that the Standards of Conduct be updated this year.
- The Standards of Conduct highlight policies and procedures already in place on campus.
  - Each year when faculty and staff sign the Conflict of Interest Form online, mark a box that indicates their understanding and agreement to the Standards of Conduct.
  - The Standards of Conduct are currently posted at the beginning of the Faculty Manual.
- The Administrative Compliance Committee looks forward to working with the Faculty Senate Executive Committee and other Senators to review and revise the document.
Old Business

Chairman Willis introduced the Old Business as a motion that was brought to the Senate at the May Senate Assembly. Because it represents a change to the Senate’s Rules of Order it was presented at the last regularly scheduled meeting (May 4, 2015) and is then voted on at the next regularly scheduled meeting. All proposed changes to the Rules of Order are handled in this manner.

Chairman Willis asked if there were any questions or discussion for the motion. No questions or discussion was raised.

Steiger/Wooders motion with the amendment from the Senate Affairs Committee to change Order of Business in the Senate Rules of Order

Whereas the Faculty Senate desires to conduct meetings that are effective and efficient,

Whereas it is helpful for Senators to review materials that are discussed during Faculty Senate meetings,

Be it resolved that:

1. The normative order of business, which may be modified at the discretion of the Chair of the Faculty Senate, will be the following:
   - Call to order
   - Approval of minutes
   - Executive Committee Report
   - Remarks by the Chancellor
   - Standing committee reports
   - Ad hoc committee reports
   - Old business
   - New business
   - Scheduled remarks, with discussion to follow
   - Good of the Senate
   - Adjournment

2. Materials presented during scheduled remarks, either in original or redacted format, will be posted to the secure Faculty Senate website at the discretion of the Executive Committee and the approval of the presenter.

43 approve, 1 no, 1 abstain. Motion passes.

New Business
Chairman Willis passed the microphone to Senator Myrna Wooders, Chair of the Faculty Manual Committee to introduce the New Business.

Senator Wooders commented that she was very happy so many Senators were present at the meeting as the Faculty Manual is very important because it describes the relationship and summarizes the obligations between the faculty and the University.

Senator explained that, “there are two teams working on the Faculty Manual. One is David Raiford and Tim McNamara, and they are working primarily on changes connected to the reorganization; whereas, the Faculty Manual Committee is working on the whole faculty manual.”

Senator Wooders explained that the changes [the original, proposed revisions, and final version will be posted on the Senate Portal] which have been made by this fall’s Faculty Manual Committee are shown in red, most of the changes written in blue were made by David Raiford and Tim McNamara. Senator Wooders pointed out that the edits in this motion primarily have to do with the reorganization and the processes that the Chancellor, Provost and Faculty Senate will go through to propose and make changes. She highlighted the fact that one focus of the Faculty Manual Committee was to make [formatting] clearer. She pointed out that, “we view this as a collaborative process with the Chancellor and Provost. We—the Faculty Senate—also want the ability to express our opinion and so we want to be clear about the process.”

Another key area of change from the Raiford-McNamara edits was that their version of the document stated that the Office of the Vice Provost of Faculty Affairs would keep the record of the Faculty Manual. Senator Wooders stated that both last year’s Faculty Manual Committee as well as this year’s committee would like the Senate to keep its own copy of the Faculty Manual and do its own recording and record keeping process.

Senator Wooders then officially presented the motion:

Motion on changes to Part 1, Chapter 5 of the Faculty Manual (Senator Myrna Wooders, Faculty Manual Committee Chair)

Whereas the Vanderbilt Faculty Manual requires revision and updating, as part of this process,

“We, the Faculty Manual Committee, move that the following document be accepted as Part I, Chapter 5 of the Faculty Manual and replace the corresponding part of the current version of the Faculty Manual.”

45 approve, 0 no, 0 abstain. Motion passes.

The “clean copy” (with all track changes accepted) of the accepted revisions to the faculty manual Part 1, Chapter 5 is attached to these minutes. The Faculty Senate is working with IT now to create a space within the Faculty Senate Portal where all changes
to the Faculty Manual that are accepted will be placed to aid us in keeping track of the changes as they go through the Senate.

Adjournment to reception
September 14, 2015

To: Chancellor Nick Zeppos  
From: Richard Willis, Chair of the Faculty Senate

On September 10, 2015, the Senate unanimously approved the attached revisions to the Vanderbilt University Faculty Manual. This memorandum forwards those proposed revisions to you for your review and, we hope, approval. The revisions pertain to Part I, “The University and its Governance,” Chapter 5, “Amendments to Faculty Manual.” I attach two documents:

Track changes copy

This document contains the proposed revisions to the current version of the Faculty Manual made by two teams. The proposed revisions in blue are from Vice Provost for Faculty and International Affairs Tim McNamara and Associate Vice Chancellor for Health Affairs David Raiford. These revisions merge some of the 2014-2015 version of this part of the Manual with some of the changes approved by the Senate in February 2015. The subsequent proposed revisions in red are from the Senate’s Faculty Manual committee and incorporate more of the revisions approved by the Senate in February.

Clean copy

This document presents the proposed revisions to the Faculty Manual without track changes.

The Faculty Senate hopes that you will approve the proposed revisions. As required by the Faculty Manual change process I am providing an identical copy of these materials to the Provost for her review and, we hope, approval. Certainly, I stand ready to address any questions or concerns you have and, as always, thank you.

Richard H. Willis, PhD  
Chair, Faculty Senate (2015-2016)  
Anne Marie and Thomas B. Walker, Jr.  
Professor of Accounting  
richard.h.willis@vanderbilt.edu  
615-343-1050, office
Chapter 5: Amendments to Faculty Manual

Revisions to the Faculty Manual are a collaborative process involving the Chancellor, the Provost, and the Faculty Senate. All amendments or proposed amendments to the Faculty Manual are required to pass through Steps 1 to 4 below.

Step 1. Proposal for Changes

Any formal proposal for a change in the Faculty Manual must be made by the Chancellor, the Provost, the Vice Chancellor for Health Affairs, or the Chair of the Faculty Senate on behalf of the Senate. The proposal becomes an official formal proposal when the official initiating the proposal sends the proposal in writing to the other two officials in the change process. The Chair of the Faculty Senate shall inform the members of the Faculty Senate of any changes to the Faculty Manual that have been proposed since the most recent meeting of the Senate. A copy should go to the Office of the Vice Provost for Faculty for archiving as discussed below. The Provost will confer with the Dean of the School of Medicine, Deans of the Colleges and Schools about any proposed changes.

Step 2. Deliberations.

Once a formal proposal suggestion for change is made, the Faculty Senate and the Provost (in consultation with the Dean of the School of Medicine, who may consult with the Deans of the Colleges and Schools), and the Vice Chancellor shall have a minimum of thirty days to issue their recommendations on the proposed change to the Chancellor. It is likely that many changes that are purely informational will not require discussion. Others will merit extended discussion, including referral to committees of the Faculty Senate or to the Office of the General Counsel. All efforts should be made to conclude deliberations within a reasonable period of time. The ultimate decision on any changes lies with the Chancellor, who will inform the other officials.

Step 3. Approval.

The ultimate decision on any change lies with the Chancellor, who shall inform the Provost and the Chair of the Faculty Senate of the decision within a reasonable period of time.


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 the 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.

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 in the Manual that the matter is under review. The procedure shall then follow as set forth above, beginning with a proposal for change. The Chair of the Faculty Senate should inform the members of the Senate of any changes to the Faculty Manual that have been proposed since the last prior meeting, and of what disposition has been made of each proposal.

Archive of Changes

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Each year a hard copy of the August snapshot shall be preserved as an archived document in the Jean and Alexander Heard Library's Office of Special Collections and University Archives. These copies shall be maintained in such a way that both the archived hard copy and the online snapshot for any given year are conveniently available to faculty members. As changes are made to the Faculty Manual, they shall be documented on the Faculty Senate website and the accumulated changes made during the year shall also be archived along with the snapshot. The Vice Provost for Faculty should maintain an archive of changes made to the Faculty Manual. On the first Monday in August each year, a “snapshot” of the Manual shall be taken that will be preserved as an archived document both in the Faculty Senate’s office and in the Jean and Alexander Heard Library’s Office of Special Collections and University Archives. This document should indicate in some fashion the nature of changes made during the period since the last previous similar document was created. The copy in University Archives should be maintained in such a way that the archive copy for any given year is conveniently available online to faculty members. To the extent possible, a “hard copy” of each edition of the Faculty Manual up to the shift to electronic publication should be deposited in University Archives.
Motion: Whereas the Vanderbilt Faculty Manual requires revision and updating, as part of this process,

We, the Faculty Manual Committee, move that the following document be accepted as Part I, Chapter 5 of the Faculty Manual and replace the corresponding part of the current version of the Faculty Manual.

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From: Richard Willis, Chair of the Faculty Senate

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