Committee: Faculty Manual Committee

Chairs: Brian Fitzpatrick, Vicky Morgan

Members: Brian Bachmann, Leon Bellan, Brett Byram, Katherine Friedman, Brian Heuser, Houra Merrikh, Jason Pollack

EC Liaison: Mark Magnuson

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.

Committee Charges

Charge 1
- Background: In collaboration with the Office of the Chancellor and Vice Provost for Faculty Affairs, Senate EC incorporated interim rules regarding sexual misconduct to match federal guidance for Title IX that went into effect on August 14, 2020
- Goals: To approve new language in Faculty Manual related to the Sexual Misconduct Policy and federal Title IX guidelines
- Actions: Changes were drafted by the Office of General Counsel and the motion passed at March 4, 2021 Faculty Senate meeting
- Outcomes and/or recommendations: Changes to the Faculty Manual were sent to Chancellor’s Office for final approval - complete

Charge 2
- Background: The Grievance Committee proposed edits to the Faculty Manual to align with and clarify current and/or new policies
- Goals: To approve new language in the Faculty Manual to update the Grievance Policy
• Actions: Changes were drafted by the Grievance Committee (Chair James Hudnut-Beumler) and motion passed at March 4, 2021 Faculty Senate meeting
• Outcomes and/or recommendations: Changes to Part IV Chapter II of the Faculty Manual were sent to Chancellor’s Office for final approval - complete

Charge 3
• Background: The University, including the Executive Committee, has been developing updates to the University Conflict of Interest Policy to maintain federal compliance in areas such as technology transfer, foreign influence and conflict reporting
• Goals: To provide input to the policy prior to adoption
• Actions: The policy has been reviewed by the co-chairs of the Faculty Manual Committee and clarifications were requested
• Outcomes and/or recommendations: Policy clarifications regarding the relationship of the proposed policy and the existing VUMC policy and VUMC faculty have been requested. - ongoing

Charge 4
• Background: Part VI of the Faculty Manual outlines the faculty benefits. Currently, there are at least three main issues that need improvement: 1) distinction between employee based benefits (VU different from VUMC) and faculty based benefits (same for VU and VUMC), 2) simplification of information to benefits (mostly employee based) that change yearly, and 3) information on how faculty input is included in benefits decision making
• Goals: To clarify these issues by updating Part VI of the Faculty Manual
• Actions: Discussions have been started with Kim Cox (VUMC benefits) and Catherine Wood (VU benefits). In addition, this issue also falls within the interest of the Faculty Life Committee.
• Outcomes and/or recommendations: Recommend working with Faculty Life Committee to update Part VI - ongoing

Suggestions for Future Charges/Actions

Suggestion 1
• Live captioning of Senate meetings - To consider adding language to the Faculty Manual that specifies that our Senate meetings should be in compliance with federal Section 508 accessibility standards by providing live captioning

Suggestion 2
• Updated repository and access of Faculty Manual documents – the documents on the website are not always current and it is important to have access to current documents when drafting new language and motions. A process for access to these documents is needed. This issue includes clarifying the role of the Administrative Coordinator in drafting the documents and motions with respect to edits of the current documents.

Suggestion 3

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