DRAFT MINUTES
Vanderbilt University
Faculty Senate Meeting
November 5th, 2015
Frist 140

Call to order

Approval of the minutes of October 8, 2015

Report of the Executive Committee

Remarks by the Chancellor

New Business

- Motions on Proposed Revisions to the Faculty Manual (order of consideration to be announced at meeting)

Good of the Senate

Adjournment

Voting Members present: Bachman; Benton; Cannon; Christenbery; Christman; Cliffel; Delpire; Dewey; Fleming; Friedman; Geer; Goddu; Greer; Heuser; Hopkins; Johnson, E; Kennedy; Martin; McCammon; McCain; Miga; Murphy; Neimat; Norman; O’Hara O’Connor; Oskay; Pearson; Price; Reeves; Reside; Rowe; Schildcrout; Segovia; Slayton; Smrekar; Wait; Weintraub; Willis; Wittig; Wooders and Wright.

Voting Members absent: Balser; Barnes; Benbow; Brown; Chang; Creech; Fauchet; Green; Guthrie(regrets); Haglund; Hasty; Hetherington; Johnson, J.; Koutsoukos; Loss; Maroney; Merryman; Outlaw; Rohde; Shay; Spottswood; Talbot; Trigo; Townes; Walsh; Webb; Wright-Rios; and Ziegler.

Ex Officio Members present: Anderson; Bandas; Beasley; Brady; Halls; Johnson; Lim; Lutz; McNamara; Raiford; Wente; and Zeppos.

Ex Officio Members absent: Combs; Cyrus; Fortune; Kopstain; Marnett; Miller; Stalcup; Sweet and Williams.
Call to order

Chair Richard Willis called the meeting to order at 4:10pm.

Approval of the minutes of October 8th, 2015

Chair Richard Willis asked for approval of the minutes. A motion was made and seconded to approve the minutes. The motion passed unanimously by voice vote.

Report of the Executive Committee

Chair Richard Willis gave the report of the Executive Committee (EC). He noted the following:

1. The “Follow the Faculty Manual” page would continually be updated with information on the Faculty Manual revisions. The page was an opportunity for the Senate to consolidate all the motions, track changes, clean copies and memo approvals.
2. Update on VU.edu: John Lutz, Vice Chancellor for IT, and Beth Fortune, Vice Chancellor for Public Affairs expressed that it would be costly and cause potential branding and trademark issues to make this change.
3. The second Town Hall occurred on October 30th with Susan Wente, Provost and Vice Chancellor for Academic Affairs, and Jeff Balser, Vice Chancellor for Health Affairs regarding the reorganization.
4. The Graduate Education Forums have concluded and the Executive Committee would expect a final report this month or next.
5. Doug Christiansen, Vice Provost of University Enrollment Affairs, is scheduled to present at the December 5th Faculty Senate meeting. VP Christiansen received the questions that were solicited via the Senate survey early this fall.
6. The Executive Committee received notice that the University calendar had not included the final exam schedule for this academic year. The EC partnered with Vice Provost Christiansen on the issue and it has since been resolved.
7. The Senate Portal contains the notes regarding the faculty email privacy issue governed by Chapter Six of the Faculty Manual.
8. The Executive Committee encouraged attendance at committee meetings.

Chair Willis opened the floor for questions.

Question: Senator Brian Heuser, Assistant Professor, inquired if Vanderbilt owned the vu.edu domain.

Chair Willis answered that Vanderbilt does own the domain, vu.edu.
Remarks by the Chancellor

Chancellor Nicholas Zeppos started by thanking Senator Wooders, Chair of the Faculty Manual Committee, Tim McNamara, Vice Provost for Research and International Affairs, David Raiford, Senior Associate Dean for Faculty Affairs, and the Executive Committee for their hard work and efforts on the faculty manual revisions. He then discussed the faculty manual and concluded by informing the Senate about the Town Hall on Endowment that would include Anders Hall, Vice Chancellor for Investments, and Brett Sweet, Vice Chancellor for Finance. The Town Hall date was scheduled for November 6th, 2015 at 2:00pm.

New Business

Motion from Faculty Manual Committee on Proposed Revisions to Part VII (Chapters 1-2) of the Faculty Manual (Faculty Manual Committee Chair, Myrna Wooders.)

Chair Richard Willis asked Senator Wooders to discuss the motions.

Senator Wooders listed the Faculty Manual Committee members that devoted their time throughout the revision process. Professor Wooders stated that the motions would proceed in reverse order, starting with Motion Six: Part VII Financial Procedures.

Motion 6.

- Whereas the Vanderbilt Faculty Manual (as archived on 8/3/2015) requires revision and updating, and
- Whereas revisions to Part I, Chapter 5 of the Faculty Manual were approved by the Faculty Senate on 9/10/2015 and given final approval by the Chancellor of Vanderbilt University on 9/14/2015, and
- Whereas, the Faculty Manual Committee has now circulated additional proposed revisions to the Faculty Senate,

We the Faculty Manual Committee, move that the Sections entitled “Part VII (Chapters 1-2)” of the 8/3/2015 Faculty Manual be revised by addition and deletion as per the attached document (see Exhibit 6a,b),

We further move that the Faculty Senate give its endorsement to these revisions, and

We further move that these endorsed revisions be forwarded as a formal proposal as per Faculty Manual “Part 1, Chapter 5, Amendments to the Faculty Manual” to the Chancellor and the Provost, for review, and if accepted, final approval by the Chancellor.

Chair Willis opened the floor for debate.

Noting no further questions, Senator Wooders asked for a vote by electronic ballot on the FMC’s motion to approve the Faculty Manual revisions on Part VII (Chapters 1-2).
Voting proceeded: Tally: 37 affirmative, 0 opposed, 0 abstentions.

Motion from Faculty Manual Committee on Proposed Revisions to Part VI (Chapters 1-4) of the Faculty Manual (Faculty Manual Committee Chair, Myrna Wooders.)

Senator Wooders proceeded with Motion 5: Part VI Faculty Benefits. She stated that there were not many changes with the section on Faculty Benefits, other than editorial revisions made last academic year.

Motion 5.

- Whereas the Vanderbilt Faculty Manual (as archived on 8/3/2015) requires revision and updating, and
- Whereas revisions to Part I, Chapter 5 of the Faculty Manual were approved by the Faculty Senate on 9/10/2015 and given final approval by the Chancellor of Vanderbilt University on 9/14/2015, and
- Whereas, the Faculty Manual Committee has now circulated additional proposed revisions to the Faculty Senate,

We the Faculty Manual Committee, move that the Sections entitled “Part VI (Chapters 1-4)” of the 8/3/2015 Faculty Manual be revised by addition and deletion as per the attached document (see Exhibit 5a,b),

We further move that the Faculty Senate give its endorsement to these revisions, and

We further move that these endorsed revisions be forwarded as a formal proposal as per Faculty Manual “Part 1, Chapter 5, Amendments to the Faculty Manual” to the Chancellor and the Provost, for review, and if accepted, final approval by the Chancellor.

Senator Wooders opened the floor for debate.

Noting no further questions, Senator Wooders asked for a vote by electronic ballot on the FMC’s motion to approve the Faculty Manual revisions on Part VI (Chapters 1-4).

Voting proceeded: Tally: 39 affirmative, 0 opposed, 0 abstentions.

Motion from Faculty Manual Committee on Proposed Revisions to Part V Faculty Awards of the Faculty Manual (Faculty Manual Committee Chair, Myrna Wooders.)

Senator Wooders commented it has been difficult to track who made what changes to the Faculty Manual, but shared an excerpt that was edited this past summer (see slide 18 on 11/5/2015 Faculty Senate presentation).
Senator Brian Heuser confirmed that he made the revision to the Provost Office regarding said excerpt.

**Motion 4.**

- Whereas the Vanderbilt Faculty Manual (as archived on 8/3/2015) requires revision and updating, and
- Whereas revisions to Part I, Chapter 5 of the Faculty Manual were approved by the Faculty Senate on 9/10/2015 and given final approval by the Chancellor of Vanderbilt University on 9/14/2015, and
- Whereas, the Faculty Manual Committee has now circulated additional proposed revisions to the Faculty Senate,

We the Faculty Manual Committee, move that the Sections entitled “Part V” of the 8/3/2015 Faculty Manual be revised by addition and deletion as per the attached document (see Exhibit 4a,b),

We further move that the Faculty Senate give its endorsement to these revisions, and

We further move that these endorsed revisions be forwarded as a formal proposal as per Faculty Manual “Part 1, Chapter 5, Amendments to the Faculty Manual” to the Chancellor and the Provost, for review, and if accepted, final approval by the Chancellor.

Senator Wooders opened the floor for debate.

Noting no further questions, Senator Wooders asked for a vote by electronic ballot on the FMC’s motion to approve the Faculty Manual revisions on Part V.

Voting proceeded: Tally: 36 affirmative, 0 opposed, 0 abstentions.

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**Motion from Faculty Manual Committee on Proposed Revisions to Part IV (Chapters 1-2) Disciplinary Actions and Grievances of the Faculty Manual (Faculty Manual Committee Chair, Myrna Wooders.)**

The Faculty Manual Committee did spend a fair amount of work on this section but due to time constraints, the Committee did not have time to integrate the proposals with the work of the reorganization team.

**Motion 3.**

- Whereas the Vanderbilt Faculty Manual (as archived on 8/3/2015) requires revision and updating, and
- Whereas revisions to Part I, Chapter 5 of the Faculty Manual were approved by the Faculty Senate on 9/10/2015 and given final approval by the Chancellor of Vanderbilt University on 9/14/2015, and
- Whereas, the Faculty Manual Committee has now circulated additional proposed revisions to the Faculty Senate,
We the Faculty Manual Committee, move that the Sections entitled “Part IV (Chapters 1-2)” of the 8/3/2015 Faculty Manual be revised by addition and deletion as per the attached document (see Exhibit 3a,b),

We further move that the Faculty Senate give its endorsement to these revisions, and

We further move that these endorsed revisions be forwarded as a formal proposal as per Faculty Manual “Part 1, Chapter 5, Amendments to the Faculty Manual” to the Chancellor and the Provost, for review, and if accepted, final approval by the Chancellor.

Senator Wooders opened the floor for debate.

Noting no further questions, Senator Wooders asked for a vote by electronic ballot on the FMC’s motion to approve the Faculty Manual revisions on Part IV (Chapters 1-2).

Voting proceeded: Tally: 39 affirmative, 0 opposed, 0 abstentions.

Motion from Faculty Manual Committee on Proposed Revisions to Part II Appointment and Tenure (Chapters 1-3) of the Faculty Manual (Faculty Manual Committee Chair, Myrna Wooders.)

Senator Wooders credited this work to the reorganization committee. Most of the changes were changes in titles. The Faculty Manual Committee has mostly been involved with the Law School, Blair School of Music, and the School of Nursing. The FMC worked with the Deans in these schools and reached an agreement on wording, titles and conditions of appointment.

Motion 2.
- Whereas the Vanderbilt Faculty Manual (as archived on 8/3/2015) requires revision and updating, and
- Whereas revisions to Part I, Chapter 5 of the Faculty Manual were approved by the Faculty Senate on 9/10/2015 and given final approval by the Chancellor of Vanderbilt University on 9/14/2015, and
- Whereas, the Faculty Manual Committee has now circulated additional proposed revisions to the Faculty Senate,

We the Faculty Manual Committee, move that the Sections entitled “Part II (Chapters 1-3)” of the 8/3/2015 Faculty Manual be revised by addition and deletion as per the attached document (see Exhibit 2a,b),

We further move that the Faculty Senate give its endorsement to these revisions, and
We further move that these endorsed revisions be forwarded as a formal proposal as per Faculty Manual “Part 1, Chapter 5, Amendments to the Faculty Manual” to the Chancellor and the Provost, for review, and if accepted, final approval by the Chancellor.

Senator Wooders opened the floor for debate.

Noting no further questions, Senator Wooders asked for a vote by electronic ballot on the FMC’s motion to approve the Faculty Manual revisions on Part II (Chapters 1-3).

Voting proceeded: Tally: 38 affirmative, 1 opposed, 0 abstentions.

Motion from Faculty Manual Committee on Proposed Revisions to Compliance Program and Standards of Conduct and Part I (Chapters 1-4) of the Faculty Manual (Faculty Manual Committee Chair, Myrna Wooders.)

Senator Wooders specified that the original work done on this section by the Faculty Manual Committee was based on a comment made in the Senate Portal and the end result was almost the exact wording of what was proposed.

Senator Wooders shared that the Conflict of Interest and Commitment could be found on the Faculty Senate website and in the Faculty Manual. She also noted Chancellor Zeppos’ statement that the Faculty Manual is a faculty member’s basic guidebook.

In the chapter of University Governance, Senator Wooders stated that the FMC had made some major changes in regards to the style of the section, but not in terms of the content. She highlighted a handful of important revisions in her slideshow presentation. Senator Wooders emphasized that none of the changes would diminish the role of the Chancellor.

Motion 1.
- Whereas the Vanderbilt Faculty Manual (as archived on 8/3/2015) requires revision and updating, and
- Whereas revisions to Part I, Chapter 5 of the Faculty Manual were approved by the Faculty Senate on 9/10/2015 and given final approval by the Chancellor of Vanderbilt University on 9/14/2015, and
- Whereas, the Faculty Manual Committee has now circulated additional proposed revisions to the Faculty Senate,

We the Faculty Manual Committee, move that the Sections entitled “Compliance Program and Standards of Conduct” and “Part I (Chapters 1-4)” of the 8/3/2015 Faculty Manual be revised by addition and deletion as per the attached document (see Exhibit 1a,b),

We further move that the Faculty Senate give its endorsement to these revisions, and
We further move that these endorsed revisions be forwarded as a formal proposal as per Faculty Manual “Part 1, Chapter 5, Amendments to the Faculty Manual” to the Chancellor and the Provost, for review, and if accepted, final approval by the Chancellor.

Senator Wooders opened the floor for debate.

Questioner: Senator Greer inquired if the Senate had already voted on the Compliance Programs in the previous section.

Senator Wooders confirmed that the Compliance Program was a section of Part I and had not been voted on yet.

Noting no further questions, Senator Wooders asked for a vote by electronic ballot on the FMC’s motion to approve the Faculty Manual revisions on Compliance Program and Standards of Conduct and Part I (Chapters 1-4).

Voting proceeded: Tally: 36 affirmative, 0 opposed, 1 abstention.

**Good of the Senate**

Chair Willis updated the Senate on the recently launched webpage, “Follow the Faculty Manual”. He shared that the webpage was constructed with intent to be transparent and deliberative about the process and procedures regarding Faculty Manual revisions.

Ann Price, Assistant Professor and Vice Chair of the Executive Committee, shared that 2003 was the last year the Faculty Manual was available in a printed version, from then on it has been electronic.

Senator Price shared that electronic documents could be easily edited but it was not always clear when or why they were edited. The Faculty Constitution, By-laws, and Rules of Order now state that a snapshot of the Faculty Manual will be made each year on the first Monday of August.

The vision behind “Follow the Faculty Manual” is to document the steps in the revision process throughout the academic year. All Faculty Manual revisions throughout the year would be edited to the starting snapshot and with all approved revisions; there would be a clean version by the next snapshot. This process highlights the transparency of the faculty manual revision process.

The goal of the initiative was to be intentional so that the Senate and Faculty could follow how the document was edited throughout the academic year.

**Adjournment**

Meeting adjourned at 4:50pm