

**Faculty Senate Meeting Agenda
Southwest Tennessee Community College
Conducted Via Microsoft Teams
Tuesday, March 9, 2021, 3:00 PM**

1. Call to order and roll

Bill Summons called the meeting to order at 3:00.

William Summons (20-22) **President**

Division Senators, Humanities, Social Sciences, and Mathematics

Doug Branch (19-21) **Secretary**

Annie Sultana (20-22)

Thomas King (19-21)

Ed Reid (20-22)

Melissa Reyna (19-21)

Division Senators, Business and Technologies

Kimberly Taylor (19-21)

Derrick Wheatley (20-22)

Division Senators, Health and Natural Sciences

Shilpa Desai (20-22) **Treasurer**

Joyce Johnson (20-22) **Vice-President**

Delores Thomas-Boland (19-21)

Department Senators

Megan Murphy (20-22) **Allied Health** Absent

Vicki Armstrong (19-21) **Business and Legal Studies**

Annette Fournet (19-21) **Communications and Fine Arts** Open position

Julie Fournier (19-21) **Languages and Literature** Absent

Darrick Slaughter (20-22) **Natural Sciences**

Cetrea Jimerson (20-22) **Nursing**

Frank Daniels (19-21) **Mathematics, Parliamentarian**

Stewart White (19-21) **Technologies**

Darcy Sims (19-21) **Social and Behavioral Sciences** Absent

2. The Reading and Approval of the February, 2021 Minutes

The body approved the minutes from the February, 2021 faculty senate meeting.

3. Reports from Senate Officers and Senate Committees

A. Joyce Johnson: Report on regular SEC meeting with Kendrick Hooker, VPAA and Sindy Abadie, Special Assistant to VPAA

Joyce noted several issues that were mentioned in that meeting:

Dr. Hooker communicated that the “back to campus plan” was moving apace, that this coming summer would probably look like the previous summer, with mostly online classes. We are still determining what the fall semester will look like and exploring questions such as whether or not we will require health screenings to get onto campus. We do know we will be eliminating 13-week semesters in the fall and continue to offer winter term classes.

The latest federal stimulus program will probably give Southwest somewhere between 16 and 17 million dollars. We do not know when the funds will be available or whether we will be permitted to use them for revenue replacement, as we hope to do. Revenue replacement would mean we may not need to adjust payroll downward, as had been considered.

The promotion and tenure process for this academic year is on schedule.

Dr. Hooker thanked those who volunteered to work on the Academic Master Plan.

Budget Director Mike Neal will be leaving the college, and Sherry Greene will serve in that position on an interim basis.

The administration is conducting preliminary discussions about which, if any, areas may ask employees to work from home in the future or offer that option.

The city has expressed its pleasure with the college’s covid vaccination efforts at the Whitehaven campus.

Faculty should remind currently enrolled students to complete FAFSA forms before May so that Financial Aid can concentrate on incoming students.

A new, electronic form for grade appeals is in the works. It is hoped that the new form will simplify the process.

Bill Summons noted, at the meeting, that the state governor had announced a 4% raise for government employees. Dr. Hooker did not have a comment on how or when this would affect Southwest faculty and staff.

B: Bill Summons: Announcement concerning personal finance training for faculty and staff to be conducted by Cynthia Elliot. Details forthcoming.

C: Frank Daniels: Update on proposed policy concerning the conversion of term to tenure track positions.

Frank noted that Southwest was not following TBR policy in regards to our hiring too many faculty on a term basis. Some TBR institutions are converting term positions to tenure track positions as soon as a faculty member goes up for promotion. One question that has arisen is whether the college will be forced to advertise externally when a position is converted from term to tenure-track. We would much prefer to limit the advertising to "in-house."

Further, we know that these positions cannot all be converted immediately. This will need to happen on a gradual basis, as there are so many positions that require conversion that search committees would be overwhelmed. The question has arisen about which positions will be converted earliest, and the thinking is that we will take into account length of service and the fact that some departments are more in need of a core of tenured faculty than others, at the present.

Other notes on this topic:

All term faculty members who wish to apply for tenure track positions will have the opportunity to do so, but any faculty members who wish to stay on a term basis may choose to do so.

All new positions offered will be tenure track positions, except for in unusual circumstances, such as positions in new, not-yet-well-established departments.

There will be no guarantee that a faculty member in a term position whose position is converted to tenure track will be hired for the tenure track position.

The current six-year limit for term positions, a rule we have not been following at all scrupulously, will not remain in effect until all positions are converted.

It was moved and seconded that we approve this policy. The motion passed. The secretary was asked to let Cindy Abadie and Dr. Hooker know about this resolution.

4. Old Business

5. New Business

- A. Thomas King moved, and the motion was seconded and approved that the senate send a commendation to the Covid Response team for its concern with safety and transparency during the pandemic. The secretary was asked to communicate this commendation.
- B. The senate considered a document, prepared by the Institutional Affairs Council, outlining norms and protocols for virtual meetings taking place at the college. It was moved, seconded, and passed that the senate disapprove the implementation of the protocols in this document. The secretary was asked to communicate this result to Cindy Abadie and Dr. Hooker.
- C. Joyce Johnson noted that the senate elections would be conducted in March.

6. Adjournment

Bill Summons adjourned the meeting at 4:25.

Respectfully submitted,
Doug Branch
Faculty Senate Secretary

Appendix:

PROPOSED POLICY:

FACULTY APPOINTMENTS

The following faculty appointments may be made at Southwest Tennessee Community College: temporary emergency hire, term, tenure-track, and tenure appointments.

I. TYPES OF APPOINTMENTS

- A. Temporary (Emergency Hire) Appointments** are non-tenurable appointments for a specific purpose for a time appropriate to that purpose or for an unspecified period. Temporary appointments may be terminated according to the terms of the contract of employment or appointment. Temporary appointments should ordinarily only be used to replace regular faculty on leave of absence, to employ faculty pursuant to grants, or for projects funded in whole or in part by non-appropriated funds. In addition, temporary appointments may be used for faculty employed on the basis of state appropriated funds in departments, divisions, or other academic units where a permanent and continued need for the position has not been established, provided that such appointments normally should not exceed three academic years. Faculty in temporary appointments are appointed in rank but are not eligible for promotion in rank. Temporary appointments may not be converted to term, tenure-track, or tenure appointments.

Appointments of faculty members supported more than 50% by grant funds, or other soft money sources, may be approved by the President of the College for periods in excess of three academic years.

Temporary instructional faculty at instructor rank may be appointed to a three-year contract. Such a contract may be renewed after any satisfactory performance review.

All extensions of temporary appointments for periods in excess of three academic years require the approval of the Chancellor.

- B. Term Appointments** are non-tenurable appointments in a traditional rank (e.g., instructor, assistant professor) for a fixed period of no more than one year. These may be renewed with no presumed maximum number of reappointments.

Faculty should be placed on term appointments only when one or more of the following employment conditions is present: (1) as a means for addressing staffing needs when a projected need is more than temporary but less than long term; (2) to staff programs projected to phase out in a fixed period; or (3)

when the size of a staffing cohort is projected to extend beyond the normal period for a temporary appointment but is not of sufficient length to warrant a tenure-track or tenured appointment.

Since it is not intended that term appointments be used to meet long-term staffing needs, a faculty member should not remain in a term appointment for more than six years. If it is determined that a position is warranted beyond the maximum six-year

period, a new tenure-track position should be sought to replace it. The holder of the term appointment may apply and be considered for the tenure-track appointment, and the institution may award up to three years credit for prior service. Other term appointment holders may also apply for the new position and receive service credit. The amount of credit awarded is left to the discretion of the President and is determined based upon the recommendation of the Vice President of Academic Affairs.

Exceptions to the six-year maximum may be granted annually if it is: (1) requested by the affected faculty member and his/her supervisor; (2) recommended by the appropriate dean and chief academic officer; and (3) approved by the President of the College. Faculty in term appointments are eligible for promotion.

- C. Tenure-track Appointments** are appointments for full-time faculty with academic rank and may be for the academic or fiscal year. Tenure-track appointments are for faculty who are employed in a probationary period of employment preliminary to consideration for tenure. Tenure-track appointments shall not include any right to permanent or continuous employment; shall not create any manner of legal right, interest, or expectancy of renewal or any other type of appointment; and shall be subject to annual renewal by the College.

A tenure-track appointment may not be converted to a term appointment as a means for continuing employment of tenure-track faculty when a negative tenure decision has been made.

- D. Tenure Appointments** are appointments of full-time faculty who have been awarded tenure by the Board pursuant to the provisions of this policy. Tenure appointments include the assurance of continued employment for the academic or fiscal year for an indefinite period, subject to expiration, relinquishment, or termination of tenure as provided in TBR policy. Such appointments do not include assurance of continued employment at any specified salary or position or employment

during summer sessions or inter-sessions.

II. CONVERSION OF APPOINTMENTS

- A. A temporary appointment may not be converted to a tenure-track appointment.
- B. The conversion of a term appointment to a tenure-track appointment is allowed. The holder of the term appointment converted to a tenure-track appointment may be awarded up to three years credit for prior service. Any credit for prior service must be confirmed in writing at the time of the appointment.

III. CONVERSION PROCESS

Annually, the Vice President of Academic Affairs will provide to the Division Deans and Department Chairs a list of faculty positions that meet the criteria (positions that have been classified as term for six years using August 31 as the effective date of sixth year) to be considered for conversion from a term appointment to a tenure-track appointment. In addition, the Vice President of Academic Affairs will notify affected faculty that their position meets this criteria and that they will be given an opportunity to request that their position remain as term or that their position be converted from term to a tenure-track appointment. The notification will also include a statement referring them to this policy for additional information before submitting their request. The request must be submitted in writing to their Department Chair. The Department Chair will then make a recommendation to the Division Dean. The Division Dean will, after reviewing Department Chair recommendations and considering various factors, including but not limited to, analyses of current enrollment, enrollment growth, stable enrollment in the discipline, percentage of tenure/tenure-track appointments to term appointments within the Division, and projection of long-term staffing needs, submit their recommendations to the Vice President of Academic Affairs.

If the faculty member requests that their position not be converted, it will be considered equivalent to a request to continue on a term contract for an additional year. An exception to the six-year maximum period for term appointments is allowed, however, as stated in this policy and in TBR Policy 5:02:07:00, the faculty member's supervisor must be in agreement with the request, and the request must be recommended by the appropriate Division Dean and the Vice President of Academic Affairs and approved by the President.

If the faculty member requests their position be converted but it is not recommended to do so, then the faculty member will be notified of that decision and he/she will remain in a term contract.

For faculty members who wish to pursue/request their position be converted and it is recommended to do so, the faculty member should consider the following factors: **(1) as the holder of the term position, they may apply for the converted position and may be awarded up to three years credit for prior service in residence toward tenure. Any credit for prior service must be agreed to in writing upon appointment to the new position. It cannot be done after the fact; (2) holders of other term positions may also apply for the new position and receive service credit; and (3) the position will be subject to TBR and College policies and procedures relative to search practices associated with filling open tenure-track positions.**

The Vice President of Academic Affairs will review all recommendations from the Division Dean and submit his/her recommendations to the President for approval. If it is the recommendation that a position not be converted, the position will remain eligible for conversion consideration annually. For those positions recommended for conversion, the amount of credit to be awarded will also be recommended. The award of prior service toward tenure for positions approved for conversion will be made by the President and will be included in the contract for the tenure-track appointment.