

Department of Geography

Bylaws

This revision of the bylaws of the Department of Geography was provisionally accepted by the Geography faculty at a meeting on May 1, 2007.

CHAPTER ONE: Governance and Organization

1.1 Departmental Administration

1.1.1 Department Head

The department's chief administrative officer is the department head, who is responsible for the operation, management, and academic health of the department in accordance with duties of the head specified in the *UT Faculty Handbook* (<http://chancellor.tennessee.edu/facultyhandbook/>).

The department head is appointed, and may be reappointed, by the dean of the college. A search for a department head follows procedures detailed in the *UT Search Procedures: Guidelines for Conducting Academic and Staff-Exempt Searches at The University of Tennessee* (<http://oed.admin.utk.edu/searches/>).

The department head has the following responsibilities, as stated in the *UT Faculty Handbook*:

1. Providing leadership for the departmental academic program in relation to the comprehensive academic program of the university through
 - a. recruiting faculty and staff;
 - b. working with faculty to plan, execute, and review curriculum;
 - c. encouraging and supporting faculty teaching, research and creative activity, and public service;
 - d. counseling and advising students majoring in the discipline; and
 - e. representing the department to the public, the other faculty and administration, colleagues at other universities and institutions, and the constituency supporting the university.
2. Providing leadership for the infrastructure necessary for support of the academic programs through
 - a. employment and supervision of clerical and supporting personnel;
 - b. management of departmental physical facilities and planning for space and equipment needs;
 - c. resource enhancement;

- d. preparation, presentation, and management of the departmental budget; and
 - e. authorization of all expenditures from the department budget.
3. Conducting annual performance reviews of faculty and staff.

1.1.2 Associate Head

The Associate Department Head is appointed by the head and has such duties as may be assigned by the head. In the absence of the head, the Associate Head acts on the head's behalf and makes such decisions as are necessary and appropriate.

1.1.3 Executive Committee

The Executive Committee consists of the head, the associate head, and no fewer than three and not more than four members of the faculty, elected by the Faculty as a Whole. The department head will normally seek the advice of the Executive Committee in matters of budget, curriculum, policies related to the general operation of the department, and searches for new or replacement positions. The Executive Committee is chaired by the head, and may initiate recommendations to the head or to the Faculty as a Whole.

1.2 Departmental Governance

1.2.1 Faculty meetings

The department head will convene a meeting of the Faculty as a Whole at least twice during each semester. With the consent of all faculty members, minor matters may be discussed and decided without convening a meeting of the Faculty as a Whole. One graduate student and one undergraduate student attend open sessions of faculty meetings as student representatives and are included, as appropriate, in electronic discussions and votes.

1.2.2 Voting procedures

Voting will be by full-time, tenured and tenure-track faculty members, unless the head requests broader participation in a decision. Most decisions of the Faculty as a Whole will be made at faculty meetings by voice vote. Occasionally, voting may be by email. However, the request by any member of the faculty to vote by secret ballot or to change an email vote to a vote at a faculty meeting will be honored. Unless otherwise stated, a simple majority will determine the outcome of a vote.

1.2.3 Standing committees

Standing committees and their chairs are appointed by the head at the beginning of each academic year.

1.2.3.1 Undergraduate Program Committee. The Undergraduate Program Committee periodically reviews the undergraduate curriculum and makes recommendations to the faculty when changes are needed. Committee membership includes one undergraduate geography major.

1.2.3.2 Graduate Program Committee. The Graduate Program Committee periodically reviews the graduate curriculum and makes recommendations to the faculty when changes are needed. Committee membership includes one graduate student. The Graduate Program Committee reviews and approves Programs of Study for all graduate students, oversees the annual selection and presentation of graduate student awards, and updates the *Graduate Student Handbook* as needed.

1.2.3.4 Graduate Admissions Committee. This committee reviews all complete graduate applications and, in collaboration with prospective faculty advisors, admits students to the department's graduate program and makes recommendations to the head regarding funding offered to incoming graduate students. The chair of the Graduate Admissions Committee serves as the department's representative to the Graduate School.

1.2.4 Curricular Changes

Recommendations for curricular changes or changes in wording for the Undergraduate or Graduate Catalogs should be brought to the Undergraduate Program Committee or the Graduate Program Committee, or to a committee appointed for that purpose by the department head. Proposed changes should be presented on the required forms to all members of the faculty and to the student representatives to faculty meetings. All proposed changes shall be discussed in a meeting of the Faculty as a Whole and approved by a majority of full-time tenured and tenure-track faculty members prior to submission.

CHAPTER TWO: Faculty Rights and Responsibilities

2.1 Faculty Rights

Faculty members in the Department of Geography are accorded the rights and responsibilities extended to all faculty members at the University of Tennessee. These rights and responsibilities are described in Chapter 2 of the *Faculty Handbook* and in the *Manual for Faculty Evaluation* (<http://provost.tennessee.edu/evaluation/>). Rights include academic freedom, the right to review and comment on all evaluations, the right to comment on and appeal all disciplinary actions, and the right to evaluate the department head and other administrators without fear of retribution.

2.2 Faculty responsibilities

Faculty responsibilities include being actively engaged in research, teaching, and service activities. Faculty members should demonstrate professional behavior when performing their university duties. This includes honoring the privacy of others, particularly with respect to evaluations, following university guidelines in student-teacher relationships, and treating members of the department with respect.

CHAPTER THREE: Appointment, Evaluation, Tenure, and Review for all Tenure-track and Tenured Faculty Members

3.1 Appointment (*Tenure-track*)

In all parts of the process of hiring new faculty, the department must rigorously follow procedures specified in *UT Search Procedures: Guidelines for Conducting Academic and Staff-Exempt Searches at The University of Tennessee*, available at the Office of Equity and Diversity's web site (<http://oed.admin.utk.edu/searches/>). The process stated below does NOT apply to the searches for a new department head (see Section 1.1.1 for Appointment of Department Head).

Permission to Search. The following steps should be followed in gaining permission to search, except where superseded by bylaws and procedures established at the College and University levels:

1. A request to hire new faculty may be generated by the department head, the Executive Committee, or any member of the faculty. Requests should be accompanied by a statement of need that specifies the research and teaching specializations of the person to be sought and how these specializations fit into the short- and long-term needs and plans for the department.
2. The request is submitted to the department's Executive Committee. The Executive Committee may approve the request as submitted, or modify it.
3. The request as approved by the Executive Committee is submitted to the Faculty as a Whole, which may approve, modify, or reject the request submitted by the Executive Committee.
4. Requests approved by the Faculty as a Whole are taken to the dean by the department head, who may invite other representatives from the faculty to assist the presentation to the dean.
5. Upon approval of the position by the dean of the college, the department must move promptly to accomplish the following:
 - a. The department head proposes a list of Search Committee members, including the Committee Chair and a graduate student member, to the faculty. The list must be approved by a majority of tenure-track and tenured faculty. The department head then recommends the Search Committee to the dean for approval.
 - b. The Search Committee drafts a position description which must be reviewed and approved by the Faculty.
 - c. The chair of the Search Committee submits a Request to Search form, with additional documentation as requested, through appropriate channels to the Office of Equity and Diversity for approval.

Conducting the Search. The *UT Search Procedures: Guidelines for Conducting Academic and Staff-Exempt Searches at The University of Tennessee* document, which

provides step-by-step information for conducting an external search, must be followed. Additional aspects of the search process shall be as follows:

1. The Search Committee shall advertise the position nationally through appropriate advertising outlets, personal contacts, and electronic networks.
2. The chair of the Search Committee shall assemble dossiers of all applicants, carefully monitor the nature and sources of the applications, and take actions as needed to invigorate advertisement of the position.
3. Selection of a principal candidate pool and an alternate candidate pool shall be accomplished as follows:
 - a. After the closing date specified for submission of applications, the dossiers of all persons submitting applications for the position will be made available for inspection by all members of the faculty and the graduate student member of the search committee—all of whom are invited to submit to the chair of the Search Committee, in writing, expressions of interest in specific candidates. Time allotted to the above inspection of dossiers and communication to the Search Committee chair shall be communicated in advance to all persons eligible to participate in the inspection of dossiers, but will not normally exceed five business days.
 - b. Immediately following the period of open inspection, the Search Committee shall meet and the chair shall communicate to the committee members any expressions of interest in specific candidates that have been reported.
 - c. Each Search Committee member shall then review the candidate files and submit names of five nominees to the chair of the Committee.
 - d. The dossiers of all candidates receiving one or more votes shall then be made available, in the departmental office or other place designated by the Search Committee chair, for examination by members of the Search Committee and others on the faculty for a period of at least five business days.
 - e. The group of candidates will then be discussed in a meeting attended by all faculty members and the Search Committee members. The tenured and tenure-track faculty of the Department of Geography, along with the student member of the Search Committee, will cast their votes by secret ballot to select a principal candidate pool and an alternate candidate pool.
4. Selection of top candidate(s) shall be accomplished as follows:
 - a. Following the interviews, the candidates shall be discussed at a meeting of the faculty and the Search Committee members. Following the discussion, the candidates will be voted upon by secret ballot of the tenured and tenure-track faculty members and the Search Committee members. The candidates shall then be ranked according to number of votes received, and another vote, by secret ballot, shall be taken among the two top candidates. A two-thirds vote of approval must be obtained before the top candidate(s) will be recommended for appointment.
 - b. The department head will prepare a *Request to Make an Offer* form and send the form through appropriate channels for review and approval.

Making an Offer. The offer of appointment to tenure-track faculty position is made by the provost or vice president after approval of the recommendation of the department head and the dean. If the offer is refused, but another candidate is acceptable to the department, the department head shall inform the Search Committee and the faculty before resubmitting another *Request to Make an Offer* form of the next candidate on the list of top candidates.

Tenure-track faculty members are appointed by the chief academic officer of the university, who notifies the prospective faculty member by letter. Written acceptance of the letter of appointment and execution of normal university employment forms complete the initial appointment.

3.2 Review and Evaluation (*Tenure-track and Tenured*)

3.2.1 Procedures

The department head must evaluate tenured and tenure-track faculty members annually, in accordance with the *Faculty Handbook* (section 3.8) and with the *Manual for Faculty Evaluation*, and with the timetable established by the chancellor and the dean. The department head will schedule an individual evaluation conference with each tenured and tenure-track faculty member at least two weeks in advance. The faculty member is responsible for providing a current *curriculum vitae*, a summary of professional activities and accomplishments of the past calendar year, a list of plans for the coming year, and other supporting documents requested by the department head. Failure to provide such evidence may result in unsatisfactory evaluations and/or changes in the faculty member's workload.

The department head follows reporting procedures detailed in the *Manual for Faculty Evaluation* and required by the dean of the college. The head writes a narrative report and ranks the performance of the faculty member in the areas of teaching, research, and service. The faculty member reads and signs the report written by the department head. The department head forwards all reports to the dean. A faculty member who does not concur with the head's evaluation report shall be allowed two weeks from the date of receipt of the report to submit a written response to the Associate Dean for Academic Personnel of the College. It is the faculty member's responsibility to give the department head a copy of the response.

3.2.2 Workload Statement, Department of Geography

3.2.2.1 Geography: Overview of Workload. Workload assessment and assignment of responsibilities among members of the faculty in the Department of Geography must commence with the understanding that all faculty members in a comprehensive, Doctoral/Research-Extensive, public university, such as The University of Tennessee, are expected to teach, to be actively engaged in productive research, and to take part in public service. It is also understood that all faculty members do not have equivalent skills or interests in all these areas. A particular faculty member's workload will reflect the skills and interest of the faculty member and the needs of the department. The expectations in teaching, research, and service will be determined by the department head in consultation with the faculty member. During annual reviews, the faculty member

should express his/her plans in teaching, research, and service. After consultation with the faculty member, the department head shall determine how the workload of the faculty member for the coming academic year will be distributed among the activities of teaching, research, and service. Faculty members who disagree with their workload assignments have the right to appeal.

Teaching. A typical workload will consist of 32–33 semester hours of instruction over a three-year period. In preparing plans for teaching and in evaluation by the department head, consideration may be given to factors such as the following:

1. class size;
2. writing or computing emphases of the course;
3. new course preparations or major course revisions;
4. teaching of courses in which the state of the art changes rapidly, such as in GIS and Remote Sensing;
5. teaching in interdisciplinary programs;
6. supervision of teaching assistants;
7. advising responsibilities;
8. graduate committee responsibilities;
9. lab and computer software management; or
10. responsibilities for workbooks and manuals.

Faculty members must be prepared to provide evidence that planned teaching activities, including course revisions, preparation of manuals and workbooks, laboratory management, advising, and supervision of graduate students, have been successfully accomplished.

Research. Faculty members must provide evidence of research activity each year. Examples of acceptable research activities are listed under Criteria for Meets Expectations (section 3.2.2.2 of these bylaws). Consulting contracts in which the department is not a beneficiary will not be considered in workload evaluations. Evidence of the likelihood of success in obtaining grants and contracts, or an authorized contract in the case of a planned book, may be required for the annual evaluation. Prospects for success in carrying out planned research activities will be determined in large part by the record of success during the previous three years.

Service. Service activities include departmental, college, university, and other professional committee and officer responsibilities, as well as activities of a professional nature that benefit the general public. Evaluation of such activities will include consideration of their likely impact on the public good or the good of the profession, significance of such work to the university and the department, stature of organizations served and offices held, realistic assessment of the time required for the activities, and the record of previous plans and accomplishments.

3.2.2.2 Geography: Criteria for “Meets Expectations.” As part of the annual faculty evaluation process, the department head shall determine whether each faculty member

meets departmental expectations for research, teaching, and service, based on previously established objectives for that faculty member. The department head will rank faculty performance in the categories established by the university, such as “exceeds expectations” or “needs improvement.”

Listed here are the expectations in teaching, research, and service.

Teaching Expectations

1. Tenured and tenure track faculty members are to teach at a level that will produce 32–33 semester hours of instruction over a three-year period. This expectation can be adjusted either up or down in negotiation with the department head and with approval of the college.
2. Within the first week of class, faculty members must provide course syllabi that clearly state the goals of the course, the expectations of the student, and the means of student evaluation. Course syllabi are to be on file in the department office.
3. Student work products, such as papers, exams, theses, and dissertations are to be read and evaluated in a timely manner.
4. Syllabi in service courses, particularly at the 100 level, should reflect agreed-upon departmental goals for those courses.
5. Measurements of teaching quality include:
 - a. student evaluation (SAIS);
 - b. peer review (tenure-track faculty are expected to have two peer-reviews of their teaching while on their probationary period);
 - c. self-assessment; and
 - d. regular participation in the departmental curricular process.
6. Faculty members are expected to oversee and direct student research, including undergraduate senior honors theses and graduate theses and dissertations.
7. Effective advising of graduate students is expected of all faculty members.

Research Expectations. Faculty members are expected to be engaged in ongoing, clearly defined research activities. These activities should reflect the goals agreed upon in previous evaluation meetings. The faculty member is responsible for providing evidence of progress on achieving these goals. Evidence can include the following:

1. Participation in professional organizations and meetings. Tenured and tenure-track faculty members are expected to attend and present their research at professional meetings at least once per year. The meetings attended should reflect the faculty member’s research expertise.
2. Production of scholarly research products for which the faculty member is a major author. Tenured and tenure-track faculty are expected to produce research products that may include the following:
 - a. peer-reviewed journal articles;
 - b. chapters or articles in edited volumes or conference proceedings;

- c. books;
 - d. edited volumes or conference proceedings;
 - e. published or copyrighted software;
 - f. technical and contract reports;
 - g. scholarly book reviews; and
 - h. scholarly exhibits.
3. Contract and grant activity, including proposal writing and submission and working with students to obtain funding for their research.

To meet expectations, tenured and tenure track faculty members should strive to produce the equivalent of one-to-two first-authored, peer-reviewed journal articles per year. It is the department head's responsibility, in consultation with the faculty member, to determine the equivalence ratios between a first-authored peer-reviewed article and any of the activities listed above. Because some activities, such as writing books, may take a long time, the department head will look over a three-year period when assessing a faculty member's research performance. It is the faculty member's responsibility to provide evidence of progress on large projects.

Service Expectations. Service includes service to the department, the university, the profession, and the general public. The service expectation for tenure-track faculty members will normally be less than that for tenured faculty members. To meet service expectations, a faculty member should participate in service activities at a level agreed upon in the annual evaluation. Activities such as the following constitute service:

- 1. service on departmental committees as assigned by the department head;
- 2. service on college or university committees where appropriate;
- 3. advising students in the department;
- 4. service on professional committees or as officers of professional organizations;
- 5. review of grant proposals and manuscripts submitted to professional agencies and journals;
- 6. service on journal editorial boards;
- 7. service as editor of a journal;
- 8. service as university representative to a professional organization;
- 9. presenting talks at the invitation of other departments, universities, research institutions, or professional organizations;
- 10. presenting talks to community organizations, including schools; and
- 11. contributing expertise to university-sponsored events.

3.3 Probationary Faculty (*Tenure-track*)

3.3.1 Annual Retention Review

Annual retention reviews will be conducted of all probationary faculty members according to the procedures specified in the *Faculty Evaluation Manual* and the timetable posted by the Chancellor. At least two weeks before it is needed for review, the

department head will request a written summary of the probationary faculty member's accomplishments in teaching, research/scholarship/creative activity, and service for the previous academic year. Tenured faculty members will review and discuss the case for retention, and vote by secret ballot on retention of each probationary faculty member. A designated member of the tenured faculty will prepare a written summary of the faculty discussion and vote. The department head makes an independent recommendation.

3.3.2 Faculty Mentor

The department head will appoint a tenured faculty mentor for each probationary faculty member.

3.3.3. Peer Review of Teaching

The department head will ensure that the teaching of each tenure-track faculty member is reviewed at least twice during the probationary period by a faculty committee. Reviews will follow Best Practices as prescribed in the *UT Faculty Evaluation Manual*.

3.3.4 Criteria for Tenure Decisions

Tenure at the University of Tennessee, Knoxville, is granted on the basis of a demonstrated record of achievement and the promise of continued excellence.

Professional excellence is reflected in the faculty member's teaching, research, and service or other creative work in the discipline, participation in professional organizations, willingness to contribute to the common life of the university, and effective work with colleagues and students, including the faculty member's ability to interact appropriately with colleagues and students (*Faculty Handbook* 3.11.4).

To be recommended for tenure in the Department of Geography, a faculty member must meet university and departmental expectations for research, teaching and service at their rank, as given in these bylaws and in the *Faculty Handbook* and *UT Faculty Evaluation Manual*, and must show promise of continued excellence. The professional work of the faculty member must fit the strategic goals of the department and be held in high esteem by peers in his or her field.

3.3.5 Procedures for Tenure Decisions

The Department of Geography follows regulations and procedures related to tenure and promotion as set forth in the *Faculty Handbook* and the bylaws of the College of Arts and Sciences. The faculty member seeking tenure/promotion should provide the department with a tenure/promotion dossier that follows the specifications given in the *Faculty Evaluation Manual*. The department head shall make this dossier available to the faculty for evaluation, in a reasonably secure place, with representative samples of the candidate's research, teaching evaluations, and other appropriate materials. The Faculty as a Whole will discuss the candidate's qualifications for tenure/promotion at a faculty meeting, with the candidate invited to respond to questions and then excused for a closed session discussion. Following the discussion, members of the faculty at the same or higher rank than that being sought by the candidate, except the department head, will vote

by secret ballots that have space for written comments on strengths and weaknesses along with space for recording the vote.

The ballots shall be counted and recorded by one faculty member and witnessed by another member of the faculty, both appointed by the department head. One designated faculty member writes a narrative summary of the discussion. The narrative summary and the result of the vote are forwarded to the head and included in the tenure dossier.

The vote of the tenured faculty is advisory to the department head. After making an independent judgment on the tenure candidacy, the head shall submit his or her recommendation and written summary simultaneously to the dean and to the tenure candidate. If the head's recommendation differs from the recommendation of the tenured faculty, the summary must explain the reasons for the difference and the head must provide a copy of the summary to the tenured faculty. Tenured faculty, individually or collectively, may forward a report supporting or opposing the granting of tenure to the next level of administration.

3.4 Criteria for Appointment to Faculty Rank (*Tenure-track and Tenured*)

3.4.1 Language from the *Faculty Handbook* (section 3.2)

All who are appointed as tenure-track and tenured faculty are expected to contribute to the missions of teaching, research / scholarship / creative activity, and public service. While the general scope of performance at a particular rank is consistent across the university, the particular requirements of the varying ranks are a function of the discipline and are typically defined by the faculty of the department in which an appointment resides. The exact apportionment of effort in teaching, research / scholarship / creative activity, and service is a function of the skills of the faculty member and the needs of the department and university. All tenured and tenure-track faculty, however, are expected to pursue and maintain excellence in research / scholarship / creative activity.

In addition to the expectations listed for each rank below, the university requires the head to determine and attest that each person appointed to the faculty is competent in written and spoken English.

Professors are expected to

1. hold the doctorate or other terminal degree of the discipline, or present equivalent training and experience appropriate to the particular appointment;
2. be accomplished teachers;
3. have achieved and to maintain a nationally recognized record in disciplinary research / scholarship / creative activity;
4. have achieved and to maintain a record of significant institutional, disciplinary, and/or professional service;
5. serve as mentors to junior colleagues;
6. have normally served as an associate professor for at least five years; and

7. have shown beyond doubt that they work well with colleagues and students in performing their university responsibilities.

Associate Professors are expected to

1. hold the doctorate or other terminal degree of the discipline, or to present equivalent training and experience as appropriate to the particular appointment;
2. be good teachers;
3. have achieved and to maintain a recognized record in disciplinary research / scholarship / creative activity;
4. have achieved and to maintain a record of institutional, disciplinary, and/or professional service;
5. have normally served as an assistant professor for at least five years; and
6. have demonstrated that they work well with colleagues and students in performing their university responsibilities.

At all ranks, concerned and effective advising and responsible service to the university are understood to be part of the normal task of a university faculty member.

3.5 Procedures for Promotion (*Tenure-track and Tenured*)

Promotion to a higher rank follows the procedures for tenure decisions. The applicant will complete a dossier, following Promotion & Tenure guidelines of the college and university (refer to *Manual for Faculty Evaluation*). The department head shall make this dossier available to the faculty for evaluation, in a reasonably secure place, with representative samples of the candidate's research, teaching evaluations, and other appropriate materials.

The Faculty as a Whole will discuss the candidate's qualifications for tenure/promotion at a faculty meeting, with the candidate invited to respond to questions and then excused for a closed session discussion. Following the discussion, members of the faculty at the same or higher rank than that being sought by the candidate, except the department head, will vote by secret ballots that contain space for written comments on strengths and weaknesses along with space for recording the vote. Ballots shall be counted and recorded by one faculty member and witnessed by another member of the faculty, both appointed by the department head. One designated faculty member writes a narrative summary of the discussion. The narrative summary and the result of the vote are forwarded to the head and included in the tenure dossier.

The vote of the tenured faculty is advisory to the department head. After making an independent judgment on the tenure candidacy, the head shall submit his or her recommendation and written summary simultaneously to the dean and to the tenure candidate. If the head's recommendation differs from the recommendation of the tenured faculty, the summary must explain the reasons for the difference and the head must provide a copy of the summary to the tenured faculty. Tenured faculty, individually or

collectively, may forward a report supporting or opposing the granting of tenure to the next level of administration.

3.6 Salary Decisions (*Tenure-track and Tenured*)

Salary decisions are made by the dean. The head makes recommendations to the dean, in consultation, as appropriate, with the Executive Committee.

CHAPTER FOUR: Appointment, Evaluation, and Appeals for all Non-tenure-track Faculty

4.1 Appointment (*Non-tenure-track*)

All appointments to non-tenure-track faculty positions, including part-time appointments, will be made in accordance with university guidelines. The faculty member's written acceptance of the letter of appointment, together with execution of normal university employment forms, completes the initial appointment.

Once hired, non-tenure-track faculty members will be afforded accommodations necessary to perform assigned duties in a professional manner, including appropriate office space, necessary supplies, support services, and equipment. Opportunities for faculty development, including travel to scholarly meetings, will be provided whenever possible.

4.2 Teaching Positions (*Non-tenure-track*)

In accordance with university policy, all non-tenure-track teaching appointments will be made for a definite term of one year or less. Non-tenure-track teaching faculty within the department are usually appointed at the instructor, lecturer, or adjunct faculty levels.

4.2.1 Criteria for Appointment to Faculty Rank (*Non-tenure-track*)

Non-tenure-track teaching faculty members are hired for specific teaching assignments. They generally are not expected to conduct research or perform public or disciplinary service as a condition of their employment. *Instructors* do not hold the terminal degree at the time of appointment, but otherwise are expected to have all qualifications listed for appointment as a tenure-track assistant professor. *Lecturers* generally hold a doctoral degree and are appointed for full or part-time service to teach one or more courses.

The rank of *distinguished lecturer* may be awarded to a lecturer who holds the doctoral degree and who has demonstrated excellence in teaching at the rank of lecturer. To be appointed to this rank, a lecturer must have taught in the department for two or more semesters and must provide evidence of excellence in teaching. The faculty and the graduate and undergraduate student representatives to the faculty will discuss a nomination for appointment to this rank at a faculty meeting and vote by secret ballot. A two-thirds majority of full- and part-time faculty members and student representatives to the faculty is required to recommend appointment at the rank of *distinguished lecturer*.

One faculty member, designated by the head, will summarize the discussion in writing. The faculty vote is advisory to the head, who will follow policies of the college and university in the appointment process.

4.3 Adjunct Faculty Positions

Qualifications for adjunct faculty status are substantially the same as those for regular faculty positions. Adjunct faculty members may serve on graduate committees or assume other responsibilities as are consistent with university, college, and departmental policies. Appointments may be made for periods of two years, with reconsideration of the appointment after the stated period.

4.3.1 Criteria for Appointment to Faculty Rank (*Adjunct Faculty*)

The process for filling an adjunct appointment is as follows:

1. Nominations for adjunct appointments must include the *curriculum vitae* of the candidate and a letter that outlines the nature of the proposed relationship with the department, the proposed rank, and a justification of the appointment.
2. Nominees approved by the Executive Committee are submitted for consideration by the Faculty as a Whole at a faculty meeting. Following discussion by the faculty, a vote is taken by secret ballot. A candidate must receive the endorsement of a two-thirds majority of tenured and tenure-track faculty to be recommended for an adjunct appointment in the department.
3. Following approval of a nominee by the faculty, the department head completes the necessary Human Resources procedures and notifies the candidate.

4.4 Research Faculty Positions

Non-tenure-track research faculty are hired to conduct research. They generally are not expected to engage in teaching or perform public or disciplinary service as a condition of their employment. However, teaching or service activities may be included as part of their effort, depending on the needs of the department and the skills and desires of the faculty member. Appointments are made for a period of one year, with reconsideration of the appointment after the stated period.

4.4.1 Criteria for Appointment to Rank (Research Faculty)

The process for appointing a research faculty member is the same as the process for appointing an adjunct faculty member, and a two-thirds majority of tenured and tenure-track faculty members is required for appointment.

Rank is assigned in accordance with departmental and college bylaws. *Research assistant professors* have completed a doctoral degree or terminal degree appropriate to the field and demonstrate an ability to initiate independent research and obtain external funding. *Research associate professors* have completed a doctoral degree or terminal degree appropriate to the field and have demonstrated continuous improvement and contribution in research or creative activity supported through grants and contracts over a period of years. Research associate professors have research qualifications and accomplishments consistent with those for appointment at the rank of associate professor.

Research professors have completed a doctoral degree or terminal degree appropriate to the field and have a record of outstanding research or creative activity (supported by grants and contracts over a period of years) that is affirmed by national and/or international recognition in the discipline. Research professors have demonstrated research accomplishments and qualifications consistent with those for appointment at the rank of professor.

4.5 Evaluations (*Non-tenure-track*)

The performance of all non-tenure-track faculty members will be evaluated annually, with a written record of the evaluation maintained in departmental files. The annual performance review for retention will be based on the Best Practices guidelines in the *Faculty Evaluation Manual*.

4.6 Appeals (*Non-tenure-track*)

Non-tenure-track faculty may exercise the appeal procedures outlined in Chapter 5 of the *Faculty Handbook*, except those applicable to the termination of tenured or tenure-track faculty appointments.

CHAPTER FIVE: Faculty Rights of Appeal

All faculty members are entitled to fair, impartial, and honest resolutions of problems that may arise in relation to employment. Faculty members are encouraged to bring complaints or grievances to the lowest administrative level at which an adverse recommendation, decision, or action was taken. Every effort should be made to expeditiously resolve such matters informally, through conversation with the department head, director, or dean, before submitting a formal appeal. Informal grievances may be addressed through the University of Tennessee ombudspersons. In all cases, faculty members are entitled to notice regarding grounds on which administrative action has been taken. Formal appeals must follow the procedures outlined in Chapter 5 of the *Faculty Handbook*. For conflicts arising between faculty and students, *Hilltopics* should be consulted.

CHAPTER SIX: Benefits and Leaves of Absence

6.1 Benefits

The University of Tennessee provides a comprehensive program of benefits for faculty members and full-time non-tenure-track faculty members.

6.2 UT Leave Policies

6.2.1 Leave Policies and Procedures

The University of Tennessee has procedures and forms for leaves requested for health, family, military, court, funeral, or personal reasons. Policies on leaves are in the *UTK Personnel Policies and Procedures Manual* and the *Faculty Handbook*.

6.2.2 Faculty Development Leave

Full-time tenured faculty members with a minimum of six years' full-time campus service since any previously granted professional leave are eligible to apply for faculty development leave, which is awarded on the merits of a specific proposal for professional development. Eligible faculty members may be granted faculty development leave for either (a) one-half the faculty member's annual appointment period at full base salary, or (b) the full annual appointment period at one-half base salary. Information about Faculty Development leave is in Section 6.3.1 of the *Faculty Handbook* and on the Provost's website (<http://provost.tennessee.edu/development/>). The head writes a recommendation to the dean for a faculty member seeking a faculty development leave. If multiple faculty members seek leave at the same time, the head may choose which proposed faculty development leave(s) to support.

CHAPTER SEVEN: Compensated Outside Activities

Faculty members in Geography are welcome to pursue consulting and other compensated activities in their research and teaching specialties, pursuant to University policies on such activities and with the proviso that faculty members must take care to not let such activities interfere with their faculty responsibilities. Faculty members who wish to engage in compensated outside activities must reach an agreement with the department head about how such activities will contribute to their professional development, as part of the annual review process. The use of departmental and university facilities and equipment in compensated outside activities requires specific approval and the payment of fees, as detailed in Chapter 7 of the *Faculty Handbook*.

CHAPTER EIGHT: Revision of Bylaws

8.1 Amendments

Amendments to the department's bylaws may be initiated by the head, the Executive Committee, or by faculty petition supported by signatures of at least four tenured members of the faculty. Proposed amendments shall be placed on the agenda of the next meeting of the faculty, and given in writing to all faculty members with the announcement of the meeting agenda. An amendment can be passed by a two-thirds vote of the tenured and tenure-track faculty present at that meeting, provided that at least two-thirds of the tenured faculty members are present.
