

BY-LAWS
DEPARTMENT OF RETAIL, HOSPITALITY, AND TOURISM MANAGEMENT
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I. The Faculty

1.1 Faculty Classification

1.1.1 Full-time regular tenured or tenure-leading faculty hold the rank of professor, associate professor, or assistant professor.

1.1.2 Non-tenure track faculty appointments are identified in Chapter Four of the *University Faculty Handbook*.

1.1.3 Internship Coordinators are Staff Exempt employees of the University. These positions are classified as “Coordinator III” within the Administrative Support job family.

1.2 Voting Faculty

1.2.1 The voting faculty in the election to university councils and committees or elections of the College of Education, Health, and Human Sciences and department policies and committees shall be all full-time regular faculty.

1.3 Terms of Employment and Evaluation Procedure for Faculty

1.3.1 Selection of Faculty

1.3.1.1 The Department Head shall appoint a committee comprised of a minimum of two faculty members from the content area and one faculty member outside the content area depending upon the nature of the position, and may include one graduate student.

1.3.1.2 The committee shall follow the university and affirmative action guidelines in preparing the position description for approval by the Department Head, the Dean of the College and University Administration.

1.3.1.3 The committee shall make recommendations to the Department Head, who will get approval from the Dean and University Administration, as required, for candidates to be interviewed, and schedule and participate in the interview process.

1.3.1.4 The committee shall, with total faculty input, present their recommendations for candidate selection to the Department Head, for forwarding to the Dean.

1.3.2 Terms of Employment

1.3.2.1 Terms of employment are outlined in the *University Faculty Handbook*.

1.3.2.2 In order to assist each new faculty member with his/her position and role within the academic community, the Department Head shall:

1.3.2.2.1 See that each faculty member is provided with a copy of the current *University Faculty Handbook, Manual for Faculty Evaluation, Department By-Laws, College By-Laws*, and a copy of the forms used in the annual review.

1.3.2.2.2 Provide for appropriate orientation and counsel of new faculty members, including review of the documents listed in section 1.3.2.2.1, the availability of supporting services and facilities, and other matters of academic concern such as orientation and advising policies, and availability of course outline files.

1.3.2.2.3 Each new faculty member will be assigned a mentor and follow the mentoring process as stated in the Mentoring Appendix.

1.3.3 Review/Evaluation of Tenure-leading Faculty

1.3.3.1 Performance and goal oriented planning conferences will be held for each faculty member with the Department Head annually. This shall take place in January.

1.3.3.2 A Review/Evaluation of each faculty member's contribution and performance for an annual retention review shall be conducted in November/December by the Department P & T Committee and the Department Head. Faculty members beginning employment in the fall will be evaluated the second year after employment.

1.3.3.3 Materials to be provided for evaluation include 1) the dossier as prescribed by the Faculty Evaluation Handbook, 2) an updated vita, and 3) a resource file containing original CTEP evaluations, reprints of published articles (including proceedings), copies of articles in press, copies of all retention letters and prior annual review letters from the Department Head, and additional materials that would be in support of academic activities such as letters of commendation from service organizations, grant proposals, awards and recognitions.

1.3.3.4 The criteria for evaluation will be annual progress toward tenure and/or promotion to the next higher rank. As stated in the *University Faculty Handbook* (section 3.2), each faculty position has its own minimal criteria for each rank. For associate professor, these include 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) to be good teachers, 3) to have achieved and to maintain a recognized record in disciplinary research / scholarship / creative activity, 4) to have achieved and to maintain a record of institutional, disciplinary, and/or professional service, 5) to normally served as an assistant professor for at least five years, and 6) to have demonstrated that they work well with colleagues and students in performing their university responsibilities. For professor, these include 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, 7) have shown beyond doubt that they work well with colleagues and students in performing their university responsibilities.

In RHTM and CEHHS, refereed journal articles and full papers in refereed conference proceedings are given higher priority than nonrefereed articles, abstracts, or presentations.

- 1.3.3.5 The Department P & T Committee shall review materials provided by the faculty member, and a formal P & T meeting shall be held to allow discussion of the faculty. The Department Head will be available to address committee questions. A vote for retention shall be conducted by secret ballot, and a simple majority shall be considered a positive vote. The P & T Committee shall provide the Department Head the results of the vote and a summary of its evaluation.
- 1.3.3.6 The Annual Recommendation on Retention Form and the UT Faculty Summary Form shall be signed by the faculty member and the Department Head. Copies of these forms and the evaluation summary shall be provided to the faculty member, sent to the Dean, and retained in the department's files.
- 1.3.3.7 The Department Head will meet with the tenured faculty concerning the retention of probationary faculty upon completion of the performance and goal setting conferences.

1.3.4 Promotion and Tenure of Faculty

- 1.3.4.1 Promotion and Tenure of faculty follow guidelines in the *University Faculty Handbook* and *Manual for Faculty Evaluation*.
- 1.3.4.2 Faculty members who are required by their appointment agreement or who wish to be considered early for promotion and/or tenure shall submit 1) the dossier as prescribed by the University Administration in the *Manual for Faculty Evaluation*, 2) an updated vita, and 3) a resource file containing original CTEP evaluations, reprints of published articles (including proceedings), copies of articles in press, copies of all retention letters and prior annual review letters from the Department Head, and additional materials that would be in support of academic activities such as letters of commendation from service organizations, grant proposals, awards and recognitions, to the Department Head by the date established by the University Administration.

1.3.4.3 The criteria for evaluation will be as stated in the *University Faculty Handbook* (section 3.2), each faculty position has its own distinctive requirements, but the University has established minimal criteria for each rank. For associate professor, these include 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) to be good teachers, 3) to have achieved and to maintain a recognized record in disciplinary research / scholarship / creative activity, 4) to have achieved and to maintain a record of institutional, disciplinary, and/or professional service, 5) to normally served as an assistant professor for at least five years, and 6) to have demonstrated that they work well with colleagues and students in performing their university responsibilities. For professor, these include 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, 7) have shown beyond doubt that they work well with colleagues and students in performing their university responsibilities.

In RHTM and CEHHS, refereed journal articles and full papers in refereed conference proceedings are given higher priority than nonrefereed articles, abstracts, or presentations.

1.3.4.4 The Department Head shall secure at least three external reviewers for evaluation of the faculty member's vita and selected research articles. These written evaluations shall become a part of the faculty member's review materials.

1.3.4.5 The Department P & T Committee shall review the materials and submit their vote by secret ballot and written advisory recommendation to the Department Head by the date set by the University Administration. A simple majority vote for promotion and/or tenure shall be viewed as positive.

1.3.4.6 The Department Head shall review the materials and committee recommendations and submit recommendations by the date set by the University Administration, to the Dean, who will have the materials reviewed by the College P & T Committee.

1.3.4.7 The candidate will be informed of the status of his/her candidacy for tenure and/or promotion by the Department Head, Dean, and Provost at each step of the process.

1.3.5 Annual Evaluation of Tenured Faculty

1.3.5.1 Performance and planning review conferences will be held for each faculty member with the Department Head annually. This shall take place in January/February.

1.3.5.2 The criteria for evaluation will be as stated in the *University Faculty Handbook* (section 3.2), each faculty position has its own distinctive requirements, but the University has established minimal criteria for each rank.

1.3.5.2.1 Associate Professors shall be expected to demonstrate progress toward the minimal criteria for Professors as stated in the *University Faculty Handbook*. These include: 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, 7) have shown beyond doubt that they work well with colleagues and students in performing their university responsibilities.

1.3.5.2.2 Professors shall be expected to demonstrate growth beyond the minimal criteria for Professors as stated in the *University*

Faculty Handbook and referenced in
1.3.5.2.1.

1.3.5.3 The Department Head shall prepare a summary of the review that will include an overall rating of the faculty member's performance that includes one of the following ratings:

Exceeds expectations for rank - recognition of exceptional scholarly productivity (refereed publications, grants, awards), and/or teaching (awards, contributions beyond the campus level), and/or professional contributions (national office in professional organization, national committees), etc.

Meets expectations for rank - continued growth/productivity in scholarship, teaching and service beyond the minimal criteria for rank is demonstrated.

Needs improvement for rank - continued growth has been demonstrated in some criteria of the rank, but performance in other criteria is unsatisfactory.

Unsatisfactory performance for rank - general failure to meet minimal criteria for rank.

1.3.5.4 The cover sheet of the review (Faculty Annual Performance and Planning Report form) and the UT Faculty Summary form shall be signed by the faculty member and the Department Head. Copies shall be provided to the faculty member, sent to the Dean, and retained in the department's files.

1.3.6 Cumulative Evaluation of Tenured Faculty

1.3.6.1 Cumulative performance reviews for tenured faculty are triggered by evaluations from annual reviews. Faculty members whose performance is found to be "unsatisfactory" in two out of five consecutive years or whose evaluations are any combination of "needs improvement" or "unsatisfactory" in any three of five consecutive years undergo cumulative performance review. Procedures for cumulative reviews are provided in the *Manual for Faculty Evaluation*.

- 1.3.6.2 After consulting with the faculty member and departmental faculty at the same or higher rank, the department head shall appoint a three-person peer review committee. One member of the peer review committee should come from outside the department.
- 1.3.6.3 The faculty member shall provide an updated vita, copies of annual reviews, teaching evaluations, advising evaluations, a selection of reprints of articles published since his/her last cumulative or promotion review, and additional materials that would be in support of academic activities such as letters of commendation from service organizations, grant proposals, awards and recognitions.
- 1.3.6.4 The peer review committee shall make an evaluation of the faculty member's performance in the categories of teaching, advising, research/scholarship/creative activity, and service. The committee shall then reach an overall assessment of the faculty member's performance, using the ratings outlined in section 1.3.5.3.
- 1.3.6.5 The peer review committee will provide a report to the department head, who then makes his or her own assessment.
- 1.3.6.6 The faculty member being reviewed shall be provided the opportunity to read and comment on the evaluation by the peer review committee when it is forwarded to the department head and to read and comment on the evaluation by the department head. All reports and comments shall be maintained in personnel files in the department, with copies provided to the dean's office.
- 1.3.6.7 A faculty member whose performance is deemed to need improvement must consult with the department head to develop a written statement of area(s) needing attention.
- 1.3.6.8 A faculty member whose performance is deemed to be unsatisfactory in a single cumulative review or in two consecutive annual performance and planning reviews shall be reviewed further in accordance with the provisions described in the *University Faculty Handbook* concerning Unsatisfactory Performance in section 3.12.1.

II. The Students

2.1 Student Constituency of the Department

- 2.1.1 The student constituency of the department for the purpose of selecting student representatives for the college to university committees, from the department to college committees, and from the department to department committees shall be all students who have declared with the Registrar a major or a major preference in an academic program administered in the department.
- 2.1.2 Those students who are enrolled in graduate non-degree programs and candidates for graduate degrees shall be deemed graduate students.

III. Department Organization

3.1 Department Head

- 3.1.1 The Department Administrator, designated as the Head, is a member of the faculty who has been assigned the special duty of administering the department with guidance from a variety of official documents, such as Departmental by-laws and the *University Faculty Handbook*.
- 3.1.2 Responsibilities of the Head include 1) care of departmental academic programs in relation to the comprehensive academic mission of the University and 2) care of the infrastructure necessary to support departmental academic programs. Departmental administrator(s) should seek recommendations from faculty in setting priorities for budgetary, personnel, and physical facility allocations that enhance and support academic programs offered by departments. The Department Head is authorized to make the final decisions.
- 3.1.3 Decisions related to these responsibilities shall be reported to the faculty at Department Faculty meetings.
- 3.1.4 Should the Department Head be temporarily unable to meet these designated responsibilities, the Department Head shall select a department designee.
- 3.1.5 The Department Head shall be subject to regular review.
 - 3.1.5.1 The Department Head shall be reviewed annually following procedures established by the Dean and Faculty Senate.

3.1.5.2 The Department Head shall receive a reappointment review every five years following procedures established by the Faculty Senate (Sec. 1.4.6 *University Faculty Handbook*)

3.2 Departmental Faculty Meetings

3.2.1 The faculty of the department shall meet on the third Wednesday (beginning fall, 2006) of each month during the academic year. No classes taught by faculty will be scheduled between 3:00 and 4:30 pm on Wednesdays. This and any additional meetings shall be called by the Department Head or by the petition of any three members of the voting faculty.

3.2.1.1 Notice of the Department Faculty Meetings and the tentative agenda shall be distributed and posted one week prior to the meeting date.

3.2.2 The Department Head or designee shall attend all Department Faculty Meetings and chair these meetings.

3.2.3 The conduct of Department Faculty Meetings shall be based on shared responsibility and shall be governed by the current version of Robert's Rules of Order.

3.2.3.1 All motions shall be carried by a simple majority, except for amendments to Department By-Laws, which require a 2/3 majority. In the event of a tie, the Department Head's vote shall break the tie.

3.2.4 An agenda of items for Department Faculty Meetings shall be prepared by the Department Head or designee or faculty petitioners.

3.2.4.1 All faculty, graduate and undergraduate students may submit items for the agenda.

3.2.4.2 All matters requiring faculty action or responsibility shall be placed on the agenda of items.

3.2.4.3 All matters of incomplete discussion must appear on the agenda for the next meeting.

3.2.4.4 Minutes of Faculty Meetings will be distributed prior to the next schedule meeting.

3.3 Standing Committees of the Department

3.3.1.1 There shall be the following standing committees organized by content areas within the department: (1) hotel, restaurant, and tourism, and(2) retail and consumer sciences,.

3.3.1.2 The membership of each content area committee shall include faculty members and staff with responsibility for instruction or research in the content area. Each content area committee shall elect an undergraduate and graduate coordinator.

3.3.1.3 The content area committees are responsible for overseeing matters pertaining to their respective programs: curriculum development, student recruitment, outreach activities, resource allocations, evaluating admission applications of graduate students, updating a handbook for graduate students, recommending appointments for graduate assistantships, orientation of new graduate students, developing policies concerning student matters, and choosing recipients for student awards.

3.3.2 Promotion and Tenure Standing Committee

3.3.2.1 All tenured faculty at or above the rank at which the faculty are being considered shall comprise the review committee for promotion, excluding the Department Head.

3.3.2.2 All tenured faculty, excluding the Department Head, shall comprise the P & T committee for tenure and for the annual retention review of tenure-leading faculty members.

3.3.2.3 Procedures for the promotion and tenure committee are defined in the By-Laws, section 1.3.3 and 1.3.4.

IV. Grievance and Hearing Procedures

4.1 All faculty members and students shall have the right to due process in settling grievances which may arise.

4.2 Procedures for resolving faculty grievances are outlined in the *University Faculty Handbook*.

4.3. Procedures for resolving student grievances are outlined in *Hilltopics* and in the University Catalogs.

Mentoring Appendix
PROCEDURES FOR MENTORING NEW FACULTY MEMBERS
IN THE DEPARTMENT OF RETAIL, HOSPITALITY, AND TOURISM
THE UNIVERSITY OF TENNESSEE

Substantial faculty energy and university resources are committed to conducting faculty searches and securing new faculty appointments. In recognition of this investment, the Department acknowledges that a continuing focus on professional development of new tenure-leading faculty members is needed and appropriate. Within this context, the Department has developed a set of procedures for mentoring new faculty. To assist our new faculty colleagues in becoming productive members of the Department and in earning tenure, each will be linked in a collaborative mentoring relationship with a tenured faculty member. This relationship is intended to provide encouragement and advocacy for the new faculty and to foster increased feelings of inclusion in them.

Definition of Mentor

Mentors are experienced, tenured full or associate professors in the tenure-track appointed faculty's Department who are willing to assist them in achieving career mobility within the University. Typically, the mentor will offer supportive guidance and facilitate their involvement in professional activities and university functions.

Selection of a Mentor

Designation of the tenured faculty member who will assume the mentoring role should be completed by the Department Head during the non-tenured faculty member's first month of employment. To the extent possible, the Head will assign a mentor who has academic interests similar to those of the new faculty. The new faculty should be consulted during the selection process in an effort to achieve the most reasonable match with a mentor. The new faculty should indicate at this time if the assigned mentor is not an acceptable choice for some reason.

Mentoring Functions

Over time, the mentor will be expected to fulfill multiple roles (e.g., model, resource person, counselor, critic, advocate, guide). The mentor should encourage and facilitate the new faculty's interactions with others to increase her/his professional visibility. For instance, the mentor should, when appropriate, suggest to graduate students that they consider including the new faculty member on their committee.

During the new faculty member's first 3 years, the mentor will meet at least twice a semester with the new faculty to assess his/her progress towards tenure and help initiate planning for success. This will include giving them information about the Department's and College's formal and informal expectations for promotion and tenure. Due to the tenure process' emphasis on scholarly productivity, the mentor should promote research and publications endeavors of the new faculty by conveying information regarding campus support, community resources, funding opportunities, publication outlets, and university policies and procedures to follow, as well as providing other directional guidance. The mentor also may be called on to provide advice and and/or constructive feedback regarding the new faculty member's classroom teaching plans and implementation. In order to be able to assess the new faculty's teaching quality, the mentor should visit the new faculty's classroom at least once per semester. Overall, one of the greatest helping roles the mentor can provide is to help the new faculty member maintain focus and avoid becoming overextended during their first years at UT.

After the first 3 years, the mentor will meet with the new faculty member at least once per semester.

At any time, change in mentors may be requested by any of the individuals directly involved (i.e., the new faculty member, mentor, or Department Head).

Formal Progress Evaluation

Each of the meetings discussed below will be documented with a short description of what was discussed. A copy of the documentation will be placed in the new faculty member's employee folder.

During the faculty member's first 3 years, a formal meeting of the Department Head, mentor, and new faculty member will be held at the end of each semester to assess the faculty member's progress toward meeting the requirements for tenure. At each of these meetings, the Department Head will inform the new faculty member if concerns exist. Measurable goals and objectives for the new faculty's performance should be set for the upcoming semester at this time.

After the third year has been completed, the same process will continue on a once-a-year basis until the new faculty member's tenure materials have been submitted.

The Dean or his representative will meet with the mentor and new faculty member once per year to assess the progress towards the goals of the College. The Dean will inform the new faculty member if concerns exist.