

Bylaws of the University of Tennessee – Oak Ridge Innovation Institute

The bylaws of the University of Tennessee – Oak Ridge Innovation Institute (UT-ORII) are formulated to provide rules to its administrative staff for the regulation of all procedures needed for effective development and conduct of the Institute’s programs of instruction, research, and service. The administrative staff of UT-ORII agrees to govern the institution according to these bylaws.

These bylaws shall not supersede any University of Tennessee, Knoxville, policies or guidelines. Institute bylaws can be changed by a majority vote of the Institute’s total faculty present at a duly called meeting, with an appropriate quorum.

Article I. The Institute

Section 1: The Director

The Director Search will be made in accordance with the *Policies and Procedures of UT-ORII*. The Director is appointed after an internal or external search conducted according to guidelines published by the Office of Equity and Diversity (OED). The chief academic officer and ORNL Director selects a chair of the search committee from outside the Institute and appoints members of the committee from both UT and ORNL. According to university requirements for upper-level searches, membership of the search committee must be diverse, particularly in terms of gender and race.

Section 2: The Faculty

The UT-ORII faculty is defined as research assistant, associate and full research professors hired into UT-ORII, those members holding joint appointments from departments in the University of Tennessee System, based in UT and ORNL at any one of the three professorial levels: Professor, Associate Professor, and Assistant Professor.

Section 3: Voting Members

All faculty as defined above shall be the voting members of UT-ORII.

Section 4: Meetings

There shall be at least one UT-ORII faculty meeting during each semester of the academic year. Minutes of the meetings shall be recorded, distributed to the faculty of the Institute, and filed by an appointee.

All meetings shall be called by the Office of the Director. A meeting shall be called on a written request of twenty percent or more of the voting members of the Institute.

A quorum for a meeting shall be defined as those members of the voting faculty present at a duly called meeting.

The parliamentary rules contained in the latest edition of ROBERT'S RULES OF ORDER shall govern the faculty in all cases to which they are applicable and in which they are consistent with the procedures for meetings of the UT-ORII.

In all regular meetings of the College, the order of business shall be as follows:

1. Call to Order
2. Approval of Distributed Minutes
3. Introduction of New Members
4. Reports of Standing Committees as Needed
5. Reports of Ad hoc Committees as Needed
6. Report from Representatives as Needed
7. Old Business
8. New Business
9. Adjournment

Section 5: UT-ORII Scribe

A UT-ORII Scribe shall be nominated and elected by the UT-ORII faculty with the duties of recording the minutes of the College meetings, distributing copies of the minutes to the faculty of the College, and maintaining a permanent file of minutes in the Director's Office. The Scribe is elected for a term of two years, and the election must take place before the last faculty meeting of the academic year.

Section 6: Agenda

Meetings shall be conducted in accordance with a written agenda circulated to the faculty members by the Director's office at least one week prior to the meeting. A call for items to be placed on the agenda shall be circulated to the faculty four days prior to the meeting. Under exceptional circumstances, these conditions may be waived by majority vote of the faculty present at a duly called meeting.

Section 7: Policy

The approval by the faculty shall be required for all academic policy decisions, including new Institute programs, and revisions of existing programs. These include all graduate study programs within the Institute.

Institute policies and procedures related to promotion and evaluation of faculty are governed by the following documents:

- *UTK Faculty Handbook*

- *UT-ORII Guidelines for the Promotion of Research Faculty*
- *Board of Trustees Policies Governing Academic Freedom, Responsibility, and Tenure (BT0006)*

Links to all of these documents will be maintained on the UT-ORII Faculty Affairs website.

Section 8: Elections of Representatives to the Graduate Council, and the Faculty Senate

The UT-ORII's representatives shall be elected from the Institute faculty to serve on the University Graduate Council, and the Faculty Senate.

Section 9: Role of Faculty in Faculty Search Committees

Faculty play a vital role in faculty searches in UT-ORII. Faculty should be involved in searches in compliance with University and Office of Equity and Diversity Guidelines and the *UTK Faculty Handbook*. To foster shared governance, the Institute expects search committees to conduct search processes in ways that foster openness and transparency, with deliberations about the desired criteria for faculty positions and the merits of individual candidates taking place at search committee meetings. Below is a list of general procedures that will be followed to hire UT-ORII faculty.

A. General Procedures

1. Consistent with the University of Tennessee Faculty Handbook (Section 4.1) a search committee consisting of at least three tenured or tenure track faculty members will be formed. The majority of search committee members will also be tenured or tenure track faculty. Additional research faculty or Oak Ridge National Laboratory staff members may be added to the committee.
2. The committee will conduct the search and actively identify, and seek applications from, candidates deemed highly qualified.
3. After the search committee has identified and interviewed the candidates, a meeting with the search committee and all UT-ORII tenured and tenure track and research faculty and the Director will be conducted to discuss the search committee recommendations.
4. The search process will provide opportunities for all UT-ORII constituents to interact with the candidates, which at a minimum will consist of invitation to a public presentation of the candidates' research.
5. All UT-ORII research faculty and the tenured or tenure track search committee members will vote on the list of final candidates to determine if they are acceptable or unacceptable.
6. All UT-ORII research faculty and the tenured or tenure track search committee members at or above the rank of the position will vote on the rank of the position.
7. The search committee will present the Director with a list of acceptable candidates including a recommendation of rank based on the candidates' records.
8. The UT-ORII Director will select candidates after consideration of the committee recommendations and negotiate an offer.
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Article II. Committees of the Institute

The UT-ORII has three standing committees. Ad hoc committees may be created by the Director without consultation of the Faculty. Final reports of committees are to be entered in the minutes.

Section 1: Awards and Nominations Committee

The Awards & Nominations Committee shall be composed of faculty members. In consultation with the Director and/or the Directors appointee, the committee members are appointed by the Director to serve a two-year term. A member may be appointed to serve a second term. The committee shall be responsible for reviewing and recommending nominations for awards at the Institute and University levels. Recommendations of the committee shall be presented to the Director.

Section 2: Curriculum Committee

The Curriculum Committee shall be composed of UT-Joint Faculty, ORNL Joint Faculty and UT- ORII research faculty. In consultation with the Joint Program Directors, the committee members are appointed by the Education Director to serve a two-year term. The committee's function is to consider and review proposed curricular changes prior to their submittal to the faculty at-large for approval. These include, but do not exhaust, the curricular changes proposed by the joint programs. The committee should also provide a forum to discuss common curricular issues, inter-program major(s), distance-education, and interdisciplinary curricula.

Section 3: Promotion Committee

The promotion of UT-ORII research faculty will be handled according to the University of Tennessee Faculty Handbook (see chapter 4). A Promotion Committee will be formed for each UT-ORII faculty member seeking promotion, which will be responsible for evaluating faculty candidates for promotion. Per the UT-ORII Guidelines for Promotion of Research Faculty Document, the promotion process will be handled by establishing a Promotion Committee of at least three members. Members will include UT Faculty (tenured and tenure-track and non-tenure track research faculty) and ORNL staff in a discipline similar to the research faculty candidate. Research faculty with a primary appointment at the University of Tennessee will have a majority of committee members from UT. This Promotion Committee will act in the place of a typical College Promotion Committee and the UT-ORII Director will act as the Dean. The Promotion Committee members that are UT Faculty will have a rank at or greater than the promotion rank that the research faculty candidate is seeking promotion to. The Promotion committee ORNL staff members will have time of service, and research and scholarly output comparable to at or above the promotion rank that the research faculty candidate is seeking promotion to. The Dossier will be reviewed by the committee and the members will vote on promotion and a summary letter with will be prepared by the committee and submitted to the UT-ORII Director (Vice Provost) (or designee). The UT-ORII director (or designee) will act in the role of a Dean in a typical department, and will review the Dossier and Promotion Committee letter and will submit a recommendation letter to the Provost's office for review.

All recommendations of the Committee shall conform to the standards and procedures set forth in the *UTK Faculty Handbook*, and the *Board of Trustees Policies Governing Academic Freedom, Responsibility, and Tenure (BT0006)*.

Section 4: Ad hoc Committees

The responsibilities, membership, and duration of these committees shall be established at the time of their creation.

Article III. Governance: Voting in the Institute

Section 1: Curricular and Graduate Programs.

Voting rights for the UT-ORII joint PhD programs are covered in the joint program bylaws/faculty handbooks.

Section 2: Governance and Bylaws

For the purposes of voting, UT-ORII has the following constituents: UT-ORII research faculty, University of Tennessee joint faculty (research or tenured faculty members in other departments), and Oak Ridge National Lab Joint Appointments. Voting rights to modify the UT-ORII governance and/or guiding documents are as follows. Policies for changes to the UT-ORII joint program bylaws/faculty handbook are covered in the joint PhD program bylaws. Changes to the UT-ORII Guidelines for Promotion document can be made by a simple majority vote of UT-ORII research faculty (excluding ONRL and UT joint faculty). Voting Rights to change the UT-ORII bylaws can be made by a majority vote of UT-ORII research faculty (excluding ONRL and UT joint faculty).

Revision History: