

Faculty and Institutional Affairs Committee

Meeting Minutes

Tuesday, September 22, 2015

University Center 233

Members present: Dr. Sara Simmons (Senator and Chair), Dr. Polina Chemishanova (Senator), Ms. June Power (Senator), Dr. Marilu Santos (Senator), Dr. Xinyan Shi (Senator), Mr. David Young (Senator), Dr. Scott Billingsley, (Associate Vice Chancellor for Academic Affairs), Dr. Scott Ziegler (Chair of Faculty Development and Welfare Subcommittee), Dr. Elizabeth Denny (Chair of Faculty Evaluation Review Subcommittee), Mr. Robert Arndt (Chair of Health, Safety, and Environment Subcommittee)

Members absent: Dr. Joe Sciulli (Senator), Mr. Carlton Spellman (Vice Chancellor for Finance & Administration), Ms. Wendy Lowery (Vice Chancellor for Advancement).

Guests: None

Recording Secretary: Dr. Xinyan Shi (Senator), with assistance from Mr. David Young (Senator and Alternate Recording Secretary)

I. Call to Order

The meeting was called to order by Chair Sara Simmons at 3:31pm.

II. Approval of Minutes of April 16, 2015, Meeting

The minutes of the April 16, 2015, meeting of the Faculty and Institutional Affairs Committee were approved.

III. Approval of Agenda

Approved with a correction to delete an extra 'Dr.' in front of Dr. Scott Billingsley for item V.

IV. Report from the Chair

FIAC Chair Simmons invited all Senators and ex-officio members to introduce themselves.

V. Reports from Administrators

A. Dr. Scott Billingsley (Associate Vice Chancellor for Academic Affairs)

Dr. Billingsley confirmed that the NC Legislature recently announced a \$750 bonus to be awarded to all State employees (EPA and SPA) at a future date. He will provide further details at the next meeting.

B. Mr. Carlton Spellman (Vice Chancellor for Finance and Administration)

No report

C. Ms. Wendy Lowery (Vice Chancellor for Advancement)

No report

VI. Reports from Subcommittees

A. Faculty Development and Welfare Subcommittee. Dr. Scott Ziegler (Chair), reported the Subcommittee's discussion on the appointment, reappointment, and evaluation of the department chairs. The Subcommittee recommended changing the evaluation time from fall semester to spring semester in the second year of the Chair's four-year term of service. Dr. Sara Simmons, FIAC Chair, suggested that subcommittee members review the wording currently written in the Faculty Handbook and to dig deeper into the issues related to chair initial appointment, reappointment, and evaluation procedures. In addition, the subcommittee should consider whether or not there should be consistency across all departments in these procedures.

B. Faculty Evaluation and Review Subcommittee. Dr. Elizabeth Denny (Chair), reported that FERS was sent a memo from the prior Chancellor stating that the post-tenure review policy was "not rigorous enough," and she said that the subcommittee members were looking into this issue. Chair Denny stated that other schools she had examined don't require tenured faculty to go through a post-tenure review. The main task before FERS is to look at consistency of evaluations within departments across the UNC-Pembroke campus. At this point, further discussion ensued. FIAC Chair Simmons asked Dr. Denny to have FERS to continue reviewing the promotion and tenure policies to determine whether or not members would recommend any revisions, using the 2015-2016 Faculty Handbook as the baseline.

C. Health, Safety, and Environment Subcommittee. Mr. Robert Arndt (Chair), reported that the Subcommittee would examine once again the latest version of the University's smoking policy. Specific components of the policy to be evaluated would include the use of e-cigarettes and locations where smoking locations would be allowed. Subcommittee Chair Arndt also mentioned that the disc golf course on campus might need some repairs, as there was uneven pavement present in the area and poison ivy growing in the ditch near the course.

VII. Old Business

None

VIII. New Business

Since subcommittee reports prompted long discussions and the time was past 5:00 p.m., the charge from the Faculty Senate Executive Committee for FIAC to review policies and procedures for faculty evaluation of administrators was tabled until next meeting. In the meantime, FIAC Chair Simmons asked members to look through all the current Faculty Evaluation of Administrators documents that she had distributed and to think about which administrative positions should be kept as part of the evaluation instrument and which positions might be left off the document. She also asked the Subcommittee Chairs to send her the minutes—or a brief summary, if minutes are not available—of their respective meetings so that she could review and compile the information for a report from FIAC and its subcommittees that she gives at the monthly Faculty Senate meetings held the first Wednesday of each month.

IX. Announcements

The next meeting will be held in UC 251 at 3:30 p.m. on October 22, 2015.

X. Adjournment

The meeting was adjourned at 5:15 p.m.

Respectfully submitted by:

Dr. Xinyan Shi
Senator and Recording Secretary

--with assistance from: Mr. David Young, Senator and Alternate Recording Secretary