

AGENDA (approved)
Faculty Evaluation Review Subcommittee
October 1, 2019 3:30PM
UC 208

Members:

Youngsuk Chae (Letters to 2020), Chiuchu (Melody) Chuang (Education to 2021), Richard Kang (SBS to 2020), Nancy Palm (ARTS to 2021), Rachel Smith (Chair, NSM to 2021), Misty Stone (At large to 2020), CURRENTLY VACANT (CHS to 2021)

I. Call to Order

II. Adoption of the Agenda

III. Approval of Minutes from September 3, 2019 (Appendix A)

V. Chair Report

VI. Old Business

- A. Demonstration of Interfolio e-portfolio evaluation system (Dr. Aaron Vandermeer)
 - a. Discussion of terms related to online submission of evaluation material
- B. Post-Tenure Review section of the Faculty Handbook needs to be reorganized.
- C. Assistant/Associate Dean evaluation needs to be added to Faculty Handbook
- D. Report on peer institutions' timing of initial probationary review
- E. Proposal to address typos in Section II, Chapter 2 of Faculty Handbook (See Appendix B)

VII. New Business

- A. Online student evaluation procedures need to be updated for both undergrad and grad classes.

VII. Announcements

VIII. Adjournment

Appendix A

MINUTES

Faculty Evaluation Review Subcommittee

September 3, 2019 3:30PM

UC 251

Members Present: Youngsuk Chae, Nancy Palm, Rachel Smith, Misty Stone, Richard Kang, Chiuchu (Melody) Chuang

Guests Present: David Ward

I. Call to Order at 3:33pm

II. Adoption of the Agenda at 3:33pm

III. Approval of Minutes from April 2, 2019 at 3:34pm

See Appendix A

IV. Nancy Palm elected Secretary

V. Chair Report

Rachel reviewed FERS's charge in the Faculty Senate By-Laws, meeting schedule, and the absence rule

VI. Old Business

- A. Discussion of future revisions to faculty evaluation portions of the Faculty Handbook to fix current typos and also with regards to the current switch to digital portfolios, and the timeline for spring evaluations and chair evaluations
 - a. We will submit correction of typos, Interfolio changes, and spring evaluation issues (if changes are necessary) as one document when complete
 - b. Rachel will invite Aaron Vandermeer to speak about Interfolio at our next meeting
 - c. Misty and Richard will review language about Interfolio in faculty handbooks at other institutions

VI. New Business

- A. Dr. Ward spoke about potential revisions to P&T process and evaluation/contract model
 - a. Suggests need for more clarity about whether or not new faculty are making adequate/significant progress towards promotion – possibly revise form to include a direct statement about whether faculty are making significant progress or need to improve/produce more
 - b. Consider changes to time of initial review (perhaps currently completed too soon) and contract length

- i. Suggested possibility of first review at end of 2nd year, and make this the only review until P&T
 - c. Rachel will distribute a list of schools to committee members to review their contract length and periods of review before next meeting
 - d. Rachel will get numbers regarding first-year contract non-renewals
- B. Rachel will make proposals to address typos in Faculty Handbook at next meeting

VII. No Announcements

VIII. Adjournment at 4:39

Respectfully Submitted
Nancy Palm Puchner
Recording Secretary

Appendix B

Pg. 88 UNCP Faculty Handbook

The Department Chair must prepare a report and make a recommendation for tenure and/or promotion. In completing this report, the Department Chair considers the faculty member's self-evaluation including his or her selected area weights, supporting documentation, student evaluations, classroom observations, and the department's Disciplinary Statements. Other input from students, colleagues, **University administrators**, external sources, optional external reviews if provided by the Peer Evaluation Committee, student evaluations for the full period under consideration, and classroom observations. **Other input from students, colleagues, external sources, and University administrators** may also be used judiciously, if deemed reliable. The Standard Performance Rating Scale is to be followed in making the final recommendation. See the Format for Evaluation Reports for the areas to be addressed in the Chair's Evaluation Report for tenure and/or promotion. The Chair's report should contain sufficient details to justify the Chair's recommendation concerning tenure and/or promotion.

P.113 UNCP Faculty Handbook

December 1 Following successful outcome of **Tenure/Promotion****Post-tenure Review**, a **new** Five-Year Plan is submitted to the Chair (or Dean, if **the** Chair was evaluated.)