

MINUTES  
Faculty Evaluation Review Subcommittee  
October 1, 2019 3:30PM  
UC 208

Members Present:

Youngsuk Chae  
Chiuchu (Melody) Chuang  
Richard Kang  
Nancy Palm  
Rachel Smith

Members Absent:

Misty Stone

Visitors:

Aaron Vandermeer

I. Call to Order 3:30p.m.

II. Adoption of the Agenda at 3:32p.m.

A. Revisions: New business items A and B moved to Old Business

III. Approval of Minutes from September 3, 2019 (Appendix A) at 3:32p.m.

V. Chair Report

A. Provost Ward checked data: since 2016, zero people not renewed after initial contract review, 7 non-renewals after second review – this means, perhaps, that initial review is too soon

B. Regarding timeline to submit our proposed changes to handbook: if we submit in Feb, changes will come before Senate in March

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. Discussion of possibility of adding option to upload documentation of teaching, service, research to annual evals
- c. Many other changes we can make after Interfolio has been in use for some time
- d. Next meeting, we will begin to develop language for revising handbook (things in green, but not all things in green, from Appendix to Sept. minutes)
  - i. Probably won't need to change reference to "documents," "materials," etc., but we will need to change language that refers to "hard copies," "binder," etc.

- B. Post-Tenure Review section of the Faculty Handbook needs to be reorganized
  - a. Simplify to one PEC
  - b. Make language regarding 5-year plan more clear/cohesive
- C. Assistant/Associate Dean evaluation needs to be added to Faculty Handbook
  - a. In honors college and grad school, how do we deal with evaluations for faculty roles as both administrator and professor (currently routed only through the dept. chair)
  - b. This item has been deemed low priority
- D. Report on peer institutions' timing of initial probationary review
  - a. Radford: Probationary review in first year, third year and every year after until Tenure
  - b. UNC Asheville: appointment to 4-year term, review in third year, reappointed to a second 4-year term
  - c. FSU: 2-2-3 (like UNCP) initial review in fall after 1<sup>st</sup> full year
  - d. UNC Willington: appointment to 4-year term, review in third year, reviewed again at beginning of 6<sup>th</sup> year
  - e. AppState: appointment to 4-year term, review in third year, reappointment is for a second 3-year term
  - f. Francis Marion: appointment to 4-year term, review in third year,
  - g. Western Carolina Univ: review at end of 3<sup>rd</sup> year
  - h. UNC Greensboro: 7-year contract, end of 3<sup>rd</sup> year review
- E. Proposal to address typos in Section II, Chapter 2 of Faculty Handbook (See Appendix B) – tabled

## VII. New Business

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

## VII. Announcements - none

## VIII. Adjournment at 4:55p.m.

Respectfully Submitted  
Nancy Palm Puchner  
Recording Secretary