

The Faculty Evaluation Review Subcommittee shall review the Faculty Evaluation Model regularly and strive to clarify the existing document. The subcommittee shall make recommendations to the Faculty and Institutional Affairs Committee regarding any changes in the written document and shall respond to all requests for alteration of the document or its underlying philosophy.

The subcommittee shall consist of seven members. Each division will be represented on the subcommittee, and there will be one at-large member. At least two of the faculty appointed each year must be tenured. The At-Large member must come from a department not already represented. The subcommittee meets on the First Monday of the Month.

AGENDA
Faculty Evaluation Review Subcommittee
November 5, 2019 3:30PM
UC 251

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), Kathy McAllister (CHS to 2021)

I. Call to Order

II. Adoption of the Agenda

III. Approval of Minutes from October 1, 2019

V. Chair Report

VI. Old Business

- A. Discussion of revision of terms of appointment and timing of initial probationary review (See Appendix A)
- B. Proposal to address typos in Section II, Chapter 2 of Faculty Handbook (See Appendix B)
- C. Discussion of revision of language in Handbook to address electronic submission and review of evaluation materials (See Appendix C)

VII. New Business

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

VII. Announcements

VIII. Adjournment

Appendix A

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Appointment to Faculty Rank

Faculty appointments are made by the Chancellor, with the approval of the Board of Trustees, on the recommendations of the Provost, the Dean of the relevant School or College, and the Chair of the academic department. Faculty rank for newly appointed faculty members is determined on the basis of qualifications.

Pursuant to Executive Memorandum #2, "Eligibility for Tenure Track Positions," effective January 28, 2011, all tenure track positions require a doctorate in the discipline as defined by the disciplinary faculty and a national search. Requests for exceptions require a compelling rationale to justify the exception. Exceptions will be considered when cases can be made to show that trends within the national discipline allow for degrees other than the doctorate. Exceptions to this policy require the approval of the Dean, Provost, and Chancellor. The requirement of the doctorate does not apply to annual or multi-year term positions. However, individuals hired into term positions must have degrees that meet the minimum SACS requirements. Deans and Department Chairs, in consultation with departmental faculty, have the option to increase the requirement for any term position to require the doctoral degree.

Academic tenure pertains exclusively to the employment of faculty members who are appointed to specific faculty ranks ("fixed term appointment"). They may also be for probationary terms ("probationary term appointments") or they may be continuous until retirement, death, or resignation ("appointment with permanent tenure"). The faculty ranks to which appointments may be made and the incidents of academic tenure applicable to each are described below.

Instructor

The rank of Instructor is appropriate for one who is appointed to the faculty in the expectation that in the normal course he/she will progress to professional rank in this or another institution but lacks, when appointed, one or more qualifications expected by the University for appointment to professorial rank. When he/she meets all those qualifications, the faculty member will usually be promoted to Assistant Professor or given a terminal appointment of one academic year.

The initial appointment to the rank of Instructor is for a probationary one-year term. The Instructor may be reappointed successively for six one-year terms, a total of seven such terms. At least 90 calendar days before the end of the first term and 180 calendar days before the end of the second consecutive term, the Instructor shall receive written notice whether, when his/her current term expires, he/she will be UNCP Faculty Handbook reappointed at the rank of Instructor for another term, promoted to the rank of Assistant Professor,

appointed to a fixed term as provided in the section below on "Initiation, Review, and Approval of Appointments, Promotions, and Reappointments," or not reappointed.

During the last 180 days of the second consecutive year of employment, the institution may notify the Instructor that his/her employment will be terminated at the end of the third year of employment. Before the end of the third consecutive term, an Instructor who has not been notified that his/her employment will be ended in that year as provided in the preceding sentence will receive a written decision whether, when his/her current term expires, he/she will be reappointed to a fourth consecutive term, promoted to the rank of Assistant Professor, appointed to a fixed term as provided in the section below on "Initiation, Review, and Approval of Appointments, Promotions, and Reappointments," or offered a terminal appointment for one academic year at the end of the current term. Decisions will be made with respect to these same options before the end of the fourth, fifth, and six consecutive terms.

No reappointment to the rank of Instructor may be made after seven consecutive years of employment at that rank. The failure to give the required notice of a decision not to reappoint at any point herein required has the same effect as a decision at that time to offer a terminal appointment at the same rank for one

academic year. The decisions herein required will be made as provided in the section below on “Initiation, Review, and Approval of Appointments, Promotions, and Reappointments.” Promotion at any time from the rank of Instructor to the rank of Assistant Professor constitutes an initial appointment to the first two-year term at the later rank under the terms and conditions described below in the section on “Assistant Professor.”

Assistant Professor

The initial appointment to the rank of Assistant Professor is for a probationary two-year term. Unless at any point the Assistant Professor is not reappointed, he/she will be reappointed one additional two-year term and one three-year term before a decision is made to recommend permanent tenure at the same or higher rank or not to reappoint.

At least 180 calendar days before the end of the first two-year appointment, the Assistant Professor will receive written notice whether, when his/her current term expires, he/she will be reappointed at the rank of assistant professor for an additional two-year term or not reappointed. Before the end of the first year of the second two-year term as Assistant Professor, the Assistant Professor will receive written notice whether, when his/her current term expires, he/she will be reappointed to a three-year term or not reappointed. Before the end of the second year of the three-year term as assistant professor, the Assistant Professor will receive written notice whether, when his/her current term expires, he/she will be reappointed with permanent tenure at the same or higher rank or not be reappointed.

The failure to give the required notice of a decision not to reappoint at any point herein required has the same effect as a decision at that time to offer a terminal appointment at the same rank for one academic year. The decisions herein required will be made as provided in the section below on “Initiation, Review, and Approval of Appointments, Promotions, and Reappointments.” Promotion at any time from the rank of Assistant Professor to the rank of Associate Professor constitutes an initial appointment to the first three-year term at the latter rank under the terms and conditions described below in the section on “Associate Professor.”

Associate Professor

When a faculty member’s initial appointment by the institution is to the rank of Associate Professor, the appointment is to a probationary term of one three years. Unless at any point the Associate Professor is not reappointed, he/she usually will be reappointed to one four-year term before a decision is made to recommend permanent tenure at the same or higher rank or not to reappoint. At least one year before the end of the three-year appointment, the Associate Professor will receive written notice whether, when his/her current term expires, he/she will be reappointed at the rank of Associate Professor for a four-year term or not reappointed. Before the end of the third year of the four-year appointment, the Associate Professor will receive written notice whether, when his current term expires, he will be reappointed with permanent tenure at the same or higher rank or not reappointed.

The failure to offer the required notice of a decision not to reappoint at any point herein required has the same effect as a decision at that time to offer a terminal appointment at the same rank for one academic year. The decisions herein required will be made as provided in the section below on “Initiation, Review, and Approval of Appointments, Promotions, and Reappointments.” A promotion at any time from the rank of associate professor to the rank of professor confers permanent tenure from the effective date of the promotion. Since this promotion confers permanent tenure, it must be approved by the President and the Board of Trustees.

Professor

An initial appointment by the University to the rank of Professor is for a probationary term of three years. Before the end of the second year of the three-year term, the Professor will receive written notice whether, when his current term expires, he/she will be reappointed at rank with permanent tenure or not reappointed. The failure to give the required notice of a decision not to reappoint at any point herein required has the same effect as a decision at that time to offer a terminal appointment for one academic year. The decisions herein required will be made as provided in the section below on “Initiation, Review, and Approval of Appointments, Promotions, and Reappointments.”

Initiation, Review, and Approval of Appointments, Promotions, and Reappointments

Each initial appointment to a fixed or probationary term, each promotion in rank, each reappointment to a fixed term, and each reappointment of an Instructor, Assistant Professor, Associate Professor, or Professor, whether or not the reappointment recommends the conferral of permanent tenure, is initiated by recommendation of the Provost and Vice Chancellor for Academic Affairs after consulting with the Chair of the Department concerned and the Committee on Promotion and Tenure. The recommendation of the Provost and Vice Chancellor for Academic Affairs will be sent to the Chancellor. If the Provost and Vice Chancellor decides the faculty member should not be reappointed, promoted, or recommended for permanent tenure, s/he shall give the faculty member being considered a simple, unelaborated written statement of that decision.

If the Chancellor decides not to recommend reappointment, promotion or permanent tenure, he shall give the faculty member being considered a simple, unelaborated written statement of the decision. This decision is final except as it may later be reviewed in accordance with the provisions of the section below on “Non-Reappointment of Tenure Track Faculty Members on Probationary Term Appointments.” If the Chancellor concurs in a recommendation that will confer permanent tenure, he shall forward the recommendation to the Board of Trustees for final approval. The Chancellor will forward all other favorable recommendations in regard to appointments, reappointments, and promotions to the Board of Trustees for final approval unless that Board delegates the authority to give final approval.

Terms and Conditions of Appointments

The terms and conditions of each initial appointment and of each reappointment to the faculty will be set out in writing. A copy of the terms, signed by the Chancellor, will be delivered to the faculty member, and the Chancellor will retain a copy. The general terms and conditions of such appointments, including those provided herein, will be either set out in the document of appointment or incorporated therein by clear reference to specified documents that shall be readily available to the faculty member.

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Procedures for Contract Renewal Evaluations and Advisory Evaluations of Untenured Tenure-Track Faculty

Tenure-track faculty members receive a comprehensive contract renewal evaluation in their **first/second/third** year of employment at the University according to the Calendar found below. In subsequent years, a major

evaluation for untenured faculty is optional at the discretion of the faculty member or Department Chair. These evaluations, if initiated by the Department Chair, may be for cause or, at the discretion of either the faculty member or Chair, may be advisory in nature. Peer evaluations of visiting faculty are at the option of the Department Chair, the appropriate Dean, and the Provost and Vice Chancellor for Academic Affairs.

The procedures for these evaluations generally follow the procedures specified for tenure and/or promotion. Faculty members undergoing contract renewal evaluations are to collect student evaluations of their courses. Observation of teaching by the Department Chair and by members of the Peer Evaluation Committee is even more important to the evaluation process.

The faculty member being evaluated for an initial contract renewal must submit the materials listed below **in a three-ring binder divided into eight sections labeled with headings**. Portfolios submitted for contract renewal evaluations subsequent to the initial probationary evaluation should also include a section for copies of signed Department Chair annual evaluations.

1. A copy of the completed Peer Evaluation Nomination Form
2. A current Curriculum Vitae
3. A Self Evaluation Report
4. A copy of the Disciplinary Statements in effect for the faculty member's department.
5. Student Evaluation Reports for all courses evaluated during the evaluation period. In case of a one-year contract renewal, the Department Chair will provide these reports to the Peer Evaluation Committee by the Department Chair as the evaluation period begins before the

end of the first semester. (See Calendar below).

6. Documentation of effectiveness in teaching: Include course syllabi for a selection of courses taught at UNCP and course materials (selected assignments, handouts, PowerPoint slides, tests, student work, etc.) for one General Education course (if applicable), one upper division course (if applicable), and one graduate course (if applicable).

7. Documentation of scholarship and other professional activity in the faculty member's discipline: Include conference papers/posters, publications, reviews, books, creative work, recordings, programs, conferences attended, copies of works in progress.

8. Documentation of service: Include relevant materials that illustrate significant contributions.

The Department Chair completes a Chair's Evaluation Report and submits the report as described in the section on "Procedures for Tenure and/or Promotion Evaluation." The Peer Evaluation Committee (if convened) submits a Peer Evaluation Report as described in the section on "Procedures for Tenure and/or Promotion Evaluation." The Dean of the relevant school or college reviews the reports from the Chair and the Peer Evaluation Committee as well as any rebuttals by the faculty member. The Dean then completes the Dean's Report of Contract Renewal Evaluation and submits it with all supporting materials to the Provost and Vice Chancellor for Academic Affairs.

The Provost and Vice Chancellor for Academic Affairs reviews all the evaluative materials and recommends to the Chancellor whether or not to reappoint the candidate. The Chancellor makes the final decision on reappointment. Conditions governing non-reappointment are listed in the Faculty Handbook, Section II, Chapter 1; note that the faculty member's competence is not the only factor considered in reappointment decision. The Code of the Board of Governors of the University of North Carolina also specifies deadlines for notification of non-reappointment.

A tenure-track faculty member or his or her Department Chair may initiate an advisory evaluation any time during the tenure-track process. Such evaluations are proactive steps to help faculty members improve performance and become more able to achieve tenure. The Department Chair may appoint a Peer Evaluation Committee as part of advisory evaluations. If advisory evaluations are conducted, the Committee should identify aspects of the faculty member's performance that may present problems when a tenure decision is due. Advisory evaluations have no formal consequences for decisions about contract renewal, tenure, or promotion.

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Calendar of Events for Initial Two/Three/Four-Year Contract Review

The dates listed below should be followed. If the date falls on a day that administrative offices are closed, the deadline will be the first day the offices reopen. Other relevant policies and procedures are found in the full Faculty Evaluation Plan.

DATE EVENT OR DOCUMENT

September 7 Notification: The Department Chair notifies the faculty member, the Dean of the relevant school or college, and the Provost and Vice Chancellor for Academic Affairs that the evaluation is to be conducted.

November 15 Submission of Nomination Form: The faculty member submits the Peer Evaluation Committee (PEC) Nomination Form to the Department Chair.

November 30 PEC Formation: The Department Chair announces make-up of PEC.

Prior to end of the first semester Student Evaluations: The faculty member conducts student evaluations of his or her courses. The Chair distributes the collated data and typed

comments to the faculty member as soon as the faculty member's final course grades have been submitted.

January 20 Submission of Materials: The faculty member submits all required materials to the Department Chair including the self-evaluation. Part 2, Section C of the self-evaluation should discuss the student data.

February 3 Transmittal of Materials: The Department Chair meets with the PEC and gives the PEC the candidate's materials. The PEC meets and elects a chair.

February-April 14 Observation of teaching: The Department Chair and members of PEC carry out observation of the faculty member's teaching. If the faculty member is teaching online, provisions must be made for observation of online teaching.

PEC Evaluation: The PEC deliberates on all materials, observations, etc., to reach a recommendation. A report is drafted and the PEC Tenure, Promotion and Renewal Form is completed.

Chair's Evaluation: The Department Chair prepares an independent report and completes the Tenure, Promotion, and Renewal form.

April 15 Reports Conveyed: The PEC and Department Chair convey their reports to the faculty member.

April 21

Faculty Signatures: The faculty member signs the reports from PEC and Department Chair, acknowledging content but not necessarily agreement.

April 22 Report Submission: Department Chair and PEC submit reports to the Dean of the relevant school or college. Any minority PEC report is also submitted.

May 1 Optional Rebuttal: The faculty member may submit a rebuttal of the PEC and/or Department Chair's report, if desired, to the Dean of the faculty member's school or college.

August 30 Dean's Evaluation Report: The Dean will prepare a Dean's Evaluation Report for each member in his or her school or college undergoing **second** year initial review, and complete the Dean's Evaluation Report Form for each faculty member being evaluated. The Dean will convey the Dean's report to the faculty member by August 30.

September 5 Signing and Returning Dean's Evaluation Report: The faculty member has until this date to review the Dean's evaluation materials, and to sign and return one copy to the Dean.

September 15

Optional Rebuttal of Dean's Evaluation: If the Dean's evaluation disagrees with that of the Department Chair or the PEC, the faculty member has until this date to submit a rebuttal of the Dean's evaluation to the Provost and Vice Chancellor for Academic Affairs.

September 15 Submission of Dean's Reports: The Dean is to submit the Dean's Evaluation Report, attaching all materials presented, to the Provost and Vice Chancellor for Academic Affairs.

November 1 Reappointment Decision: Following procedures in the UNCP Tenure

Regulations, after conferring with the faculty member's Department Chair, and with the Dean of the faculty member's school or college the Provost and Vice Chancellor for Academic Affairs decides whether to reappoint the faculty member. The Provost and Vice Chancellor reports the decision to the Chancellor for information.

November 15
(This date may not
be altered)

Notification of Reappointment Decision: By November 15 of the **second** year, if the decision is not to reappoint an Assistant Professor, the Provost and Vice Chancellor for Academic Affairs provides written notice to the faculty member. Per Section 604.A of the UNC Code, "If a decision is not to reappoint, then failure to give timely notice of non-reappointment will oblige the Chancellor to offer a terminal appointment of one academic year."

Calendar of Events for Initial Three-Year Contract Review

The dates listed below should be followed. If the date falls on a day that administrative offices are closed, the deadline will be the first day the offices reopen. Other relevant policies and procedures are found in the full Faculty Evaluation Plan.

DATE EVENT OR DOCUMENT

Both semesters of the first year

Student Evaluations: The faculty member conducts student evaluations of his or her courses. The Chair distributes the collated data and typed comments to the faculty member after the faculty member's final course grades have been submitted each semester.

September 7 of the second year

Notification: The Department Chair notifies the faculty member, the Dean of the relevant school or college, and the Provost and Vice Chancellor for Academic Affairs that the evaluation is to be conducted.

September 21 Submission of Materials: The faculty member presents the Department Chair with documents required, including the Peer Evaluation Committee (PEC) Nomination Form. Part 2, Section C of the self-evaluation should discuss the student data.

September 30 PEC Formation: The Department Chair announces make-up of PEC.

October 3 Transmittal of Materials: The Department Chair meets with the PEC and gives the PEC the candidate's materials. The PEC meets and elects a chair.

October –January 14 Observation of teaching: During the fall semester, the Department Chair and members of PEC carry out observation of the faculty member's teaching. If the faculty member is teaching online, provisions must be made for observation of online teaching.

January 15 PEC Evaluation: The PEC deliberates on all materials, observations, etc., to reach a recommendation. A report is drafted and the PEC Tenure, Promotion and Renewal Form is completed.

Chair's Evaluation: The Department Chair prepares an independent report and completes the Tenure, Promotion, and Renewal form.

Reports Conveyed: The PEC and Department Chair convey their reports to the faculty member.

January 20 Faculty Signatures: The faculty member signs the reports from PEC and Department Chair, acknowledging content but not necessarily agreement.

January 21 Report Submission: Department Chair and PEC submit reports to the Dean of the relevant school or college. Any minority PEC report is also submitted

February 1 Optional Rebuttal: The faculty member may submit a rebuttal of the PEC and/or Department Chair's report, if desired, to the Dean of the faculty member's school or college.

February 15 Dean's Evaluation Report: The Dean will prepare a Dean's Evaluation Report for each member in his or her school or college undergoing second-year review, and complete the Dean's Evaluation Report Form for each faculty member being evaluated. The Dean will convey his or her report to the faculty member by February 15.

February 20 Faculty Signature: The faculty member has until this date to review the Dean's evaluation materials, and to sign and return one copy to the Dean.

March 3 Optional Rebuttal of Dean's Evaluation: If the Dean's evaluation disagrees with that of the Department Chair or the PEC, the faculty member has until this date to submit a rebuttal of the Dean's evaluation to the Provost and Vice Chancellor for Academic Affairs.

March 3 Submission of Dean's Reports: The Dean is to submit the Dean's Evaluation Report, attaching all materials presented, to the Provost and Vice Chancellor for Academic Affairs.

April 1 Reappointment Decision: Following procedures in the UNCP Tenure Regulations, after conferring with the faculty member's Department Chair and with the Dean of the faculty member's school or college, the Provost and Vice Chancellor for Academic Affairs decides whether to reappoint the faculty member. The Provost and Vice Chancellor reports the decision to the Chancellor for information.

May 15(This date may not be altered) Notification of Reappointment Decision: By May 15 of the second year of the probationary appointment, if the decision is not to reappoint an Associate Professor, the Provost and Vice Chancellor for Academic Affairs provides written notice to the faculty member no later than this date.

Appendix B

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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.

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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.)

Appendix C

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Appropriate materials that demonstrate service contributions commensurate with the area weight assigned must be used to document service. In general, letters of appreciation from organizers of service opportunities should be used as documentation only if they indicate an exceptional contribution. University service may be documented by materials such as lists of advisees; copies of reports or grants prepared; and supporting statements by Department Chairs, committee chairs, or the Office for Sponsored Research and Programs. Professional service and community service may be documented by **printed or widely distributed** materials such as conference programs, flyers, or by statements from chairs or presidents. Self-evaluations submitted for any type of evaluation should tie the faculty member's service work to the service Disciplinary Statements adopted by the faculty member's home department.

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The Department Chair is required **to obtain the faculty member's signature** on the Chair's Evaluation Report and the Annual Merit Salary Increase Form. In both instances, **the signature** merely acknowledges having reviewed the report and form but does not indicate agreement with their content. The faculty member may submit a rebuttal of the Chair's report to the Dean within ten business days of **signing** the report.

Annual Dean's Evaluation Report

After reviewing the materials the Department Chairs submit and any rebuttal submitted by the faculty member, the Dean of the relevant college or school will complete the Dean's Recommendation for Annual Salary Increase form for each faculty member. Within three days, each faculty member will **sign** the Dean's Recommendation, acknowledging having seen it but not necessarily agreement with it. **The faculty member will retain one copy of the signed Dean's Recommendation.** The Dean will then **forward make available** the recommendation and the materials submitted by the Department Chair to the Provost and Vice Chancellor for Academic Affairs.

In the event that the Dean's recommendation does not agree with that of the Department Chair, the Dean must justify that decision with appropriate comments on the Dean's Recommendation for Annual Salary Increase form. The faculty member will have the right to rebut comments made on the Dean's Recommendation form; such rebuttal must be **submitted** to the Provost and Vice Chancellor for Academic Affairs within ten days of the faculty member's **signing** of the Dean's recommendation.

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The following material must be submitted by the faculty member **in a three-ring binder divided into nine sections labeled with headings.**

1. A copy of the completed Peer Evaluation Committee Nomination Form
2. A current Curriculum Vitae
3. An Expanded Self Evaluation Report covering the full period under consideration.
4. A copy of the departmental Disciplinary Statements to be used in the evaluation. If the faculty member has previously elected to be evaluated under an older set of statements and is still within the selected grace period, a copy of the faculty member's letter to his or her Department Chair should be included as well. (See section entitled, "Disciplinary Statements.")
5. Copies of signed Department Chair's Annual Evaluations received since the last successful major evaluation.
6. Student Evaluation Reports for the full period under consideration (Include the quantitative summary of ratings and transcripts of student comments.)
7. Documentation of effectiveness in teaching: Include course syllabi for a selection of courses taught at UNCP and course materials (selected assignments, handouts, PowerPoint slides, tests, student work, etc.) for one General Education course (if applicable), one upper division course (if

applicable), and one graduate course (if applicable).

8. Documentation of scholarship and other professional activity in the faculty member's discipline: Include conference papers/posters, publications, reviews, books, creative work, recordings, programs, conferences attended, etc. with specific dates.

9. Documentation of service: Include relevant materials that illustrate contributions in the areas of University, professional, and community service.

A faculty member may request an external review of his or her scholarship to support an application for tenure and/or promotion. Faculty members wishing to do so must submit a **written request** to the Department Chair by September 17. The Peer Evaluation Committee may also request an external review of a faculty member's scholarship by following the same procedure. In either case, the candidate is solely responsible for providing (a) an outline of specialty areas and materials that pertain to specialty areas and (b) a list of potential reviewers for each specialty area. The candidate, Department Chair, and Peer Evaluation Committee must agree concerning the qualifications of any external reviewer. If external review is contemplated, the candidate is advised to make preparations before the fall semester. Upon receipt of the Chair's Evaluation Report and completed Tenure, Promotion, and Renewal Form (available at the website for the Office of Academic Affairs at <https://www.uncp.edu/resources/academicaffairs/academic-affairs-forms>) the faculty member must **sign and return one copy** of each to the chair within three working days. The faculty member also is required to **sign** the Peer Evaluation Report and its Tenure, Promotion, and Renewal Form. In both instances, the signature merely acknowledges having reviewed the reports and forms, but does not indicate agreement with their content. If the faculty member has received an unfavorable report from either the Department Chair or Peer Evaluation Committee, the faculty member may submit a rebuttal to the Dean within 10 days of receiving either report.

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The Department Chair obtains the completed Peer Evaluation Committee Nomination Form from the candidate (forms available at the website for the Office of Academic Affairs at <https://www.uncp.edu/resources/academic-affairs/academic-affairs-forms>).

By September 7, the Department Chair must send a letter notifying Peer Evaluation Committee members of their appointment, and the time and date of an initial meeting, with copies to the candidate, the Dean, and the Provost and Vice Chancellor for Academic Affairs. **The Department Chair** will **submit make** the candidate's materials **available** to the Peer Evaluation Committee.

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The Department Chair provides the faculty member with **two completed, signed, and dated** copies of the Chair's Evaluation Report, including a completed Tenure, Promotion, and Renewal Form, for the faculty member's review and signature. The Department Chair at that time conducts a conference with the faculty member to explain the report, receive feedback, and discuss future directions. Finally, within three days of the conference the Department Chair **obtains the signature** of the faculty member **on one set of copies that becomes part of the Department Chair's full report**. When a faculty member **signs and returns** any evaluation report, such action shall indicate merely that the faculty member acknowledges being apprised of its contents, not that he or she agrees with it. The Chair's Evaluation Report is forwarded to the Dean of the relevant school or college by November 8.

The (Peer Evaluation) Committee is responsible for selecting from the candidate's list three or more external reviewers for each set of materials, soliciting and receiving the external reviews, **attaching** these reviews to the candidate's portfolio, and **providing a copy** of the reviews to the Department Chair. If adjustments must be made to the slate of external reviewers, the candidate, the Department Chair, and the Peer Evaluation Committee must agree to these adjustments.