

**Faculty and Institutional Affairs Committee**

Meeting Minutes: Tuesday, January 21, 2020

UC 213

*Members present:* Dr. Joe Sciulli (Senator and Chair), Dr. Mark Tollefsen (Senator), Dr. Melissa Schaub (Senator), Dr. Victor Bahhouth (Senator), Dr. William Brandon (Senator), Mr. Nathan Phillippi (Senator), Dr. Gretchen Robinson (Senator), Dr. Ashley Allen (Chair of Faculty Development and Welfare Subcommittee), Dr. Rachel Smith (Chair of Faculty Evaluation Review Subcommittee), Mr. Robert Arndt (Chair of Health, Safety and Environment Subcommittee), Dr. Scott Billingsley (Associate Vice Chancellor for Academic Affairs), Ms. Brittany Sandefur (reporting for Vice Chancellor for Advancement)

*Members absent:* Ms. Virginia Teachey (Vice Chancellor for Finance & Administration)

*Guest:* Dr. Mark Milewicz

*Recording Secretary:* Dr. William Brandon (Senator)

I. Call to Order

The meeting was called to order by Chair Sciulli at 3:31 p.m.

II. Approval of Minutes of previous meeting

The minutes of the Tuesday, November 19, 2019 meeting of the Faculty and Institutional Affairs Committee were approved.

III. Approval of Agenda

The agenda of the Tuesday, January 19, 2020 meeting of the Faculty and Institutional Affairs Committee was approved without additions or corrections.

IV. Report from the FIAC Chair (Dr. Joe Sciulli)

As we just returned from the holiday break there was nothing to report.

V. Reports from Administrators

A. Ms. Brittany Sandefur (reporting for Jodi Phillips – Interim Vice Chancellor for Advancement)

- UNCP has raised \$1.392M through end of calendar year 2019, which is up 23% over the previous year.
- Recently closed gifts of note:
  - \$75,000 for nursing research
  - \$25,000 for business school building
  - \$25,000 for education scholarship
  - \$63,000 for track and field.
- Successful men's and women's basketball alumni reunion on Saturday January 18
- Alumni Board of Directors is now accepting applications through February 21  
<https://www.uncp.edu/uncp-alumni-association-board-directors-application-2020>
- Our Lifetime Giving gala is on April 3, a special event for donors of \$25,000+ and planned gift donors.
- The Annual #WeAreUNCP Giving Campaign is scheduled for March 24, 25, 26. This year it will take place over three days and each day will have a single emphasis (Academics, Athletics, Campus & Community Life). A new giving platform will be launched to host mini-campaigns from across campus. More info coming soon via the Deans.

Chair Sciuilli asked how the VC for Advancement search was proceeding. Ms. Sandefur relayed that the [Aspen Institute](#) was hired to lead the search committee.

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

- Fall 2019 Graduation
  - Graduate students walked: 134 out of 179
  - Undergraduate students walked: 365 out of 489
  - Grand Total: 499 out of 668
- Spring Enrollment as of January 21, 2020
  - Total UG and GRAD – 7319
  - New Students – 815
  - Continuing Students – 6504
- Dean/Director Searches
  - Online Learning
    - Miko Nino the new director
  - School of Education Dean – Jeff Frederick
    - Review of candidates begins Wednesday January 22
    - WebEx interviews begin in the next couple of weeks
    - Solid pool of candidates
  - Honors College Dean – Kelly Charlton
    - Committee will finalize phone interview list on Wednesday January 22
    - Plan to have phone interviews complete within the next week or so
  - SOE Librarian
    - Joe Sciuilli and Dave Young co-chairs
    - Committee will convene soon

- Dean of Library Services
  - Dennis Swanson resigning as dean June 30, 2020
- State Budget
  - We are operating on last year's budget, which was deficient of the amount approved through the [NC Promise](#) plan based on last year's enrollment
  - We have more students enrolled this year

Dr. Mellissa Schaub asked if any plans were being discussed regarding UNCP operations amid the budget shortfall. An email was sent out on 01/21/2020. The email was vague – other than we can continue to operate with last year's budget

Dr. Sciulli pointed out that Enrollment Management Services has unnecessarily alarmed faculty with faulty emails regarding drop/add dates, course rosters, etc. FIAC decided to report the issue to Dr. Abigail Mann (Chair of the Faculty Senate)

## VI. Reports from Subcommittee Chairs

### A. Dr. Ashley Allen (Chair of Faculty Development and Welfare Subcommittee)

Due to the Holiday break and the committee schedule, there has not been a meeting since FIAC last met and no issues to report.

### B. Dr. Rachel Smith (Chair of Faculty Evaluation and Review Subcommittee)

The proposal to move the initial probationary review for tenure-stream faculty hired as Assistant Professor was discussed at the General Faculty meeting in December and two faculty fora on the topics will be held next week:

- 1/27 3:30pm in Dial 225 and
- 1/30 at 2:30pm in UC251.

At the February meeting, FERS will review the feedback from faculty on this issue. They hope to:

- 1) complete the revisions to Section II Chapter 2 of the Faculty Handbook which address the adoption of the [Interfolio](#) (e-portfolio system),
- 2) propose the addition of language in Chair's evaluation reports which clearly indicates whether or not a faculty member is making significant progress towards promotion and tenure in the areas of teaching, scholarship and service and
- 3) add a procedure for the administration of student evaluations of instruction in online courses.

- C. Mr. Robert Arndt (Chair of the Health, Safety, and Environment Subcommittee)  
Due to the Holiday break and the committee schedule, there has not been a meeting since FIAC last met and no issues to report.

VII. New Business

→ [SPARC](#):

On behalf of Strategic Planning and Resource Council (SPARC) [Dr. Mark Milewicz](#) sought to gain support and report that a new plan (they are about one year into the process) was being developed. The planning has involved

- faculty forums
- student forums,
- staff forums, etc..

Various Aspects of the 2020-2025 plan:

- The Mission Statement and Vision has not changed from the previous version.
- Appendix B is the most important.
- The final report, due April 24, will seek approval from the Board of Trustees ([BOT](#))
- For more information and input please visit: [SPARC](#)

Questions from the FIAC involved the relative importance of [Bravebook](#) vs. SPARC  
Response: BraveBook should fall in line with SPARC – and the SPARC committee has been reassured that is indeed the case.

→ eBooks vs hardcopy books:

Mr. Nathan Phillippi reported that there some issues obtaining hardcopy books for various courses. In some cases hardcopies were not available. Apparently, eBooks were ordered instead without faculty approval.

VIII. Old Business

Parking:

Chair Sciulli asked whether or not the parking situation was improving. Dr. Ashley Allen relayed that many faculty were upset and that FDW would address the issue at the next FDW meeting.

IX. Adjournment

- There being no further business, the meeting was adjourned at 4:25 p.m.

Respectfully submitted by: William Brandon (Senator and Recording Secretary)

Rachel's Appendix A

Pg. 39

**Appointment to Faculty Rank**

**Assistant Professor**

The initial appointment to the rank of Assistant Professor is for a probationary ~~two~~four-year term. Unless at any point the Assistant Professor is not reappointed, he/she will be reappointed one additional ~~two~~three-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~~ one year before the end of the first ~~two~~four-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~~three-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."~~

Pg. 92

**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~~third year of employment at the University according to the Calendar found below. ~~Faculty will be evaluated according to the calendar found in the Faculty Handbook which was in place at the time of their initial employment. Faculty who do not fall into the normal timeline (i.e. Those hired in Spring, given credit towards P&T from previous experience, etc.) should consult with their Chair and Dean to determine evaluation timeline.~~ 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.

Pg. 108

#### ~~Calendar of Events for Initial Two-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.~~

<del>DATE</del>	<del>EVENT OR DOCUMENT</del>
<del>September 7</del>	<del>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.</del>
<del>November 15</del>	<del>Submission of Nomination Form: The faculty member submits the Peer Evaluation Committee (PEC) Nomination Form to the Department Chair.</del>
<del>November 30</del>	<del>PEC Formation: The Department Chair announces make-up of PEC.</del>
<del>Prior to end of the first semester</del>	<del>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.</del>

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	<p>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.</p> <p>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.</p> <p>Chair's Evaluation: The Department Chair prepares an independent report and completes the Tenure, Promotion, and Renewal form.</p>
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 <b>(This date may not be altered)</b>	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~~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**

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.
Both semesters of the first year and once in second year	Observation of teaching: The Department Chair carries out observation of the faculty member's teaching. If the faculty member is teaching online, provisions must be made for observation of online teaching.
<del>September 7</del> April 15 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 of the third year	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 <del>second</del> third-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 <b>(This date may not be altered)</b>	Notification of Reappointment Decision: By May 15 of the <del>second</del> third year of the probationary appointment, if the decision is not to reappoint an <del>Assistant</del> or Associate Professor, the Provost and Vice Chancellor for Academic Affairs provides written notice to the faculty member no later than this date.

---

## Appendix B

p. 84 Faculty Handbook

### Annual Chair's Evaluation Report

**As specified previously, each Department Chair must compile an annual Chair's Evaluation Report for each faculty member in the department. This report consists of the (a) faculty member's Self-Evaluation Report, (b) Student Evaluation Report, (c) chair's narrative evaluation, and (d) Chair's Annual Merit Salary Increase Recommendation Form.**

Each Chair must compile and submit to the appropriate Dean an annual Chair's Evaluation Report for each faculty member he or she supervises. Taking into account the faculty member's selected weights and the department's Disciplinary Statements, this report should discuss the faculty member's teaching, scholarship, and service. This report should conform to the general guidelines of the Format for Evaluation Reports, with the addition of: (1) a narrative synthesis of the faculty member's overall performance, (2) an overall rating of the faculty member using the Standard Performance Rating Scale, **and a candid assessment of whether or not the faculty member being evaluated is making significant progress towards promotion and tenure in each area: teaching, scholarship, and service (with suggestions for improvement where warranted)** and (3) a signature section for the Department Chair and faculty member being evaluated. The information appearing in the annual chair's narrative evaluation for a faculty member will be drawn from (a) the faculty member's Self-Evaluation Report, (b) student evaluations, and (c) the Department Chair's evaluation of teaching, scholarship, and service. Even when a major evaluation has been conducted earlier in the academic year, a separate annual evaluation is required for purposes of a merit salary increase recommendation, since most of the year's work will have been completed after the Department Chair's portion of the earlier major evaluation was completed.

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.

## Appendix C

### Full-Time Appointments: Lecturer, Senior Lecturer, Adjunct, and Visiting Faculty

Lecturers, Senior Lecturers, Adjunct, and Visiting faculty are responsible primarily for teaching and the scholarship of teaching. They are also expected to provide service that supports the academic mission of UNCP such as student advising.

As tenure-track faculty members do, Lecturers have organizational responsibility for the courses they teach. They also adhere to departmental guidelines for course content if any exist. They perform service for the department or school (including the Faculty Senate and its subcommittees), and can be assigned student advising responsibilities. Supervision and mentoring of lecturers will be done in the same manner as for tenure-track faculty. Initial appointment is for a fixed term of one year. Subsequent appointments may be made for fixed terms of from one to five years; however, after five consecutive years, a lecturer must be offered a multiyear contract. Lecturers are also eligible to be promoted to Senior Lecturer.

Promotion to Senior Lecturer is based on continued improvement in and demonstration of excellence in teaching with at least satisfactory performance in service activities. After serving as a Lecturer at UNCP for five years, a Lecturer may notify the Chair of his or her department in writing that he or she wishes to apply for promotion to Senior Lecturer; the notification must be made by August 1<sup>st</sup> of the year in which the evaluation will take place. The evaluation will follow the procedures used for promotion to professorial ranks, with the exception that the applicant's professional academic activities may be evaluated in the place of scholarly achievement.

As tenure-track faculty members do, Senior Lecturers have organizational responsibility for the courses they teach. They also adhere to departmental guidelines for course content if any exist. Senior Lecturers may participate in course and curriculum development and advise students. Senior Lecturers may also contribute to the school or department beyond teaching-related activities through campus service (including the faculty senate and its subcommittees) and academic discipline professional activities. Senior Lecturers must be offered multi-year contracts.

Adjunct, Clinical, or Research prefixed to Assistant Professor, Associate Professor, or Professor: These non-tenure track appointments are usually made because of the limited duration of the mission for which the person is appointed, because of concern for the continued availability of special funding for the position, or for other valid institutional reasons. The department will determine teaching, service, and/or advising responsibilities at the time of employment offer. Responsibilities can include, but are not limited to, course assignments, service, and/or advising. Initial appointment may be for a fixed term of from one to three years. Subsequent appointments may be made for fixed terms of from one to five years.

Ashley B. Allen 1/25/2020 8:58 PM

**Deleted:** Lecturers are eligible for long-term contracts and to be promoted to Senior Lecturers.

Ashley B. Allen 2/16/2020 10:51 PM

**Deleted:** Initial appointment as a Senior Lecturer is for a fixed term of one year. Subsequent appointments may be made for fixed terms of from one to five years

Visiting prefixed to Assistant Professor, Associate Professor, or Professor: Persons other than regular members of the faculty may be appointed as visiting members of the faculty with rank designations, prefixed by the word "visiting," appropriate to their status in their regular employment. This type of non-tenure track appointment is for a term of not more than one year. The term of the appointment will be set forth in writing when the appointment is made, and the specification of the length of the appointment will be deemed to constitute full and timely notice of no reappointment when that term expires. One successive appointment for a term of not more than one year may be made. Appointments are made in accordance with the procedures for appointing an Instructor, except that The University of North Carolina at Pembroke has no obligation to give notice before a current term expires whether an appointment will be offered for a second term. During his term of appointment, a visiting faculty member may not be suspended or discharged except upon the grounds and by the procedures provided for all other faculty.

Initial appointments for Lecturers, Adjunct, and Visiting faculty are for one academic year.

Reappointments will depend on performance reviews and the educational needs of the department.

After the initial appointment, multiyear contracts may be awarded to Lecturers and Adjunct faculty whose professional characteristics indicate that they will continue to serve with distinction in their appointed roles. No obligation exists on the part of The University of North Carolina at Pembroke to give any notice, other than statement of the length of appointment in the appointment contract, before a current term expires as to whether appointment will be offered for a succeeding term. The Provost and Vice Chancellor for Academic Affairs, upon the faculty member's written request made no earlier than 180 calendar days nor later than 90 calendar days before his current term expires, shall, as a matter of professional courtesy, within 20 calendar days after he receives the request gives the faculty member a written statement as to whether the University would like to negotiate a new appointment with the faculty member and, if so, the proposed terms. Failure to communicate a decision shall not affect or replace the notice of non-reappointment deemed to have been made with the original appointment contract and shall not constitute a new determination of non-reappointment or an offer.

Salaries for Lecturers, Senior Lecturers, Adjunct, and Visiting faculty should be appropriate to their education, experience, other qualifications, and responsibilities within their positions. Lecturers, Senior Lecturers, Adjunct, and Visiting faculty can participate in benefits as permissible under North Carolina statutes and University policies.

Lecturers, Senior Lecturers, Adjunct, and Visiting faculty must follow, are subject to, and protected by the policies of the UNC Board of Governors and UNCP policies, including those pertaining to faculty hiring and faculty annual reviews. During the term of their employment, Lecturers, Senior Lecturers, Adjunct and Visiting faculty have the right to seek recourse through UNC Pembroke grievance processes, for redress of grievances concerning discharge, academic freedom, salary adjustment, or other

Ashley B. Allen 2/16/2020 10:51 PM

Deleted: , Senior Lecturers

Ashley B. Allen 2/16/2020 10:52 PM

Deleted: , Senior Lecturers,

conditions of work. Lecturers, Senior Lecturers, Adjunct and Visiting faculty will follow the same campus procedures as tenure-track faculty members in doing so

New Lecturers, Senior Lecturers, Adjunct, and Visiting faculty should be oriented adequately to their responsibilities early in their first year in the position. New Lecturers, Senior Lecturers, Adjunct, and Visiting faculty are invited to attend the campus-wide “New Faculty Orientation” session held each year. Lecturers, Senior Lecturers, Adjunct and Visiting faculty report directly to the Chair of the department, who will direct mentoring and orientation activities in the department. Departments should put into place structures that provide Lecturers, Senior Lecturers Adjunct, and Visiting faculty with on-going exposure to content and pedagogical developments within their fields. Lecturers, Senior Lecturers, Adjunct, and Visiting faculty are encouraged to take advantage of the various professional development opportunities available at UNCP.

Promotion recognizes career/professional achievements and indicates confidence that the individual is capable of greater responsibilities and accomplishments. Promotion considerations for Lecturers, Senior Lecturers, Adjunct and Visiting faculty must take into account the individual’s service to the department and contributions to the University mission. Lecturers, Senior Lecturers, Adjunct and Visiting faculty will be reviewed annually following standard faculty review procedures. This evaluation will be based on teaching and service activities. See Section II, Chapter 2 of the Faculty Handbook on Faculty Evaluation Policy.

Specification of the length of the appointment in the letter of appointment constitutes full and timely notice that a new term will not be granted when that term expires. Lecturers, Senior Lecturers, Adjunct and Visiting faculty may be terminated, discharged, or suspended prior to expiration of their term of appointment according to the termination, discharge, and suspension procedures applicable to other non-tenured and/or tenured faculty.