

Faculty and Institutional Affairs Committee

Meeting Minutes

Tuesday, February 18, 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), 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)

Members absent: Ms. Virginia Teachey (Vice Chancellor for Finance & Administration), Ms. Jodi Phelps (Interim VC Advancement), Mr. Nathan Phillippi (Senator)

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, January 21, 2020 meeting of the Faculty and Institutional Affairs Committee were approved.

III. Approval of Agenda

The agenda of the Tuesday, February 18, 2020 meeting of the Faculty and Institutional Affairs Committee was approved without additions or corrections.

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

- Status of College of Education Dean Search?
- At the last Senate meeting it was decided that there should be one Department Chair representing an appropriate Department on any committee organized for a Dean search.
- Brave Kickoff – anyone “invited” to organize?

V. Reports from Administrators

A. Chair Joe Sciulli reported on behalf of Jodi Phillips – Interim Vice Chancellor for Advancement)

- Total philanthropy YTD is \$1,212,601.08

- Total cash YTD is \$760,890.07, which is ahead of last year by 59%
- Several major gifts recently included new endowed scholarships in: Education, Athletics, College of Health Sciences, Agriculture Science, Business Programs, and others.
- #WeAreUNCP will be March 24-26, the first day will focus on academics, followed by athletics and campus and community life.
- Lifetime Giving Society Gala will be held April 3.

There was a question concerning philanthropy vs. cash – what exactly, is the difference?

- B. Ms. Kristy Nance reported on behalf of Ms. Virginia Teachey (Vice Chancellor for Finance & Administration)
- Budget impasse...still.
 - Managing budget conservatively.
 - Mission critical expenditures in place.
 - Chrome River has been updated (improved process)

Associate Chancellor Billingsley reported that UNCP is to add four new faculty lines. The Deans are meeting Friday, 04/21, to discuss the prospects.

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

1. State Budget
 - i) We have been authorized to add 4 additional (new) faculty lines.
 - ii) The Deans are meeting this Friday as a group to discuss how best to allocate these positions.
2. Dean Searches – (Chairs)
 - i) School of Education – (Jeff Frederick)
Campus visits are currently in progress
 - ii) Honors College – (Kelly Charlton)
Three candidates are coming to campus. Announcement about a faculty/honor's faculty open forum should be sent out by 2/20
 - iii) Library – (Irene Aiken)
Search committee being formed
Search firms being vetted for a Tier 1 search firm
3. SACSCOC
 - i) Campus visit – March 16-19
 - ii) The SACSCOC Visiting Team will review some standards which the Off-Site Committee had questions about.

RE: SACSOC – Dr. Rachel Smith reported that UNCP was found non-compliant in only three minor areas out of approximately seventy-five. A focused report was drafted addressing these issues.

VI. Reports from Subcommittee Chairs

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

- The Provost will be attending the March meeting of FDW due to a scheduling conflict with the February meeting.
- FDW is considering additional communication guidelines for Department Chairs
- FDW voted on and approved changes to the lecturer policy stating that after five consecutive years, lecturers must be offered a multiyear contract. In addition, senior lecturers must be offered multiyear contracts.
- FIAC approved the changes. That handbook change will be brought to Senate for a vote.

Chair Sciulli asked if FDW should address issues involving potential conflicts of interest involving those faculty undergoing evaluations, in particular promotion and tenure, who also serve in administrative roles: Examples include -

- adverse effects on tenure portfolios due to administrative duties, and conversely,
- the possibility of inflated reviews for “political reasons.”

This issue was brought up in the November meeting. In this meeting, Joe further elaborated on the potential awkwardness of such situation.

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

- FERS voted to table changes to Interfolio in order to check in with Aaron Vandermeer to see if any additional issue related to Interfolio implementation had been identified as a result of the piloting of its use by a portion of the faculty undergoing evaluation this year.
- Motion from FERS (Appendix B, Rachel’s Appendix A) to move the initial probationary review to year 3 and change to an initial 4 year contract followed by an additional 3-year contract if positively reviewed passed unanimously.
- Motion from FERS (Appendix B, Rachel’s Appendix B) to add language requiring Chairs to candidly assess the faculty member’s progress toward promotion and tenure was passed as distributed. The motion was reconsidered so that a friendly amendment could be made to the language. The final language found below was unanimously approved by the committee.

FIAC held an extended discussion regarding aspects of the language, which led to the amended text as shown Appendix B.

C. Mr. Robert Arndt (Chair of the Health, Safety, and Environment Subcommittee)

HSE reviewed an old policy related to hazardous waste.

Chair Sciulli recommended that Chief Cummings or Travis Bryant attend those meetings. FIAC agreed that the Senate should address that suggestion.

VII. New Business

Melissa Schaub asked what happened to reading day during the past few semesters.

VIII. Old Business

None

IX. Adjournment

There being no further business, the meeting was adjourned at 4:57 p.m.

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

Appendix B

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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, (3) a candid assessment of whether or not the faculty member being evaluated is making sufficient progress towards promotion and tenure in each area: teaching, scholarship, and service (with suggestions for improvement where warranted) and (34) 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.