

Faculty & Institutional Affairs Committee (FIAC)

**Tuesday, March 17, 2020 at 3:30pm
Chavis University Center 213
Meet the 3rd Tuesday of Each Month**

The Faculty and Institutional Affairs Committee (FIAC) will consider the following matters: all matters relating to faculty, economic aspects of matters of concern to the Senate and its other committees; recommendations in areas of University business affairs as they affect educational policies, and of long-range projections and planning for the total development of the University; issues of environmental concern for the campus community including those related to health and sustainability.

AGENDA

Committee Members:

Joe Sciulli (Chair FIAC)
Rachel Smith (Chair; Faculty Evaluation & Review Subcommittee)
Ashley Allen (Chair; Faculty Development & Welfare Subcommittee)
Robert Arndt (Chair; Health, Safety and Environment Subcommittee)
Mark Tollefsen (Senator)
Victor Bahhouth (Senator)
Bill Brandon (Senator)
Nathan Phillippi (Senator)
Gretchen Robinson (Senator)
Melissa Schaub (Senator)
Scott Billingsley (AVC for Academic Affairs)
Jodi Phelps (VC for Advancement)
Virginia Teachy (VC for Finance & Administration)

Order of Business

- I. Call to Order
- II. Approval of Minutes from February 18, 2020 (Appendix A)
- III. Approval of Agenda
- IV. Report from the Chair
 - a. Update from the Senate meeting March 4, 2020
- V. Reports from Administrators
 - a. Vice Chancellor for Finance & Administration
 - b. Vice Chancellor for Advancement
 - c. Associate Vice Chancellor for Academic Affairs
- VI. Reports from Subcommittees
 - a. Faculty Development & Welfare, Ashley Allen
 - b. Faculty Evaluation & Review, Rachel Smith
 - i. Appendix B
 - c. Health, Safety & Environment, Robert Arndt
- VII. New Business

- VIII. For the Good of the Order
- IX. Announcements
- X. Adjournment

The next meeting will be held at 3:30 pm, April 21, 2020 UC 213.

Appendix A

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.

Appendix B

Rachel's Information

Motions from FERS 3/17/2020

Motion 1: Changes to the Faculty Handbook to address adoption of online evaluation portfolio system

Motion 2: Changes to Faculty Handbook describing SEI administration guidelines which apply to online as well as face-to-face administration

Motion 1:

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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.

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** the recommendation and the materials submitted by the Department Chair **available** to the Provost and Vice Chancellor for Academic Affairs.

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

1. ~~A copy of t~~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 t~~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 s~~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.

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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 ~~notify~~~~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.

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The Dean will then forward his or her report, by December 15, with attached materials (Chair's report, Peer Evaluation Committee's report, rebuttals, and the candidate's materials), to the Promotion and Tenure Committee, ~~via the Office for Academic Affairs~~. In the event that the Dean's recommendation does not agree either with that of the Department Chair or of the Peer Evaluation Committee, the Dean shall justify that decision with appropriate comments on the Dean's Report for Tenure/Promotion form. The faculty member shall have the right to rebut comments made on the Dean's Report form; such rebuttal shall be submitted to the Promotion and Tenure Committee via the Office of Academic Affairs.

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The Provost and Vice Chancellor submits a final recommendation to the Chancellor no later than May 1, accompanied by all of the evaluation materials received, and at the same time, sends the candidate under consideration for promotion or tenure an unelaborated statement of this recommendation. The Provost and Vice Chancellor for Academic Affairs is responsible for informing the candidate of the final action taken by the Chancellor, the vote of the Promotion and Tenure Committee, and any additional details that are deemed beneficial to a consistent and equitable evaluation process. ~~The Provost and Vice Chancellor for Academic Affairs will return the candidate's materials to him or her at the conclusion of the evaluation process.~~

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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 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 to the electronic portfolio system ~~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.

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The Dean of the Faculty Member's School or College

The Dean will review the reports from the Chair and from the Peer Evaluation Committee as well as supporting materials and any rebuttals. The Dean will assess the performance of the faculty member based on the materials presented and will complete the Dean's Report using the Format for Dean's Report

for Post-Tenure Review. The Dean will ~~give~~ **make available to** the faculty member a copy of the Dean's report and ~~submit~~ **share** that report, with all attached materials, to the Provost and Vice Chancellor for Academic Affairs.

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The faculty member undergoing this cumulative post-tenure review process will be given ~~two completed, signed, and dated copies of~~ **access to** each of these reports (the Peer Evaluation Committee's report and the Department Chair's report). Within three days, the faculty member being evaluated returns one copy that has been signed and dated. This signature indicates merely that the faculty member acknowledges being apprised of its contents, not that he/she agrees with it. In all cases, the faculty member being reviewed may submit a rebuttal to the Dean within ten business days of having received these reports. The respective Chair (Peer Evaluation Committee or Department) submits these two reports to the Dean of the faculty member's school or college.

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November 5: ~~Two copies of~~ the PEC report, including any minority report, and ~~two copies of~~ the Department Chair's report are due to the faculty member by this date. The Department Chair and PEC chair confer separately with the faculty member.

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December 1: Dean's Evaluation Report for Promotion and Tenure: The Dean will prepare and sign ~~two copies of~~ the Dean's Evaluation Report for each faculty member in his or her school or college being considered for promotion or tenure. These reports must be delivered to faculty members under review by this date.

December 15: Dean **forwards** ~~submits~~ the Dean's report, Chair's report, PEC report (including any minority reports and rebuttals), and the candidate's materials to the Promotion and Tenure Committee (PTC) ~~via the Office of Academic Affairs~~.

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January 15: Submission of Materials: The faculty member **submits** ~~presents the Department Chair with a binder containing~~ the documents required, including the fall semester

Student Evaluation of Instruction reports, an abbreviated self-evaluation, and Peer Evaluation Committee (PEC) Nomination Form [to the electronic portfolio system](#).

March 10: PEC Evaluation: The PEC deliberates on all materials, observations, etc., to reach a recommendation. A report is drafted and the Tenure, Promotion and Renewal Form is completed. The PEC transmits ~~two copies of~~ its report to the faculty member.

March 10: Chair's Evaluation: The Department Chair prepares an independent report and completes the Tenure, Promotion, and Renewal form. The Department Chair then transmits ~~two copies of~~ his or her report to, and confers with, the faculty member.

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November 5: ~~Two copies of t~~he PEC's Report for Post-Tenure Review ~~are~~is transmitted to the faculty member.

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November 6 ~~Two copies of t~~he Chair's Report for Post-Tenure Review ~~are~~is transmitted to the faculty member.

Motion 2:

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Student Evaluations of Instruction

All teaching faculty (full- and part-time faculty, Department Chairs, and administrators who teach) are evaluated by students using the Student Evaluation of Instruction Form. Although student evaluations by themselves do not provide sufficient information to validly judge a faculty member's performance as a teacher, they do contribute to the overall faculty evaluation process. The data are summarized in a Student Evaluation Report.

Full-time faculty, teaching graduate or undergraduate courses, are evaluated during one semester of each academic year and part-time faculty are evaluated each semester. The Senate of the Student Government Association and the Faculty Senate must approve the Student Evaluation of Instruction Form. A department may add up to five supplementary items or scales to this form without approval from the Senate. Alternatively, a department may develop a substitute Student Evaluation of Instruction Form in lieu of the general form. The Senate of the Student Government Association and the Faculty Senate must approve any alternate forms.

Complete schedules and instructions for conducting student evaluations of instruction are available at the Academic Affairs website; however, instructors being evaluated by students must employ the following evaluation procedures.

~~First, the class is to select a student who will distribute the forms, collect the completed forms, place them in an envelope, and return the sealed envelope to the department secretary. Second, †The faculty member must be absent from class not be present while the evaluations are completed. Third, the faculty member being evaluated must not have access to tabulate the student evaluations and. Fourth, the faculty member must not receive any report on his or her their evaluations until grades for the current semester have been submitted; verbatim evaluation statements will be transcribed when possible.~~ Faculty members are encouraged to ~~conduct student evaluations at the beginning of a class session, to~~ allow students adequate time to complete the ~~m~~ evaluation.

Student evaluation of graduate instruction follows the same procedures as in undergraduate instruction using the Student Evaluation of Instruction instrument. In addition, graduate courses are evaluated using the Graduate Course Analysis form following procedures approved by the Graduate Council and the Faculty Senate. These procedures can be found in the Graduate Faculty Handbook. Data from the analysis of graduate courses are not used in faculty evaluation but instead are used for program improvement and accreditation purposes.

All first-year faculty are to be evaluated by students in both fall and spring semesters. Other faculty members are to be evaluated once a year on the following schedule:

Academic years that begin in odd-numbered years (e.g., fall, 2011-spring, 2012)

Faculty whose last names begin A - M are evaluated in the fall semester

Faculty whose last names begin N - Z are evaluated in the spring semester

Academic years that begin in even-numbered years (e.g., fall, 2012-spring, 2013)

Faculty whose last names begin N - Z are evaluated in the fall semester

Faculty whose last names begin A - M are evaluated in the spring semester

A quantitative summary of the ratings in each course is ~~prepared~~made available as soon as possible, and transcripts of ~~handwritten~~ student comments are prepared when possible. ~~The faculty member being evaluated must not prepare the quantitative summary or the transcript of comments.~~ The Department Chair must retain the raw Student Evaluation of Instruction Forms for as long as these may be required for future evaluation reviews. After grades have been submitted, the faculty member receives copies of the quantitative summaries and copies of the transcribed student comments if available. ~~The faculty member may examine the original comments in the Department Chair's office.~~ The Department Chair prepares the Student Evaluation Report, based on both undergraduate and graduate student evaluations of instruction. It provides quantitative summaries and individual comments given by students and is included in the annual Chair's Evaluation Report.