

# **Faculty & Institutional Affairs Committee (FIAC)**

**Tuesday, April 21, 2020 at 3:30pm**

**WebEx**

**Meet the 3<sup>rd</sup> 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 March 17, 2020 (Appendix A)
- III. Approval of Agenda
- IV. Report from the Chair
  - a. Update from the Senate meeting April 1, 2020
  - b. Develop a list of items to pass to Abby for next year agenda
- V. Reports from Administrators
  - a. Vice Chancellor for Finance & Administration – Virginia Teachy
  - b. Vice Chancellor for Advancement – Jodi Phelps
  - c. Associate Vice Chancellor for Academic Affairs – Scott Billingsley
- VI. Reports from Subcommittees
  - a. Faculty Development & Welfare, Ashley Allen

- b. Faculty Evaluation & Review, Rachel Smith
      - i. Appendix B – Finalize?!
    - c. Health, Safety & Environment, Robert Arndt
  - VII. New Business
  - VIII. For the Good of the Order
  - IX. Announcements
  - X. Adjournment

The next meeting HAVE A SAFE AND AWESOME SUMMER.

Appendix A

**Faculty and Institutional Affairs Committee**

Meeting Minutes

Tuesday, March 17, 2020

*WebEx*

*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. Nathan Phillippi (Senator), Mr. Robert Arndt (Chair of Health, Safety and Environment Subcommittee), Dr. Scott Billingsley (Associate Provost for Academic Affairs),

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

*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, February 18, 2020 meeting of the Faculty and Institutional Affairs Committee were approved.

III. Approval of Agenda

The agenda of the Tuesday, March 17, 2020 meeting of the Faculty and Institutional Affairs Committee was approved without additions or corrections.

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

- FERS/FIAC motion to move the probationary period for new faculty did not pass the Senate. Essentially, it was returned for additional clarification. There was some discussion regarding the possibility of including a matrix and then resubmitting it.
- The other two motions, those involving changes to lecturer contracts, and the minor changes to the language, passed the Senate unanimously.

V. Reports from Administrators

A. Ms. Brittany Sandefur – reported on behalf of the Interim Vice Chancellor for Advancement

- Year to date we have raised \$1,605,111 which is on pace to beat last year but not to beat our record year of \$3.9M in FY18.
- We have been diligently planning our signature annual fundraising event the #WeAreUNCP campaign for March 24, 25, and 26 and are now discussing the possibility of rescheduling given anxieties related to Covid-19. While the campaign is primarily digital, many of our constituents may have other priorities or financial concerns during this period of isolation. We will be making a decision on that any day now.
- Other signature Advancement events are also under scheduling considerations: Lifetime Giving Society Gala – April 3, Athletics Cash Bash – May 1, 50<sup>th</sup> Class Reunion – May 8.
- The first Vice Chancellor for Advancement candidate is on campus today. 3 additional candidate campus visits are planned, pending scheduling changes related to Covid-19.
- Significant gifts closed since our last discussion: \$75,000 from the Robeson County Farm Bureau supporting agricultural science, \$25,000 supporting scholarships for students from Fairmont, \$25,000 supporting scholarships for Business students, \$30,000 supporting scholarships for the children and grandchildren of veterans.
- The annual alumni magazine is in development and expected to be mailed this Spring.

B. Ms. Kristy Nance reported on behalf of Ms. Virginia Teachey (Vice Chancellor for Finance & Administration)

Given the circumstances, Ms. Nance opened the floor for questions

Q: Melissa Schaub asked if there were any changes to ongoing construction plans.

A: As of now there are no changes to any future plans.

Q: Joe Sciulli asked about the budget impasse.

A: BOG meets 03/18, the State Legislature meets at the end of April, the budget for this year is not looking good

Q: Joe Sciulli asked if it was violation of state law for the legislature to resist

A: BOG meets 03/18, the State Legislature meets at the end of April,

[the budget for this year is looking grim](#)

C. Dr. Scott Billingsley (Associate Provost for Academic Affairs)

- Campus remains open to those boarders granted exceptions

- Student Services are still available through a “skeleton staff”

Dr. Billingsley then opened the floor for questions.

Melissa Schaub and Rachel Smith asked whether more required forms would be moved online. Scott said he would ask Lois to look into this.

As of 04/07: The remaining questions asked involved answers that are no longer relevant due to evolving policy changes addressing the COVID-19 crisis.

## VI. Reports from Subcommittee Chairs

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

The Provost attended the FDW March meeting.

- a. We asked him about the vision for the faculty load being a 3-3 to bring us in line with UNC Policy 400.3.4. He indicated that we would need to be bringing in indirect costs from external research funding in order to make this happen. In addition, grant funding would need to be paying for course buyouts as opposed to additional faculty compensation. A 3-3 may also come with additional tradeoffs regarding class size increases. Presently, we can't afford to move to a 3-3.
- b. Regarding online programming: the focus is on graduate programs and creating viable online graduate programs.

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

- Motion 1: passed unanimously.
- Motion 2: Committee members discussed the best approach for dealing with this issue given that the campus may move to all online evaluations as early as next year. They indicated they would prefer for the motion to address where the responsibility for administering and distributing the results of SEI's lies and a means for ensuring that faculty members are getting access to the results of their SEI's following the semester in which they were administered. Since it is very likely that all SEI's will have to be conducted online this semester, it was suggested that we use this semester as a pilot for online evaluation implementation and delay addressing this change until next year. As a result, the Chair of FERS withdrew the motion.

For the sake of ongoing clarity, Joe asked Rachel to reemphasize the motivation behind the failed motion, Rachel's response:

- Based on the fact that no one has failed the first year review, it appears to be a waste of time
- There also appears to be a dire need of consistency among departments for consistency in the Chair's observations of teaching skills, and the evaluations in general.

A rather long discussion ensued regarding these issues. Here are a few sample items:

New faculty need feedback early.

Chairs have expressed a need for more time.

Should PEC be more involved?

Finally, it was suggested to continue the discussion via email, perhaps including those interested – FIAC, FERS, Department Chairs, and Senate members.

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

- Students from the various apartments tend not to cross the roads at the crosswalks.
- Education campaigns are ongoing to increase awareness regarding crosswalks.
- The walkway between University Apartments is scheduled to be paved when funds are available.

Joe Sciulli ask whether the University should consider issuing tickets for jaywalking. Based on the committee response there is little chance of that motion being put on floor or being taken up by the appropriate committee.

#### VII. New Business

Good of the order – Brave Kickoff is being planned. Virginia Teachey and the General Council are co-chairs for this year's "meeting".

#### 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

Appendix A: Recommendation from FERS to FIAC to clarify how chairs document additional observations of instruction by new faculty members. (Additions highlighted. Language updated to incorporate recently passed changes to languages in these sections.)

Appendix B: For information only, possible new calendar for annual evaluation to address spring SEI's. To be discussed with Deans and Provost prior to further action.

## Appendix A

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### 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."~~

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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~~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 Chair's observations of teaching during the first two years of employment will be included in Chair's annual evaluation reports for years 1 and 2 and the Chair's evaluation report for probationary review should address the progress the faculty member has made in the area of teaching.

The faculty member being evaluated for an initial contract renewal must submit the materials listed below to the electronic portfolio system. Portfolios submitted for contract renewal evaluations subsequent to the initial probationary evaluation should also include copies of signed Department Chair annual evaluations.

1. The completed Peer Evaluation Nomination Form
2. A current Curriculum Vitae
3. An Expanded Self Evaluation Report covering full term of employment at institution
4. The Disciplinary Statements in effect for the faculty member's department.
5. Copies of signed Department Chair's Annual Evaluations including summaries of teaching evaluations.
5. 6. 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. 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).
7. 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, copies of works in progress.

~~8. 9.~~ 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-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>

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	<p data-bbox="479 636 1359 772">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 data-bbox="479 804 1359 909">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 data-bbox="479 940 1359 1003">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 (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~~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.

<b>DATE</b>	<b>EVENT OR DOCUMENT</b>
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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	<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> <p>Reports Conveyed: The PEC and Department Chair convey their reports to the faculty member.</p>
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.

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## Appendix B

### Typical Calendar of Events for Annual Evaluations

The events listed below are intended as guidelines only; dates are approximate and may be altered as conditions warrant. Specific policies and procedures are found in the full Faculty Evaluation Plan.

<b>DATE</b>	<b>EVENT OR DOCUMENT</b>
August 14 - April 14	Area Weight Discussion: A faculty member can discuss at any time before submitting the Self-Evaluation Report the area weights to be assigned to specific areas of evaluation.
December	Fall Student Evaluation: All faculty scheduled for student evaluations in the fall semester should conduct these evaluations the last week of class. Department chairs compile Student Evaluation Reports.
<del>April 1-14</del> April 15-30	Spring Student Evaluation: Faculty scheduled for student evaluations in the spring semester should conduct these evaluations during April 1 to April 14. See section above on “Student Evaluation of Instruction” for discussion of the schedule of student evaluations. The Department Chair is responsible for compiling a summary of student evaluations.
<del>April 14</del> May 15	Submission of Self-Evaluation Report: A faculty member should submit his or her Self-Evaluation Report to the Department Chair by April 14.
<del>April 14 - May 1</del> May 15-June 1	Annual Chair’s Evaluation Report and Faculty Conference: The Department Chair will prepare an annual Chair's Evaluation Report for each member of the department, and discuss this report and the Annual Merit Salary Increase Recommendation with the faculty member being evaluated.
Report transmittal + 3 days	Signing and Returning Chair's Evaluation Report: The faculty member has three (3) working days after receipt of chair's evaluation to review the evaluation materials, and to sign and return one copy to the Department Chair.
Report signing + 10 days	Optional Rebuttal of Chair's Evaluation: The faculty member may submit a rebuttal of the Chair's annual evaluation to the Dean of his or her school or college (Provost and Vice Chancellor for Academic Affairs if the Dean is also the Department Chair) within 10 days after signing the report when there are areas of disagreement.
<del>May 1</del> June 1	Submission of Chair's Annual Reports: The Department Chair should submit to the Dean of the respective school or college the annual Chair's Evaluation Report, attaching the faculty member's Self-Evaluation Report, any supporting documentation, Student Evaluation Report, and Annual Merit Salary Increase Recommendation.
<del>May</del> June 1-15	Annual Dean’s Evaluation Report: The Dean will prepare an annual Dean's Evaluation Report for each member in his or her school or college, and complete the Annual Merit Salary Increase Recommendation for the faculty member being evaluated.

- Report transmittal + 3 days      Signing and Returning Dean's Evaluation Report: The faculty member has three (3) working days after receipt of Dean's evaluation to review the evaluation materials, and to sign and return one copy to the Dean.
- Report signing + 10 days      Optional Rebuttal of Dean's Evaluation: If the Dean's evaluation disagrees with that of the Department Chair, the faculty member may submit a rebuttal of the Dean's annual evaluation to the Provost and Vice Chancellor for Academic Affairs within 10 days after signing the report.
- ~~May~~ June 15      Submission of Dean's Annual Reports: The Dean should submit the annual Dean's Evaluation Report, attaching the faculty member's Self-Evaluation Report, any supporting documentation, Student Evaluation Report, and Annual Merit Salary Increase Recommendation to the Provost and Vice Chancellor for Academic Affairs.
- ~~May~~ June-August      Faculty Contracts: The Office of the Chancellor should send the next year's contract, and salary increase information, to faculty members by the start of the new academic year.