

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

### **Amended AGENDA**

Faculty Evaluation Review Subcommittee  
September 06, 2022

<https://uncp.webex.com/meet/mary.jacobs>

Or Join by Phone: +1-415-655-0001 US Toll  
Access code: 734 841 630  
Host PIN: 7114

#### Members:

Jennifer Wells, Nursing, (At-Large, 2024)  
Scott Cohen, Accounting (SBS, 2024)  
Mary Ann Jacobs, AIS, Chair (LETT 2024)  
Aaron Vandermeer, Music (ARTS, until 2023)  
Kennard DuBose (CHS, until 2023)  
Irina Falls, Education (EDUC, until 2023)  
Dennis Edgell, Geology & Geography (NSM, until 2023)

I. Call to Order

II. Adoption of the Agenda

III. Approval of Minutes from April 5, 2022 (Appendix A)

IV. Chair's Report

V. Old Business

- a. The committee will refer the paragraph about the attendance at professional conferences and workshops to FERS during the 2022-2023 Academic Year.
- b. The committee will refer the paragraph beginning "University service is evaluated when possible by results" to FERS during the 2022-2023 Academic Year.

List of potential topics for review in FERS AY 2022-2023

1. Rename and reorganize (OAA website) Evaluation forms.
2. Single form PEC Requests (PTR different)
3. SEIs: Consider whether SEIs should be distributed to courses with low enrollment (Provost decision 08/29/2022). Consider limit (or unlimited) on the comments section.

VI. New Business

Selection of Secretary for FERS

VII. For the Good of the Order

VIII. Announcement

IX. Adjournment

## Appendix A

### MINUTES DRAFT

Faculty Evaluation Review Subcommittee

April 5, 2022 3:30 PM

<https://uncp.webex.com/meet/aaron.vandermeer>

Members present: Aaron Vandermeer (Chair), Kennard DuBose, Dennis Edgell, Irina Falls, Bishwa S. Koirala.

Members Absent: Anthony W. Johnson

Guests: None

I. Call to Order: The meeting was called to order at 3:31 PM.

II. Adoption of the Agenda: The Agenda (Revised version) was adopted by acclamation.

III. Approval of Minutes from February 1, 2022 (Appendix A in Agenda) — The Minutes draft from February 1 was approved by acclamation (there was no March meeting).

IV. Chair's Report

V. Old Business

- a. Create a stand-alone PEC eligibility statement, with focus on striking or combining languages from other sections (see Minutes draft V.b) — (Appendix B in Agenda)

**The proposal in Appendix B was approved 5-0**

\* Note that this is a continuation of the work that was done at the February 1, 2022 meeting, some of which was voted on at that meeting. The approved proposal in Appendix B of the Revised Agenda for April 5, 2022 contains a single statement of all the work from both meetings. In other words, the stand-alone PEC eligibility statement from the February 1, 2022 Minutes can be ignored.

- b. Specify that Initial Contract Renewal candidates get a guaranteed member on the PEC as they would in Tenure and/or Promotion evaluations. Suggested language (p.87 of *Faculty Handbook*, PDF version):

“The Department Chair is obligated to appoint the candidate’s assured nominee so long as the nominee is qualified, but the Department Chair is free to substitute other qualified faculty members for the two remaining positions. **This is also true for Contract Renewal evaluations.**”

**The proposal was approved 5-0**

VI. New Business

- a. Specify the authority the Provost (in consultation with the chairs of FERS, FIAC, and Faculty Senate) to make non-substantial changes in the execution of the Faculty Evaluation Model as related to evolving technologies and features in our digital portfolio workflow — (Appendix C in Agenda)

**The proposal in Appendix C was approved 5-0**

- b. Referrals from the Handbook Oversight Committee — (Appendix D in Agenda)

- The committee will refer the paragraph about attendance at professional conferences and workshops to FERS during the 2022-23 Academic Year.
- The committee will refer the paragraph beginning “University service is evaluated when possible by results” to FERS during the 2022-23 Academic Year

- The committee will provide feedback directly to the Handbook Oversight Committee on the other items from Appendix D, which were deemed to be non-substantial.
- c. Develop a list of potential topics for review for FERS in AY 2022-23.
  - a. Rename and reorganize (OAA website) evaluation forms.
  - b. Single form PEC Requests (PTR different)
  - c. SEIs: Consider whether SEIs should be distributed to courses with low enrollment. Consider language on use of SEIs with low response rates in evaluative reports. Recommend character limit (or unlimited) on comments section.
  - d. Review the paragraph about attendance at professional conferences and workshops (p. 78 of the Word document version of the *Faculty Handbook [2021-22]*).
  - e. Review the paragraph beginning “University service is evaluated when possible by results” (p. 79 of the Word document version of the *Faculty Handbook [2021-22]*).

VII. For the Good of the Order

VIII. Announcements

IX. Adjournment: The meeting was adjourned at 4:50 PM

*Minutes Draft submitted by Dr. Aaron Vandermeer*