

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.

The subcommittee shall consist of seven members. Each division will be represented on the subcommittee, and there will be one at-large member. At least two of the faculty appointed each year must be tenured. The At-Large member must come from a department not already represented. The subcommittee meets on the First Monday of the Month.

MINUTES

Faculty Evaluation Review Subcommittee

October 04, 2022

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

Join by phone

+1-415-655-0001 US Toll

Access code: 734 841 630

Members:

Scott Cohen (Secretary, SBS 2024); Kennard DuBose (CHS 2023); Dennis Edgell (NSM 2023); Irina Falls (EDUC, 2023); Mary Ann Jacobs (Chair, LETT 2024); Aaron Vandemeer (ARTS, 2023); Jennifer Wells (At Large, 2024); and Polina Chemishanova, Digital Portfolio Administrator

- I. Call to Order: The meeting was called to order at 3:31 pm
- II. Adoption of the Agenda:
 - a. Dennis Edgell moved to add a vote to consider the mode of meetings going forward
 - b. Aaron Vandemeer made a motion to add the vote to new business
 - c. Jennifer Wells seconded the motion.
 - i. Approved by acclamation
- III. Approval of Minutes from September 06, 2022
 - a. Aaron Vandemeer made a motion to approve
 - b. Jennifer Wells seconded the motion.
 - i. Approved by acclamation
- IV. Chair's Report
 - a. Referral of the SEI language around courses with 3 or fewer students will go to the SEI Committee (from Holden's email of 9-15-2022): "...SEI Committee is being tasked with crafting a recommendation surrounding the "courses with three or fewer enrolled students" and sending it to FERS, who will weigh in and send it on to FIAC. At some point in the process (probably [before] FIAC weighs in) I will seek input from the SGA and report that to FIAC. FIAC will make the final recommendation to the Senate. The above bold-listed courses should be a part of this recommendation, and my opinion is that the final approved proposal ought to be added to an appropriate place in the Faculty Handbook. See the referenced courses here: "**Individual study, internship, writing lab, thesis/dissertation research, independent study, study abroad, exchange, practicum, clinical, and military courses.**"
- 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. – the committee will review this paragraph at the next meeting in October. (See Appendix A)
 - i. Based upon conversation between Aaron Vandermeer, Polina Chemishanova and the group, the group believed that the best course of action is to not make any changes at this time.
 - ii. Does UNCP sponsor travel without presentation: Mary Ann Jacobs
- b. The committee will refer the paragraph beginning “University service is evaluated when possible, by results” to FERS during the 2022-2023 Academic Year. - the committee will review this paragraph at the next meeting in October. (See Appendix B)
 - i. Scott Cohen felt that the term “results” needs to be changed.
 - ii. Aaron Vandermeer stated that he believes that the statement is to prevent faculty from claiming service with little or no input.
 - iii. Polina Chemishanova suggests that the sentence is poorly written.
 - iv. Jennifer Wells stated that the discussion was necessary to improve the restatement.
 - v. Scott Cohen will attempt a rewrite and distribute to the committee.
- c. Rename and reorganize (OAA website) Evaluation forms. – the committee will delay this reorganization to a later date.
 - i. Aaron Vandermeer suggests moving for by user (Dean, Chair, etc). Create a folder for the group.
 - ii. FERS makes recommendations, others to make the actual change.
 - iii. Polina Chemishanova stated that naming is important as it is referenced in the faculty handbook.
 - iv. Mary Jacobs to take a screenshot and make appropriate changes on a word document for review at our next meeting.
- d. Single form PEC Requests (PTR different) – the committee will delay this form development to a later date.
 - i. Will be delayed until future meeting.

VI. New Business

Signatures Expectations - Language that refers to the signature of the candidate should be removed for the Faculty Evaluation model especially in the Faculty Handbook. (See Appendix C)

- a. The group agrees that the language needs to be adjusted. Aaron Vandermeer, and Polina Chemishanova expressed there are issues with current Interfolio system.
- b. Polina Chemishanova said that the first decision needs to be whether the signature is required.
- c. The group decided that we will need to revisit this question at our next meeting.

Typical Calendar of events – Faculty Evaluation model – The Faculty evaluation model needs adjustment. We will take this up in the October meeting to clarify what if any action the FERS committee might take on the evaluation timeline (See Appendix D)

VII. Adoption of the Agenda:

- a. Dennis Edgell moved to add a vote to consider the mode of meetings going forward
- b. Aaron Vandemeer made a motion to add the vote to new business
- c. Jennifer Wells seconded the motion.
 - i. Approved by acclimation
- d. Arron Vandemeer made a motion that we continue to meet via WebEx for balance of the year.
 - i. Dennis Edgell seconded the motion
 - ii. Motion passed by acclamation

VIII. Point of Order:

- a. Aaron Vandemeer made a motion to continue the meeting for 10 minutes
- b. Jennifer Wells seconded the motion.

i. Approved by acclimation

IX. Polina Chemishanova suggested PEC composition needs to be evaluated. To be discussed at the next meeting

X. For the Good of the Order

a. Mary Jacobs asked regarding missed FERS members.

b. Aaron Vandemeer made a comment regarding inability to contact faculty member during the summer.

XI. Announcements:

a. Mary Jaobs: October 6th is Pembroke Day

XII. Adjournment: 5:07 meeting was adjourned.