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.

AGENDA
Faculty Evaluation Review Subcommittee
February 07, 2023
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 Vandermeer (ARTS, 2023); Jennifer Wells (At Large, 2024); and Polina Chemishanova, Digital Portfolio Administrator

  I. Call to Order
 II. Adoption of the Agenda
III. Approval of Minutes from November 1, 2022
 IV. Chair's Report
        a. Notes from Kelly Charlton Appendix A and E (on service and SR lecturers) and Crystal Walline Appendix F were added to this agenda.
        b. Our next meeting date is March 14th and we meet April 4th
  V. Old Business
        a. 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 the draft language The notes from Kelly Charlton speak to this issue see Appendix A
        b. Rename and reorganize (OAA website) Evaluation forms. – (See Appendix B).
        c. 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)
        d. Typical Calendar of events – Faculty Evaluation model – The Faculty evaluation model needs adjustment. We will take this up to clarify what if any action the FERS committee might take on the evaluation timeline
        e. Single form PEC Requests (PTR different)

 VI. New Business

        a. Evaluate the PEC composition needs to be evaluated. (See Appendix C)
        b. New request from the Faculty Governance Committee to FERS (See Appendix E)
        c. SEIs that contain 3 student evaluations See Notes from Crystal Walline (See Appendix F)

VII. For the Good of the Order

VIII. Announcements

IX. Adjournment
   a. Motion to adjourn: Aaron Vandermeer
      i. No objections
      ii. Meeting adjourned at 4:59 pm

Appendix A

Suggested Rewording from Scott Cohen

<u>From page 79</u> of the Microsoft Word Version

Original
University service is evaluated when possible by results: advisees grant applications completed, grants successfully administered, activities of student organizations, valuable contributions to a committee's projects, completion of reports, gaining accreditation, and similar accomplishments. Listing committee membership as a form of service implies that one has fulfilled at least the basic responsibilities of membership. Professional service and community service are evaluated when possible by results: by the importance of contributions made, by how demanding activities were, and by how well objectives were achieved.

Suggested
University service is evaluated when possible by the outcomes of the service as well as the effort and time invested to support the faculty governance and mission of the institution. Example would be ==activities== such as advisees grant applications completed, grants successfully administered, activities of student organizations, valuable contributions to a committee's projects, completion of reports, gaining accreditation, and similar accomplishments. Listing committee membership as a form of service implies that one has fulfilled at least the basic responsibilities of membership. However, those responsibilities are not fulfilled by simply attending the service activity. Committee service requires participation and effort to attain the goals and charge of the organization. Professional service and community service are evaluated when possible by the outcomes of the service as well as the effort and time invested. Examples would outline the importance of contributions made, by the nature of activity and by how well objectives of the activity were achieved.

Sent 11/19/2022
These (below) were personal notes sent from Dr. Charlton, these were not voted on by FICA, nor are they notes from FICA. These are suggestions from Dr. Charlton.

University service includes any University-related activities other than teaching and scholarship that promote the welfare of the University. Activities within and outside one's academic department (academic advisement of students, mentoring, preparation of grant applications, administrative activities associated with external grants and student activities, committee work and involvement in faculty governance, revision of curricula, preparation of accreditation reports, and similar voluntary activities not assigned as position responsibilities) are considered University service.

University service is evaluated when possible by the outcomes of the service as well as the effort and time invested to support faculty governance and the mission of the university. Examples would be activities such as: advisees, grant applications completed, grants successfully administered, activities of student organizations, valuable contributions to a committee's projects, completion of reports, gaining accreditation, and similar accomplishments. Listing committee membership as a form of service implies that one has fulfilled at least the basic responsibilities of membership. However, those responsibilities are not fulfilled by simply attending the service activity. Committee service requires participation and effort to attain the goals and charge of the organization. Committee service is evaluated when possible by the outcomes of the service as well as the effort and time invested. Examples would outline the importance of contributions made, the nature of the activities, the effort expended during the activity, and the level of achieving the objectives of the activity.

Professional service consists of activities that benefit a faculty member's field of professional expertise. Professional service may include serving on professional committees and governing boards, serving as an officer in a professional organization, organizing and chairing sessions at professional meetings, and performing routine editing and reviewing. A professional activity for which remuneration is granted is evaluated as service only in cases where any compensation is very limited (e.g., expenses or a small honorarium). Professional service is documented by…..add? I don't know.

Community service connotes activities that (a) are charitable; (b) are performed for the benefit of individuals or groups separate from the University and from the wider profession whether in a secular or non-secular context; and c) involve a commitment in time and use of professional expertise. Examples of community service include participating on committees and governing boards; speaking to non-professional audiences about topics in one's discipline; providing consultation to schools, civic organizations, and government agencies; or providing leadership on public matters related to the faculty member's professional expertise. A community service activity for which remuneration is granted is evaluated as service only in cases where any compensation is very limited (e.g., expenses or a small honorarium). UNCP Serve, under the auspices of the Office of Civic and Community Engagement, may be helpful in identifying local service venues for faculty; however, faculty are free to seek out any service opportunity that interests them and makes use of their professional expertise. Community service is documented by…add? I don't know.

Appendix B

Academic Affairs Forms

Forms
- Academic Honor Code Violation Form
- Administrative Staff Form
- Annual Merit Salary Increase Recommendation Form
- Class Irregularity Report
- Faculty Serious Illness Leave Form

Curriculum Proposals
- Course Proposal
- General Education Course Proposal
- Program Proposal
- Curriculog – Curriculum Management System

Exam Change
- Exam Change Request Form

Evaluation of Administrators Forms
- Chancellor Evaluation for Faculty
- Office of the Chancellor: Collective Evaluation Form for Faculty
- Provost and Academic Vice Chancellor Evaluation Form for Faculty
- Vice Chancellor & Officers for Business Affairs: Evaluation Form for Faculty
- Officers for Academic Affairs: Evaluation Form for Faculty
- Dean of Graduate Studies: Evaluation Form for Faculty
- Vice Chancellor & Officers for Development and University Relations: Evaluation Form for Faculty
- Vice Chancellor & Officers for Student Affairs: Evaluation Form for Faculty

Faculty Evaluation Forms
- Department Chair Evaluation Form
- Five Year Plan for Post Tenure Review
- Format for Dean's Recommendation for Annual Salary Increase
- Format for Dean's Report for Post-Tenure Review
- Format for Dean's Report for Probationary Contract Review
- Format for Dean's Report for Tenure/Promotion
- Format for Department Chair's Annual Evaluation Reports
- Format for Department Chair's Report to Post-Tenure Review
- Post-Tenure Review Five-Year Plan Template
- Tenure Promotion Renewal Form
- Standard Performance Rating Scale
- Student Evaluation of Instruction Form
- Peer Evaluation nomination and Appointment Form

Faculty Contract Information
- New Faculty Recruitment Guideline
- New Faculty Checklist
- Faculty Information Form
- New Faculty Recommendation letter

- Statement of Proficiency in Oral and Written Communication
- Adjunct Contract
- Full-Time Faculty Contract
- Non-Faculty Teaching Contract
- Overload Contract

Forms
- Grade Appeal Checklist
- Notice of Intent to Engage in External Professional Activities for Pay
- Notification of Intent to Offer Off-Campus or Online Course and Programs
- Professor's Class Absence Request
- Report of Non-University Activities
- Request for Approval of Independent Study
- Request for Audit
- Request for Authorization to Offer Off Campus or Online Courses or Programs
- Settlement of a Violation of the Academic Honor Code
- Statement in Proficiency in Oral and Written Communication
- Student Complaint Form
- Student Complaint Log
- Student Travel Form
- Syllabus Checklist
- Travel Reimbursement (2019)
- Travel Request (2019)
- Domestic Travel Guidance
- International Travel Recommendations for Fully vaccinated People
- Assumption of Risk and Acknowledgement

Phased Retirement
- Phased Retirement Policy-Appendix A-Application and Reemployment Agreement
- Phased Retirement Policy-Appendix B-General Release (2019)

Appendix C

Page 86

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.

Page 96

The Peer Evaluation Committee

The department or unit selects a Peer Evaluation Committee of three members by a process agreed upon by the tenured faculty within the department or unit. The faculty member being evaluated cannot make the final selection of Committee members. The Peer Evaluation Committee is responsible for evaluating submitted materials, assessing their implications, and formulating a coherent evaluation of the faculty member's performance. The Peer Evaluation Committee is responsible for preparing and submitting a Peer Evaluation Report using the Format for Peer Evaluation Committee's Post-Tenure Report. This report will include a narrative and an overall performance rating. In the case of a negative review, specific detailed descriptions of shortcomings as they relate to the faculty member's assigned duties must be provided in the narrative. The Chair of the Peer Evaluation Committee obtains the evaluated faculty member's ==signature== on the report and submits the report to the Dean of the faculty member's college or school. Following delivery of the Peer Evaluation Committee's report to the evaluated faculty member, the Department Chair (or Dean for the evaluation of the Department Chair) must consult with the Committee before sending the materials to the next level of review.

Page 97

The Department Chair (or Dean for the Evaluation of Department Chairs)

The Department Chair (Dean of the Chair's school or college for evaluation of Department Chairs), subsequent to the completion of the Peer Evaluation Committee Evaluation and consultation with the Peer Evaluation Committee, is responsible for writing his or her own report (see Format for Chair's Post-Tenure Report), obtaining the evaluated faculty member's ==signature== on the report and submitting this document to the Dean of the faculty member's college or school. This report will include a narrative and an overall performance rating. In the case of a negative review, specific detailed descriptions of shortcomings as they relate to the faculty member's assigned duties must be provided in the narrative. The Chair (or Dean for the evaluation of Department Chairs) must consult with the Peer Evaluation Committee before submitting his or her report.

Appendix D

The timeline for evaluation covers several pages beginning on page 87

Notification and Scheduling of Tenure and Promotion Evaluations

The Department Chair is responsible for ascertaining when a mandatory tenure evaluation is due. The Department Chair is responsible for announcing this occasion by August 15 in letters to the candidate, the Dean of the faculty member's school or college, the Provost and Vice Chancellor for Academic Affairs, and the Promotion and Tenure Committee. The letter to the candidate must indicate that the Self-Evaluation Report, Student Evaluation Reports, Peer Evaluation Committee Nomination Form, and supporting materials are due by August 29. Faculty members choosing to apply for promotion must notify their Department Chairs by August 1 so that the procedure described above can be applied.

Although there are established eligibility dates for faculty members applying for tenure and promotion, a faculty member may request consideration for tenure and/or promotion earlier than these dates. To exercise this option, a faculty member must petition in writing to the Department Chair, the Dean of the relevant school or college, and the Provost and Vice Chancellor for Academic Affairs by August 1 of the current academic year. Otherwise, evaluation for promotion and tenure will occur in accordance with established dates.

Appendix E

Request from Faculty Governance Committee to the Faculty Evaluation Review Subcommittee

The Faculty Governance Committee requests the Faculty Evaluation Review Subcommittee to review and articulate the criteria for faculty wishing to be promoted to the rank of Senior Lecturer from Lecturer. The current policy is as follows.

> Promotion to Senior Lecturer is based on continued improvement in and demonstration of excellence in teaching with at least satisfactory performance in service activities. After serving as a Lecturer at UNCP for five years, a Lecturer may notify the Chair of his or her department in writing that he or she wishes to apply for promotion to Senior Lecturer; the notification must be made by August 1st of the year in which the evaluation will take place. The evaluation will follow the procedures used for promotion to professorial ranks, with the exception that the applicant's professional academic activities may be evaluated in the place of scholarly achievement. (Faculty *Handbook*, Section II, Chapter 1, p.44)

Rationale for Review Request:

As it stands now, the *Handbook* does not state, clearly, the various criteria that lecturers should meet to be promoted to the position of Senior Lecturer. We also request that you consider a separate section in the handbook for promotion of lecturer to senior lecturer.

Kelly Charlton Notes

11/30/2022

Hi Mary Ann,
As the senior lecturer issue has been sent to FERS I wanted to forward on to you the archive that Joe sent to Senate. For your convenience, I am also attaching the Agenda and Minutes from the May 2022 senate meeting where the most recent change was proposed, discussed and voted on (this issue had also been presented to Senate several years ago – I *think* that that original proposal was passed and then vetoed by administration – this was before my time on Senate).

The issue as I understand it involves the treatment and evaluation of lecturers. I think that, in part, these proposals are meant to address the perception that the policies that exist are not applied consistently across departments and that lecturers feel undervalued. As these proposals involve faculty evaluation it has been referred out of FDW and to FERS.   One of the concerns about the most recent proposal was the *automatic* promotion to senior lecturer based on time and not an evaluation (as this is inconsistent with how other faculty are evaluated). Another issue involves the raise process for lecturers. So, senate would like for FERS to look at this issue and determine if changes need to be made and how best that should happen.

Holden may be able to provide more context and information (and correct any thing I've misstated!), I've copied him on this email.

Let us know if you have any questions or need more clarification on this!
 Kelly

Appendix F

From Crystal Walline – Chair of the SEI Committee

Sent 1/19/2023

Crystal Walline has shared OneDrive for Business files with you. To view them, click the links below.

[Recommended Faculty Handbook language on the proper use of SEI.docx](#)

[Small sample size statement.docx](#)

Dear Dr. Jacobs
 The Student Evaluations of Instruction (SEI) Committee would like to make the following recommendations for consideration by the FERS Committee.
1. SEIs, including quantitative and qualitative data, with 3 or fewer responses should be released to the faculty member and chair. (5/5 votes)
2. We recommend the release of the SEIs with 3 or fewer responses only with an accompanying statement encouraging faculty, chairs, and administrators to view these data with caution due to the lack of power inherent with very small sample sizes.
3. Recommendations for changes to the Faculty Handbook language on the interpretation of SEI data are attached.

Please let me know if you have any additional questions or would like to further discuss these recommendations.
 Warmly,
Crystal

More from Crystal Walline

Sent 1/19/2023

Dear Dr. Jacobs,

We discussed as a committee whether SEIs should be conducted during non-semester terms (e.g. Maymester, Summer, Fall 3, etc). The conclusion of the committee was that these terms should not be evaluated at this time. We determined that since the SEI instrument needs improvement/revision, it did not seem appropriate nor helpful to increase its use. Once the committee has revised the SEI instrument and it has been approved, we will revisit the discussion on whether it should be administered outside of Fall and Spring academic semesters.

Respectfully, Crystal

<u>Appendix G</u>

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.

UNAPPROVED MINUTES
Faculty Evaluation Review Subcommittee
November 01, 2022
https://uncp.webex.com/meet/mary.jacobs
Join by phone

+1-415-655-0001 US Toll

Access code: 734 841 630

Members:
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X. Call to Order
XI. Adoption of the Agenda
XII. Approval of Minutes from October 04, 2022
XIII. Chair's Report
XIV. Old Business
     a. 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 draft language the paragraph sent (See Appendix A)
     b. Rename and reorganize (OAA website) Evaluation forms. – (See Appendix B)
     c. 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)
     d. Typical Calendar of events – Faculty Evaluation model – The Faculty evaluation model needs adjustment. We will take this up to clarify what if any action the FERS committee might take on the evaluation timeline (See Appendix D)
     e. Single form PEC Requests (PTR different) – this item was previously delayed. When will we address this form? (see comment on PEC composition in New Business)
XV. New Business
     d. Suggested reevaluation of the PEC composition needs to be evaluated. We should discuss. (See Appendix C)
     e. New request from the Faculty Governance Committee to FERS (See Appendix E)
XVI. For the Good of the Order

XVII. Announcements

XVIII. Adjournment

Appendix A

Suggested Rewording

<u>From page 79</u> of the Microsoft Word Version

Original
University service is evaluated when possible by results: advisees grant applications completed, grants successfully administered, activities of student organizations, valuable contributions to a committee's projects, completion of reports, gaining accreditation, and similar accomplishments. Listing committee membership as a form of service implies that one has fulfilled at least the basic responsibilities of membership. Professional service and community service are evaluated when possible by results: by the importance of contributions made, by how demanding activities were, and by how well objectives were achieved.

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Appendix B

Academic Affairs Forms

Forms
- Academic Honor Code Violation Form
- Administrative Staff Form
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Curriculum Proposals
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- General Education Course Proposal
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- Vice Chancellor & Officers for Student Affairs: Evaluation Form for Faculty
- Department Chair Evaluation Form

Faculty Evaluation Forms

Annual Review
- Format for Dean's Recommendation for Annual Salary Increase
- Format for Department Chair's Annual Evaluation Reports
- Annual Merit Salary Increase Recommendation Form

Contract Renewal (First – three year)
- Format for Dean's Report for Probationary Contract Review
- Tenure Promotion Renewal Form
- Peer Evaluation nomination and Appointment Form

Tenure and/or Promotion Review
- Five Year Plan for Post Tenure Review
- Format for Dean's Report for Tenure/Promotion
- Tenure Promotion Renewal Form

Promotion and Post Tenure (Five Year)
- Post-Tenure Review Five-Year Plan Templat

Peer Evaluation nomination and Appointment FormFive Year Plan for Post Tenure Review

- Format for Dean's Report for Post-Tenure Review
- Format for Department Chair's Report to Post-Tenure Review
-
- **Post Tenure Review** Post-Tenure Review Five-Year Plan Template
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- Assumption of Risk and Acknowledgement

Phased Retirement
- Phased Retirement Policy-Appendix A-Application and Reemployment Agreement
- Phased Retirement Policy-Appendix B-General Release (2019)

Appendix C

Page 86
The Department Chair is required to obtain the faculty member's ==signature== (meaning a digital or physical signature)(and to describe when {at what point in the evaluation process} it is necessary to have a signature on forms) (when should we have sharing online through Interfolio; through email; printed out and mailed/handed to the candidate)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.

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Appendix D

The timeline for evaluation covers several pages beginning on page 87

Notification and Scheduling of Tenure and Promotion Evaluations

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Rationale for Review Request:

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