

Committee on the Oversight of the Faculty Handbook

Meeting Agenda

Thursday, April 20, 2023 at 3:30pm

Location: Webex

<https://uncp.webex.com/meet/rachel.smith>

Committee Members: (Division) (End of term)

Cynthia Miecznikowski (LETT Secretary) (2023)

Vacant (ARTS) (2023)

Rachel Smith (NSM Chair) (2023)

Olivia Oxendine (EDUC) (2024)

Miranda Reiter (SBS) (2025)

Astrid Oviedo (CHS) (2022)

Mary Ann Jacobs (FERS) (Ex Officio)

- I. Call to Order
- II. Approval of minutes from March 16 meeting ([Appendix A](#))
- III. Approval of Agenda
- IV. Chair's Report
 - a. Conversation with Dr. Chemishanova concerned three questions asked at March meeting:
Unless at any point the Associate Professor is not reappointed, they usually will be reappointed to one four-year term before a decision is made to recommend permanent tenure at the same or higher rank or not to reappoint.
Since some faculty come in with years towards tenure, this "usually" is meant to provide flexibility for these faculty members. The term "permanent tenure" comes from UNC Code which supersedes our Handbook and so our Handbook must be consistent with it.
 - b. Committee noted the phrase "UNC-President and Board of Trustees" appeared in this section under the subheading Associate Professor.
Since this promotion confers permanent tenure, it must be approved by the President and the Board of Trustees.
Committee questioned whether "President" should be changed to "Chancellor." Dr. Chemishanova confirmed "Chancellor" was the appropriate figure. (Review of this change is included in Appendix B.)
- V. Old Business
 - a. Review of changes related to gender neutral language prior to Section II Chapter 2 ([Appendix B](#)).
 - b. Review of suggested changes starting with Section II Chapter 2 pg. 84 Self Evaluation report
- VI. New Business
- IX. Announcements
- X. Adjournment

Appendix A

Committee on the Oversight of the Faculty Handbook

Meeting Minutes

Thursday, March 16, 2023 at 3:30pm

Location: Webex

<https://uncp.webex.com/meet/rachel.smith>

Committee Members: (Division) (End of term)

Present:

Cynthia Miecznikowski (LETT Secretary) (2023)

Rachel Smith (NSM Chair) (2023)

Olivia Oxendine (EDUC) (2024)

Miranda Reiter (SBS) (2025)

Astrid Oviedo (CHS) (2022)

Mary Ann Jacobs (FERS) (Ex Officio)

Vacancy: (ARTS) (2023)

VII. Meeting was called to order at 3:32PM.

VIII. Minutes from February 16 meeting were approved. (Appendix A)

IX. Agenda was approved.

X. Chair's Report

- a. After consulting with Faculty Senate Chair and Executive Committee, two of the three issues we identified as previously approved changes have been referred to the Faculty Evaluation Review Subcommittee. The final issue, p.6 description of diversity of UNC system students will be voted on by the Senate. Senate Chair Hansen suggested we should bring all changes at once, so we will continue to review Section II. Chapter 2 and prior sections for gender neutral language and submit all changes for May meeting.
- b. Dr. Jamie Litty sent an email about an error on page 29 (Word version) of the Faculty Handbook in the following language: "The Student Publications Board will be co-chaired by the faculty member nominated by the Committee on Committees and Elections." Dr. Litty explained it should say "chaired," not co-chaired. She has identified in the Governance April 2018 minutes evidence that this is a mere error and not something that has to go to Governance and be voted on by the Senate. Chair verified.

XI. Old Business

- a. Reviewed changes related to gender neutral language prior to Section II Chapter 2 (Appendix B).

XII. New Business

- a. Committee noted issues in section concerning faculty hired at the Associate or Full level. Unless at any point the Associate Professor is not reappointed, they **usually** will be reappointed to one four-year term before a decision is made to recommend **permanent** tenure at the same or higher rank or not to reappoint.

The words "usually" and "permanent tenure" in this section seem problematic. These questions were referred to AVC Chemishanova in Academic Affairs.

- b. Committee noted the phrase "UNC-President and Board of Trustees" appeared in this section under the subheading Associate Professor.

Since this promotion confers permanent tenure, it must be approved by the President and the Board of Trustees.

Committee questioned whether “President” should be changed to “Chancellor” The Chair agreed to confirm “Chancellor” was the appropriate figure with Academic Affairs.

- IX. Announcements (None)
- X. The meeting was adjourned at 4:47PM.

Appendix B: Proposed Changes to be reviewed

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Associate Professor

When a faculty member's initial appointment by the institution is to the rank of Associate Professor, the appointment is to a one probationary term of one three years. Unless at any point the Associate Professor is not reappointed, they/he/she usually will be reappointed to one four-year term before a decision is made to recommend permanent tenure at the same or higher rank or not to reappoint. At least one year before the end of the three-year appointment, the Associate Professor will receive written notice whether, when their/his/her current term expires, they/he/she will be reappointed at the rank of Associate Professor for a four-year term or not reappointed. Before the end of the third year of the four-year appointment, the Associate Professor will receive written notice whether, when his/their current term expires, they/he will be reappointed with permanent tenure at the same or higher rank or not reappointed.

The failure to offer 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." A promotion at any time from the rank of Associate Professor to the rank of Professor confers permanent tenure from the effective date of the promotion. Since this promotion confers permanent tenure, it must be approved by the President and the Board of Trustees.

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With respect to their teaching responsibilities, duties of part-time faculty members are generally consistent with those of full-time faculty members. The following elements are expected. Others may be negotiated for the purposes of particular departments, programs, or courses.

- Prompt attendance at each class meeting and appropriate use of the entire class period. Should an emergency arise prohibiting the faculty member from attending a class, he/she must notify the department chair prior to the class meeting.
- Standards and expectations of students in keeping with the university setting.
- Timely and early assessment of students so that the mid-term grades, issued to all students at UNCP, are clearly related to performance. Attention to appropriate handling of midterm and final grades.
- Accessibility to students either before or after class on a regular and announced basis. The time of availability should total at least 30 minutes for each class period.
- Attention to development of student skills in computer literacy (where appropriate) and written and oral communication.
- Prompt and timely submission of all grades, reports, etc.

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If, within fourteen calendar days after the faculty member receives the notice referred to above, the faculty member makes no written request for a hearing, s/he may be discharged without recourse to any institutional grievance or appellate procedure.

The Chancellor will ensure that a process is in place for a timely hearing. If the faculty member makes a timely written request for a hearing, the Chancellor will insure that the hearing is accorded before the Hearing Committee. The hearing will be on the written specifications of the reasons for the intended discharge. The Hearing Committee will accord the faculty member thirty calendar days from the time it receives her or his written request for a hearing to prepare a defense. The Hearing Committee may, upon the faculty member's written request and for good cause, extend this time by written notice to the faculty member. The Committee will make every reasonable effort to complete the hearing within ninety

calendar days of receiving the faculty member's request for a hearing. (To meet this deadline, faculty are encouraged to consider scheduling hearings during the evening, weekend, or other non-class time. It is strongly recommended that several days and times be established for the hearing when scheduling the first day for the eventuality that the hearing may take two or more sessions).

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Under normal circumstances, when faculty members undergo review (e.g., tenure, promotion, and annual) the evaluation is guided by the Disciplinary Statements in effect in their department at the time of the evaluation. However, if a department revises its Disciplinary Statements a faculty member may elect to be evaluated under the previous set of Disciplinary Statements without penalty for a period of up to two academic years after the effective date of the new Disciplinary Statements. In such cases, the faculty member should notify his or her Department Chair in writing within 30 calendar days of the effective date of the new Disciplinary Statements. This letter must indicate whether a one or two-year grace period has been elected. If a tenure and/or promotion review occurs during the grace period, a copy of the faculty member's letter to the Department Chair should be included in the portfolio. In no case will a faculty member be permitted to be evaluated for any purpose under a portion of an older set of Disciplinary Statements and a portion of a newer set of Disciplinary Statements.

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Collegiality (willingness and ability to cooperate with colleagues) may be considered relevant to evaluation of service. If so, assessment of collegiality should be based solely on the faculty member's capacity to relate constructively to peers, including his or her impact on others' work rather than on perceived personality characteristics.

p. 80

Because of the complexity and specialized nature of academic work, a faculty member's self-evaluation should be a primary source of information about the goals, methods, and degree of success associated with his or her performance. The Self-Evaluation Report should **reflect** ~~tie the faculty member's work to~~ the Disciplinary Statements adopted by the faculty member's home department. Faculty members are responsible for representing their work accurately and providing appropriate documentation for their claims. Faculty members should have considerable freedom to allocate their time and effort in ways that use their competencies most productively while still fulfilling their responsibilities to their department and to the University. To allow individual choices to play a meaningful role in self-evaluation, the faculty member indicates a set of annual area weights when completing a Self-Evaluation Report. These weights must be taken into account by evaluators in developing overall performance evaluations.

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A Department Chair's Evaluation Report includes assigning performance ratings, recommending merit salary increases in annual evaluations, and reporting on classroom observation for major evaluations. In preparing the Department Chair's Evaluation Report for a faculty member, a Chair should use the Format for Evaluation Reports and be guided by the Standard Performance Rating Scale (available at the website for the Office of Academic Affairs at <https://www.uncp.edu/resources/academic-affairs/academic-affairs-forms>). Serious consideration must be given to the area weights on the faculty member's Self-Evaluation Report(s). In the case of a positive tenure and/or promotion review, the Department Chair should provide specific information about the faculty member's success in meeting expectations. If a review for tenure and/or promotion reaches a negative conclusion, the Department Chair must provide specific instances in his or her report to illustrate the faculty member's failure to meet expectations. In either case, the Department Chair's conclusion should be informed by the department's Disciplinary Statements.

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Self Evaluation Report

In the Self-Evaluation Report, the faculty member must discuss his or her teaching, scholarship, and service in the context of his or her department's Disciplinary Statements. In addition, each component is assigned an area weight reflective of the time, effort, and accomplishments in each area. The following sections present guidelines to assist the faculty member in compiling the Self-Evaluation Report. These guidelines are intended as a general overview of the specific information (including subheadings and area weights) that should appear in the a faculty member's Self-Evaluation Report both in terms of area weights and subheadings.

A faculty member must specify an area weight for the each of the three areas of evaluation. For faculty with a regular 12-hour teaching load, these percentages must conform to the following ranges: teaching, 50% - 70%; scholarship, 10% - 40%; and service, 10% - 40%. For any given academic year, the sum of these weights must equal 100%. Faculty members with unusual teaching loads are to adjust the ranges appropriately. A request for an exemption from these standards must be submitted in writing and approved by the chair of the faculty member's department. Exceptions to these standards will be granted in reference to department needs. Grounds for an exemption may include, for example, additional teaching duties, administrative or grant activity, additional service activity, or retraining and retooling in the methodology appropriate to a faculty member's discipline. Faculty members may discuss their area weights with the Department Chair at any time prior to completing their self-evaluation.

When circumstances create special demands on a department, a Department Chair may require a faculty member to adjust apt his or her their pattern of responsibilities to meet such demands. The Department Chair must inform the faculty member in writing of the circumstances and the adjustments required. The faculty member may then adjust his or her their area weights on the Self-Evaluation Report as he or she they deems appropriate. If the Department Chair is concerned that a prior pattern of area weights is not generating a record adequate for tenure in the department, the eChair should recommend that a the faculty member adjust his or her their weights in future years. Adjustments in area weights may also be needed if a faculty member's teaching load is reduced to allow for other types of activities, such as research, service, or administrative responsibilities.

The faculty Self-Evaluation Report should be structured so that subheadings indicate the items reported and indicate appropriate area weights for each subheading. See the Format for Evaluation Reports (available at the website for the Office of Academic Affairs at <https://www.uncp.edu/resources/academic-affairs/academic-affairs-forms> for an example of how the report should be structured and the subheadings listed.