

Table 1

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.

<u>DATE</u>	<u>EVENT OR DOCUMENT</u>
August 14- April 14	<i>Area Weight Discussion:</i> A faculty member can discuss at anytime before submitting the Self-Evaluation Report the area weights to be assigned to specific areas of evaluation.
December	<i>Fall Student Evaluation:</i> All faculty scheduled for student evaluations in the fall semester should conduct these evaluation the last week of class (Section 47-2 C). Department chairs compile Student Evaluation Reports.
April 1-14	<i>Spring Student Evaluation:</i> Faculty scheduled for student evaluations in the spring semester should conduct these evaluations during April 1 to April 14. See Section 47-2 C for discussion of the schedule of student evaluations. The department chair is responsible for compiling a summary of student evaluations.
April 14	<i>Submission of Self-Evaluation Report:</i> A faculty member should submit his or her Self-Evaluation Report to the department chair by April 14 (Section 4A-7.1).
April 14- May 1	<i>Annual Chair's Evaluation Report and Faculty Conference:</i> 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 (Section 4A-7.3).
Report transmittal + 3 days	<i>Signing and Returning Chair's Evaluation Report:</i> 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	<i>Optional Rebuttal of Chair's Evaluation:</i> 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.
May 1	<i>Submission of Chair's Annual Reports:</i> 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.

- May 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 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-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.

Table 2

Typical Calendar of Events for Tenure and/or Promotion

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.

DATE	EVENT OR DOCUMENT
April 1-14	<i>Spring Student Evaluation:</i> Faculty members collect student evaluations (the schedule varies by surname and year).
August 21	<i>Early Review Petition:</i> The faculty member petitions for early review for tenure or promotion, if desired.
September 7	<i>Evaluation Announcement:</i> The department chair notifies the faculty member, the Dean, the Promotion and Tenure Committee (PTC), and the Provost and Vice Chancellor for Academic Affairs of the impending major evaluation.
September 21	<i>Submission of Materials:</i> The faculty member submits materials to the department chair (see Section 4A-8.2).
September 30	<i>PEC Formation:</i> The department chair announces the composition of the Peer Evaluation Committee (PEC) and passes candidate's materials to the PEC.
October 7- November 15	<i>External Review Initiation:</i> If desired, external review of the faculty member's scholarly or creative work is initiated by either the faculty member or the PEC (through the department chair). <i>Classroom observations:</i> Observations in the candidate's classes are carried out by the department chair and members of the PEC. <i>PEC Evaluation:</i> 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. The PEC transmits its report to the faculty member. <i>Chair's Evaluation:</i> The department chair prepares an independent report and completes the Tenure, Promotion, and Renewal form. The department chair then transmits his or her report to, and confers with, the faculty member.

Report transmittal + 3 days	<i>Faculty Signatures:</i> The faculty member signs the reports from PEC and department chair, acknowledging content but not necessarily agreement.
Report signing + 10 days	<i>Optional Rebuttal:</i> 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.
November 15	<i>Report Submission:</i> Department chair and PEC submit reports to the Dean of the relevant school or college. The chair submits the candidate's materials to the relevant Dean. Any minority PEC report is also submitted. The PTC may request, if they desire, a counter rebuttal or corrected report responding to candidate's rebuttal to PEC or department chair report.
December 1	<i>Dean's Evaluation Report for Promotion and Tenure:</i> The Dean will prepare a Dean's Evaluation Report for each faculty member in his or her school or college being considered for promotion or tenure.
Report transmittal + 3 days	<i>Returning Dean's Evaluation Report:</i> 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	<i>Optional Rebuttal of Dean's Evaluation:</i> If the Dean's evaluation disagrees with that of the department chair or PEC, the faculty member may submit a rebuttal of the Dean's evaluation to the Provost and Vice Chancellor for Academic Affairs within 10 days after signing the report.
January 15	Dean submits the Dean's report, Chair's report, PEC report (including any minority reports and rebuttals), and the candidate's materials to the Promotion and Tenure Committee (PTC).
April	<i>Submission of Promotion and Tenure Committee Report:</i> The Dean should submit the Dean's Promotion and Tenure Evaluation Report, attaching all relevant materials, to the Provost and Vice Chancellor for Academic Affairs. Any PTC minority report is also submitted to the Provost and Vice Chancellor for Academic Affairs.
Report transmittal + 10 days	<i>Optional rebuttal to the PTC Report:</i> If the PTC report is unfavorable, the faculty member may, within 10 days of receiving the report, submit a rebuttal to the Provost and Vice Chancellor for Academic Affairs.
May 1	The Provost and Vice Chancellor for Academic Affairs sends his or her recommendation for promotion and/or tenure to the Chancellor.

May

Administrative Report: The Provost and Vice Chancellor for Academic Affairs sends a report of Chancellor's decision, vote of PTC, and other information to candidate.

The faculty member under consideration for tenure and/or promotion is to receive a copy of the various reports as they are submitted.

Note that promotion decisions are also reviewed by the UNCP Board of Trustees. Tenure decisions are reviewed by both the UNCP Board of Trustees and by the UNC Board of Governors.

Table 3

Calendar of Events for First or Second Year Review

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.

<u>DATE</u>	<u>EVENT OR DOCUMENT</u>
September 7	<i>Notification:</i> 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	<i>Submission of Materials:</i> The faculty member presents the department chair with documents required, including the Peer Evaluation Committee (PEC) Nomination Form.
September 30	<i>PEC Formation:</i> The department chair announces make-up of PEC.
October	<i>Student Evaluations:</i> The faculty member collects student evaluations of their courses.
October 7- December 1	<i>Transmittal of Evaluation Materials:</i> The department chair gives the PEC chair the candidate's materials. <i>Classroom Observations:</i> The department chair and members of PEC carry out classroom observations. <i>PEC Evaluation:</i> 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. The PEC transmits its report to the faculty member. <i>Chair's Evaluation:</i> The department chair prepares an independent report and completes the Tenure, Promotion, and Renewal form. The department chair then transmits his or her report to, and confers with, the faculty member.
Report transmittal + 3 days	<i>Faculty Signatures:</i> The faculty member signs the reports from PEC and department chair, acknowledging content but not necessarily agreement.
Report signing + 10 days	<i>Optional Rebuttal:</i> 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.
December 1	<i>Report Submission:</i> Department chair and PEC submit reports to the Dean of

the relevant school or college. Any minority PEC report is also submitted.

December 15	<i>Dean's Evaluation Report:</i> The Dean will prepare a Dean's Evaluation Report for each member in his or her school or college undergoing first- or second-year review, and complete the Dean's Evaluation Report Form for each faculty member being evaluated.
Report transmittal + 3 days	<i>Signing and Returning Dean's Evaluation Report:</i> 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	<i>Optional Rebuttal of Dean's Evaluation:</i> If the Dean's evaluation disagrees with that of the department chair or the PEC, the faculty member may submit a rebuttal of the Dean's evaluation to the Provost and Vice Chancellor for Academic Affairs within 10 days after signing the report when there are areas of disagreement. <i>Submission of Dean's Reports:</i> The Dean is to submit the Dean's Evaluation Report, attaching all materials presented, to the Provost and Vice Chancellor for Academic Affairs.
Jan 15	<i>Reappointment Decision:</i> Following procedures in the UNCP Tenure Regulations, after conferring with the faculty member's department chair, with the Dean of the faculty member's school or college, and with the PTC, the Provost and Vice Chancellor for Academic Affairs decides whether to reappoint the faculty member recommendation to Chancellor (Section 3-3.C.2). The Provost and Vice Chancellor reports the decision to the Chancellor for information.
February 15	<i>Notification of Decision:</i> By Feb 15 of the first year, if the decision is not to reappoint an Assistant or Associate Professor, the Provost and Vice Chancellor for Academic Affairs provides written notice (Section 3-3.B.2, -3, -4.)
May 15	<i>Notification of Decision:</i> By May 15 of the second year of the probationary appointment, if the decision is not to reappoint Professor, the Provost and Vice Chancellor for Academic Affairs provides written notice; Section 3-3.B.2, -3, -4.

Table 4

Typical Calendar of Events for Post-Tenure Review

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 elsewhere in this document and in the full UNCP Faculty Evaluation Model.¹

DATE	EVENT OF DOCUMENT
April 15	<i>Notification:</i> Department chair notifies faculty member that the post-tenure review process will occur during the following academic year.
Sept. 21	<i>Submission of Materials:</i> The faculty member presents the department chair with the required documents. [Fn. ¹⁰ In the initial stages of this process, these various materials might be collected from a variety of sources (the faculty member's own copies, copies in the possession of the department chair, and/or copies in the possession of the Office of Academic Affairs).]
Sept. 30	<i>PEC Formation:</i> The department chair announces the composition of the Peer Evaluation Committee (PEC).
Oct. 7	The Peer Evaluation Committee is oriented to the Post-Tenure Review process, elects a chair, and is given access to the required documents. Optional classroom observations (when deemed appropriate) are carried out by department chair and members of the Peer Evaluation Committee.
Nov. 30	PEC report transmitted to faculty member.
Nov. 30	Department chair report transmitted to faculty member.
Report transmittal + 3 days	Faculty member being evaluated signs/dates form from PEC/department chair
Report transmittal + 10 days	[Optional] Faculty member being evaluated submits rebuttal to report(s).
Jan. 15	Department chair, PEC submit reports to Provost and Vice Chancellor for Academic Affairs. Provost and Vice Chancellor for Academic Affairs confers with the department chair concerning outcome of evaluation process.
Feb. 15	If necessary, in consultation with the faculty member being evaluated, the

¹This Calendar of Events might have to be significantly modified for the first year that this plan is implemented (1998-1999).

department chair will draw up an individual development or career plan including specific steps designed to lead to improvement, a specified time line in which this improvement is expected to occur, and a clear statement of consequences should improvement not occur within the designated time line. This plan will then be submitted to the Provost and Vice Chancellor for Academic Affairs.

March 15

Provost and Vice Chancellor for Academic Affairs gives recommendations to Chancellor.