

Minutes – DRAFT
Faculty and Institutional Affairs Committee
(UC 217), Thursday, November 18, 2010

Members Present: Betty Wells Brown (Chair), Michael Alewine, Libby Denny (Chair FERS), Richard Gay, Ottis Murray, Lee Phillips, Melissa Schaub, and Tommy Thompson (Chair FDW), Sherry Edwards

Committee Members Absent: Bill Gash (Associate Vice Chancellor Academic Affairs), Neil Hawk (Vice Chancellor Business Affairs), Sandy Waterkotte (Vice Chancellor Advancement)

- I. Call to Order - Meeting called to order at 3:30 p.m.
- II. Approval of Minutes of 10/21/2010
- III. Minutes were approved by acclamation.
- IV. Agenda approved with corrections (delete "and Special meeting 9/28/2010").
- V. Administrative Reports
 - A. Vice Chancellor: Bill Gash – no report
 - B. Neil Hawk (Vice Chancellor Business Affairs) – no report
 - C. Sandy Waterkotte (Vice Chancellor Advancement) – no report
- VI. Reports from Subcommittees
 - A. Tommy Thompson (Chair, Faculty Development and Welfare), brought two proposals:
 - A new "*Policy for Dual Appointment of Faculty*" (UNCP currently is the only UNC school that does not have one)
 1. Both department chairs must agree to the arrangement to begin with;
 2. The course load in each department should be agreed upon by the two Dept Chairs that meet the academic needs of each department not to exceed a full-time load;
 3. A "home" department for tenure and promotion considerations will be decided on by the two chairs;
 4. Performance evaluations should be done by both departments and all evaluation(s) submitted to the "home" department where it will become part of the faculty member's permanent file;
 5. If there is disagreement among chair evaluations and recommendations, the Provost will mediate.

After a discussion the FIAC Committee requested Dr. Thompson to take the proposal back to FDW and review other UNC policies and to rework the proposal with more details as to the process of the Joint Appointment.

- The "*International Fellowship Leave Policy*" was discussed and the following recommendations were unanimously approved by FDW to be sent forward to the FIAC:

1. In order to qualify for international fellowship leave, the faculty member must have been at UNCP for at least 3 academic years on a successful tenure track;
2. The fellowship is limited to one academic year;
3. The fellowship must be approved by the Dept Chair, Dean, and Provost;
4. UNCP will NOT be obligated for any salary, retirement benefits, or continuing health care benefits during the fellowship;
5. UNCP will NOT pay air fare for the travel for the international fellowship;
6. The "tenure clock" for the faculty member does not stop during the fellowship;
7. The faculty member is under no obligation to return to UNCP after completion of the fellowship as "re-payment" for time-away

After a discussion the FIAC Committee requested Dr. Thompson to take the proposal back to FDW and to review our current policy 3-12 E. 2 (a) Leave of Absence. The FIAC committee suggested that FDW try to rework the current Leave of Absence policy to incorporate some of the items listed in the proposed "International Fellowship Leave Policy".

B. Libby Denny (Chair, Faculty Evaluation and Review Subcommittee), brought two proposals:

➤ **4-7.A Notification and Scheduling of Tenure and Promotion Evaluations**

The department chair is responsible for ascertaining when mandatory tenure and/or promotion evaluations are due. The department chair is responsible for announcing these occasions 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.

Although there are established eligibility dates for faculty members applying for tenure and promotion (Faculty Handbook, Section 5-3), 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. **The proposal passed 7-0-0**

5-3.C.3 Early promotion and tenure

According to Section 5.3.B, Academic Tenure in Relation to Faculty Rank, faculty appointed to the rank of Assistant Professor or Associate Professor receive a series of multi-year contracts until, at the end of the sixth year of employment, they are reappointed with permanent tenure at the same or higher rank, or not reappointed.

Faculty requesting tenure/promotion prior to the sixth year of employment will meet the following criteria:

- 1) Currently in a tenure-track position;
- 2) Documented evidence of exceptional teaching as determined by the department;
- 3) An exceptional record of scholarship. The circumstances and record of performance that make the case exceptional must be fully documented by the candidate and

validated by the department. The fact that an applicant meets the performance criteria for tenure/promotion does not constitute an exceptional case for early tenure/promotion;

- 4) Documented evidence of exceptional service (university, professional, and external) as determined by the department;
- 5) At least four years of full-time experience in teaching or librarianship at an accredited four-year college or university, including two years completed at UNC Pembroke; and
- ~~6) A letter of support from the Chair of the Department and the Dean of the College to the Provost and Vice Chancellor for Academic Affairs that justifies early tenure/promotion.~~
- 6) A letter from the Chair of the Department to the faculty member, the Dean, the chair of the Promotion and Tenure Committee (PTC), and the Provost and Vice Chancellor for Academic Affairs acknowledging the candidate meets the requirements in Criteria 1) and 5). This letter must be submitted by August 15.

A candidate for early tenure/promotion can make application only once. If the candidate is not successful in receiving early tenure/promotion, he/she will not be penalized in any way and can pursue the normal tenure/promotion process. **The proposal passed 7-0-0.**

Information concerning Handbook section 6.7 proposal was sent to the Senate November meeting. Discussion ensued of the proposal concerning Handbook Section 6.7 FIAC took to the Senate on November 3. Although it had been unanimously approved by FIAC, the proposal failed at Senate. For the present time, no further action is planned by FERS/FIAC to attempt to correct the numerous mistakes in Section 6.7 due in part to the Senate's apparent belief this section belongs to another Senate committee.

VI. Old Business - none

VII. New business- none

VIII. Announcements - none

IX. Adjournment – 4:21 pm. Next meeting will be January 20, 2011.

Recording secretary, Sherry Edwards