

Minutes – DRAFT  
**Faculty and Institutional Affairs Committee**  
Thursday, February 17, 2011  
UC Annex 217

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

**Committee Members Absent:** Bill Gash (Provost/AVC Academic Affairs), Neil Hawk (Vice Chancellor Business Affairs), Ottis Murray, Sandy Waterkotte (Vice Chancellor Advancement).

I. Call to Order – the meeting was called to order at 3:30.

II. Approval of Minutes of 01/20/11 – several minor changes e.g. room #; approved with modifications.

III. Approval of Agenda

IV. Report from Administrators – No administrators were present; consequently, there were no reports.

A. Vice Chancellor: Bill Gash

B. Neil Hawk (Vice Chancellor Business Affairs)

C. Sandy Waterkotte (Vice Chancellor Advancement)

V. Reports from Subcommittees

A. Tommy Thompson (Chair, Faculty Development and Welfare)

1. International Leave Policy (attachment 1)

Motion to recommend policy was approved with modifications. See attachment #1

2. Joint Appointment (attachment 2)

Discussions left with Brown, Schaub and Phillips charged with clean-up. Schaub and Phillips met on 2-21 to make modifications to the proposal (see attachment #2). Vote by email (4 yea, 2 neigh, 2 abstained). Chairman Brown withdrew this proposal from the Senate agenda due to lack of majority vote. To be reviewed further during the March meeting.

B. Libby Denny (Chair, Faculty Evaluation and Review Subcommittee)

No actionable items

VI. Old Business – there was none.

VII. New Business – there was none.

VIII. Announcements – there were none.

IX. Adjournment – at 5:00

*Recording secretary:* Lee Phillips

## DRAFT

### 3-12.E.2 Leaves of Absence and Absences from Class

#### 3-12.E.2(a) **Leaves for Advanced Study, Research, Public Service, or International Fellowships**

Leaves of absence for one or more semesters without salary may be arranged with a faculty member for the purpose of advanced study, research, or public service - without prejudice to future promotions in rank - provided the period of absence is reasonable and does not work undue hardship upon the University.

Leaves of absence without compensation normally **should not exceed two academic years**. For faculty members who do not have tenure, a period of leave will not count as a part of the probationary period. Thus the tenure decision will be postponed for a period equal to the length of the leave. The final responsibility for recommending to the Board of Trustees those to be granted leaves will rest with the Chancellor.

**If the leave is for an International Fellowship, the following additional stipulations apply: (1) the faculty member must have been at UNCP for at least three academic years prior to its commencement, (2) faculty member must be tenured or on a successful tenure track, (3) the leave must be approved by the Department Chair, Dean, and Provost, and (4) UNCP will not be responsible for any travel-related expenses.**

#### 3-12.E.2(b) Educational Leave

Faculty members approved for educational leave may petition for their retirement and hospitalization insurance to be continued while on leave. This continuation requires approval by the Teachers' and State Employees' Retirement System and the University of North Carolina at Pembroke. If you so desire, notify the University Human Resources Office in writing after your leave has been approved.

## **DRAFT**

### **A subset of 3-2 (Faculty Appointments becomes 3-2.A???)**

#### **3-2.B Shared Faculty Appointments**

This section pertains to faculty members whose appointments are shared between two or more academic departments. Shared appointments should be initially approved by the affected department chairs, Dean(s), and Provost. A written Letter of Agreement will be prepared confirming terms and conditions of the appointment and must be signed by the faculty member, department Chairs, Dean(s), and Provost, and should contain: 1) designation of "home" and "secondary" departments for purposes of evaluation (see below); 2) duration of shared appointment; 3) distribution of teaching load and other duties between the departments; and 4) specification of the shared faculty member's voting rights and other departmental privileges. Any modifications to the Letter of Agreement must be negotiated and agreed upon by the faculty member, chairs of the affected departments, Dean(s), and Provost.

Evaluation of shared faculty members will be consistent with current UNCP Faculty Handbook policies and criteria with the following exceptions: 1) the composition of peer evaluation committees should be proportionally representative of the distribution of the shared faculty member's time; 2) shared faculty will present all required material to both the home and secondary department chairs; 3) the secondary chair will prepare a Chair's Evaluation Report as defined in section 4-4 and will provide it to the home chair two weeks prior to the date of submission as mandated by the calendar of evaluation; 4) the home department chair must appropriately represent the evaluation of the secondary chair in the scheduled Chair's Evaluation Report; 5) the home chair will provide to the Dean of all represented departments appropriate paperwork including the Chair's Evaluation Report, the secondary Chair's Evaluation Report and the secondary Chair's Annual Merit Salary Increase Recommendation Form, if applicable; 6) the Dean(s) will provide separate evaluation report(s) to the Provost or the Promotion and Tenure Committee, as appropriate.

Any grievance by the shared faculty member shall follow current UNCP policies (13-1).