**Faculty Governance Committee**

**Jan. 22, 2019, 3:30 p.m.**

**233 University Center**

*Committee Charge: “The Committee on Faculty Governance shall review and interpret the Faculty Constitution, the By-laws of the Faculty Senate, and rules of order for the conduct of Senate business. Changes in any of these areas that are approved by this committee will be brought, by the Committee Chair, directly to the Senate for its action.”*

**Agenda**

Members: Cherry Beasley (vice chair), Sherry Edwards, Scott Hicks (chair), Renee Lamphere, Ottis Murray, Frankie Denise Powell (secretary), June Power, Mabel Rivera, Michael Spivey

1. Call to Order
2. Approval of the Minutes (Appendix A)
3. Approval of the Agenda
4. New Business
	1. Establishment of Faculty Handbook Committee (Appendix B)
	2. Leadership of Promotion & Tenure Committee (Appendix C)
5. Continuing Business
	1. Mentoring Early-Career Faculty for the Purposes of Shared Governance (Appendix D)
6. Announcements
7. For the Good of the Order
8. Adjournment

**Faculty Governance Committee**

**Minutes: October 23, 2018, 3:30PM**

**University Center Room 233**

**Members Present**: Cherry Beasley (vice chair), Scott Hicks (chair), Renee Lamphere, Ottis Murray, Frankie Denise Powell (secretary), June Power, Mabel Rivera, Mike Spivey, and Sally Vallabha

**Guests:** Beth Holder

1. Call to Order
	1. Scott Hicks called the meeting to order at 3:32 pm
2. Approval of September 2018 Minutes (Appendix A)
	1. The motion to approve the September minutes was made by Cherry Beasley; second by Renee Lamphere.
	2. Motion passes unanimously.
3. Approval of Agenda
	1. The motion to approve the October 23, 2018 minutes was made by Scott Hicks; second by Ottis Murray.
	2. Motion passed unanimously.
4. Unfinished Business
	1. Election of Chair: Scott Hicks was approved by acclamation to be the Committee Chair.
	2. The committee continued to discuss faculty’s role in onboarding, orienting, and mentoring new faculty with an emphasis on shared governance, with next steps being collaboration with the Subcommittee on Faculty Development & Welfare and the University College and in the hope of offering a January gathering.
	3. The committee continued to discuss the establishment of a faculty handbook committee, with members to share relevant models from peer UNC system schools at the December meeting.
5. New Business: None
6. Announcements: None
7. For the Good of the Order: The committee shared and discussed concerns regarding the rotation of chairs of the Promotion & Tenure Committee, the length of the term of Faculty Senate chairs, the question of making representation on the General Education Subcommittee divisional, the creation of a plan and procedure for sharing and archiving Faculty Senate records, and the urgency of updating the Faculty Senate website.
8. Adjournment
	1. The meeting was adjourned at 4:35 p.m. by acclamation.

Minutes submitted by

Frankie Denise Powell, Ph.D.

November 23, 2018

Appendix C

Art. VI, Sect. 3. There shall be four ~~three~~ Operations Committees:

A. The Committee on Committees and Elections shall consist of three Senators appointed by the Senate Chair. The Chair of the Committee shall be appointed by the Senate Chair. The Committee shall conduct elections for Divisional and At-Large Senators, members of the Promotion and Tenure Committee, the Faculty Awards Committee, the Faculty Grievance Committee, the Faculty Hearing Committee, and Delegates and Alternates to the UNC Faculty Assembly. All elections administered by the Committee on Committees and Elections will be conducted by anonymous balloting. The Committee shall nominate all members of Faculty Senate Subcommittees, the Faculty Governance Committee, the non-Senate faculty members on the Academic Information Technology Committee, and the Student Affairs and Campus Life Committee, and one member of the Student Publications Board. The Committee shall select four nominees for the position of Faculty Conciliator for Undergraduate Grade Appeals.

B. The Executive Committee shall consist of the Chair of the Senate, who shall serve as its Chair; the Secretary of the Senate; the Chairs of the four major Standing Committees as provided for in Article VI, Section 4 of this Constitution; and the Chair of the Committee on Committees and Elections. This committee shall prepare a Senate Agenda and publish it to the General Faculty five days prior to each regular meeting. The Agenda for regular meetings of the General Faculty shall be determined by the Senate Executive Committee consisting of the Chancellor and the Executive Committee of the Faculty Senate. ~~The committee shall also assist in the annual publication of the Faculty Handbook.~~ The Senate Executive Committee shall have general supervision of the affairs of the Senate between its regular meetings. This includes the implementation of Senate-approved policies and procedures. None of these implementing actions shall conflict with actions taken by the Senate.

The Senate Executive Committee shall have general supervision of the affairs of the Senate between its regular meetings. This includes the implementation of Senate-approved policies and procedures. None of these implementing actions shall conflict with actions taken by the Senate.

C. The Committee on Faculty Governance shall consist of not more than nine members, a majority of whom must be Senators or former Senators. They are to be nominated by the Committee on Committees and Elections and confirmed by the Senate.

D. The Committee for Oversight of the Faculty Handbook shall consist of seven members: the Chair of the Faculty Evaluation Review Subcommittee, who serves in an *ex officio* capacity, and one member elected from each Division of the General Faculty in General Faculty-wide elections conducted by the Committee on Committees & Elections. Department chairs, assistant chairs, and administrators are not eligible to serve on the committee, and only General Faculty with tenure and the rank of Associate or Full Professor are eligible for election. Membership is for three-year staggered terms, and the chair and secretary of the Committee shall be appointed by the Faculty Senate Chair from its Divisional membership.

The Committee, through its continuous review and oversight of the Faculty Handbook, shall assure the accuracy and currency of the Faculty Handbook and maintain the document and its previous versions in a digital format on the Faculty Senate’s official website. The committee shall implement the acts of the Senate in the Faculty Handbook and, as necessary, edit and/or update the Faculty Handbook for consistency, accuracy, and currency. The Committee must present any alterations to the Faculty Handbook to the Executive Committee of the Faculty Senate, with alterations deemed substantive by the Executive Committee requiring the subsequent notification and approval of the Faculty Senate.

Bylaws, Art. IV, Sect. 1: The Duties of the Faculty Senate Chair shall include:

1. Attend the Board of Trustee Meetings when invited.

2. Communicate or meet with the Chancellor and Provost monthly regarding Senate activities.

3. Chair the Executive Committee of the Senate, which meets at least one week prior to each Senate meeting to set the Senate agenda.

4. Email the Senate and the General Faculty with Senate meeting announcements and agendas.

5. Arrange and moderate three General Faculty meetings per year (start and end of the fall semester, and end of the spring semester) and at each of these meetings give a report of recent Senate activities.

6. Reserve rooms for Senate meetings, General Faculty meetings, Executive Committee meetings, and Campus Appeal Board meetings.

7. Attend at least one Faculty Assembly meeting per academic year (optional).

8. Appoint all members and Chairs of the Standing Committees: Academic Affairs, Faculty and Institutional Affairs Committee, Student Affairs and Campus Life Committee, Academic Information Technology Committee, and the Committee on Committees and Elections. Each Senator must serve on one of these five.

9. Appoint faculty to the Student Grievance Panel for one-year terms.

10. Forward each year four faculty names to the Director of Student Life, one of which will be chosen by the Student Government Association to serve as Faculty Conciliator.

11. Serve as Chair of the Campus Appeal Board.

12. Deliver comments at Convocation in the Fall Semester.

13. Deliver greetings and comments at fall and Spring Commencements.

14. Deliver comments at the Spring Faculty Appreciation Dinner.

15. Select when requested a designee from the General Faculty to serve on special committees formed by the administration.

16. Conduct end-of-year faculty reviews of administration. The Chair and Executive Committee receive, and the Chair compiles, the faculty responses for delivery to the Chancellor.

~~17. Revise each summer the Faculty Handbook to reflect changes made during the academic year.~~

17. ~~18.~~ And other duties as needed or directed by the Senate.

Sect. 2: Executive Committee

~~D. The Executive Committee of the Faculty Senate shall proof-read the Faculty Handbook prior to publication.~~

D. ~~E.~~ The Senate Executive Committee shall have general supervision of the affairs of the Senate between its regular meetings. This includes the implementation of Senate-approved policies and procedures. None of these implementing actions shall conflict with actions taken by the Senate. The Executive Committee shall appoint a Chair pro tem of the Faculty Senate from within the Executive Committee to serve as pro tem Chair of the Senate in the absence of the elected Chair.

Section 3. Committee on Committees and Elections

A. The Committee on Committees and Elections shall conduct elections to fill positions that will expire in August, excepting those for Alternate Delegate for the Faculty Assembly, which will occur during the regular spring election cycle […]

2. Starting in February, ballots will be distributed by email to elect:

a. Members of the Committee for Oversight of the Faculty Handbook, Promotion and Tenure Committee, divisional members of the Faculty Awards Committee, and the Delegate and then the Alternate to the UNC Faculty Assembly (See Article III of the UNCP Faculty Constitution and Article V, Section 5 and Article VII of the Bylaws of the Faculty Senate for nomination guidelines for these positions);

Appendix D

**A Proposal to Establish Effective Mentoring Programming for Early-Career Faculty**

Associate Vice Chancellor and Dean Beth Holder and Director Scott Hicks

In response to various and vocal calls for effective, meaningful, supportive, comprehensive, and consistent mentoring for early-career faculty in the areas of teaching, research, and service, we are writing to propose a two-year early career faculty mentoring program inspired by best practices developed at peer institutions.

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| --- | --- |
| Mentors shall be nominated by campus for their engagement in the life of the campus community and selected by the Associate Vice Chancellor for Sponsored Research & Programs, the Associate Vice Chancellor for Student Success and the Dean of the University College, the Assistant Vice Chancellor for Human Resources, and the Chair of the Faculty Senate. | Mentees shall be paired with a faculty mentor within their division but outside their department at the time of their hire. All fulltime faculty in their first-year shall participate as a matter of onboarding, and all fulltime faculty in their second or third year (effective AY2019-2020) shall be invited to participate as they wish. Participating faculty shall be assigned a 3/4 teaching load with Tuesdays from 2 to 3:15 p.m. left unscheduled. |

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| --- |
| The Associate Vice Chancellor for Student Success and the Director of the Teaching & Learning Center shall share responsibility for pairing mentors and mentees (approximately one mentor per three mentees), providing professional development in the area of mentorship, planning and offering meaningful experiences for all mentors and mentees, managing the program’s budget, and assessing its efficacy. |

*Acclimatization*

In their first year as a fulltime faculty member, mentees shall take part in, with their mentors, the following activities:

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| --- | --- |
| Fall | Spring |
| * Luncheon with the Chancellor, Provost, and Faculty Senate Executive Committee
* Introductory Sessions featuring the Accessibility Resource Center, CARE Team, Center for Student Success, Counseling & Psychological Services, Mary Livermore Library, Office of Community & Civic Engagement, Office of Sponsored Research & Programs, Pembroke Undergraduate Research & Creativity Center, Teaching & Learning Center, University Writing Center, etc.
* Mentor/Mentee Classroom Observations
* Midsemester Check-ins
* At least four informal mentor/mentee meetings, emphasizing reflection and goalsetting
 | * Luncheon featuring opportunities for participation in shared governance
* Adviser Training Certificate series
* Accessibility & Inclusion series
* Mentor/Mentee Classroom Observations
* Midsemester Check-ins
* At least four informal mentor/mentee meetings, emphasizing reflection and goalsetting
 |

*Transformation*

In their second year as a fulltime faculty member, mentees shall take part in, with their mentors, a Professional Development Academy, culminating in a professional development certificate:

|  |  |
| --- | --- |
| Fall | Spring |
| * Sessions on teaching and learning featuring active learning, classroom management, and syllabus design
* Sessions on research planning and development
* Sessions on leadership and service
* Mentor/Mentee Classroom Observations
* Midsemester Check-ins
* At least two informal mentor/mentee meetings, emphasizing reflection and goalsetting
 | * Sessions on reflection and professional growth
* Professional Development Plan drafting and peer review
* Poster session showcasing career growth
* Mentor/Mentee Classroom Observations
* Celebration Luncheon and Awards
* At least two informal mentor/mentee meetings, emphasizing reflection and goalsetting
 |

*Paying It Forward*

In their third year, mentors and mentees will interact informally, and mentees will be encouraged to apply to serve as mentors.

*Resources*

Mentors shall receive $1,000 stipends annually; mentees shall be eligible for stipends and grant funding under the auspices of the Teaching & Learning Center; and the Director of the Teaching & Learning Center shall receive a $5,000 stipend annually for the purposes of the program administration. Finally, the program shall require approximately $5,000 in programming and catering costs. In total, the program shall require a total budget of approximately $30,000 annually.