Change to Faculty Handbook to address Interfolio adoption

Pg. 79

Appropriate materials that demonstrate service contributions commensurate with the area weight assigned

must be used to document service. In general, letters of appreciation from organizers of service

opportunities should be used as documentation only if they indicate an exceptional contribution.

University service may be documented by materials such as lists of advisees; copies of reports or grants

prepared; and supporting statements by Department Chairs, committee chairs, or the Office for Sponsored

Research and Programs. Professional service and community service may be documented by ~~printed or~~

~~widely distributed~~ materials such as conference programs, flyers, or by statements from chairs or

presidents. Self-evaluations submitted for any type of evaluation should tie the faculty member’s service

work to the service Disciplinary Statements adopted by the faculty member’s home department.

**Annual Dean’s Evaluation Report**

After reviewing the materials the Department Chairs submit and any rebuttal submitted by the faculty

member, the Dean of the relevant college or school will complete the Dean’s Recommendation for

Annual Salary Increase form for each faculty member. Within three days, each faculty member will sign the Dean’s Recommendation, acknowledging having seen it but not necessarily agreement with it. ~~The~~ ~~faculty member will retain one copy of the signed Dean’s Recommendation.~~ The Dean will then ~~forward~~ make the recommendation and the materials submitted by the Department Chair available to the Provost and Vice Chancellor for Academic Affairs.

Pg. 87

The following material must be submitted by the faculty member to the electronic portfolio system ~~in a three-ring binder divided into nine~~

~~sections labeled with headings~~.

1. ~~A copy of t~~The completed Peer Evaluation Committee Nomination Form

2. A current Curriculum Vitae

3. An Expanded Self Evaluation Report covering the full period under consideration.

4. ~~A copy of t~~The departmental Disciplinary Statements to be used in the evaluation. If the faculty member has previously elected to be evaluated under an older set of statements and is still within the selected grace period, ~~a copy of~~ the faculty member’s letter to his or her Department Chair should be included as well. (See section entitled, “Disciplinary Statements.”)

5. ~~Copies of s~~Signed Department Chair’s Annual Evaluations received since the last successful major

evaluation.

6. Student Evaluation Reports for the full period under consideration (Include the quantitative

summary of ratings and transcripts of student comments.)

7. Documentation of effectiveness in teaching: Include course syllabi for a selection of courses

taught at UNCP and course materials (selected assignments, handouts, PowerPoint slides, tests,

student work, etc.) for one General Education course (if applicable), one upper division course (if

applicable), and one graduate course (if applicable).

8. Documentation of scholarship and other professional activity in the faculty member’s discipline:

Include conference papers/posters, publications, reviews, books, creative work, recordings,

programs, conferences attended, etc. with specific dates.

9. Documentation of service: Include relevant materials that illustrate contributions in the areas of

University, professional, and community service.

Pg. 88

The Department Chair obtains the completed Peer Evaluation Committee Nomination Form from the

candidate (forms available at the website for the Office of Academic Affairs at

<https://www.uncp.edu/resources/academic-affairs/academic-affairs-forms>).

By September 7, the Department Chair must notify~~send a letter notifying~~ Peer Evaluation Committee members of their appointment, and the time and date of an initial meeting, with copies to the candidate, the Dean, and the Provost and Vice Chancellor for Academic Affairs. ~~The Department Chair will submit make the candidate’s materials available to the Peer Evaluation Committee.~~

Pg. 89

The Department Chair provides the faculty member with ~~two completed, signed, and dated~~ ~~copies of~~ the

Chair’s Evaluation Report, including a completed Tenure, Promotion, and Renewal Form, for the faculty

member’s review and signature. The Department Chair at that time conducts a conference with the faculty

member to explain the report, receive feedback, and discuss future directions. Finally, within three days

of the conference the Department Chair obtains the signature of the faculty member ~~on one set of copies~~

~~that becomes part of the Department Chair’s full report~~. When a faculty member signs and returns any

evaluation report, such action shall indicate merely that the faculty member acknowledges being apprised

of its contents, not that he or she agrees with it. The Chair’s Evaluation Report is forwarded to the Dean

of the relevant school or college by November 8.

p. 90

The Dean will then forward his or her report, by December 15, with attached materials (Chair’s report,

Peer Evaluation Committee’s report, rebuttals, and the candidate’s materials), to the Promotion and

Tenure Committee~~, via the Office for Academic Affairs~~. In the event that the Dean’s recommendation

does not agree either with that of the Department Chair or of the Peer Evaluation Committee, the Dean

shall justify that decision with appropriate comments on the Dean’s Report for Tenure/Promotion form.

The faculty member shall have the right to rebut comments made on the Dean’s Report form; such

rebuttal shall be submitted to the Promotion and Tenure Committee via the Office of Academic Affairs.

p.91

The Provost and Vice Chancellor submits a final recommendation to the Chancellor no later than May 1,

accompanied by all of the evaluation materials received, and at the same time, sends the candidate under

consideration for promotion or tenure an unelaborated statement of this recommendation. The Provost and

Vice Chancellor for Academic Affairs is responsible for informing the candidate of the final action taken

by the Chancellor, the vote of the Promotion and Tenure Committee, and any additional details that are

deemed beneficial to a consistent and equitable evaluation process. ~~The Provost and Vice Chancellor for~~

~~Academic Affairs will return the candidate’s materials to him or her at the conclusion of the evaluation~~

~~process.~~

p. 92

**Procedures for Contract Renewal Evaluations and Advisory Evaluations of Untenured Tenure-**

**Track Faculty**

Tenure-track faculty members receive a comprehensive contract renewal evaluation in their first year of

employment at the University according to the Calendar found below. In subsequent years, a major

evaluation for untenured faculty is optional at the discretion of the faculty member or Department Chair.

These evaluations, if initiated by the Department Chair, may be for cause or, at the discretion of either the

faculty member or Chair, may be advisory in nature. Peer evaluations of visiting faculty are at the option

of the Department Chair, the appropriate Dean, and the Provost and Vice Chancellor for Academic

Affairs.

The procedures for these evaluations generally follow the procedures specified for tenure and/or

promotion. Faculty members undergoing contract renewal evaluations are to collect student evaluations of

their courses. Observation of teaching by the Department Chair and by members of the Peer Evaluation

Committee is even more important to the evaluation process.

The faculty member being evaluated for an initial contract renewal must submit the materials listed below to the electronic portfolio system ~~in a three-ring binder divided into eight sections labeled with headings~~. Portfolios submitted for contract renewal evaluations subsequent to the initial probationary evaluation should also include ~~a section for~~ copies of signed Department Chair annual evaluations.

1. ~~A copy of t~~The completed Peer Evaluation Nomination Form

2. A current Curriculum Vitae

3. A Self Evaluation Report

4. ~~A copy of t~~The Disciplinary Statements in effect for the faculty member’s department.

5. Student Evaluation Reports for all courses evaluated during the evaluation period. In case of a

one-year contract renewal, the Department Chair will provide these reports to the Peer

Evaluation Committee by the Department Chair as the evaluation period begins before the

end of the first semester. (See Calendar below).

6. Documentation of effectiveness in teaching: Include course syllabi for a selection of courses

taught at UNCP and course materials (selected assignments, handouts, PowerPoint slides,

tests, student work, etc.) for one General Education course (if applicable), one upper division

course (if applicable), and one graduate course (if applicable).

7. Documentation of scholarship and other professional activity in the faculty member’s

discipline: Include conference papers/posters, publications, reviews, books, creative work,

recordings, programs, conferences attended, copies of works in progress.

8. Documentation of service: Include relevant materials that illustrate significant contributions.

p. 96

**The Dean of the Faculty Member’s School or College**

The Dean will review the reports from the Chair and from the Peer Evaluation Committee as well as supporting materials and any rebuttals. The Dean will assess the performance of the faculty member based on the materials presented and will complete the Dean’s Report using the Format for Dean’s Report for Post-Tenure Review. The Dean will ~~give~~ make available to the faculty member a copy of the Dean’s report and ~~submit~~ share that report, with all attached materials, to the Provost and Vice Chancellor for Academic Affairs.

p.98

The faculty member undergoing this cumulative post-tenure review process will be given ~~two completed, signed, and dated copies of~~ access to each of these reports (the Peer Evaluation Committee’s report and the Department Chair’s report). Within three days, the faculty member being evaluated returns one copy that has been signed and dated. This signature indicates merely that the faculty member acknowledges being apprised of its contents, not that he/she agrees with it. In all cases, the faculty member being reviewed may submit a rebuttal to the Dean within ten business days of having received these reports. The respective Chair (Peer Evaluation Committee or Department) submits these two reports to the Dean of the faculty member’s school or college.

p. 103

November 5: T~~wo copies of t~~he PEC report, including any minority report, and ~~two copies of~~

the Department Chair’s report are due to the faculty member by this date. The

Department Chair and PEC chair confer separately with the faculty member.

p. 104

December 1: Dean’s Evaluation Report for Promotion and Tenure: The Dean will prepare and

sign ~~two copies of~~ the Dean's Evaluation Report for each faculty member in his or

her school or college being considered for promotion or tenure. These reports

must be delivered to faculty members under review by this date.

December 15: Dean forwards ~~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) ~~via the Office of Academic Affairs~~.

p. 106

January 15: Submission of Materials: The faculty member submits ~~presents the Department Chair~~

~~with~~ ~~a binder containing~~ the documents required, including the fall semester

Student Evaluation of Instruction reports, an abbreviated self-evaluation, and

Peer Evaluation Committee (PEC) Nomination Form to the electronic portfolio system.

March 10: PEC Evaluation: The PEC deliberates on all materials, observations, etc., to

reach a recommendation. A report is drafted and the Tenure, Promotion and

Renewal Form is completed. The PEC transmits ~~two copies of~~ its report to the

faculty member.

March 10: Chair’s Evaluation: The Department Chair prepares an independent report and

completes the Tenure, Promotion, and Renewal form. The Department Chair

then transmits ~~two copies of~~ his or her report to, and confers with, the faculty

member.

p. 112

November 5: T~~wo copies of t~~he PEC’s Report for Post-Tenure Review ~~are~~is transmitted to

the faculty member.

p. 113

November 6 T~~wo copies of t~~he Chair’s Report for Post-Tenure Review ~~are~~is transmitted to

the faculty member.