

**The University of North Carolina at Pembroke  
Faculty Senate Agenda**

Wednesday, March 4, 2020 at 3:30 p.m.

EDUC 222

Abigail Man, Chair

Joseph Van Hassel, Secretary

Members of the Senate:

To 2020	To 2021	To 2022
<b>ART</b> Joseph Van Hassel	<b>ART</b> Mark Tollefsen	<b>ART</b> Laura Hess
<b>CHS</b> Jeffrey Warren	<b>CHS</b> Shenika Jones	<b>CHS</b> Misty Stone
<b>EDN</b> Joe Sciulli	<b>EDN</b> David Oxendine	<b>EDN</b> Gretchen Robinson
<b>LET</b> Abigail Mann	<b>LET</b> Wendy Miller	<b>LET</b> Robin Snead
<b>NSM</b> Nathan Phillippi	<b>NSM</b> Benjamin Killian	<b>NSM</b> Bill Brandon
<b>SBS</b> Michael Spivey	<b>SBS</b> Jack Spillan	<b>SBS</b> Victor Bahhouth
<b>At-Large</b> Melissa Schaub	<b>At-Large</b> Cherry Beasley	
<b>At-Large</b> Ottis Murray	<b>At-Large</b> Susan Edkins	
<b>At-Large</b> Joe West	<b>At-Large</b> David Young	
<b>Chancellor Robin G. Cummings</b> <b>Provost and Vice Chancellor for Academic Affairs David Ward</b>		

**Order of Business**

- I. Roll Call**
- II. Approval of Minutes:** (Appendix A)
- III. Adoption of Agenda**
- IV. Reports from Administration**
  - a. Chancellor—Robin G. Cummings
  - b. Provost and Vice Chancellor for Academic Affairs—David Ward
- V. Reports of Committees**
  1. Operations Committees
    - a. Executive Committee—Abigail Mann
      - a. Informational: AIS (now ICC) proposal
      - b. Informational: Withdrawal Forms/ Larger Questions
      - c. Informational: Curriculog update
      - d. Informational: Parking
      - e. Informational: Library Search

f. Faculty Senate 3 Things:

- a. Continuing to work closely with faculty and administration to ensure curriculum changes get processed and considered
- b. Working closely with administration as we face budget impasse: focusing on moving as much funding as possible to Academic Affairs, making sure faculty voices are heard in prioritizing funding, and making sure adverse changes made for the current situation are temporary
- c. Continuing to prioritize transparency in governance, both faculty and administrative, with the goal of keeping faculty involved so we can benefit from faculty knowledge and experience

b. Committee on Committees & Elections—David Oxendine

- a. Approval of Committee/Subcommittee nominations and information on appointments (Appendix B)

c. Committee on Faculty Governance—Cherry Beasley

i. INFORMATIONAL:

Message from governance Chair Scott Hicks: “We would be grateful if you (1) shared this draft with the Executive Committee and Senate, (2) encouraged members to provide feedback to me in writing prior to March 17, and (3) invited all members of the Executive Committee and Senate to join the committee at its March 24 meeting (in person or via WebEx) for discussion in person.

Proposed Changes to Faculty Governance: Senator terms are extended to 4 years; Chair and Secretary Terms to 2 years; Chair becomes Faculty Assembly Delegate; Creation of Chair-elect and Secretary-Elect; change in senator attendance policy (Appendix C)

d. Committee on the Oversight of the Faculty Handbook—Tom Dooling

- a. Proposal to accept changes to Faculty Handbook for, as per charge, “consistency, accuracy and currency.” (Appendix D)

2. Standing Committees

1. Academic Affairs Committee—Robin Snead

1. <https://uncp.curriculog.com/agenda:120/form>

1. Biology: Agricultural Science Emphasis
2. Master of Business Administration with Concentration in Forensic Accounting

2. Informational: Approved Curricula (Appendix E)

3. Proposal: Change to Academic Probation Policy (Appendix F)

4. Withdrawal Policy Update

5. Library Staffing and Card Swipes

2. Faculty & Institutional Affairs Committee— Joe Sciulli

1. Motion: move the initial probationary review to year 3 and change to an initial 4-year contract followed by an additional 3-year contract if positively reviewed (Appendix G)

2. Motion: add language requiring Chairs to candidly assess the faculty member's progress toward promotion and tenure (Appendix G)
3. Motion: Revision to offer Lecturers with 5+ years of service Multi-Year Appointments (Appendix H)

3. Student Affairs & Campus Life Committee—David Young
4. Academic Information Technology Committee—Joe West
  1. Informational: Technology Presentation During Braves Kick-Off
3. Faculty Assembly
4. Teacher Education Committee (Appendix I, Appendix J)
5. Graduate Council (Appendix K)
6. Other Committees

- VI. Unfinished Business**
- VII. New Business**
- VIII. For the Good of the Order**
- IX. Announcements**
- X. Adjournment**

**The University of North Carolina at Pembroke  
Faculty Senate  
MINUTES DRAFT**

Wednesday, February 5, 2019 at 3:30 p.m.  
EDUC 222

Abigail Man, Chair  
Joseph Van Hassel, Secretary

Members of the Senate:

To 2020	To 2021	To 2022
<b>ART</b> Joseph Van Hassel	<b>ART</b> Mark Tollefsen	<b>ART</b> Laura Hess
<b>CHS</b> Jeffrey Warren	<b>CHS</b> Shenika Jones	<b>CHS</b> Misty Stone
<b>EDN</b> Joe Sciulli	<b>EDN</b> David Oxendine	<b>EDN</b> Gretchen Robinson
<b>LET</b> Abigail Mann	<b>LET</b> Wendy Miller	<b>LET</b> Robin Snead
<b>NSM</b> Nathan Phillippi	<b>NSM</b> Benjamin Killian	<b>NSM</b> Bill Brandon
<b>SBS</b> Michael Spivey	<b>SBS</b> Jack Spillan	<b>SBS</b> Victor Bahhouth
<b>At-Large</b> Melissa Schaub	<b>At-Large</b> Cherry Beasley	
<b>At-Large</b> Ottis Murray	<b>At-Large</b> Susan Edkins	
<b>At-Large</b> Joe West	<b>At-Large</b> David Young	
<b>Chancellor</b> Robin G. Cummings <b>Provost and Vice Chancellor for Academic Affairs</b> David Ward		

**Members Present:** Victor Bahhouth, Bill Brandon, Susan Edkins, Laura Hess, Shenika Jones, Benjamin Killian, Abigail Mann, Wendy Miller, Ottis Murray, David Oxendine, Nathan Phillippi, Gretchen Robinson, Melissa Schaub, Joe Sciulli, Robin Snead, Jack Spillan, Michael Spivey, Mark Tollefsen, Joseph Van Hassel, David Ward, Jeffrey Warren, Joe West, David Young

**Members Absent:** Cherry Beasley, Robin Cummings, Misty Stone

**Guests:** Irene Aiken (Graduate School), MaRyia Bass-Maynor (Staff Council), Thomas Crowe-Allbritton (Student Government), Tom Dooling (Chemistry and Physics), Richard Gay (College of Arts and Sciences), Beth Holder (University College), Zoe Locklear (School of Education), Mark Milewicz (Political Science), Elizabeth Normandy (Academic Affairs), Dennis Swanson (Library)

**Meeting was called to order at 3:30 PM**

## Order of Business

- I. Roll Call**
- II. Approval of Minutes: (Appendix A) – Approved by Acclamation**
- III. Adoption of Agenda – Approved by Acclamation**
- IV. Reports from Administration**
  - a. Chancellor—Robin G. Cummings
    - i. **Unable to attend meeting**
    - ii. **Letter to Abby**
      1. **Chancellor Sends his regrets on missing today**
      2. **Will be filled in regarding Faculty Senate meeting on Friday by Abby**
  - b. Provost and Vice Chancellor for Academic Affairs—David Ward
    - i. **1. School of Ed Dean Search – three finalists**
      1. **Campus Visit Schedules being worked on**
    - ii. **2. Honors Dean Search – committee met or meets today, will move candidates forward and making finalist selections**
    - iii. **3. Both searches had a strong applicant pool**
    - iv. **4. Will be open forums/faculty input and involvement**
    - v.
- V. Reports of Committees**
  1. Operations Committees
    - a. Executive Committee—Abigail Mann
      - a. **Budget Impasse: Faculty Senate Resolution (Appendix B) – Passed with revisions by Acclamation**
      - b. (Appendix C: Background)
        - a. **North Carolina Legislature did not pass a budget**
        - b. **Currently operating under 2017/18 budget**
        - c. **Stalls raises; money for College of Health Sciences; NC Promise Paydown or Growth money not given to UNCP**
        - d. **Provost Ward: Promise Schools face additional troubles compared to non-promise schools**
          - a. **Enrollment growth garners more state resources that we are not currently getting**
          - b. **We also don't get 100% of tuition from our students, because of state buy-down, which we have not received**
        - e. **Will a budget be passed? - is the question – we could potentially be in this situation for this year and next**
        - f. **Faculty continues to get paid**
        - g. **How will next year look with growth, but no additional budget money?**

- a. **Abby Mann: Adjustments need to be non-permanent, including classroom caps**
  - h. **Joe Sciulli – Graduate School is growing beyond faculty resources**
    - a. **Provost Ward: we should be able to get some of the money we need for new hires, etc.**
  - i. **University Mini-Bill is a possibility**
    - a. **Significant pressure on legislature by UNC System Schools, especially promise schools**
  - j. **Chancellor asked us to consider passing a resolution regarding the budget impasses**
    - a. **Abby Mann: informal question - As a room are we interested in a resolution? Yes**
    - b. **Taking suggestions for revisions from Faculty Senate**
  - k. **Motion to pass resolution as amended, and seconded**
    - a. **Passes by Acclamation**
- c. **Proposal to accept the recommendation of the Budget ad-hoc committee to establish a standing budget committee and to send their recommendations to Faculty Governance for a plan of implementation (Appendix D) – see letter G directly below for revisions to motion**
  - a. **Joe Sciulli – consider there are only so many faculty, and it is difficult to keep committees staffed; also, EDUC is often under-represented on committees**
  - b. **Melissa Schaub – is this a standing committee with mostly senators, or something else?**
  - c. **Joe West – would the chair be on the Executive Committee?**
    - a. **If it were a Standing Committee – would we vote on handbook changes at General Faculty Meeting?**
  - d. **Gretchen Robinson - Perhaps more of a subcommittee, not a standing committee? Or an operational committee?**
  - e. **Ottis Murray – years ago it was proposed as a subcommittee under FIAC**
  - f. **Joe West – send to Faculty Governance with Ad-Hoc Committee attending?**
  - g. **Revised Motion – accepting recommendation of Ad-Hoc Budget Committee to work on language for creating a Budget Advisory Committee with Faculty Governance in consultation with the Ad-Hoc Budget Committee**
    - a. **Moved and Seconded**
    - b. **Vote: 19-1-0**

- d. Proposal of Recommendation of Support of the 2020-2025 Strategic Plan with faculty senate representation in the implementation process, and a plan for public dissemination (Appendix E) – **Approved by Acclamation**
  - a. **Mark Milewicz:** looking for formal support from Faculty Senate; fielded questions
  - b. **Joe West – issues with measurable objectives – objectives and goals not quantifiable, or potentially not possible in 5 years**
    - a. **Mark Milewicz Nature of plan is wide/broad; objectives became narrower with more specifics; measurables are not part of goals or objectives – part of strategies and action plans/implementation – included in an appendix of document**
  - c. **Joe West – confusion with why called “5-year plan”?**
    - a. **Mark Milewicz: Action plans determined and obtainable within time-frame**
    - b. **Implementation report will be generated at end of each cycle of strategic plan**
  - d. **Several faculty members requested more wide dissemination of Strategic Plan reports**
  - e. **Make clear our desire to be included in the implementation and dissemination of this Strategic Plan**
- e. Curriculog update
  - a. **Thanks to Robin and Diana for their hard work**
  - b. **Background: moved technical side of Curriculog to Enrollment Management in Lumbee Hall**
  - c. **Moving towards old paper version for faculty members – will then be sent to Enrollment Management and inputted into Curriculog**
  - d. **General Reminder: we are a larger university than in previous years, proposed curriculum changes need to be submitted early**
- f. Faculty Senate 3 Things:
  - a. Working to increase faculty involvement in budget planning and decisions, including proposed budget committee and open forums
  - b. Making sure faculty voice is heard in thinking about changes to P&T process
    - a. **FERS has sent a recommendation to FIAC**
  - c. Taking an active role in representing faculty voice in state-wide budget discussions and the importance of funding the UNC system

- b. Committee on Committees & Elections—David Oxendine
    - a. Approval of Committee/Subcommittee nominations and information on appointments (Appendix F) – **Approved by Acclamation**
    - b. Vote for the new Senate Officers for the next academic year
      - i) Senate Chair – **nominees – Abigail Mann**
      - ii) Senate Secretary – **nominees – Mark Tollefsen**
  - c. Committee on Faculty Governance—Cherry Beasley
    - i. **Cherry Beasley not present – NO REPORT**
    - ii. **Working on language for Faculty Senate Chair having a two-year term, with a Chair “in-training” during the second year**
  - d. Committee on the Oversight of the Faculty Handbook—Tom Dooling
    - a. Proposal to accept amended changes to Faculty Handbook for, as per charge, “consistency, accuracy and currency.” (Appendix G) – Passes by Acclamation
      - a. **Melissa Schaub – question about Handbook pg. 13, Letter D regarding Faculty Senate quorum within General Faculty**
        - i. **A. Tom Dooling – will bring this back to committee**
        - ii. **This proposed change of handbook will be removed from Appendix for now, for further discussion by Oversight of Faculty Handbook Committee (see amended Appendix G).**
2. Standing Committees
- 1. Academic Affairs Committee—Robin Snead
    - 1. Informational: gathering information about the academic honesty hearing process
      - 1. **There are concerns that things aren’t working as they should with the process**
    - 2. Informational: concerns raised about how best to advise student athletes in terms of absences for university sanctioned events
      - 1. **What is reasonable regarding number of absences? Specifically Track/Field students missing as much as 40% of MWF classes**
      - 2. **Possible advisor specific to student athletes**
      - 3. **Joe Sciulli – proposes having student athletes speak to committee**
      - 4. **Beth Holder – proposes getting athletic coaches and Dick Christy to work with committee**



2. Faculty & Institutional Affairs Committee— Joe Sciulli
  1. Informational: Reach out to Faculty Senate appointed calendar Committee reps (Robin Snead; Jamie Litty) with specific issues/concerns for upcoming schedules
    1. **Let Robin and/or Jamie know of any concerns regarding this**
    2. Information: Issue has been raised about bookstore and telling students the online codes/supplementary materials required
      1. **Abby Mann - Textbook Committee will return. How was the committee populated?**
      2. **Thomas Crowe-Allbritton - representative from McGraw Hill came to Student Senate meeting; students voted to continue conversation with McGraw Hill; McGraw Hill took as an endorsement to use towards making a deal with UNCP**
        1. **Dennis Swanson - A Library Committee has been working towards open access textbooks**
  3. Student Affairs & Campus Life Committee—David Young
    1. **NO REPORT**
  4. Academic Information Technology Committee—Joe West
    1. **NO REPORT**
3. Faculty Assembly (Appendix H)
  1. **No formal report**
  2. **Most of meeting was about budget**
  3. **Faculty Assembly Chair brought forward motion about Silent Sam**
4. Teacher Education Committee
  1. **NO REPORT**
5. Graduate Council (Appendix I)
6. Other Committees

- VI. **Unfinished Business**
- VII. **New Business**
- VIII. **For the Good of the Order**
- IX. **Announcements**
- X. **Adjournment: Meeting adjourned at 4:59 PM**

CCE Minutes March 3 2020

Needs Voting:

**Student Affairs and Campus Life**

Abigail Reiter Faculty 2020

Informational:

**Promotion & Tenure SBS Divisional Fall 2020**

Robert Michael Spivey

**Faculty Hearing Board**

Leah Fiorentino-Kinesiology

Renee Lamphere-Sociology & Criminal Justice

Astrid Oviedo-Nursing

Upcoming:

Senate CHS replacement

Faculty Assembly

Senate Subcommittee Interest Polls

## SECTION I

### CHAPTER 3

#### FACULTY GOVERNANCE

##### **Overview of Faculty Governance Responsibilities**

Governance within the University of North Carolina and on each of the seventeen constituent campuses is defined by the provisions of *The Code of the Board of Governors of the University of North Carolina*. The Chancellor on each campus must ensure that a faculty senate, or other similar body, has been established. Members of that body are to be elected from the faculty by the faculty. The senate may advise the Chancellor on any matters pertaining to the institution that are of interest and concern to the faculty. The Chancellor is to ensure the establishment of appropriate procedures within the institution to provide members of the faculty with the means to give advice with respect to questions of academic policy and institutional governance, especially matters of curriculum, degree requirements, instructional standards, and grading (*The Code* Section 502-).

Consequently, in order to maintain and protect this right of governance, it is the responsibility of each faculty member to participate actively in faculty governance at UNCP. The Faculty Senate and its committees are the means by which the faculty can voice its concerns, examine problems that arise, and recommend improvements in policies and procedures.

##### **Faculty Senate Structure and General Organization**

The Faculty Senate is the primary UNCP faculty governance body. The Senate operates through a series of standing and operations committees as well as a number of subcommittees reporting to the standing committees. The Senate receives reports and recommendations from the standing and operations committees, deliberates appropriate actions, and recommends those as approved to the Chancellor. The Senate, under *The Code of the Board of Governors of the University of North Carolina*, has an advisory role to the Chancellor, who is the executive officer for the University. Details of the Senate organization, responsibilities, and procedures are described in the Constitution of the Faculty and the By-laws of the Faculty Senate.

### **UNCP Faculty Constitution**

#### Preamble

We, the members of the Faculty of The University of North Carolina at Pembroke, desiring to:

- Provide a democratic form of government for the coordination of faculty activities;
- Provide a forum for the expression of faculty views and interests;
- Maintain academic freedom, academic responsibility, and faculty rights;
- Improve intellectual, cultural, social, and physical welfare;
- Develop better educational standards, facilities, and teaching methods;
- Foster the recognition of the rights and responsibilities of the faculty to the school, the community and humanity; do hereby establish this Constitution.

#### ARTICLE I. GENERAL FACULTY

Section 1. The General Faculty of The University of North Carolina at Pembroke shall consist of the Chancellor, all full-time instructional personnel, those faculty participating in phased retirement, and all full-time non-instructional personnel who hold academic rank.

## Section 2. Powers

The General Faculty shall have power (or authority):

- A. To receive reports from—and make recommendations to—the Faculty Senate.
- B. To discuss—and pass resolutions on—matters relating to the life of the University.
- C. To take action on the awarding of honorary degrees.
- D. To review and revoke action of the Faculty Senate.
- E. To review and modify the structure of Faculty Government.
- F. To elect Senators-at-Large, members of the Faculty Hearing Committee, members of the Faculty Grievance Committee, and Delegates ~~/~~ and Alternates to the UNC Faculty Assembly.

## Section 3. Meetings

The General Faculty shall meet three times during the academic year, the exact dates of the meeting to be determined by the Chancellor and the Chair of the Faculty Senate. The first meeting will coincide with the fall opening of the University. The second meeting will be held in late fall. The third meeting will be held in the spring.

- A. Special Meetings of the General Faculty may be called by the Chancellor; the Faculty Senate; or, within thirty days after receiving a petition stating specifically the purpose of the meeting

and signed by fifty members of the General Faculty, the Chancellor shall be empowered to call a meeting of the General Faculty.

B. The Agenda for the regular meetings of the General Faculty shall be determined by the Chancellor and the Executive Committee of the Faculty Senate. The Agenda shall contain a report on the business conducted by the Senate since the last meeting of the General Faculty.

C. The Chair of the Faculty Senate shall notify members of the General Faculty at least one week in advance of the date of each regular meeting of the General Faculty. If practicable, the agenda and any materials to be voted on shall be distributed to the members of the General Faculty one week in advance of each meeting.

D. A quorum for Meetings of the General Faculty shall consist of a majority of the voting membership as defined above (see Article I, Section 1). A majority vote of members present is sufficient to conduct business, except that when the question of revoking an action of the Faculty Senate is under consideration by the General Faculty, a two-thirds vote of a quorum shall be required to annul.

E. Voting in General Faculty Meetings shall normally be by voice vote. Vote by ballot shall be taken on motion approved by a majority of members present and voting. Results of voting shall be recorded in the minutes.

F. Meetings of the General Faculty and its deliberative bodies shall follow Robert's Rules of Order (Newly Revised). In particular, proxy voting is not permitted.

Section 4. The minutes and records of the General Faculty shall be kept by the Secretary of the Faculty Senate.

A. Copies of the minutes of General Faculty Meetings shall be sent to each member.

B. Minutes of the General Faculty Meeting shall be placed on file in the Office of the Chancellor, of the Provost and Vice Chancellor for Academic Affairs, in the UNCP Archives, and on the website of the Faculty Senate.

## ARTICLE II. FACULTY SENATE

Section 1. The General Faculty delegates the responsibility for the conducting of business to a Faculty Senate.

Section 2. The purpose of the Faculty Senate of The University of North Carolina at Pembroke shall be to serve as the principal academic policy-making body of the University, subject to review and approval by the Chancellor; to serve as an advisory and consultative council to the Chancellor and other Administrators; and to receive from Senate Committees or University Departments recommendations concerning educational policies of The University of North Carolina at Pembroke upon which the Senate may deliberate and act.

Section 3. The Senate shall recognize the province within the University of the traditional academic disciplines and the established departments and divisions in setting and implementing rules and regulations directly affecting these areas, but reserves the right to review such rules and regulations as may affect the University as a whole.

#### Section 4. Actions of the Senate completed

A. Actions of the Senate shall be in one of three forms:

1. Act. An Act shall have the effect of policy.
2. Resolution. A Resolution shall express the sentiment of the Senate.
3. Recommendation. A Recommendation shall express the advice of the Senate, giving advice only.

B. No Acts of the Senate shall have the effect of policy unless they have been passed by a majority vote and bear the signature of the Chancellor of the University, indicating **his their** approval.

C. Upon passage of an action as defined above, the Chair of the Senate shall submit the completed Faculty Senate Routing Form to the Chancellor within three school days of its passage.

D. The Chancellor may veto an Act. In such case the Senate shall be notified of such action at its next meeting.



## ARTICLE III. MEMBERSHIP AND ELECTIONS

Section 1. The Senate shall consist of the following members:

- A. The Chancellor of the University
- B. The Provost and Vice Chancellor for Academic Affairs
- C. Three General Faculty members from each of the six divisions listed below, elected by and from the General Faculty of the division:
  - 1. Division of Arts
  - 2. Division of Education
  - 3. ~~Division of Health Sciences~~
  - 4. Division of Letters
  - 5. Division of Natural Science and Mathematics
  - 6. ~~Division of Health Sciences~~ Division of Social and Behavioral Sciences
- D. Six General Faculty members elected at-large by the General Faculty.

Section 2. Those eligible to vote for representatives in a division shall be General Faculty who currently hold academic rank at ~~the~~ the University of North Carolina at Pembroke in a discipline associated with the division; those eligible to vote for Senators-at-Large shall be General Faculty members.

Section 3. Eligibility for election to Senate membership is restricted to members of the General Faculty

A. not holding an administrative position above that of Department Chair, and

B. having a minimum of two consecutive years as members of the General Faculty at The University of North Carolina at Pembroke prior to candidacy ~~and having not broken the current period of employment at UNCP except by virtue of approved leaves of absence.~~

Section 4. Senators elected by the division shall serve for a term of ~~three~~ four years. ~~Faculty members with joint appointments shall be eligible to run and to vote in only one division in the election of Senators representing divisions. The Committee on Committees and Elections of the Faculty Senate shall conduct annual elections for division representatives.~~

Section 5. Senators representing divisions shall normally be elected during the month of October by those holding ~~current~~ academic rank in the division they will represent, to take office at the adjournment of the first General Faculty meeting of the academic year. ~~Faculty members with joint appointments shall be eligible to run and to vote in only one division in the election of Senators representing divisions.~~

Section 6. Elections for Senators-at-Large, ~~who also shall serve for a term of three~~ four years, shall be conducted immediately following election of divisional representatives, ~~for a term of~~

~~three four years. The election of Senators at Large shall be conducted by the Committee on Committees and Elections of the Senate.~~

Section 7. No elected Senator may serve more than two successive terms; the filling of an unexpired term shall be deemed as one of the two successive terms.

Section 8. The position of an elected Senator whose term is unexpired shall be considered vacant upon:

A. Notification by the Senator to the Chair of (1) ~~his/her~~ their resignation ~~or (2) a leave of absence;~~

B. The Senator's becoming ineligible through change in professorial status, either at this University or elsewhere;

C. The Senator's absence from more than two regular meetings of the Senate in an academic year, ~~except in the case of a leave of absence approved by the University.~~

Such vacancy shall be filled by special ballot in accordance with Article V, Section 2, A, 3 of the By-Laws for the Faculty Senate. Senators so elected shall serve the unexpired portion of the term.

Section 9. ~~The Committee on Committees and Elections of the Faculty Senate shall conduct the elections of all Senators.~~

**Section 10.** Senators shall take office at the adjournment of the first General Faculty meeting of the academic year.

#### ARTICLE IV. DUTIES OF SENATORS

Section 1. Senators shall bring to the Senate proposals originating from (or endorsed by) Department Chairs, from academic support~~ive~~ services, and from other areas of academic concern of the faculty. Proposals shall be in writing and furnished in sufficient copies to facilitate review and action of the Senate.

Section 2. Each elected Senator (except the Chair and Secretary) shall serve on one of the Standing Committees or on the Committee on Committees and Elections.

#### ARTICLE V. OFFICERS

Section 1. The Chancellor of the University shall have the right to preside over the deliberations of any legislative bodies of the Faculties of ~~T~~the University of North Carolina at Pembroke.

**Section 2.** The officers of the Faculty Senate and General Faculty shall consist of a Chair, Chair-elect, Secretary, and Secretary-elect, each of whom is elected by the Faculty Senate and who must be a member of the Faculty Senate for the duration of their terms, which shall commence upon the adjournment of the first General Faculty meeting of the academic year.

Section 23. The ~~Senate shall elect from its voting membership a~~ Chair of the Faculty Senate also serves as Chair of the General Faculty, ~~who shall also serve as Chair of the Faculty Senate, to serve~~ for a term of ~~one~~ two years. The Chair shall serve as Chair of the Executive Committee, and as a delegate to the UNC Faculty Assembly and shall preside at meetings of the Faculty Senate and of the General Faculty subject to the right of the Chancellor to preside over such deliberations as provided in Article V. Section 1, above. ~~The Chair shall not serve for more than two successive years; the filling of an unexpired term shall be deemed as one of the two successive years.~~ The Chair ~~of the Faculty Senate~~ is entitled to a course load reduction (six hours per semester) while serving as Chair.

Section 34. The Chair-elect also serves as Chair-elect of the General Faculty for a term that ends in their assumption of the position of Chair of the Faculty Senate and General Faculty. The Chair-elect is a member of the Executive Committee and an Alternate to the UNC Faculty Assembly and shall fulfill any duties assigned to them by the Chair.

Section 45. The ~~Senate shall elect from its voting membership a~~ Secretary, ~~who shall~~ also serves as Secretary of the General Faculty, ~~to serve~~ for a ~~period-term~~ of ~~one~~ two years. ~~The Secretary shall serve as the Secretary of the General Faculty.~~ The Secretary is entitled to a course-load reduction (three hours per semester) while serving as Secretary.

Section 6. The Secretary-elect also serves as Secretary-elect of the General Faculty for a term that ends in their assumption of the position of Secretary of the Faculty Senate and General

Faculty. The Secretary-elect is a member of the Executive Committee and shall fulfill any duties assigned to them by the Secretary.

Section 7. Any officer of the Faculty Senate and General Faculty may be removed from office at a regularly scheduled meeting of the Faculty Senate by a three-quarters vote of a quorum of Senate. Officers so removed will be replaced as if they had resigned their position.

Section 8. Should the position of Chair become vacant, the Chair-Elect shall assume the position of Chair and shall serve out the remainder of the Chair's term, followed by the term to which the Chair-elect was originally elected. Should the position of Secretary become vacant, the Secretary-Elect shall assume the position of Secretary and shall serve out the remainder of the Secretary's term, followed by the term to which the Secretary-elect was originally elected.

Section 9. Should If the Chair's resignation occurs during a year in which there is no Chair-Elect, a special election shall be held to elect a new Chair.

Section 10. Should the positions of Chair-Elect or Secretary-Elect become vacant, the Chair of the Committee on Committees and Elections shall facilitate election of then the Chair shall inform the General Faculty of this fact, and a special election shall be held to elect a new Chair-Elect Associate Chair or Secretary.

## ARTICLE VI. COMMITTEES

Section 1. The consideration of matters within its jurisdiction may be delegated by the Senate to Committees, which shall be responsible to and report to the Senate.

Section 2. The Senate shall have the following types of committees: Operations Committees, Standing Committees, Subcommittees of the Standing Committees, and Continuing and Special Committees. The terms of the Standing Committees, and Continuing Committees, shall end with the convening of a new Senate at the first regular meeting of the academic year; the Committee on Faculty Governance will be appointed for three-year staggered terms and other Operations Committees' terms shall be the same as the Standing and Continuing Committees; members of Subcommittees of Standing Committees will be appointed for two-year staggered terms; and the term of any Special Committee will be ended upon completion of its designated assignment.

Section 3. There shall be four 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; the officers of the Faculty Senate and General Faculty as defined in Article V, Section 2; members of the Promotion and Tenure Committee, the Faculty Awards Committee, the Faculty Grievance Committee, and 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. It is the responsibility of the Chair of the Committee on Committees and Elections to provide the Secretary of the Senate a list of the current membership of the Faculty Senate, its Committees, Subcommittees, and other appointed and elected Committees for posting to the website for the Faculty Senate at <https://www.uncp.edu/facultystaff/faculty-senate>.

B. The Executive Committee shall consist of the Chair of the Senate, who shall serve as its Chair; the Chair-elect; the Secretary of the Senate, who shall serve as its Secretary; the Secretary-elect; 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 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 and Elections. Any member of the General Faculty with tenure and the rank of Associate or Full Professor is 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 accessible via 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 such alterations to the Faculty Handbook to the Faculty Senate, with subsequent action undertaken at the pleasure of the Faculty Senate.

Section 4. The Senate members of the four major Standing Committees and their Chairs shall be appointed by the Chair of the Senate. Membership of the Standing Committees, Subcommittees, and other committees is outlined in the By-Laws, Article VI.

The Standing Committees shall be:

- A. Academic Affairs
- B. Student Affairs and Campus Life
- C. Faculty and Institutional Affairs
- D. Academic Information Technology Committee

Section 5. Standing Committees may, with the approval of the Senate, set up Subcommittees; the tenure of the Subcommittee shall be coincident with that of the parent Standing Committee.

Section 6. Persons eligible to serve on Subcommittees are members of the General Faculty and staff members appropriate to the function of the subcommittee. When one or more of the four Standing Committees request Subcommittee formation, the Committee on Committees and

Elections shall determine the size of the Subcommittee and make nominations to the Senate, to be confirmed by the Senate.

Section 7. All Subcommittees shall report directly to the parent Standing Committee, of which each subcommittee's Chair will be a voting member.

Section 8. The Chairs of each Standing Committee shall speak for their Committees. He/she They may present an oral or written report, but in every case the presentation must give sufficient information on which the Senate can act.

Section 9. Continuing and Special Committees may be constituted, with appropriate membership, at any time by the Senate.

Section 10. The Faculty Research Advisory Board shall be a Continuing Committee of the Faculty Senate. It shall consist of not more than seven members to serve three-year staggered terms. The members will be nominated by the Chair of the Faculty Senate and confirmed by the Senate. The membership will consist of one faculty member from each division, and one At-Large faculty member from a department not already represented. The Board shall elect a Chair from its membership.

ARTICLE VII. MEETINGS

Section 1. The Senate shall regularly meet at least once each month during the academic year. Regular meeting dates shall be established by the Senate; however, these dates may be altered when deemed necessary.

Section 2. A Special Meeting may be called by the Chancellor, the Chair of the Faculty, or at the request of a majority of the voting members of the Senate.

Section 3. Written notices of Regular Meetings of the Senate shall be sent to each Senator five business days prior to the meeting and shall contain an agenda. Special Meetings, when practicable, shall require a three-day notice. Special Meetings may be arranged by telephone or email. The General Faculty will be notified.

Section 4. All Meetings of the Senate shall be open meetings unless, consistent with the requirements of State Law, a meeting is closed to the public by majority vote of a quorum of the Senate membership.

Section 5. Fifteen elected members of the Senate present at any meeting shall constitute a quorum.

Section 6. Minutes of all meetings shall be posted on the ~~f~~Faculty Senate website within ten days after approval.

## ARTICLE VIII. RIGHT OF FACULTY APPEAL

Section 1. Any action or resolution of the Senate may be appealed to the Senate by a petition containing not fewer than fifteen faculty signatures. In the event of failure of the Senate to produce agreement with the petitioners, fifty members of the faculty signing a petition may call for a General Faculty Meeting. A two-thirds vote of a quorum of the faculty in a General Faculty Meeting shall be required to revoke Senate action.

Section 2. Written notice of a full Faculty Meeting for deliberation of Senate action appealed by petition shall be distributed to the faculty one week prior to the meeting. Such notice shall include a statement of the action to be discussed.

## ARTICLE IX. REVIEW OF THE CONSTITUTION, BY-LAWS, PROCEDURES

Section 1. The Senate shall have the authority to make by-laws and rules of order for the conduct of its business.

## ARTICLE X. AMENDMENT OF THE CONSTITUTION

Section 1. A recommendation to amend the Faculty Constitution may be made in one of two ways: at a regular meeting of the Senate preceding that at which the vote on such recommendation is taken, or at a meeting of the General Faculty at least thirty days preceding that at which the vote on such recommendation is taken.

Section 2. A two-thirds vote of a quorum of the Senate present and voting shall be necessary in order to recommend the amendment of the Constitution or any of its provisions.

Section 3. Ratification of the recommendation of the Senate or General Faculty for the amendment of the Constitution or any of its provisions shall require a two-thirds vote of the faculty.

Section 4. The Board of Trustees of The University of North Carolina at Pembroke and the Board of Governors of The University of North Carolina shall be properly informed by the Chancellor of changes in faculty organization and operating procedures.

## **By-Laws for the Faculty Senate**

### ARTICLE I. MEETINGS

Section 1. The Faculty Senate shall meet regularly on the first Wednesday of each month of the academic year consistent with the University academic calendar.

Section 2. Special meetings and alterations of the prescribed schedule shall require a three-day notice when practicable.

Section 3. Meetings shall not exceed 90 minutes without a vote to extend the time.

Section 4. Absences from Meetings. Faculty members who desire to run for a Senate seat are obligated to check professional responsibilities against the Senate's meeting schedule for potential conflicts. When a Senator cannot be present at a regular meeting and requests to be excused, such request must be addressed to the Chair of the Senate in writing.

Section 5. The minutes and all official documents of the Senate and its committees and subcommittees will be filed by the Secretary of the Senate. The Secretary will post the completed Faculty Senate Routing Form and attachments, official agendas, and minutes on the Faculty Senate web site. It will be the responsibility of each committee and subcommittee Chair to see that agendas and minutes are delivered to the Secretary in advance of meeting dates.

### ARTICLE II. RULES OF ORDER

Section 1. The Senate shall determine the rules of order for the conduct of its business meetings.

Section 2. Robert's Rules of Order (Newly Revised) shall be followed, except that proxy voting shall be not be permitted.

### ARTICLE III. ORDER OF BUSINESS

Section 1. The order of business at meetings of the Senate shall be as follows:

- A. Roll Call
- B. Approval of Minutes
- C. Adoption of Agenda
- D. Reports from Administrators
  - 1. The Chancellor
  - 2. The Provost and Vice Chancellor for Academic Affairs
- E. Reports of Committees
  - 1. Operations Committees
  - 2. Standing Committees
  - 3. Special Committees
- F. UNC Faculty Assembly Report
- G. Teacher Education Committee
- H. Graduate Council
- I. Other Committees



J. Unfinished Business

K. New Business

L. Announcements

Section 2. All business brought before the Senate must have appeared on an approved Agenda before action on it can be completed.

#### ARTICLE IV. PROPOSALS TO BE ACTED UPON BY THE SENATE

Section 1. Proposals to the Senate may come from any Faculty member, and any administrator eligible for membership in the Senate.

Section 2. Proposals germane to the curriculum of a department must be approved and forwarded to the Department Chair.

Section 3. Endorsement does not imply consent or concurrence but an awareness of a proposal.

Section 4. Proposals originating through individual Senators, from committees or Special Committees, or from any other source shall be routinely referred to the Executive Committee for inclusion on the next agenda.

#### ARTICLE V. DUTIES OF THE SENATE CHAIR AND FUNCTION AND SCOPE OF OPERATIONS COMMITTEES

Section 1. The Duties of the Faculty Senate Chair shall include:

1. Attend ~~the~~ Board of Trustees ~~M~~meetings ~~when invited~~ and make a report to the ~~its~~ Educational Planning & Personnel Committee.
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).  
Serve as Delegate to the UNC Faculty Assembly.~~
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 Committees.~~
9. Appoint faculty to the Student Grievance Panel for one-year terms.

10. Forward each year one month prior to the end of the spring semester 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 ~~f~~ 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. And other duties as needed or directed by the Senate.

## Section 2. Executive Committee

A. The Executive Committee shall prepare the agenda and publish it five days prior to each regular meeting of the Senate. The following procedure will be adhered to with respect to submitting items for the agenda as long as the Senate meetings are held on Wednesday:

1. Agenda items are to be submitted to the Chair of the Executive Committee no later than 12:30 **p.m.** on Monday of the week preceding the meeting of the Senate.
2. The Executive Committee will meet at least a week prior to the Senate meeting to organize the agenda.

B. The Executive Committee will refer to appropriate Standing Committees or Special Committees' proposals and/or recommendations which it considers should be sent to these committees prior to the Senate. The Committee will note in its report receipt of such items and the disposition made of them.

C. The Secretary of the Senate shall maintain a Motion Log of all Senate actions indicating date and status of each.

D. 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 the membership of~~ ~~within~~ the Executive Committee ~~an individual~~ to serve as ~~Chair pro tem~~ ~~Chair~~ of the Senate ~~and as Alternate to the UNC Faculty Assembly in the Chair's 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 Delegates and Alternates ~~to Delegate for~~ the UNC Faculty Assembly, which will occur during the regular spring election cycle.

1. Starting in October, ballots will be distributed by email to elect:

- a. Divisional Senators (See Article III of the UNCP Faculty Constitution for nomination guidelines for these positions);
  - b. Senators-at-Large, immediately following the completion of the election for Divisional Senators; (See Article III of the UNCP Faculty Constitution for nomination guidelines);
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 two~~ Delegates 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);
  - b. The at-large member of the Faculty Awards Committee immediately following completion of the election for divisional members;
  - c. **Members of the** Faculty Hearing Committee immediately following the completion of the election of members of the Promotion and Tenure Committee (See “Faculty Hearing Committee” in Section II, Chapter I on Faculty Personnel Policies in the UNCP Faculty Handbook for nomination guidelines); **and**
  - d. **Members of the** Faculty Grievance Committee immediately following the completion of the election of the Faculty Hearing Committee (See “Faculty

Grievance Procedure” in Section II, Chapter I on Faculty Personnel Policies in the UNCP Faculty Handbook for nomination guidelines)

3. Prior to the April senate meeting, the Committee on Committees and Elections shall select four nominees for the position of conciliator for undergraduate grade appeals.

4. The Committee on Committees and Elections shall conduct elections for unexpired terms of office as the need arises to fill any such vacancy.

5. The Committee on Committees and Elections shall conduct elections in accordance with the following procedures:

a. Determine eligibility of candidates (See Article III, Sections 3 through 8 of the UNCP Faculty Constitution);

b. Five (5) business days before distributing ballots for any election, post a notice on the official announcements listserv to 1) inform faculty that ballots for particular elections will be distributed in five (5) business days and 2) solicit nominations for those elected positions. Forty-eight hours (48) before the close of the nomination period, post a notice naming the nominations to date and stating that additions and deletions of nominees will be accepted up to one day before ballots are due to be emailed.

c. Prepare and email ballots to members of the General Faculty (See Article I, Section 1 of the UNCP Faculty Constitution);

d. Allow three (3) business days for return of ballots, by email, to committee members for tallying;

e. Determine winners of elections to fill one vacancy (each faculty member has one vote) as follows:

(1) The winner is that candidate who receives the greatest number of the votes cast, except that 33% of the votes cast is necessary for election. If the election with only two candidates on the ballot results in a tie, the election will be rerun.

(2) Run-off elections will include all candidates who received at least 20% of the votes cast in the previous balloting, except that the ballot must include those who ranked first and second. If all candidates on the previous ballot received at least 20% of the votes, the last-place candidate will be dropped in the run-off election.

f. Determine winners of elections to fill more than one vacancy (each faculty member has as many votes as there are vacancies) as follows:

(1) The winners are those candidates who are selected on the greatest number of ballots and who receive at least 33% of the ballots cast.

(2) Run-off elections will include all candidates who are selected on at least 20% of the ballots cast in the previous balloting, except that the ballot must include at least one more candidate than the number of vacancies to be filled. If all candidates on the previous ballot received at least 20% of the votes, the last-place candidate will be dropped in the run-off election.

B. The Committee on Committees and Elections shall nominate the following:

1. All members of Faculty Senate Subcommittees, the Faculty Governance Committee, the faculty members of the Health, Safety, and Environment Committee, the six non-Senate faculty members on the Academic Information Technology Committee, the three non-Senate faculty

members on 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, which will be forwarded to the SGA for selection of one. (See Article VI, Section 4 of the Faculty Senate Bylaws and Article VI, Section 3C of the Faculty Senate Constitution.) At the Senate's last meeting of the academic year, the Committee will recommend for confirmation by the Faculty Senate all the foregoing nominations (with the exception of the faculty conciliator nominations, which must be approved at the April meeting of the faculty senate). Within one week of the last meeting of the Faculty Senate, the Committee will notify the General Faculty of the confirmed nominations by email.

a. Following completion of all elected positions, poll faculty to determine individual preferences for appointed faculty governance positions.

C. The Committee on Committees and Elections shall facilitate the election of the Officers of the Faculty Senate as defined in the Faculty Constitution, Article V.

~~2. At least one Faculty Senator as Chair Elect of the Senate and at least one Faculty Senator as Secretary Elect. The Faculty Senate will elect these officers at its first meeting of the Spring Semester. The newly elected officers will take office immediately following the first General Faculty meeting of the next academic year. (See Article V, Sections 2 and 3 of the UNCP Faculty Constitution for nomination guidelines.)~~



C. The Committee on Committees and Elections shall act on requests by Standing Committees for formation of any new Senate-approved subcommittees (See Article VI, Section 6 of the UNCP Faculty Constitution).

#### Section 4. Committee on Faculty Governance

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.

#### Section 5. Divisions by Areas

##### A. Division of Arts:

Art

Drama

Music

Mass Communication

Library Science

##### B. Division of Education

Education

##### C. Division of Letters

American Indian Studies

English and Theatre

Foreign Languages

History

Philosophy

Religion

D. Division of Natural Science and Mathematics

Biology

Geology

Geography

Mathematics

Computer Science

Chemistry

Physics

E. Division of Social and Behavioral Science

Business Administration

Political Science

Public Administration

Psychology

Sociology

Criminal Justice

F. Division of Health Sciences

Counseling

Health and Human Performance

Nursing

Social Work

ARTICLE VI. FUNCTION AND SCOPE OF STANDING COMMITTEES, SUBCOMMITTEES,  
CONTINUING COMMITTEES AND OTHER COMMITTEES

The four Standing Committees will be:

Academic Affairs

Student Affairs and Campus Life

Faculty and Institutional Affairs.

Academic Information Technology Committee

Although the Standing Committee memberships are reconstituted each Academic year, the subcommittee memberships will be for two-year, staggered terms allowing for continuity of activity.

Section 1. Academic Affairs Committee

A. The Academic Affairs Committee shall consider the following matters: all matters relating to curriculum; policies and standards relating to the admission and retention of students; and recommendations concerning learning resource materials and services. Specifically regarding Senate vote on curriculum matters, the Chair of the Academic Affairs Committee is immediately to present to the Registrar all information pertaining to each individual course which is necessary for the computer data bank. In anticipation of this, the required course description

presented to the Subcommittee on Curriculum should be the exact catalog wording desired by the department. The Committee shall regularly inform the Senate of its actions and recommendations.

B. The Academic Affairs Committee will be composed of twelve voting members:

1. Seven Senators,
2. The Provost and Vice Chancellor for Academic Affairs,
3. The four Chairs of Subcommittees of the Academic Affairs Committee.

C. The Committee shall have four subcommittees:

1. The Subcommittee on Curriculum shall examine all proposals and policies relating to curriculum. This subcommittee is responsible for sending to the Academic Affairs Committee all information pertaining to each individual course which is necessary for the computer data bank. The Curriculum Committee shall make recommendations to the Academic Affairs Committee on their adoption based upon policies disseminated in the Faculty Handbook , Section II, Chapter 5 on Faculty Participation in Academic Policy and Curriculum Development.
2. The function of the Enrollment Management Subcommittee shall be to consider policies and standards related to admissions and recruitment, financial aid, retention, advising, graduation, and related areas. The Subcommittee shall also be charged with receiving expressions of concern or interest regarding any of the areas listed above from faculty, staff, administration, or students. The Subcommittee shall, as it deems necessary, make recommendations to the Academic Affairs Committee on these matters.

3. The Subcommittee on Academic Support Services shall examine proposals and policies relating to the operations and development of the Library, the Academic Support Center, and the University Writing Center and shall make appropriate recommendations/proposals to the Academic Affairs Committee. The Subcommittee shall receive reports from the above offices on user surveys they conduct.

4. The General Education Subcommittee shall review, assess, and revise the General Education curriculum and its goals, objectives, and learning outcomes; oversee the administration of General Education; and consider other matters referred to it. The Subcommittee shall submit all matters of policy and proposals of curriculum pertaining to the General Education Program and all curriculum proposals directly to the Academic Affairs Committee for its consideration.

## Section 2. Faculty and Institutional Affairs Committee

A. The Faculty and Institutional Affairs Committee will consider the following matters: all matters relating to faculty, economic aspects of matters of concern to the Senate and its other committees; recommendations in areas of University business affairs as they affect educational policies, and of long-range projections and planning for the total development of the University; issues of environmental concern for the campus community including those related to health and sustainability.

B. The Faculty and Institutional Affairs Committee will be composed of thirteen voting members:

1. Seven Senators,
2. The Vice Chancellor for Finance and Administration,
3. The Vice Chancellor for Advancement,
4. Associate Vice Chancellor for Academic Affairs,
5. Chair of the Faculty Development and Welfare Subcommittee,
6. Chair of the Faculty Evaluation Review Subcommittee.
7. Chair of the Health, Safety and Environment Subcommittee

C. The Committee shall have three subcommittees:

1. The Subcommittee on Faculty Development and Welfare shall examine all proposals and policies relating to faculty, and shall, as necessary, make recommendations to the Faculty and Institutional Affairs Committee on such matters. Among the areas of concern of the Faculty Development and Welfare Subcommittee will be the following: Faculty development, evaluation, and criteria governing appointment and retention procedures; salary scale, leaves of absence, sabbaticals, fringe benefits, resignations, recognition of retirees, grievances, and collegiality. The Subcommittee also administers the James F. Hubbard Faculty Leave Fund.
2. The Faculty Evaluation Review Subcommittee shall review the Faculty Evaluation Model regularly and strive to clarify the existing document. The subcommittee shall make recommendations to the Faculty and Institutional Affairs Committee regarding any changes in the written document and shall respond to all requests for alteration of the document or its underlying philosophy.

3. The Health, Safety, and Environment Subcommittee will discuss and investigate issues related to the health concerns of students, staff and faculty due to environmental conditions on campus in addition to issues related to environmental sustainability. Members of the Faculty, Staff or Student body may attend and make known concerns they have related to health, safety and environment issues. The committee may meet more often when needed to investigate specific issues that may arise.

### Section 3. Student Affairs and Campus Life Committee

A. The Student Affairs and Campus Life Committee shall consider matters related to student affairs, student life, and intercollegiate athletics and make recommendations in such matters as they affect educational policies, curricula, and student development and wellbeing.

B. The Student Affairs and Campus Life Committee will consist of twelve voting members:

1. Three Senators, one of whom will be selected by the Chair of the Senate to represent this committee on the Executive Committee,
2. The Vice Chancellor for Student Affairs,
3. Three additional faculty members,
4. The President of the Student Government Association,

5. Two students to be selected by the Director of the Office of Student Involvement and Leadership,
6. The Chair of the Student Publications Board, and
7. The Faculty Athletic Representative

C. The Committee shall be responsible for one Board:

1. The Student Publications Board will meet at least twice each semester; meeting dates and times for each academic year will be determined early in each Fall semester by a consensus of the members of the Board. The Board will serve as the selection committee for the newspaper editor, the yearbook editor, and the literary magazine editor; it will be responsible for approving the application process, interviewing applicants, selecting editors, and hearing charges that could lead to the dismissal of editors. The Board will serve as the arbitrator in the event that censorship pressures arise and will develop other roles which the Board deems proper, in accordance with the guidelines and policies set forth in the Student Publications Manual. The Board will not, however, attempt to provide active oversight of the day-to-day workings of student publications.

#### Section 4. Academic Information Technology Committee

- A. The Academic Information Technology Committee is a standing committee of the Faculty Senate. The committee represents Faculty interests in all matters relating to Information Technology and acts as the service owner for technology services and Information Technology Policy where the primary focus is on pedagogy, faculty



research, and service. The committee will make recommendations to the Faculty Senate regarding the implementation, governance, or changes to these technology services. The Committee will recommend and engage in faculty centered activities to adopt key academic technologies. The Committee will also advise the CIO and the Senate on new technology initiatives and will evaluate and make recommendations concerning academic computing and information policies, standards, and procedures proposed or implemented by DoIT.

B. The Academic Information Technology Committee will consist of fourteen voting members:

1. Two Senators, one of whom will serve as chair as appointed by the Senate chair,
2. Six additional faculty members, one from each division,
3. The Chief Information Officer,
4. An Instructional Designer,
5. The Director of Online Learning
6. A Representative of the Library, as appointed by the Dean of Library Services
7. A Representative of the Accessibility Resource Center,
8. One SGA Senator, as appointed by the SGA President.

#### Section 5. The Composition of Subcommittees and Boards

The Subcommittees and Boards shall be composed as follows, with each member having one vote:

A. Academic Affairs Committee

1. The Subcommittee on Curriculum:

Two Representatives from each Division,

One Representative from the Office for Academic Affairs,

Registrar,

SGA Secretary,

SGA Senator.

2. The Enrollment Management Subcommittee

One faculty member from each division, one of whom shall Chair the subcommittee,

Associate Vice Chancellor for Enrollment,

Director of the Center for Student Success,

One SGA representative.

3. The Subcommittee on Academic Support Services:

One Representative from each Division, one of whom shall Chair  
the subcommittee,

Dean of Library Services,

Director of the Center for Student Success,

Director of the Accessibility Resource Center,

Director of the Writing Center,

One at-large faculty member from a department not already represented

One Graduate Student,

One SGA Senator.

#### 4. The General Education Subcommittee

One faculty member representing each of the following General Education areas (one of whom will Chair the subcommittee):

Arts,

Business/Economics,

Health and Human Performance,

Humanities,

Natural Science/Mathematics,

Social Sciences,

The Associate Vice Chancellor for Student Success and Dean of the University  
College.

The Student Government Association Academic Affairs Chair

Each of the faculty representatives will serve a two-year term, three beginning on even numbered years and three on odd numbered years. Selection will be by appointment by the Committee on Committees and Elections as with other subcommittees.

#### B. Faculty and Institutional Affairs Committee

##### 1. The Subcommittee on Faculty Development and Welfare:

One representative from each Division,

The Director of Human Resources.

The Director of the Teaching and Learning Center

## 2. The Faculty Evaluation Review Subcommittee

The subcommittee shall consist of seven members. Each division will be represented on the subcommittee, and there will be one at-large member. At least two of the faculty appointed each year must be tenured. The At-Large member must come from a department not already represented.

## 3. The Health, Safety, and Environment Committee

There shall be seven members, one from each division and a representative from the Library. The member from the Division of Health Sciences must be from the Department of Nursing. Divisional faculty members are to be nominated by the Committee on Committees and Elections and confirmed by the Senate. Also, there shall be a representative from the Staff Council. The committee will also include the Safety Officer for Environmental Health and Safety, and the Chief of University Police. The committee will be chaired by one of the faculty members, and the chair of this committee will serve as one of the faculty representatives on the University Campus Safety and Health Committee.

## C. Student Affairs and Campus Life Committee

### 1. The Student Publications Board will be composed of:

The administrator who holds budget authority over student activity fees,

The faculty advisor of the student newspaper,

The faculty advisor of the student yearbook,

The faculty advisor of the student literary magazine,

One faculty member who is not actively involved in student publications, to be nominated by the Committee on Committees and Elections,

The editor of the student newspaper,  
The editor of the student yearbook,  
The editor of the student literary magazine,  
The SGA president or her/his designee.

The Student Publications Board will be co-chaired by the faculty member nominated by the Committee on Committees and Elections.

D. The Chair of the Standing committee or parent committee shall appoint, or conduct an election for, subcommittee Chairs.

#### Section 6. Meetings.

Upon organization by the Senate each committee and subcommittee shall meet, establish and publish a list of its scheduled meetings according to the following calendar:

##### A. FACULTY SENATE

The first Wednesday of each month

##### COMMITTEE ON ACADEMIC AFFAIRS

The third Wednesday of each month

SUBCOMMITTEE ON CURRICULUM

The first Thursday of each month

SUBCOMMITTEE ON GENERAL EDUCATION

The fourth Thursday of each month

SUBCOMMITTEE ON ACADEMIC SUPPORT SERVICES

The second Tuesday of each month

SUBCOMMITTEE ON ENROLLMENT MANAGEMENT

The second Wednesday of each month

COMMITTEE ON FACULTY AND INSTITUTIONAL AFFAIRS

The third Tuesday of each month

SUBCOMMITTEE ON FACULTY DEVELOPMENT AND WELFARE

The second Thursday of each month

SUBCOMMITTEE ON FACULTY EVALUATION REVIEW

The first Tuesday of each Month

SUBCOMMITTEE ON HEALTH, SAFETY, AND ENVIRONMENT

The first Monday of each month

COMMITTEE ON STUDENT AFFAIRS AND CAMPUS LIFE

The third Monday of each month

SENATE EXECUTIVE COMMITTEE

At least one week prior to the Senate meeting

#### COMMITTEE ON COMMITTEES AND ELECTIONS

Always available for required tasks

Special meetings may be called as the need arises.

#### FACULTY GOVERNANCE COMMITTEE

The fourth Tuesday of each month

#### ACADEMIC INFORMATION TECHNOLOGY STANDING COMMITTEE

The second Monday of each month

#### B. Calendar

The Senate Chair and Executive Committee will publish, at the start of the fall semester, a calendar for the academic year of meeting dates and times for each Standing Committee and related Subcommittees of the Senate. The Chair and Executive Committee will also solicit meeting information from other Committees that are related to the Senate. This information will be summarized and published as early as possible in the fall semester.

#### C. Absences from Meetings

When a member of either a Committee or Subcommittee cannot be present for a meeting, the member will notify the Chair of the Committee or Subcommittee in writing.

When a member of a Committee or Subcommittee misses more than two regular meetings, that member will be dismissed from the committee. A replacement will be chosen in accordance with Article VI, Section 3. A of the Faculty Constitution (for a subcommittee member) and Article VI, Section 4 (for a committee member).

#### Section 7. Other University Committees

A. Faculty members serve on a wide variety of University/Administrative committees, both continuing and ad hoc, instituted to advise with regard to campus issues. Membership on such committees may be by election or by appointment. Most operate independently from the formal faculty governance structure and may report to the Faculty Senate annually/bi-annually. Membership may last from one to three years.

B. Operating out of a commitment to shared governance, the Faculty Senate recognizes the importance of communication among the many parties involved in the life of the university community. According to the AAUP Statement on Government of Colleges and Universities, “a college or university in which all the components are aware of their interdependence, of the usefulness of communication among themselves, and of the force of joint action will enjoy increased capacity to solve educational problems.”

C. To this end, in the month preceding the last Senate Meeting of each semester, the Faculty Senate Executive Committee will review the current university committee lists and select



appropriate committees from which to request reports for that semester. Selected University committees (not committees of the Faculty Senate, but committees appointed by the Chancellor or the Vice Chancellors) shall report at the last Faculty Senate meeting of each semester. If possible, the reporting committee should be represented by a member of the Faculty who is also a member of that committee. The Senate, which should also expect a written report of the committee's activities during the past semester, should feel free to ask questions and to send requests to the committee.

#### D. Faculty Research Advisory Board

1. The Faculty Research Board, a Continuing Committee of the Faculty Senate, shall advise the Faculty Senate and the Chancellor with respect to issues affecting faculty research, scholarly and creative activity. It shall propose initiatives that support faculty research, scholarship and creative activity; consider issues related to these activities submitted to it by the faculty; and monitor the general campus climate for such efforts.

2. The members of the Faculty Research Advisory Board shall be selected on the basis of demonstrated experience in research, scholarly or creative activity and represent each of the six divisions. The Board shall meet at least once a semester and more frequently if needed.

#### ~~E. Section 8.~~ Teacher Education

1. All teacher education undergraduate curriculum proposals originating in the Teacher Education committee shall be referred to the Subcommittee on Curriculum. Graduate curriculum matters shall be referred to the Graduate Council.

2. The Teacher Education Committee is the University-wide committee responsible for all Teacher Education Programs at the University of North Carolina at Pembroke. Its specific functions include establishing teacher education policies, reviewing all proposed changes to teacher education curricula, reviewing proposed Teacher Education Programs, reviewing the professional studies component of the program, approving applicants to the Teacher Education Program, approving applicants for the professional semester, assuring compliance with state and national accreditation standards, and considering other matters related to Teacher Education.

3. The Teacher Education Committee is comprised of a faculty member from each of the Teacher Education Program areas and components, two undergraduate student representatives, one graduate student representative, three representatives from area schools, the Dean of the College of Arts and Sciences, the Dean of the School of Education, and the Associate Dean of the School of Education. The following personnel from the Teacher Education Program also serve on the Committee: Director of Assessment, Director of Instructional Technology, Director of Recruitment and Retention, Director of University School Programs, and the Licensure Officer.

4. The Dean of the School of Education serves as the Chair of the Committee and designates a representative from the School of Education or College of Arts and Sciences to officiate at the Committee meetings. The Provost and Vice Chancellor for Academic Affairs, in consultation with the Dean of the School of Education, appoints committee members for terms of one academic year.

5. The Teacher Education Committee is a University-wide committee appointed annually by the Provost and Vice Chancellor for Academic Affairs, in consultation with the Dean of the School of Education. A representative of the committee is provided the opportunity to report committee actions at each meeting of the Faculty Senate.

6. Proposed changes to the undergraduate Teacher Education curriculum approved by the Teacher Education Committee are forwarded to the Faculty Senate's Subcommittee on Curriculum for processing through the Senate structure. Proposed changes to the graduate Teacher Education curriculum approved by the Teacher Education Committee are forwarded to the Graduate Council for its consideration, approval and processing through the Senate structure.

#### F ~~Section 9~~. Graduate Council

1. The Graduate Council (not a committee of the Senate but a committee of the University) shall submit directly to the Senate for its approval all matters of policy pertaining to the

graduate program. All curriculum proposals from the Graduate Council shall be referred to the Subcommittee on Curriculum.

2. The Graduate Council is the University-wide body responsible for approving all policy and curriculum matters affecting graduate programs. It formulates and recommends policies and standards for graduate programs to the Faculty Senate. The Council reviews, formulates, and recommends curriculum changes, new programs and changes in existing programs to the Faculty Senate's Subcommittee on Curriculum. The Council approves all teaching personnel for graduate courses.

3. The Dean of the School of Graduate Studies serves as the Chair of the Graduate Council and is responsible for bringing all policy and curriculum matters relative to all graduate programs to the Council for its action. In consultation with the Dean of the School of Graduate Studies, the Provost and Vice Chancellor for Academic Affairs appoints the members of the Graduate Council. They include the graduate program directors, the Dean of the School of Education, and three graduate faculty members (at-large).

**G ~~Section 10~~.** The Chairs of the Faculty Hearing Committee and the Faculty Grievance Committee will report to the Faculty Senate early in the fall semester on the number of cases heard during the previous academic year (and/or summer).

**H ~~Section 11~~.** Faculty Conciliator for Undergraduate Grade Appeals

The Faculty Conciliators work as “co-conciliators”, who share the workload of student grade appeals equally. The co-conciliators should serve for staggered terms of two years each. The Faculty Senate will forward its approved nominations to the SGA immediately following the April Senate meeting. Included in the list of nominees should be a letter of interest from each candidate, as well as a copy of their resume or curriculum vita.

### ~~Section 12. Other University Committees~~

~~Faculty members serve on a wide variety of University/Administrative committees, both continuing and ad hoc, instituted to advise with regard to campus issues. Membership on such committees may be by election or by appointment. Most operate independently from the formal faculty governance structure and may report to the Faculty Senate annually/bi-annually. Membership may last from one to three years.~~

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~~appropriate committees from which to request reports for that semester. Selected University committees (not committees of the Faculty Senate, but committees appointed by the Chancellor or the Vice Chancellors) shall report at the last Faculty Senate meeting of each semester. If possible, the reporting committee should be represented by a member of the Faculty who is also a member of that committee. The Senate, which should also expect a written report of the committee's activities during the past semester, should feel free to ask questions and to send requests to the committee.~~

ARTICLE VII. ~~ELECTIONS OF DELEGATES TO~~ THE FACULTY ASSEMBLY OF THE UNIVERSITY OF NORTH CAROLINA

The UNC Faculty Assembly is a system-wide advisory body that meets regularly to discuss issues of concern to faculty and to advise the Office of the President with respect to those issues. The Faculty Assembly is the elected body of representatives of the faculty of the seventeen campuses of the University of North Carolina. Its objectives are set forth in the Assembly Charter. The Assembly is dedicated to upholding and exercising the principles of academic freedom, shared governance, tenure, and the faculty's primary responsibility for the University's curriculum. The UNCP faculty sends three representatives (Delegates or Alternates), elected by the General Faculty, to represent its interests and to express its views to the Assembly. For more information on the UNC Faculty Assembly, see the website for the UNC System Office General Administration at ~~<https://www.northcarolina.edu/leadership-policy/faculty-assembly>~~ and the website for the UNC Faculty Assembly at ~~<http://www.uncfacultyassembly.org/>~~.

Any faculty member who is eligible to serve on the Senate is also eligible to serve as **one of UNCP's three a Delegates or Alternates** to the Faculty Assembly of ~~Tt~~the University of North Carolina. A ~~d~~Delegate may serve no more than six of the preceding nine years; the terms of Alternates shall correspond to the terms of Delegates. Regular terms, three years in length, shall begin and end on July 1 of each year. Election of ~~one~~ Delegates and ~~one~~ Alternates shall be held in the spring. In the event of a vacant Delegate seat, the **longest-serving** Alternate Delegate ~~holding the same term will fill this position~~ shall assume the position of Delegate, who then shall complete the unexpired portion of the term ~~becoming a Delegate~~. The Committee on Committees and Elections then shall conduct elections to fill the vacancy, in accordance with the By-laws, Article V, 3, A, 4-5 ~~will fill the vacant Alternate Delegate seat during the regular spring election cycle for Faculty Assembly Alternate Delegate~~.

#### **Faculty Senate and Related Committee Memberships for the Current Year**

~~It is the responsibility of the Chair of the Committee on Committees and Elections to provide the Secretary of the Senate a list of the current membership of the Faculty Senate, its Committees, Subcommittees, and other appointed and elected Committees for posting to the website for the Faculty Senate at <https://www.uncp.edu/facultystaff/faculty-senate>.~~

#### **Faculty Committees and Governance Responsibilities**

~~Faculty members serve on a wide variety of University/Administrative committees, both continuing and ad hoc, instituted to advise with regard to campus issues. Membership on such~~

committees may be by election or by appointment. Most operate independently from the formal faculty governance structure and may report to the Faculty Senate annually/bi-annually. Membership may last from one to three years.

The Faculty Senate's Committee on Committees and Elections polls the faculty each year for committee preferences for those committees on which membership is both elective and appointed. Appointments to other committees are typically the province of the Chancellor, the Provost, or another administrator. On some occasions, the Faculty Senate Chair will suggest the names of prospective members to the respective administrator. Faculty members who may wish to serve on a particular committee of which the Faculty Senate conducts elections/appointments should make their desires known on the preference poll when it comes out. Faculty interested in serving on administrative committees may notify the person making the appointments to the body in question.

### **Graduate Council**

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~~save on the Committee: Director of Assessment, Director of Instructional Technology, Director of Recruitment and Retention, Director of University School Programs, and the Licensure Officer.~~

~~The Dean of the School of Education serves as the Chair of the Committee and designates a representative from the School of Education or College of Arts and Sciences to officiate at the Committee meetings. The Provost and Vice Chancellor for Academic Affairs, in consultation with the Dean of the School of Education, appoints committee members for terms of one academic year.~~

~~The Teacher Education Committee is a University-wide committee appointed annually by the Provost and Vice Chancellor for Academic Affairs, in consultation with the Dean of the School of Education. A representative of the committee is provided the opportunity to report committee actions at each meeting of the Faculty Senate.~~

~~Proposed changes to the undergraduate Teacher Education curriculum approved by the Teacher Education Committee are forwarded to the Faculty Senate's Subcommittee on Curriculum for processing through the Senate structure. Proposed changes to the graduate Teacher Education curriculum approved by the Teacher Education Committee are forwarded to the Graduate Council for its consideration, approval and processing through the Senate structure.~~

### UNC Faculty Assembly

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### **Article VIII: State Open Meetings Regulations**

Under the statutes of the State of North Carolina, with limited exceptions, meetings of regularly constituted committees of public bodies such as the University are open to any interested person. In general, conveners have a responsibility to publicize the time and location of meetings in a timely way, so that interested persons have an opportunity to attend. Standing committees (for example, those established by the Bylaws of the UNCP Faculty Senate) meet at times defined in published documents. Deviations from those times should be announced in a public and timely fashion. For details of the open meetings regulations, or for specific

questions, please consult the University Counsel. For more information on the State Open Meetings Regulations, see the website for the University Counsel at

<https://www.uncp.edu/resources/general-counsel/faqs/my-meeting-subject-open-meetings-laws>.

# Section I

## Chapter 3

### UNCP Faculty Constitution

#### Article I

##### Section 3.D

D. A quorum for Meetings of the General Faculty shall consist of a majority of the voting membership as defined above (see Article I, Section 1). A majority vote of members present is sufficient to conduct business, except that when the question of revoking an action of the Faculty Senate is under consideration by the General Faculty, a two-thirds vote of a quorum of the General Faculty shall be required to annul.

#### Article II

##### Section 4.B

B. No Acts of the Senate shall have the effect of policy unless they have been passed by a majority vote and bear the signature of the Chancellor of the University, indicating ~~his~~the Chancellor's approval.

#### Article III

##### Section 8.A

A. Notification by the Senator to the Chair of (1) ~~his/her~~ their resignation, or (2) a leave-of-absence;

#### Article VI

##### Section 8.

The Chair of each Standing Committee shall speak for the Committee. The Chair ~~He/she~~ may present an oral or written report, but in every case the presentation must give sufficient information on which the Senate can act.

### By-Laws for the Faculty Senate

#### Article VI

##### Section 5.C

###### C. Student Affairs and Campus Life Committee

###### 1. The Student Publications Board will be composed of:

The administrator who holds budget authority over student activity fees,

The faculty advisor of the student newspaper,

The faculty advisor of the student yearbook,

The faculty advisor of the student literary magazine,

One faculty member who is not actively involved in student publications, to be nominated by the Committee on Committees and Elections,

The editor of the student newspaper,

The editor of the student yearbook,

The editor of the student literary magazine,

The SGA president or ~~her/his~~ designee.

FEBRUARY 2020 CURRICULUM

<b>COURSES</b>					
<b>Prefix/Number</b>	<b>Course Title</b>	<b>Proposal Type</b>	<b>Curriculum Sub</b>	<b>Acad Affairs Comm</b>	<b>Senate</b>
ACC 4170	Tax Planning for Individuals and Related Ethical Issues	Course Revision--Minor	Passed 6 Feb	Info Only 19 Feb	Info Only 4 Mar
ACC 4580	Auditing Financial Statements with a Forensic Mindset	Course Revision--Minor	Passed 6 Feb	Info Only 19 Feb	Info Only 4 Mar
ACC 4660	Forensic Accounting and Fraud Examination	Course Revision--Minor	Passed 6 Feb	Info Only 19 Feb	Info Only 4 Mar
ACC 5550	Fraud Examination	New Course	Passed 6 Feb	Passed 19 Feb	Info Only 4 Mar
ACC 5551	Forensic Accounting	New Course	Passed 6 Feb	Passed 19 Feb	Info Only 4 Mar
ACC 5553	Forensic Analytics	New Course	Passed 6 Feb	Passed 19 Feb	Info Only 4 Mar
BIO 1010	General Botany	Course Revision--Minor	Passed 6 Feb	Info Only 19 Feb	Info Only 4 Mar
BIO 1020	General Zoology	Course Revision--Minor	Passed 6 Feb	Info Only 19 Feb	Info Only 4 Mar
BIO 2010	Techniques in Horticulture	New Course		Passed 19 Feb	Info Only 4 Mar
BIO 2410	Principles of Animal Nutrition	New Course	Passed 6 Feb	Passed 19 Feb	Info Only 4 Mar
BIO 2420	Beekeeping	New Course	Passed 6 Feb	Passed 19 Feb	Info Only 4 Mar
BIO 3020	Greenhouse Management	New Course	Passed 6 Feb	Passed 19 Feb	Info Only 4 Mar
BIO 4510	Small Farming Systems	New Course	Passed 6 Feb	Passed 19 Feb	Info Only 4 Mar
BIO 4590	Biology Seminar	Course Revision--Minor	Passed 6 Feb	Info Only 19 Feb	Info Only 4 Mar
BIO 4990	Research in Biology	Course Revision--Minor	Passed 6 Feb	Info Only 19 Feb	Info Only 4 Mar
MUS 3340	Orchestration and Arranging	Course Revision--Minor	Passed 6 Feb	Info Only 19 Feb	Info Only 4 Mar
SOC 3270	Health Inequalities	New Course	Passed 6 Feb	Passed 19 Feb	Info Only 4 Mar
<b>PROGRAMS</b>					
MBA with Concentration in Forensic Accounting		New Concentration	Passed 6 Feb	Passed 19 Feb	
Biology, Molecular Biology Track, BS		Program Revision--Minor	Passed 6 Feb	Info Only 19 Feb	Info Only 4 Mar
Biology, Zoology Track, BS		Program Revision--Minor	Passed 6 Feb	Info Only 19 Feb	Info Only 4 Mar
Biology, Agricultural Science Emphasis, BS		Program Revision--Major	Passed 6 Feb	Passed 19 Feb	
Biology, Biomedical Emphasis, BS		Program Revision--Minor	Passed 6 Feb	Info Only 19 Feb	Info Only 4 Mar
Environmental Science, BS		Program Revision--Minor	Passed 6 Feb	Info Only 19 Feb	Info Only 4 Mar

**Change to Academic Probation Policy passed by EMS and passed by Academic Affairs (19 Feb. 2020):**

## **Academic Probation**

~~A student is~~ Students are placed on Academic Probation when ~~his/her~~ their cumulative GPA falls below 2.0. Students on academic probation are eligible to attend the University while carrying a ~~cumulate~~ cumulative grade point average below 2.0 under specified provisions but are not in good standing.

Students on probation have two semesters to improve their academic performance. If a student takes a leave of absence after one semester of probation, they would still be under probation for one semester after returning. Enrollment for the probationary term ~~will~~ may be limited to a maximum of 13 semester hours, and students must participate in the services for probationary students offered through the Center for Student Success (CSS). This is a mandatory requirement. Failure to participate in CSS services will result in immediate Academic Dismissal at the end of the semester. Students should refer to the CSS website for more information on these services.

### **RATIONALE:**

- A review of other UNC system schools reflects that UNC Pembroke is one of only a few schools to restrict hours.
- If during the registration period a student enrolls in more than 13 credit hours, there is no mechanism or logical process for removing courses/credit hours from the student's schedule.
- Discussion of the appropriate/best number of credit hours for a student to take in a probationary semester can be discussed by the student and the CSS advisor when the Academic Success Contract is developed.
- Students often fall into academic probation due to circumstances that are relevant to one semester (illness, family issue). The restriction causes students to fall behind academically and decreases their ability to graduate in four years.

### **Motions from FIAC for Faculty Senate Agenda (from FERS)**

- Motion from FERS (Motion 1) to move the initial probationary review to year 3 and change to an initial 4-year contract followed by an additional 3-year contract if positively reviewed passed unanimously.
- Motion from FERS (Motion 2) to add language requiring Chairs to candidly assess the faculty member's progress toward promotion and tenure was passed as distributed. The motion of unanimously reconsidered so that a friendly amendment could be made to the language. The final language found below was unanimously approved by the committee.

#### Motion 1

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#### **Appointment to Faculty Rank**

##### **Assistant Professor**

The initial appointment to the rank of Assistant Professor is for a probationary ~~two~~four-year term. Unless at any point the Assistant Professor is not reappointed, he/she will be reappointed one additional ~~two~~three-year term ~~and one three-year term~~ before a decision is made to recommend permanent tenure at the same or higher rank or not to reappoint.

At least ~~180-calendar days~~ one year before the end of the first ~~two~~four-year appointment, the Assistant Professor will receive written notice whether, when his/her current term expires, he/she will be reappointed at the rank of assistant professor for an additional ~~two~~three-year term or not reappointed. ~~Before the end of the first year of the second two-year term as Assistant Professor, the Assistant Professor will receive written notice~~

~~whether, when his/her current term expires, he/she will be reappointed to a three-year term or not reappointed.~~ Before the end of the second year of the three-year term as assistant professor, the Assistant Professor will receive written notice whether, when his/her current term expires, he/she will be reappointed with permanent tenure at the same or higher rank or not be reappointed.

The failure to give the required notice of a decision not to reappoint at any point herein required has the same effect as a decision at that time to offer a terminal appointment at the same rank for one academic year. The decisions herein required will be made as provided in the section below on "Initiation, Review, and Approval of Appointments, Promotions, and Reappointments." ~~Promotion at any time from the rank of Assistant Professor to the rank of Associate Professor constitutes an initial appointment to the first three-year term at the latter rank under the terms and conditions described below in the section on "Associate Professor."~~

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#### **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~~third year of employment at the University according to the Calendar found below. ~~Faculty will be evaluated according to the calendar found in the Faculty Handbook which was in place at the time of their initial employment. Faculty who do not fall into the normal timeline (i.e. Those hired in Spring, given credit towards P&T from previous experience, etc.) should consult with their Chair and Dean to determine evaluation timeline.~~ 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 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 the completed Peer Evaluation Nomination Form
2. A current Curriculum Vitae
3. A Self Evaluation Report
4. A copy of 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.

The Department Chair completes a Chair's Evaluation Report and submits the report as described in the section on "Procedures for Tenure and/or Promotion Evaluation." The Peer Evaluation Committee (if convened) submits a Peer Evaluation Report as described in the section on "Procedures for Tenure and/or Promotion Evaluation." The Dean of the relevant school or college reviews the reports from the Chair and the Peer Evaluation Committee as well as any rebuttals by the faculty member. The Dean then completes the Dean's Report of Contract Renewal Evaluation and submits it with all supporting materials to the Provost and Vice Chancellor for Academic Affairs.

The Provost and Vice Chancellor for Academic Affairs reviews all the evaluative materials and recommends to the Chancellor whether or not to reappoint the candidate. The Chancellor makes the final decision on reappointment. Conditions governing non-reappointment are listed in the Faculty Handbook, Section II, Chapter 1; note that the faculty member's competence is not the only factor considered in reappointment decision. The Code of the Board of Governors of the University of North Carolina also specifies deadlines for notification of non-reappointment.

A tenure-track faculty member or his or her Department Chair may initiate an advisory evaluation any time during the tenure-track process. Such evaluations are proactive steps to help faculty members improve performance and become more able to achieve tenure. The Department Chair may appoint a Peer Evaluation Committee as part of advisory evaluations. If advisory evaluations are conducted, the Committee should identify aspects of the faculty member's performance that may present problems when a tenure decision is due. Advisory evaluations have no formal consequences for decisions about contract renewal, tenure, or promotion.

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#### ~~Calendar of Events for Initial Two-Year Contract Review~~

~~The dates listed below should be followed. If the date falls on a day that administrative offices are closed, the deadline will be the first day the offices reopen. Other relevant policies and procedures are found in the full Faculty Evaluation Plan.~~

<del>DATE</del>	<del>EVENT OR DOCUMENT</del>
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September 7	Notification: 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.
November 15	Submission of Nomination Form: The faculty member submits the Peer Evaluation Committee (PEC) Nomination Form to the Department Chair.
November 30	PEC Formation: The Department Chair announces make-up of PEC.
Prior to end of the first semester	Student Evaluations: The faculty member conducts student evaluations of his or her courses. The Chair distributes the collated data and typed comments to the faculty member as soon as the faculty member's final course grades have been submitted.
January 20	Submission of Materials: The faculty member submits all required materials to the Department Chair including the self-evaluation. Part 2, Section C of the self-evaluation should discuss the student data.
February 3	Transmittal of Materials: The Department Chair meets with the PEC and gives the PEC the candidate's materials. The PEC meets and elects a chair.
February-April 14	<p>Observation of teaching: The Department Chair and members of PEC carry out observation of the faculty member's teaching. If the faculty member is teaching online, provisions must be made for observation of online teaching.</p> <p>PEC Evaluation: 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.</p> <p>Chair's Evaluation: The Department Chair prepares an independent report and completes the Tenure, Promotion, and Renewal form.</p>
April 15	Reports Conveyed: The PEC and Department Chair convey their reports to the faculty member.
April 21	Faculty Signatures: The faculty member signs the reports from PEC and Department Chair, acknowledging content but not necessarily agreement.
April 22	Report Submission: Department Chair and PEC submit reports to the Dean of the relevant school or college. Any minority PEC report is also submitted.
May 1	Optional Rebuttal: 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.

August 30	Dean's Evaluation Report: The Dean will prepare a Dean's Evaluation Report for each member in his or her school or college undergoing second year initial review, and complete the Dean's Evaluation Report Form for each faculty member being evaluated. The Dean will convey the Dean's report to the faculty member by August 30.
September 5	Signing and Returning Dean's Evaluation Report: The faculty member has until this date to review the Dean's evaluation materials, and to sign and return one copy to the Dean.
September 15	Optional Rebuttal of Dean's Evaluation: If the Dean's evaluation disagrees with that of the Department Chair or the PEC, the faculty member has until this date to submit a rebuttal of the Dean's evaluation to the Provost and Vice Chancellor for Academic Affairs.
September 15	Submission of Dean's Reports: The Dean is to submit the Dean's Evaluation Report, attaching all materials presented, to the Provost and Vice Chancellor for Academic Affairs.
November 1	Reappointment Decision: Following procedures in the UNCP Tenure Regulations, after conferring with the faculty member's Department Chair, and with the Dean of the faculty member's school or college the Provost and Vice Chancellor for Academic Affairs decides whether to reappoint the faculty member. The Provost and Vice Chancellor reports the decision to the Chancellor for information.
November 15 (This date may not be altered)	Notification of Reappointment Decision: By November 15 of the second year, if the decision is not to reappoint an Assistant Professor, the Provost and Vice Chancellor for Academic Affairs provides written notice to the faculty member. Per Section 604.A of the UNC Code, "If a decision is not to reappoint, then failure to give timely notice of non-reappointment will oblige the Chancellor to offer a terminal appointment of one academic year." <sup>22</sup>

Calendar of Events for Initial ~~Three~~Four-Year Contract Review

The dates listed below should be followed. If the date falls on a day that administrative offices are closed, the deadline will be the first day the offices reopen. Other relevant policies and procedures are found in the full Faculty Evaluation Plan.

**DATE**                      **EVENT OR DOCUMENT**

Both semesters of the first year	Student Evaluations: The faculty member conducts student evaluations of his or her courses. The Chair distributes the collated data and typed comments to the faculty member after the faculty member's final course grades have been submitted each semester.
Both semesters of the first year and once in second year	Observation of teaching: The Department Chair carries out observation of the faculty member's teaching. If the faculty member is teaching online, provisions must be made for observation of online teaching.
<del>September 7</del> April 15 of the second year	Notification: 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 of the third year	Submission of Materials: The faculty member presents the Department Chair with documents required, including the Peer Evaluation Committee (PEC) Nomination Form. Part 2, Section C of the self-evaluation should discuss the student data.
September 30	PEC Formation: The Department Chair announces make-up of PEC.
October 3	Transmittal of Materials: The Department Chair meets with the PEC and gives the PEC the candidate's materials. The PEC meets and elects a chair.
October –January 14	Observation of teaching: During the fall semester, the Department Chair and members of PEC carry out observation of the faculty member's teaching. If the faculty member is teaching online, provisions must be made for observation of online teaching.
January 15	<p>PEC Evaluation: 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.</p> <p>Chair's Evaluation: The Department Chair prepares an independent report and completes the Tenure, Promotion, and Renewal form.</p> <p>Reports Conveyed: The PEC and Department Chair convey their reports to the faculty member.</p>
January 20	Faculty Signatures: The faculty member signs the reports from PEC and Department Chair, acknowledging content but not necessarily agreement.
January 21	Report Submission: Department Chair and PEC submit reports to the Dean of the relevant school or college. Any minority PEC report is also submitted
February 1	Optional Rebuttal: 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.

February 15	Dean's Evaluation Report: The Dean will prepare a Dean's Evaluation Report for each member in his or her school or college undergoing <del>second</del> third-year review, and complete the Dean's Evaluation Report Form for each faculty member being evaluated. The Dean will convey his or her report to the faculty member by February 15.
February 20	Faculty Signature: The faculty member has until this date to review the Dean's evaluation materials, and to sign and return one copy to the Dean.
March 3	Optional Rebuttal of Dean's Evaluation: If the Dean's evaluation disagrees with that of the Department Chair or the PEC, the faculty member has until this date to submit a rebuttal of the Dean's evaluation to the Provost and Vice Chancellor for Academic Affairs.
March 3	Submission of Dean's Reports: The Dean is to submit the Dean's Evaluation Report, attaching all materials presented, to the Provost and Vice Chancellor for Academic Affairs.
April 1	Reappointment Decision: Following procedures in the UNCP Tenure Regulations, after conferring with the faculty member's Department Chair and with the Dean of the faculty member's school or college, the Provost and Vice Chancellor for Academic Affairs decides whether to reappoint the faculty member. The Provost and Vice Chancellor reports the decision to the Chancellor for information.
May 15 (This date may not be altered)	Notification of Reappointment Decision: By May 15 of the <del>second</del> third year of the probationary appointment, if the decision is not to reappoint an <del>Assistant</del> or Associate Professor, the Provost and Vice Chancellor for Academic Affairs provides written notice to the faculty member no later than this date.

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Motion 2

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Annual Chair's Evaluation Report

**As specified previously, each Department Chair must compile an annual Chair's Evaluation Report for each faculty member in the department. This report consists of the (a) faculty member's Self-Evaluation Report, (b) Student Evaluation Report, (c) chair's narrative evaluation, and (d) Chair's Annual Merit Salary Increase Recommendation Form.**

Each Chair must compile and submit to the appropriate Dean an annual Chair's Evaluation Report for each faculty member he or she supervises. Taking into account the faculty member's selected weights and the department's Disciplinary Statements, this report should discuss the faculty member's teaching, scholarship, and service. This report should conform to the general guidelines of the Format for Evaluation Reports, with the addition of: (1) a narrative synthesis of the faculty member's overall performance, (2) an overall rating of the faculty member using the Standard Performance Rating Scale, (3) a candid assessment of whether or not the faculty member being evaluated is making sufficient progress towards promotion and tenure in each area: teaching, scholarship, and service (with suggestions for improvement where warranted) and (34) a signature section for the Department Chair and faculty member being evaluated. The information appearing in the annual chair's narrative evaluation for a faculty member will be drawn from (a) the faculty member's Self-Evaluation Report, (b) student evaluations, and (c) the Department Chair's evaluation of teaching, scholarship, and service. Even when a major evaluation has been conducted earlier in the academic year, a separate annual evaluation is required for purposes of a merit salary increase recommendation, since most of the year's work will have been completed after the Department Chair's portion of the earlier major evaluation was completed.

The Department Chair is required to obtain the faculty member's signature on the Chair's Evaluation Report and the Annual Merit Salary Increase Form. In both instances, the signature merely acknowledges having reviewed the report and form but does not indicate agreement with their content. The faculty member may submit a rebuttal of the Chair's report to the Dean within ten business days of signing the report.

### **Motions from FIAC for Faculty Senate Agenda (from FERS)**

- Motion from FERS (Motion 1) to move the initial probationary review to year 3 and change to an initial 4-year contract followed by an additional 3-year contract if positively reviewed passed unanimously.
- Motion from FERS (Motion 2) to add language requiring Chairs to candidly assess the faculty member's progress toward promotion and tenure was passed as distributed. The motion of unanimously reconsidered so that a friendly amendment could be made to the language. The final language found below was unanimously approved by the committee.

#### Motion 1

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#### **Appointment to Faculty Rank**

##### **Assistant Professor**

The initial appointment to the rank of Assistant Professor is for a probationary ~~two~~four-year term. Unless at any point the Assistant Professor is not reappointed, he/she will be reappointed one additional ~~two~~three-year term ~~and one three-year term~~ before a decision is made to recommend permanent tenure at the same or higher rank or not to reappoint.

At least ~~180 calendar days~~ one year before the end of the first ~~two~~four-year appointment, the Assistant Professor will receive written notice whether, when his/her current term expires, he/she will be reappointed at the rank of assistant professor for an additional ~~two~~three-year term or not reappointed. ~~Before the end of the first year of the second two-year term as Assistant Professor, the Assistant Professor will receive written notice~~

~~whether, when his/her current term expires, he/she will be reappointed to a three-year term or not reappointed.~~ Before the end of the second year of the three-year term as assistant professor, the Assistant Professor will receive written notice whether, when his/her current term expires, he/she will be reappointed with permanent tenure at the same or higher rank or not be reappointed.

The failure to give the required notice of a decision not to reappoint at any point herein required has the same effect as a decision at that time to offer a terminal appointment at the same rank for one academic year. The decisions herein required will be made as provided in the section below on "Initiation, Review, and Approval of Appointments, Promotions, and Reappointments." ~~Promotion at any time from the rank of Assistant Professor to the rank of Associate Professor constitutes an initial appointment to the first three-year term at the latter rank under the terms and conditions described below in the section on "Associate Professor."~~

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#### **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~~third year of employment at the University according to the Calendar found below. ~~Faculty will be evaluated according to the calendar found in the Faculty Handbook which was in place at the time of their initial employment. Faculty who do not fall into the normal timeline (i.e. Those hired in Spring, given credit towards P&T from previous experience, etc.) should consult with their Chair and Dean to determine evaluation timeline.~~ 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 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 the completed Peer Evaluation Nomination Form
2. A current Curriculum Vitae
3. A Self Evaluation Report
4. A copy of 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.

The Department Chair completes a Chair's Evaluation Report and submits the report as described in the section on "Procedures for Tenure and/or Promotion Evaluation." The Peer Evaluation Committee (if convened) submits a Peer Evaluation Report as described in the section on "Procedures for Tenure and/or Promotion Evaluation." The Dean of the relevant school or college reviews the reports from the Chair and the Peer Evaluation Committee as well as any rebuttals by the faculty member. The Dean then completes the Dean's Report of Contract Renewal Evaluation and submits it with all supporting materials to the Provost and Vice Chancellor for Academic Affairs.

The Provost and Vice Chancellor for Academic Affairs reviews all the evaluative materials and recommends to the Chancellor whether or not to reappoint the candidate. The Chancellor makes the final decision on reappointment. Conditions governing non-reappointment are listed in the Faculty Handbook, Section II, Chapter 1; note that the faculty member's competence is not the only factor considered in reappointment decision. The Code of the Board of Governors of the University of North Carolina also specifies deadlines for notification of non-reappointment.

A tenure-track faculty member or his or her Department Chair may initiate an advisory evaluation any time during the tenure-track process. Such evaluations are proactive steps to help faculty members improve performance and become more able to achieve tenure. The Department Chair may appoint a Peer Evaluation Committee as part of advisory evaluations. If advisory evaluations are conducted, the Committee should identify aspects of the faculty member's performance that may present problems when a tenure decision is due. Advisory evaluations have no formal consequences for decisions about contract renewal, tenure, or promotion.

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#### ~~Calendar of Events for Initial Two-Year Contract Review~~

~~The dates listed below should be followed. If the date falls on a day that administrative offices are closed, the deadline will be the first day the offices reopen. Other relevant policies and procedures are found in the full Faculty Evaluation Plan.~~

<del>DATE</del>	<del>EVENT OR DOCUMENT</del>
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September 7	Notification: 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.
November 15	Submission of Nomination Form: The faculty member submits the Peer Evaluation Committee (PEC) Nomination Form to the Department Chair.
November 30	PEC Formation: The Department Chair announces make-up of PEC.
Prior to end of the first semester	Student Evaluations: The faculty member conducts student evaluations of his or her courses. The Chair distributes the collated data and typed comments to the faculty member as soon as the faculty member's final course grades have been submitted.
January 20	Submission of Materials: The faculty member submits all required materials to the Department Chair including the self-evaluation. Part 2, Section C of the self-evaluation should discuss the student data.
February 3	Transmittal of Materials: The Department Chair meets with the PEC and gives the PEC the candidate's materials. The PEC meets and elects a chair.
February-April 14	<p>Observation of teaching: The Department Chair and members of PEC carry out observation of the faculty member's teaching. If the faculty member is teaching online, provisions must be made for observation of online teaching.</p> <p>PEC Evaluation: 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.</p> <p>Chair's Evaluation: The Department Chair prepares an independent report and completes the Tenure, Promotion, and Renewal form.</p>
April 15	Reports Conveyed: The PEC and Department Chair convey their reports to the faculty member.
April 21	Faculty Signatures: The faculty member signs the reports from PEC and Department Chair, acknowledging content but not necessarily agreement.
April 22	Report Submission: Department Chair and PEC submit reports to the Dean of the relevant school or college. Any minority PEC report is also submitted.
May 1	Optional Rebuttal: 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.

August 30	Dean's Evaluation Report: The Dean will prepare a Dean's Evaluation Report for each member in his or her school or college undergoing second year initial review, and complete the Dean's Evaluation Report Form for each faculty member being evaluated. The Dean will convey the Dean's report to the faculty member by August 30.
September 5	Signing and Returning Dean's Evaluation Report: The faculty member has until this date to review the Dean's evaluation materials, and to sign and return one copy to the Dean.
September 15	Optional Rebuttal of Dean's Evaluation: If the Dean's evaluation disagrees with that of the Department Chair or the PEC, the faculty member has until this date to submit a rebuttal of the Dean's evaluation to the Provost and Vice Chancellor for Academic Affairs.
September 15	Submission of Dean's Reports: The Dean is to submit the Dean's Evaluation Report, attaching all materials presented, to the Provost and Vice Chancellor for Academic Affairs.
November 1	Reappointment Decision: Following procedures in the UNCP Tenure Regulations, after conferring with the faculty member's Department Chair, and with the Dean of the faculty member's school or college the Provost and Vice Chancellor for Academic Affairs decides whether to reappoint the faculty member. The Provost and Vice Chancellor reports the decision to the Chancellor for information.
November 15 (This date may not be altered)	Notification of Reappointment Decision: By November 15 of the second year, if the decision is not to reappoint an Assistant Professor, the Provost and Vice Chancellor for Academic Affairs provides written notice to the faculty member. Per Section 604.A of the UNC Code, "If a decision is not to reappoint, then failure to give timely notice of non-reappointment will oblige the Chancellor to offer a terminal appointment of one academic year." <sup>22</sup>

Calendar of Events for Initial ~~Three~~Four-Year Contract Review

The dates listed below should be followed. If the date falls on a day that administrative offices are closed, the deadline will be the first day the offices reopen. Other relevant policies and procedures are found in the full Faculty Evaluation Plan.

**DATE**                      **EVENT OR DOCUMENT**

Both semesters of the first year	Student Evaluations: The faculty member conducts student evaluations of his or her courses. The Chair distributes the collated data and typed comments to the faculty member after the faculty member's final course grades have been submitted each semester.
Both semesters of the first year and once in second year	Observation of teaching: The Department Chair carries out observation of the faculty member's teaching. If the faculty member is teaching online, provisions must be made for observation of online teaching.
<del>September 7</del> April 15 of the second year	Notification: 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 of the third year	Submission of Materials: The faculty member presents the Department Chair with documents required, including the Peer Evaluation Committee (PEC) Nomination Form. Part 2, Section C of the self-evaluation should discuss the student data.
September 30	PEC Formation: The Department Chair announces make-up of PEC.
October 3	Transmittal of Materials: The Department Chair meets with the PEC and gives the PEC the candidate's materials. The PEC meets and elects a chair.
October –January 14	Observation of teaching: During the fall semester, the Department Chair and members of PEC carry out observation of the faculty member's teaching. If the faculty member is teaching online, provisions must be made for observation of online teaching.
January 15	<p>PEC Evaluation: 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.</p> <p>Chair's Evaluation: The Department Chair prepares an independent report and completes the Tenure, Promotion, and Renewal form.</p> <p>Reports Conveyed: The PEC and Department Chair convey their reports to the faculty member.</p>
January 20	Faculty Signatures: The faculty member signs the reports from PEC and Department Chair, acknowledging content but not necessarily agreement.
January 21	Report Submission: Department Chair and PEC submit reports to the Dean of the relevant school or college. Any minority PEC report is also submitted
February 1	Optional Rebuttal: 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.

February 15	Dean's Evaluation Report: The Dean will prepare a Dean's Evaluation Report for each member in his or her school or college undergoing <del>second</del> third-year review, and complete the Dean's Evaluation Report Form for each faculty member being evaluated. The Dean will convey his or her report to the faculty member by February 15.
February 20	Faculty Signature: The faculty member has until this date to review the Dean's evaluation materials, and to sign and return one copy to the Dean.
March 3	Optional Rebuttal of Dean's Evaluation: If the Dean's evaluation disagrees with that of the Department Chair or the PEC, the faculty member has until this date to submit a rebuttal of the Dean's evaluation to the Provost and Vice Chancellor for Academic Affairs.
March 3	Submission of Dean's Reports: The Dean is to submit the Dean's Evaluation Report, attaching all materials presented, to the Provost and Vice Chancellor for Academic Affairs.
April 1	Reappointment Decision: Following procedures in the UNCP Tenure Regulations, after conferring with the faculty member's Department Chair and with the Dean of the faculty member's school or college, the Provost and Vice Chancellor for Academic Affairs decides whether to reappoint the faculty member. The Provost and Vice Chancellor reports the decision to the Chancellor for information.
May 15 <b>(This date may not be altered)</b>	Notification of Reappointment Decision: By May 15 of the <del>second</del> third year of the probationary appointment, if the decision is not to reappoint an <del>Assistant</del> or Associate Professor, the Provost and Vice Chancellor for Academic Affairs provides written notice to the faculty member no later than this date.

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Motion 2

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Annual Chair's Evaluation Report

**As specified previously, each Department Chair must compile an annual Chair's Evaluation Report for each faculty member in the department. This report consists of the (a) faculty member's Self-Evaluation Report, (b) Student Evaluation Report, (c) chair's narrative evaluation, and (d) Chair's Annual Merit Salary Increase Recommendation Form.**

Each Chair must compile and submit to the appropriate Dean an annual Chair's Evaluation Report for each faculty member he or she supervises. Taking into account the faculty member's selected weights and the department's Disciplinary Statements, this report should discuss the faculty member's teaching, scholarship, and service. This report should conform to the general guidelines of the Format for Evaluation Reports, with the addition of: (1) a narrative synthesis of the faculty member's overall performance, (2) an overall rating of the faculty member using the Standard Performance Rating Scale, (3) a candid assessment of whether or not the faculty member being evaluated is making sufficient progress towards promotion and tenure in each area: teaching, scholarship, and service (with suggestions for improvement where warranted) and (34) a signature section for the Department Chair and faculty member being evaluated. The information appearing in the annual chair's narrative evaluation for a faculty member will be drawn from (a) the faculty member's Self-Evaluation Report, (b) student evaluations, and (c) the Department Chair's evaluation of teaching, scholarship, and service. Even when a major evaluation has been conducted earlier in the academic year, a separate annual evaluation is required for purposes of a merit salary increase recommendation, since most of the year's work will have been completed after the Department Chair's portion of the earlier major evaluation was completed.

The Department Chair is required to obtain the faculty member's signature on the Chair's Evaluation Report and the Annual Merit Salary Increase Form. In both instances, the signature merely acknowledges having reviewed the report and form but does not indicate agreement with their content. The faculty member may submit a rebuttal of the Chair's report to the Dean within ten business days of signing the report.

### **Full-Time Appointments: Lecturer, Senior Lecturer, Adjunct, and Visiting Faculty**

Lecturers, Senior Lecturers, Adjunct, and Visiting faculty are responsible primarily for teaching and the scholarship of teaching. They are also expected to provide service that supports the academic mission of UNCP such as student advising.

As tenure-track faculty members do, Lecturers have organizational responsibility for the courses they teach. They also adhere to departmental guidelines for course content if any exist. They perform service for the department or school (including the Faculty Senate and its subcommittees), and can be assigned student advising responsibilities. Supervision and mentoring of lecturers will be done in the same manner as for tenure-track faculty. ~~Lecturers are eligible for long term contracts and to be promoted to Senior Lecturers.~~ Initial appointment is for a fixed term of one year. Subsequent appointments may be made for fixed terms of one to five years appointment; ~~however, after five consecutive years, a lecturer must be offered a multi-year appointment.~~ Lecturers are also eligible to be promoted to Senior Lecturer.

Promotion to Senior Lecturer is based on continued improvement in and demonstration of excellence in teaching with at least satisfactory performance in service activities. After serving as a Lecturer at UNCP for five years, a Lecturer may notify the Chair of his or her department in writing that he or she wishes to apply for promotion to Senior Lecturer; the notification must be made by August 1<sup>st</sup> of the year in which the evaluation will take place. The evaluation will follow the procedures used for promotion to professorial ranks, with the exception that the applicant's professional academic activities may be evaluated in the place of scholarly achievement.

As tenure-track faculty members do, Senior Lecturers have organizational responsibility for the courses they teach. They also adhere to departmental guidelines for course content if any exist. Senior Lecturers may participate in course and curriculum development and advise students. Senior Lecturers may also contribute to the school or department beyond teaching-related activities through campus service (including the faculty senate and its subcommittees) and academic discipline professional activities. ~~Initial appointment as a Senior Lecturer is for a fixed term of one year. Subsequent appointments may be made for fixed terms of from one to five years.~~ Senior Lecturers must be offered multi-year appointments.

Adjunct, Clinical, or Research prefixed to Assistant Professor, Associate Professor, or Professor: These non-tenure track appointments are usually made because of the limited duration of the mission for which the person is appointed, because of concern for the continued availability of special funding for the position, or for other valid institutional reasons. The department will determine teaching, service, and/or advising responsibilities at the time of employment offer. Responsibilities can include, but are not limited to, course assignments, service, and/or advising. Initial appointment may be for a fixed term of from one to three years. Subsequent appointments may be made for fixed terms of from one to five years.

Visiting prefixed to Assistant Professor, Associate Professor, or Professor: Persons other than regular members of the faculty may be appointed as visiting members of the faculty with rank designations, prefixed by the word "visiting," appropriate to their status in their regular employment. This type of non-tenure track appointment is for a term of not more than one year. The term of the appointment will be set forth in writing when the appointment is made, and the specification of the length of the appointment will be deemed to constitute full and timely notice of no reappointment when that term expires. One successive appointment for a term of not more than one year may be made. Appointments are made in accordance with the procedures for appointing an Instructor, except that The University of North Carolina at Pembroke has no obligation to give notice before a current term expires whether an appointment will be offered for a second term. During his term of appointment, a visiting faculty member may not be suspended or discharged except upon the grounds and by the procedures provided for all other faculty.

Initial appointments for Lecturers, ~~Senior Lecturers~~, Adjunct, and Visiting faculty are for one academic year. Reappointments will depend on performance reviews and the educational needs of the department. After the initial appointment, multiyear contracts may be awarded to Lecturers, ~~Senior Lecturers~~, and Adjunct faculty whose professional characteristics indicate that they will continue to serve with distinction in their appointed roles. No obligation exists on the part of The University of North Carolina at Pembroke to give any notice, other than statement of the length of appointment in the appointment contract, before a current term expires as to whether appointment will be offered for a succeeding term. The Provost and Vice Chancellor for Academic Affairs, upon the faculty member's written request made no earlier than 180 calendar days nor later than 90 calendar days before his current term expires, shall, as a matter of professional courtesy, within 20 calendar days after he receives the request gives the faculty member a written statement as to whether the University would like to negotiate a new appointment with the faculty member and, if so, the proposed terms. Failure to communicate a decision shall not affect or replace the notice of non-reappointment deemed to have been made with the original appointment contract and shall not constitute a new determination of non-reappointment or an offer.

Salaries for Lecturers, Senior Lecturers, Adjunct, and Visiting faculty should be appropriate to their education, experience, other qualifications, and responsibilities within their positions. Lecturers, Senior Lecturers, Adjunct, and Visiting faculty can participate in benefits as permissible under North Carolina statutes and University policies.

Lecturers, Senior Lecturers, Adjunct, and Visiting faculty must follow, are subject to, and protected by the policies of the UNC Board of Governors and UNCP policies, including those pertaining to faculty hiring and faculty annual reviews. During the term of their employment, Lecturers, Senior Lecturers, Adjunct and Visiting faculty have the right to seek recourse through UNC Pembroke grievance processes, for redress of grievances concerning discharge, academic freedom, salary adjustment, or other conditions of work. Lecturers, Senior Lecturers, Adjunct and Visiting faculty will follow the same campus procedures as tenure-track faculty members in doing so

New Lecturers, Senior Lecturers, Adjunct, and Visiting faculty should be oriented adequately to their responsibilities early in their first year in the position. New Lecturers, Senior Lecturers, Adjunct, and Visiting faculty are invited to attend the campus-wide "New Faculty Orientation" session held each year. Lecturers, Senior Lecturers, Adjunct and Visiting faculty report directly to the Chair of the department, who will direct mentoring and orientation activities in the department. Departments should put into place structures that provide Lecturers, Senior Lecturers Adjunct, and Visiting faculty with on-going exposure to content and pedagogical developments within their fields. Lecturers, Senior Lecturers, Adjunct, and Visiting faculty are encouraged to take advantage of the various professional development opportunities available at UNCP.

Promotion recognizes career/professional achievements and indicates confidence that the individual is capable of greater responsibilities and accomplishments. Promotion considerations for Lecturers, ~~Senior Lecturers~~, Adjunct and Visiting faculty must take into account the individual's service to the department and contributions to the University mission. Lecturers, Senior Lecturers, Adjunct and Visiting faculty will be reviewed annually following standard faculty review procedures. This evaluation will be based on teaching and service activities. See Section II, Chapter 2 of the Faculty Handbook on Faculty Evaluation Policy.

Specification of the length of the appointment in the letter of appointment constitutes full and timely notice that a new term will not be granted when that term expires. Lecturers, Senior Lecturers, Adjunct and Visiting faculty may be terminated, discharged, or suspended prior to expiration of their term of

appointment according to the termination, discharge, and suspension procedures applicable to other non-tenured and/or tenured faculty.



**Teacher Education Committee Meeting**  
**Minutes**  
**November 13, 2019**  
**3:00 p.m., room 222, School of Education**

**“Preparing professional educators who are committed, collaborative, and competent.”**

**Attendance:** M. Ash, D. Chilcote, S. Cinnamon, M. Edwards, I. Falls, K. Ficklin, C. Giambatista, K. Granger, D. Griner, R. Hagevik, E. Jeon, S. Jones, Z. Jones, M. Klinikowski, C. Lara, R. Ladd, N. Lifschitz-Grant, Z. Locklear, L. Mitchell, O. Oxendine K. Pitchford, J. Rivera, M. Rivera, G. Robinson, K. Sellers, T. Trendowski, J. Whittington, S. Woodside

**Guests:** Y. Nyameazea, K. Bumin, J. Sciulli

1. **Call to order** – The meeting was called to order at 3:02 pm.
2. **Approval of the minutes:** The minutes of the October 9, 2019 TEC meeting were approved with the following changes: add to attendance Dr. Kelly Ficklin, Dr. Downi Griner, and Dr. Olivia Oxendine. Motion: S. Cinnamon, 2<sup>nd</sup> – R. Ladd
3. **Good News:**
  - a. Southside-Ashpole ISO beginning TOY is being coached by Jami Graham as well as another TOY in Scotland school district.
  - b. Dr. Naomi Lifschitz-Grant is hosting a dinner for Art Education Program alumni in partnership with the Advancement Office for current students and graduates. Art Education students are presenting at the NCAEA Conference.
  - c. Dr. Jose Rivera and students attended the NCMEA Conference. Dr. Rivera was appointed as the President of NCMEA.
  - d. Drs. Serina Cinnamon and Mabel Rivera have had a paper accepted for the AERA Spring Conference.
  - e. Dr. Kelly Ficklin and 3 Elementary Education Program students presented at the NC Math Conference.
  - f. Dr. Shenika Jones shared information about a recently funded grant in support of Counseling services to the PSRC.
  - g. Drs. Irina Falls and Rita Hagevik shared information about their funded Duke Energy grant to support STEM activities at Magnolia and Rex-Rennert elementary schools. They are also working on a data collection project with Utah State University and 36 countries.
  - h. Dr. Zoe Locklear reminded everyone to share information for inclusion in the quarterly BOT reports.
4. **Curriculum proposals:**
  - a. **Art Education Undergraduate Program Proposals for Action – Dr. Naomi Lifschitz-Grant:**

- i. Drop Art 2150: *Figure Drawing* (from Art Ed Program only) and add EDN 3150: *Developmental Perspectives*. Effective fall 2020 semester. A motion was made by N. Lifschitz-Grant. 2<sup>nd</sup> – D. Griner. Passed unanimously.

The following items were moved to Information Only:

- ii. Art 3050 – Add a 6-hour field experience requirement at the elementary school level. Pilot for spring 2020 semester.
- iii. Art 3090 – Add a 6-hour field experience requirement at the secondary school level. Pilot for spring 2020 semester.
- iv. Art 3080 – Add a 10-hour field experience requirement either at the elementary or secondary school level (currently the requirement is for 8 hours). Pilot for spring 2020 semester.
- v. Art 4490 – Student interns (teachers) will only be required to complete one internship (student teaching) placement at either the elementary or secondary level, unless a student requests two placements. Currently all Art Education Program interns complete two placements. Pilot for spring 2020 semester.

**b. Art Education Undergraduate Program Proposal for Discussion:**

Make ART 4000: Art Education Internship Seminar a WD course. This item will be held until the course is in Curriculog. Dr. Griner offered to share her syllabus with Dr. Lifschitz-Grant to assist with development.

**c. MSA Program Proposal for Action – Dr. Olivia Oxendine:**

MSA Program proposes to eliminate one (1) guided elective course requirement by one course (the equivalent of 3 sh). Currently, the program requires 2 elective courses (the equivalent of 6 sh). If approved, this action will reduce the total MSA program degree requirements from 39 semester hours to 36 semester hours. Effective fall 2020 semester. The motion was made by O. Oxendine. 2<sup>nd</sup> – S. Cinnamon. Passed unanimously.

**5. Action Items:**

- a. Admission into the Teacher Education Program – Ms. Mary Klinikowski (see list)  
The motion was made by O. Oxendine. 2<sup>nd</sup> – R. Ladd. Passed unanimously.
- b. Policy Subcommittee Recommendations – Dr. Jose Rivera  
See PowerPoint. This information was presented for discussion. Action to be taken at January TEC meeting.

**6. Report - Director of Teacher Education – Dr. Karen Granger**

- a. Praxis Core Boost Days – December 9 & 10, 9 am – 4 pm, SOE rooms 222 & 223. Registration will open this week.
- b. STEAM Day – Saturday, November 15, 11:00 – 2:00, SOE – please widely share the announcement flyer.
- c. MAT Program update – A working session was held and a chart for Residency licensure pathways was developed. The Elementary Education Program faculty met today to plan for Spring 2020 MAT intern placements and supervision.

**7. Report - Accreditation Coordinator – Dr. Mabel Rivera**

- a. Please let Dr. M. Rivera know whenever stakeholders are on campus for engagement opportunities and to possibly gather survey and data.

**8. Report - Director of Assessment & Licensure Officer – Ms. Mary Klinikowski**

- a. Fall PC/PD meeting: November 18, 2-4 pm - edTPA and internship data
- b. Hide & Write: EPP Annual Report, Nov. 20 (1-5 pm) & Dec. 9 (1-6 pm)
- c. Residency Licensure updates – currently, 88 candidates are enrolled at UNCP.
- d. Recommendations for Licensure – see list

**9. Report - Office of USP & Clinical Practice – Dr. Kay Pitchford**

- a. Teacher Education Career Fair – November 8 update – some students were interviewed and offered contracts during this event.
- b. Spring Teacher Education Career Fair – Friday, April 24, 2020 – this event is open to the community and sister IHEs. The recruiters will interview for all licensure areas.
- c. Spring 2020 Interns – See current list. Edits were made. Placement requests will be sent to school districts on tomorrow.
- d. Spring 2020 Internship Calendar (draft) – Some changes have been made to the edTPA support sessions; there will be common meeting dates, but also program specific meetings; evening sessions will be held for current interns; a pre-intern workshop is planned for Elementary Education students during spring 2020.
- e. December Pinning Ceremony Program (draft) – Program coordinators were reminded to check intern names. A request was made for someone to introduce the guest speaker. Dr. Shenika Jones volunteered.
- f. Spring 2020 internship orientation meetings November 20, 5pm or November 22, 9am SOE, room 102

**10. Report – Director of Recruitment & Retention – Dr. Jennifer Whittington – no report**

**11. Report - Technology Coordinator – Dr. Cindy Giambatista reported that she can provide training in Google Classroom and can help with face-face sessions on technology**

needs. Google Classroom has been created and she will be inviting all faculty and staff to join. She is presenting in Dr. Naomi Lifschitz-Grant's class on November 18.

**12. Report – Dean's Office.** Dr. Zoe Locklear reported:

- a. TA to Teacher legislation and program – additional information regarding logistics and challenges will be presented at the January meeting.
- b. Dr. Olivia Oxendine reported that an SBE K-3 Literacy Task Force has been formed. Dr. Gretchen Robinson will serve as a member.
- c. Limited progression courses – this item was moved to the January meeting agenda.
- d. Work continues toward the development of online graduate programs in Elementary, Special Education, and MSA with Academic Partnerships.
- e. TEC members were thanked for their work on the TEC Subcommittees. A meeting is being planned for all of the subcommittee chairs.
- f. The Student Input Subcommittee will perhaps be moved under the Teacher Recruitment and Retention Subcommittee.
- g. Praxis II workshops for students and regional teachers were held on Saturday, November 2 and are tentatively planned for February. Please let Dr. Locklear know if you are interested in presenting.

**13. Announcements:**

- a. STEAM Day: Saturday, November 16, 11:00 – 2:00, SOE
- b. Hide and Write: EPP Annual Report, Wednesday, Nov. 20, 1:00–5:00, SOE, rm 102
- c. Spring 2020 internship orientation meetings: Wednesday, November 20, 5pm or Friday, November 22, 9am SOE, room 102
- d. Pinning Ceremony: Thursday, December 5, 4pm, UC Lounge
- e. Commencement: Graduate - Friday, Dec. 6; Undergraduate – Saturday, Dec. 7
- f. Hide and Write: EPP Annual Report, Monday, Dec. 9, 1:00 – 6:00, SOE, room 102
- g. Praxis Core Boost: Monday-Tuesday, December 9-10, 9:00-4:00, COMtech
- h. Annual Drive-In Counselor Conference, Friday, February 21, 2020
- i. AACTE 72<sup>nd</sup> Annual Meeting: February 28-March 1, Atlanta, GA
- j. Spring CAEPCon: March 9-12, New Orleans, LA
- k. Spring Teacher Education Fair: Friday, April 24, UC Annex
- l. 2020 NCACTE Fall Forum: September 23-25, North Raleigh Hilton
- m. Fall CAEPCon: September 29-October 3, Washington, DC

**14. Information/Handouts** – See Praxis information per Kathy Pruner, ETS rep.

**15. Adjournment** – The meeting was adjourned at 5:03 pm.

**Next meeting: Wednesday, January 15, 2020, 3:00 p.m., room 222, SOE**



**Teacher Education Committee Meeting  
Minutes  
January 15, 2020  
3:00 p.m., room 222, School of Education**



**“Preparing professional educators who are committed, collaborative, and competent.”**

**Attendance:** I. Aiken, M. Ash, S. Cinnamon, M. Edwards, I. Falls, K. Ficklin, C. Giambatista, K. Granger, D. Griner, R. Hagevik, E. Jeon, S. Jones, Z. Jones, M. Klinikowski, C. Lara, R. Ladd, N. Lifschitz-Grant, L. Mitchell, O. Oxendine, K. Pitchford, J. Rivera, M. Rivera, G. Robinson, K. Sellers, T. Trendowski, J. Whittington, S. Woodside

**Guests:** E. Locklear, M. Locklear, J. Sciulli

1. **Call to order** 3:03 by Dr. Mitchell.
2. **Approval of the minutes:** Defer to February meeting (Dr. Locklear is out sick)
3. **Good News**
  - a. Dr. Sumalee Tientongdee, SSRU Thailand is with us for the entire semester. She teaches on Mondays and is on campus MWF 9:00-4:00 pm. She will also work with school partners and has previously visited with Pembroke Elementary and CIS in August. Her expertise is Science Education and Physics and she is working with Kelly Ficklin on STEM. Lee’s office is SOE 312 and she can be reached at [sumalee.ti@ssru.ac.th](mailto:sumalee.ti@ssru.ac.th)
  - b. Dr. Irina Falls, appointed Interim Assistant Dean of Research starting January 1. She is meeting with different people on campus help to develop scholarship, service, grants, support the schools and is available to come to departmental meetings to show how to look for resources. She will support the entire EPP and encourages seeking of external funding and resources. OSRP consultant coming to campus and meeting with campus folks to evaluate our policies and will go from there.
  - c. Dr. Jennifer Whittington, appointed Elementary Education Undergraduate Coordinator January 1.
  - d. Dr. Amy Van Buren, appointed edTPA coordinator will leading students through edTPA support sessions this semester.
  - e. UNCP awarded a UNC System Science Challenge grant to support Family STEAM day and Innovation and Invention Day – meet February 5 if you are interested.
4. **Curriculum proposals:**
  - a. **None at this time**
5. **Action Items:**
  - a. Admission into the Teacher Education Program – Ms. Mary Klinikowski Mary brought the motion forward Kelly 2<sup>nd</sup> motion unanimously passes

b. Recommendations from Policy Review Subcommittee – Dr. Jose Rivera

1. **Recommendations of the composition of Teacher Education Committee** –

Irene raised the question around the inclusion of Deans across the Institution. Have these individuals always been included? (correct title for Dean of the Graduate School) Summer asked about her Director of Field Education being appointed to TEC (like Kay’s office) Lisa suggested to save for later. Proposal brought forward by the Policy SC, Mary Ash 2<sup>nd</sup> - motion passes unanimously.

EPP Program Coordinators and Program Directors including add-on (i.e. AIG) and licensure programs

**Faculty representative from each of the educator preparation program areas and programs components**

Dean of the Graduate School, Dean of Arts and Sciences, and the Dean of the School of Health Sciences, Associate Dean(s) of SOE

Student Representatives (2 undergraduate; one graduate)

Regional School Districts Representatives (3) (current practice has been one teacher, one building administrator, one district administrator)

Educator Preparation Program Staff members (administratively housed in SOE and report directly to the SOE Dean, but functions serve the entire TEP/licensure programs): Director of Assessment, Licensure Officer, Director of Accreditation, Director of Recruitment and Retention, Director of University-School Partnerships and Clinical Practice, Coordinator of Instructional Technology, and edTPA Coordinator

No individual may vote more than once

2. **Consistent Program Representation** Proposal brought forward by the Policy SC Olivia Oxendine 2<sup>nd</sup> - motion passes unanimously. Olivia suggested a change in language from will to may (friendly amendment). Cecilia’s question about Program Coordinator/Director may not address all issues in a dual role (for example Mary K.) Serina suggested this proposal for PC/PD. Cecilia said we need to revisit the discussion. Voted on the proposal as is.

The Teacher Education Committee requires a faculty representative from *each* of the educator preparation program licensure areas and programs components (graduate, undergraduate, or add-on)

Current practice has allowed the elimination of a program vote by consolidating positions, in contradiction to EPP policy requiring a representative for *every* licensure area.

If a faculty member serves a dual role as both program coordinator and director, the respective Department chair may nominate a designee to represent one of the two program areas. The Dean/Director of EPP and Provost would then appoint this additional representative to TEC for the academic year. This designee is required to serve on TEC and relevant subcommittee(s).

An appointed designee does not have to meet licensure expectations in order to serve on TEC

It is strongly recommended that the Department Chair, in consultation with the current Program Coordinator/Director, will nominate a designee to the Dean/Director of the EPP.

*Effective/Implementation date Fall 2020*

3. **Role of the Dean and Director of EPP** Proposal brought forward by the Policy SC Kim Sellers 2<sup>nd</sup> - motion passes unanimously.

The Dean of the School of Education serves as the Director the Educator Preparation Program and administers and chairs the Teacher Education Committee (TEC)

The Dean/Director of EPP represents the Educator Preparation Program communicates with campus administration, deans and campus community.

The Dean/Director of EPP advocates on behalf of the Educator Preparation Program (Campus-wide unit).

The Dean/Director of EPP serves as the representative for the Educator Preparation Program to attend meetings for the Faculty Senate, the Graduate Council, and other pertinent entities on and off campus

The Dean/Director of EPP appoints sub-committee chairs to the Teacher Education Committee

4. **Chairing the Teacher Education Committee** Proposal brought forward by the Policy SC, Rita Hagevik 2<sup>nd</sup> - motions passes unanimously. Suggestion to merge the first two bullets on the slide and change language “bears sole responsibility”.

The Dean/Director of EPP shall serve as the Chair of the Teacher Education Committee and bears sole responsibility for chairing and directing the Teacher Education Committee.

In this role, the Dean/Director of EPP administers the creation and distribution of the TEC agendas and minutes.

The Chair of the TEC follows and enforces Robert’s Rules of Order at all TEC meetings.

The Dean/Director of the EPP shall ensure that proper protocol is followed in the creation of the agenda, including routing of agenda items to appropriate sub-committees.

5. **Subcommittee membership** Proposal brought forward by the Policy SC, Cecilia Lara 2<sup>nd</sup> - motion passes unanimously. Rita question sounds like we are formalizing SC? Is there a system in place where SC have shared drives to have access? Currently there is a folder in OD with meeting materials. Who is responsible for saving/sharing this information? Up to the Chair to manage and maintain – may need to include a sentence in PSC narrative as how things are



tracked and shared outside people. Every SC should share out at meeting. Olivia called for point of order. Items discussed were not related to proposal. Suggestion to continue discussion at PSC meeting.

Subcommittee chairs must be drawn from the TEC

Subcommittee chairs cannot be SOE/EPP staff members

Subcommittees may recruit non-TEC members who work in the EPP, once *all* TEC members have been assigned to a subcommittee. Subcommittee must present a written rationale for addition of non-TEC members for Dean/Director of EPP's consideration.

Subcommittee members are expected to engage actively in the work of the subcommittee

All subcommittee meetings are open, though a subcommittee may go into closed session if necessary.

All subcommittee members are appointed by the Dean/Director of EPP by the October TEC Meeting

- 6. **TEC voting/non-voting members** Proposal brought forward by the Policy SC, Kim Sellers 2nd - 8 for voting/10 opposed/2 abstentions

We will maintain the current practice of voting and non-voting members

Joe clear program definition what is the purpose of the folks on the right need a vote? Serina clear separation of powers think about form and function. Those on the right executive branch implement the power of all staff already wield voice and power and cross over and vote creates a dynamic. Jose everyone is valued, if you are on the right this is in policy not value of who you are.

Voting TEC members	Non-voting TEC members
Dean of the School of Education	Associate Dean(s)
Program Coordinators (including Add-on Licensure Programs)	Director of Assessment
Program Directors (including Add-on Licensure Programs)	edTPA Coordinator
Deans of the Graduate School, Arts & Sciences, Health Sciences	Director of Accreditation
Program Designee when appointed (if change approved)	Director of Recruitment and Retention
Student Representatives	Director of University-School Partnerships and Clinical Practice
School District (LEA) Representatives	Licensure Officer
	Coordinator of Instructional Technology

- 7. **Timeline – procedures for items coming before the TEC** Proposal brought forward by the Policy SC, Rita Hagevik 2nd. All in favor - Kim Sellers abstained.

Rita, discussion need to have a process for folks to see what is going on...TEC members can keep abreast of agendas and minutes through...want process to be transparent. Make sure minutes, agendas, sign in sheets in terms of transparency.

Olivia the SC should drive the work of the Agenda. Serina this is a step toward transparency – if we follow the format the information will have gone through 3 meetings.

TEC member, Sub-committee may bring items to the TEC under one of the following categories; Curriculum/Program changes may go straight to action/vote

**Information:** Only present/introduce new information item presented to the TEC (Things to come, trailer, prep thinking)

**Discussion:** Draft proposals; Closer to action (30 days from vote taking)

**Vote/Adoption:** After PD/PC have discussed action items presented to the TEC with other departmental faculty, action items are presented to the TEC for vote.

Members of the TEC may meet with the Dean to share agenda items for TEC.

Action items for the TEC agenda should be proposed first to the relevant subcommittee.

Jose's last item on slide presentation information only.

**8. Policy Appeals form – change to electronic** Proposal brought forward by the Policy SC 2<sup>nd</sup>

- Look at standard for gender in choices (drop down box)
- Delete early release from Internship
- Print out to get signatures
- Question about the addition of Chairs to HA form – Gretchen asked. Conversation around informing chairs or having them to sign. Communication of form also with Licensure Officer.
- Kelly stated that she emails all involved when an Appeal comes forward
- Send back to Policy for clarification around DC signature vs information purposes.

**6. Report – Policy Subcommittee**

- a. edTPA requirement discussion - Jose presented information related edTPA. Downi mentioned students with accommodations through ARC and how does this translate into edTPA – what if student fails because their accommodations were not met? NC policy allows students three years to pass edTPA. Policy meeting on Monday, January 27 at 9:00 am. Policy Subcommittee Ppt in OD.

Conversation around Praxis II scores and support for those prepping for this exam. Downi brought up how we are helping our students. Jose mentioned his work on the

Music Education Committee in NC with HBCUs. Continued conversation on Praxis Core, Praxis II and edTPA.

**7. Report - Technology Coordinator – Dr. Cindy Giambatista resend Google classroom link – other needs see Cindy for tech.**

**8. Report - Director of Assessment & Licensure Officer – Ms. Mary Klinikowski**

- a. EPP Annual Reports past due missing BK add on, ELE, Math, Music, MSA Resa, Sped, SSE please get to Mary she will work with folks Monday after lunch or Tuesday/Thursday
- b. Taskstream – all EDN 2100 students should be good. Mary working to delete accounts all - fall 2019 Interns deleted. Deactivated students with zero logins. Get students to upload assignments into TS get students to use and then evaluate in TS. Do BIS students need TS? BIS students required to take EDN 2100 and do FE. Do not have a portfolio in TS but will have assignments.
- c. Residency Licensure updates about 100 for UNCP. edTPA will affect MAT Candidates. See handout.
- d. Recommendations for Licensure see handout.
- e. Praxis II / Licensure Exam pass rate – review of test scores across the unit

**9. Report - Office of USP & Clinical Practice – Dr. Kay Pitchford**

- a. Spring Teacher Education Career Fair – Friday, April 24, 2020
- b. Spring Pinning Ceremony – May 7, 2020
- c. Spring 2020 Interns – Current list
- d. Spring 2020 Internship Calendar
- e. edTPALs

**10. Report – Dean’s Office**

- a. TEC Subcommittees – requesting meeting dates for spring
- b. Praxis II workshops – February (tentative) Maybe Naomi and Jenn’s SC can take this up first. Discussion around dates in February and may have two dates...test taking strategies?

**11. Announcements: see Save the Dates**

- a. Annual Drive-In Counselor Conference, Friday, February 21, 2020
- b. AACTE 72<sup>nd</sup> Annual Meeting: February 28-March 1, Atlanta, GA
- c. Spring CAEPCon: March 9-12, New Orleans, LA
- d. Spring Teacher Education Fair: Friday, April 24, UC Annex
- e. 2020 NCACTE Fall Forum: September 23-25, North Raleigh Hilton
- f. Fall CAEPCon: September 29-October 3, Washington, DC

**12. Adjournment 5:04 pm**

**Next meeting: Wednesday, February 12, 2020, 3:00 p.m., room 222, SOE**







**Restfully submitted, Lisa N. Mitchell**



*Respectfully submitted by Dr. Irene Pittman Aiken, Dean*

The Graduate Council met on February 17, 2020. Below are items believed to be most relevant to Faculty Senate:

- Graduate Faculty Nominations – the following graduate nominations were approved:

Last Name	First Name	Degree	Dept	Program	Status	CV	Votes
Lifschitz-Grant	Naomi	EdD	Art	Art Education	Full	 Lifschitz-Grant, Naomi CV 2020 full.t	PD absent; will move to March
Snead	Rebekah	MSW	Social Work	MSW	Professional affiliate	 Snead, Rebekah CV 2020 prof aff.pdf	14-0-0
Jahosky	Jeanne	DSW	Social Work	MSW	Adjunct	 Jahosky, Jeanne CV 2020 adjunct.pdf	14-0-0
Acikdilli	Gaye	PhD	MMIB	MBA	Full	 Acikdilli, Gaye CV 2020 full.pdf	14-0-0
Westerman	Leah	JD	Accounting	MBA	Adjunct	 Westerman, Leah CV 2020 adjunct.pdf	14-0-0
Bolles	Jeff	PhD	MMIB	MBA	Professional affiliate	 Bolles, Jeff CV 2020 adjunct.pdf	14-0-0

- **New Course Proposal – Athletic Training**

**ATR - 5350 - Diagnostic Imaging and Casting – approved unanimously (14-0-0)**

This lab course requires students to apply their knowledge of orthopedic injuries and conditions, proper healing, and treatment techniques.

Prerequisites: ATR 5120, ATR 5220, ATR 5240, ATR 5320, ATR 5340, and ATR 5420

Rationale: This course will allow MSAT students to get hands on experience in the content they need in order to qualify to take the certification examination for the additional professional credential of Orthopedic Physician Extender - Certified. It will not be able to be taken by students in any other program.

- **Course Revision Proposals – Counseling**

- CNS - 5060 - Crisis Intervention
- CNS - 5070 - College Counseling and Student Affairs
- CNS - 5250 - Counseling Children and Adolescents

**Change prerequisites from "completion of all core courses" to "admission to PSC or CMHC" – approved unanimously (14-0-0)**

- CNS - 5550 - Seminar in Professional School Counseling
- CNS - 5650 - School Counselor as Leader, Advocate, and Consultant
- CNS - 5750 - College and Career Readiness
- CNS - 5770 - Evidence-Based School Counseling
- CNS - 5780 - Addressing the Achievement Gap and Issues of Social Justice

**Change prerequisite to: CNS 5350 (3 credit hours-- only prerequisite course) – approved unanimously (14-0-0)**

- CNS 6100 Counseling Practicum

**Change prerequisites to: 8 of 9 core courses, to include CNS 5050, 5100, and 5000; 3.0 program GPA and approved practicum application – approved unanimously (14-0-0)**

- CNS - 5900 – Issues in Addiction

**Change to prerequisite/corequisite CNS 5400 – approved unanimously (14-0-0)**

- CNS - 5860 - Contemporary Issues and Special Populations in Addictions
- CNS - 5870 - The Family and Addiction
- CNS - 5890 - Diagnosis, Treatment, and Psychopharmacology in Addiction

**Add CNS 5900 (Issues in Addictions for Counselors; 3 credit hours) as a prerequisite – approved unanimously (14-0-0)**

• **Program Revision Proposal – Advanced School Counseling for Postsecondary Success Certificate – approved unanimously (14-0-0)**

- Remove CNS 5760 as a required course for completion of the certificate, changing the certificate hours to 12 (CNS 5650, 5750, 5770, and 5780).

• **Program Revision Proposal – Professional School Counseling – approved unanimously (14-0-0)**

- Add the four CNS Play Therapy courses (CNS 5810, 5820, 5830, and 5840) as electives for the PSC program.

• **Program Revision Proposal – Clinical Mental Health Counseling – approved unanimously (14-0-0)**

- Add the four CNS Play Therapy courses (CNS 5810, 5820, 5830, and 5840) as electives for the CMHC program.

• **Program Revision Proposal – Athletic Training – approved unanimously (14-0-0)**

- Add a one-hour ATR 5350 (Diagnostic Imaging and Casting) to the program. The course provides hands on experience with casting and reading diagnostic images. These skills are outside the required skills for the MSAT, but will prepare students to take an additional certification examination in order to become a Orthopedic Physician Extender - Certified.

• **New Program Proposal – MSAT 3 + 2 – approved unanimously (14-0-0)**

- This program would allow qualified UNCP students to complete their MSAT in 5 years. Students would earn a BS in Exercise Physiology after completing requirements in the fourth year and an MSAT after 152 hours, their fifth year.
- Relevant documentation:



Exercise and Sports  
Science Exercise Phy



3+2 BS EXSS Ex  
Phys\_MSAT Program



EXSS Exercise  
Physiology 3-2MSAT

- **Graduate School Items of Interest**

- The Graduate school is now accepting nominations for The Graduate Faculty Mentor Award (\$500)
- The Graduate school is now accepting nominations for Graduate Student Tuition Scholarships (eight \$1000 scholarships)
- Graduate students may apply for travel awards: \$500 for presentations, \$250 for research travel

- **Announcements/Reminders**

1. Remaining Grad Council Meetings for 19-20 academic year (at 3:00 pm in UC Annex 203):  
March 16, and April 20 of 2020
2. Application Deadlines:  
March 1 for fall 2020 graduation  
October 1 for spring 2021 graduation
3. Graduate School Spring Commencement, May 8, 7:00 pm, GPAC
4. Graduate Research Symposium – Monday, April 6 @ 5:30 -7:00 pm
5. Graduate Spring Fling – info TBA
6. Fall New Graduate Student Orientation, Monday, August 17 at 5:30 pm, UC Annex.