

**The University of North Carolina at Pembroke**

**Faculty Senate **Amended** Agenda**

Wednesday, April 5, 2023, at 3:30 PM

Thomas School of Business Room 255

**AND**

<https://uncp.webex.com/meet/holden.hansen>

Members of the Senate:

<b>To 2023</b>	<b>To 2024</b>	<b>To 2025</b>
<b>ART</b> Vacant <i>Academic Affairs</i>	<b>ART</b> Holden Hansen <i>Faculty Senate Chair</i>	<b>ART</b> Beata Niedzialkowska <i>Academic Information and Technology</i>
<b>CHS</b> Julie Harrison-Swartz <i>Academic Affairs</i>	<b>CHS</b> Jennifer Wells <i>Committee on Committee and Elections Chair</i>	<b>CHS</b> Jennifer Jones-Locklear <i>Academic Affairs</i>
<b>EDUC</b> Camille Goins <i>Academic Information and Technology Chair</i>	<b>EDUC</b> Gerald Neal <i>Faculty and Institutional Affairs</i>	<b>EDUC</b> Jennifer Whittington <i>Faculty and Institutional Affairs</i>
<b>LETT</b> Richard Vela <i>Academic Affairs</i>	<b>LETT</b> Peter Grimes <i>Student Affairs and Campus Life Chair</i>	<b>LETT</b> James Hudson <i>Faculty and Institutional Affairs</i>
<b>NSM</b> Maria Pereira <i>Faculty Senate Secretary</i>	<b>NSM</b> Roland Stout <i>Academic Affairs</i>	<b>NSM</b> Timothy Anderson <i>Faculty and Institutional Affairs</i>
<b>SBS</b> Lauren Norman <i>Student Affairs and Campus Life</i>	<b>SBS</b> Porter Lillis <i>Faculty and Institutional Affairs</i>	<b>SBS</b> Matt Schneider <i>Student Affairs and Campus Life</i>
<b>At-Large</b> Renee Lamphere <i>Academic Affairs Chair</i>	<b>At-Large</b> Kelly Charlton <i>Faculty and Institutional Affairs Chair</i>	<b>At-Large</b> Carla Rokes <i>Committee on Committees and Elections</i>
<b>At-Large</b> Melissa Schaub <i>Committee on Committees and Elections</i>	<b>At-Large</b> Tracy Vargas <i>Faculty and Institutional Affairs</i>	<b>At-Large</b> Rachel Morrison <i>Academic Affairs</i>
<b>Chancellor Robin G. Cummings</b> <b>Interim Provost and Vice Chancellor for Academic Affairs Cherry Beasley</b>		

## Order of Business

- I. Roll Call
- II. Approval of Minutes (Appendix A)
- III. Adoption of Agenda
- IV. Reports from Administration
  - a. Chancellor – Dr. Robin Cummings
    - i. Comments from the Chancellor
  - b. Interim Provost and Vice Chancellor for Academic Affairs – Dr. Cherry Beasley
    - i. Comments from the Interim Provost (Appendix B)
- V. Reports of Committees
  - a. Operations Committees
    - i. Executive Committee – Holden Hansen, Chair
      - 1. Comments from the Chair
      - 2. SEI Participation Rates **Report Discussion (Appendix BB)**
    - ii. Committee on Committees & Elections – Dr. Jennifer Wells, Chair
      - 1. **(Vote Required)** CCE Vacancy Appointments:
        - a. Academic Support Services Subcommittee  
Misti Harper - LETT (2021-2023)
      - 2. **(For Information)**
        - a. Faculty Senate  
Julie Harrison-Swartz – CHS (to 2023)
      - 3. Committee Update
    - iii. Committee on Faculty Governance – Dr. Mohammed Ashraf, Chair
      - 1. Committee Update
    - iv. Committee on the Oversight of the Faculty Handbook – Dr. Rachel Smith, Chair
      - 1. No Report
  - b. Standing Committees
    - i. Academic Affairs Committee – Dr. Renee Lamphere, Chair
      - 1. **(For Information)** Curriculum Proposals – New Course Proposals from the Departments of Mathematics and Computer Science, History, Kinesiology, Political Science and Public Administration, and Sociology and Criminal Justice (Appendix C)
      - 2. ~~(Vote Required)~~ View at <https://uncp.curriculog.com/agenda:205/form>
        - a. **(For Information) From the Department of American Indian Studies**
          - i. Course Revision Proposal: AIS 4050 (Contemporary Issues of American Indians)
        - b. **(For Information) From the Department of Biology**
          - i. Course Revision Proposal: BIO 2180 (Principles of Genetics)
          - ii. Course Revision Proposal: BIO 3750 (Neurobiology)
        - c. **(Vote Required) From the Department of Mathematics & Computer Science**
          - i. Program Revision Proposal: Computer Science Minor with Emphasis on Programming
          - ii. Program Revision Proposal: Computer Science, Cybersecurity Track
          - iii. Program Revision Proposal: Computer Science, General Track

- iv. Program Revision Proposal: IT Minor with Emphasis in Software Application Development
  - v. Program Revision Proposal: Information Technology, General Track, B.S.
  - vi. New Program Proposal: Cybersecurity Minor
  - vii. **(For Information)** Course Revision Proposal: ITC 2060 (Human Computer Interaction)
- d. From the Department of Nursing**
- i. **(Vote Required)** New Program Proposal: Doctor of Nursing Practice ~~Practitioner~~ (DNP) in Population Health
  - ii. **(For Information ii.-x)** New Course Proposal: NUR 6000 (Population and Public Health Theory: Problem Discovery)
  - iii. New Course Proposal: NUR 6010 (Advanced Nursing Health Policy, Practice, and Ethics)
  - iv. New Course Proposal: NUR 6020 (Evidence-Based Practice, Research Methods, and Clinical Data Management)
  - v. New Course Proposal: NUR 6031: Clinical Practicum I: Organizational and Public Health Systems Leadership
  - vi. New Course Proposal: Clinical Practicum II: Population Health and Health Promotion Modeling
  - vii. New Course Proposal: NUR 6034 (Clinical Practicum IV: Project Evaluation and Dissemination)
  - viii. New Course Proposal: NUR 6101 (Nursing Inquiry: DNP Project 1)
  - ix. New Course Proposal: NUR 6102 (Nursing Inquiry: DNP Project 2)
  - x. New Course Proposal: NUR 6103 (Nursing Inquiry: DNP Project 3)
- e. From the Department of Political Science & Public Administration**
- i. **(Vote Required)** Program Revision Proposal: Legal Studies Minor
  - ii. **(Vote Required)** Program Revision: Public Administration Minor
  - iii. **(For Information)** Course Revision Proposal: PAD 5520 (Principles of Budgeting and Finance)
- f. From the Department of Social Work**
- i. **(For Information)** Course Revision Proposal: SWK 5060 (Social Work Practice with Individuals)
  - ii. **(For Information)** Course Revision Proposal: SWK 5300 (Foundation Practicum I and Seminar)
3. **(Vote Required) General Education Subcommittee Proposal:** View at <https://uncp.curriculog.com/agenda:205/form>
- a. From the Mathematics & Computer Science**
    - i. New Gen Ed Course Proposal: MAT 1055 (Quantitative Reasoning)
  - ii. Faculty & Institutional Affairs Committee – Dr. Kelly Charlton, Chair

1. Committee Update
  - iii. Student Affairs & Campus Life Committee –Dr. Peter Grimes, Chair
    1. No Report
  - iv. Academic Information Technology Committee – Dr. Camille Goins, Chair
    1. Committee Update
  - v. Budget Advisory Committee - Dr. Melissa Schaub, Chair
    1. Proposal to Revise Budget Advisory Committee Principles (Appendix D)
- VI. Faculty Assembly Updates:**
  - a. Brief Report – Dr. Renee Lamphere, Faculty Assembly Delegate
  - b. Faculty Assembly 22-23 Documents
- VII. Graduate Council** – March 20, 2023, Meeting (Appendix E)
- VIII. Other Committees**
  - a. CEPP – February 8, 2023, Meeting (Appendix F)
- IX. Unfinished Business**
  - ~~a. (Vote Required) Proposal: Revision to Classroom Management Policy (Appendix G)~~
  - b. (Vote Required) Proposal: Revision to Faculty Awards Processes (Appendix H)**
- X. Announcements**
- XI. New Business**
  - a. Closed Session
- XII. Adjournment**

## Appendix A

**The University of North Carolina at Pembroke**  
**Faculty Senate **Unapproved** Minutes**  
Wednesday, March 1, 2023, at 3:30 PM  
Thomas School of Business Room 225-26 Event Rooms A and B  
**AND**  
<https://uncp.webex.com/meet/holden.hansen>

### **Order of Business**

- I. **Roll Call** - A quorum was present, and the Senate Chair *Pro tem* called the meeting to order at 3:30 PM  
Members Present: Timothy Anderson, Kelly Charlton, Robin Cummings (Chancellor), Camille Goins, Peter Grimes, Holden Hansen (Chair – Arrived at 4:00 p.m.), James Hudson, Jennifer Jones-Locklear, Renee Lamphere, Porter Lillis, Rachel Morrison, Gerald Neal, Beata Niedzialkowska, Lauren Norman, Maria Pereira (Secretary), Cherry Beasley (Interim Provost), Carla Rokes, Melissa Schaub, Matt Schneider, Roland Stout, Tracy Vargas, Jennifer Wells  
Members Absent: Richard Vela, Jennifer Whittington
- II. **Approval of Minutes** (Appendix A) - **Approved as circulated**
- III. **Adoption of Agenda** - **Approved as circulated**
- IV. **Reports from Administration**
  - a. **Chancellor** – Dr. Robin Cummings
    - i. Comments from the Chancellor
      1. **Searches:**
        - a. Provost – update by Dr. Stuart later in this meeting
        - b. Chief of Staff – the second of four candidates is here this week
        - c. Vice-Chancellor for Enrollment search is being led by Steve Varley (VC for Advancement)
      2. **New Degrees:**
        - a. BOG approved UNCP to pursue the Doctor of Nursing Practice degree. It was touted as being exceptional and different with a focus on population health
        - b. Master of Occupational Therapy will be commented on by the Interim Provost
      3. Founders’ Day (March 7) was a good celebration where each of the seven students talked about one of the founders and their impact on their lives
      4. BOG is currently looking at the *Faculty Awards* and ways to increase the award amount given in a check
        - a. Faculty was encouraged to virtually join the BOG committees (Budget and Finance, Faculty Awards, Education Planning, Policies, and Programs, etc.) meetings on Wednesdays
        - b. Examples of the work of the Committee on Budget and Finance:
          - i. Vote on legislative asks
          - ii. Retirement Incentive Program
          - iii. Completion Assistance Program
          - iv. Faculty and staff salaries increase
          - v. Performance-Based Metrics Funding Model
        - c. Examples of topics of the Committee on Education Planning, Policies, and Programs

- i. Minimum eligibility requirements for undergraduate admissions
        - ii. NC Teaching Fellows program
        - iii. Comprehensive faculty policy initiative overview including workload
        - iv. Literacy discussions
      - d. Many decisions made at UNCP are a direct consequence of what happens in the BOG committees and not so much in the hands of the administration at UNCP
  - b. Interim Provost and Vice Chancellor for Academic Affairs – Dr. Cherry Beasley**
    - i. Comments from the Interim Provost
      - 1. Dr. Beasley suggested that the faculty would also join the BOG Committee on Strategic Planning
      - 2. Interim Provost would like to see faculty representation from all the divisions of the university and faculty ranks in all UNCP search committees
      - 3. Personnel changes:
        - a. Tamika Johnson is the Interim Registrar. Dr. Billingsley is the Chair of the search committee
        - b. Dr. Jennifer Wells, Interim Chair of Nursing
      - 4. Searches:
        - a. Director of Office of Online Learning. Dr. Allen is the Chair of the search committee
        - b. Bachelor of Interdisciplinary Studies (BIS) Director search is at its final stages
        - c. Executive Director for University College search is also in its final stages
        - d. The Grants Office has a position for Post Award Manager open for a while. We are interested in fully staffing our grants division and sponsored research to help us bring additional funds to UNCP
        - e. Almost all divisions of the University have numerous faculty positions open
        - f. Many open Endowed Professor positions and Distinguished Professorships positions need to be addressed as they bring additional talent to our University
        - g. As mentioned by the Chancellor, it is very important that our faculty participate in the BOG committees as their recommendations will be sent to the system office
          - i. Changes made by these committees will affect everyone in the UNC System.
          - ii. They are aiming for some consistency across the system.
- Items coming up in future meetings:
- 1. Professional Teaching Track
  - 2. Post-Tenure Review
  - 3. Student Evaluation of Instruction (at UNCP pre and post Covid the rate is about 30%)

a) Will this information be used in a formative or summative and formative way?

4. Faculty Awards and Recognitions

5. Promotion and Tenure

- h. Undergraduate enrollment cap has been raised to 25%
- i. Return on Investment Study (how much does it cost to educate a person and their lifetime earnings) is available and will be shared with the Deans; the study will be returned to the system office with our recommendations within 6 weeks
- j. We will be contacting Project Kitty Hawk (which partners with universities to serve adult learners) to see if we can engage them on our campus to help us with online recruiting and education
- k. We are looking at our Promotion and Tenure as we do not have a specific policy in place. Currently working with the General Counsel's Office to have something in place that clearly shows how salary increases are determined which will be based on (1) the viability of the financial institution (2) using that opportunity to make some salary adjustments
- l. Thomas School of Business received a re-accreditation letter. In the service area, they are offering a free student and faculty hands-on tax preparation for people making under \$75,000, on campus, Fridays, and Saturdays. Starting spring break, they are going into the community
- m. Cybersecurity Articulation Agreement got signed and we are now working on a Cyber Center for Excellence as part of that degree. It will give us great branding and areas of distinction
- n. We continue looking at workforce needs and programs – programs with a low graduation rate might still have a role at the institution
- o. The School of Education had five North Carolina Teaching Fellows recipients this year
- p. Thanks to the faculty for the student-led TED UNCP talks. We are all very proud of them. Planning on working with Student Affairs and those that attended that day to discuss new topics
- q. ICC Root Cause Analysis revealed that we did not have a process in place by which something that it is not course related made its way into the catalog. We have now proposed a plan on how we can prevent that from happening in the future
- r. Before we begin working on new programs, we must get approval and have a look at our own priorities. Currently, we have two proposals at the System Office – the National Healthcareer Association (NHA) and the Doctor of Optometry. As a Professional body, we are looking at other programs to bring into the University and how best to make decisions about them. Dr. Normandy is working on a process to be implemented

- where most likely a short two-page proposal will let faculty know if their new ideas are approved at the institutional level
- s. Last Thursday, the National Institute for Student Success (NISS) was on campus making their final data collection for their Retention Study. The report will be finished by March 15, and they will be on campus between March 20 and April 15 giving the report to us
  - t. A Project on Recruitment has been working with Admissions and Financial Aid Offices to help us see which areas we must target our efforts – the report will be given to us later this week and it will be made available to everyone by mid-March
  - u. A contract was signed with DegreeWorks. They will look at each student’s progress toward a degree. It will help us schedule classes more efficiently and at the same time help us with degree audits
  - v. The undergraduate report focused on first-time-full-time American Indian students, first-time-full-time males, and first-time-transfer student populations revealed that significant progress was made in all areas, except males, where the percentage staying at Pembroke and graduating, decreased

## V. Reports of Committees

### a. Operations Committees

#### i. Executive Committee – Holden Hansen, Chair

##### 1. Comments from the Chair

- a. The Chair apologized for arriving late due to traffic on I-95. Appreciation was extended to Chair *Pro tem*, Dr. Lamphere, who got the meeting started on-time
- b. Reminder that April 5th Senate meeting will be in Thomas 255
- c. Faculty Assembly Chair Wake Maki will be on campus for a hybrid Q&A on April 18<sup>th</sup> in Thomas 130, from 3:30 to 5:00 PM

- 2. **(Vote Required)** Proposal: Revision to Classroom Management Policy (Appendix B) – Associate VC for Academic Affairs and the Director of Student Conduct have been working on the language of the Student Code of Conduct Regulation, Student Handbook, and Faculty Handbook as it was outdated, unclear, and inconsistent. There was a need for a clear and fair policy that students and faculty understand and can easily follow. Today’s vote would include the changes that affect the Faculty Handbook. The floor was open for a Q&A on the proposal on Appendix B. After a brief discussion, Dr. Billingsley asked the individual Senators that made comments and suggestions to send them to him by email or as a marked-up copy of Appendix B so the suggestions could be incorporated. Senate Chair Hansen proceeded by **withdrawing the proposal as no objection was voiced**
- 3. **(Vote Required)** Proposal: Revision to Faculty Awards Processes (Appendix C) – Chair Hansen introduced the proposal of the Faculty Awards Committee (FAC) as being a revision of the Faculty Awards section of the Faculty Handbook Awards section. The changes being



proposed are (1) a request from PURC to have the FAC take on the awards related to PURC and (2) installing a vetting process of nominees for the BOG Award for Excellence in Teaching. The Senate Chair further explained that there are two very similar awards {the Holshouser Award for Public Service (under the FAC purview) and the O'Max Gardner Award [not in the Faculty Handbook (nominees for this award go directly from the Chancellor's Office to the System Office)] that might fit together outside of the FAC purview. In other words, the Chancellor asked us to remove the Holshouser Award from FAC's purview with the explanation that O'Max Gardner and Holshouser Awards are high-level system-wide awards that should be treated in a similar fashion. The BOG will be looking into increasing the monetary value of the award while being a little more prescriptive. And because it is stated in the Faculty Handbook that "...the Faculty Awards Committee should regularly review the criteria, guidelines, and procedures, for nominations and selection relating to all faculty awards and it should recommend changes to the Faculty Senate" a **motion was put forward to refer the proposal back to the FAC so that they can have the proper amount of time to adjust the Holshouser award, which also shows incorrect dates on the calendar. The motion was seconded, and a brief discussion followed.** The Chancellor suggested that his office would draft the language, send it back to FAC and once all are in agreement, the proposal would be brought back to the Senate's April meeting. **The motion carried**

ii. Committee on Committees & Elections – Dr. Jennifer Wells, Chair

1. **(Vote Required)** CCE Vacancy Appointments:

- a. Academic Information and Technology Committee  
Marcus Burger - SBS (2022-2024)

General Education Subcommittee

Elisha Chambers – Kinesiology (Immediately to 2023)

CCE has made two appointments as listed above and requires a Senate vote to confirm. **The appointments were accepted by unanimous consent**

- b. Brief Report – Elections were run since the last Senate meeting and the results are being read into the Minutes:

- i. Oversight of the Faculty Handbook Committee 2023-2026 (LETT): Jamie Martinez
- ii. Promotion and Tenure Committee 2023-2026 (SBS): Yawo Bessa
- iii. Promotion and Tenure Committee 2023-2025 (CHS): Deborah Hummer
- iv. Faculty Awards Committee 2023-2025 (LETT): Robin Snead
- v. Faculty Assembly Delegate 2023-2026: Jennifer Jones-Locklear

An email will be sent out shortly about the 2-day business notice related to eight nominations currently being sought out

b. **Standing Committees**

- i. Academic Affairs Committee – Dr. Renee Lamphere, Chair

1. Committee Update
  - a. March's AAC meeting will be run by Joey Van Hassel, as Dr. Lamphere will be presenting at a national conference
  - b. Names of those interested in serving on the Task Force in Advising and Scheduling have been sent to Interim Provost Beasley
  - c. BOG committees of major importance: Retirement Incentive Program (all schools will be represented in this committee), Faculty Workload, Post Tenure Review, Teaching and Professional Track Faculty (Dr. Snead appointed to serve on this committee), Evaluation of Teaching (Dr. Lamphere appointed to serve on this committee), and Faculty Recognition. Faculty members are encouraged to reach out to the Faculty Assembly Delegates with questions, concerns, or comments and Delegates will make sure that faculty feedback gets passed on
2. **(For Information)** Curriculum Proposals – New Courses, Program Revision, Course Deletions, Course Revisions (Appendix D) – Curriculum information is listed in Appendix D
  - ii. Faculty & Institutional Affairs Committee – Dr. Kelly Charlton, Chair
    1. Committee Update - Health, Safety, and Environment Subcommittee brought forward discussions on hands-on active shooter training, therefore if departments are interested reach out to Sargent Bullard (Public Safety Office)
  - iii. Student Affairs & Campus Life Committee –Dr. Peter Grimes, Chair
    1. No Report
  - iv. Academic Information Technology Committee – Dr. Camille Goins, Chair **(Vote Required)** Proposal: Purchase subscription to Canvas Studio for \$25,509 – A team of five faculty members reviewed Canvas Studio and recommended to the AIT Committee which also recommended the purchase of the subscription. The proposal today is to inquire if the Faculty Senate wants to move forward with the Canvas Studio purchase. The proposal is for this body to approve the purchase of the subscription. Interim Provost added that the Faculty Senate can recommend the purchase but the decision to purchase lies at a different level. Chair Hansen made a friendly amendment where the **motion is to “recommend” the purchase of Canvas Studio – The motion carried unanimously**
  - v. Budget Advisory Committee - Dr. Melissa Schaub, Chair
    1. No Report

**VI. Faculty Assembly Updates:**

- a. Brief Report – Dr. Renee Lamphere, Faculty Assembly Delegate
  - i. A lot can be learned from the BOG committee meetings. There are different meetings at different times. Recordings are available afterward
  - ii. The Daily News Clip is a summary email that comes out of the System Office where one can read about issues outside UNCP that eventually can impact us
- b. Faculty Assembly Chair PowerPoint for 2.10.2023 Faculty Assembly Meeting
- c. Faculty Assembly 22-23 Documents (Including 2.10.2023 Faculty Assembly Agenda)

**VII. Graduate Council – March 1, 2023, Report (Appendix E) – Dr. Christine Bell present to answer any questions**

**VIII. Other Committees**

- a. CEPP - No Report – Appendix F (2023.01.11 CEPP Minutes) on SharePoint and Dr. Loury Floyd present to answer any questions

**IX. Unfinished Business - None**

**X. New Business**

**a. Dr. Stewart Thomas – Update and Discussion on Provost Search**

- i. The committee has solicited candidates and has gone through an initial selection process

**A motion was put forward by the Senate Chair to extend the meeting by 10 min – the motion carried unanimously**

- ii. We are using the same search firm (Buffkin/Baker) used with the last Provost
  1. They are not charging UNCP for the search, just for the traveling
  2. We are very pleased with the involvement of the new representative, Pelema Ellis
  3. 50 candidates applied and 43 were considered
    - a. Vetting process has not started
- iii. A survey will be sent out to solicit Faculty input on the attributes of the next Provost
- iv. Timeline:
  1. On-campus interviews will be conducted March 13<sup>th</sup>-15<sup>th</sup>
  2. Each candidate will be on campus for 2 days (March 21<sup>st</sup> to April 5<sup>th</sup>) and there will be an opportunity for Faculty engagement at that time
    - a. A 45 min Faculty Senate Meeting with Provost Candidates will be available

**A motion was put forward by the Senate Chair to extend the meeting by 5 min – the motion carried unanimously**

3. On April 6<sup>th</sup> recommendations will be given to the Chancellor

**XI. Announcements**

- a. At no cost, an opportunity for students, faculty, and staff to take the Mental Health First Aid Training (March 24, April 15, and April 22) organized by the North Carolina Youth Violence Prevention Center. Still to be determined if it would be in-person or online

**XII. Adjournment – the meeting was adjourned at 5:12 PM**

## **Appendix BB**

### **SEI Participation Rates Report**

#### **Report on Strategies to Increase SEI Low Participation Rates**

##### **Summary of Updates**

- 1) The Chancellor has indicated that the BOT is concerned about low SEI participation rates
- 2) The System Office has discouraged local SEI policy changes since they are currently reviewing SEIs and may hand down changes to the campuses
- 3) The Executive Committee, the Special Committee on SEIs and FERS has been engaged in developing an action plan for employing short term strategies that do not require policy changes to the Faculty Handbook over the past few weeks. The Provost's Office and Executive Committee are divvying up responsibility for implementation of strategies. For example, the Provost's office is working on an incentive strategy for students to complete the SEIs (re: a drawing).
- 4) The Provost will report these efforts to the BOT over the summer, and will study the impact of these strategies during the 2023-24 academic year
- 5) Over the Summer and in the Fall there are additional strategies that will be considered to boost participation rates for the 2023-24 academic year

##### **Executive Committee Short Term Strategies that do not Require Policy Changes to the Faculty Handbook and which will be Employed in April, 2023**

- 1) Students and Faculty will receive the standard reminders through Canvas and Emails
- 2) We'll request that SGA send out an announcement about SEIs and the importance of completion
- 3) We'll request that the official social media accounts put up a reminder about SEIs with a cute graphic!
- 4) We'll have Deans push an email to chairs requesting that faculty take time in class to have students do this on their phones...with the additional ask that we keep track of who did this and who didn't for "pilot" data. - The email could have a splash screen in Power Point or PDF with simple instructions.
- 5) We'll recommend that the Provost or designee shoot a short video regarding SEI completion with instruction and any incentives detailed to be linked to Canvas and in email reminders.

## Appendix C

### Approved Curriculum Proposals for Information Only

**a. From the Department of Mathematics & Computer Science**

- 1. New Course Proposal: MAT 1055 (Quantitative Reasoning)**

**b. From the Department of History**

- 1. New Course Proposal: HST 4240 (History of Rock and Roll)**
- 2. New Course Proposal: HST 4520 (Issues and Interpretations in 20<sup>th</sup> Century World History)**

**c. From the Department of Kinesiology**

- 1. New Course Proposal: KIN 3000 (Sport and Fitness for Athletes with Disabilities)**

**d. From the Department of Political Science & Public Administration**

- 1. New Course Proposal: PAD 4010 (Introduction to Non-Profit Management)**
- 2. New Course Proposal: PLS 4320 (Indigenous Social Movements in Latin America)**

**e. From the Department of Sociology & Criminal Justice**

- 1. New Course Proposal: SOC 3200 (Sexuality and Society)**

## Appendix D

### Suggested Principles for Addressing Budget Shortfalls (Redlined Version)

#### Suggested Principles for Addressing Budget Shortfalls

In line with the shared governance principle of faculty participation in university matters focused on curriculum and pedagogy, ~~the committee has sought to identify the values for faculty in those matters in addressing potential budget shortfalls. In recognition of the potential fast paced decisions that may need to be made, we offer these principles to the Chancellor and the Cabinet as a record of the will of the faculty in these issues.~~ the Budget Advisory Committee has sought to identify the values of faculty when addressing potential budget shortfalls. As part of our charge to “serve in a consultative role to the Vice Chancellor of Finance and Administration regarding the University’s strategy and management of fiscal resources and ensure that the University meets its fundamental mission, vision, and core values and future aspirations,” we offer the following as a record of the general will of the faculty concerning budget cuts.

~~This document is underlined by two overriding principles.~~ **General Principles**

- ~~Firstly, in light of the uncertainty of the situation we face, we stress that these recommendations are for immediate consideration only and all should be revisited, with the input of faculty, within a 6-12 month period.~~ These recommendations shall be reviewed every three years by the Budget Advisory Committee.
- ~~Secondly, more transparency about funding sources and percentages of various programs and expenditures will lead to greater faculty understanding of budget decisions and increase the value of shared governance. In this same vein,~~ Transparency about funding sources and how funding is allocated to programs and expenditures leads to greater faculty understanding of budget decisions and increases the value of shared governance. Faculty who serve in shared governance roles must be involved in defining mission critical functions and services across campus. ~~We appreciate CFO Teachey’s emphasis on this element.~~ The Vice Chancellor’s participation on this committee is appreciated, and the Budget Advisory Committee should be involved in most consultative interactions, but if budget crises develop with short notice or over time periods when regular committee meetings are not possible, it is our expectation that the chair of the committee and the chair of the Faculty Senate, at minimum, would be consulted.

#### **Protection of Positions and Compensation**

As a guiding principle, furloughs are preferred to salary reductions and salary reductions are preferred to the elimination of filled positions. Furloughs are defined as mandatory unpaid days off, while salary reductions are cuts in permanent base pay. If the UNC System creates early retirement incentives, the institution should leverage these as far as possible to avoid other cuts.

- ~~Should salary cuts be a needed measure~~ If furloughs or salary reductions are needed, progressively scale them ~~with application to both academic and administrative positions.~~ (lower

salaries are cut by a lower percentage, higher salaries are cut by a higher percentage, ideally with a zero-cut bracket for the lowest salaries).

- Maintain all ~~T~~tenured and ~~T~~tenure-~~T~~track lines, with the current teaching load policies and practices, for the sake of academic and pedagogical productivity and continuity.
- ~~Consider the same matrix of criteria in identifying departments as~~ Protect mission-critical departments and ~~protecting~~ their human capital, regardless of productivity.
- Define “mission-critical” not ~~just solely~~ by enrollment in courses, ~~but~~; other factors include but are not limited to longevity of service ~~of the individual, and, in regards to the position,~~ the role in student progress to degree, ~~the~~ significance of service to the local or campus community, and ~~the~~ ability to maintain continued access to high quality teaching faculty, ~~especially considering the dearth in the local human capital pool.~~ in the local area.
- Protect mission-critical faculty and academic staff lines; if maintaining a line is not possible, offer best faith efforts of continued job security in complementary roles.
- If cuts are so severe as to involve the elimination of positions or whole departments, it is especially vital for faculty governance to be involved in the process as described above, particularly in determining the definition of “mission-critical” or in any type of academic program review.

### Maintaining Student and Pedagogical Support

- Hold harmless, to the greatest extent possible, services that have a direct impact on student success in the realms of academics (including the Mary Livermore Library and subscriptions to scholarly works, Accessibility Resource Center, Writing Center, Center for Student Success, Teaching and Learning Center, Office of Online Learning and other essential support staff), soft skill development (e.g., Career Center, Diversity and Inclusion, etc.), and health (e.g., CARE Team, Student Health Services).
- ~~Consider thinning positions from administratively heavy service units that do not directly support the above elements of student success.~~
- Protect those services/ and activities (both academic and non-academic) ~~deemed essential to both face-to-face and virtual platforms~~ that are essential to face-to-face instruction equally with those essential to online instruction.
- Reduce departmental operating budgets to promote some cost savings, with a focus on promoting more environmentally-friendly and health-conscious operations (e.g., minimize printing of course materials, ~~such as syllabi or class handouts~~).

### Professional Development

- ~~Reserve~~ Prioritize conference and professional development funding for ~~tenure track and associate professors only~~ faculty who present or perform (~~regardless of mode of delivery~~) at a conference/performance.
- ~~Preserve funding~~ and for conferences or continuing education tied to accreditation, ~~and/or required~~ licensure, ~~certification,~~ ~~regardless of rank~~ and grant development.
- Create a transparent, efficient, and inclusive process for approving professional development funding. ~~to TT and associate professors~~

- ~~Scrutinize reassigned time for certain administrative positions that support faculty (e.g., coordinators, directors, assistant deans of research), where savings could be had from removing stipends and course releases. Count such work as service and give the affected faculty additional recognition for P&T and/or PTR.~~



## **Appendix D**

### **Suggested Principles for Addressing Budget Shortfalls (Clean Version)**

#### **Suggested Principles for Addressing Budget Shortfalls**

In line with the shared governance principle of faculty participation in university matters focused on curriculum and pedagogy, the Budget Advisory Committee has sought to identify the values of faculty when addressing potential budget shortfalls. As part of our charge to “serve in a consultative role to the Vice Chancellor of Finance and Administration regarding the University’s strategy and management of fiscal resources and ensure that the University meets its fundamental mission, vision, and core values and future aspirations,” we offer the following as a record of the general will of the faculty concerning budget cuts.

#### **General Principles**

- These recommendations shall be reviewed every three years by the Budget Advisory Committee.
- Transparency about funding sources and how funding is allocated to programs and expenditures leads to greater faculty understanding of budget decisions and increases the value of shared governance. Faculty who serve in shared governance roles must be involved in defining mission-critical functions and services across campus. The Vice Chancellor’s participation on this committee is appreciated, and the Budget Advisory Committee should be involved in most consultative interactions, but if budget crises develop with short notice or over time periods when regular committee meetings are not possible, it is our expectation that the chair of the committee and the chair of the Faculty Senate, at minimum, would be consulted.

#### **Protection of Positions and Compensation**

As a guiding principle, furloughs are preferred to salary reductions and salary reductions are preferred to the elimination of filled positions. Furloughs are defined as mandatory unpaid days off, while salary reductions are cuts in permanent base pay. If the UNC System creates early retirement incentives, the institution should leverage these as far as possible to avoid other cuts.

- If furloughs or salary reductions are needed, progressively scale them (lower salaries are cut by a lower percentage, higher salaries are cut by a higher percentage, ideally with a zero-cut bracket for the lowest salaries).
- Maintain all tenured and tenure-track lines, with the current teaching load policies and practices, for the sake of academic and pedagogical productivity and continuity.
- Protect mission-critical departments and their human capital, regardless of productivity.
- Define “mission-critical” not solely by enrollment in courses; other factors include but are not limited to longevity of service, role in student progress to degree, significance of service to the local or campus community, and ability to maintain continued access to high quality teaching faculty in the local area.

- Protect mission-critical faculty and academic staff lines; if maintaining a line is not possible, offer best faith efforts of continued job security in complementary roles.
- If cuts are so severe as to involve the elimination of positions or whole departments, it is especially vital for faculty governance to be involved in the process as described above, particularly in determining the definition of “mission-critical” or in any type of academic program review.

### **Maintaining Student and Pedagogical Support**

- Hold harmless, to the greatest extent possible, services that have a direct impact on student success in the realms of academics (including the Mary Livermore Library and subscriptions to scholarly works, Accessibility Resource Center, Writing Center, Center for Student Success, Teaching and Learning Center, Office of Online Learning and other essential support staff), soft skill development (e.g., Career Center, Diversity and Inclusion, etc.), and health (e.g., CARE Team, Student Health Services).
- Protect those services and activities (both academic and non-academic) that are essential to face-to-face instruction equally with those essential to online instruction.
- Reduce departmental operating budgets, with a focus on promoting more environmentally-friendly and health-conscious operations (e.g., minimize printing of course materials).

### **Professional Development**

- Prioritize conference and professional development funding for faculty who present or perform at a conference/performance, and for conferences or continuing education tied to accreditation, licensure, certification, and grant development.
- Create a transparent, efficient, and inclusive process for approving professional development funding.

## Appendix E



### MINUTES

#### UNCP Graduate Council Meeting

Monday, March 20, 2023, 3:00 p.m.

<https://uncp.webex.com/meet/irene.aiken>

or Graduate School Conference Room

- The following were approved by consensus:
  - March Agenda
  - [Minutes](#) from the February 20, 2023 meeting
  
- **The following proposals were accepted by vote: *See Curriculog for course descriptions***
  - **HST 5400- Themes in World History, new course**
  - **SSE 5350- Curriculum and Assessment in the Social Studies, new course**
  - **SSE 5820- Social Studies Seminar, new course**
  - **M.A.T- Middle Grades Social Studies Education Specialization, program revision**
    - MAT Core: 9 hours
      - EDN 5040 Basics Tenets of Education
      - EDN 5450 Introduction to Curriculum Design and Best Practices
      - EDN 5120 Advanced Studies of Exceptional Children
    - Social Studies Pedagogy: 9 hours
      - SSE 5100 Principles of Social Studies Education
      - SSE 5350 Curriculum and Assessment in the Social Studies
      - SSE 5500 Advanced Social Studies Curriculum and Instructional Methods
    - Social Studies Content: 9 hours
      - HST 5000 Historiography
      - And two of the following:
        - GGY 5030 Descriptive Regional Analysis
        - HST 5400 Themes in World History
        - HST 5740 Introduction to Public History
        - SOC 5020 American Pluralism-Race and Ethnicity in American Life
        - SSE 5600 Teaching and Learning with Primary Sources
        - SSE 5750 Social Studies Curriculum Transformation
        - SSE 5820 Social Studies Seminar
    - Social Studies Internship- 3 hours
      - SSE 5810 Internship in Social Studies Education
    - Total: 30 Sem. Hrs.
  - **M.A.T- Social Studies Education 9-12, program revision**
    - MAT Core- 9 hours

- EDN 5040 Basics Tenets of Education
  - EDN 5120 Advanced Studies of Exceptional Children
  - EDN 5450 Introduction to Curriculum Design and Best Practices
- Social Studies Pedagogy- 9 hours
  - SSE 5100 Principles of Social Studies Education
  - SSE 5350 Curriculum and Assessment in the Social Studies
  - SSE 5500 Advanced Social Studies Curriculum and Instructional Methods
- Social Studies Content- 9 hours
  - HST 5000 Historiography
  - And two of the following:
    - GGY 5030 Descriptive Regional Analysis
    - HST 5400 Themes in World History
    - HST 5740 Introduction to Public History
    - SOC 5020 American Pluralism-Race and Ethnicity in American Life
    - SSE 5600 Teaching and Learning with Primary Sources
    - SSE 5750 Social Studies Curriculum Transformation
    - SSE 5820 Social Studies Seminar
- Social Studies Internship- 3 hours
  - SSE 5810 Internship in Social Studies Education
- Total: 30 Sem. Hrs.
- **M.A.- Social Studies Education, History Concentration, program revision**
  - Advanced MAEd Shared Core (9 hours)
    - EDN 5480 Advanced Foundations of American Education
    - EDN 5490 Effective Educational Leadership
    - EDN 5660 Applied Educational Research
  - Pedagogical Core (6 hours)
    - SSE 5600 Teaching and Learning with Primary Sources
    - SSE 5750 Social Studies Curriculum Transformation
  - Content Core, History Concentration (12 hours)
    - HST 5000 Historiography
    - Plus 3 additional HST or HSTS courses at the 5000 level
  - Research Core (3 hours)
    - HST 5990 Historical Research
  - Final Research Project
  - Total: 30 Sem. Hrs.
- **Occupational Therapy- new program and course proposals**
  - **Masters of Science in Occupational Therapy**

Program description: This program is designed for full time study and prepares graduates for practice in traditional settings as well as emerging practice areas. Students matriculate through this 24-month program as a cohort. The sequence of courses for the MSOT program is fixed, meaning, courses are sequential and are offered only once a year. ***See Curriculum for course descriptions.***

- 78 Total Credit Hours
  - OCCT 5200 Psychosocial Approaches & Mental Health
  - OCCT 5000 Theories and Foundations in Occupational Therapy
  - OCCT 5005 Special Topics in Occupational Science
  - OCCT 5100 Functional Anatomy and Physiology
  - OCCT 5150 Clinical Kinesiology
  - OCCT 5350 Clinical Decision making I
  - OCCT 5351 Clinical Decision Making II
  - OCCT 5400 Clinical Neuroscience
  - OCCT 5450 Pediatrics in Occupational Therapy I
  - OCCT 5475 Assessment in Adult Physical Dysfunction
  - OCCT 5480 Interventions in Adult Physical Dysfunction
  - OCCT 5490 Pediatrics in Occupational Therapy II
  - OCCT 5500 Research Methods
  - OCCT 5600 Assistive Technology
  - OCCT 5650 Management, Advocacy, and Leadership
  - OCCT 5680 Health Promotion and Aging
  - OCCT 6000 Hand Therapy and Upper Extremity Disorders
  - OCCT 6500 Professional Ethics in Clinical Practice
  - OCCT 6600 Clinical Pathophysiology
  - OCCT 6800 Senior Seminar I (Online)
  - OCCT 6850 Fieldwork II a
  - OCCT 6870 Fieldwork II b
  - OCCT 6880 Senior Seminar II
  
- **CNS 5815- Sand Tray in Counseling, new course proposal**
  
- **CNS 5825- Neuroscience and Play Therapy, new course proposal**
  
- **Play Therapy- [program revisions](#)**
  - **Current Plan**
    - CNS 5810 Introduction to Play Therapy (3) Summer 1 and Fall
    - CNS 5820 Play Therapy Theories and Techniques (3) Spring
    - CNS 5830 Play Therapy for Specific Challenges (3) Summer 2

- CNS 5840 Filial and Family Play Therapy (3) Fall
  - New Plan
    - The following two courses are required:
      - CNS 5810 Introduction to Play Therapy (3) Summer or Fall
      - CNS 5820 Play Therapy Theories and Techniques (3) Spring
    - Two of the following are required:
      - CNS 5XXX Sand Tray in Counseling (3) Fall
      - CNS 5XXX Neuroscience and Play Therapy (3) Spring
      - CNS 5830 Play Therapy for Specific Challenges (3) Sum 2
      - CNS 5840 Filial and Family Play Therapy (3) Fall
- **M.A. in Science Education- program revision**
  - Shared Core (9 hours)
    - EDN 5480 Advanced Foundations of American Education
    - EDN 5490 Effective Educational Leadership
    - EDN 5660 Applied Educational Research
  - Pedagogical Core (6 hours)
    - SCE 5600 Foundations of Science Education
    - SCE 5800 Contemporary Issues in Science Education
  - Content Core (12 hours)
    - BIO 5150 Advanced Microbiology
    - BIO 5120 Topics in Ecology and Environmental Biology
    - BIO 5770 Science in the Natural Environment
    - BIO 5200 Current Trends in Molecular and Cellular Biology
    - BIOS 5xxx Special Topics in Biology
    - BIO 5550 Independent Biology Research
    - CHM 5200 Current Trends in Chemistry
    - CHM 5480 Historical Perspectives of Chemistry
    - CHMS 5xxx Special Topics in Chemistry
    - GLY 5010 Essentials of Earth Science
    - GLY 5410 Meteorology and Climatology
    - GLYS 5xxx Special Topics in Geology
    - PHY 5200 Current Trends in Physics
    - PHYS 5xxx Special Topics in Physics
  - Research Core
    - LIB 5000 Introduction to Graduate Academic Research
    - SCE 5700 Improving 9-12 Science Classroom Instruction
  - Final Research Project
- **M.A.- Science Education, Earth Science- program deletion**
- **ENG 5830- Second Language Acquisition, course revision**

- **M.A. English Education, Licensure Concentration, program revision**
  - Advanced Licensure Core (9 hours)
    - EDN 5480 Advanced Foundations of American Education
    - EDN 5490 Effective Educational Leadership
    - EDN 5660 Applied Educational Research
  - Content Pedagogy (6 hours)
    - EED 5520 The Teaching of Literature: Theories, Issues, and Practices
    - EED 5510 The Teaching of Writing: Theory and Practice
  - Required Content Courses (6 hours)
    - ENG 5000 Literacy in Context: Issues and Reform
    - ENG 5300 Theories and Methods of Literary Research
  - Content Electives (15 hours)
    - ENG 5010 Critical Approaches to Children's Literature
    - ENG 5050 Native American Literature
    - AIS 5500 Native American Literature
    - ENG 5110 Principles of English Linguistics
    - ENG 5210 Advanced Creative Writing
    - ENG 5310 Medieval and Early Modern Drama
    - ENG 5320 Rhetorical Analysis
    - ENG 5330 Working Class Literature
    - ENG 5340 Victorian Literature
    - ENG 5500 Advanced Nonfiction Writing
    - ENG 5610 Shakespeare Studies
    - ENG 5750 Film Studies
    - ENG 5810 Phonetics and Phonology
    - ENG 5830 Second Language Acquisition
    - ENG 5850 Cultural Issues of English as a Second Language
    - TESL 5890 Applied Pedagogy of Teaching English as a Second Language
    - ENGS 50xx Seminar in Literature
    - ENGS 51xx Special Topics in Literacy
    - ENGS 52xx Literary Genre Seminar
    - ENGS 53xx Author Seminar
    - ENGS 5370 Study Abroad
    - ENGS 54xx Literary Period Seminar
    - ENG 6010 Three-Credit Thesis
    - ENG 6020 Six-Credit Thesis I
    - ENG 6030 Six-Credit Thesis II
  - Total: 36 Sem. Hrs.
  
- **Graduate School Items/Report** Aiken and Bell addressed the following:
  - Graduate Course Analyses
  - Recruitment/Enrollment
    - Spring Enrollment 1862 (2.2% increase over 2022, 6 shy of 2020 record)
    - Fall and summer are looking strong
    - Campaign for new programs

- Ramping up for fall 2023
- Graduate Symposium, April 4th at 5:30-7:00
  - PDs to facilitate and recruit two other faculty to attend
  - Give us names by March 24
- Orientation
  - Fall Orientation August 15th, 6:00 pm (only); Visitation Day August 16th, 3-5 pm (first day of classes): Invitations forthcoming
- **Unfinished/New Business**
- **Announcements/Reminders**
  - Upcoming Graduate Council meetings for 2022-2023 at 3:00 pm: April 17
  - March 31- Graduate School Tuition Scholarship applications due (information [here](#))
  - April 4 (5:30-7)- Graduate Research Symposium (virtual)
    - Information [here](#)
    - March 14- Proposals due
    - March 21- Research papers due
    - March 28- Posters and creative work due
    - March 28- 3MT due
  - Graduate Faculty renewals (see Appendix A)-materials due by March 31
- **Adjournment**



## Appendix F

# EDUCATOR PREPARATION PROGRAMS

## Council for Educator Preparation Programs

February 8, 2023

3 - 5 pm

ZOOM <https://uncp.zoom.us/my/drloury>

**VOTING LINK:** <https://forms.gle/EPgYgdvYGAeG4tY1A>

CEPP ONEDRIVE [February 2023](#)

Attendance: M. Rivera, Q. Jones, Dean Floyd, L. Locklear, J. Ricks, Melissa Edwards, L. Mitchell, S. Plata Potter, A. Lowery, D. Dubisky, G. Robinson, K. Granger, D. Chilcote, F. Cummings, N. Grant, EH. Jeon, L. Smith, A. Lara, R. Hagevik, J. Rivera, M. Scott, T. Trendowski, J. Whittington, K. Ficklin, S. Cinnamon, K. Sellers, D. Bonneau, N. Vincett, I. Aiken, B. Winters

- I. **Welcome - Dr. Loury Floyd (2) @ 3 pm** Called to Order
  
- II. **Approval of the Minutes**
  - a. **January** Approved
  
- III. **Dean's Report – Dr. Loury Floyd (15)**
  - a. Reminder: Program Meetings and Information Dissemination
  - b. [NC Teaching Fellows Update – Dr. Diana Dubisky](#)
  - c. BranchED Board of Directors Visit – Dr. Marisa Scott, Principal Investigator
    - i. January 26, 2023, BranchED had their BOD Meeting here on campus
    - ii. <https://resources.educatordiversity.org/>
    - iii. Virtual Technical Assistance- March 24, 2023- 10:00-11:30am
  - d. [NC Literacy Implementation](#) – Dr. Gretchen Robinson
  - e. Teacher Recruitment – Mr. LaMorris Smith
    - i. Partnership with Teach NC
    - ii. Brave Educator for a Day, March 16, 2023, 63 Participants as of today
  
- IV. **Curriculum**
  - a. [Birth-KindergartenUndergraduateCurriculumProposal\\_spring2023 - Copy.docx](#) Dr. Sandra Plata-Potter
    - i. 2100 be included in the BK curriculum, Sandra Potter made a motion, and LaMorris 2nded, Approved
    - ii. Fully Online
  - b. [Special Education Undergraduate Proposed Changes 2023 - Copy.docx](#) Dr. Dorea Bonneau

- i. Dorea Bonneau made a motion and Marisa Scott 2nded for the changes to be made, Approved
    - c. ADV Core Alignment - Dr. Serina Cinnamon
      - i. [ADV MAEd Shared Core proposal.pdf](#)
        - 1. Serina made a motion, effective Fall, 2023, 85%, Fall, 2024 100% Kelly Ficklin 2nded, Approved
      - ii. [EDN 5480 course revision.pdf](#)
        - 1. Serina made a motion, Kelly Ficklin 2nded, Approved
- V. **CAEP – (20)**
  - a. CAEP Updates – *Dr. Mabel Rivera, Director*
    - i. ADV Canvas Portfolio – students need to submit and faculty to evaluate by **March 1, 2023**
    - ii. Site Visit schedule and stakeholder preparation meetings
    - iii. [Program Advisory Board Meetings](#) – create your program folder and upload minutes/notes/materials
    - iv. Addendum Evidence Transition and Phase-In Plans
      - 1. [Transition Plan: St 1 – Content and Pedagogical knowledge](#) (New)
      - 2. [Transition Plan: Digital Literacy and Technology](#) (Updated)
      - 3. [Phase-In Plan: ADV St 2.2 and 3.4](#) (Updated)
    - v. Assessment Sub-Committee Updates – Dr. Marisa Scott, Committee Chair  
[CEPP Praxis II Continuous Improvement Plan Evidence-Status.xlsx](#)
  - b. Licensure Exams (Praxis II) - *Mr. Nick Vincett, Data Management Specialist*
    - i. Unit Data
    - ii. Dashboard and Dispositions Forms

Dean Floyd made a motion to extend the meeting by 10 minutes and Kim Sellers 2nded Majority in favor, no oppositions

- VI. **Educator Engagement and Student Success – Dr. Leslie Locklear (10)**
  - a. Internship
    - i. edTPA
      - 1. Support for Retakes up until the point of graduation
      - 2. Spring 2023 Support
        - a. Arine has drop-in hours on Tuesdays
      - 3. Submission
        - a. Undergrad students on campus March 13
        - b. Altering submission
    - ii. [Spring 2023 Internship](#)
      - 1. End of Semester Celebration, Thursday, May 4 at 5pm
    - iii. [Fall 2023 Internship/ Pre-Intern Meetings](#)
      - 1. [Pre Intern Interview Sign Up](#)
  - b. [Field Experience](#)
    - i. 300+ requests, 48 counties and 5000+ hours

- ii. [Track by County](#)
- c. [Praxis Vouchers](#) (*Expiration: June 2023*)
  - i. 29 Vouchers left
    - 1. Art Ed 1
    - 2. English Ed 9
    - 3. Middle Grades Language Arts I
    - 4. Spanish Ed 3
    - 5. MG Math 2
    - 6. Music Ed 7
    - 7. Math 2, Test 5165
    - 8. MG Science 1, Test 5435
    - 9. MG Social Studies 2
- d. [February 2023 Student Newsletter](#)

**VII. Announcements - Council Members (5)**

**VIII. Adjourned @ 5:02 pm**

**Important Dates to Remember**

- February 17 – SOE meeting
- February 25 – UNCP Open House
- March 1 – EPP Advanced Alumni Advisory Board Feedback Session
- March 2 – Read Across America & Read-In event – details to come
- March 3 – Fall 2023 Intern Documentation Due
- March 6-10 – Spring Break
- March 15 – CEPP March meeting
- March 16 – Brave Educator for a Day
- March 20 – 24 – Pre-Intern Interviews ([CLICK HERE](#) to sign up)
- March 23 – Sports Empowerment Event
- March 29 – Brave Scholar Signing Day
- **April 2-4 – CAEP Site Visit**
- April 28 – EDA and Pre-CPAST Due
- April 29 – UNCP Open House
- April 30 – Annual CAEP and Title II Reports due
- May 4 – End of Semester Celebration
- June 30 – EPP Performance Reports due

**Appendix H**

**Revisions to page 36 of Faculty Handbook related to Faculty Awards**

**Chapter 6. Faculty Awards Policy**

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**SECTION II  
CHAPTER 6  
FACULTY AWARDS POLICY**

**Awards Granted by the Faculty Awards Committee**

Each year the Faculty Awards Committee will seek nominations for and vote to give the following awards using criteria, guidelines, and procedures defined below.

1. University of North Carolina Board of Governors' Award for Excellence in Teaching: The Faculty Awards Committee will select finalists and a nominee for the statewide award.
- ~~2. University of North Carolina Board of Governors' Award for Excellence in Public Service: The Awards Committee will select finalists and a nominee for the statewide award.~~
- ~~3-2.~~ University of North Carolina at Pembroke Outstanding Teaching Awards: The Awards Committee will make up to five such awards each year.
- ~~4-3.~~ Adolph L. Dial Endowed Faculty Awards: The Awards Committee will make up to two awards each year: **up to one** for the Dial Award for Scholarship/Creative Work and **up to one** for the Dial Award for Community Service.
- ~~5-4.~~ University of North Carolina at Pembroke Outstanding Teaching Award for Part-time Faculty: The Awards Committee will make up to one such award each year.
- ~~6-5.~~ Undergraduate Research Mentor Award: **The Awards Committee will make up to two awards each year.**

**Teaching Awards**

Outstanding teaching is recognized by three kinds of awards. The first is the UNC Board of Governors Award for Excellence in Teaching. The Board of Governors authorizes this award, and one recipient is selected each year **from each UNC institution**. The second is the UNCP Teaching Awards given to up to five faculty members each year. The third is the UNCP Part-Time Teaching Award given to up to one part-time faculty member each year.

### **The Board of Governors' Award for Excellence in Teaching**

To underscore the importance of teaching and to encourage, identify, recognize, reward and support good teaching in the university, the Board of Governors created system-wide teaching awards designated "Board of Governors' Awards for Excellence in Teaching." One recipient is selected annually from each of the 16 constituent institutions of the University of North Carolina to receive a stipend and a citation.

### **Criteria**

Outstanding teaching faculty stand out in all areas associated with teaching excellence. Outstanding teachers demonstrate enthusiasm and commitment to professional growth. Outstanding teachers are effective through clear course materials and presentations, varied instructional strategies, and suitable measures of student learning. Outstanding teachers are successful at engaging student interest, challenging students, and eliciting high levels of student achievement. The Board of Governor's Award (hereafter known as **BOG Teaching Award**) recognizes long-term teaching excellence while the UNCP Teaching Awards recognize teaching excellence in the two years preceding the granting of the award.

### **Eligibility**

~~Those e~~Eligible candidates for the **BOG Teaching Award** are full-time faculty members with tenure who have taught at least seven years at The University of North Carolina at Pembroke. The recipient must have demonstrated exceptional teaching ability over a sustained period of time **and must be in good standing at the university**. Nominees must be teaching during the academic year in which they are nominated. A faculty member in Phased Retirement is ineligible for the **BOG Award for Teaching Excellence**. A faculty member on leave from teaching for one term during the academic year is eligible for consideration for the **BOG Award for Teaching Excellence**. The Board of Governors' Award can be granted only once to a faculty member. Nominees for the Board of Governors' **Teaching Award** who **submit a completed portfolio and who** do not receive that award are automatically ~~considered~~**nominated** for one of the UNCP Teaching Awards in the same academic year, and the finalist *not* chosen for the **BOG Teaching Award** ~~as the UNCP nominee for this award~~ will ~~automatically~~ receive reconsideration for the ~~following~~ **next academic year BOG Teaching Award** cycle.

### **Nominations and Procedures**

Each Fall the Chair of the Faculty Awards Committee emails a call for nominations with an attached nomination form to the faculty listserv, to the student listserv (via Student Affairs office), and to alumni (via Director of Alumni Relations). **Nominations are submitted directly to the Provost's Office**. Faculty, students, administrators and alumni are invited to submit nominations (by mail or electronically) to the **Provost's Office** ~~Chair of the Faculty Awards Committee~~. Individuals cannot nominate themselves. Members of the Faculty Awards Committee cannot submit nominations. **The spouse of a faculty member may not submit nominations for their spouse**. The nomination form or letter explains why the nominee deserves this prestigious award. The basis for nomination must be demonstrated excellence in teaching and a record of accomplishments and contributions in teaching over a sustained period of time. **After receiving nominations, the Provost's Office will initiate a review of the personnel files of all nominees by the Human Resources Department and the Office of General Counsel. Following this process, the Provost's Office will submit the list of eligible nominees to the chair of the Faculty Awards Committee. The Chair of the Faculty Awards Committee and** corresponds with nominees according to the suggested schedule (see table below).

To be considered for the Board of Governors Award for **Excellence in Teaching** a nominee must submit to the Chair of the Faculty Awards Committee a **digital** portfolio of supporting materials ~~in a three-ring binder (1 2 inches) with dividers~~. Each candidate's portfolio includes the following materials:

1. a current resume or curriculum vitae
2. copies of self-evaluations for the three years preceding the nomination

3. copies of Department Chair's evaluations for the three years preceding the nomination
4. a statement of teaching philosophy (approximately four pages, double-spaced), including comments about how the philosophy is carried out in practice and how other professional activities relate to teaching
5. four letters of recommendation from two colleagues and two former students in support of the nomination ~~(the faculty nominee leaves this notebook section empty)~~. BOG candidates should ask that letters of recommendation be sent directly to the Chair of the Faculty Awards Committee who ~~inserts~~<sup>places</sup> these in the ~~digital~~ portfolio along with the original letter of nomination. The FAC will only consider the first four letters of recommendation received (two from colleagues and two from former students). Any additional letters will not be considered in the FAC review of the candidates. ~~Persons submitting a letter of nomination may not also submit a letter of recommendation for the same candidate.~~
6. copies of syllabi and relevant course materials, including assignments and representative student work, from three different regularly taught courses.
7. ~~the~~ summary statistics and ~~the~~ comments from ~~the five most recent sets~~<sup>the five most recent years</sup> of student evaluations; ~~a set is defined as evaluations from all courses taught in a given academic year, as described under "Schedule of Student Evaluations" in the Faculty Handbook.~~ ~~(The faculty nominee leaves this notebook section empty and asks the Department Chair or Dean to submit these materials to the Chair of the Faculty Awards Committee).~~ ~~The Chair of the Faculty Awards Committee adds the student evaluation reports to the portfolio.~~
8. documentation of any professional activities which exhibit a commitment to teaching beyond the classroom, such as publications, presentations, and grant writing. ~~The Chair of the Awards Committee places the nomination letter, support letters, and the student evaluation reports in the portfolio.~~
9. Copies of Peer Evaluation Committee Reports such as those conducted for Contract Renewal Evaluations, Promotion and Tenure Evaluations, or Post-Tenure Review Evaluations.

After naming two finalists, the Faculty Awards Committee will conduct classroom observations of both finalists. After selecting the BOG nominee ~~from the two finalists~~, the Committee will forward to the Office of Academic Affairs the ~~digital~~ portfolio of the nominee and a 500-word letter in support of the nominee. The name of the nominee must remain confidential until the UNC BOG announces the statewide awards. ~~The recipient of the BOG Award for Excellence in Teaching at UNCP will be recognized. At the annual Faculty Appreciation Banquet. Dinner, the BOG Award winner assists the Provost in presenting Faculty Awards.~~

**Suggested Schedule: Board of Governors' Award for Excellence in Teaching**

Late August	Faculty Senate Chair convenes Faculty Awards Committee
Early-September	Call for nominations from Chair of Faculty Awards
<del>Mid-By</del> September 10	Nominations due to Provost
September 20	Approved Nominations due to Faculty Awards Chair
Mid-October	Teaching portfolios due
Late October	Two finalists selected. Nominees not selected will be automatically considered for a UNCP Teaching Award.
Mid- November	Classroom observations completed.
Late-November/ Early December	BOG nominee selected at a meeting of the Awards Committee; BOG nominee and other finalists notified by Awards Committee Chair; nominee's <del>digital</del> portfolio and letter submitted to Office of Academic Affairs.
Late January/	

Early-February February	Nominee's materials must be received by the President of the University. The digital portfolio of the BOG runner-up will be retained for consideration for UNCP Teaching Awards and for the BOG Award in the following year.
April/May Late April/Early May	BOG Luncheon in Chapel Hill, and BOG Award publicized at UNCP BOG recipient recognized at the Faculty Appreciation Banquet Dinner

### **Responsibilities of Award Recipients**

The recipient of the Board of Governors' Award for Excellence in Teaching serves as Grand Marshal at Commencement in the year of the award. The recipient is expected to deliver the commencement address at the following Winter Commencement. The recipient of the BOG Award is also available to faculty and students for presentations and workshops on teaching.

### **The University of North Carolina at Pembroke Outstanding Teaching Awards**

To underscore the importance of teaching and to encourage, identify, recognize, reward, and support good teaching in the University, the Board of Governors funds up to five UNC Pembroke Outstanding Teaching awards each year.

### **Criteria**

Outstanding teaching faculty stand out in all areas associated with teaching excellence. Outstanding teachers demonstrate enthusiasm and commitment to professional growth. Outstanding teachers are effective through clear course materials and presentations, varied instructional strategies, and suitable measures of student learning. Outstanding teachers are successful at engaging student interest, challenging students, and eliciting high levels of student achievement. The UNCP Outstanding Teaching Awards recognize excellence in the two years preceding the granting of the award.

### **Eligibility**

Those eligible for the UNCP Outstanding Teaching Award are full-time teaching faculty who have taught at UNCP for at least two years prior to the year of nomination. Nominees must hold full-time faculty appointments in the current year. Nominees must have received no teaching awards at UNCP in the previous four years.

### **Nominations and Procedures**

Each Spring the Chair of the Faculty Awards Committee emails a call for nominations with an attached nomination form to the faculty listserv, to the student listserv (via Student Affairs office), and to alumni (via Director of Alumni Relations) and corresponds with nominees according to the suggested schedule (see table below). Faculty, students, administrators, staff members and alumni are invited to submit nominations (by mail or electronically) to the Chair of the Faculty Awards Committee. Individuals cannot nominate themselves. Members of the Faculty Awards Committee cannot submit nominations. The spouse of a faculty member may not submit nominations for their spouse. The nomination form or letter explains why the nominee deserves this award. The basis for nomination must be teaching excellence in the two years preceding the granting of the award. Nominees for the Board of Governors' Award for Excellence in Teaching who submit a completed portfolio and who do not receive that award are automatically considered nominated for one of the UNCP Teaching Awards in the same academic year. To be considered for the UNCP Teaching Award, a nominee must submit to the Chair of the Faculty Awards Committee a digital portfolio of supporting materials in a three-ring binder (1-2 inches) with dividers. Each candidate's portfolio includes the following materials:

1. a current resume or curriculum vitae
2. copies of self-evaluations for the two years preceding the nomination
3. copies of department chair's evaluations for the two years preceding the nomination

4. a statement of teaching philosophy (approximately four pages, double-spaced), including comments about how the philosophy is carried out in practice and how other professional activities relate to teaching
5. copies of syllabi and relevant course materials (e.g. handouts, tests, student papers/projects) from three regularly taught courses
6. the summary statistics and comments from the two most recent sets of student evaluations (a "set" is all of the courses taught in a given semester)
7. two letters of recommendation from one colleague and one former student in support of the nomination ~~(the faculty nominee leaves this notebook section empty)~~. The FAC will only consider the first two letters of recommendation received (one from colleagues and one from former students). Any additional letters will ~~not be placed in the portfolio and will~~ not be considered in the FAC review of the candidates. Candidates should ask that letters of recommendation be sent directly to the Chair of the Faculty Awards Committee who ~~places~~ inserts these in the digital portfolio along with the original letter of nomination. ~~Persons submitting a letter of nomination may not also submit a letter of recommendation for the same candidate.~~

~~The Chair of the Awards Committee places the nomination letter at the front of the portfolio.~~ After the Committee selects the Award recipients, the Chair notifies the Office of Academic Affairs, the award recipients, and candidates who did not receive awards. At the ~~annual Faculty Appreciation Banquet~~ ~~Recognition Dinner in May~~, the Provost recognizes Award recipients. Award recipients will receive an honorarium.

#### **Suggested Schedule: UNCP Teaching Awards**

- Mid-January: Announcement of awards and request for nominations by FAC
- Early-February: Deadline for receipt of nominations by the chair of the FAC
- Early-March: Deadline for receipt of portfolios by the chair of FAC
- Mid-April: The Faculty Awards Committee selects up to five award recipients. The ~~Office of Academic Affairs~~ ~~Chair of the Faculty Award Committee~~ notifies ~~The Office of Academic Affairs~~, award recipients, and other nominees ~~are notified by the Chair of the Faculty Awards Committee.~~
- Early May: ~~The Awards Committee returns portfolios.~~ Recipients of the awards are announced at the Faculty Appreciation ~~Banquet~~ ~~dinner~~.

#### **The University of North Carolina at Pembroke Outstanding Teaching Award for Part Time Faculty**

This award was created in spring 2010 to recognize the achievements and successes of part time faculty.

#### **Criteria**

Like full time faculty, outstanding part time teachers demonstrate enthusiasm and commitment to professional growth, are effective through clear course materials and presentations, and demonstrate varied instructional strategies. Outstanding part time teachers are successful at engaging student interest, challenging students, and eliciting high levels of student achievement.

#### **Eligibility**

To be eligible for the UNCP Outstanding Teaching Award for Part Time Faculty, a nominee must currently be teaching less than a ~~four-course~~ ~~four course~~ load and must have taught at UNCP for at least two years prior to the year of nomination. Recipients may not be eligible to win this award again for three full academic years.



### **Nominations and Procedures**

Each spring, the Chair of the Faculty Awards Committee e-mails a call for nominations with an attached nomination form to the faculty listserv, to the student listserv (via Student Affairs office), and to alumni (via Director of Alumni Relations) and corresponds with nominees according to the suggested schedule (see table below). Faculty, students, administrators, staff members, and alumni are invited to submit nominations (by mail or electronically) to the Chair of the Faculty Awards Committee. Individuals cannot nominate themselves. Members of the Faculty Awards Committee cannot submit nominations. **The spouse of a faculty member may not submit nominations for their spouse.** The nomination form or letter explains why the nominee deserves this award.

To be considered for the UNCP Teaching Award for Part Time Faculty, a nominee must submit to the Chair of the Faculty Awards Committee a **digital** portfolio of supporting materials ~~in a three-ring binder (1-2 inches) with dividers~~. Each candidate's portfolio includes the following materials:

1. a current resume or curriculum vitae
2. a statement of teaching philosophy (approximately four pages, double-spaced), including comments about how the philosophy is carried out in practice and how other professional activities relate to teaching
3. copies of syllabi and relevant course materials (e.g. handouts, tests, student papers/projects) from three regularly taught courses
4. ~~the~~ summary statistics and comments from the two most recent ~~years~~sets of student evaluations (a "set" is all of the courses taught in a given semester). **The nominee asks the Department Chair or Dean to submit these materials to the Chair of the Faculty Awards Committee. The Chair of the Faculty Awards Committee inserts the student evaluation reports in the digital portfolio. places the nomination letter at the front of the portfolio.**
5. two letters of recommendation from one colleague and one former student in support of the nomination (~~the faculty nominee leaves this notebook section empty~~). The FAC will only consider the first two letters of recommendation received (one from colleagues and one from former students). Any additional letters will not be ~~placed in the portfolio and will not be~~ considered in the FAC review of the candidates. Candidates should ask that letters of recommendation be sent directly to the Chair of the Faculty Awards Committee who ~~places~~inserts these in the portfolio along with the original letter of nomination. **Persons submitting a letter of nomination may not also submit a letter of recommendation for the same candidate.**

After the Committee selects the Award recipient, the Chair notifies the Office of Academic Affairs, the award recipients, and candidates who did not receive awards. At the **annual** Faculty Recognition Dinner ~~in May~~, the Provost recognizes Award recipients. Award recipients will receive an honorarium.

### **Adolph L. Dial Endowed Awards**

The Adolph L. Dial Awards have been established to recognize and honor an outstanding UNC Pembroke individual faculty member who has distinguished himself/herself in one of the following areas: Scholarship/Creative Work and Community Service. One award in each area may be presented at **the Faculty Awards Banquet**~~fall convocation~~ each year. Each recipient will receive an honorarium. Joint award nominations (i.e., two people nominated together for the same award) will not be accepted.

### Dial Awards Eligibility

1. The recipients must be members of the full-time teaching faculty of The University of North Carolina at Pembroke.
2. The recipients must be in current service at the University, and the award must be presented for work performed while in service at the University.
- ~~3. The award must be presented for work performed while in service at the University~~
- ~~4.3.~~ An award recipient shall be eligible to receive the same award a second time after a period of seven years.

### Dial Awards Criteria

1. Award for Scholarship/Creative Work: Scholarship includes activities/accomplishments such as publication in peer reviewed journals in one's discipline, scholarly books within one's discipline, chapters within scholarly books, grant applications, presentations of scholarship at meetings of professional organizations within one's discipline. Creative work includes activities/accomplishments such as painting, sculpture, film, drama, musical composition, choreography of a dance, poetry, a novel, creative reporting, or creative media programming.
2. Award for Community Service: Community Service involves significant accomplishments/activities that make use of one's professional skills to benefit the community and the region served by the University.

### Dial Awards Nominations and Procedures

Each spring the Chair of the Faculty Awards Committee emails a call for nominations with an attached nomination form to the faculty listserv, to the student listserv (via Student Affairs office), and to alumni (via Director of Alumni Relations) and corresponds with nominees according to the suggested schedule (see table below). Faculty, students, administrators, and alumni are invited to submit nominations (by mail or electronically) to the Chair of the Faculty Awards Committee. Individuals cannot nominate themselves. Members of the Faculty Awards Committee cannot submit nominations. ~~The spouse of a faculty member may not submit nominations for their spouse.~~ The nomination form or letter explains why the nominee deserves this award.

To be considered for the Dial Award for Scholarship or Creative Work, a nominee must submit to the Chair of the Faculty Awards Committee a digital portfolio. ~~in a three ring binder (1 2 inches) with dividers.~~ Each candidate's portfolio includes the following materials:

1. a current resume or curriculum vitae
2. copies of self-evaluations for the two most recent academic years
3. A few samples of recent scholarship or creative work, such as refereed journal articles, book chapters, conference papers, or programs from juried shows or performances.
4. A brief explanation from the candidate about the quality of the venues (publishers, journals, professional meetings, conferences, performances, galleries, exhibits) in which scholarly or creative works appear.
5. One letter of support from a qualified peer in the nominee's discipline, which addresses the writer's connection with the nominee and the field of study and ~~assessed the~~ quality of the nominee's work and/or the quality of the venue in which it appears. The FAC will only consider the first letter of recommendation received. Any additional letters will not be ~~placed in the portfolio and will not be~~ considered in the FAC review of the candidates. Candidates should ask that letters of recommendation be sent directly to the Chair of the Faculty Awards Committee who ~~places~~ inserts these letters in the digital portfolio along with the original letter of nomination. ~~Persons submitting a letter of nomination may not also submit a letter of recommendation for the same candidate.~~

6. Reviews of work in professional publication, by recognized critics or experts, peer reviewed shows, newspaper or magazine reviews of creative work, and/or letters of acceptance for juried exhibits or productions (if available).

A Candidate for the Dial Award for Community Service ~~may~~ **must** submit to the Chair of the Faculty Awards Committee a **digital** portfolio ~~in a three-ring binder (1-2 inches)~~ with the following materials:

1. a current resume/curriculum vitae
2. a copy of the self-evaluation from the two most recent academic years
3. a summary self-evaluation of community service in recent years
4. documentation of service activities, such as conference programs, flyers, Brave Bulletin coverage, photo/videos, and/or newspaper articles, where available and appropriate
5. One letter of documentation from a qualified individual, such as a partner in one major area of community service; the letter addresses the writer's connection with the nominee and ~~accesses~~ the quality of the nominee's contributions. The FAC will only consider the first letter of documentation received. Any additional letters will not be ~~placed in the portfolio and will not be~~ considered in the FAC review of the candidates. Candidates should ask that letters of documentation be sent directly to the Chair of the Faculty Awards Committee who ~~places~~ **inserts** these letter in the **digital** portfolio along with the original letter of nomination. **Persons submitting a letter of nomination may not also submit a letter of recommendation for the same candidate.**
6. other accomplishments relevant to the award for no longer than the past seven years.

~~The Chair of the Awards Committee places the nomination letter at the front of each portfolio.~~ After the Committee selects the Award recipients, the Chair notifies the Office of Academic Affairs, the award recipients, and candidates who did not receive awards. At the Faculty **Appreciation Banquet** ~~Recognition Dinner in May~~, the Provost recognizes Award recipients.

Suggested Schedule for Dial Awards:

Mid-January	Announcement of awards and request for nominations by the Chair of the Faculty Awards Committee.
Early-February	Deadline for receipt of nominations by the Chair of the Faculty Awards Committee
Early-March	Deadline for receipt of portfolios by the Chair of Faculty Awards Committee
Mid-April	The Offices of Academic Affairs and University Relations, awards recipients, and other nominees are notified by the Chair of the Faculty Awards Committee.
Late April/Early May	Recipients of the awards are announced at the Faculty Appreciation <del>Banquet</del> <b>Dinner</b>
<del>May</del>	<del>The Awards Committee returns portfolios, except for faculty who wish to be considered a second time.</del>

### **The Undergraduate Research and Creativity Mentor Award (URCMA)**

The Undergraduate Research and Creativity Mentor Award was established by the Pembroke Undergraduate Research and Creativity (PURC) Council in 2018 to recognize faculty excellence in promoting undergraduate research. The Undergraduate Research and Creativity Mentor Award was moved to the Faculty Awards Committee in 2023.

### **Criteria**

Excellent undergraduate research mentors make significant contributions to forwarding undergraduate research, creative scholarship, and entrepreneurial scholarship outside the classroom/not-for-credit. A faculty's own research/creative achievements are not the primary consideration for this award. Excellence in undergraduate research/creativity mentoring can be demonstrated by supporting undergraduate researchers/creators, and encouraging mentoring relationships with undergraduate students, particularly if a mentor supports and influences students' educational and career paths. Exemplary mentors demonstrate continued success in helping students produce tangible results that may include peer-reviewed publications, student presentations, awards, scholarships, grant writing and execution, workshops, and exhibitions. Excellent undergraduate mentors support students through their availability, attentiveness, encouragement, and understanding. A faculty member that demonstrates leadership in the promotion of undergraduate research on campus is also eligible for this award.

#### **Eligibility**

This award is limited to tenure or tenure track faculty who are employed full time at UNCP. Recipients shall have been at UNCP for at least two years before consideration shall be given for this award. The URCM award shall not be awarded to a single individual more than one consecutive year in a row. An individual can receive this award no more than three times per decade. Up to two URCM awards may be given per year. The Faculty Awards Committee will make every effort to ensure the URCM awards are represented by as many areas and disciplines as possible to encourage and support faculty mentorship of students across the entire university.

#### **Nominations and Procedures**

Each Spring the Chair of the Faculty Awards Committee emails a call for nominations with an attached nomination form to the faculty listserv, to the student listserv (via Student Affairs office), and to alumni (via Director of Alumni Relations) and corresponds with nominees according to the suggested schedule (see table below). Faculty, students, administrators, staff members and alumni are invited to submit nominations (by mail or electronically) to the Chair of the Faculty Awards Committee. Individuals cannot nominate themselves. Members of the Faculty Awards Committee cannot submit nominations. The spouse of a faculty member may not submit nominations for their spouse. The nomination form or letter explains why the nominee deserves this award. The basis for nomination must be demonstrated excellence in undergraduate research/creativity mentoring outside the classroom/not for credit. To be considered for the Undergraduate Research and Creativity Mentor Award, a nominee must submit to the Chair of the Faculty Awards Committee a portfolio of supporting materials. Each candidate's portfolio includes the following materials:

1. One-to-two-page summary of undergraduate research/creativity mentoring work
2. two letters of recommendation, one from a colleague and one student, in support of the nomination. The FAC will only consider the first two letters of recommendation received (one from colleagues and one from former students). Any additional letters will not be considered in the FAC review of the candidates. Candidates should ask that letters of recommendation be sent directly to the Chair of the Faculty Awards Committee who inserts letters in the digital portfolio along with the original letter of nomination. Persons submitting a letter of nomination may not also submit a letter of recommendation for the same candidate.

After the Faculty Awards Committee selects the Award recipient(s), the Chair notifies the Director of the Pembroke Undergraduate Research and Creativity (PURC) Council and the Office of Academic Affairs, the award recipients, and candidates who did not receive awards. The award recipient(s) will be recognized at the PURC Symposium and at the Faculty Appreciation Banquet.

#### **Suggested Schedule: Undergraduate Research Mentor Awards**

early-January:	Announcement of awards and request for nominations by FAC
late-January:	Deadline for receipt of nominations by the chair of the FAC

Mid-February:	Deadline for receipt of portfolios by the chair of FAC
Early March:	FAC selects up to two award recipients and informs PURC and Academic Affairs. FAC chair notifies award recipients and other nominees.
April:	Undergraduate Research and Creativity Mentor Awardees recognized at the Pembroke Undergraduate Research and Creativity Symposium.
Late April/Early May:	Recipients of the award(s) are recognized at the Faculty Appreciation Banquet.

### **Faculty Awards Committee**

#### **Membership of the Faculty Awards Committee**

1. The Faculty Awards Committee has seven elected faculty members, one from each division and one member at-large from a department not represented by the divisional representatives. All are elected by the general faculty. Faculty Awards Committee members will be elected according to the procedures outlined in Article V, Sect. 2-A.1 and 2-3 A.2 of the Faculty Senate Bylaws.
2. Faculty representatives on the committee are elected for staggered two-year terms.
3. Membership on the committee will be restricted to full-time faculty and those participating in phased retirement who have been teaching at The University of North Carolina at Pembroke for at least two years.

#### **Election and Operation of the Faculty Awards Committee**

1. A person may serve two, but no more than two, consecutive two-year terms.
2. The committee chair will be elected by the committee from among the returning members at the last meeting of each year. A committee member should have served on the committee for more than one year before becoming committee chair if possible.
3. A vice chair will be selected from among the members of the committee. The vice chair will become the committee chair when the committee chair's term expires whenever possible.
4. The Chair of the Faculty Senate will convene the Faculty Awards Committee in the fall at the beginning of the academic year.
5. A committee member who resigns or one who fails to fulfill their responsibility to discharge the duties of the committee will be replaced according to the election procedures of the Faculty Senate.
3. Members cannot be considered for any award during their terms of service.
4. The Faculty Awards Committee should regularly review the criteria, guidelines, and procedures for nomination and selection relating to all faculty awards that are granted by the Faculty Awards Committee, and it should recommend changes to the Faculty Senate.
5. Members of the Faculty Awards Committee cannot nominate anyone for an award, nor can they write letters of recommendation for anyone considered for an award.
6. The Faculty Awards Committee will publicize the availability of the various awards granted by the Faculty Awards Committee each year in order to insure an adequate pool of nominees for each award. Requests for nominations should be widely distributed.

#### **Faculty Awards Not Granted by the Faculty Awards Committee**

1. The Oliver Max Gardner Award: Each year the Provost Office will seek nominations, and the chancellor, in consult with the Provost Office, will select a UNCP nominee for system-wide consideration.
2. The Board of Governors' James E. Holshouser, Jr. Award for Excellence in Public Service: Each year the Provost Office will seek nominations, and the chancellor will select a UNCP nominee for system-wide consideration.

- Faculty Emeritus Status: Each year the Provost Office will put out a call for nominations. Department Chairs will handle nominations and submit them through Academic Affairs for consideration.

**The Oliver Max Gardner Award**

The Gardner Award is an annual award, first presented in 1949. It recognizes a member of the UNC System faculty who, during the current scholastic year, has made “the greatest contribution to the welfare of the human race.” The award is the highest honor the System confers on faculty. All faculty members, from across all 17 constituent institutions, are eligible. One award is selected from the entire UNC system.

**Criteria**

- Nominees are full-time members of the UNCP faculty
- Because the award shall go to the faculty member “...who...has made the greatest contribution to the welfare of the human race,” the award should not be viewed solely as one for community service nor for excellence in teaching.
- Service to the human race should be considered broadly, rather than focused on service to a particular community. The majority of those chosen in the past have been persons who made contributions of national or international scale or persons whose contributions, although local, serve as models nationally or internationally.
- The nominee’s contributions to the welfare of the human race should be based on recent work and service.

**Nominations and Procedures**

Each fall the Provost Office emails a call for nominations to the faculty listserv, to the student listserv, and to alumni. Nominations are submitted directly to the Provost Office and the nominee will be selected by the chancellor in consult with the provost ~~who will make determinations in consult with the chancellor about the award.~~ Faculty, students, administrators, and alumni are invited to submit nominations (by mail or electronically) to the Provost Office. Individuals cannot nominate themselves. The spouse of a faculty member may not submit nominations for their spouse. The nomination form or letter explains why the nominee deserves this prestigious award. The basis for nomination must be recent contribution to the welfare of the human race.

**Commented [HH1]:** Friendly Amendment per Provost Beasley.  
**Commented [HH2R1]:** Note: this is in keeping with past practice.

To be considered for the Oliver Max Gardner Award, a nominee must submit to the provost a digital portfolio of supporting materials. Each candidate’s portfolio includes the following materials:

1. a current resume or curriculum vitae
2. highlights of the candidate’s recent accomplishments related to the award and associated contribution to the public welfare
3. letters of support (maximum of four)

After selecting the Oliver Max Gardner Award nominee, the Provost Office will forward to the UNC System Office materials from the digital portfolio of the nominee, along with an executive summary, and a letter of support from the chancellor. The nominee will go on to be eligible for the state-wide award.

**Suggested Schedule: Oliver Max Gardner Award**

Mid-August	Call for nominations by Provost Office
Early-September	Nominations due
Late-September	Digital Portfolio due
Early-October	UNCP nominee selected by <del>Provost</del> Chancellor Office in consult with the <del>chancellor</del> provost.

**Commented [HH3]:** Friendly Amendment: Change to Chancellor Office  
**Commented [HH4R3]:** Change to “in consult with the provost.”

Mid-October	Nominee’s digital portfolio, with photo and support letter, must be received by the President of the University.
Spring	Presentation of the award at a Board of Governors meeting in Chapel Hill, and Oliver Max Gardner nominee publicized at UNCP.

**The Board of Governors’ James E. Holshouser, Jr. Award for Excellence in Public Service**

The Board of Governors’ James E. Holshouser, Jr. Award for Excellence in Public Service was created in 2007 to encourage, identify, recognize, and reward public service by faculty of the University.

**Criteria**

- Faculty members of any of the 17 institutions of the University of North Carolina are eligible.
- Sustained, distinguished, and superb achievement in university public service and outreach, and contributions to improving the quality of life of the citizens of North Carolina.
- The creativity and impact of a nominee’s achievements are of a magnitude that greatly exceeds the normal accomplishments of a productive faculty.

**Nominations and Procedures**

Each ~~falls~~spring the Provost Office ~~Chair of the Faculty Awards Committee~~ emails a call for nominations with an attached nomination form to the faculty listserv, to the student listserv (via Student Affairs office), and to alumni (via Director of Alumni Relations). Nominations are submitted directly to the provost office who will make determinations in consult with the chancellor about the award. ~~and corresponds with nominees according to the suggested schedule (see table below).~~ Faculty, students, administrators and alumni are invited to submit nominations (by mail or electronically) to the provost ~~Chair of the Faculty Awards Committee~~. Individuals cannot nominate themselves. The spouse of a faculty member may not submit nominations for their spouse. ~~Members of the Faculty Awards Committee cannot submit nominations.~~ The nomination form or letter explains why the nominee deserves this prestigious award. The basis for nomination must be demonstrated excellence in public service and a record of accomplishments and contributions in public service over a sustained period of time.

To be considered for the Board of Governors James E. ~~Holshouser~~, Jr. Award for Public Service, a nominee must submit to the provost ~~Chair of the Faculty Awards Committee~~ a digital portfolio of supporting materials ~~in a three ring binder (1-2 inches) with dividers~~. Each candidate’s portfolio includes the following materials:

1. a current resume or curriculum vitae
2. a copy of the self-evaluation from the two most recent academic years
3. a summary self-evaluation of community service in recent years
4. documentation of service activities, such as conference programs, flyers, Brave Bulletin coverage, photo/videos, and/or newspaper articles, where available and appropriate
5. one letter of documentation from a qualified individual, such as a partner in one major area of public service; the letter addresses the writer’s connection with the nominee and accesses the quality of the nominee’s contributions
6. other accomplishments relevant to the award for no longer than the past seven years.

After selecting the BOG nominee, the ~~the Chancellor will~~ ~~Committee will~~ forward to the UNC System Office ~~Office of Academic Affairs~~ the digital portfolio of the nominee and a 500-word letter in support of the nominee. The nominee will go on to be eligible for the state-wide award ~~given in October~~.

**Commented [HH5]:** Friendly Amendment: Spelling Correction Add "s"

**Suggested Schedule: Board of Governors' James E. Holshouser Award**

Mid-August	January	Call for nominations by Provost Office
Mid-September	February	Nominations due
Late-September	Mid-March	Digital Portfolio due
Early-October	April	UNCP nominee selected by Provost Office in consult with the chancellor at a meeting of the Awards Committee; BOG nominee and other finalists notified by Awards Committee Chair; nominee's digital portfolio and letter submitted to Office of Academic Affairs.
Mid-October	April	Nominee's digital portfolio, with photo and support letter, must be received by the President of the University.
Spring	October	Presentation of the award at a Board of Governors meeting in Chapel Hill, and UNCP BOG James E. Holshouser nominee publicized at UNCP.

Commented [HH6]: Friendly Amendment: Spelling Correction

Commented [HH7R6]: Add "s"

Commented [HH8]: Friendly Amendment: Spelling Correction

Commented [HH9R8]: Add "s"

**Professor Emeritus Status**

Faculty Emeritus shall be an honorary designation for those faculty members and administrative personnel who have retired after at least ten years of distinguished service to The University of North Carolina at Pembroke. Faculty Emeritus status entitles the holder to commensurate rights and privileges.

**Eligibility for Faculty Emeritus**

Faculty Emeritus status shall be conferred only upon those persons whose contributions and service to the University have been distinguished. Distinguished faculty are those whose service has been characterized by high professional achievement and extraordinary and meritorious contributions to the fulfillment of the university mission. Due to the honor associated with the designation, emeritus status is not considered as automatic. Successful candidates for consideration for the emeritus designation will have a consistent record of quality performance in the following areas: 1) a recognized record of outstanding teaching and educational contributions, 2) a substantive record of scholarly achievement commensurate with national and international standards within the specific discipline, and 3) evidence of significant service to the University and to the respective discipline.

Those retirees eligible for consideration include full-time, tenured faculty with rank (assistant, associate, or professor) and professional administrative personnel who hold academic rank. Although a longer time is preferable, the minimum length of service for the nominees eligible to be considered is ten years at The University of North Carolina at Pembroke. Faculty members must have completed phased retirement before consideration for emeritus status. A retired Chancellor may be awarded Chancellor Emeritus status by action of the Board of Trustees.

For purposes of determining eligibility for faculty emeritus status, retired means separation from employment following the submission of a signed and dated letter indicating the intention to retire from The University of North Carolina at Pembroke as of a specific date. Faculty who retire from UNC Pembroke and who are presently employed at another academic institution, are not eligible for faculty emeritus status at UNC Pembroke until they are fully retired from that institution.

**Procedure**

The Provost Office puts out a call for nominations each fall, directing nominations be sent to department chairs. Nominations for faculty emeritus appointments are initiated at the department level. Upon receipt of notification of retirement, the department chair shall invite the faculty member to submit a curriculum vitae. Departmental colleagues may also nominate a retiring faculty member for emeritus status by submitting a letter of nomination to the department chair. Following a positive consultation with the



departmental faculty, the chairperson may submit a letter of nomination to the appropriate dean, who may recommend to the Provost and Vice Chancellor for Academic Affairs. The Provost shall recommend to the Chancellor, who shall, in turn, recommend to the Board of Trustees for approval.

Nominations for emeritus appointments of administrators are initiated by the administrator's supervisor upon notification of retirement. Upon receipt of the administrator's curriculum vitae, the supervisor shall submit a letter of nomination to the Provost and Vice Chancellor for Academic Affairs. The letter shall include a brief description of the nominee's distinguished contributions to the University. The Provost's recommendations for emeritus status for administrators shall be forwarded to the Chancellor. Upon the approval of the Chancellor, the recommendation is forwarded to the Board of Trustees for approval. Should the Provost and the Chancellor decline to approve the nomination, the recommendation will not be forwarded to the Board of Trustees.

Individuals cannot nominate themselves. A letter of nomination must include a complete rationale for the nomination for that specific award. Letters may be delivered electronically. The Provost shall announce the names of those persons approved by the Board of Trustees and awarded emeritus status at the Faculty Recognition Dinner.

#### **Rights and Privileges**

The faculty emeritus designation confers the following rights and privileges:

1. Access to the Bookstore, Library, and Gymnasium during free access periods. Emeritus faculty may retain a computer account upon notification to the Division of Information Technology;
2. A free parking permit for any faculty area on campus. The permit is non-transferable between individuals, but may be transferred from one vehicle to another owned by the same faculty member. Each permit will be numbered and will show no expiration date;
3. Membership in the Retired Faculty Club;
4. Inclusion in the University Catalog, the Campus Directory, and all other formal listings of the faculty;
5. Invitations to University Commencement, University Convocation, and other similar events;
6. Eligibility to march, wearing appropriate regalia, in University commencement exercises and other University formal processions, as active faculty where appropriate;
7. The opportunity to purchase tickets for University athletic and cultural events at faculty/staff rates;
8. Receipt of University and Alumni Publications; and
9. Office space and resources, including office supplies, use of equipment, photocopy cards, and telephone and Internet access, for those emeritus faculty who wish to remain active in scholarly or other creative work and/or service to the University to the extent available and subject to the approval of the department chair and dean.