

Faculty Evaluation Review Subcommittee
Minutes
Tuesday February 3, 2004
3:30 pm Education Building, Room 308

Members present: Elizabeth Denny (Chair), James Frederick, Merrill Miller, Jean Sexton, Velinda Worix

Members excused: Irene Aiken, David Ziegler

1. Call to Order: Elizabeth Denny called the meeting to order at 3:30 p.m.
2. Approval of the Minutes from December 2, 2003: The minutes were approved.
3. Approval of the Agenda: The agenda was approved as distributed.
4. Old Business:
 - A. Evaluation of Distance and On-line Instruction: Postponed until March.
 - B. Timeline for new contracts: Work continued on the timeline. The following changes were made to the draft of the two year contract:

Jan. 30	Faculty member submits materials to the dept. chair
Jan. 31	Department chair meets with the PEC
Mar. 15	Student evaluations are gathered and made available to the dept. chair and the PEC.
May 1 + 3 working days	Faculty member signs the reports from the PEC and dept. chair.
Aug. 15 + 10 work. days	Optional rebuttal of reports
Sept. 1-15	Change "school" days to "working" days.
Nov. 1	Paragraph should be "Following procedures in the UNCP Tenure Regulations, after conferring with the faculty member's department chair and with the Dean of the faculty member's school or college, the Provost and Vice Chancellor for Academic Affairs decides whether to reappoint the faculty member. The Provost and Vice Chancellor reports the decision to the Chancellor for information.
Nov. 15	Paragraph should be "By November 15 of the second year, written notice of appointment or nonreappointment shall be provided to the faculty member by the Provost and Vice Chancellor for Academic Affairs. Per Section 604.A of the UNC Code 'If the decision is not to reappoint, then failure to give timely notice of nonreappointment will oblige the chancellor

thereafter to offer a terminal appointment of one academic year.’’

It was decided that members of the committee would meet on Friday, February 13, 2004 to further work on the timeline.

- C. The rest of the business was delayed due to time constraints, although it was noted that David Ziegler continues to work on the promotion and tenure portfolio questions.
5. Announcements: The next meeting will be March 2, 2004.
 6. Adjournment: the meeting was adjourned at 5:15 pm.

Respectfully submitted,

Jean Sexton, Secretary