

**Minutes of the
Faculty Evaluation and Review Subcommittee
September 16, 2003
215 University Center**

Members in attendance: Irene Aiken, James Frederick, Jean Sexton, David Zeigler, Elizabeth Denny

Member excused: Merrill Miller

Guest: Kay McClanahan

Call to Order- Kay McClanahan, chairperson of the Faculty and Institutional Affairs Committee, convened meeting at 3:35

The agenda was adopted as distributed.

K. McClanahan reviewed the subcommittee's charge and meeting time as presented in the UNCP Faculty Handbook.

E. Denny was elected as chair and served as secretary for this meeting. J. Sexton will serve as the Subcommittee's secretary for this academic year.

Items of business for 2003-2004 year:

- a. Continued consideration of the Student Evaluation of Instruction form. J. Sexton will provide a copy of the draft form to the committee.
- b. Consideration of a proposal to standardize portfolio materials to be submitted when applying for tenure and/or promotion. D. Zeigler has served on the Promotion and Tenure Committee and will provide this subcommittee with information on this issue.
- c. Clarification of the timeline to be followed when applying for promotion. Pat Cabe indicated a clarity in this area when he revised the Faculty Handbook. E. Denny will bring information about this to the next meeting.

New Business: The need for access to hardcopies of the Faculty Handbook was discussed. It was pointed out that issues come up during subcommittee meetings that could easily be answered if a handbook was available. E. Denny

Next Meeting: October 07 at 3:30 P.M. Place to be announced.

Meeting adjourned at 4:30 P.M.

Respectively submitted by E. Denny

