

**Faculty and Institutional Affairs Committee**  
**Minutes**  
**Thursday March 18, 2004**  
**3:30 pm, 251 Chavis University Center**

Members present: Deok-Hyun Hwang, Kay McClanahan (Chair), Jean Sexton, Susan Whitt (Chair of Faculty Development and Welfare Subcommittee), Libby Denny (Chair of Faculty Evaluation Review Subcommittee), Sandy Waterkotte (Vice Chancellor for Advancement), Bill Gash (Associate Vice Chancellor for Academic Affairs)

Members excused: Cherry Beasley, Dennis Edgell, Liz Normandy, Michael Spivey, Neil Hawk (Vice Chancellor for Business Affairs)

1. Call to Order: Kay McClanahan called the meeting to order at 3:35 p.m.
2. Approval of the Agenda: The agenda was approved as distributed.
3. Approval of the Minutes of February 19, 2004: The minutes were approved as amended. The amendment was "There was no report from Advancement."
4. Reports from Administrators
  - A. Associate Vice Chancellor for Academic Affairs: Bill Gash brought two proposed policy statements before the committee.
    1. Full-Time Non-Tenure Track Appointments  
Under the description of what is meant by Adjunct, clinical or research prefixed to assistant professor, associate professor, or professor, the change was made "Initial appointment may be a fixed term of one year" instead of one to three years. With that change, the policy was **passed**.
    2. Leaves of Absence and Other Adjustments of Employment Obligations  
  
There was discussion about the procedure used if the faculty member requesting leave serves a chair of a department. Section (c) of the procedures was changed to add "If the request for leave is from a chair, then the dean will assume or delegate the responsibilities of the chair listed below." With that addition, the policy **passed**.
  - B. Vice Chancellor for Business Affairs: There was no report from Business Affairs.

- C. Vice Chancellor for Advancement: Sandy Waterkotte reported that Awards Day had been moved from the Spring to the Fall semester. The Retired Faculty Committee may be having a retired faculty evening on April 22, 2004.
5. Reports from Subcommittees
- A. Faculty Development and Welfare: Susan Whitt reported that no actions had been taken because their meeting time fell during Spring Break.
  - B. Faculty Evaluation Review: Libby Denny brought the following timelines forward.
    - 1. Calendar of Events for Initial Two-Year Contract Review  
**Passed**
    - 2. Calendar of Events for Initial Three-Year Contract Review  
**Passed**
6. Old business: None
7. New business: Proposed Faculty Resolution in Support of the Use of UNC Campus Scholarships to Promote Diversity at the University of North Carolina at Pembroke. Vice Chancellor for Enrollment Management Jackie Clark presented this proposal. With the change of the title to “Faculty Statement of Support for Promotion of Diversity through Use of UNC Campus Scholarships” and the change of a sentence to “For all these reasons, recruitment and retention on a highly qualified diverse student body should continue to be a goal of the University,” the proposed statement of support **passed**.
8. Announcements: The next meeting will be Thursday, April 15, 2004 at 3:30 pm in the University Center Rm. 251.
9. Adjournment: The meeting was adjourned at 4:56 pm.

Respectfully submitted,

Jean Sexton, Secretary  
Kay McClanahan, Chair