

The University of North Carolina At Pembroke

Faculty Senate Committee Meeting

Agenda

**Meeting of the Faculty Senate Committee
Wednesday, 7 May 2003 @ 3:30pm
Room 213, Chavis University Center**

Thomas A. Dooling, Chair
Holden Hansen, Secretary

Members:

Allen C. Meadors, Chancellor, Ph.D., FACHE
Roger Brown, Provost & V.C. for Academic Affairs

To 2005

ART John Labadie

EDN Irene Aiken

LET Jesse Peters

NSM Dennis Edgell

SBS Michael Spivey

At-Large Robert Canida

At-Large Weston Cook

At-Large Cindy Saylor

To 2004

ART Holden Hansen

EDN Susan Edkins

LET Ray Sutherland

NSM Bill Campbell

SBS Wright Killian

At-Large Cherry Beasley

At-Large Tom Dooling

At-Large Bonnie Kelley

To 2003

ART Beth Maisonpierre

EDN Tommy Thompson

LET Kay McClanahan

NSM John Reissner

SBS Jim Frederick

At-Large Robert Brown

At-Large Liz Normandy

At-Large Richard Vela

Order of Business

- A. Roll Call
- B. Approval of Minutes (listed below)
- C. Adoption of Agenda
- D. Reports from Administrators

1. The Chancellor

2. The Provost and Vice Chancellor for Academic Affairs

E. Reports of Committees

1. Operations Committees

- a. Committee on Committees and Elections
 - i. Committee Election Results (end of document)
 - ii. Appointed Committee Nominations (end of document)
 - iii. Election of new FS Chair and FS Secretary
- b. Executive Committee
 - i. Report on Faculty Handbook revision
 - ii. ETL report
- c. Committee on Faculty Governance
 - i. P&T review proposal (listed below in FIA prop. sect.)

2. Standing Committees

a. Academic Affairs (Proposals) (minutes listed below)

1a. Add a new 36-hr *History/Social Science Concentration* to the MA in Social Studies, and add two new 3-hr courses (HST 500 and 599) to compliment this new concentration [*note bold italics courses].

Core Courses (9 hrs)

**HST 500 Historical Methods*

**HST 599 Historical Research*

SSE 500

Required History Element (15-18 hrs)

Select at least one course from each of these regional categories:

HSTS 5XX Asian, African, Latin Amer History

HSTS 5XX European History

HSTS 5XX US History

Required Social Sciences Element (9-12 hrs)

select from the fields of American Indian Studies, Economics, Geography/Geology, PSPA, or PSY 545.

1b. Above, re-number history courses (i.e., HSTS 5xx) to conform to Registrar's system, and remove course numbers from social science fields to broaden students' options.

1c. Restore GGY 101 to both the secondary (9-12) and Middle grades (6-9) Social Studies Educ teacher licensure programs.

2. Add a new *Sports Administration Concentration* to the MA in PE:

Choose any 7 of the existing 9 "EXER" Core courses:

Preferably, take one course from each of the 5 directed areas below:

1. Budget Area – MPM 504 or 552;

2. Leadership Area – MPM 500, 501, or 533;

3. Planning & Research Area – MPM 505 or 511;

4. Legal area – MPM 502, 506, or 536;

5. resolution Area – MPM 512, 530, Or 538.

To distinguish this new concentration, propose minor title change of existing "Administration" concentration to "*Exercise & Fitness*"

3. Add *MAT 215 Calculus with Application* to Gen Educ offerings in both Section II-C (ref. p.24) and Section IV Electives (ref. p.27)

- b. **Faculty and Institutional Affairs (prop. sect. at end of document)**
(minutes listed below)
 - i. **P&T review proposal**
 - ii. **Academic Calendar**
 - iii. **Chancellor Evaluation Model**
 - iv. **Assistant Professor**
- c. **Student Affairs and Campus Life**
(not ready)
 - i. **Grievance Process for Students (hand out at meeting)**

3. **Special Committees**

- a. **Faculty Awards Committee**
 - i. **Handbook Changes (prop. sect. at end of document)**
- b. **Short report for Promotion and Tenure review ad-hoc committee**

- F. UNC Faculty Assembly Report
- G. Teacher Education Committee
- H. Graduate Council
- I. Other Committees
- J. Unfinished Business
- K. New Business
- L. Announcements
- M. Adjournment

Minutes

Minutes of the Academic Affairs Committee

Wednesday April 16, 2003

Members Present: W. Killian, R. Brown, B. Campbell, M. Spivey,
T. Thompson, P. Flowers, L. Hafer, L. Kelly.

1. Chair Dr. Killian called the meeting to order at 3:30 pm.
2. The agenda was approved.
3. The March 19, 2003 minutes were approved.
4. Dr. Killian reported that the Faculty Senate approved all items sent to it by the AA Committee in March.
5. Dr. Tommy Thompson, Chair of Subcommittee on Curriculum, presented the following curriculum proposals, which were all approved unanimously:

5.1 Add a new 36-hr ***History/Social Science Concentration*** to the MA in Social Studies, and add two new 3-hr courses (HST 500 and 599) to compliment this new concentration [*note bold italics courses].

Core Courses (9 hrs)

****HST 500 Historical Methods***

****HST 599 Historical Research***

SSE 500

Required History Element (15-18 hrs)

Select at least one course from each of these regional categories:

HSTS 5XX Asian, African, Latin Amer History

HSTS 5XX European History

HSTS 5XX US History

Required Social Sciences Element (9-12 hrs)

select from the fields of American Indian Studies, Economics, Geography/Geology, PSPA, or PSY 545.

Above, re-number history courses (i.e., HSTS 5xx) to conform to Registrar's system, and remove course numbers from social science fields to broaden students' options.

Restore GGY 101 to both the secondary (9-12) and Middle grades (6-9) Social Studies Educ teacher licensure programs.

5.2 Add a new ***Sports Administration Concentration*** to the MA in PE:

Choose any 7 of the existing 9 "EXER" Core courses:

Preferably, take one course from each of the 5 directed areas below:

1. Budget Area – MPM 504 or 552;
2. Leadership Area – MPM 500, 501, or 533;
3. Planning & Research Area – MPM 505 or 511;
4. Legal area – MPM 502, 506, or 536;
5. resolution Area – MPM 512, 530, or 538.

To distinguish this new concentration, propose minor title change of existing "Administration" concentration to "***Exercise & Fitness***"

5.3 Add ***MAT 215 Calculus with Application*** to Gen Educ offerings in both Section II-C (ref. p.24) and Section IV Electives (ref. p.27)

6. Dr. Flowers reported for the General Education Subcommittee.
7. Ms. Linda Hafer, Chair of the Academic Support Services reported on the status of the library survey.
8. Dr. Lisa Kelly reported for the Enrollment Management Subcommittee.
9. There was no Old Business.
10. There was no new Business.
11. Announcements – Dr Killian expressed appreciation for the work of the current subcommittee chairs (Dr. Thompson, Dr. Flowers, Ms. Hafer, and Dr. Kelly), the Academic Affairs committee members, and the members of the four subcommittees.
12. The meeting was adjourned at 3:50 pm.

Dr. Wright Killian, Chair

Minutes
Faculty and Institutional Affairs Committee
April 17, 2003

Present: Irene Aiken, Dennis Edgell, Bill Gash, Beth Maisonpierre (Chair), Kay McClanahan, Liz Normandy, Sara Simmons

Excused: Jesse Peters

Absent: Glen Burnette, Neil Hawk, John Reissner, Velinda Worix

I. Call to Order. The meeting was called to order at approximately 3:30 p.m. by Chair Beth Maisonpierre.

II. Approval of the Agenda. Consideration of the academic calendar (listed under New Business) was moved earlier in the agenda, and the agenda was approved.

III. Approval of the Minutes from March, 2003. The minutes were approved.

IV. Reports from Administrators

A. Associate Provost and Vice Chancellor for Academic Affairs Bill Gash asked for approval of the academic calendars for 2004-2005, 2005-2006, and 2006-2007, and for a change in the beginning date for Spring, 2004, from January 15 to January 7. A motion (made by Irene Aiken and seconded by Sara Simmons) to recommend acceptance of the calendars to the Senate was passed with one dissenting vote. [Calendars attached.]

B. Vice Chancellor for Business Affairs. No report.

C. Vice Chancellor for Advancement. No report.

V. Reports from Subcommittees

A. Faculty Evaluation Review. No Report.

B. Faculty Development and Welfare. Subcommittee Chair Sara Simmons reported that the subcommittee is gathering information on faculty workload issues and that consideration of this matter will continue in the fall.

VI. Old Business

A. Consideration of Evaluation of Administrators by Faculty. Beth Maisonpierre reported that Lawrence Locklear had done an excellent job putting the evaluation forms on line. The forms for Academic Affairs, Enrollment Management, and Business Affairs will be on line this semester and Chair Maisonpierre will send an e-mail to faculty asking that they respond to the questionnaires.

The Committee commends Lawrence Locklear for the fine work he did on this project and extends its appreciation to him.

B. Chancellor's Evaluation Form. The Chancellor's evaluation form proposed by Chair Maisonpierre was unanimously approved for recommendation to the Senate (moved by Liz Normandy, seconded by Irene Aiken). [Copy attached.]

C. Statement for Faculty Handbook regarding periodic review of Promotion and Tenure Policy and Procedure. The Committee approved a statement [attached] for recommendation to the Faculty Senate at its May meeting.

VII. New Business

Proposal from ad hoc Promotion and Tenure Review Committee. The ad hoc committee's Chair Liz Normandy presented three different proposals that would change the contract system for new faculty. The committee voted to recommend to the Senate that UNCP change the contract system for new faculty by adopting a two-year/two-year/three-year evaluation cycle for newly hired assistant professors. Liz Normandy will present this proposal to the Senate at its May meeting. It was noted that any changes to the existing contract system would have to be submitted to the Board of Governors and, if finalized, should be reflected in the appropriate sections of the Faculty Handbook.

VIII. Adjournment. Chair Maisonpierre thanked the committee members for their work during the year and adjourned the meeting at 4:55 pm.

Respectfully submitted,

Kay McClanahan, Secretary-in-Rotation
Beth Maisonpierre, Chair

Attachments: Academic Calendars: Spring 2004, 2004-2005, 2005-2006, 2006-2007
Chancellor's Evaluation Form
Statement for Faculty Handbook regarding periodic review of Promotion and Tenure Policy and Procedure

The University of North Carolina at Pembroke

**Faculty Senate Minutes
Wednesday, April 2, 2003**

The meeting was called to order at 3:30 p.m. by Tom Dooling, Chair of the Faculty Senate.

Members Present:

Allen C. Meadors, Chancellor, Ph.D., FACHE
Roger Brown, Provost and Vice Chancellor for Academic Affairs

Irene Aiken	Robert Brown	Bill Campbell	Robert Canida
Wes Cook	Tom Dooling	Dennis Edgell	Susan Edkins
Jim Frederick	Holden Hansen	Bonnie Kelley	Wright Killian
Beth Maisonnier	Kay McClanahan	Liz Normandy	Jesse Peters
John Reissner	Cindy Saylor	Michael Spivey	Ray Sutherland
Tommy Thompson	Richard Vela		

Members Excused: Cherry Beasley, John Labadie

Approval of the Minutes: The minutes of March 12, 2003 were approved.

Adoption of the Agenda: The agenda was adopted.

Reports from Administrators:

Chancellor Meadors reported on the following: (1.) The Apartment Complex is on track and set to open in August. (2.) Freshman admission numbers are up for next year. The average SAT score for incoming freshman is nine points higher than last year. (3.) The new science building project is set to begin soon. Temporary units are now in place and will be painted in one of five colors. (4.) The Jones Athletic Center project is set to begin soon. The road through campus will be closed permanently.

Provost Brown reported on the following: (1.) Finalists for two Dean positions will be invited to campus soon. (2.) The most recent Promotion and Tenure cases have been completed by the Committee and will now be reviewed by the Provost and Chancellor. (3.) Dr. Brown introduced Dr. Collie Coleman, Associate Vice Chancellor of Outreach, who announced the ground breaking of the Regional Center at Comtech on April 28 at 10 a.m.

Reports from Operations Committees:

Committee on Committees and Elections:

There was no report.

Executive Committee:

Tom Dooling reported that a concern has been expressed to the Chair that there seems to be a trend that Faculty is not being included in certain administrative processes. An example of the lack of Faculty representation given to the chair was the recent H.I.P.P.A. meetings on campus. Faculty Member Susan Edkins pointed out that she has been working with the H.I.P.P.A. process.

Faculty Governance Committee:

There was no report.

Reports from Standing Committees:

Academic Affairs Committee:

(1) Curriculum proposals from the Departments of Business and English Theatre and Languages were passed unanimously after brief discussion. (2) A new class attendance policy was passed unanimously after adding the word "any" to the following sentence: "...The University reserves the right to administratively withdraw students who have never attended **any** classes for the semester..." (3) A new registration procedures policy was passed unanimously after the following editorial changes: "...However, the student is responsible for following all **applicable** regulations (**Delete: that are applicable to their course of study**)." (5) A proposal to delete ENG 104, 105, and 106 blocks from the exam schedule was passed unanimously after brief discussion. Chancellor Meadors pointed out that these classes will still be required to meet during finals week.

Faculty and Institutional Affairs:

(1) Beth Maisonnier summarized a proposal for a new model on faculty evaluation of administrators. A new, brief form has been created for each administrative department. Most forms have had input from respective departments. The Chancellor's form has not been completed and is not included in the proposal. Forms will go online where faculty will be able to access them. There is a minor change in the instructions, the line,

If you wish to make comments on any individual administrator within the office,

is changed to

If you wish to make comments, including those applying to any individual administrator within the office,

(2) A second proposal involves changes to the Faculty Handbook that are necessary to reflect the new process of faculty evaluation of administrators. Both proposals were passed unanimously.

(3) A proposal for automatic tenure in exceptional circumstances was passed unanimously after editorial changes were made. The changes made are as follows:

“When a **tenured** distinguished faculty member or (**Delete “a”**) senior academic administrator...”

Student Affairs and Campus Life:

Tom Dooling reported that a new Grievance Policy for students had been placed on the agenda for a vote. However, the University’s Legal Counselor, Donna Payne has advised that the Senate send the document back to committee for further work. Ms. Payne addressed the Senate and cited examples of ambiguous passages and unclear ramifications of specific language in the document. A motion was made to send the document back to the Student Affairs and Campus Life Committee and it passed unanimously.

Special Committees

Faculty Assembly:

Bonnie Kelley reported that UNCP was well represented at the Teaching and Learning Technology Conference. There has been movement for a regional conference next year to increase attendance. Jose D’Arruda’s term on the Faculty Assembly will end. Bonnie Kelley will continue for another term.

Teacher Ed:

Accreditation has been approved through 2007.

Graduate Council:

There was no report.

Other Committees

There were no reports

Unfinished Business:

There was no unfinished business.

New Business:

(1) Tom Dooling announced that the Faculty Senate has not approved the new student evaluation of faculty form and that the old form should be used this semester. Dr. Dooling will send out a link to the old version. Departments who use different versions must get the formal approval of the Faculty Senate and the Student Government Association (SGA). (2) Koji Sado, President of SGA, presented a Book Rental Program proposal. The proposal elicited discussion and Mr. Sado answered questions. Mr. Sado indicated he would take Faculty concerns back to SGA and they would likely bring a proposal back to the Senate next year.

Announcements:

(1) Tom Dooling reported that May 7 would be the last Senate meeting of the year. Moore Hall is not available for the General Faculty Meeting until Friday, May 9 at 3:30 p.m. However Dr. Dooling indicated he would check on the availability of Givens Performing Arts Center in order to hold a meeting earlier in the week. (2) Cindy Saylor announced that a benefit for the Library would be held Friday, April 4.

Adjournment:

The meeting was adjourned at 4:59 p.m.

FIA Proposals

Periodic Promotion and Tenure Review Process

The Chancellor and/or the Faculty Senate, at intervals of not more than five years beginning in 2003, will initiate a review of the University Promotion and Tenure policies. At this time an ad hoc Promotion and Tenure Review Committee will be formed to carry out the review. The composition of the committee will be as follows: the chair of the Faculty Senate will serve as an ex-officio member of the committee and will appoint as its members 5 full-time tenured or tenure-track faculty. If possible, at least one of these committee members should have served one term on the University Promotion and Tenure Committee. Upon completion of the review the committee will submit a report to the Senate chair and to the Chancellor. The Chancellor will forward the report to the President.

(Governance proposal which proposes different committee structure for above)

To be added to the faculty handbook Section 3-3-E (The Faculty-Tenure-Review of Policies)

An *ad hoc* committee will be formed at least once each five years to review with the Chancellor the UNCP Promotion and Tenure Policies. Composition: The Chair of the Faculty Senate shall serve as an ex-officio member of the committee and shall appoint as its members tenured, full time teaching (9 hour or more) faculty; one from each of the University's Divisions. If possible, at least two of these committee members should have served one term on the University Tenure and Promotion Committee. (This policy was adopted by the Faculty Senate, spring of 2003)

Figure 2A.1 – Faculty Evaluation of Administrators

Please evaluate the chancellor by choosing one answer to each question. If you have no basis to judge please mark that answer. If you wish to make specific comments, please do so in the space provided for comments.

Chancellor
Dr. Allen C. Meadors

AREA I. INTERACTION WITH FACULTY

- communicates information to faculty effectively, orally and in writing
- asks for and accepts input from faculty in decisions and policies
- cooperates with and respects faculty governance
- implements effectively policies and recommendations on faculty evaluation and pay
- has regular contact with faculty members and is available to the faculty
- encourages and supports teaching excellence
- encourages and supports faculty scholarship, professional activity, and grant activity
- encourages and recognizes faculty service to the institution, their professions, and the community
- encourages faculty to ask questions and speak freely

From my viewpoint, the chancellor interacts well with faculty.

strongly agree agree disagree strongly disagree no basis to judge

Comments:

AREA II. INTERACTION WITH STUDENTS

- communicates information to students effectively, orally and in writing
- encourages and supports the Student Government Association
- makes effective presentations for student groups and functions
- asks for and accepts input from students in decisions and policies
- has regular contact with students and is available to students
- encourages and recognizes student achievements and activities
- handles student input about faculty responsibly, discreetly, and in accordance with procedures

From my viewpoint, the chancellor interacts well with students.

strongly agree agree disagree strongly disagree no basis to judge

Comments:

AREA III. INTERACTION WITH THE COMMUNITY

- gives effective presentations for the public
- is an effective leader of outreach activities
- promotes fundraising

From my viewpoint, the chancellor interacts effectively with the community.

strongly agree agree disagree strongly disagree no basis to judge

Comments:

AREA IV. MANAGEMENT OF ADMINISTRATIVE UNITS

- promotes effective performance by administrative units
- makes sound personnel decisions and assigns responsibilities well

From my viewpoint, the chancellor manages administrative units effectively.

strongly agree agree disagree strongly disagree no basis to judge

Comments:

AREA V. GENERAL LEADERSHIP OF THE UNIVERSITY

- conceives and articulates a vision for the university and its future
- exhibits imagination and openness to constructive change
- identifies important issues and needs and gives them high priority
- allocates time, energy, and resources to high priority issues and needs
- develops, communicates, and implements long-range plans
- seeks and accepts input from others in developing long-range plans
- develops, communicates, and implements short-range plans effectively
- communicates General Administration policies to faculty and staff
- seeks and accepts input from others for implementing General Administration policies
- implements General Administration policies effectively
- maintains the financial soundness of the institution
- demonstrates concern for faculty and staff welfare
- works to improve facilities
- seeks diversity in students and faculty
- leads the University to obtain accreditation
- seeks an academically stronger and more geographically diverse student body

From my viewpoint, the chancellor provides effective leadership for the University.

strongly agree agree disagree strongly disagree no basis to judge

Comments:

OVERALL EVALUATION

1. I believe that this Chancellor is highly effective in performing the responsibilities of the Chancellor.

strongly agree agree disagree strongly disagree no basis to judge

Comments:

2. I have confidence that the University will continue to grow and improve under this Chancellor's leadership.

strongly agree agree disagree strongly disagree no basis to judge

Comments:

ASSISTANT PROFESSOR

Change from 1-2-2-2 to 2-2-3

Faculty Handbook, Section 3-3B, Academic Tenure: In Relation to Faculty Ranks, page 3-3

Underlined sections will be deleted. **[Bold sections in brackets will be added.]**

2. **Assistant Professor.** The initial appointment to the rank of assistant professor is for a probationary one-year **[two-year]** term. Unless at any point the assistant professor is not reappointed, he will be reappointed to three successive two-year terms **[one additional two-year term and one three-year term]** before a decision is made to recommend permanent tenure at the same or higher rank or not to reappoint. At least 90 calendar days **[180 calendar days]** before the end of the one-year appointment, **[first two-year appointment,]** the assistant professor shall receive written notice whether, when his current term expires, he will be reappointed at the rank of assistant professor for a two-year term **[an additional two-year term]** or not reappointed. Before the end of the first year of his first two-year term **[first year of the second two-year term]** as assistant professor, the assistant professor shall receive written notice whether, when his current term expires, he will be reappointed to a second two-year term **[three-year term]** or not reappointed. Before the end of the first year of the third consecutive two-year term **[second year of the three-year term]** as assistant professor, the assistant professor shall receive written notice whether, when his current term expires, he will be reappointed with permanent tenure at the same or higher rank or not be reappointed.

ASSOCIATE PROFESSOR

Change from 1-3-3 to 3-4

Faculty Handbook, Section 3-3B, Academic Tenure: In Relation to Faculty Ranks, page 3-4

Underlined sections will be deleted. **[Bold sections in brackets will be added.]**

3. **Associate Professor.** When a faculty member's initial appointment by the institution is to the rank of associate professor, the appointment is to a probationary term of one year **[three years.]** Unless at any point the associate professor is not reappointed, he usually will be reappointed to two successive three-year terms **[one four-year term]** before a decision is made to recommend permanent tenure at the same or higher rank or not to reappoint. At least 90 calendar days **[one year]** before the end of the one-year **[three-year]** appointment, the associate professor shall receive written notice whether, when his current term expires, he will be reappointed at the rank of associate professor for a three-year **[four-year]** term, or not reappointed. Before the end of the second year of the first three-year **[third year of the four-year appointment,]** the associate professor shall receive written notice whether, when his current term expires, he will be reappointed to a second three-year appointment, with permanent tenure at the same or higher rank or not reappointed. Before the end of the second year of the second three-year appointment, the associate professor shall receive written notice whether, when his current term expires, he will be reappointed with permanent tenure at the same or higher rank or not reappointed.

UNCP ACADEMIC CALENDARS Spring 2004- Spring 2007

Spring 2004 **NOTE: this is a change

January 7, Wednesday	Classes Begin
March 1-5, Mon-Fri	Spring Break
March 8, Monday	2 nd 8wks begin
	Midterm Grades Due
April 23, Friday	Classes End
April 26-30, Mon.-Fri	Final Exams
May 1, Saturday	Graduation

FALL 2004

August 23, Monday	Classes Begin
September 6, Monday	Labor Day Holiday
October 13, Wednesday	1st 8 Week Classes End
October 14-15, Thurs - Fri	Mid Semester Break
October 18, Monday	2nd 8 Wk Classes Begin
	Midterm Grades Due
November 25-26, Thurs-Fri	Thanksgiving Holidays
December 3, Friday	Classes End
December 6-10, Friday	Final Exams
December 11, Saturday	Graduation
December 13, Monday	Final Grade Due

FALL 2005

August 22, Monday	Classes Begin
September 5, Monday	Labor Day Holiday
October 12, Wednesday	1st 8 Wk Classes End
October 13-14, Thurs - Fri	Mid Semester Break
October 17, Monday	2nd 8 Wk Classes Begin
	Midterm Grades Due
November 24-25, Thurs-Fri	Thanksgiving Holidays
December 2, Friday	Classes End
December 5-9, Friday	Final Exams
December 10, Saturday	Graduation
December 12, Monday	Final Grade Due

FALL 2006

August 21, Monday	Classes Begin
September 4, Monday	Labor Day Holiday
October 11, Wednesday	1st 8 Wk Classes End
October 12-13, Thurs - Fri	Mid Semester Break
October 16, Monday	2nd 8 Wk Classes Begin
	Midterm Grades Due
November 23-24, Thurs-Fri	Thanksgiving Holidays
December 1, Friday	Classes End
December 4-8, Friday	Final Exams
December 9, Saturday	Graduation
December 11, Monday	Final Grade Due

SPRING 2005

January 5, Wednesday	Classes Begin
January 17, Monday	Martin L. King Holiday
February 25, Friday	1st 8 week Classes End
February 28, Monday	Midterm Grades Due
February 28 - Mar 4, Mon.-Fri	Spring Break
March 7, Monday	2nd 8 Wk Classes Begin
March 25, Friday	Good Friday Holiday
April 22, Friday	Classes End
April 25 - 29, Monday - Friday	Final Exams
April 30, Saturday	Graduation
May 2, Monday	Grades Due

SPRING 2006

January 4, Wednesday	Classes Begin
January 16, Monday	Martin Luther King Holiday
February 24, Friday	1st 8 wk Classes End
February 27, Monday	Midterm Grades Due
February 27 - Mar. 3, Mon.-Fri	Spring Break
March 6, Monday	2nd 8 wk Classes Begin
April 14, Friday	Good Friday Holiday
April 21, Friday	Classes End
April 24 - 28, Monday - Friday	Final Exams
April 29, Saturday	Graduation
May 1, Monday	Final Grades Due

SPRING 2007

January 3, Wednesday	Classes Begin
January 15, Monday	Martin L. King Holiday
February 23, Friday	1st 8 week Classes End
February 26, Monday	Midterm Grades Due
February 26 - Mar 2, Mon.-Fri	Spring Break
March 5, Monday	2nd 8 Wk Classes Begin
April 6, Friday	Good Friday Holiday
April 20, Friday	Classes End
April 23 - 27, Monday - Friday	Final Exams
April 28, Saturday	Graduation
April 30, Monday	Final Grades Due

DRAFT Proposal For The Faculty Awards Committee

For the Faculty Senate of UNCP, this is a proposal for changes to the *Faculty Awards Committee* section to the *Faculty Handbook*.

Item #1: Changes to Section 4-1.18

A. Membership of the Faculty Awards Committee

1. The Faculty Awards Committee has eight members: seven elected faculty members and a representative of the Student Government Association **Delete: (who participates only in sessions relating to teaching awards).**

Rationale: All sessions relate to teaching awards directly or indirectly.

B. Election and Operation of the Faculty Awards Committee

2. The committee chair will be elected by the committee **ADD: (at the first meeting of)** each year. Members in their first year of membership are not eligible to serve as chair.

Rationale: Current wording not clear as to when the election should take place.

5. The Faculty Awards Committee will publicize the availability of the various awards each year in order to insure an adequate pool of nominees for each award. Requests for nominations should be widely distributed. **(Add period, Delete colon :) Delete (via e-mail, on posters, in campus newsletters and bulletins, and in a flyer that encourages faculty to announce the awards in their classes and to nominate colleagues. Nominations indicated on evaluation forms (see Section 4A, Figures 4A.3 and 4A.5) will be collected by the Office for Academic Affairs each year and forwarded to the Faculty Awards Committee.**

Rationale: It is not necessary to specify the means to publicize. Email has proven to be sufficient in garnering enough nominations. Nominations on evaluation forms have been discontinued due to Senate vote in 2001-2002.

ADD: 6. Names of teaching award winners will be inscribed each year on a plaque, to be placed in a prominent location. The Chair of the Faculty Awards Committee submits a record of nominees and winners each year to the Teaching and Learning Center. Teaching and Learning Center personnel update the plaques in cooperation with the Office for Academic Affairs.

Rationale: The frequent turnover of Faculty Awards Committee members necessitates the delegation of these responsibilities to the Teaching and Learning Center.

C. Awards Granted by the Faculty Awards Committee

The committee will vote to give the following awards, using criteria, guidelines and procedures defined **Delete: (by the donors and by the Faculty Senate) ADD: in Section 4-1.21-22.**

Rationale: Criteria have been set forth in writing in the aforementioned pages. Ostensibly the donors and Faculty Senate established these.

2. University of North Carolina at Pembroke Teaching Awards: The committee will make **ADD: (up to)** five such awards each year.

4. Adolph L. Dial Endowed Faculty Awards: The committee will make **ADD (up to)** two awards each year:
The Dial Award for Scholarship/Creative Work
The Dial Award for Community Service

Rationale: Awards Committees should have the prerogative to withhold awards in the absence of qualified candidates, rather than be required to give a minimum number of awards each year.

Item #2 – Changes to 4-1.19

4-1.19 PROFESSOR EMERITUS

FACULTY EMERITUS POLICY

III. Procedure

At the beginning of the fall semester of each academic year, the Chair of the University Awards Committee will ask for nominations of eligible candidates for the honor of Professor Emeritus. **Add: (2. A letter of nomination must include a complete rationale for the nomination for that specific award. Letters may be delivered electronically.)**

Rationale: Requiring a letter explaining rationale is consistent with other awards. It is reasonable to allow for the modern convenience of e-mail.

The Committee **Delete (may) Add (will)** solicit the following:

Retain: a. A vita from the candidate.

DELETE: b. Statement of pertinent information about the individual from the Provost/Vice Chancellor for Academic Affairs.

c. Review, evaluation, comments and recommendations from appropriate department chair and peers.

d. Peer reviews from others in the same field to determine significant professional contribution.

ADD: b. Self-Evaluations from the last five years of employment prior to phased or full retirement.

c. A one to two page summary from the candidate of salient contributions during tenure at UNCP.

Rationale: Requiring specific materials for Professor Emeritus is consistent with requirements for other awards. The Board of Trustees have specifically asked for candidate vitae. Other requirements have been requested the past two years. Proposal to delete “b, c, and d” above include requirements that have not been requested in past years.

Item #4 – Change designation 4-1.20 to 4-1.22

4-1.20 RETIRED FACULTY (With or Without Emeritus Designation)

Rationale: Retired Faculty benefits are not related to Faculty Awards and should be placed outside Faculty Awards information to avoid confusion.

Item #5 – Changes to 4-1.21

Change designation 4-1.21 to 4-1.20

Rationale: Replaces section on retired faculty.

4-1.21 ADOLPH L. DIAL ENDOWED AWARDS

DIAL AWARDS PROCEDURE

2. A letter of nomination must include a complete rationale for the nomination for that specific award. **Add: Letters may be delivered electronically.**

Rationale: It is reasonable to allow for this modern convenience.

3. Nominees will be informed of their nomination by letter and will be asked to submit specific materials in support of their nomination.

Such materials include:

b. A completed self-evaluation **add: (from the most recent academic year)** as used in the standard UNCP Faculty Evaluation Model;

Rationale: It is not clear which self-evaluation is required.

Item #6 – Changes to 4-1.22 4-1.22 TEACHING AWARDS

Change Designation to 4-1.21

Rationale: Replaces Section on Dial Awards.

I. GENERAL INFORMATION

DELETE “A”:

A. Goals of Teaching Awards at The University of North Carolina at Pembroke
The University of North Carolina at Pembroke faculty are expected to be good teachers.
Faculty members receiving teaching awards are those who, while involved in all areas of the University's mission, have distinguished themselves, among students and peers, as exceptional teachers.

Rationale: The ideas expressed above are covered adequately in “C” below.

DELETE “B”:

B. Teaching Awards Granted at The University of North Carolina at Pembroke
Each year six teaching awards will be granted. These are:

1. The University of North Carolina Board of Governors' Award for Excellence in Teaching, subject to state guidelines. The Faculty Awards Committee selects the finalists and a nominee to forward to the Board of Governors.

2. University of North Carolina at Pembroke Teaching Awards. Each year, five UNCP Teaching Awards are given by the Faculty Awards Committee.

Rationale: The ideas expressed above are covered in 4-1.18 C. Awards granted by the Faculty Awards Committee

Change designation from “C.” to “A.”

C. Criteria for Teaching Awards at The University of North Carolina at Pembroke
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 Governors' Award recognizes long-term teaching excellence, while the UNCP Teaching Awards recognize teaching excellence in the two years preceding the granting of the award.

Rationale: Replaces proposed deletion of original "A."

DELETE "D"

D. General Policies for Teaching Awards

The University of North Carolina at Pembroke Teaching Awards, as well as the principles and policies outlined here, will be continually reviewed and improved.

The Board of Governors' Award can be granted only once to a faculty member. Recipients of the UNCP Teaching Award may be considered for another award after four years. Names of teaching award winners will be inscribed each year on a plaque, to be placed in a prominent location. A record of nominees and winners is submitted each year by the Chair of the Faculty Awards Committee to the Chair of the Faculty Senate and to the Office for Academic Affairs.

Nominees for the Board of Governors' Award are automatically nominated for the UNCP

Teaching Award that same year. Winners of teaching awards are encouraged to serve on awards committees during the years that they are ineligible for awards.

Rationale: The idea expressed in the first sentence is covered in Section 4-1.18, B-4. The rest of the ideas expressed above either are or can be covered in the sections II And III below.

II. 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.

Eligibility: Those eligible 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 **Delete (excellent or)** exceptional teaching ability over a sustained period of time. Nominees must be teaching during the academic year in which they are nominated. **ADD: The Board of Governors' Award can be granted only once to a faculty member.**

Nominees for the Board of Governors' Award who do not receive that award are automatically nominated for the UNCP Teaching Awards in the same year.

Rationale: Proposal to delete "excellent or" is justified because only one adjective is necessary. Most of the rest is important eligibility information from proposed deleted "D" above and from 4-1.21, III.

Nominations: Faculty, students, administrators and alumni are invited to submit nominations **add (by mail or electronically)** each fall **ADD to the Office of Academic Affairs. Delete: Each department chair is formally asked for a nomination**

Rationale: Allowing an e-mail attachment is consistent with other proposed requirements. It is unnecessary to formally ask Departments chairs.

Procedures: **Delete: The Faculty Awards Committee (FAC) selects The University of North Carolina at Pembroke nominee for the Board of Governors' (BOG) Award.**

Add: The Office of Academic Affairs administers the call for nominations and corresponds with nominees according to the suggested timeline (see 4-1.21, II.) and forwards portfolios to the Faculty Awards Committee.

Rationale: The proposed deleted information is covered in 4-1.18, C. The proposed addition is upon request of the Provost.

Upon nomination for the BOG award, the candidate will submit a portfolio in a three-ring binder with dividers for each of the following areas:

(Delete) 3. names, address, and phone numbers of two colleagues and two former students who have agreed to support the nomination by letter or phone call

(Add) 3. Four letters of recommendation from two colleagues and two former students in support of the nomination.

Rationale: It is more efficient to make nominees responsible for gathering letters of recommendation up front.

DELETE:

In addition to the three-ring binder containing the materials listed above, the nominee should submit a large clasp envelope in which additional materials are labeled by a 3 or 4 digit number - chosen by the nominee. There should be NO reference to the name of the candidate or the department in which he or she teaches. Inside the large clasp envelope the candidate should insert a sealed letter-size envelope containing a paper on which is written the nominee's name and the 3 or 4 digit number. This envelope will remain sealed until the committee has deliberated. The following materials should be submitted in the large envelope:

1. the summary statistics and the comments from the five most recent sets of student evaluations. (A set is defined as all of the courses taught in a given academic year, as described under "Schedule of Student Evaluations" in Section 4A-6.2 of the Faculty Handbook.) A nominee who, because of the recency of his or her employment, cannot submit five sets of evaluations will submit all sets that have been collected to date. The nominee must delete all references to his or her name, department, and course title.

Rationale: the Senate passed the deletion above during the 2001-2002 Academic year.

Change designation below from "2" to "6"

2. a written statement approximately 4 pages, double-spaced, **Delete: (and identified only by the previously chosen 3 or 4 digit number)** which articulates the nominee's teaching philosophy and methods used to achieve educational goals. After naming at least two finalists, the committee will conduct classroom observations. **DELETE: and will make calls for letters of recommendation. No additional materials will be requested from the nominees. A decision will be made in late January.**

Rationale: Written statement is required but without anonymity and follows "5." Second deletion is unnecessary or redundant information, and nominees will be required to submit letters of recommendation with portfolios.

Responsibilities of Award Winners: The winner of the Board of Governors' Award for Excellence in Teaching serves as Grand Marshal at Commencement in the year of the award. For the next two years, **DELETE: (the) ADD: (each)** winner's teaching portfolio, including the statement of teaching philosophy, will be made available for the campus community to see. The chair of the Faculty Awards Committee will be responsible for **Add (delivering the winner's portfolio to the Teaching and Learning Center, who will then make)** two copies of the complete portfolio, with one copy placed in the Library and a second copy going in the Teaching and Learning Center.

Rationale: The Teaching and Learning Center has agreed to facilitate this new arrangement. Replacing "each" with "the" reflects the fact that there are two winners in any given two-year period.

Suggested Schedule: Board of Governors' Award

DELETE: January 5 Finalists' portfolios due

Rationale: Within the suggested timeline November 1 is listed as the date “teaching portfolios due. No other portfolio is due after that, rendering the January 5 due date confusing and unnecessary.

III. The University of North Carolina at Pembroke Teaching Awards

Delete: Each year, five UNCP Teaching Awards will be granted by the Faculty Awards Committee. Funds are divided evenly among winners.

Rationale: This is either redundant or unnecessary information.

Nominations: Faculty, students, administrators, staff members and alumni will be invited to submit nominations. Letters of nomination must include a rationale for the nomination.

Nominees for the Board of Governors' Award who do not receive that award are automatically nominated for the UNCP Teaching Awards in the same year. **Add: The portfolio submitted for the Board of Governors' Award is sufficient for the UNCP Teaching Award nomination.**

Rationale: All information required for the UNCP Teaching Awards is required for the BOG. Resubmitting isn't necessary.

Suggested Schedule: UNCP Teaching Awards

December 1 Announcement of awards and request for nominations by FAC

February 1 Deadline for receipt of nominations by the chair of the FAC

March 1 Deadline for receipt of portfolios by the chair of FAC

April 15 Faculty Awards Committee selects five award winners

April 20 Award winners and other nominees are notified by the chair of the FAC

Responsibilities of Award Winners: For the next two years, the winner's teaching portfolio, including the statement of teaching philosophy, will be made available for the campus community to see. The chair of the Faculty Awards Committee will be responsible for **Add (delivering the winner's portfolio to the Teaching and Learning Center, who will then make)** two copies of the complete portfolio, with one copy placed in the Library and a second copy going in the Teaching and Learning Center.

Rationale: The Teaching and Learning Center has agreed to facilitate this new arrangement.

Spring 2003 Faculty Senate election results
for the 2003-2004 academic year

Faculty Senate

ARTS Jean Sexton (to 2006)
EDUC Sara Simmons (to 2006)
LETT Robert Brown (to 2006)
NS&M Deok-Hyun Hwang (to 2006)
S&BS Elizabeth Normandy (to 2006)
At-Large Paul Flowers (to 2006)
At-Large Kay McClanahan (to 2006)
At-Large Richard Vela (to 2006)

Promotion and Tenure Committee

ARTS Ralph Steeds (to 2006)
NS&M Tim Ritter (to 2006)

Faculty Hearing Committee

Sharon Bell (to 2005)
Lillian Brewington (to 2005)
Thomas Ross (to 2005)
Frederick Stephens (to 2004, replacing Patrick Cabe)

Faculty Grievance Committee

Cherry Beasley (to August 2005)
Robert Canida (to August 2005)

Faculty Awards Committee

ARTS Holden Hansen (to 2005)
LETT Mark Thompson (to 2005)
NS&M Bruce Ezell (to 2004, replacing Bonnie Kelley)
S&BS Carolyn Thompson (to 2005)
At-Large Richard Kania (to 2005)

UNC Faculty Delegate and Alternate

Delegate: Jeffery Geller (from July 2003 to June 2006)
Alternate: to be announced at the General Faculty Meeting

Appointed Committee Nominations
for 2003-2004 academic year

Faculty Governance Committee

Lillian Brewington
Stephen Bukowy
José D'Arruda
Thomas Dooling
Holden Hansen
Janette Hopper
Chet Jordan
David Nikkel
Elizabeth Normandy
Robert Schneider
Julie Smith

Student Affairs and Campus Life

Cherry Beasley
William Collier
Lisa Kelly

Academic Support Services Subcommittee

EDUC Betty Brown
LETT Liliana Wendorff

Curriculum Subcommittee

ARTS Travis Stockley
EDUC Tommy Thompson
LETT Mark Thompson
NS&M Lisa Kelly
S&BS Stephen Bukowy

Enrolment Management Subcommittee

ART Carl Danis
Econ Lewis Hershey
S&BS Elizabeth Normandy

Faculty Development and Welfare
Subcommittee

ARTS Susan Whitt
LETT David Nikkel
NS&M Cherry Beasley
NS&M Bruce Ezell
S&BS Elizabeth Denny

Faculty Evaluation Review Subcommittee

ARTS Jean Sexton
EDUC Irene Aiken
NS&M David Zeigler
At-Large Libby Denny

Student Publications Board

Marilu Santos

Candidates for Faculty Conciliator for
Undergraduate Grade Appeals

Sharon Bell
Mark Canada
Leon Jernigan
Maria Pereira

