**Committee on the Oversight of the Faculty Handbook**

Meeting Minutes

Thursday, September 17, 2020 at 3:30pm

 Location: Webex

**Meeting Information**

Meeting link:

<https://uncp.webex.com/uncp/j.php?MTID=m6b1b14db59d22e9542fc566991ea7adc>

Meeting number:

172 218 5564

Password:

Jwi7fQu3GP7

Host key:

160792

Committee Members in attendance:

Thomas Dooling (NSM Chair) (2021)

Jennifer Wells (CHS) (2022)

Rachel B. Smith (FERS Chair, Secretary) (Ex Officio)

Committee Members not in attendance:

Vacant (LETT) (2023)

Vacant (ARTS) (2023)

Olivia Oxendine (EDUC) (2021)

Emily Neff-Sharum (SBS) (2022)

Guests:

Lois Williams (AVC for Enrollment)

1. After a discussion of whether the definition of quorum includes only the appointed member, the meeting was called to order at 3:35pm with the understanding that the attending members would discuss items on the agenda but not vote on any business.
2. The minutes from the August 20 meeting were approved as circulated.
3. The agenda was approved by common consent.
4. Update on Handbook

As secretary, Rachel confirmed that all the changes the committee voted on and which were passed by the Faculty Senate last year were incorporated into the latest version of the Faculty Handbook.

1. Review of Next Section

The committee decided to review Section II at the August meeting so the members discussed issues they had found in the first Chapter of Section II. Rachel suggested that rather than handling each case of “he/she” and “his/hers” on a case by case basis, we might be able to make a blanket substitution of “they” and “their” instead. Jennifer looked mainly at whether or not the procedures described for hiring, etc. were still being followed and found several cases where the Handbook was a odds with current practice. Tom will check with HR concerning the two following passages from page 37:

The Chair requests from the Dean’s office a hiring packet which contains the following items:

* Guidelines for Recruitment and Selection of New Faculty,
* Advertisement Requisition Input/Authorization Form,
* Sample of the position announcement,
* Affirmative Checklist EPA Personnel Actions,
* Copy of the UNC Pembroke Application for Academic Positions, and
* Faculty Appointment Recommendation Form.

In addition to formal advertisements, the Chair sends an announcement to a large number of institutions that prepare graduates in the appropriate discipline, including minority universities.

Jennifer will check with Deans and Academic Affairs to address the following passage from pg. 37:

Once the department has reviewed the applications and selected those candidates they may wish to interview, the Office of Academic Affairs reviews all applications and makes a decision on the candidate’s interview.

Rachel will determine whether the policy referred to on page 39 has been created so it can be referred to specifically.

UNCP is currently working on development of a computer and communication equipment use policy that addresses the extent, if any, to which University systems may be used incidentally by employees, including faculty, for private emails or voice mails. However, such a policy will primarily address the extent, if any, to which the University will recognize a student's, faculty member's or other employee's expectation of privacy in such documents and communications when it is necessary to determine whether the University will, without an external legal mandate, access faculty documents, email, or voicemail. When adopted, that policy will not (and cannot) protect such documents, email and voicemail from disclosure pursuant to search warrants, subpoenas, other court orders, or any other legally enforceable discovery procedures, including the North Carolina Public Records Act if no exception to that Act applies.

VI. Future Work

At the next meeting on Oct. 17th, we will continue to review issues in Section II, Chapter 1.

VII. Old Business

Rachel shared an early draft of language (Appendix A) to add to the Bylaws about the two new committees of the Faculty Senate (Oversight of the Faculty Handbook and Budget Advisory) which were created last year. In August, Dr. Normandy pointed out that although the charge and membership for those two committees were included in the Consistitution but not the Bylaws and so we will need to add that information to the Bylaws as well.

VIII. New Business

There was no new business.

IX. Announcements

Next meeting: October 17th at 3:30pm via Webex.

X. The meeting was adjourned at 4:15pm.

Appendix A

p. 25

ARTICLE VI. FUNCTION AND SCOPE OF STANDING COMMITTEES, SUBCOMMITTEES, CONTINUING COMMITTEES AND OTHER COMMITTEES

The ~~four~~six Standing Committees will be:

Academic Affairs

Student Affairs and Campus Life

Faculty and Institutional Affairs.

 Academic Information Technology Committee

Committee on Oversight of the Faculty Handbook

Budget Advisory Committee

Although the Standing Committee memberships are reconstituted each Academic year, the subcommittee memberships will be for two-year, staggered terms allowing for continuity of activity.

Section 1. Academic Affairs Committee

A. The Academic Affairs Committee shall consider the following matters: all matters relating to curriculum; policies and standards relating to the admission and retention of students; and recommendations concerning learning resource materials and services. Specifically regarding Senate vote on curriculum matters, the Chair of the Academic Affairs Committee is immediately to present to the Registrar all information pertaining to each individual course which is necessary for the computer data bank. In anticipation of this, the required course description presented to the Subcommittee on Curriculum should be the exact catalog wording desired by the department. The Committee shall regularly inform the Senate of its actions and recommendations.

B. The Academic Affairs Committee will be composed of twelve voting members:

 1. Seven Senators,

 2. The Provost and Vice Chancellor for Academic Affairs,

3. The four Chairs of Subcommittees of the Academic Affairs Committee.

 C. The Committee shall have four subcommittees:

1. The Subcommittee on Curriculum shall examine all proposals and policies relating to curriculum. This subcommittee is responsible for sending to the Academic Affairs Committee all information pertaining to each individual course which is necessary for the computer data bank. The Curriculum Committee shall make recommendations to the Academic Affairs Committee on their adoption based upon policies disseminated in the Faculty Handbook , Section II, Chapter 5 on Faculty Participation in Academic Policy and Curriculum Development.

2. The function of the Enrollment Management Subcommittee shall be to consider policies and standards related to admissions and recruitment, financial aid, retention, advising, graduation, and related areas. The Subcommittee shall also be charged with receiving expressions of concern or interest regarding any of the areas listed above from faculty, staff, administration, or students. The Subcommittee shall, as it deems necessary, make recommendations to the Academic Affairs Committee on these matters.

3. The Subcommittee on Academic Support Services shall examine proposals and policies relating to the operations and development of the Library, the Academic Support Center, and the University Writing Center and shall make appropriate recommendations/proposals to the Academic Affairs Committee. The Subcommittee shall receive reports from the above offices on user surveys they conduct.

4. The General Education Subcommittee shall review, assess, and revise the General Education curriculum and its goals, objectives, and learning outcomes; oversee the administration of General Education; and consider other matters referred to it. The Subcommittee shall submit all matters of policy and proposals of curriculum pertaining to the General Education Program and all curriculum proposals directly to the Academic Affairs Committee for its consideration.

Section 2. Faculty and Institutional Affairs Committee

A. The Faculty and Institutional Affairs Committee will consider the following matters: all matters relating to faculty, economic aspects of matters of concern to the Senate and its other committees; recommendations in areas of University business affairs as they affect educational policies, and of long-range projections and planning for the total development of the University; issues of environmental concern for the campus community including those related to health and sustainability.

B. The Faculty and Institutional Affairs Committee will be composed of thirteen voting members:

1. Seven Senators,

2. The Vice Chancellor for Finance and Administration,

3. The Vice Chancellor for Advancement,

4. Associate Vice Chancellor for Academic Affairs,

5. Chair of the Faculty Development and Welfare Subcommittee,

6. Chair of the Faculty Evaluation Review Subcommittee.

7. Chair of the Health, Safety and Environment Subcommittee

C. The Committee shall have three subcommittees:

1. The Subcommittee on Faculty Development and Welfare shall examine all proposals and policies relating to faculty, and shall, as necessary, make recommendations to the Faculty and Institutional Affairs Committee on such matters. Among the areas of concern of the Faculty Development and Welfare Subcommittee will be the following: Faculty development, evaluation, and criteria governing appointment and retention procedures; salary scale, leaves of absence, sabbaticals, fringe benefits, resignations, recognition of retirees, grievances, and collegiality. The Subcommittee also administers the James F. Hubbard Faculty Leave Fund.

2. The Faculty Evaluation Review Subcommittee shall review the Faculty Evaluation Model regularly and strive to clarify the existing document. The subcommittee shall make recommendations to the Faculty and Institutional Affairs Committee regarding any changes in the written document and shall respond to all requests for alteration of the document or its underlying philosophy.

3. The Health, Safety, and Environment Subcommittee will discuss and investigate issues related to the health concerns of students, staff and faculty due to environmental conditions on campus in addition to issues related to environmental sustainability. Members of the Faculty, Staff or Student body may attend and make known concerns they have related to health, safety and environment issues. The committee may meet more often when needed to investigate specific issues that may arise*.*

Section 3. Student Affairs and Campus Life Committee

1. The Student Affairs and Campus Life Committee shall consider matters related to student affairs, student life, and intercollegiate athletics and make recommendations in such matters as they affect educational policies, curricula, and student development and wellbeing.

B. The Student Affairs and Campus Life Committee will consist of twelve voting members:

1. Three Senators, one of whom will be selected by the Chair of the Senate to represent

 this committee on the Executive Committee,

2. The Vice Chancellor for Student Affairs,

3. Three additional faculty members,

4. The President of the Student Government Association,

5. Two students to be selected by the Director of the Office of Student Involvement and Leadership,

6. The Chair of the Student Publications Board, and

7. The Faculty Athletic Representative

C. The Committee shall be responsible for one Board:

1. The Student Publications Board will meet at least twice each semester; meeting dates and times for each academic year will be determined early in each Fall semester by a consensus of the members of the Board. The Board will serve as the selection committee for the newspaper editor, the yearbook editor, and the literary magazine editor; it will be responsible for approving the application process, interviewing applicants, selecting editors, and hearing charges that could lead to the dismissal of editors. The Board will serve as the arbitrator in the event that censorship pressures arise and will develop other roles which the Board deems proper, in accordance with the guidelines and policies set forth in the Student Publications Manual. The Board will not, however, attempt to provide active oversight of the day-to-day workings of student publications.

Section 4. Academic Information Technology Committee

1. The Academic Information Technology Committee is a standing committee of the Faculty Senate. The committee represents Faculty interests in all matters relating to Information Technology and acts as the service owner for technology services and Information Technology Policy where the primary focus is on pedagogy, faculty research, and service. The committee will make recommendations to the Faculty Senate regarding the implementation, governance, or changes to these technology services. The Committee will recommend and engage in faculty centered activities to adopt key academic technologies. The Committee will also advise the CIO and the Senate on new technology initiatives and will evaluate and make recommendations concerning academic computing and information policies, standards, and procedures proposed or implemented by DoIT.
2. The Academic Information Technology Committee will consist of fourteen voting members:
3. Two Senators, one of whom will serve as chair as appointed by the Senate chair,
4. Six additional faculty members, one from each division,
5. The Chief Information Officer,
6. An Instructional Designer,
7. The Director of Online Learning
8. A Representative of the Library, as appointed by the Dean of Library Services
9. A Representative of the Accessibility Resource Center,
10. One SGA Senator, as appointed by the SGA President.

Section 5. The Committee on Oversight of the Faculty Handbook

1. The Committee, through its continuous review and oversight of the Faculty Handbook, shall assure the accuracy and currency of the Faculty Handbook and maintain the document and its previous versions in a digital format accessible via the Faculty Senate’s official website. The committee shall implement the acts of the Senate in the Faculty Handbook and, as necessary, edit and/or update the Faculty Handbook for consistency, accuracy, and currency. The Committee must present any such alterations to the Faculty Handbook to the Faculty Senate; with subsequent action undertaken at the pleasure of the Faculty Senate.
2. The Committee for Oversight of the Faculty Handbook shall consist of seven members:
	1. The Chair of the Faculty Evaluation Review Subcommittee, who serves in an ex officio capacity,
	2. One member elected from each Division of the General Faculty in General Faculty-wide elections conducted by the Committee on Committees & Elections. Any member of the General Faculty with tenure and the rank of Associate or Full Professor is eligible for election. Membership is for three-year staggered terms, and the chair and secretary of the Committee shall be appointed by the Faculty Senate Chair from its Divisional membership.

Section 6. The Budget Advisory Committee

1. It is the Committee’s responsibility to develop a comprehensive understanding of the fiscal

resources available to the University, their allocations, and their management, within the

institutional contexts in which budgetary decisions are made. In this role, the Committee shall

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.

1. The Budget Advisory Committee shall consist of nine members:
2. the Vice Chancellor of Finance and Administration, who serves in an ex officio capacity

members of the General Faculty,

1. one from each Division and two at-large, nominated by the Committee on Committees and Elections and confirmed by the Senate.

Membership is for three-year staggered terms, and the chair and

secretary of the Committee shall be appointed by the Faculty Senate Chair from its General Faculty

membership.

Section 7~~5~~. The Composition of Subcommittees and Boards

The Subcommittees and Boards shall be composed as follows, with each member having one vote: