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

Meeting Minutes

Thursday, October 15, 2020 at 3:30 pm

Location: Webex

**Meeting Information**

Meeting link: <https://uncp.webex.com/uncp/j.php?MTID=md89106720ac37ce5073b57a6f5a3a195>

Meeting number: 172 374 9059

Password: exYcqp8y5y3

Host key: 217171

Committee Members in attendance: (Division) (End of term)

Thomas Dooling (NSM Chair) (2021)

Olivia Oxendine (EDUC) (2021)

Emily Neff-Sharum (SBS) (2022)

Jennifer Wells (CHS) (2022)

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

Committee members not in attendance:

Vacant (LETT) (2023)

Vacant (ARTS) (2023)

1. The meeting was called to order at 3:31pm.
2. The minutes from the September 11th meeting were approved as circulated.
3. The agenda was adopted as circulated.
4. Draft corrections in Appendix A
   1. Adding committees to bylaws

Dr. Smith reviewed the origin and nature of the proposed changes which will make the Bylaws consistent with the Constitution by including the charge and consistency of each of the newly created standing committees of the Faculty Senate: 1) The Committee on Oversight of the Faculty Handbook and 2) The Budget Advisory Committee.

* 1. Appropriate use policy

Dr. Smith explained that the proposed revisions would update the language on pg. 39 of the Faculty Handbook by referring to the Acceptable Use Policy which had been created to address the issue of Faculty expectations of the privacy of university email and voicemail communications.

The committee members generally agreed to these updates but decided it would be simpler to refer all changes and updates in the Handbook to the Faculty Senate at one time.

1. Update on Hiring policy described in Handbook (See addendum.)
   1. Response from Academic Affairs
   2. Response from HR

In our September meeting, Dr. Wells pointed out that the description of the process for hiring new faculty on pg. 39 did not appear to be current and likely needed updating. Both Joanne McMillian from Human Resources and Dr. Normandy from Academic Affairs weighed in by sending a list of steps which are followed when hiring new faculty. The committee members added additional steps to be taken in advance of consultation with HR. Dr. Neff-Sharum volunteered to use her notes about the hiring process in her experience to complete this list of steps. She will then forward this list to Dr. Smith who will create a document showing the language additions and deletions necessary in the Handbook in order to update this description of the hiring process which will be reviewed at the committee’s next meeting.

VI. Future Work

The committee decided to review Chapter II Section 2 at the next meeting.

VII. Old Business

The committee discussed the best way to update the language in the Faculty Handbook in order to make it gender neutral. Members decided that we should review each instance individually to make the best decision about what revision is required. Dr. Oxendine suggested we consult with a technical writer and offered to check with University Communication to see if they have a staff member who could aid in this process.

Dr. Wells continued to review the list of issues in the Faculty Handbook which need to be updated and revised.

On pg. 64, the language needs to be undated to indicate that the Nomination for Graduate Faculty Status Form is now available on the Graduate School website.

Dr. Neff-Sharum offered to revise the section on pg. 64 describing the four categories of graduate faculty.

At the top of pg. 65, the first sentence has a typo: “Any interim appointments will be made…”

VIII. There was no new business.

IX. Announcements

Next meeting: Thursday, January 21, 2021 at 3:30 PM via Webex

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

Appendix A:

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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 (ex officio)
   2. Six members, one tenured associate or full professor from each division

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 (ex officio)
3. Six members, one from each division
4. Two at-large members

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

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

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[The Acceptable Use Policy POL 08.00.05](https://www.uncp.edu/pr/pol-080005-acceptable-use-policy) ~~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.~~

Users shall have no expectation of privacy with any information on the UNCP information technology infrastructure. To the extent allowed by law, UNCP reserves the right to make any communications, data or information regarding, transmitted through, or stored on any part of the UNCP information technology infrastructure available to law enforcement officials without a search warrant and without prior notice to any user.

Users are reminded that UNCP may be required to disclose any information transmitted or stored on the UNCP information technology infrastructure that is determined to be a public record and not otherwise exempt from disclosure under applicable law.

**Addendum: Feedback on Hiring Procedure stated in Faculty Handbook**

From

Joanne McMillan, Bobbie Scott and Leslie Bell

1) The Hiring Official crafts the position description and submits it in the Online Employment System for approval.

2)  The Hiring Official communicates to Academic Affairs and to the EEO Coordinator where the position is to be advertised.  In addition to formal advertisements (the Chronicle of Higher Ed and HigherEd Jobs), the Chair sends an announcement to a large number of institutions that prepare graduates in the appropriate discipline, especially minority and female serving universities.  Copies of these announcements shall be sent to the EEO Coordinator for the official recruitment file.

3)  Once the position is posted, the Hiring Official appoints a Search Committee.  The Chair of the Search Committee schedules Search Committee training with the EEO Coordinator prior to review of applicants beginning (this is mandatory for all searches).

4)  When there are an adequate number of qualified candidates in the pool (no less than seven business days, but preferably 30 business days), the posting may be removed from web.  The Hiring Official or Search Chair shall notify the EEO Coordinator to remove the posting from web.

5)  The Search Committee shall evaluate all candidates who have applied for Most Qualified, Minimally Qualified and Not Qualified status and provide this information along with non-selection reasons based on education or experience to the EEO Coordinator.  In addition, the Search Chair shall send the proposed questions to be asked of semi-finalist candidates for review.

6)  The EEO Coordinator will review and will certify the candidate pool and proposed questions.

7)   The Search Committee will proceed with semi-finalist interviews.

8)   Once the candidates have been narrowed down to the finalists, the Search Chair shall notify the EEO Coordinator of the same.

9)   The EEO Coordinator will approve the final candidates as will the Dean/Provost.

10)  The Search Committee will proceed with final interviews.  During this time, they will secure signed applications and criminal background check forms for each finalist.  Once they have selected a finalist, the Search Chair shall send the background check form to OHR for processing.

11)       Before any offer is made, please contact the Director of Academic Resources in Academic Affairs for the salary amount

12)       Send the Faculty Recommendation letter to the Dean and Vice Chancellor for approval

13)       Once the Faculty Recommendation letter has been approved by the Dean and Vice Chancellor, make an offer to the candidate.

14)       When the offer is accepted, begin collecting correct documents to be submitted to the Dean’s office.  A contract will be wrote.  Once the signed contract is received back in the Dean’s office, the file    will be forwarded to Academic Affairs and then to Human Resources.

From Liz Normandy and Scott Billingsley

**From:** Elizabeth Normandy <[elizabeth.normandy@uncp.edu](mailto:elizabeth.normandy@uncp.edu)>  
**Sent:** Friday, September 18, 2020 1:39 PM  
**To:** Scott Billingsley <[scott.billingsley@uncp.edu](mailto:scott.billingsley@uncp.edu)>  
**Subject:** Re: university faculty handbook oversight committee question

No that is not a step that is followed any longer. It used to be the case that the Office of Academic Affairs had to approve the candidates to be interviewed. There have also been administrators who wanted to review all the applicants before the candidates to be interviewed were selected but that has been a long time ago. There are probably other anachronisms in this section on the hiring process because this section has not been updated in at least ten years.

Liz

**From:** Scott Billingsley <[scott.billingsley@uncp.edu](mailto:scott.billingsley@uncp.edu)>  
**Sent:** Friday, September 18, 2020 12:51 PM  
**To:** Jennifer Wells <[jennifer.wells@uncp.edu](mailto:jennifer.wells@uncp.edu)>  
**Cc:** Elizabeth Normandy <[elizabeth.normandy@uncp.edu](mailto:elizabeth.normandy@uncp.edu)>  
**Subject:** Re: university faculty handbook oversight committee question

Jennifer,

I'll have to review the handbook to refresh my memory, but I don't think we have a formal review process in the Office of the Provost for this. I believe search committees typically work closely with department chairs and their dean's office before inviting candidates to campus. Once a slate of candidates is chosen, the committees work with Bobbie Scott in the provost's office to coordinate the logistical details. I have copied Liz Normandy on this email for her comment since she is our resident expert on the Faculty Handbook. I'm happy to discuss the matter with you and/or the committee in greater detail if you'd like.

Best,

Scott B.