*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.*

*The subcommittee shall consist of seven members. Each division will be represented on the subcommittee, and there will be one at-large member. At least two of the faculty appointed each year must be tenured. The At-Large member must come from a department not already represented. The subcommittee meets on the First Monday of the Month.*

Minutes

Faculty Evaluation Review Subcommittee

September 1, 2020 3:30PM

Webex: https://uncp.webex.com/uncp/j.php?MTID=ma341f9bb3874bd35a978b035bfd41211

Password: D4BeDezkX38

Join by phone

+1-415-655-0001 US Toll

Access code: 160 852 8622

Members in attendance:

Anthony Johnson (Letters to 2022), Tracy Vargas (SBS to 2022), Jessica Dupuis (ARTS to 2021), Rachel Smith (Chair, NSM to 2021), Aaron Vandermeer (At large to 2022)

Members not in attendance: Chiuchu (Melody) Chuang (Education to 2021), Jonathan Ricks (CHS to 2021)

Guests: Nathan Thomas, Chair Faculty and Institutional Affairs Committee

1. Call to Order   
   The meeting was called to order at 3:32pm.
2. Selection of a Secretary  
   Jessica volunteered to be the Secretary.
3. Adoption of the Agenda  
   The agenda was adopted.
4. Approval of Minutes from April 7, 2020  
   The minutes of the April 7th, 2020 meeting were approved as circulated.
5. Greeting from our Parent Committee (Nathan Thomas, Chair, FIAC)
6. Chair Report

* Motion to move probationary review to year 3 passed Faculty Senate but was not accepted by the Chancellor
* Proposed solutions to SEI calendar problem were circulated to Deans and AA.

The Chair reviewed the proposal of how the annual due date for faculty evaluations could be moved back to May 15th after the date when grades are due and around the end of contract. In order to make these changes, it would need buy-in/approval from the Provost and Deans and Chairs because it would require the Chairs to work during Maymester and it would require a Chair’s stipend. Also, when Rachel bought it to FIAC, it was suggested that the previous spring and current fall student evaluations could be included in annual evaluations, so we would always be lagging a semester. A Dean commented that they didn’t think it was appropriate. If we move to online evaluations, it would be simpler to complete evaluations every semester.

1. Old Business

There was no old business.

1. New Business

The subcommittee decided the following items will be a high priority this year:

* Revisit initial contract structure for tenure-track faculty and moving major review to year 3.
* SEI calendar issue, and non-standard question issue
* Expectations for P&T due to COVID
* Post tenure review clarifications

After Rachel, Abby, and Nathan meet with Dr. Zoe Locklear, the subcommittee will revisit initial contract structure for tenure-track faculty and moving major review to year 3 and expectations for P&T due to COVID at the next meeting. To prepare for the next meeting, the committee members need to read the Post-Tenure Review (Section II, Chapter 2) in the Faculty Handbook and focus on the five-year plan and how the PEC is different than the Promotion & Tenure Review.

The subcommittee decided the following items will be a low priority this year:

* Non-tenure track evaluations expectations
* Evaluation procedures for Assistant/Associate Deans
* Consider adding collegiality as an evaluation criterion
* Clarify the role of Deans in the evaluation of Chairs

1. Announcements  
   The Chair reminded the committee members about the date of the next meeting: Tuesday, October 6th at 3:30pm on Webex.  
   Aaron mentioned the updates in Interfolio including Committee/Candidate Forms and how we could assess how the forms work in the FERS committee.
2. Adjournment   
   The meeting was adjourned at 4:36pm.